



Society officer handover training

(10th April 2019)

trinitysocieties.ie



CSC website central place info on societies, upcoming events/training/news, running a society, info for each committee role & link to the grant app/accounts page

TO DO: email emma@csc.tcd.ie to update your society profile

Your Society email address = societyname@csc.tcd.ie

link 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 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
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

Meeting Rooms 2/3/4 in the Atrium bookable via trinitysocieties.ie/room-booking & the Eliz Room in House 6 (if you want it between 10 - 5) -booked directly via 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 2018-2019 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 2019 to 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 2019 - 2020 Chair@csc.tcd.ie is Lee Campbell

The CSC Secretary 2019- 2020 Secretary@csc.tcd.ie is Caoimhin Hamill

The CSC Treasurer 2019- 2020 Treasurer@csc.tcd.ie is Eada Hogan

The CSC Amenities Officer 2019 - 2020 amenities@csc.tcd.ie is Katie Holmes

The CSC Honorary Treasurer 2017 - 2020 Ronan Hodson hontreas@csc.tcd.ie

CSC Executive 2019.2020

Rionach Hyland, Rua Barron, Cormac Henry, Ben McConkey, Katie O'Brien, Donal Sheehan, Ben Steacy, Alessia Vecchio

Emma Matthews – Administrative Officer – 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 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 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
- Each Society has a username/ password - available from outgoing officers or the CSC.
- The accounting period is from 1st March 2019 - 28th February 2020.
- 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 users on the online banking system.
- To do that, you must call in to the CSC Office and Lucy will set you up. (Tuesday - Thursday between 10 and 5.) You will need to download the Bank of Ireland Keycode App onto your mobile phone.
- You do not need to be a signatory to lodge money in to the society bank account - all you need is the bank account number and sort code, and you can lodge in any Bol on the touchscreen machines.

Society Bank Statements

- You will be able to see your transactions online when you login to your bank account.
- We do get sent a statement regularly - these will be emailed to your society email account when they come in.

Society Grants - How to Apply

- Societies submit a grant application each Michaelmas term (apps open following officer training in September), 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 2019 - Week beginning 2nd 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 membership card options.

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 Freshers' Week publications you might wish to produce 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 by 12th Aug.

Familiarise yourself with the College policies such as the Dignity and Respect/Equality/Posters/Alcohol/Food/Litter/set up regulations on campus.
Available on www.trinitysocieties.ie - Running a society

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

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

Fourth Week October 30th Sep - 4th 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

Insta @trinitysocieties