

STUDENT GROUP TRAINING



**BIRKBECK
STUDENTS'
UNION**

HERE FOR YOU

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Agenda

**Students' Union
Structure**

**Running
Activity**

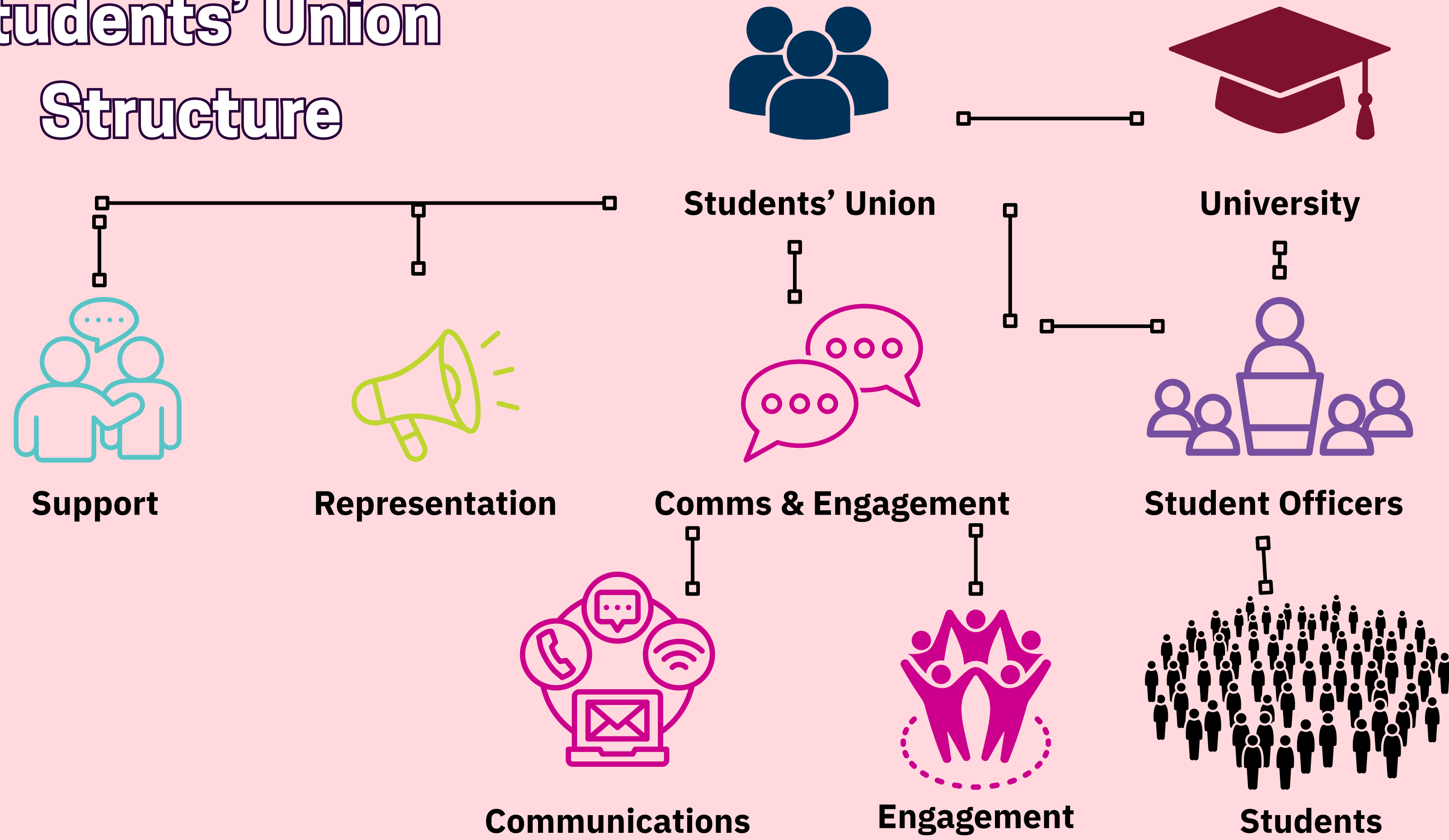
**Future
Plans**



**Student Group
Structure &
Lifecycle**

Finances

