



1.12 Your Summer Check List

Before the start of each year use the list below to check whether you have done all you need to do (not necessarily in this order).

What you need to do	Done?
Confirm your STAR group is registered as a Union society	
Book your Freshers Fair stall	
Agree roles for your group committee	
Sign Affiliation Agreement and post to STAR national	
Ensure you have a working email address for your STAR group and that key contacts know what it is (e.g. bristolstar@gmail.com)	
Send STAR national all contact details for your committee including a postal address to receive your Freshers pack	
Phone STAR's Volunteering Coordinator (Emily Crowley) if you're in charge of your group's volunteering projects	
Apply for funding from your union and create a budget	
Check what your society gets from the union, such as email address, web page, storage cupboard, notice board, etc	
Find out about university procedures (e.g. room bookings, if you need permission to invite a speaker)	
Discuss and agree plan for first term with committee	
Put the date for STAR National Conference in your diary! November 20 th -21 st	
Invite STAR National to visit and speak at your first meeting	
Contact similar societies who you could work with, such as Amnesty	
Contact relevant academic departments / lecturers	
Contact your volunteering partner organisation / project and other local refugee organisations that you might be able to work with	
Contact the union Volunteering Officer / staff or Student Community Action (SCA) to see what support they can provide or to continue partnership	
Check about what you need to do in advance to start your volunteering successfully, e.g. arranging training, CRB checks	