



# Society officer handover training

( 3rd April 2018 )

## trinitysocieties.ie



**CSC website** central place info on socs and how to run a society, details on each role & link to the grant app/accounts page

**Email [emma@csc.tcd.ie](mailto:emma@csc.tcd.ie) to update your society profile**

**Your Society email address = [societyname@csc.tcd.ie](mailto:societyname@csc.tcd.ie)**

link [webmail.csc.tcd.ie](http://webmail.csc.tcd.ie)

Ask Emma for password if you need it.

**myEmma.com** (comply with Data Protection) - mail management system for emailing your members. Access with your [@csc.tcd.ie](mailto:@csc.tcd.ie) address - reset password if you don't know it



## CSC office 1st Floor House 6

**This is your space and you are welcome to use it!**

Facilities in the CSC office are there for you to run your society

10 PC's all with Creative Suite (Photoshop/InDesign etc)

Printers/Copier

Phones- you can make calls

Meeting space can be booked for during office hours 10 - 5

Keys to your society rooms

Society files going back previous years may be viewed

Post - your post is sent here and we can post letters for you



## Booking Space on Campus

All info on [trinitysocieties.ie/running-a-society/room-bookings-2](http://trinitysocieties.ie/running-a-society/room-bookings-2)

Meeting Room 3 in the Atrium ( 10 - 9) & the Eliz Room 10 - 5) in House 6 -booked directly via CSC [emma@csc.tcd.ie](mailto:emma@csc.tcd.ie)

ALL OTHER room booking via **Enquiries@tcd.ie** - office in Regent House - call 01 896 1897

Permission must be sought from the **tcd.ie/Junior\_Dean** for receptions/events

Consult the Junior Deans checklist for guidance



*NOTE: Book space and apply for permission for events in good time and fill in all of the details asked to avoid delays. Space is limited, book early and confirm closer to the date*

## What outgoing committees must do - please check that they do



Submit the End-of-Year accounts (Socs will not be able to claim anything from your remaining grant until the accounts are in and approved by the CSC). Societies can keep claiming your 2017-2018 grant up until the end of August

Submit the Secretary's Report (details of ALL the society activity during the year). Submitted via email by 30th June 2018 to [secretary@csc.tcd.ie](mailto:secretary@csc.tcd.ie).

### Also useful to get from outgoing committee

- The minutes of committee meetings EGMs, AGMs etc
  - Reports from each outgoing Society Officer
- Society cheque books, statements, financial information.
- Passwords, for grant app system & email. (we have them in the CSC office if needed)
- An equipment log book and details of your society room.

## The CSC

### CSC Officers executive and staff

The CSC Chair 2018- 2019 Fiona May [Chair@csc.tcd.ie](mailto:Chair@csc.tcd.ie)

The CSC Secretary 2018- 2019 Hugh McGuinness [Secretary@csc.tcd.ie](mailto:Secretary@csc.tcd.ie)

The CSC Treasurer 2018- 2019 Ciaran mcGuire [Treasurer@csc.tcd.ie](mailto:Treasurer@csc.tcd.ie)

The CSC Amenities Officer 2018 - 2019 Ciara O'Leary [amenities@csc.tcd.ie](mailto:amenities@csc.tcd.ie)

The CSC Honorary Treasurer 2017 - 2020 Ronan Hodson [hontreas@csc.tcd.ie](mailto:hontreas@csc.tcd.ie)

CSC Executive 2018/19. Sophie Donnelly, Calum Fabb, Gill, Eoin Hannaway, Lauren McDonald, Georgie O'Sullivan, Eleanor Scott and Dahnán Spurling.

Emma Matthews – Administrative Officer – [emma@csc.tcd.ie](mailto:emma@csc.tcd.ie) - Monday to Friday 10 – 5. All queries related to running your society as well as general queries from external bodies.

Lucy O'Connell – Finance Officer – [lucy@csc.tcd.ie](mailto:lucy@csc.tcd.ie) Tuesday to Thursday 10 - 5 Lucy will help societies with any queries, but in particular with the financial aspects of running your society such as grants – applying for it, claiming it, recording your finances, etc

Joseph O'Gorman – Strategic Development Officer – [sdo@csc.tcd.ie](mailto:sdo@csc.tcd.ie) Joseph is responsible for the development of the CSC's long term strategy. The SDO ensures that the support that the CSC gives societies matches their needs as much as possible.



### **Quick intro to the online accounting system**

- Login - [www.cscgrants.com/grant\\_app](http://www.cscgrants.com/grant_app)
- Each Society has a username/ password - available from outgoing officers or the CSC.
- The accounting period is from 1st March 2018 - 28th February 2019.
- All transactions during this period must be recorded on the system.
- Enter all transactions into the system as you go along, this will assist you when you are submitting the society's end-of year accounts.

### **Society Bank Account**

- At least 2 Society officers (must be the Treasurer and Secretary or Chair) must become signatories on your society bank account, in order to sign cheques.
- To become a signatory you will require a letter for AIB from the CSC (ask Lucy or Emma), personal ID & proof of address.
- You do not need to be a signatory to lodge money in to the society bank account, there are lodgement cards in the office (which will be useful during Freshers' week).

### **Society Bank Statements**

- A summary of your society bank account activity in the past month.
- Review your statements each month to ensure that all movement of monies, both to and from the account, are correct.
- Statements are posted to the CSC, we keep a copy and email a copy to your society email address.

### **Society Grants - How to Apply**

- Societies submit a grant application each Michaelmas term (apps open following officer training), outlining proposed expenditure for the coming year.

### **Society Grant - How to Claim**

- You must have receipts for all of the money you spend. All money claimed from the CSC is on a receipt only basis (Spend, bring receipts into the CSC office, Claim).
- Grant payments will be made to the Society bank account (after receipts are submitted).
- A CSC credit card is available for society use if needed - Ask in the office.

## Freshers' Week 2018 - Week beginning 3rd September



**The CSC does not fund Freshers' week events, freebies or items such as gazebos.**

The CSC funds only membership cards, Emma will email societies over the summer about printing membership cards. A table will be available for each society every day, no need to reserve one.

CSC Freshers' Guide - Emma will email about this over the summer, get back to her in good time if you wish to update your society's entry in the Freshers' guide.

**Freshers Publications.** Any society publications you might wish to have included in this must be reviewed by the CSC in order to ensure they comply with relevant college policies. A draft of your publication must be emailed to [sdo@csc.tcd.ie](mailto:sdo@csc.tcd.ie) by 13th Aug.

Familiarise yourself with the college policies such as the equality/posters/alcohol/food/litter/set up regulations on campus. Available on [www.trinitysocieties.ie](http://www.trinitysocieties.ie) - Running a society

Halls Fair - this event takes place on the weekend before Fresher Week and is organised by the JCR and not the CSC. Date etc TBC

**Information will be emailed to all societies over the summer on all of the above.**

## Fourth Week October 1st-5th October

A week dedicated to society events, promoting societies to all members of College - students and staff - and inviting them to experience what kind of events societies run for their members and how fantastic you are. The CSC will fund events that societies put on during this week - the only stipulations are that they must be events that reflect the core aims of your society; they must be free to all staff and students, whether members or not, and we will not fund receptions.

Applications for fourth week grants will open following Officer Training in September.

Start thinking about what you might like to do during the week to promote your society as it comes around very quickly after Freshers' week!

**CSC, 1ST FLOOR HOUSE 6 TCD**

**01 896 1827**

**INFO@CSC.TCD.IE**

**FB @trinitysocieties.ie**

**Twitter @TrinityCSC**