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CHIPPY LANE CF10

Clubs and Societies Committee Handbook 2026/2027

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Contents Page

1. Welcome to Your Committee Role
2. Meet the Students' Union Activities Team
3. Behaviour & Expectations
4. Health & Safety
5. Finance
6. Running your Activities
7. Marketing, Communications & Website
8. Clothing & Merchandise
9. Key Events
10. Activities Tiering Structure
11. Handovers

Welcome and Overview

All about the SU and the Activities Team!

Welcome to Your Committee Role

Congratulations on being elected to your Club or Society Committee for the 2026/27 academic year.

Whether this is your first time on a committee or you're returning for another year, thank you for volunteering your time to support student activities at Cardiff Met Students' Union. Your role plays a vital part in creating opportunities, experiences and communities that help students make the most of their university experience.

This handbook has been designed to help guide you through the summer period and prepare you for the year ahead. It contains key information, important deadlines, training opportunities, and guidance on the systems and processes you will use throughout your time in post.

Remember, you are not expected to know everything. The Student Activities Team is here to support you throughout the year, answer questions, and help your Club or Society succeed.

We look forward to working with you and wish you every success in your role during the 2026/27 academic year.
Good luck, and welcome to the team!

Meet the Team!



Director of Membership Services

Bryony Humphries-Jennings

bhumphries@cardiffmet.ac.uk



Head of Student Activities

Stacey Ayling

sayling1@cardiffmet.ac.uk



Societies Coordinator

Liv Nicholson

lnicholson@cardiffmet.ac.uk



Sports Coordinator

Kim Minji

mkim@cardiffmet.ac.uk

Who supports your group

Each Club or Society is assigned a Student Activities Coordinator who will act as your main point of contact throughout the year.

- Kim Minji -
  - Athletics
  - Aussie Rules
  - Badminton
  - Basketball
  - Boxing
  - Cheerleading & Dance
  - Climbing
  - Cricket
  - Cycling
  - Football
  - Futsal
  - Golf
  - Gymnastics
  - Hockey
  - Jitsu
  - Lacrosse
  - Netball
  - Padel
  - Rugby
  - Surf
  - Swimming
  - Tennis
  - Touch Rugby
  - Trampolining
  - Triathlon
  - Volleyball
  - Water Polo
  - Weightlifting



Who supports your group

Each Club or Society is assigned a Student Activities Coordinator who will act as your main point of contact throughout the year.

- Liv Nicholson -
  - Afro Caribbean
  - Art
  - Asian
  - Bangladesh
  - Book Nook
  - Built Environment
  - Business
  - Cartoon & Comic
  - Christian Union
  - Cyber
  - Dance
  - Dietetics
  - Fashion
  - Feminist
  - Finance & Economics
  - Formula Met
  - Gaming & Esports
  - ISOC
  - Kendo
  - Law
  - LGBTQIA+
  - Live Music
  - Politics & Debate
  - Rambling
  - Running
  - Snow Sports
  - Sports Management
  - Stitching Circle
  - Students and Dragons



Behaviour and Expectations

What is expected from you as committee members!

Behaviour & Expectations

As a committee member, you play a key role in creating a safe, inclusive and welcoming environment for all students.

We expect all Clubs and Societies to:

- Treat everyone with dignity and respect
- Create inclusive and welcoming activities
- Promote the wellbeing and safety of members
- Follow Students Union and University policies
- Behave responsibility at meetings, socials, trips and online

💡 Remember: Your committee sets the culture of your Club or Society

Reporting Concerns & Committee Responsibilities

If behaviour falls below the expected standard:

- Address minor issues early where appropriate
- Report serious concerns to your Student Activities Coordinator immediately
- Keep accurate records and maintain confidentiality
- Support members, but do not investigate serious incidents yourself

Initiations and initiation-style activities are strictly prohibited and may result in disciplinary action against both individuals and the Club or Society.

📖 The full **Code of Conduct** and **Membership Disciplinary Procedure** can be found on the Students' Union website.

Health & Safety

The safety and wellbeing of your members should always be a priority. As a committee member, you play an important role in ensuring that activities are planned, delivered, and reviewed safely.

Risk Assessments

All Clubs and Societies are required to complete a Risk Assessment before commencing activity. Your Risk Assessment should cover all regular and recurring activities that your group delivers throughout the academic year. This may include weekly training sessions, meetings, workshops, fixtures, competitions, rehearsals or standard events.