Students' Union Structure



Student Group Structure & Life-cycle



Chair/Captain



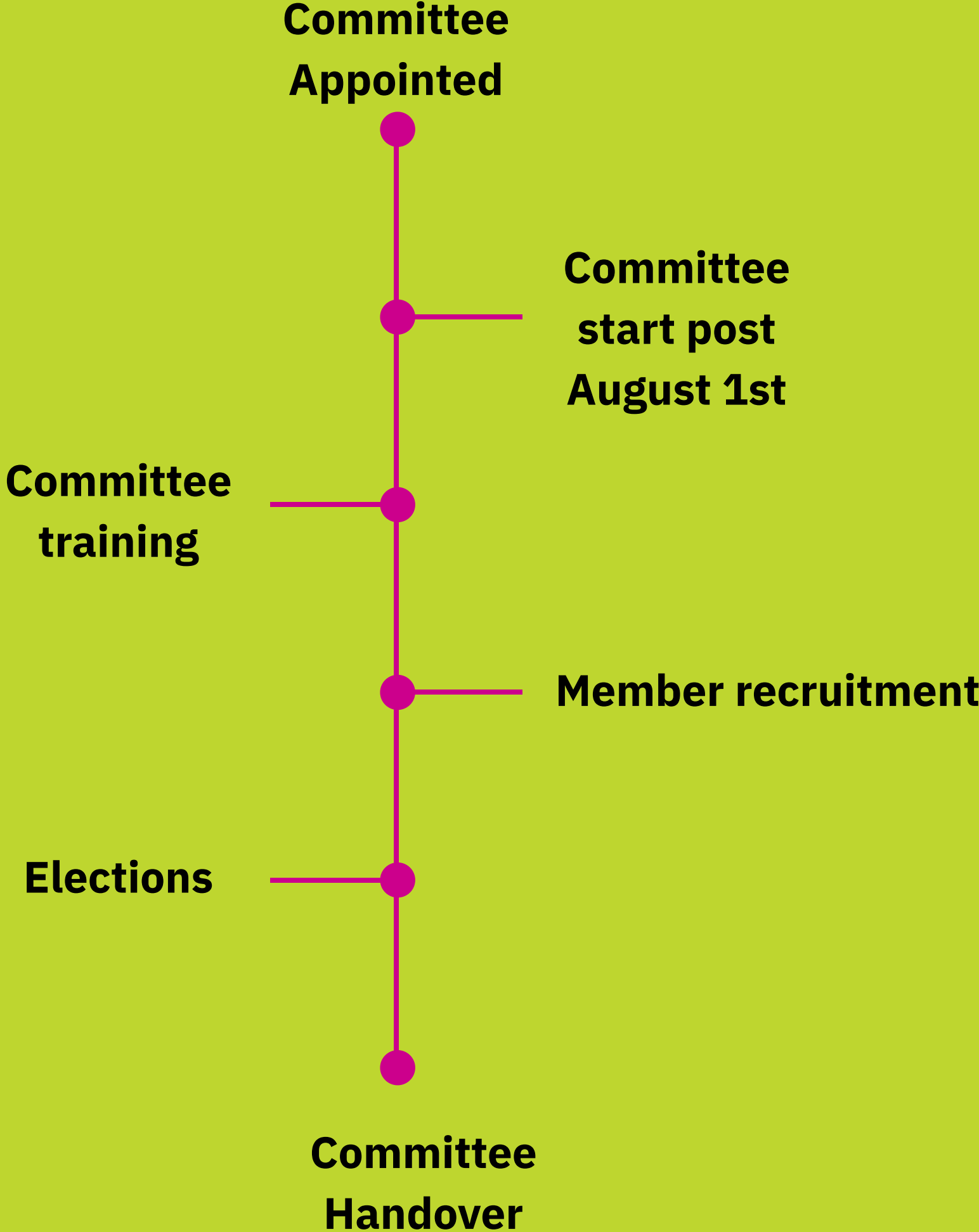
Vice-Chair



Treasurer

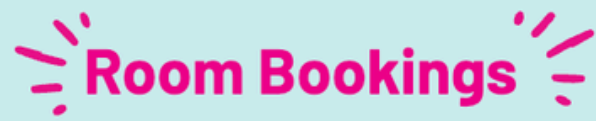


**Additional
committee roles, if
necessary**





Room Bookings



Room Bookings

Click on the relevant button below:

