



Guidelines for Organising Faculty/Programme Days/Week

1. Purpose and Coordination:

- A Faculty/Programme Day/Week must be organised under the auspices of a student society.
- Approval to host a Faculty/Programme Day/Week must be granted by the Societies Officer.
- Requests for approval must be received by the Societies Officer a minimum of two months in advance on the requested date; bookings not made in a timely manner may not be granted permission to proceed.
- As a general rule, dates for Faculty/School/Programme Days and/or collecting activities will be allocated on a first-come basis.

2. Planning and Execution:

- The event's activities must be planned carefully, considering time, location, and engagement opportunities.
- The planning process must adhere to all relevant guidelines and policies, including, but not limited to, university guidelines and policies, and the conditions set out in the Society Code of Codes of Practice for:
 - Student Society Finances
 - Student Society Events
- In general, the organising Society will be required to submit an Event Management Plan before permission to proceed is granted. As a result, please allocate sufficient time for planning to ensure a well-organised event. The Event Management Plan must be submitted to the Societies Officer for approval **no less than one month in advance of the event.**
- Please remember that certain activities may have logistical or insurance related requirements. Highlighting any such activities at an early stage is important to ensure approval and avoid any late cancellations.
- External suppliers will require insurance details or additional details. For example:
 - External catering (e.g. ice-cream van)
 - Activities (e.g. Bouncing Castle: Provider must provide staff to supervise. Is it weighted or pinned, and what is the proposed location?)

- The other items required within an Event Management Plan are listed in the Code of Practice for Student Society Events. Please note, this also includes a Risk Assessment to identify any potential risks.
- Money collection, counting & lodging procedures should be included as a separate appendix in the Event Management Plan and must be in line with all appropriate requirements including the Student Code of Practice for Finance and Fundraising.

3. Communication and Promotion:

- Clearly communicate the purpose and activities of the Event through promotional materials.
- All individual events must be listed on the Societies Calendar.
- The purpose of all fundraising must be clearly communicated by all promotional material (incl. t-shirts, buckets, social media posts and posters).
- Where such fundraising activity is in the name of a specific charitable organisation, permission to use the name and logo of that organisation must be sought and granted in advance. Written permission from the organisation should be included as an appendix in the Event Management Plan and confirmed with the Societies Officer.
- Such permission will form part of the basis for permission being granted by the Societies Officer.

4. Senior Treasurer:

- Each society has a full-time staff member as a Senior Treasurer, overseeing financial activities and supporting student societies.
- The society should consult with the Senior Treasurer in advance on logistical and financial matters to ensure compliance with procedures.

5. Faculty/Programme Days Execution:

- During the event, the society must coordinate the setup, management, and teardown of all activities.
- Assign responsibilities to ensure smooth execution and coordination among participating societies and participants.
- Ensure compliance with event schedules, venue guidelines, and safety regulations
- All street collections off campus in a public space must be carried out under permit from An Garda Siochana, and in accordance with such stipulations and conditions as may be directed.

- All collecting activities on campus must be carried out under a licence from the Societies Officer, and in accordance with such stipulations and conditions as may be directed by the Societies Council or the University authorities through the Societies Council.
- All public and street collections must use only sealed and tamper-proof buckets and containers. Collectors may also use a Society assigned Card Reader. Each container [or card reader] should be numbered and should be signed out and signed in by the person to whom that number has been assigned.
- All collectors must operate at least in groups of 2.
- All collection buckets and card readers must be returned to a central point for counting.
- All monies collected must be counted and lodged in the main Society account or specific, approved, event account on the same banking day. Where lodgement is not possible, remaining monies must be lodged, sealed, and secured with University authorities. Monies should not be left under the personal control of any one individual.

6. Faculty/Programme Days Reporting:

- After the event, provide a summary report of the day's activities and outcomes to the Senior Treasurer and the Societies Officer.
- This should include details regarding; incident reports, attendance figures, participant feedback, and any relevant financial information.

7. Compliance and Penalties:

- Event organisers are responsible for adhering to these guidelines and any University policies.
- Failure to comply with guidelines may result in penalties, including potential restrictions on future events.
- These guidelines are designed to help student societies at UCD plan and execute successful Faculty/Programme Days while adhering to university policies and best practices. It is important to adapt these guidelines to your specific context and ensure that they align with any updates or changes to university policies.