**University of Suffolk Students’ Union:**

**Activities Development Plan**

***Name of student group:***

**Role:**

**Role:**

**Role:**

***Other Role:***

***Other Role:***

***Other Role:***

**Plan start date: *Sept? Jan?***

**Plan end date: *1 year from start date***

**Mission: *Similar to, but not just “To continue the development of our student group by increasing the number of members we have and ensuring we put on regular events.” Think BIG!***

**Feedback on the previous year: if this applies.**

**Good:**

**Neutral:**

**Bad**:

**Overall aims: *What do you, as a student led group, wish to achieve?***

**Aims Breakdown*: Take this section as an opportunity to explain your aims, identify why you’ve chosen them, how you will meet them, and what you need to consider in terms of timescale. Think about what was stated as bad/neutral and how you could adapt that into aims.***

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| --- | --- | --- | --- |
| **Aim and reason**  **What’s your aim and why do you want to achieve it?** | **Action**  **What are you going to do to achieve  that aim?** | **Person’s Responsible**  **Who is delegated to oversee the  progression of this aim?** | **Timescale**  **When do you want to achieve this by?** |
| **Aim 1:** |  |  |  |
| **Aim 2:** |  |  |  |
| **Aim 3:** |  |  |  |
| **Plans for sponsorship/grant/ managing finances  How will you ensure financial stability?** |  |  |  |
| **Event Calendar/activities planned**  **What key events or activities do you want to schedule in and secure?** |  |  |  |
| **Awards/competitions to aim for**  **How will you be recognised locally/regionally/nationally?** |  |  |  |
| **Networking and collaboration plans**  **What societies, departments or organisations do you want to collaborate with?** |  |  |  |
| **Raising and Giving Plans**  **How will you work with the RAG society/ raise money for charity?** |  |  |  |
| **Plans for meetings**  **Finalise plans for important meetings such committee meet ups, AGM’s and open committee meetings. How often, where and objectives.** |  |  |  |
| **Trips out/ external opportunities**  **How do you plan to extend your activity beyond the university grounds?** |  |  |  |
| **Safeguarding plans**  **How will your Wellbeing Officer be able to safeguard events/ elect a Wellbeing Officer** |  |  |  |

**Admin**