[Request a room →](#)

[Request a Welcome Fair stall →](#)

[Booking Policy →](#)

[Catering →](#)



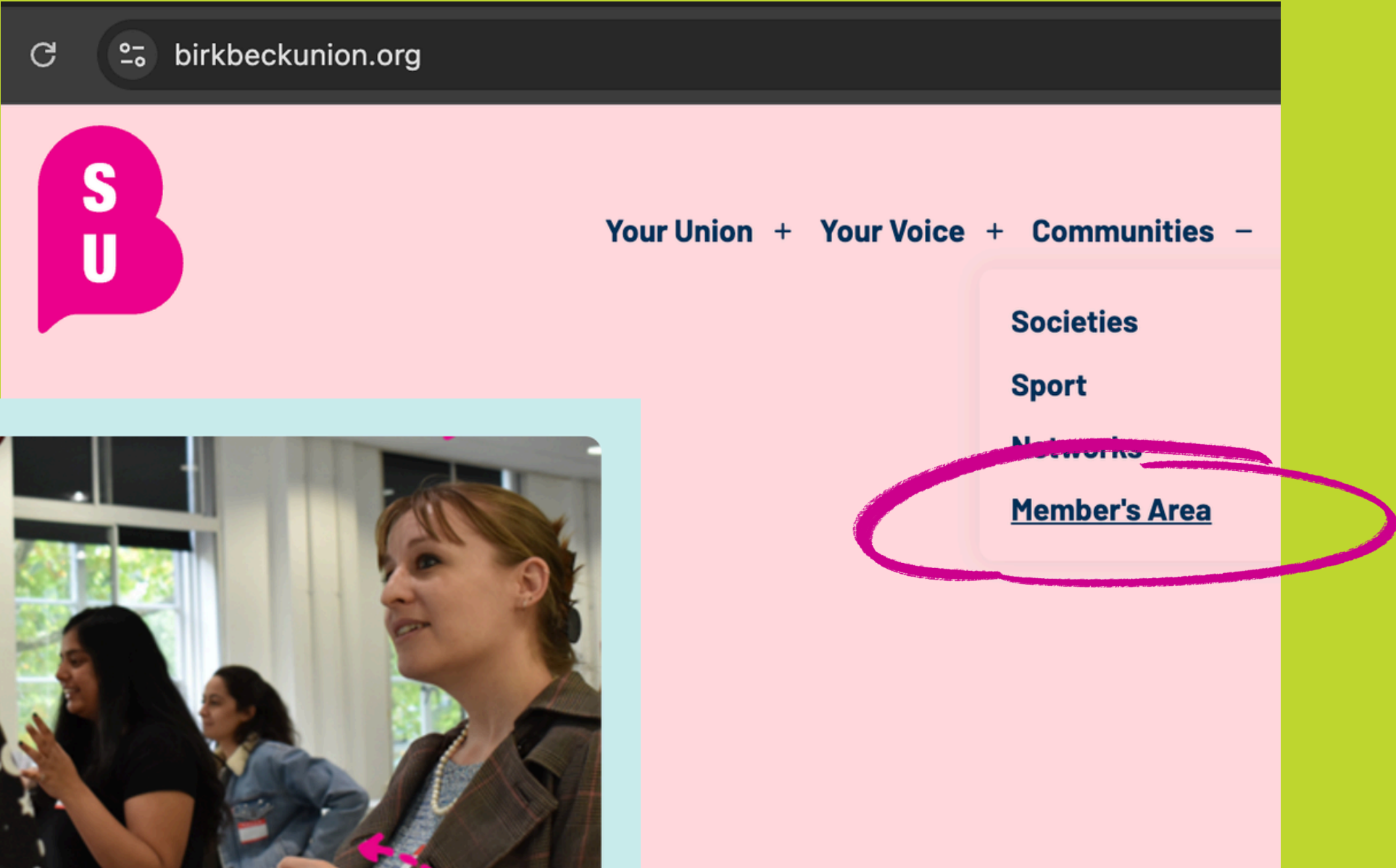
ROOM BOOKINGS & EVENTS

The Students' Union is able to book spaces across Birkbeck buildings and spaces for our recognised student groups, officers, and volunteers. This means your talks, workshops, meetings: all activities can be hosted on campus so students can easily get involved!



[Your Union](#) + [Your Voice](#) + [Communities](#) -

[Societies](#)
[Sport](#)
[Networks](#)
[Member's Area](#)



4. Event Title * 

Enter your answer

5. In brief, what is the purpose of the event? * 

Enter your answer

6. Estimated Attendance: * 

Enter your answer

7. Date and Time: * 

Please note that bookings between 5 pm and 6 pm are not available as per College Policy
E.g. DD/MM/YYYY, START HH:MM (24 HOUR), END HH:MM

Enter your answer

Example:
23/10/2025, Start: 15:00, End: 16:30
30/10/2025, Start: 15:00, End: 16:30
06/11/2025, Start: 15:00, End: 16:30

**The Room Bookings team
assigns rooms based on
expected capacity**

**For repeating events in a
Birkbeck venue, list multiple
dates in the same booking**

8. Room Type * 

☐ Classroom

☐ IT Suite

☐ Lecture Theatre

☐ Cinema

**Suitable for most socials, meetups
and talks - has Hy-Flex equipment**

