President and Treasurer’s Handbook
2018/19

kclsu.org
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Introduction
Welcome to KCLSU – our Students’ Union. We’re pleased to welcome you to our community of ratified student activity groups, student media groups and sports clubs!

This guide aims to provide you with all the resources and information that you’ll need to run your group or club effectively and efficiently.

If you’re still unsure about something, you can email activities@kclsu.org, studentmedia@kclsu.org, sports@kclsu.org or stop by a KCLSU Hub to get additional support.

What does it mean to be a ratified group or club?
Being a ratified activity group, media group or sports club means that KCLSU will provide you with support and resources. With these benefits, come important responsibilities that are outlined in your student activity group, student media group or sports club agreement. This agreement is to be signed by the President and Treasurer of every group or club at the President and Treasurer (PAT) Conference.

You’ll find some important parts of said agreement in the section in this book relevant to your group (student activity groups on page 15, media groups on page 23 and sports clubs on page 19).

KCLSU Hubs
KCLSU Hubs can help with all the general needs of your activity group or sports club. Here’s a snapshot of what they deal with:

• Answering enquiries about all KCLSU activity groups and sports clubs
• Helping students join groups and clubs and pay membership fees
• Assisting committee members to book spaces for their meetings, rehearsals, etc. (sports clubs wanting to book external practice/match facilities, please contact sports@kclsu.org)
• All enquiries relating to social study spaces, activity rooms and meeting rooms alongside performing room checks

Please note:
KCLSU Hubs are the only place student groups can deposit money from fundraising activities (whether from groups or individuals).

Opening hours and contact details
• KCLSU Hub at Guy’s (West Wing): guyshub@kclsu.org
  Monday - Friday: 8.30am-11pm / Weekends: 9am - 10pm
• KCLSU Hub at Strand (Macadam Building and Bush House): strandhub@kclsu.org
  Monday - Friday: 10am - 6pm
• KCLSU Hub at Bush House (opening in July 2018): strandhub@kclsu.org
  Monday – Friday 8am -10pm / Saturday 10am - 8pm / Sunday 10am– 6pm
• KCLSU Hub at Waterloo (Franklin-Wilkins Building): waterloohub@kclsu.org
  Monday - Friday: 10am - 6pm
• KCLSU Hub at Denmark Hill (IoPPN and WEC Buildings): denmarkhillhub@kclsu.org
  Wednesdays and Fridays: 10am - 2pm

Please note that the above opening hours apply to term-time only. Check kclsu.org for updates regarding opening times during holidays.
Your webpage

After you attend PAT Training and purchase membership to your group or club, you should contact a KCLSU Hub (opening hours and contact details above) where a staff member will register you as either President or Treasurer. Once registered, you will then have access to your group or club’s webpage which you can make changes to and keep up-to-date.

With this access you can log into kclsu.org and click ‘my account’ in the top right hand corner to see a drop-down menu. The first list on this drop-down menu is ‘Organisations’ - under here you will see all the groups or clubs of which you are a committee member.

If you click on the group or club name, you will be taken to the administrator page where you can access various options for your group.

The following explains what each area of the admin page does:

‘Edit details’

‘Contact details’
- Email address – club or society email address which will be displayed on your webpage
- Web address – a public website upon which people can find out more about your activity
- Twitter username – Twitter account for members/potential members to follow
- Facebook URL – Facebook page or group for members/potential members to join or follow
- Instagram username – Instagram account for members/potential members to follow

‘Listing description’
Not currently in use

‘Description’
This is where you input information that will appear on your page. You should include a little about your group or club’s core activity and when/where you meet as well as any upcoming events or projects.

Please note: The above content should be updated around once a month with any changes and updates. This keeps your page relevant and engaging for both current and potential members.

‘Messages’
- This is where you can contact your members. We are unable to share member details but you can contact every individual who has successfully purchased a membership to your group through this messaging tool. From here you could request that they send you their email address/join your Facebook group/follow you on Twitter etc.
- If your club society email address has been correctly input, you will be able to choose whether you message members from that email address or your own personal email address. You will also have the option to have your members reply to your group email address or your own email address.
- All messages that you send to the club or society via this messaging system will be saved into the system but replies will go directly to the email address provided.

‘Groups’
- You can create / edit groups of members. This can be used for any reason such as active members or members who’ve attended a specific meeting. You will be able to send messages to any groups that you create via the message centre.

‘Sales reports’
- Sales reports allow you to track the sales of memberships, tickets or products that are owned by your club or activity group.
- Every item sold that has been set to your group will be tracked here and will appear in the reports.
- You can also view a list of the names of purchasers
- If you have customisations set up (i.e a “size” for a jumper) you can also view those details here.
Room bookings

Being a ratified group means you have access to plenty of meeting spaces free of charge. Here are all of the spaces available to you:

**KCLSU rooms**
- 9 spaces at Guy’s - West Wing and East Wing
- 2 spaces at Strand - Macadam Building, ending in Summer 2018
- 12 spaces at Strand - Bush House, beginning in Summer 2018. Be sure to keep up-to-date with our website and social media for the latest information on the Bush House move.

**King’s rooms**
- Classroom and lecture theatres
- Greenwood Lecture Theatre (kingsvenues@kcl.ac.uk)

**KCLSU Venues**
- Philosophy Bar (venues@kclsu.org)
- Guy’s Bar (guysbar@kclsu.org)
- The Shed (theshed@kclsu.org)
- The Shack (theshack@kclsu.org)
- The Vault (thevault@kclsu.org)

**KCLSU and King’s notice period**

Room bookings must be made at least 3 working days before an event is due to be held. Any bookings with an external speaker must be made at least 15 working days before the planned event. This gives us time to make external speaker checks and carry out risk assessments if necessary. These notice periods are non-negotiable.

**External speakers – why do we check?**

Our student groups hold over 1,000 events with external speakers every year. It’s KCLSU and King’s policy to ensure that freedom of speech is upheld on campus and we’re committed to ensuring our campuses are inclusive and free of discrimination. We must ensure that all events are safe and anyone invited to speak on campus does not cause harm to any of our members. To ensure we uphold these principles we check all external speakers in line with our External Speakers Policy. The KCLSU External Speaker Policy can be found at www.kclsu.org/policyzone/.
Booking KCLSU spaces

You will have a room booking login for your society or club. If you do not have one or can’t find one, please contact activities@kclsu.org. If your group’s previous committee didn’t provide your room booking login, contact a KCLSU Hub.

Here’s how to book a KCLSU room:

1. Go to kclu.org/bookaroom
2. Choose Book a Room
3. Select Book with KCLSU
4. Sign in with your name and password
5. Here’s what the screen should look like:

6. Choose West Wing/Macadam Building in the top left corner and select the date on the top right. Every space will show up with room capacity and availability. Click on the time you would like a specific space according to availability.

7. Fill in your room booking details in the form (pictured). If you have external speakers coming, click the link at the top of the page to put in all details related to external speakers and attendees.

8. After you submit the form, KCLSU will review your request. If no more details are required and the request is approved, you’ll receive an email confirmation.
External Speaker Procedures

The Operations and Office Coordinator will check all external speakers’ details, against the trigger criteria in our policy. As the organiser for the event you are responsible for researching the speakers and providing us with information. When submitting the form, if you answer yes to one or more of the following you’ll be asked to submit a self-referral of the speaker.

- The speaker or topic attracted controversy in the past
- The event or speaker is likely to attract media interest
- The external speaker is on a speaker tour across a number of institutions or organisations

Checks are in place not to hinder the speaker in attending, but to ensure we are all taking the necessary steps and responsibility to ensure the event goes ahead safely. If you are asked to submit a self-referral of the speaker, then the details will be sent to the Chief Executive (or nominee) and Vice President Activities and Development to undertake further checks. The External Speaker Policy can be found at kclsu.org/policyzone.

KCLSU block bookings

Prior to the beginning of each term, KCLSU Hubs will issue block booking request forms, which help you request regularly needed rooms for the next term. Just so you know, KCLSU prioritises room bookings in the following order:

1. KCLSU annual events (e.g. Welcome, One World)
2. Block bookings
3. Student group one-off bookings
4. KCLSU staff bookings
5. King’s staff bookings
6. External bookings

This information only applies to KCLSU rooms. If you’ve got any questions about this, email hello@kclsu.org.

Booking King’s spaces

To book a King’s room, go straight to kclsu.org/bookings. After your request, King’s will contact you directly if further information is needed or when your booking has been approved. Please remember that King’s Rooms require 3 working days’ notice for room bookings.
Monthly updates

On the last Friday of each month, student activity groups and media groups will receive the Activities Update and sports clubs will receive Team Talk. These are monthly newsletters which will provide you with all of the important updates you’ll need for running your group/club (e.g., funding applications, training, events etc.). These updates are the only way you will hear from us so it’s vital you read them each month.

