

Club and Society Accreditation



Sustainability Support Pack

This pack includes all the information you need to complete the Sustainability branch of the SU Accreditation.



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Sustainability Branch Activity:



The Sustainability Branch aims to support and develop Clubs and Societies awareness of sustainability. The activities within the branch include running events and campaigns based in sustainability, the opportunity to make diverse connections within the student community and externally with organisations. By completing even one of these activities, your club or society will have deepened their knowledge and participation in raising environmental awareness and begin the process of behavioural change in sustainability issues.

This support pack aims to support you through completing these activities with your club.

- Common Goals
 - o Attend Freshers Fayre and host 'Give it a Go'
 - o Host 1 Raising and Giving (RAG) event
 - o Host 1 Fundraising event
 - o Provide an up-to-date equipment list.
 - o Have 2 members attend First Aid training
 - o Host 1 online event to promote inclusion of off-site students.
- At least one member participates in the annual Green Impact Audit
- At least one different member each time to participate in two INSPIRE events or campaigns.
- Organise and deliver a volunteering sustainability event independently with support from UWTSD SU
- Collaborate with another UWTSD SU student group, Part-time Officer or INSPIRE Intern to deliver a sustainability awareness campaign at key dates throughout the sustainability calendar, for example Go Green Week or Fair-Trade Fortnight

Common Goals support:

The Common Goals activities are present in all branches of the Accreditation and only require completion once. This means that if you complete them for Club Accreditation but wish to progress on a second (or third) branch, you will already have made significant progress in that area.

CG: In front of an activity title indicates that completing this activity will count for all branches of the accreditation!

#

We have included some support resources for the common goals below, but if you are still stuck, please contact your Student Opportunities Coordinator:

- Lampeter: laura-cait.driscoll@uwtsd.ac.uk



- Swansea: Andrew.g.jones@uwtsd.ac.uk
- Carmarthen: laura.yates@uwtsd.ac.uk
- Satellite: Rebecca.crane@uwtsd.ac.uk

CG: Attend Freshers Fair and host Give it a Go:

One of the most exciting times in the academic year, for new and returning students in the academic year, is the very beginning. When new students arrive, they are actively looking for something to get involved with; some have something very specific in mind, but there are others who are just looking to try something new and make the most of their university experience. This goes for returning students as well. Some students may have had a revelation over the summer period and thought to themselves, "I'm going to get involved in a club or society this year" and that's why Freshers' Fair is your opportunity to capture these students' attention.

The Do's

- Ensure that your Freshers' Fair stall is interesting and actively represents your club or society
- Make sure your team/committee members who are responsible for talking to new students are enticing and are welcoming
- Follow all GDPR regulations set by the SU, for example, no hardcopies of sensitive information. Try using the functions on the SU website and social media groups to avoid any breaches
- Turn up on time!
- Think about what message you'd like to give students about your society whilst you have their attention for the short period of time

The Dont's

- Behave in a way that will hinder people from approaching your table – think back to when it was your first day/week and the feelings you felt, just try not to be intimidating.
- Force anyone to join the club or society – you can use persuasion, but never force someone into your team making them feel uncomfortable.
- Leave your table bare and boring.
- Ignore the students showing an interest in your club/society.

Give it a Go

Running a Give it a Go session is essentially a 'taster' session. It allows people to try an activity/session/society or club before making the commitment to join. This is your opportunity to seek out those students who may not have attended Freshers Fairs or may just want to try something new. Who knows, your club/society could be the answer?

Many of the same principles apply to running a GIAG session as the Freshers' Fair event; but this time the focus is all on your event and the people attending are most definitely interested.

The SU have created a form for you to better understand why you'd like to run the GIAG session and the things you'll need from your team, us at the SU and the committee members.