Suitable for computing events only, rare availability

**Suitable for lectures, debates, and movie nights
Gordon Square Building, rare availability**

9. Room Layout * 

☐ Boardroom

☐ Cabaret

☐ Horseshoe (just chairs)

☐ Horseshoe (tables and chairs)

☐ Buffet

☐ Classroom

**Room Layouts are only available
in Room Type - Classroom!**

Resource Library

birkbeckunion.org/communities/committee-zone/resource/

Team Birkbeck Brand Guidelines

↓

Committee Training 2025/2026

↓

New Student Group Proposal Form

↓

Student Group Budget Template

↓

Committee Training 2025/2026

↓

Student Group Event Proposal + Risk Assessment

↓

Birkbeck SU Logos

🔗

Team Birkbeck Logos

🔗

Incident Reporting Form

↓

Invoicing Guidance

↓

Food Safety Guidance

↓

birkbeckunion.org

Your Union + Your Voice + Communities -

Societies

Sport

Networks

Member's Area

RESOURCE LIBRARY

Find a useful pool of all possible resources below to help you complete tasks, guide you through uncertain scenarios, and provide you with information you may otherwise have missed! Can't see something here that you think would be useful? Let us know!

Funding

Grant

- Applications open twice a year: once in October and the other in January
- Dependent on membership numbers