Committees do not need to start from scratch each year. If your Club or Society submitted a Risk Assessment during the previous academic year, you can request a copy from the Student Activities Team. It is important that you review the document carefully and update it to reflect any changes to activities, venues, equipment or procedures.

If your Club or Society wishes to run an activity that falls outside of your existing Risk Assessment, a separate Risk Assessment must be completed for that activity.

All trips and events must have an approved Risk Assessment and be authorised by your relevant Students' Union Coordinator before taking place (details of who to contact can be found in the Student Activities Team section of this handbook).

Risk Assessment Form

Incident Reporting

Should an accident, incident or near miss occur during any Club or Society activity, an Accident Report Form must be completed and submitted to the Students' Union as soon as possible.

This applies to all activities delivered under the name of your Club or Society. Reporting incidents allows the Students' Union to provide appropriate support where required and helps us identify ways to improve the safety of future activities.

Accident Report Form

First Aid Training

The Students' Union will be offering First Aid Training during September/October. Places will be limited and allocated on a first come, first served basis. Further information, including dates and booking details, will be released ahead of the start of the academic year.

We encourage Clubs to have at least a First Aid trained member per BUCS team, and Societies to have at least two trained members. Where possible, consider supporting first year students to attend to help maintain this expertise for future years.

Finance

Money, and how to access it!

SU Membership Fees

All members are required to purchase the relevant Students' Union membership before participating in Club or Society Activities

BUCS Membership – This category applies to any Club or Society that competes in BUCS Competitions

Enhanced Activity Membership – This category applies to clubs or societies that deliver sporting (but do not compete in BUCS) and higher risk activities or require additional facility provision or operational support for example beyond a standard society.

Standard Society Membership - This category applies to societies that are non-sporting and require a lower level of operational support and risk management.

BUCS Membership - £40

- ❑ Athletics
- ❑ Badminton
- ❑ Basketball
- ❑ Wheelchair Basketball
- ❑ Boxing
- ❑ Cricket
- ❑ Football
- ❑ Futsal
- ❑ Golf
- ❑ Gymnastics
- ❑ Hockey
- ❑ Lacrosse
- ❑ Netball
- ❑ Rugby
- ❑ Surf
- ❑ Swimming
- ❑ Tennis
- ❑ Trampolining
- ❑ Triathlon
- ❑ Volleyball
- ❑ Water Polo

Enhanced Activity Membership - £15

- ❑Aussie Rules
- ❑Cheerleading
- ❑Climbing
- ❑Cycling
- ❑Dance
- ❑Jitsu
- ❑Kendo
- ❑Snow Sports
- ❑ Taekwondo
- ❑Rambling
- ❑Running
- ❑Weightlifting
- ❑Yoga

Standard Society Membership - £5

- ❑ Afro Caribbean
- ❑ Art
- ❑ Asian
- ❑ Bangladesh
- ❑ Book Nook
- ❑ Built Environment
- ❑ Business
- ❑ Cartoon & Comic
- ❑ Christian Union
- ❑ Cyber
- ❑ Dietetics
- ❑ Feminist
- ❑ Finance & Economics
- ❑ Formula Met
- ❑ Gaming & Esports
- ❑ ISOC
- ❑ Law
- ❑ LGBTQI+
- ❑ Live Music
- ❑ Politics & Debate
- ❑ Sports Management
- ❑ Stitching Circle
- ❑ Students and Dragons

Multiple Membership

Students only need to purchase one SU Membership, even if they join multiple clubs and societies.

Purchase the highest-level membership required by any of your activities.

Examples:

Aussie Rules + Stitching Circle = Purchase Enhanced Membership only

Tennis + Dance = Purchase BUCS Membership only

Remember:

- You do not need to buy a separate SU membership for every club or Society
- One Membership covers all your club and society participation
- Simply purchase the highest membership level needed for the activities you want to join

Upgrading to a BUCS Membership

- Some Clubs or Societies may not be categorised as a BUCS membership group but still have individual members who wish to compete in BUCS Competitions.
- In these cases, individual members can upgrade to a BUCS Membership. This upgrade is required for a student to be eligible to compete in BUCS events and represent Cardiff Met.
- If a student has purchased an Enhanced Activity or Standard Activity Membership and then wishes to upgrade to BUCS they will need to head to the SU offices in Cyncoed to process this.