Keep an eye out for it in your inbox! If you do not receive this on the last Friday of the month, please contact activities@kclsu.org or sports@kclsu.org.

Risk assessments

The KCLSU Activities Team supplies risk assessments for the most common group activities, found under Health and Safety on the Running a Group or Running a Club page of kclsu.org. However, if you wish to run events outside of these (example below), you may need an additional risk assessment, which you will need to send to activities@kclsu.org:

- **Widening Participation initiatives:** Many groups go to schools in London and beyond to promote fair access to university to underrepresented groups. These opportunities require a risk assessment. Each of your volunteers will also need to complete a DBS check (see More than core section of this guide for more information). This will take between 2-6 weeks, so you need to plan in advance.

- **Outreach/community work:** If you’re going to volunteer in the community, you’ll need to complete a risk assessment form. For example, you need to consider how your volunteers will travel to and from your projects. Also, if you’re going to be working with under 18s or vulnerable adults, it’s a legal requirement to complete a DBS check. We offer an appointment service to guide you through the process and you can find details on the DBS section of kclsu.org under Volunteering and Fundraising.

- **Creative Fundraising:** Challenge fundraising is common and popular. For example, if your society wants to do a fun run, complete the 3 peaks challenge or abseil from the Shard, you need to complete a tailored risk assessment for these events.

- **Activities outside your core activities:** If you plan on doing anything that falls outside your normal core activities, you’ll need to fill out a risk assessment. If you’re ever unsure, just ask!

Trips

For all UK trips you will need to submit a trip registration form and risk assessment to activities@kclsu.org at least 15 working days prior to your departure. These forms can be found in the Running a Group or Running a Club page of kclsu.org.

All trip attendees must be registered members of the society on the KCLSU website, otherwise KCLSU insurance will not cover them.

KCLSU cannot support any trips outside of the UK with your student group and these will not be covered by our insurance. You will not be able to travel as your student group and will have to travel as individuals. Individuals travelling outside of the UK will have to purchase their own travel insurance.
Conflict

Resolving conflict

Unfortunately, committee conflicts are not uncommon. The Activities Team is called on from time-to-time to intervene when conflicts or allegations need to be dealt with by an impartial party.

If you do want to contact us for help with a conflict, this is the procedure that will follow:

- **Gather information:** Don't just rely on rumours, it's important to have evidence to back up your problem. After we have seen evidence, we may invite both parties in for a discussion.
- **Meet and resolve:** During this meeting, it's important that we hear both sides of the problem to offer practical and impartial advice.
- **Further action:** We may decide that the problem goes beyond our scope – for example we may be dealing with an issue bigger than the society that could involve more personal problems. If this is the case, we recommend that the group/student contact our Advice Team (advice@kclsu.org).

Avoiding conflict

We recommend a few ways for groups to avoid conflicts:

- Create job descriptions for each role in your committee that each member signs off.
- Complete meeting minutes with agreed actions after each committee meeting and circulate to entire committee.
- Avoid the social media trap. Keeping all communication on Whatsapp or Facebook increases likelihood of misunderstandings.
- There may be times when something is just too big (i.e. harassment or intimidation) for you to handle internally. If so, refer the student to complaints (complaints@kclsu.org) to fill out a formal complaint.

AGMs & Elections

In March/April 2019, you will need to hold an AGM and election. All elections must be democratic and follow the guidelines available under the Running a Group or Running a Club pages on the KCLSU website.

Any results from elections which do not follow these guidelines will be disregarded and KCLSU will organise a re-election for you via our website.
Promotion and marketing

We want to make sure that your marketing is the best it can possibly be so that more people can get involved with your group or club. Here are some tips that might help:

Methods of marketing

Social Media

Using social media is a popular way to promote what you do and build a community within your society. Groups should have both Twitter and Facebook, since most students use one or both.

Tag @kclsu or use #KCLSU, and we’ll try to repost and ‘like’ where possible. You may also choose to have an Instagram page and can tag us using @kclsu. It also helps if you let us know your social media pages, so that we can promote you.

We have created some hints and tips below to help you with your social media usage:

- Use your generic society email address for the social media account
- Ensure all passwords for the account are changed at the start of the year, and only select committee members have them
- If your event is for members only, don’t make the Facebook event public
- Don’t share any of your personal details online, and be mindful of data protection for others
- Are children attending your event? Remember not to share their pictures and details on social media
- In your hand over documents, create a list of all login details for your accounts
- Be mindful of your use of language, and refer to our Safe Space Policy (kclsu.org/policyzone) to ensure it’s inclusive
- Make sure you use your society’s social media accounts for stuff that’s relevant to what you do – you don’t want your followers to lose interest.

Social Media responsibility

Remember that all KCLSU ratified groups and clubs are representing both the Union and King’s. Whilst social media is a great tool, please look out for your society and members and be mindful of what you are posting. Any posts which violate KCLSU policy will result in member disciplinary.

Social media posts now carry the same legal responsibilities as print journalism, and committing libel through your social media channels will expose your group to potential legal action. Generally speaking, a statement is libellous if it is:

- Falsely stated as fact. In most places, a truthful statement can’t be defamatory. The same typically goes for opinions.
- Harmful to the subject’s reputation. Hurt feelings usually aren’t enough. Damages need to be more tangible, like getting fired, losing a promotion, or receiving hate mail.
- Communicated to a third party. Comments written in a private diary usually don’t rise to the level of defamation.
- Make sure you double check everything that you post and if you aren’t sure don’t post it!

Finally, be aware that sharing or retweeting a libellous statement is still a libellous action.

KCLSU Instagram takeovers

If your group would like to promote your society and share the fantastic things that you’re doing, why not sign yourself up to take over our Student Life Instagram for a day? You’ll be able to promote your event via our story and celebrate your achievements on our page. If you’re interested in doing this, please email activities@kclsu.org and make sure to follow @studentlifekclsu on Instagram!
KCLSU website

Fill out an Event Promotion Form under the Running a Group or Running a Club pages of kclsu.org at least two weeks before your event, and we can help with the following:

- Promotion on our website
- Setting up online ticket sales
- Help with any issues accessing your daily ticket sales reports

**Please note:** If this event is fundraising for a charity, make sure you have completed the fundraising form that can be found in the Volunteering & Fundraising section of the website.

KCLSU screens

If you send a promotional image to: marketing@kclsu.org, we can post it in the screens at our bars, KCLSU Hubs and other spaces. Artwork should fit the following:

- Jpeg or png formats
- 1375 x 775 pixels

**Please note:** KCLSU screens will be promoted for 7 days from their go-live date

KCLSU Redbus screens

If you send a promotional image to: marketing@kclsu.org, we can post it on our Redbus screens located on Strand and Guy's Campuses. Artwork should fit the following:

- Jpeg format
- 1080 x 1920 pixels
- Portrait

**Please note:** Redbus screens will be promoted for 7 days from their go-live date

Student media

Our student media want to work with our groups and clubs. From articles or reviews in Roar Newspaper to interviews on KCL Radio and great images from PhotoSoc, there are many different ways to promote your group. Feel free to contact them!

KCL Radio: station.manager@kciradio.co.uk
King's TV: contact@kingstv.london
PhotoSoc: info@kclsuphotosoc.co.uk
Roar News: editor@roarnews.co.uk
DJ Society: kcldjsociety@gmail.com
Strand Magazine: contact.strandmagazine@gmail.com

Posters and leaflets

Make sure you follow these guidelines when creating printed materials (KCLSU can remove anything that doesn't follow these rules):

- Must include English translation
- Cannot include racist, sexist or offensive images and language that breach our Safe Space Policy (kclsu.org/policyzone)
- Must include correct contact details and detailed information.

Engaging students

For your group to be successful, you should target your activity to students from different years, campuses and courses. Aside from effective promotion, here are other ideas to consider:

- **Launch events:** These are always a great way to promote your society and spark interest in joining.
- **Taster sessions:** In order to get people involved and be accessible, run a taster. Taster sessions should be free or as low cost as possible. You can run them at any point throughout the year – remember not everyone joins in September. It's a great way to make your society more inclusive and meet new members.
- **Promotion in lectures/classes:** Promoting your group in lectures can be really effective. Try to think about whom you're targeting, choose the best lecturer and develop a relationship with the faculty or department.
KCLSU Awards

The KCLSU Awards represent the pinnacle of success at KCLSU and recognise the highest levels of achievement. Every May, we celebrate students, sports teams, activity groups, and societies who have made outstanding contributions to KCLSU in an Oscars-style awards evening.

There are always inspiring speakers and performances from activity groups and societies. Nominations open in Term 2. These awards are split into Crowns and Colours, and KCLSU individual and group Awards.

Crowns and Colours

These awards bring together inspiring students who have dedicated their time to participating in sport or student leadership at a high level.

In Term 2, you can nominate those people who’ve made an outstanding contribution to their sport (Colours) or activity group (Crowns). These nominations will be considered by a panel.