Memberships

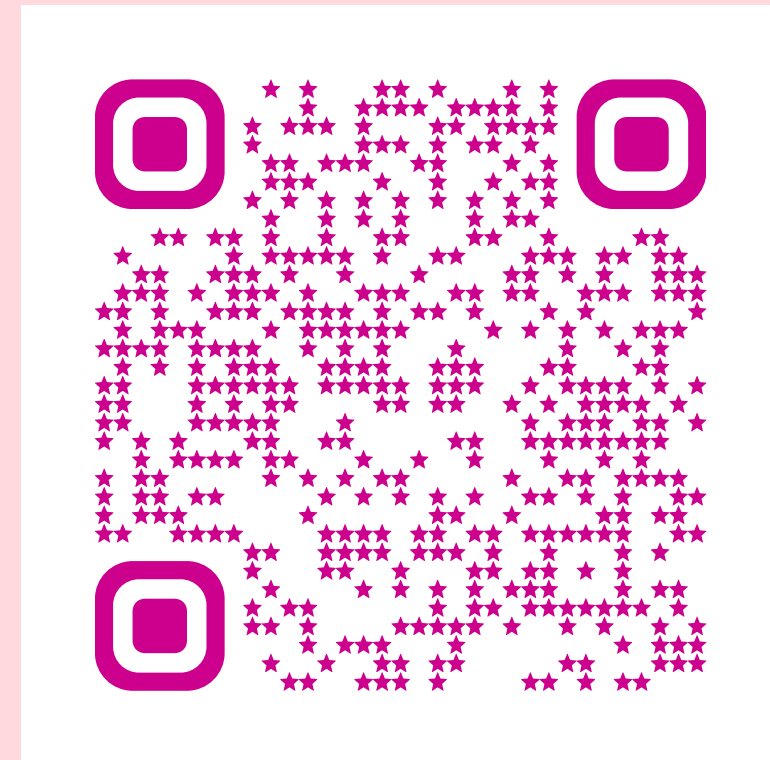
Standard - subsidised for current BBK students

UoL - slightly subsidised for University of London Students

Affiliate - full price for staff/alumni/members of the public

Crowdfunding

BBK Kickstart



Ticketing

**Excursions,
formals etc.**

Budgeting

1	Student Group Simple Budget				Costs		Notes		
2					Expenditure	Costs	[Use this space to add any further details about your Activities When completed please email this to su-engagement@bbk.ac.uk and CC e.soka@bbk.ac.uk]		
3						£0,00			
4	Name of Student Group					£0,00			
5	Name of Treasurer					£0,00			
6						£0,00			
7	Account Total					£0,00			
8	Student Union Account Total (fixed amount)					£0,00			
9						£0,00			
10	Income					£0,00			
11						£0,00			
12	Sponsorship		£0,00			£0,00			
13	Grant		£0,00			£0,00			
14	Other (Specify in Notes)		£0,00			£0,00			
15	Amount		Income			£0,00			
16	Members			£0,00		£0,00			
17	Affiliated members			£0,00		£0,00			
18						£0,00			
19	Total Number of People					£0,00			
20	TOTAL INCOME					£0,00			
21						£0,00			
22						£0,00			
23						£0,00			
24						£0,00			
25									
26					TOTAL Expenditure minus VAT	£0,00			Your event will break even or make a profit, but remember to underestimate attendance to allow some contingency
27					Income	£0,00			
28					Profit/Loss	£0,00			
29									
30									
31									
32									
33									

Ordering

- 1) Items must be linked in the Event Proposal form
- 2) Items can only be ordered for delivery to the college or for pick-up
- 3) Student groups are responsible for arranging pick-up of items ahead of the event date; this needs to be arranged with the Engagement Coordinator
- 4) All items must be requested at least a month in advance; purchases that can be foreseen will not qualify for reimbursements
- 5) Inventory cannot be stored in the SU office

Event proposals a month before the event is due to be delivered.	
	Student Group Training
	22/09 11-1 pm
	Enia Soka Ordered under event lead's name
	Parwana Haydar
	Michael Jones
	Michael Jones
ut	Online Event
	N/A
	 - Water x 2 https://www.amazon.co.uk/Amazon-Still-Spring-Water-500ml/dp/B09QH374ZT/ref=sr_1_6?crid=1HC909Q0RHQZA&dib=eyJ2ljoMSJ9.P0I_BKD_ixs52uanp2eRVXZYT1nG3XEfja8HCS6ak-3aH9ImNzP5yqngLzvldODEvp4-bv09rbGQj7nxVd4jJLJ-IFE0vLWVPTTFHGqqxPOLsAho0RIKDfrViBy-2dPYCiKlMdcdexiUGZP2aJxywk8l7GZqh6kshXuHKMvy5BWN2jHCypJtSNTninlsQE8hsIOPCHH8cpoEK7uV839f1bqniS-6xeahPJAgKR8XMeDr-FZfqS5V3B2SkAVhLatz9qXjKSZms3A6a99YoAR12OcKCGmoJheg6tzV58GfmG4.7bGzSnBbgLhMX4f4kJtZbv5k19kxblwEUTjh5abnPUI&dib_tag=se&keywords=water&qid=1789654010&srefix=wate%2Caps%2C140&sr=8-6&th=1