Benefits of running a Give-it-a-Go session:

- Potential to lead training sessions and develop yourself



- The club will develop in terms of having better training sessions or being led in a more constructive way
- Will enhance the students/club members experience
- Students having a positive experience will create a buzz around campus and potentially encourage more members

Make Sure you:

- Plan your session beforehand – make sure you think of what you'd like to include for new members before the event
- Please consider that this may be the first time that the student has tried the activity, so be patient, and consider the risks when doing so
- Think about follow-up sessions, so when is your next training or social event for the club/soc they can attend if they enjoyed
- Think about how you can contact them/how they can contact you in the future – is it social media or the website?

CG: Host 1 Raising and Giving (RAG) Event *and* Host 1 Fundraising Event:

There are two kinds of events Clubs and Societies can participate in when it comes to money. There are Raising and Giving events, which focuses on charity work, and Fundraising, which focuses on raising money for your club funds.

Raising and Giving work and fundraising for your club usually have very similar events and the guidance is often the same. We have included some information on the 'rules' around fundraising below:

The Do's

- All fundraising must be done in an ethical, transparent and legal manner.
- You must be polite and professional.
- You must not unfairly criticise or insult other people or organisations.
- All donations should be collected in the secure collection tins provided.
- All fundraised money must be counted by two members of your team.
- All fundraised money must be brought into UWTSD SU within 7 days of the end of the fundraising activity.
- You must securely store the fundraised money until it reaches UWTSD SU.

The Do Nots

- Act in a way that might cause high levels of stress to members of the public.
- Be dishonest or manipulative.



- Act in a way that might damage the reputation of UWTSD SU or the University, for example:
 - Smoking or drinking whilst fundraising.
 - Taking or being under the influence of illegal drugs.
 - Being lewd, aggressive or swearing.
 - Don't shake the tin.
 - Putting undue pressure on members of the public or other students to donate.
 - Exploiting your position for personal gain.
 - Exploiting the personal circumstances of an individual.
 - Exploit someone who cannot fully comprehend the situation.
 - Request donations from someone under 18 years of age.
- You must avoid causing an obstruction, congestion or being a nuisance to the public.
- You must not obstruct, interfere with or disrespect members of staff from local businesses
- ***The Three-Step Rule***
 - Whilst fundraising, you must comply with the 'three-step' rule.
 - You must not take more than three steps alongside the person or follow them.
 - If the member of the public has not come to a stop within the three steps, you must end your attempt to talk to them.
 - You must not follow a person beyond the 'three-step' rule.

We have also included an example of the form you must complete to submit any 'petty cash' into your SU bank account or donate to your chosen charity, it is incredibly important you do not keep cash wherever possible.

Check out the Union Website for more information on fundraising or contact your SOC's with any questions.

[Raising & Giving @ UWTSD Students' Union \(uwtsdunion.co.uk\)](http://uwtsdunion.co.uk)

CG: Provide an up-to-date equipment list:

Providing an up-to-date equipment list does a number of things. Firstly, it helps you as a society keep track of what equipment you have, if anything has been lost or damaged that may need replacing and can help you when applying for Grant funding for new equipment or activities.

Secondly, it helps us in the Student's Union know what you own as a club for insurance purposes.



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You should do an inventory check on your equipment at least once per year, compare it to the previous year's inventory and see if there is anything missing. If there is, report it to your Student Opportunities Coordinator immediately.

We have included a template for you below!



UWTSD SU Club and Society Equipment list

Club or Society name:		Completed by:		Position:		Date:	
Item: (What is it?)	Quantity: (How many of them do you have?)	Quality: (Is it new? Is there damage? Are you missing parts of a set?)	Where is it being stored? (Is it safe?)	How do you access it? (Who has the equipment? Is it in storage on site?)	How old is it? (If known)	Approximate cost/value: (If known)	Notes:

CG: Have 2 members attend First Aid Training:

First aid training is offered to all club and society's Executive committees, each academic year. For this element of the Common Goals, we want you to put two members forward for First Aid training.

Once they are trained, we expect at least one of your First Aid trained members to attend your events and activities.

The training dates will be shared each academic year by your Student Opportunities Coordinators, so make sure your Exec Committee list is up to date!

