



Corin Holloway

Email: vpactivities@soton.ac.uk

Facebook: [facebook.com/SUSU.VPActivities](https://www.facebook.com/SUSU.VPActivities)

Teams: bit.ly/CorinTeams

Area of work: Streamline processes and website to make things easier for societies

Sabbatical Plan Goal	Details
Add a volunteer section to the website	<p>Work so far:</p> <ul style="list-style-type: none"> - Designed a webpage https://susu.org/opportunities/volunteering - Sought feedback from students and staff - Updated the webpage following feedback - Met with the COO to publish the webpage <p>Next steps:</p> <ul style="list-style-type: none"> -
Help bookings and activities get approved faster	<p>Work so far:</p> <ul style="list-style-type: none"> - SUSU working to get Customer Relationship Management (CRM) software to improve the back end of the website to allow us to make changes faster - Met with representative from SU Management System to review their system to see how it works for students, which is one potential option to switch to. - Met with Chief Operating Officer to discuss the requirements of a new CRM software. - Get covid risk assessment templates out, so people can do risk assessments faster <p>Next steps:</p> <ul style="list-style-type: none"> - Make sure CRM is implemented and works
Update expired roombooking system	<p>Work so far:</p> <ul style="list-style-type: none"> - Worked with activities team to make sure block bookings were as full as possible and help societies cancel and book extra slots where needed. <p>Next steps:</p> <ul style="list-style-type: none"> - Switch to a CRM with roombooking capabilities

Area of work: Improve communication with societies

Sabbatical Plan Goal	Details
Talk with societies directly	<p>Work so far:</p> <ul style="list-style-type: none"> - Communicated with many individuals on facebook, Teams, discord 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.

	<p>Next steps:</p> <ul style="list-style-type: none"> - 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	<p>Work so far:</p> <ul style="list-style-type: none"> - 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.
	<p>Next steps:</p> <ul style="list-style-type: none"> - 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	<p>Work so far:</p> <ul style="list-style-type: none"> - 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 - Provided WIDE training to societies to help them become more accessible - Currently reviewing Wide Training with VP Sports and Welfare to bring more focus into what they can do to make it as easy as possible for people to join
	<p>Next steps:</p> <ul style="list-style-type: none"> - Design training, handover document templates for upcoming committee
Run Welcome week to help societies as much as possible	<p>Work so far:</p> <ul style="list-style-type: none"> - 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 - Working towards April Refreshers style events in person with an event schedule which can hopefully be moved to whichever week is the first week it's safe/legal to do so
	<p>Next steps:</p> <ul style="list-style-type: none"> - Evaluate effectiveness. Make sure next year's Welcome includes the things which went well in this one. -
Advertise societies and events	<p>Work so far:</p> <ul style="list-style-type: none"> - Got the marketing team to share society spotlight videos on their facebook page over lockdown. - Share events personally - Joined in with UoS' #VirtuallyTogether campaign to help students make friends and find things to do together
	<p>Next steps:</p> <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - Provide H&S safety for presidents or nominated committee members - Ran sessions with societies explaining covid rules and guidance.
	Next steps: <ul style="list-style-type: none"> - Continue running sessions with societies throughout the year as rules change
Make sure societies risk assess activities for covid	Work so far: <ul style="list-style-type: none"> - Make sure societies submit a risk assessment and get them looked over by someone who understands the activities. EG: instructor, trainer, lecturer...
	Next steps: <ul style="list-style-type: none"> - Continue making sure societies do activity safely and legally
Make sure clubs & societies can book rooms	Work so far: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - Make sure rooms can be used again after lockdown. - Help societies with specific room requirements work out a way of doing things
Help societies run events online	<ul style="list-style-type: none"> - Advertise events (see section above) - Worked with Sam to secure funding for coaching fees to make online sessions such as dance classes free for students to join in with. - Involved multiple societies to run the Southampton heats of Univision Song Contest
	Next steps: <ul style="list-style-type: none"> - Continue advertising events and working with societies to see how we can support them.
Work with Stags/Bridge to allow societies to run events with us for tables of 6	Work so far: <ul style="list-style-type: none"> - Connected clubs & Socs with our Bars Manager to help societies set up events and understand the laws behind societies running events in the bridge
	<ul style="list-style-type: none"> - Help societies to run events in The Bridge, Bar 2 and Stags after lockdown - Facilitate more Bridge takeovers from cultural or culinary societies
Area of work: Reward and recognise volunteers	
Sabbatical Plan Goal	Details
Recognise volunteers	Work so far: <ul style="list-style-type: none"> - 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 - Sit on the City Of Culture steering group for volunteering to represent students and make sure we're included in their plans
	Next steps: <ul style="list-style-type: none"> - Promote STRIVE to new people - Run Society & Volunteering Awards
Reward volunteers	Work so far: <ul style="list-style-type: none"> - Got volunteer discounts approved. I've not been able to distribute them because of the disruption of lockdown making them effectively useless as most venues are closed

	<p>Next steps:</p> <ul style="list-style-type: none"> - Distribute volunteer discount cards once in person activities can continue and bars can open - Work with head of commerce to work on allowing volunteer discounts to work on selected ranges in The Shop. - Find solution to them not working in Round app such as switching to a new CRM which should be able to support giving individuals discounts
Help volunteers	<p>Work so far:</p> <ul style="list-style-type: none"> - 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 - Currently working on project between join environmental societies to facilitate science outreach as part of Science and Engineering Festival (SOTSEF)
	<p>Next steps:</p> <ul style="list-style-type: none"> - Encourage more volunteering and fundraising opportunities
Area of work: Improve performance spaces	
Sabbatical Plan Goal	Details
Lobby the University to make sure that any future plans for the Nuffield take performing arts society use strongly into consideration	<p>Work so far:</p> <ul style="list-style-type: none"> - 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
	<p>Next steps:</p> <ul style="list-style-type: none"> - 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	<p>Work so far:</p> <ul style="list-style-type: none"> -
	<p>Next steps:</p> <ul style="list-style-type: none"> - 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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