The Awards night takes place in Term 3.
# Planning your year

- **Sports clubs**
- **Student media groups**
- **Student activity groups**

<table>
<thead>
<tr>
<th>Key dates</th>
<th>Your plans</th>
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<tbody>
<tr>
<td><strong>July 2018</strong></td>
<td></td>
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<tr>
<td>9th</td>
<td>Development Fund application window open <em>(includes ALL Welcome funding &amp; ALL Black History Month funding)</em> – closes 6 August</td>
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<tr>
<td>25th</td>
<td>K+ Summer School: Showcase session</td>
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<tr>
<td><strong>August 2018</strong></td>
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<tr>
<td>1st</td>
<td>New membership year starts, remember to purchase* your membership for 2018/19 via the KCLSU website</td>
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<tr>
<td>8th</td>
<td>K+ Summer School: Showcase session</td>
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<td><strong>September 2018</strong></td>
<td></td>
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<tr>
<td>Welcome Week</td>
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<td>Welcome Fair</td>
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<td>KCLSU Autumn Elections</td>
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<td><strong>October 2018</strong></td>
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<tr>
<td>1st</td>
<td>Development Fund application window open <em>(includes ALL One World &amp; ALL Disabled History Month funding)</em> – closes 19 August</td>
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<td>1st - 31st</td>
<td>Black History Month</td>
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<td>10th</td>
<td>World Mental Health Day</td>
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<td>Wellbeing Week</td>
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<td>22nd</td>
<td>Widening Participation fund application window open – closes 21 November</td>
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<tr>
<td>22nd</td>
<td>King’s Community Fund application window – closes 16th November</td>
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<td>Sport Forum</td>
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<td>Student media Induction Week</td>
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<tr>
<td><strong>November 2018</strong></td>
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<tr>
<td>22nd</td>
<td>Disability History Month – ends 22 December</td>
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<tr>
<td>This Girl Can Week</td>
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<td>One World</td>
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*even if your group is free of charge, you still need to register as a member via the website
<table>
<thead>
<tr>
<th>Month</th>
<th>Event details</th>
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<tbody>
<tr>
<td>December</td>
<td>Write down your own ideas for events:</td>
</tr>
<tr>
<td>January</td>
<td>Development Fund application window open (includes ALL LGBT+ History Month &amp; ALL Women's History Month funding) - closes 28 January</td>
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<td></td>
<td>Sport Forum</td>
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<td></td>
<td>New Year, New Start</td>
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<tr>
<td>February</td>
<td>National Student Volunteering Week</td>
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<td></td>
<td>Sport Forum</td>
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<td></td>
<td>KCLSU AGM</td>
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<td>KCLSU Spring Elections</td>
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<tr>
<td>March</td>
<td>Varsity</td>
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<td></td>
<td>Macadam Cup</td>
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<tr>
<td>April</td>
<td>1st - 22nd Development Fund application window open</td>
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<td></td>
<td>April/May Society registration</td>
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<td></td>
<td>Sports Club registration</td>
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<td></td>
<td>PAT sign up</td>
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<td></td>
<td>AGM &amp; Elections</td>
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<tr>
<td>May</td>
<td>KCLSU Awards 2019</td>
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<td></td>
<td>Take Time Out</td>
</tr>
<tr>
<td>June</td>
<td>PAT training conference</td>
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<td></td>
<td>Committee handover</td>
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</tbody>
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Core: Student activity groups

Welcome to the student activity groups section of the handbook. Here, you’ll find information specific to running a student activity group. However, please make sure you also read through the rest of the handbook and go to the Running a Group section at kclsu.org as there will be topics in other sections which will also be relevant to your group including room bookings and finance.

If you’re still unsure about something, you can email activities@kclsu.org or stop by a KCLSU Hub to get additional support.

What you can expect from KCLSU

- We’ll provide an easy way for members to join your society and act as a data processor for you. Membership data will be stored according to the requirements of current data protection legislation and only select committee members will have access. We’ll provide you training on data protection but the easiest way to stay within the law is to only use KCLSU systems to collect names, emails, contact details or any other personal data about your members.
- We’ll provide effective operational training for Presidents and Treasurers. Additional training will be available to help you understand eXpense365, the financial system used for activity group payments.
- We’ll provide a dedicated staff team to support you and help ensure that your group flourishes.
- We’ll create funding opportunities for which you can apply throughout the year.
- We’ll provide appropriate facilities free of charge to all groups.
- We’ll provide opportunities to recognise your achievements through celebration and awards.

What we expect from you

- You are responsible for any personal data you collect from your members and have to follow all relevant data protection legislation in the UK. As the data controller for the data you must never sell, share or lose this data.
- Society funds must ONLY be held in your KCLSU bank account. You can’t open a private account or hold money in other accounts (e.g. JustGiving, EventBrite).
- At the end of Term 2 (March/April), you’ll hold an election for the following year’s committee members. This should be conducted fairly and democratically. Guidance for this can be found on the Running a Group page of kclsu.org.
- You agree and will adhere to KCLSU policies and guidelines on matters affecting you, your group and the members of KCLSU.
- Each society will have a committee which runs the group. This must include a President and Treasurer. You may have additional, democratically-elected members as required.
- Each President and Treasurer must attend an annual training session and sign the Student Activity Group Agreement.
- At all times you will remain financially solvent and free of debt. If you find that you may enter debt, you must contact us so that we can work with you to resolve this situation as soon as possible.
- As a student group, you are a representative of KCLSU. Your behaviour could potentially affect the public image of KCLSU and King’s College London. It’s expected that you will behave in a manner that positively reflects our values. You must treat staff with respect and not subject them to abuse or discrimination of any kind.

Contact:

Email: activities@kclsu.org
Twitter: @kclsu_SAGs
Instagram: @studentlifekclsu
Membership

Why is it important?

It’s important that every student who is part of your group signs up to be a member on our website. This is so our system shows that you’ve got the minimum number of members (25). If we see you have fewer than 25 members, we’ll think that you are inactive and you may be de-ratified.

Additionally, KCLSU’s insurance coverage of your society will only apply to members who have registered on MSL via the KCLSU website or with KCLSU Hubs, so it’s really important that your members sign up via this system.

How do members join?

There are 3 easy ways for students to become members:

- **KCLSU Hubs**: Students can go to any of our Hubs and pay* to join your group.
- **KCLSU website**: By logging into kclsu.org, students can find your group’s page and pay* online to join.
- **Associate Membership**: Non-King’s students can join your group by purchasing an Associate Membership, either through the website or a KCLSU Hub. More information can be found at kclsu.org/membership.

*If your society is free, students join in the same way, but without payment.

Being an inclusive society

Every society should take steps to ensure their activity is inclusive, accessible and open to all. A good group values its members – it’s important to ensure that their needs and differences are being met and are listened to, whilst also building a sense of community within your group. There will be more information on this during your Core PAT training session.

Write down your own notes here:
Funding your group

Funding is essential to run activities. Here are ways to make money that you might want to consider when budgeting for the year:

Membership fees

If your group does not want to charge a membership fee, you may miss out on potential income to run your events. People who’ve paid to join your group are more likely to attend events throughout the year - some of our biggest groups do charge a membership fee. Our minimum membership fee, if you choose to have one, is £1, but do take VAT into consideration because once this has been subtracted your group will only receive £0.83.

Sponsorship

Sponsorship is a great and popular way to receive more funding. It’ll give you access to funding, while helping you to build professional contacts and networks. You can apply for sponsorship for your society for the whole year to purchase merchandise such as hoodies, or just for single events. However, remember to agree first on what companies may want in return, and ensure your contract is sound. A sponsorship guide can be found on the Running a Group page of the website. Please remember that all sponsorship contracts should be sent to activities@kclsu.org before they are agreed so that they can be reviewed before signed.

Profitable events

Get creative and use the things that make your group unique! For example, cultural groups could run language classes for a small fee. Think outside of the box and discuss your ideas with us along the way.

Selling goods and services

You should also think about what goods or services you could sell on campus. Again, focus on your unique selling points and the skills you have in your group (e.g. Baking Society could sell baked goods or The Jazz Society could charge to perform at an event).

Grants

KCLSU offers funding opportunities throughout the year. Here are a few options:

KCLSU Activities Development Fund

Funding is available to help your group develop and engage better with your members and potential members. You can apply at four points throughout the year (see Events Calendar on page 12). Look for updates on the Activities Updates page of kclsu.org for specific application dates. A representative of your group must attend an Activities Forum in order to apply for this fund again, if you have already applied.

KCLSU Widening Participation (WP) Fund

Whether you’re an individual with an idea, or part of a group with an established outreach programme that you wish to expand, the WP Fund (up to £500) is open to all King’s students wanting to create and develop student led outreach projects in the community. You can bid for between £750 and £10,000 for each project. The fund can cover things like equipment, promotional materials, conference/event costs and training. It’s there to help make an idea happen. Application information will be sent out when the fund is open.