CG: Host 1 online event to promote the inclusion of off-site students:

For this activity we want you to host an online event; this could be anything from a quiz to a social event. Lockdowns have highlighted how online events can increase your membership by including students who couldn't attend traditional sessions, from distance learners to those with caring responsibilities.

Things to consider when planning an online event.

- Think about what type of event you would like to organise, and if it is possible to be done online. If you're struggling for ideas, you can check out this link from Organised Fun - [Students' Union society and club online event ideas for COVID-19 safety — Organised Fun](#), or get in touch with the SU to discuss some ideas and how plausible they may be.
- Just like booking a venue, you will need to choose a platform that will allow you to host your event, this could be social media such as Instagram or Facebook. You can also use platforms such as Teams and Zoom. You will need to see how many people the platform will also allow you to host and how students can join.
- Budget – You will still need to ensure you think about money that may need to be spent on an online event. You may need to pay for a certain activity such as an online escape room. Or you may be doing an event that requires resources to be sent out to students, e.g. cook-along ingredients.
- Promotion – Advertising an online event can be harder than an in-person event. The best way to advertise the event would be through the following mechanisms: Leaflet/posters around campus, post on social media, post on SU website, all student email and messaging key staff and students on all campuses to spread the word.
- Have a Plan B – Online events usually require good internet connection and everyone having access and knowledge to access the activity. Think about



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what could go wrong just like in your risk assessment and plan a backup. Example, you may do a quiz and ask students to fill out Microsoft forms,

Some students may not have access to this, and you should make sure there is another way they can submit their answers; this could be taking a picture of their answers and sending them via email to the quiz master.

Some more top tips for online events can be found on Eventbrite - [How to Host a Virtual Event: The Essential Guide \(eventbrite.com\)](https://www.eventbrite.com/blog/how-to-host-a-virtual-event-the-essential-guide/)

Sustainability Branch Activities:

These activities will only count towards the progress of the Sustainability Branch.



At least one member participates in the annual Green Impact Audit

Further Information: Green Impact Volunteer auditors visit staff departments and conduct audits. Each volunteer auditor will receive a half-day of environmental auditor training approved by the Institute of Environmental Management and Assessment (IEMA). Then auditors will complete one or more audits in pairs.

Each audit will take 1 or 2 hours, and will involve looking for evidence that teams have completed actions in the workbook; talking with relevant staff to ensure actions have been embedded in the activities of the departments; taking photos and notes of good practice to share with other teams.

Cannot be linked to other actions in this branch.

Resources: Details and dates of scheduled audits will be sent to Sports and Society members when available. This is usually a University initiative that the SU supports, so it depends whether UWTSD sign up for the audit.

Benefits:

- Provides staff and students with an IEMA (Institute of Environmental Management and Assessment) approved audit training and certificate; great for your CV.
- You can investigate 'behind the scenes' areas of other departments.
- Meet others with similar interests!
- Counts towards an employability award
- Free lunch!

Collaborate with an INSPIRE intern to create an event that positively impacts the community, that has one sustainable aspect



Further Information: The INSPIRE programme consists of student interns on the three main campuses who work closely with the SU and the University to increase sustainability awareness through many different means, from data reporting to creating events. More information about the INSPIRE programme can be found here:

Work with the INSPIRE interns in a sustainability area that you are passionate about within your club or society, whether that be litter picking on the beach, fundraising for a local sustainable cause or working on one of the allotment sites at Lampeter or Carmarthen.

This can be linked in with the interns Green Impact too.

Resources:

Event Guide

[Club Events & Trips @ UWTSD Students' Union \(uwtsdunion.co.uk\)](http://uwtsdunion.co.uk)

INSPIRE *Interns contact information:*

[Meet the INSPIRE Interns @ UWTSD Students' Union \(uwtsdunion.co.uk\)](http://uwtsdunion.co.uk)

This part of the branch can be linked to others apart from the Competitive and Sport Specific actions.