Item, quantity, link

Advertising + Communications

Communication channels the SU provides (internal group activity only):

- **SU Website**
- **Native (events appear under What's On)**
- **SU Instagram (stories only, if @birkbeckunion is tagged)**
- **Coming soon: Student Group Newsletter segment**
- **Poster space in the SU**

Communication channels the group is fully responsible for:

- **Social media**
- **Group chats (invite-only)**
- **Posters on campus (on glass surfaces only)**
- **Members' mailing lists**



Risk Assessment

Risk assessment. Please fill it out to your best availability. The Engagement Coordinator will double-check this information and approve it before delivery of the event.

Event Name:		Date:		Venue:	
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(1) Activity / Area of Concern (what is taking place as part of the event?)	(2) Hazards Identified (what can cause harm?)	(3) Persons at Risk (who could be harmed by the hazard?)	(4) Current Risk Factor (high, medium or low) (determine the level of risk)	(5) Actions to be Taken to Minimize each Risk (what action can you take to lower the level of risk?)	(6) New Risk Factor (high, medium or low) (risk factor after action taken to minimize the risk?)
1)					
2)					
3)					
4)					

I hereby confirm that I will fully comply with this Event Risk Assessment and agree to obtain all the necessary permission and licences required.

Name of person completing Risk Assessment (printed):

Organisation: *Students' Union, Communications & Engagement Team* Position:

Signature:

- ! Do not exceed room capacity
- ! Do not block exits with furniture
- ! If an incident occurs, report it



Food Safety Guidance



Incident Reporting Form

Event House-Keeping

- 1) Room bookings for routine events should be made at least 5 working days before the event.**
- 2) Room bookings and event proposals should be made at least 1 calendar month before the event.**
- 3) Alert the SU if an event has been cancelled.**
- 4) If events are attended by persons who do not hold an active official membership to your club, all attendees must be signed in (full name + email). This information should only be handled by the student group committee, should not be left unattended, and in line with General Data Protection, should be destroyed after no longer than 6 months. A paper shredder is available in the SU for this purpose. We advise against collecting student data electronically unless it is anonymous.**
- 5) Students should be made aware of whether a venue is accessible, and accessibility should be taken into account when planning an external event.**

Compliance & Health and Safety

! The majority of members must be current Birkbeck students

! To book rooms, the student group must be affiliated

! All non-members must hold an event ticket or be signed in at the event (full name + email)

! All external speakers must be registered via the Room Booking form

! The SU must be made aware of any trips/excursions in advance

! Classrooms and venues must be returned in the state that they were received

! Be mindful of noise during teaching hours (2-5 pm, 6-9 pm)

! Venues should not be used unless you have received a formal room booking confirmation

! Allergens should be displayed if food is being served according to Natasha's Law (guidance available in the Resource Library)

! No home-made food is allowed at events

! All members should be made aware of the Incident Reporting Form (available in the Resource Library)

! Event capacity should not exceed the capacity listed on the room booking form - bookings marked, for example, 30+, will be booked for 30 people, so it's important to list the higher end of the ballpark

! Furniture in the classrooms should not be stacked; please request room layouts via the room booking form

! Fire exits must not be blocked under any circumstances

! All events with added risk (trips, events with food, etc.) must be covered by a risk assessment

Mentoring and Volunteering Programmes – Development & Alumni Office

Careers Clinic



Mentoring Pathways



Thank you!

Important Contacts within the SU:

Enia Soka - Engagement Coordinator, e.soka@bbk.ac.uk

Parwana Haydar - Comms & Engagement Manager, p.haydar@bbk.ac.uk

Aminah Khan, SU Finance, aminah.khan@bbk.ac.uk

SU Support, su-support@bbk.ac.uk