Club and Society Membership Fees

- In addition to the Students' Union Membership fee, clubs and societies will need to set their own membership fee.
- When deciding your membership price, consider the costs associated with running your group throughout the year, such as equipment, coaching, affiliations, events, decorations or other expenses.
- A good starting point is to estimate your annual expenditure and divide this by your expected membership numbers to determine a realistic membership fee.
- This fee then needs to be approved by your assigned Student Activities Coordinator.

Requesting a Budget Update

If you would an update on your Club or Society budget, income or expenditure, please contact your relevant Student Activities Coordinator.

Kim Minji – mkim@cardiffmet.ac.uk

Liv Nicholson – lnicholson@cardiffmet.ac.uk

Your coordinator will be able to provide a breakdown of your current budget position and answer any finance related queries.

Submitting a Claims Form

Claims Forms should be submitted for any expenses that need to be reimbursed by the Students' Union or paid from your Club or Society budget.

Claims need to be signed off by your Club or Society Treasurer before they can be processed. Please then send them to your assigned Students' Activities Coordinator.

The forms can be collected from the Students Union Offices or online using the following link:

Claims Form

When submitting a claim, please ensure you clearly state what the expenditure relates to and include all relevant receipts or supporting documents to avoid delays in processing.

Income & Deposits

Any income received on behalf of your Club or Society should be paid directly into the Students' Union Bank account.

Account Name: Cardiff Met Student Union

Sort Code: 20-18-15

Account Number: 03186938

Once a payment has been made, please notify your Student Activities Coordinator of the amount to be paid, who made the payment and where the income has come from. This allows us to allocate the funds to the correct club or society account.

Card Machines

If you require a card machine to collect payments at an event or activity, please contact your Student Activities Coordinator as early as possible.

Card Machines are subject to availability, so providing plenty of notice will help ensure one can be reserved for your event/activity.

Card Machine Form

Sponsorship

Sponsorship can be a great way to generate additional income and support the activities of your Club or Society. We encourage committees to actively seek sponsorship opportunities throughout the year.

Any sponsorship agreement should be agreed in writing and must be reviewed by the Students' Union before being signed. Please send any sponsorship contracts or agreements to your Students Activities Coordinator for approval before committing to any arrangement.

Running your Activities

Club and Society Contacts

To help us communicate effectively throughout the academic year, all Clubs and Societies must update their assigned Students Activities Coordinator with their new committee members contact details before the end of June.

The form should include the names, committee positions, email addresses and mobile numbers for all committee members.

It is important that this information is accurate and up to date, as it will be used for Students' Union communications throughout the year and added to relevant mailing lists.

Facility Slots – Term Time

All clubs and Societies that require facility slots need to send over their requests by end of June.

When completing your facility request, please provide details of your preferred training days, times and facilities. Whilst we always try to accommodate preferred requests, this is not always possible due to demand and facility availability.

Once all requests have been received, facility allocations will be reviewed and training slots allocated as closely as possible to the preference submitted.

If there are any new or additional slots that you would like to request, please include these as part of your submission and clearly indicate that they are new requests. Equally, if there are slots that your club no longer requires, please let us know so they can be reallocated elsewhere.

Facility Booking Dates

Your Students' Union facility allocations will only be booked for the dates outlined below:

- W/C 21st September – W/C 14th December
- W/C 11th January – W/C 8th March
- W/C 5th April – W/C 3rd may

Facility Slots – Out of Term Time

Students' Union facility allocations only cover the agreed term time booking dates.

If your Club or Society requires facilities outside of these dates (for example, pre-season training, additional fixtures or out-of-term activity), please email Kim (mkim@cardiffmet.ac.uk) with the dates, times and facilities you require.

Kim will submit your request to the University Facilities Team. Please note that out-of-term bookings are subject to facility availability and cannot be guaranteed.

One-Off Facility Bookings

If you require additional or one off facility bookings during the academic year, please contact Kim (mkim@cardiffmet.ac.uk) with dates and times. Kim will then check availability with Facilities and timetable.

Room Bookings

If your Club or Society requires a room for meetings, workshops, events or activities, room booking requests need to be submitted through your Students' Union Activity Coordinator.