King’s Community Fund

Thanks to King’s Alumni, your group can apply for funds to help turn ideas into projects that’ll improve the community. You can bid for between £750 and £10,000 for each project. The fund can cover things like equipment, promotional materials, conference/event costs and training. It’s there to help make an idea happen. Application information will be sent out when the fund is open.
The Entrepreneurship Support Fund (ESF)

The ESF is an initiative run by the Entrepreneurship Institute that gives societies at King's up to £2,000 grant funding, for initiatives that inspire King's students to develop transferable skills and have entrepreneurial experiences which enhance future careers. Societies that apply and are awarded funding will also receive a support & benefits package. More information on the application process and important dates can be found at: kcl.ac.uk/entrepreneurship-institute.

Other grants and funds

There's a range of other funding opportunities throughout the year. Be sure to stay updated with Activities Updates, the KCLSU website and social media for more opportunities.

Decision Making Activities Committee

Activities Committee

The Activities Committee is one of 5 KCLSU committees, each led by elected students and open to all, to share and discuss ideas together. The Committee works with students to improve activities at KCLSU and makes decisions on ratifying new groups and allocating funding. If you'd like to bring an idea to the Activities Committee, contact your Vice President for Activities and Development at vpad@kclsu.org.

Celebrating your achievements

As well as the KCLSU Awards in May, you can also be awarded two other commendations in recognition of your achievements:

Community Stripe

The Community Stripe is awarded to student groups who've worked to make a positive impact in the community.

To receive the Community Stripe, your group should have undertaken projects that not only benefit the KCLSU community, such as developing an inclusive society, but they should also make an impact on the wider community such as campaigns and events at the local or national level.

Green Stripe

The Green Stripe is an accreditation that's awarded to societies who have made an effort to reduce their carbon footprint and have promoted the importance of operating in a sustainable manner. Applications are accepted at any point throughout the year, and the Green Stripe stamp will be added to a group's website profile.
Core: Sports clubs

Welcome to the sport section of your handbook. The next few pages will specifically cover sport related administration. However, please have a look through the rest of this handbook and kclsu.org as there are some topics relevant to your club that are not in this section such as room bookings and KCLSU policies.

If you’re still unsure about something, you can email sports@kclsu.org or stop by a KCLSU Hub to get additional support.

What you can expect from KCLSU

- We'll provide an easy way for members to join your club and act as a data processor for you. Membership data will be stored according to the requirements of current data protection legislation and only select committee members will have access. We'll provide you training on data protection but the easiest way to stay within the law is to only use KCLSU systems to collect names, emails, contact details or any other personal data about your members.
- We'll provide effective operational training for Presidents and Treasurers. Additional training will be available to help you understand eXpense365, the financial system used for sports club payments.
- We'll provide a dedicated staff team to support you and help ensure that your club flourishes.
- We'll create funding opportunities for which you can apply throughout the year.
- We'll provide appropriate facilities for training and fixtures for all clubs.
- We'll provide opportunities to recognise your achievements through celebration and awards.

What we expect from you

- You are responsible for any personal data you collect from your members and have to follow all relevant data protection legislation in the UK. As the data controller for the data you must never sell, share or lose this data.
- Sports club funds must ONLY be held in your KCLSU bank account. You can’t open a private account or hold money in other accounts.
- At the end of Term 2 (April), you’ll hold an election for the following year’s committee members. This should be conducted fairly and democratically. Guidance for this can be found on the Running a Club page of kclsu.org.
- Each club will have a committee which runs the club. This must include a President and Treasurer. You may have additional, democratically-elected members as required.
- Each President and Treasurer must attend an annual training session and sign the Student Sports Club Agreement.
- At all times you will remain financially solvent and free of debt. If you find that you may enter debt, you must contact us so that we can work with you to resolve this situation as soon as possible.
- As a sports club, you are a representative of KCLSU. Your behaviour could potentially affect the public image of KCLSU and King’s College London. It’s expected that you will behave in a manner that positively reflects our values.
- You must treat staff with respect and not subject them to abuse or discrimination of any kind.

KCLSU Sports hope you are looking forward to the year ahead leading your sports club and always remember that the KCLSU Sports staff team are here to help so get in touch if you need any help!

Contact:
Email: sports@kclsu.org
Twitter: @kclsu_Sports
Instagram: @studentlifekclsu
Fixtures: fixtures@kclsu.org
Membership

Why is it important?

It's important that every student who is part of your club signs up to be a member on our website. This is so our system shows that you've got at least 25 members or the minimum number of members to run the teams that you enter into BUCS/LUSL. For example, if you are a club running 3 teams which require 11 players each, you will be expected to have a minimum of 33 members.

Throughout the year we will also pull reports on membership numbers so having everyone signed up to your club helps to show the true size of both your club and the sporting membership of KCLSU.

Additionally, KCLSU’s sports insurance will only apply to members who have registered with your club and also paid £4 for the sports club insurance, so it’s really important that your members sign up via this system.

How do members join?

The easiest way for a student to join your club is through your club page on the KCLSU website. However, if for some reason a student is unable to do this they can visit a KCLSU Hub who will be able to help them with their membership.

Clubs can also have associate members which is a great way to stay engaged with your alumni. Details on how you can purchase an associate membership can be found in the Joining a Club section of kclsu.org - any questions can be sent to enquiries@kclsu.org.

GKT (Guy’s, King’s and St Thomas’) refers to the heritage of Medical students at King’s. To uphold this heritage, we have put measures in place that protect this heritage. To find out more please have a look at our Team Eligibility for Medical and Non-Medical Students Policy found under the Joining a Club section of kclsu.org or email sports@kclsu.org. If you wish to join a GKT team please complete the letter with the club President which can be found in the same section of the website and bring it to a KCLSU Hub when buying your membership.

Funding your sports club

Funding is essential to run your core activities. Here are ways to make money that you might want to consider when budgeting for the year:

Membership fees

The minimum membership fee for sports clubs is set at £15 with an additional compulsory £4 insurance fee. However, you can decide what membership fee you want to charge and you’ll need to think about what you want to achieve as a club during the year when setting this. It’s great to see clubs with big plans for the year but delivering them often costs money. Your membership fee can also be a good way to top up the grant funding you receive from KCLSU; 25% of your membership fee will be restricted for club core activity costs.

Sponsorship

Sponsorship is a great and popular way to receive more funding. It’ll give you access to funding, while helping you to build professional contacts and networks outside of King’s. You can apply for sponsorship for your club for the whole year to purchase merchandise such as hoodies, or just for single events. However, remember to agree first on what companies may want in return, and ensure your contract is sound. A sponsorship guide can be found on the Running a Club page of the website.

If you would like extra support or guidance when working on club sponsorship please contact sports@kclsu.org.

Please remember that all sponsorship contracts should be sent to KCLSU Sports before they are agreed so that they can be reviewed before signed.

Grants

KCLSU offers funding opportunities throughout the year. Here are a few options:

Widening Participation (WP) Fund

Whether you’re an individual with an idea, or part of a group with an established outreach programme that you wish to expand, the WP Fund (up to £500) is open to all King’s students wanting to create and develop student led outreach projects in the community. You can apply online in Term 1. To apply to the fund you should have attended a safeguarding training session run by the Students’ Union and completed your DBS
check prior to submitting the application form in.

The application form can be found on the website. The application window is open from Monday 22 October until Monday 12 November. If you are successful, you will be invited to an interview with a panel to discuss your idea.

King's Community Fund

Thanks to King's Alumni, your group can apply for funds to help turn ideas into projects that'll improve the community. You can bid for between £750 and £10,000 for each project. The fund can cover things like equipment, promotional materials, conference/event costs and training. It’s there to help make an idea happen. Application information will be sent out when the fund is open.

KCLSU Sports Grants

KCLSU sports clubs receive grant funding at the start of each academic year based on the club information pack which you return to us in May. Decisions regarding the amount of grant funding that clubs receive will be communicated to the clubs over the summer (exact timing changes due to KCLSU budgeting process).

Alongside this grant funding, clubs also have access to the following pots of funding throughout the year:

- **Affiliations** – When a national governing body affiliation is required for your sport, KCLSU will support this cost. The KCLSU Sports staff team will most likely process this affiliation on behalf of the club but please contact us if you have any questions

- **BUCS Individual Entries** – Our BUCS individual entry policy can be found under the BUCS section of the Running a Club page. This will outline the funds available to clubs who are entering BUCS individual competitions.

- **Coaching** – each club has access to £700 for coaching related costs whether this is to pay for a KCLSU or to fund student coaching qualifications. You'll find the coach/instructor submission form in the Coaches section of Running a Club on the website.

