

## **Society Support Drop-ins**

### **These Society Support Drop Ins can be used for the following:**

- Society webpage support eg. Putting a product on
- Membership queries
- Native events and tickets
- Documentation eg. Risk Assessments, Trip Registration, Food Disclaimers
- Society specific by-election set up and request
- How to use Resource Booker
- How to put in a Claim Form or Purchase Order
- Queries about how the financial processes work
- Handover guidance

### **These sessions are NOT for the following:**

- Society Balls, Trips and large-scale/high risk events
- Not a substitute for looking on the Committee Portal
- Not an induction
- Ongoing and complex finance issues
- Not to make room bookings for large scale/high risk events
- Complaints from members – these must always be emailed in
- Chasing up the status of submitted Claim Forms and Purchase Orders – these must be emailed in

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