

Society Checklist

Financial Processes

These will largely operate as usual

- ✓ If you have cash that needs to be paid into your society account, please bank transfer the amount to the Guild bank account. You can request the details and your society code by emailing activities@exeterguild.com and then please [complete this form](#) once complete
- ✓ Send any outstanding invoices needing to be paid to activities@exeterguild.com to be processed
- ✓ Expense365 will be operating as normal, you'll be able to see a live account of your society account and process expense claims
- ✓ Complete invoice requests electronically and email them into activities@exeterguild.com
- ✓ If you require a purchase order, please email in a copy of the quote to activities@exeterguild.com

Cancelling Events

- ✓ Make sure to select 'Cancel this activity' on each of your upcoming events on the Activity System
- ✓ Cancel any bookings you have made on roombookings.exeterguild.com. If Reception made the bookings for you, we will be cancelling these on your behalf
- ✓ Contact any venues/companies you are working with on your event to let them know it is cancelled. If they offer you a refund, please ask for a credit note and email this to activities@exeterguild.com
- ✓ [Complete the impact form](#) for cancelled events so we can see what support your society requires
- ✓ If you sold tickets online via the website, please email Activities with a list of names of anyone who needs refunding

- ✓ **If you sold tickets in cash, you will need to ask members to submit an expense claim for their ticket via expense365**
- ✓ **If you sold tickets via an alternative ticket provider, you will need to contact the provider regarding refunds**

Running Elections and AGMs

You will still need to be running your society elections for next year's committee and we will be supporting them and counting your results as usual

- ✓ **Make sure you have [filled out this form](#) so we know who your Returning Officer is and can give them admin permissions for your election**
- ✓ **Let us know by the above form if you would like to add any new posts to your election and we can do this for you**
- ✓ **Set up the election for your society by going to your admin area and clicking 'Online Election Request' (only your Returning Officer will be able to do this)**
- ✓ **Add the posts you would like people to be able to stand for using the 'posts' tab at the top**
- ✓ **Notify all members of your nominations period and your voting period**
- ✓ **Ask candidates to send a video of them explaining their manifesto/why they want the role which could be shared amongst your members in place of an in-person hustings**
- ✓ **Send round anything else you were planning to discuss at your AGM via email and/or provide links on social media. This should include a summary report of your society's finances over the year from your Treasurer and a short summary of what your society has done this year from your outgoing President/committee**

Contacting Members

Whilst we're supporting your society, we need your help to ensure that your members know what's going on

- ✓ **If you haven't already, make a social media post and/or email all your members to let them know your events are cancelled and communicate any other important information**
- ✓ **If you are requesting refunds, either let members know that you will request them for everyone for a specific ticket or set up a way for them to get in touch with you to ask for a refund (you will need to do this if you have sold tickets in cash or through a provider other than the Guild website). We will be processing refunds as quickly as possible and the money should be in members' accounts 3-5 working days after we have confirmed that we have actioned the refund request**
- ✓ **If your committee are comfortable answering questions, please encourage members to ask you. Equally, if you are unsure or don't feel comfortable answering members' questions, please direct them to coronavirus@exeterguild.com for further advice**