- **Non-BUCS competitions** – There is a small pot of funding available to clubs who do not compete in BUCS to help fund their competitions. Requests for this funding can be sent to sports@kclsu.org

- **Community engagement** – Funding is available for clubs who wish to run community engagement events or support national campaigns such as This Girl Can, Girls Football Week and other liberation months. Requests for this funding can be sent to sports@kclsu.org

There’s a range of other funding opportunities throughout the year. Be sure to stay updated with kclsu.org and our @KCLSU_Sports Twitter page for more opportunities.

Also have a look at funding.londonsport.org for external funding from a number of different organisations.
Sports Union Development Committee

The Sports Club Executive Committee is one of 5 KCLSU committees, each led by elected students and open to all, to share and discuss ideas together. The Committee works with students to improve sports at KCLSU and makes decisions on ratifying new groups and allocating funding. If you’d like to bring an idea to the Sports Union Development Committee, contact your Vice President for Activities and Development at vpad@kclsu.org.

At times we may invite this committee to be involved in other KCLSU projects such as Varsity, Macadam Cup and KCLSU Awards. These opportunities are optional and are in place to ensure these projects have a student voice to them.

Alongside this committee KCLSU Sports will hold a sports forum once a term that is open to all members of sport clubs to attend. These forums will allow students a chance to be updated on any KCLSU projects and to discuss any concerns clubs have.

Facilities

KCLSU Sports will book your training facilities depending on the information you have put into your club information pack. Booking details will be sent to you before Welcome Fair so that you can advertise your sessions properly and update your club page on the KCLSU website.

The sessions booked by KCLSU should be used for club training and BUCS matches. If you require additional sessions for LUSL or other matches these will need to be booked by the club.

All KCLSU funded facility bookings should go through the KCLSU office, any sessions booked by the club without prior permission from KCLSU will need to be paid for by the club.

Coaching

If your club has a coach or instructor then they need to register with KCLSU under the Coaches section of the Running a Club page. This is to ensure that they have all the correct documentation in place to be a coach/instructor. Once we have received and approved the coach registration then coaching funds will be placed into your club account.

The Treasurer is responsible for processing payments for your coach/instructor. Please refer to the finance section of this handbook on processing invoices.

Coaching funds can also be used by clubs to support students wanting to do coaching or officiating courses. If you have any students who are interested in doing a course please email sports@kclsu.org who can support them to complete the course.

KCLSU can also support you with recruiting a coach whether this be with advertising the post, interviewing or management of the coach relationship. To access this support please get in touch with the KCLSU Sports team.

BUCS/LUSL and other fixtures

Lots of your teams will compete in British Universities and Colleges Sport (BUCS) or London Universities Sports League (LUSL) competitions throughout the season.

Most of our teams in the BUCS competitions compete in the South Eastern region although some sports will compete in Premier South leagues. For all BUCS fixtures, the KCLSU Sports Team will contact oppositions and BUCS as necessary to organise fixtures. For LUSL fixtures, team captains and fixture secretaries will be expected to take the lead with fixture organisation. Team captains will attend a captains training session before the start of the season so that they are fully aware of their responsibilities for each competition.

Information for all captains and fixture secretaries will also be available in the Running a Club section of the website.

Some of your teams will also compete in other competitions (such as NAMS or UH Cup) and captains or fixture secretaries will be responsible for arranging these fixtures.

If you have any questions about fixtures for your club then please contact fixtures@kclsu.org.
Core: Student media

Welcome to the media section of the handbook which will tell you everything you need to know about running your groups and making the most of your time in Student media. However, please also make sure that you have a look through the rest of this handbook and kclsu.org as there are some topics relevant to your student media group that are not in this section such as: joining your group, contacting your members, KCLSU policies and funding/finance.

Student Media Agreement

The Student media agreement is a breakdown of the rights of the student media groups and KCLSU:

What you can expect from KCLSU:

- We’ll provide an easy way for members to join your media group and act as a data processor for you. Membership data will be stored according to the requirements of current data protection legislation and only select committee members will have access. We’ll provide training on data protection but the easiest way to stay within the law is to only use KCLSU systems to collect names, emails, contact details or any other personal data about your members
- The right to freedom of the press and independent reporting
- The right of the media to inform the student community of issues of concern deemed as being in the public interest – See IPSO S.1 ECP (the Independent Press Standards Organisation's Editors Code of Practice) for details on what is ‘public Interest’
- Where ratified, the right of societies to funding, support, suitable space and equipment

What we expect from you:

- You are responsible for any personal data you collect from your members and have to follow all relevant data protection legislation in the UK. As the data controller for the data you must never sell, share or lose this data! You can find out more at PAT.
- That any KCLSU activities that are reported, are done so accurately (S.1 ECP)
- The right to ensure that student media does not produce material that contravenes any KCLSU policy or the KCLSU agreement.

These rights are supplemented by more detailed agreements that are pertinent to each media group.

Student Media Coordinator

The Student Media Coordinator is a member of KCLSU staff employed to support the activities of the student media groups. They are there to make sure your projects are made as simple as possible by offering technical, logistic and administrative help such as, ordering equipment, organising tickets and accommodation for awards and conferences, helping you organise and plan for large annual events such as Welcome Week, Elections and Varsity as well as helping to maintain the Bush House Space.

They also run the Student media twitter and Instagram pages – which link all six groups together. To help with this you can send over promotional posters or pictures which can then be posted to the pages. This all helps to improve your presence and reach on campus.

You will be the first Presidents and Treasurers of Student media working from Bush House and the Student Media Coordinator will be helping you to organise your move into the new space and making sure that you are set up with everything you need to make the most of them.

Contact:

Email: studentmedia@kclsu.org
Twitter: @mediakclsu
Instagram: @kclstudentmedia
Media law training

In October 2018 we will be running the first Media Law Training session of the academic year with our expert, David Banks. This is a required training session that will ensure you are aware of the legal requirements of your role. This training is also an incredible opportunity for you to better understand the industry that you may one day work in. Here is how it may be relevant to you:

- **Libel** – this training will make sure that you understand what libel is and how you can avoid it.
- **Copyright** – this training will explain how copyright for pictures, videos and music works and how to make sure you can protect your own work and get permission to use others.
- **Accountability on Social media** – how social media fits into the publishing world and what it means for you
- **Privacy** – What counts as private and public information in a university setting

Publishing/posting procedure

Any controversial stories and topics will need to follow this procedure:

1. Contact David Banks (details below & cc. Student Media Coordinator) sending us the article/video/content
2. Wait for our reply
3. Make any edits based on our advice to ensure the content is within guidelines
4. Send it back to us for a final check before publishing

Complaints procedure

Should you receive any complaints on anything you publish you will need to follow this procedure:

1. Do not respond
2. Temporarily remove the piece
3. Alert the Student Media Coordinator who will read and review the piece and send to David Banks
4. David Banks will assess the situation and make suggestions about how to best handle it. You may need to re-edit the piece, in which case you'll be advised to make changes, follow an apology procedure and then republish.

If it is advised that you should not repost it - then do not repost it.

What is defamation?

- Does it expose them to hatred, ridicule or contempt?
- Does it cause them to be shunned or avoided?
- Does it lower them in the estimation of right thinking people?
- Does it disparage them in their office trade or profession?

The SU's Safe Space Policy in relation to student media

At KCLSU we’re committed to providing an inclusive and supportive space for all our student members. We believe all students should be free from intimidation or harassment resulting from prejudice or discrimination on the grounds of age, disability, marital or maternity/paternity status, race, religious beliefs, sexual orientation, gender identity, trans status, socio-economic status, or ideology or culture, or any other form of distinction. The full Safe Space Policy can be found at [kclsu.org/policyzone](http://kclsu.org/policyzone).
Deciding the best course of action

The media suite:
The new media suite at Bush House has been designed specifically for KCLSU with the new facilities including two editing suits, a dark room, a photography/videography studio, a radio studio and the main office – as well as plenty of storage spaces. Here are the rules for using the space:

Access
- Students will only gain access to the media office once they have paid for membership – each room will have a separate access list. Presidents will have to send the Student Media Coordinator the name and K number of new members.

Storage
- All equipment needs to be stored and locked up after each use – otherwise your insurance is void.

Maintaining the space
- Food and drink (except water) are not allowed in any of the editing rooms or studios
- Students must clean up after themselves or their access to the Media Suite will be revoked
- Glasses and alcohol should not be brought up from the bar.

Dark room chemicals
- We use King’s waste stream and disposal contractors to dispose of chemicals. Please email ask@kcl.ac.uk or phone ext. 3456 when you need to use this service.

New equipment
- Details of any new equipment need to be sent to the Student Media Coordinator so that they can be added to the inventory and insurance if necessary.

Breaks
- If any equipment is broken or no longer working please inform the Student Media Coordinator.
Student media Panel

As the Presidents and Treasurers of the six student media groups you will automatically become part of the Student media Panel. This panel will meet once a term with the Student Media Coordinator to discuss the aims of student media and best practices that will help your groups to thrive. Example topics may include: a booking system for equipment; working with other groups; large events such as Elections and Varsity.

