



# Social Committee Handbook Template

**Note:**

These sample materials were developed at UCM and are included in the [CREATES Toolkit for Peer Advising](#) as an example of documentation of and handbooks for peer advising. For more information and additional educational tools, visit: <http://europe-creates.eu>

# Semester Plan



## GENERAL INFORMATION

Committee Name	
[Blank]	
Semester Dates	
[Blank]	
Current Chair	New Chair
[Blank]	[Blank]
Current Secretary	New Secretary
[Blank]	[Blank]
Current Treasurer	New Treasurer
[Blank]	[Blank]

### Contents:

- Calendar
- Event Overview
- Budget Requests

# Semester Plan



## CALENDAR:

**Note:** Some events (like the Committee Fair) are already planned, but it is still possible to organize events on the same day if desired and feasible.

### Period 4

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
1 3 Feb – 7 Feb						
2 10 Feb – 14 Feb			Destress Dinner			
3 17 Feb – 21 Feb						
4 2 Mar – 6 Mar			Tea Tasting Time & Talk			
5 9 Mar – 13 Mar			Venting Evening			
6 16 Mar – 20 Mar						--
7 23 Mar – 27 Mar	Exam Week Arts & Crafts Table					
8 10 Mar – 3 Apr	Reflection Week					

# Semester Plan



## Period 5

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
1 6 Apr – 10 Apr					Holidays	
2 13 Apr – 17 Apr	Holidays				--	--
3 20 Apr – 24 Apr			Well-being Walk			
4 27 Apr – 1 May	Holidays					
5 4 May – 8 May	Holidays	Holidays	Tea Tasting Time & Talk			
6 11 May – 15 May	Unwind with us!					--
7 18 May – 22 May				Holidays	Holidays	
8 25 May – 29 May	Exam Week Arts & Crafts Table					
9 1 Jun – 5 Jun	Reflection Week					

# Semester Plan



## Period 6

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
1 8 Jun – 12 Jun						
2 15 Jun – 19 Jun			Happiness Movie Screening			
3 22 Jun – 26 Jun			Tea Tasting Time & Talk			
4 29 Jun – 3 Jul						--

**SEMESTER OVERVIEW FOR ALL EVENTS:**

(Place an 'X' if unknown, e.g. if there is no specific room preference)

<b>Preferred Date</b>	<b>Time</b>	<b>Event</b>	<b>Beer/ No Beer</b>	<b>Requires budget? Yes/No</b>	<b>Preferred room</b>
Eg: 23 February	19:00	Awesome lecture and discussion	Beer	Yes	Lecture hall
13 February	18:15	Destress Dinner	Beer	Yes	D0.033
4 March	18:15	Tea Tasting Time & Talk	No	Yes	D0.033
11 March	18:15	Venting Evening	Beer	Yes	D0.033
25 March	11:00	Arts & Crafts Table	No	Yes	Common Room
22 April	18:15	Wellbeing Walk	No	Yes	-
6 May	18:15	Tea Tasting Time & Talk	No	Yes	D0.033
11 May	18:15	Unwind with us!	No	Yes	D0.033
27 May	11:00	Arts & Crafts Table	No	Yes	Common Room
17 June	18:15	Happiness Movie Screening	Beer	Yes	D0.033
25 June	18:15	Tea Tasting Time & Talk	No	Yes	D0.033
<b>Preferred Date</b>	<b>Time</b>	<b>Event</b>	<b>Beer/ No Beer</b>	<b>Requires budget? Yes/No</b>	<b>Preferred room</b>


# Semester Plan



**EVENTS REQUIRING BUDGET**

**NB: Please make sure the events requiring budget are also in the events overview table above!!**

Beer does not come out of your committee budget but from Universalis' budget so you do not have to include 'beer money'.

<b>Date</b>	<b>Event Name</b>	<b>Event Description</b>	<b>Cost Description</b>	<b>Total Costs</b>	<b>Ticket sales?</b>	<b>Total requested from Universalis</b>
Eg: 23 February	Awesome Lecture and Discussion	For students to discuss how awesome they are	Speaker fee: €10 Awesome stickers: €5	€15	No	€15
12 February	Destress Dinner	Discussing how to destress while enjoying a nice dinner	Food & Drinks: 60€	60€	No	60€
4 March	Tea Tasting Time & Talk	Relaxing with some tea and talking about life	Tea, Tea Supply, Snacks: 15€	15€	No	15€
11 March	Venting Evening	People can voice their frustrations and find likeminded others	Snacks & Drinks: 15€	15€	No	15€
<b>Date</b>	<b>Event Name</b>	<b>Event Description</b>	<b>Cost Description</b>	<b>Total Costs</b>	<b>Ticket sales?</b>	<b>Total requested from Universalis</b>



25 March	Arts & Crafts Table	Table in Common Room with Arts and Crafts materials for people to distress.	Snacks: 5€	5€	No	5€
22 April	Wellbeing Walk	We take a walk in the park while enjoying ice cream and give advice to each other in teams of two.	Ice Cream: 30€	30€	No	30€
6 May	Tea Tasting Time & Talk	Relaxing with some tea and talking about life	Tea, Tea Supply, Snacks: 15€	15€	No	15€
11 May	Unwind with us!	Discussing physical and mental exercises to unwind.	Smoothies: 15€	15€	No	15€
27 May	Arts & Crafts Table	Table in Common Room with Arts and Crafts materials for people to distress.	Snacks: 5€	5€	No	5€
17 June	Happiness Movie Screening	Movie about happiness	Snacks & Drinks: 15€	15€	No	15€

25 June	Tea Tasting Time & Talk	Relaxing with some tea and talking about life	Tea, Tea Supply, Snacks: 15€	15€	No	15€
<b>Date</b>	<b>Event Name</b>	<b>Event Description</b>	<b>Cost Description</b>	<b>Total Costs</b>	<b>Ticket sales?</b>	<b>Total requested from Universalis</b>

# Semester Plan



## TOTAL REQUESTED BUDGET:

**190€**

## NEXT STEPS:

*After all proposals have been handed in, they will be reviewed together to see whether the Universalis budget allows for all expenses to be allocated. Your committee will be informed of its preliminary budget allocation before the Budget General Assembly. You can discuss the allocations, communicate any requests and file motions requesting changes if necessary. During the Budget GA, all treasurers (or if not possible, a representative) for all Universalis Committees, the Academic Council, the Independent Body and the Board will be present, as well as other UCM students, to decide and vote on the budget proposal.*

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