We recommend submitted requests as early as possible, particularly during busy periods of the academic year.

Room Booking Form

Guest Speakers and External Visitors

Guest Speakers and external organisations can provide valuable opportunities for members and enhance your Club or Society activities.

All guest speaker and external visitors must be approved by the Students' Union before the event takes place. Requests should be submitted with a **minimum of 30 days' notice** to allow sufficient time for the approval process to be completed.

If you are unsure whether approval is required, please contact your Student Union Activities Coordinator before confirming arrangements.

Guest Speaker Form

Drivers Registrations Forms - Sports Clubs Only

Any student wishing to drive a vehicle on behalf of a Sports Club must complete a Driver Registration Form each academic year.

To register as a driver, you must attend the Students' Union office with your Drivers Licence and a completed Driver Registration form.

A photocopy of your driving licence will be taken and submitted for approval.
Please ensure this process is completed **at least two weeks before** you need to drive. Approval can take time and students who have not been approved will not be permitted to drive the vehicles.

We strongly recommend that Clubs have sufficient approved drivers available throughout the year, with a minimum of **two approved drivers** per vehicle wherever possible.

Drivers Registration Forms can be collected from the Students Union Offices or on our website

Drivers Registration Form

Marketing, Communications & Website

Students Union Website

Every Club or Society has its own page on the Students' Union Website.

Your website page is often one of the first places prospective members will visit to find out more about your group, so it is important that the information remains accurate and up to date.

Before the start of the academic year, we recommend reviewing and updating:

- Committee Member Details
- Club or Society Description
- Social Media links
- Training, activity or event information
- Photos and promotional content

The more information you provide, the easier it is for students to understand what your group offers and how they can get involved.

Social Media

Social media is one of the most effective ways to promote your Club or Society and engage with students. We encourage all groups to maintain active social media accounts and regularly post content throughout the year.

Remember that your social media accounts represent both your Club or Society and Cardiff Met Students' Union. Please ensure all content remains appropriate, inclusive and respectful.

The Students' Union will provide Social Media Training and support throughout the year to help Clubs and Societies maximise their reach and engagement. We would encourage Clubs and Societies to collaborate with Students' Union social media accounts wherever possible. When posting on Instagram, consider inviting the relevant Students Union account as a collaborate on posts and reels. This helps increase visibility, reach a wider audience and allows us to support the promotion of your activities.

Whilst we cannot guarantee every post will be shared, we will always do out best to support and promote Club and Society achievements, events, campaigns and opportunities through our Students' Union channels.

Email Accounts

Each Club and Society will be provided with a shared Students' Union email account. This account should be used for official Club or Society business wherever possible.

Using the shared account ensures that communications remain accessible to future committees and allows important information to be passed on during committee handovers.

Committee members should regularly monitor the inbox throughout the year and ensure messages are responded to promptly.

If you require access to your shared inbox or are experiencing issues accessing the account, please contact your Students Activities Coordinator.

Clothing & Merchandise

Branded clothing and merchandise are a great way to promote your Club or Society, create a sense of identity and help members feel part of the community.

Macron

Cardiff Met Students' Union works in partnership with Macron as our clothing supplier. We encourage Clubs and Societies to contact Matt (sales@macronstoreebbwvale.co.uk) to discuss kit requirements, clothing options and design ideas.

Macron can provide a wide range of products including:

- Bespoke Playing Kit
- Training wear
- Leisurewear and casual clothing
- Committee clothing
- Merchandise and accessories.

We have a selection of Macron catalogues available in the Students' Union office if you would like to browse products and discuss options.

Macron – Placing an Order

Once you have agreed your design and order requirements with Matt, all orders must be submitted through the Students' Union.

Please send your order details to:
Amy Bond – abond@cardiffmet.ac.uk

Amy will arrange for a Purchase Order to be raised, place the order with Macron and organise payment from your Club or Society budget where applicable.

Y1



The Students' Union offers branded Y1 ¼ zip Fleeces and Dry Robes.

Y1 Quarter-Zip Fleeces

They are available to Clubs and Societies and can be personalised with your Club or Society name, committee position or other approved text.

- Minimum order quantity: 15
- Cost: £41 per fleece

If you Club or Society is unable to meet the minimum order quantity, you may be able to combine your order with another Club or Society. A small additional charge may apply.