Event packages

This year we will have event packages for KCLSU events that you might be covering as part of student media like Welcome Week, KCLSU Elections; Varsity; KCLSU Awards. These packs will be your go-to resources for these events and provide you with everything you may need to cover them – these will be available in hardcopy in the new media suite as well as online.
**Finance**

In order to be a ratified society, group accounts must be overseen by KCLSU. This allows us to fulfil our charitable objective and ensure that we maintain transparency. This section explains the fundamentals of student activity group or club finances and is for use by all members of student activity groups. It also goes through a step-by-step guide of how to use our reimbursement system – eXpense365.

**eXpense365** is an app enabling students to request payments using their smartphone or tablet. It is supported on Android and iOS devices only. You can access it from anywhere, at any time. The app is designed specifically for you. You must have a standard membership to an activity group, sports club or media group in MSL and must use the default email address of your MSL account to register with the app.

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**Contact:**

Email: finance@kclsu.org
Tel: 020 7848 1588
020 7848 1247
020 7848 1215
020 7848 1349

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**Setting up and registering**

1. **Download the app:**
   - iOS - [http://tinyurl.com/expense365iOS](http://tinyurl.com/expense365iOS)
   - Android - [http://tinyurl.com/expense365](http://tinyurl.com/expense365)
   - Android - [http://tinyurl.com/expense365Android](http://tinyurl.com/expense365Android)

2. **Open the app on your device.**

3. **Enter your default MSL e-mail address, first and last names.**

4. **If your default MSL e-mail address is NOT a kcl.ac.uk address, enter 064-072-051-040-095-052-162 in the ESN field. You can check this in the Your Account area of the KCLSU website.**

5. **Click Register**

6. **You'll be sent an e-mail with a default password. Sign in to the app and change the password.**

7. **When you log in you'll see the screen on the left, you will be asked to enter your bank details.**

   **Once you do this you'll be prompted to enter your password as an extra security measure.**

   You are now ready to start using the app!
Main screen

Expenses
This is where you request a payment

Notifications
This is where you’ll be notified of the status of any existing claims, or any that you need to approve as a President or Treasurer

Documents
You can ignore this function

Details
This is where you enter your bank details.
This bank account is where all your reimbursements will be paid. Please ensure these are correct and kept up to date.

Changing your details

This is where your name and e-mail address are entered.

This is where you can change your password when you need to.

This is where your bank details are saved.

PATs have an ‘Out of Office’ option. Please select this if you are not available to authorise claims.
The expense claim process

Students request payments via the app directly as payees. Once submitted, an expense claim goes through two approval stages as part of the four-stage process.

STAGE 1
Submit expense claim

STAGE 2
President or Treasurer approves

STAGE 3
KCLSU Finance approves

STAGE 4
KCLSU Finance processes payment

If a President submits the claim then it can only be approved by the Treasurer and vice versa.

How to create an expense claim

1. Tap the ‘Expenses’ icon.
To create a new expense claim click on the + (Android) or New (iOS) button in the top right. You can also access other tabs from this screen: i.e. claims which have been approved/paid/are currently in progress.

Click on Select Student Group and choose the student group that you are claiming from. This drop down will show all the groups that you are a member of.

Also...
- Input the date (date of claim)
- Add a reference – e.g. Fresher’s Fair Supplies

Without clicking the tick (Android) or Save (iOS), click on the Expenses button. Then as before click on the + or New button in the top right.
Choose the Type of expense from the list and fill in the description(s), stating what you are claiming for. The Type will either be the Private, Grant, Restricted or Charity accounts.

The following screens show how you can add new expenses on iOS devices.

The Type field should give you a choice between your different accounts:
- Private/Subs
- Grant
- Restricted
You can add as many *Descriptions* as you need to for any one *Type* of expense. You must enter at least one description.

For example, on the left: under *Catering* (for you this will be Private, Grant, Restricted or Charity) you could have ‘Food Costs’ or ‘Transport Costs’ as descriptions.

You can add as many *Types* of expenses as you like when you need to claim from various accounts in the same claim. See also next page.

For example:

*Type 1 = Private, Description = Travel*
*Type 2 = Grant, Description = Equipment*

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**In the *Amount Inc. VAT* section put in the total amount you are claiming for this expense.**

**Once done, hit ‘Save’ on the top of the screen.**
Adding multiple types of expenses

To remove an expense, tap the list icon (circled green on picture on the left); you'll have the option to remove a line. Tap Done when complete.

You can add multiple ‘Types’ of expenses (Private, Grant, Restricted, Charity) by tapping ‘New’.

You MUST try and use one claim for various receipts/expenditures where possible!
Adding proof of expenditure

1. Tap Receipts
2. Then hit + (Android) or New (iOS)
3. You can take a photo of your receipt, or attach an existing photo.

4. In Description, please clarify which reimbursement this receipt relates to. For example, if you had fuel to Manchester in the previous pages’ description section, then add fuel to Manchester here too.

5. Tap Save. This will take you to the Receipts page, where you can add additional receipts by clicking New, or you can go back to the initial Claim page to proceed.

Please ensure the amount, date and items are clearly visible on the receipt.
Submitting for approval

1. Tap back on the Expenses tab, and then click Save:
   a. For Android users you will need to select the three dots in the top right and click Submit for Approval.

   ![Android screenshot showing Submit for Approval option]

   b. For iOS users you will need to select the upload button, and then Submit for Approval.

   ![iOS screenshot showing Submit for Approval option]

   This will bring you to the screen below:

   ![Expense claim approval screen]

   2. You can now choose whether you’d like the President or the Treasurer to approve your claim. (If their name is listed here but you can’t select it, it’s probably because they haven’t downloaded the app yet. You’ll need to remind them to do this).

   3. Once you’ve selected either the President or Treasurer, tap Send.
The claim will show up under In Progress Expense Claims, and it will show as Waiting Approval.

You will need to quote this reference number if you are contacting finance with any query.

Your claim has to be approved by both the President/Treasurer of your group and by the Finance Team.

You will get a notification once it has been fully approved. Notifications can be found in the Notifications section.
If your Claim has been approved, you can tap into the notification to see full details of the approval.

Approved claims will appear in the Approved section of your claims.

If your Claim has been rejected, you will also get a notification. Tap into this notification to see the reason(s) for rejection.

Rejected claims appear under the In Progress tab, so you can edit and re-submit these if you need to. If you resubmit, you should leave a comment too so your President or Treasurer know it is not a duplicate claim. Alternatively, you can cancel the entire claim by changing the amount requested to £0.00.
How to approve/reject claims from members

As the President or Treasurer of your group or club, you'll get a notification on the app that a claim has been submitted for your group.

You'll need to log into eXpense365 on your device and tap Notifications:

Click on the expense to see the details. For example, you'll need to check what it's for, the amount being requested, and whether the relevant receipts are attached.

If the claim is legitimate, hit Approve, if not, click Reject.

If you've rejected the request, you'll need to add reasons for the rejection.

Once the claim has been approved, it will be sent to the Finance Team for further authorisation.

Small amount claims

Please try to request claims for above £5 through the app. If you have receipts for anything below this amount, please try to wait until you have more receipts to make a total of £5 or more. If this is not possible, please get in touch with us at finance@kclsu.org and we can advise you further at the relevant time.

International bank accounts

If you only have access to a non-UK bank account, you won't be able to use the app to get a reimbursement. Please get in touch with us at finance@kclsu.org and we can advise you further.

eXpense365 in action

You can see how the eXpense365 app works through the following videos:

- Setting up the eXpense365 App
  www.youtube.com/watch?v=5_6ysksGkZc
- Making a claim
  www.youtube.com/watch?v=Lz2SlIsRDyJA

eXpense365 troubleshooting guide

- Check that you are a member of the correct student activity group (i.e. have paid your membership fees). If you do not see your club/society, please email activities@kclsu.org or sports@kclsu.org for clubs.
- Check that you are listed as the President or Treasurer of the relevant student activity group on MSL. If not, please email activities@kclsu.org or sports@kclsu.org for clubs.
- Ensure you are using the latest version of the app.
- If you are having trouble logging in, try resetting your password using the ‘Forgot Your Password’ link on the first screen. You can also try logging out then back in again.
Troubleshooting log-in issues

Q: “Error Registering New User” – email address registered against more than one student record.
A: Please email helpdesk@kclsu.org with a screenshot of the error. Our IT Team can resolve this for you.

Q: “Error Registering New User” – email address/membership not found.
A: Make sure you have paid your membership then log into the membership system, MSL www.kclsu.org/login and check that you are registering with the default email address listed against your account. Then try to log into the app again.

Q: Invalid email address error
A: Please make sure when registering with a King's email address you are using the name format John.Doe@kcl.ac.uk not your K Number username K111111@kcl.ac.uk.

Q: I have updated my email address to my King’s email and have paid my membership fees but still can’t log into the app.
A: Please try clearing the cache/cookies from your device and try again.

