

Group Revival Guidance Document

If you're reading this document we're guessing that you're thinking about adopting one of our student groups that has recently become dormant. Which is great news!

But you're probably wondering what you need to do to get that group up and running.

Luckily for you we have pulled together this quick guide to take you through everything you need to know, whether it's a Sports club, Society or Media group.

Reviving a group

Step 1: Register your interest

If you haven't already done so, register your interest in [this form](#).

If you are happy for us to share your data, it will enable us to put you in touch with other students who may also be interested in setting up or joining the same group.

If you need a reminder of which groups are available for adoption, check out our website:

Adoptable Societies: <https://www.su.rhul.ac.uk/opportunities/societies/adopt/>

Adoptable Clubs: <https://www.su.rhul.ac.uk/opportunities/sports/adopt/>

Step 2: Find your committee

For any group to run, it needs to have the three core committee positions filled. These are the President, Treasurer and either Secretary or Vice President. Without these we will sadly be unable to revive the group.

You may already have people in mind for the roles, but if not, we might be able to put you in touch with others who have shown interest in your group so reach out to us if you are having trouble filling the positions.

Step 3: Get in touch with your VP Societies and Sport

Once you have your 3 core members you will need to reach out to Hannah Hockin, your VP Societies & Sport who will give you some advice and ask you to fill out the [New group Set up form](#).

Once we have that we can get you set up and the group will be up and running! Easy, right?

Things to think about:

To get your planning underway, here are some things you will need to think about:

- What kind of activities you would like to run and where you might like to hold them

- The costs involved in running them
- What your membership price should be - this could be free if your group is very low cost, but make sure you consider any equipment, costumes, activities or transport needs that may need to be covered.

Creating a new group

If you can't find a group that fits with what you want to do, and you've checked that there isn't already an active group with similar aims that might overlap, it may be that you need to create a new group.

In order to do this you will need to reach out to Hannah Hockin, your VP Societies & Sport, who will give you some advice and help you start the ratification process. This will involve you providing us with some information about what the group is and why you would like to create it.

We will also ask you to fill out a New Group Student Pack and a Student Group Forecasting document to help us understand how you would intend to fund any activity.

Once submitted, this information would be presented at the next SSO Executive where it will be agreed that there is no overlap, and checked that the group would be in the best interests of the students and is financially sustainable.

You can find more information about getting a group ratified [here](#).