Benefits:

- Get more involved in the sustainability portfolio
- Looks good on your CV
- Increases awareness
- Work with new people
- Develops new skills

Organize and deliver a volunteering sustainability event independently with support from UWTSD SU



Further Information: This section requires your student group to create, advertise and deliver an event that incorporates sustainability and volunteering. Events can include but are not limited to litter picks, beach cleans, tree planting and wildlife recording. The sky is the limit so feel free to think outside the box; the only requirements are that the events are voluntary and have a sustainability message incorporated into them.

UWTSD SU staff are more than happy to put you in touch with external organizations (e.g. Keep Wales Tidy) and support you with every step of the event, from brainstorming to risk assessments. Resources at your disposal consist (but not limited too) the use of the Union's mini-buses and Design and Comms team to sign up forms, Welsh translation and insurance policies.

This part of the branch can be linked to others apart from the Competitive and Sport Specific actions.

Resources:

- *Minibus Booking form:* <https://www.uwtsdunion.co.uk/student-resources/minibus>
- *Risk Assessment:* <https://www.uwtsdunion.co.uk/student-resources/risk-assessment>
- *For a beginners' guide to planning an event/campaign:* <https://www.uwtsdunion.co.uk/student-resources/events-and-trips>

Benefits:

- Develop organizational skills.
- Develop event planning skills.
- Opportunity for team building
- Create relationships outside of University with other organizations/companies.
- Increase knowledge around sustainability issues.
- Leadership skills

Collaborate with another UWTSD SU student group, Part-time Officer or INSPIRE Intern to deliver a sustainability awareness campaign at key dates throughout the SU sustainability calendar, for example Go Green Week or Fair-Trade Fortnight.



Further Information: An awareness campaign is any time-bound, strategic campaign aimed entirely at increasing public visibility and awareness for your cause. Generally, this means planning a campaign to spread the word about your cause or issue, explain why it matters, and show supporters how they can get involved.

This goal can be linked to the above; however please note the difference between an **event** and a **campaign**.

Your team or society could produce a campaign collaboratively which culminates in an event at the end of the campaign. For example, a campaign during Go Green Week highlighting plastic pollution in the oceans could end with a beach clean event.

This part of the branch can be linked to others apart from the Competitive Sport and Society Specific actions.

Benefits:

- Develop organizational skills.
- Develop event planning skills.
- Opportunity for team building
- Create relationships outside of University with other organizations/companies.
- Increase knowledge around sustainability issues.
- Leadership skills

Collaborate with another UW TSDSU student group, club or society, Part-Time Officer, Course Rep or INSPIRE Intern to deliver an independent sustainability campaign.

Further Information: For this part of the accreditation, we are encouraging students to make links and connections across the student body with others who play an integral role within the SU.



Creating links and working on a project brings a sense of shared achievement and a 'whole' student community feeling. We particularly encourage 'cross-campus' working relationships with this part of the branch with members based on other campuses.

A good starting point is to brainstorm what the team feels passionate about. Could the local park do with some TLC, or maybe you would like to encourage others to be more conscientious with fast-fashion clothing choices?

This part of the branch cannot be linked with any others.

Resources:

List of current PTO's:

[Part-time Officers @ UWTSD Students' Union \(uwtsdunion.co.uk\)](http://uwtsdunion.co.uk)

Find Your Course Rep or Become One

If you want to find out who your Course or Class Rep is, or want to learn about the process of becoming one, please contact the Student Voice team
studentvoice@uwtsd.ac.uk

List of INSPIRE Interns:

[Meet the INSPIRE Interns @ UWTSD Students' Union \(uwtsdunion.co.uk\)](http://uwtsdunion.co.uk)

Link to other clubs and socs:

[Groups @ UWTSD Students' Union \(uwtsdunion.co.uk\)](http://uwtsdunion.co.uk)

Benefits:

- Develop organizational skills.
- Opportunity for team building
- Create relationships outside of University with other organizations/companies.
- Increase knowledge around sustainability issues.
- Leadership skills

2 members to attend a sustainability conference during the academic year and feedback knowledge gained to their team and the SU, either by a short presentation (15-30 mins long) or a blog (max 1,500 words).



Further Information: Every year many different sustainability conferences or seminars appear on the academic calendar, most notably from NUS. These are very informative conferences and have the bonus of widening networks with other likeminded students and/or staff within HE regarding issues around sustainability.

We encourage you to have a look at the calendar resource provided to identify possible dates and conferences for two team members to attend and feedback to the others on.

Feedback on knowledge gained from the conference(s) can either be in the form of a 15–30-minute presentation as an 'event' for others to come along to as well as SU staff, or a blog post (Max 1,500 words) which can be released on the SU website for others to access. One member can go to one and another member to a different conference, or two members can attend the same conference, but we encourage you to attend more than one.

All costs will be covered by the SU.

Resources:

[Events Calendar @ NUS Connect](#)

Please contact your Student Opportunities Co-Ordinator to arrange conference bookings and travel.

Benefits:

- Gain a new perspective.
- Increase knowledge on sustainability.
- Develop new skills.
- Increase external and internal networking contacts
- Increase confidence in presenting or blog writing skills

Sustainability Audit - *Competitive Sport specific*

Conduct a Club Sustainability Audit and identify two areas of improvement.

Research the most viable option to implement in your club and report your findings



on why you made this decision. Create an impact report on the results after trialling and implementing the sustainable change within 3 months to the SU.

Further Information: A sustainability audit is a look inside your team to determine the most powerful way to practice sustainability.

An audit is a commitment; it's harder than just picking something and deciding to reduce it. Audits can take weeks, or even months, to complete and need a strong leadership team to propel them forward. However, if you're serious about a sustainability strategy within your team, audits deliver results.

An audit is the best way to make sure that you're attacking the sustainability actions that you should be addressing.

An impact report gives you the opportunity as a team to reflect on how one small change has benefitted the environment and created behavioral changes within the team.

This section of the branch is unique to you as a sports team. It cannot be linked with any other branch actions listed above.

Resources: Audit Handbook - [Sustainability Audit Handbook.docx](#)

Benefits:

- Gain a new perspective.
- Increase knowledge on sustainability.
- Develop new skills.
- Can be used as a team building opportunity.
- Increase external and internal networking contacts Develop organisational skills
- Leadership skills

Society Specific



Identify and improve sustainability in one area of your student group and evidence what area was chosen, why it was chosen and how you implemented the change, as well as an impact report.

Then, create and deliver an event or campaign specifically around that area or subject.

Further Information: This section of the branch gives you the opportunity to really focus on and research areas of sustainability within your student group, which will help you to improve your sustainability goals overall. There are similarities between this action branch and the one for competitive sport, and you may find the audit handbook resource useful for some aspects.

Once you have researched and implemented your chosen sustainability action, creating a report will allow you to gather your findings and present how the changes implemented have impacted sustainability.

Based on this impact report, creating and delivering an event or campaign around that topic will spread awareness within the student population and encourage others to make small changes.

This event or campaign is unique to you as a group. It cannot be linked with any other branch actions listed above.

Resources:

- Audit Handbook - [Sustainability Audit Handbook.docx](#)
- UWTSD SU staff are more than happy to help or put you in touch with external organizations (e.g. Keep Wales Tidy) and support you with every step of the event.
- Resources at your disposal consist of (but not limited to) access to the SU's Design and Comms team. Support with sign up forms, bilingual translation.
- *Minibus booking form* <https://www.uwtsdunion.co.uk/student-resources/minibus>
- *Risk Assessment* <https://www.uwtsdunion.co.uk/student-resources/risk-assessment>
- *For a beginner's guide to planning an event/campaign:* <https://www.uwtsdunion.co.uk/student-resources/events-and-trips>



Benefits:

- Gain a new perspective.
- Increase knowledge on sustainability.
- Develop new skills.
- Can be used as a team building opportunity.
- Increase external and internal networking contacts Develop organizational skills
- Leadership skills