Q: I don't see any approvers (my President/Treasurer) to send my claim to.
A: Your President/Treasurer should ensure they have paid their membership, have access to the app, and that they have contacted activities@kclsu.org or sports@kclsu.org to request admin access to the website.

Q: I am a President/Treasurer, but don't see any claims to approve.
A: Confirm that you have contacted activities@kclsu.org or sports@kclsu.org to request admin access to the membership website.

Check with your members to see if they have submitted a claim successfully and selected you as the approver.

Make sure you do not have your “Delegate” function on (under the “Details” function).

Paying third-party suppliers (non-students)

At times you will need to pay suppliers directly through an invoice. For example, for hiring a venue for your summer ball, for banners or equipment, or for your club’s training kit. You may also wish to use this system for very large payments to pay non-students.

Contrary to student reimbursements, the potential suppliers above will not be able to log into the eXpense365 app to request a payment. Therefore, the President or Treasurer of your group will need to:

1. Send an email to finance@kclsu.org with the following required information:
   - Who you are (President/Treasurer)
   - Which club/society the expense is for
   - Which account (i.e. private, grant, restricted, charity)
   - How much you want to pay

2. Attach the supporting documentation with this, usually an invoice.
   Please ensure that bank details are on the invoice. We cannot pay suppliers we do not have details for.

3. The Finance Team will then approve and process payment directly

   If the payment is going to be more than £50, it will be best to request an invoice from the supplier yourself, if they haven’t sent you one already. Suppliers will usually need the following details before they can send you an invoice:

   XXXXXXX (President/Treasurer name)
   XXXXX (Student Activity Group's name)
   KCLSU Finance Department
   Macadam Building
   Surrey Street
   London WC2R 2NS

   As soon as you receive an invoice from the supplier, please send this to the Finance Team for payment, as above. Please note that invoices should be submitted at least 14 working days in advance of the payment due date. The Finance Team will usually process payment to be with the supplier within 14 working days.

   The Finance Team will email the Remittance Advice (i.e. notice of payment) to suppliers as soon as we have set up the payment. However, if you need a payment confirmation, please email finance@kclsu.org.
Credit/cash card payment facilities

If you need to process an online payment to a supplier (for example, this might be for venue hire, upcoming travel arrangements etc.), which requires a credit card you can do so by getting in touch with us at finance@kclsu.org, as soon as possible. You’ll need to let us know at least 24 hours before you require use of the card for payment.

Group/club reports

The Finance Team will generate the student activity group report on a regular basis. This report will enable you to view your group’s incoming and outgoing transactions. It is published on the KCLSU website. You should check this regularly and make a note of any payments which have not yet been credited or debited from your account so that issues can be resolved quickly. The Report will also be useful when budgeting for future payments or for keeping of track of outstanding payments. You can access the relevant reports in the Running a Club and Running a Group sections of kclsu.org.

Once opened, you can search (Ctrl F) for your group/club name. This document provides the current balances and particular transactions in each account; it will provide the information Presidents and Treasurers generally seek. For any remaining questions, please contact the finance team (finance@kclsu.org).

Understanding your accounts

Your activity group account is split into 4 separate lines:

- **Private** – contains all money generated by the group themselves (Sponsorships/Membership fees)
- **Restricted** – contains any externally sourced income (usually grants from the College). For clubs, the restricted account will also contain 25% of your memberships as a ‘self-funded grant.’
- **Grant** – contains KCLSU funding which your group applied for and been awarded. Limitations apply to its use.
- **Charity** – contains any funds raised for charitable causes, to be donated to charities.

Private

This is an expenditure account, which contains all private money belonging to your group or club. The income may be from memberships, ticket sales or any other private and unrestricted deposits to the account. It belongs permanently to your group, can be spent on anything for the benefit of the group and remains in the account for subsequent academic years. KCLSU closely monitors account usage to ensure funds are used fairly and for all members.

Legitimate use

- Any group activities that cannot be supported financially by the Grant account.
- Activities for the benefit of all members – funds must never be used for individuals.

Restricted

This account is for external grants such as the King’s Community Fund. It should be used solely for the purpose for which the funds were assigned. Your group must provide KCLSU with all the details of any such grant and the restrictions on its use.

For clubs, you will see small amounts in your restricted account. This is 25% of your membership fees. This split is intended to give you self-generated grant money, which carries forward every year. This should be used to pay for coaching, travel, umpires and referees.
Grant
Group funding allocated by KCLSU is placed in this account. It can be applied for at four different times during the year. Please check the Funding section in the Student Activity Group page of the website for application dates and more details.

Legitimate use:
- Expenditure clearly mentioned in the funding application will be reimbursed out of the Grant account. Anything outside the original grant application must be taken from Private or Restricted accounts.

At the close of each financial year (31 July) the remaining total in the Grant account is cleared into central KCLSU funds and cannot be carried over to the following year. If the account is in deficit this will be recovered by transferring the arrears from the Private account regardless of the balance in the Private account.

Charity
This account should be used to hold ONLY charitable donations to be made by your group to an external charity. Should your group hold a fundraising event, money raised will be placed in this account from where it can be sent out to the charitable cause of your choice.

For further information about fundraising please contact fundraising@kclsu.org.

Department codes
Each group has an account held with KCLSU identified by its own unique 3-digit Department Code. A list of all department codes can be found on the KCLSU website within the SAG Reports.

VAT (Value Added Tax) on expenditures

Societies and activity groups
When money is being spent from your Private account, and there is VAT clearly stated on the invoice/receipt your group will only pay the net amount of the cost. This is because when you put money into your Private account VAT is deducted, so at the expenditure stage you have an advantage!

Restricted, Grant and Charity accounts are not subject to rules of VAT. Your group will have to pay the full cost stated on the invoice/receipt. This is also the case if your invoice/receipt has no VAT stated on it.

Sports clubs
When money is being spent from your Private account, and VAT is clearly stated on invoice/receipt, you will only pay the net amount plus 6% of the net. The reason for this is:
- Your membership payments do not have any VAT taken off them, but payments in from kit/tickets/sponsorships do have VAT. This means you have mixed income, which means mixed VAT on expenses.

Your Restricted, Grant and Charity accounts are not subject to rules of VAT. When spending money from any of these accounts your group will have to cover the full cost stated on the invoice/receipt. This is also the case if your invoice/receipt has no VAT stated on it.

Fundraising
There will be different VAT implications depending on whether you are fundraising for your group or for a third-party charity. Please get in touch with us before you start activities relating to either of these fundraising types, and we can advise you further.

Please use a Payment Request Form (which can be found in the Finance section of the 'Running A Group/Club' section of the website) to request a donation payment to a third-party charity, using the Third-Party Payment procedure above.
24 hour payments

The KCLSU Finance Team does provide urgent (same day or next day) payment services to student activity groups in extenuating circumstances. This service will only be used in emergencies.

If it is a payment on a website, we can provide a KCLSU Credit Card. However, a President or Treasurer must make the payment in the KCLSU finance office in Strand. They need to contact the Finance office in advance to make sure there are staff available.

If it is a payment by bank transfer, it is not necessary to visit the Finance office. You can send us the relevant documentation via e-mail, or via the eXpense365 app. Please be advised that the Finance Team must be informed (by phone call) before 3pm for same day payments. Otherwise, the payment would not be processed by the bank.

International payments

In instances where the payee does not have a UK bank account, Finance can make an international payment. Please be advised that there is an additional £25 Bank Charge, which your group will have to pay.

For Finance to make an international payment, an email needs to be sent to finance@kclsu.org containing the following information:

- A copy of the invoice
- The bank details – IBAN, BIC/SWIFT, routing number (if applicable)
- The country the bank is located in
- The role of the person submitting the request (i.e. President/Treasurer)
- The group making the payment
- Which account (private/restricted) to pay the invoice from
- The amount to pay
- The currency to pay in

Sanctioned countries (please check with the KCLSU Finance Team before attempting to make payments to these countries):
- Afghanistan
- Argentina
- Azerbaijan
- Belarus
- Burundi
- Central African Republic
- Democratic Republic of Congo
- Cuba
- Egypt
- Eritrea
- Guinea (formerly known as French Guinea)
- Guinea-Bissau
- Iraq
- Ivory Coast
- Lebanon
- Liberia
- Libya
- Russia (Russian Federation)
- Sierra Leone
- Somalia
- Tanzania
- Tunisia
- Uganda
- Ukraine
- Venezuela
- Yemen
- Zimbabwe

Prohibited countries (we cannot make payments to these countries):
- Iran
- North Korea (Democratic People's Republic of Korea)
- South Sudan
- Sudan
- Syria
Raising sponsorship invoices

The Finance Team can raise sponsorship invoices on your behalf and email them directly to the sponsor. Please fill the Sales Invoice Request Form (second to last page of the Sponsorship Handbook) and email it to the Finance Team.

