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Area of work: Streamline processes and website to make things easier for societies	
Sabbatical Plan Goal	**Details**
Add a volunteer section to the website	Work so far: - Designed a webpage https://susu.org/opportunities/volunteering - Sought feedback from students and staff
	Next steps: - Update the webpage following feedback - Share links to volunteer page on
Help bookings and activities get approved faster	Work so far: - SUSU working to get Customer Relationship Management (CRM) software to improve the back end of the website to allow us to make changes faster - Get covid risk assessment templates out, so people can do risk assessments faster
	Next steps: - Make sure CRM software would work for societies -
Update expired roombooking system	Work so far: - Worked with activities team to make sure block bookings were as full as possible and help societies cancel and book extra slots where needed. -
	Next steps: - See if CRM software is a feasible solution
Area of work: Improve communication with societies	
Sabbatical Plan Goal	**Details**
Talk with societies directly	Work so far: - Communicated with many individuals on facebook, Teams and email… - Attended many society events in person and online (outside of work hours) to join in with their activities and answer questions when they had any. - Run weekly drop-in sessions for people to ask me questions. - Run society update sessions with all presidents and with groups of societies with similar aims to make sure they understand what they can do and how to do it as well as to get feedback about what they're worried about.

	Next steps: - Continue communicating with societies - Take on feedback about my communications - Communicate with societies I'm not already in contact with.
Contact societies about issues which will affect them	Work so far: - Contacted societies about room booking issues to help them rewrite applications or make sure they had risk assessments and could use the rooms they needed.
	Next steps: - Continue to spot issues which will affect societies and talk to the societies about how to get the best outcome.

Area of work: Help societies recruit more members	
Sabbatical Plan Goal	**Details**
Provide trainings for societies on how to recruit members	Work so far: - Ran training sessions on how to use MS Teams to run online activities - Got our communications coordinator to run sessions on how to effectively use social media - Got our video content creator to run sessions on how to make good videos - Provide WIDE training to societies to help them become more accessible
	Next steps: - See what other training would be useful. - Provide guidance where necessary
Run Welcome week to help societies as much as possible	Work so far: - Replaced our usual event line-up (block party, big night out, freshers' ball…) with events from clubs and societies. Promoted those like we'd promote the normal main events. - Facilitated and promoted in person meet & greets for societies to talk to people about what they do in a covid safe way - Promoted online meet & greets for clubs & societies
	Next steps: - Evaluate effectiveness. Make sure next year's Welcome includes the things which went well in this one.
Advertise societies and events	Work so far: - Got the marketing team to share society spotlight videos on their facebook page over lockdown. - Share events personally
	Next steps: - Find new ways of sharing events and engaging with students

Area of work: Enable societies to run events safely during covid	
Sabbatical Plan Goal	**Details**
Provide Training on how to be safe	Work so far: - Provide H&S safety for presidents or nominated committee members - Run sessions with societies explaining covid rules and guidance.
	Next steps: -
	Work so far:

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Make sure societies risk assess activities for covid	- -Make sure societies submit a risk assessment and get them looked over by someone who understands the activities. EG: instructor, trainer, lecturer… -
	Next steps: - Continue making sure societies do activity safely and legally
Make sure clubs & societies can book rooms	Work so far: - Made block bookings available in SUSU. - Moved block bookings forward a week earlier than usual to give societies more time to run activities - Helped societies book one off or recurring spaces in SUSU (and individuals if they could provide a reasonable risk assessment) - Worked with UoS room bookings to allow clubs & societies to book university-governed rooms.
	Next steps: - Make sure rooms can be used again after lockdown. - Help societies with specific room requirements work out a way of doing things
Work with Stags/Bridge to allow societies to run events with us for tables of 6	Work so far: - Connected clubs & Socs with our Bars Manager to help societies set up events and understand the laws behind societies running events in the bridge - Help societies to run events with The Bridge and Stags after lockdown - Facilitate more Bridge takeovers from cultural societies

Area of work: Reward and recognise volunteers

Sabbatical Plan Goal	**Details**
Recognise volunteers	Work so far: - Put a volunteer transcript button on https://susu.org/me - Help volunteers get STRIVE badges, which they can put on CVs & LinkedIn by running workshops -
	Next steps: - Promote STRIVE to new people - Run Society & Volunteering Awards well - Sit on the City Of Culture steering group for volunteering to
Reward volunteers	Work so far: - Got volunteer discounts approved
	Next steps: - Distribute volunteer discount cards - Find solution to them not working in Round app
Help volunteers	Work so far: - Ran virtual update/speed friending for volunteers to make friends with each other and help each other on projects. - Promoted fundraising opportunities - Built relationships with volunteering/fundraising societies - Volunteered with multiple societies
	Next steps: - Encourage more volunteering and fundraising opportunities

Area of work: Improve performance spaces

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Sabbatical Plan Goal	Details
Lobby the University to make sure that any future plans for the Nuffield	Work so far: - Lobby the University to get it brought up repeatedly at University boards - Worked with Arts at University of Southampton on a proposal for the future of the Nuffield which would greatly benefit performing societies
	Next steps: - Continue lobbying to approve the Nuffield Proposal - Make sure PA societies are consulted if the plan makes progress - Make sure this proposal continues to be pushed with whoever is VP Activities next (This won't happen quickly)
Make sure the Nuffield is accessible	Work so far: -
	Next steps: - Make sure the Annex lift gets built - Consult Stage society, neurodiversity and disability society, the disabilities officer and the PA committee about how to make it accessible in a way which works for everyone.

Other
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