Y1



Y1 Dry Robes

They are available to Clubs and Societies and can be personalised with your Club or Society name, committee position or other approved text.

- Minimum order quantity: 8
- Cost: £65 per Dry Robe

Y1 – Placing an Order

Once you have agreed your design and order requirements with Matt, all orders must be submitted through the Students' Union.

Please send your order details to:
Amy Bond –abond@cardiffmet.ac.uk

Amy will arrange for a Purchase Order to be raised, place the order with Macron and organise payment from your Club or Society budget where applicable.

Key Events Throughout the Year

Freshers Fayre

Freshers Fayre is one of the biggest opportunities of the year to recruit new members, promote your Club or Society and showcase everything you have to offer.

Key Information

Date: Wednesday 23rd September

Location: NIAC, Cyncoed Campus, CF23 6XD

Set Up: 8:00am – 10.00am

Fayre Opens: 10:30am

Fayre Closes: 5:00pm – Please do not begin packing away your stall before 5:00pm

Booking your Stall

All Clubs and Societies must complete the Freshers Fayre Booking form to confirm their attendance.

Freshers Fayre

Making your Stall Stand Out

Students will be walking past all the stalls throughout the day, so it is important to make your stall as engaging as possible.

We recommend:

- Decorating your stall with banners, posters, photos and club merchandise
- Wearing Club or Society clothing
- Bringing equipment or items that showcase your activities
- Having committee members available throughout the day to speak to students
- Create a welcoming and inclusive atmosphere. Try to limit the number of committee or club/society members on the stall at one time.
- Use a QR code to collect student details on the day

Promotional Materials

If you would like to purchase a Pop-Up Banner or Personalised tablecloth for your Fayre Stands, please contact Stacey Ayling (Sayling1@cardiffmet.ac.uk)

Give It A Go & Trial Sessions

Give It A Go and Trial Sessions are often a student's first experience of your Club or Society. They are fantastic opportunity to showcase what you offer, recruit new members and create a welcoming environment for students who may be attending alone or trying something new.

We recommend running a Give It A Go or Trial Sessions at least once per semester, but you can do as many as you want through the year. It is important that you have an approved facility space before confirming your sessions.

Give It A Go & Trial Sessions

All Give It A Go or Trial Sessions must be registered with the Student's Union.

To register your sessions, please complete the relevant form below:
Societies Registration form – insert link
Clubs Registration form – insert link

Please submit this information by Thursday 3rd September.

If your information is submitted by this date, we will be able to promote your sessions through the SU Website, SU Social media channels and at Freshers Fayre.

Top Tip 💡
"The most successful Clubs and Societies contact attendees within 48 hours of a Give It A Go or trial session."

Refreshers Fayre

Refreshers Fayre is a fantastic opportunity to recruit new members, promote your Club or Society and engage with students who may be looking to get involved in something new during the second semester.

Key information

Date: Tuesday 2nd February

Location: The Quad, Llandaff Campus, CF5 2YB

Set Up: 9:00am – 10.30am

Fayre Opens: 11:00am

Fayre Closes: 4:00pm – Please do not begin packing away your stall before 4:00pm.

Booking your Stall

All Clubs and Societies must complete the Refreshers Fayre Booking Form to confirm their attendance.

Refreshers Fayre

Making your Stall Stand Out

Students will be walking past all the stalls throughout the day, so it is important to make your stall as engaging as possible.

We recommend:

- Decorating your stall with banners, posters, photos and club merchandise
- Wearing Club or Society clothing
- Bringing equipment or items that showcase your activities
- Having committee members available throughout the day to speak to students
- Create a welcoming and inclusive atmosphere. Try to limit the number of committee or club/society members on the stall at one time.
- Use a QR code to collect student details on the day

Top Tip 💡

"Students join people, not stalls. A friendly conversation is often more effective than the best banner or display."

Varsity

Varsity is one of the biggest events in the Cardiff Met calendar and one of the highlights of the student experience. Each year, Cardiff Met competes against the University of Bath in a day of sporting competition.

For the 2026/2027 academic year, it is Cardiff Met's turn to host the event, and we look forward to welcoming Bath to Cyncoed Campus to what promises to be another fantastic event.

Date: Wednesday 14th April

Venue: Cyncoed Campus, CF23 6XD

Tickets

On sale: Monday 5th October, 10am

Further ticket information will be released throughout the academic year.

Varsity

Who Needs a ticket?

Students selected to compete at Varsity do not need to purchase a ticket.

However, if your club is unlikely ro confirm its Varsity squad until closer to the event, we encourage members to purchase a ticket during the sales period. Should they subsequently be selected to compete, they will be eligible for a refund.

Ticket refunds

All Varsity ticket refunds must be processed through the Students' Union.

Tickets must not be resold or transferred to another individual.

Students attending Varsity may be asked to provide proof of purchase on the day or during T-shirt collection. Any confirmation presented must clearly show the name of the ticket holder.

More information regarding fixtures, event schedules, ticket sales, volunteering opportunities and spectator information will be announced closer to the event.

Students' Union Awards Night

The Students' Union Awards are an opportunity to celebrate the incredible achievements, dedication and impact of our Clubs and Societies throughout the academic year.

Following feedback from the students, we are excited to announce some changes to this year's Awards Evening. For the first time in history, the Sports Awards and Society Awards will be combined into one event, bringing together the entire student activities community for a fantastic evening of celebration.

Date: Wednesday 5th May
Venue: The Depot, Cardiff

The event will remain a formal occasion, with round table seating and the same dress code expectations as previous years.

Students' Union Awards Night

What to Expect:

- Awards Ceremony
- Food available to order directly from the venue's food vendors
- Pre-order drinks packages available
- Bar open throughout the evening
- DJ and entertainment after the awards

Ticket information

Exclusive ticket access will be offered to Clubs and Societies members first. Clubs and Societies will receive priority seating towards the front of the venue and will have the opportunity to purchase additional tables, subject to availability.

Further information regarding ticket sales and table allocations will be released later in the academic year.

Other Student Activities Events

Throughout the year there will be additional events, networking opportunities, and workshops available to Clubs and Societies such as

- Society Showdown
- Clash on the Court
- Archers Race Day

Details will be communicated through committee mailing lists, WhatsApp groups and Students' Union social media channels.

The Activities Tiering Structure

Show off your group proudly!

Tier Structure

The Students' Union Tiering Structure has been designed to recognise, reward and support Clubs and Societies that provide an outstanding experience for their members.

The framework encourages groups to develop beyond the minimum affiliation requirements by recognising achievements across a range of areas, including engagement, development, inclusivity and sustainability.

Our aims to:

- Encourage fun, inclusive, and engaging activities
- Recognise Clubs and Societies that go above and beyond
- Reward groups with opportunities that support their continued growth
- Provide a clear and fair framework for development and progression

How Does it Work?

Groups progress through the Tiering Structure by earning badges throughout the academic year.

Each badge contains 4-5 possible actions. To achieve a badge, your Club or Society must complete at least three actions with that category.

The more badges you achieve, the higher tier and the greater the rewards available to your group.

Once a tier has been achieved, it will be retained for the following academic year, provided your Club or Society continues to meet the required standards.

More Information

Full guidance on the Tiering Structure, including:

- Badge Categories
- Actions required to achieve each badge
- How to upload evidence
- Evidence submission deadlines
- Tier Rewards and benefits

More details can be found in the Committee Hub.

If you have any questions about the tiering Structure or would like support with progressing Your Club or Society, please contact your Student Activities Coordinator.

Handover

Leave a good legacy!

Committee Handover

A thorough handover helps your Club or Society continue to grow and ensures the new committee can hit the ground running,.

Why is it important?

✓ Ensures a smooth transition between committees

✓ Retains important knowledge, contacts and documents

✓ Prevents disruption to activities, events and finances

✓ Sets the next committee up for success

What should be included?

- Key documents (Constitution, Risk Assessments, AGM Minutes)
- Budgets and financial information
- Event plans and annual timeline
- Important contacts and account logins
- Ongoing projects, advice and lessons learnt

Handover Meeting

We recommend the outgoing and incoming committees meet within **2–3 weeks of the AGM**, before the summer break, to discuss the handover in person or online.

The completed handover and AGM minutes must also be submitted to the Students' Union.

Please see details on the Elections, Handover & Affiliation page.

💡 **Top Tip:** A great handover is one of the best ways to leave a lasting legacy for your Club or Society.

Thank you!