Allowing the Finance Team to raise invoices on your group's behalf has two important benefits:

- Your group will see the money in your accounts on the next SAG Report.
- If your sponsor is late in paying, the Finance Team will chase them for you.

Incomplete forms may be returned to you, causing delays. The more information you can provide on the form, the quicker Finance can raise the invoice.

Your sponsor may require their Purchase Order (PO) number to be mentioned on the sales invoice. If they require their Purchase Order number on the invoice, you will have to provide the Finance Team with that purchase order number on the form. Most large sponsors/companies and especially King’s College London will always require their Purchase Order number to be on an invoice.

We use the information you provide us on the form to determine the VAT treatment according to HMRC rules.

Any Sponsorship income with reward/promotion of the sponsor will be VAT applicable (i.e. Company logo on t-shirts etc.). If you are providing promotion to your sponsor, please make sure you request 20% more money than you want to appear in your account. For example, if you want to see £100 in your account, your form should say you are requesting £120.

Sponsorship income without any reward will be Non-VAT applicable. Most sponsorships/grants from King’s College London will be in this category.

Planning in advance

We strongly encourage student groups to plan their activities in advance. We have developed a Budget Template that enables you to manage your Group's finances more easily. This can be found in the Running a Group or Running a Club pages.

Paying money into your account

Student groups must pay all money collected at any point in the year into their group accounts. You may not hold funds outside of the KCLSU bank account because this is a policy violation.

At a KCLSU Hub

Funds paid through KCLSU Hubs will be deposited directly into your account making this the easiest way to pay money in. In addition to membership fees, KCLSU Hubs can pay in money to the following group accounts:

- Private account for miscellaneous income.
- Charity account for funds earned through fundraising.

You will be given a receipt for these transactions which you should keep safe - it will be required when dealing with account queries.

When paying in a cheque these should be made payable to KCLSU and not the name of the group. The group's name and department code and nature of the income – i.e. membership or sponsorship or ticket sale or donation, should instead be written clearly on the reverse so that the funds can be assigned correctly by our Finance Team and traced in relation to an enquiry.

We are unable to accept cheques in foreign currencies.

BACS Transfer

Funds can be transferred to KCLSU via a BACS transfer using the following details:

Account Number: 18671085
Sort Code 23-05-80

You must provide your Group's 3-digit department code and group name as a reference along with the nature of income to help us allocate the funds via Email. Failure to do so will result in your group not receiving the funds.
External bank accounts

Groups are not permitted to open or operate an external bank account for its members. This is a contravention of the charity law by which we are governed. This policy also acts to protect the members of the group since such a bank account is not subject to any controls over expenditure or to the scrutiny of audit.

KCLSU only recognises Union accounts and requires all income and expenditure relating to a group to pass through its accounts. Where a group is found to be operating an external bank account, it will be taken through a KCLSU disciplinary procedure that may result in ceasing to be recognised as a ratified group and will not receive any grant funding or privileges from KCLSU.

Dormant accounts

If a group is de-ratified (i.e. if it is inactive and the committee does not register the group for the following year) it will be considered dormant. Any surplus or deficit on the account will be written off or cleared into central KCLSU funds after a period of 3 years.

Our financial year

KCLSU's financial year runs from 1 August to 31 July. This is important because it means that at the end of July any unspent money in a group's Grant Account is cleared back into central KCLSU funds where it will be redistributed the following year as grant money for next years' groups. All financial issues for the year must also be resolved as they will not be processed in the following financial year.

Committee misconduct

Where any committee member is deemed to be financially irresponsible or otherwise seriously mishandling group affairs they will be referred to the Student Life Team.

Please do not share your eXpense365 user names and password.

Petty cash tins must not be kept, and if they are this is at your own risk and KCLSU cannot be held accountable for any losses. KCLSU does not provide floats.

The above actions may result in the future exclusion of the committee member from group committees and at the very least, the inability to run for the positions of President or Treasurer. In extreme cases, this may result in criminal charges or College sanctions.
More than core

Welcome to the More than core section of the handbook. Here you can find out about how your student activity group, media group or sports club can be involved in fundraising, widening participation and wellbeing projects.

Contact:

**Fundraising**

Email: volunteering@kclsu.org
Twitter: @KCLSU_Volunteer
Instagram: @kclsustudentlife

**Widening Participation**

Email: outreach@kclsu.org
Twitter: @KCLSU_Outreach
Instagram: @kclsustudentlife

**Wellbeing**

Email: wellbeing@kclsu.org
Twitter: @kingswellbeing or @kclsu_SAGs
Instagram: @kclsustudentlife

**Fundraising**

**How to raise money**

As KCLSU is a charity, all fundraising activities are ‘ultra vires’. This effectively means that KCLSU cannot directly give money to another charity. However, we have measures in place to allow societies to fundraise for external charities through your charity bank accounts.

**Please note:** You can only fundraise for a UK registered charity (with a charity number).

All events that raise money for charity must be approved before the event by submitting the Fundraising form 15 working days before the planned event. Fundraising forms can be found in the Volunteering & Fundraising section of the webpage.

if you are planning on fundraising for your society (to fund a trip for example) you do not need to put this through the fundraising form nor do you need to collect buckets. As this money is not for a charitable cause, it can go straight into your private accounts. However please bear in mind that this means it will not be exempt from VAT.

**How to let us know**

You’ll need to submit a fundraising form online if you’re organising a fundraising event. If it’s approved, we’ll book the room on your behalf so you will not have to submit a room booking form in addition to this form.

To book a fundraising event you will need:

- Charity registration number
- Charity bank details
- A charity authorisation letter

**Charity Authorisation Letter**

This is a letter from the charity with their name, logo and registration number that authorises you or your society to fundraise for a specific time period. This can be for one day, one week or even the whole academic year at the discretion of the charity.

Without these, you will not be able to book your event. Remember: All fundraising forms must be submitted within 15 working days of the event.

For more information, head the Fundraising & Volunteering sections of the kclsu.org

**Safeguarding training**

Safeguarding training informs volunteers of the Child Protection Policy and is designed to ensure that all volunteers are equipped with the knowledge to protect their safety and the safety of the young people they are working with. You must attend this training if you are volunteering with anyone under the age of 18.

This training is conducted number of times each term - check our website or email outreach@kclsu.org for more information.

**DBS checks**

You can find out more about DBS checks in the Risk Assessments section of this guide.

**Volunteering**

If you a volunteer, running volunteering initiatives or would like support with a volunteering project, please contact volunteering@kclsu.org.
**Widening Participation**

**The processes**

To run a WP project you need to be able to understand what widening participation is, how your project will have an impact and how you deliver your project. We help you every step of the way to ensure that you are getting the most out of the projects that you run. The flow chart below gives you an idea of the processes you need to follow to be able to run a project of your own throughout the year.

There are resources in the Widening Participation section of kclsu.org that will help with specific target issues you might be having from planning your sessions to how to evaluate.

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**Get involved in projects throughout the year**

This year we are piloting a number of different schemes and we would love for all the sports clubs and societies that want to try something different to put themselves forward. The schemes are listed below with a brief description if you are interested in taking part in these please feel free to sign up by emailing in outreach@kclsu.org.

**Kings of King's**

We will be launching a programme of activities, with three strands, one for sports, one for media and one for culture. This will be a structured programme developed and managed by KCLSU and your societies and clubs will be running sessions with schools who are invited to campus with a day full of activities to celebrate their participation on the programme.

**Buddy Scheme**

The Buddy Scheme is a friendship scheme that eases the transition into university life for incoming students who are from a Widening Participation (WP) backgrounds. Becoming a buddy is a chance for you to individually volunteer your time to a handful of meetings throughout Term 1 and some at the start of Term 2. The programme will also help you reflect on the skills you have gained and support you with articulating these for the next part of your career journey. Volunteer recruitment takes place annually in the summer term.
Wellbeing

Wellbeing initiatives

All groups at KCLSU can lead on improving the wellbeing of our community by running initiatives. Wellbeing initiatives are those that promote positive wellbeing for students and focus on one or more of the King’s Way to Wellbeing, which can be found in the Wellbeing section of the website.

To run an initiative, you can either apply for the wellbeing fund (through the Development Fund process) or contact the Wellbeing Coordinator directly at wellbeing@kclsu.org.

Some wellbeing initiatives that groups have led in the past are as follows:

- **Keep Moving** - Dance taster session or healthy cooking class
- **Invest in Relationships** - Sex & Healthy Relationships Workshop
- **Never Stop Learning** - Taster class in new skill (i.e. knitting)
- **Give to Others** - King’s Communi-TEA Pay it Forward event
- **Savour the Moment** - Meditation & Mindfulness Workshop

Wellbeing Training

If a committee member of your group would like training to be the Wellbeing Lead of your group, please go to kclsu.org/wellbeing to sign up for training or contact wellbeing@kclsu.org.

Write down your own notes here: