Student Led Activities
Guidance for venture proposals taking place during Summer 2015

Background
In June 2011 the College agreed a framework in which ventures classed as student led activities could gain formal College recognition and approval in a similar way to Expeditions gaining recognition and approval via the Exploration Board (www.imperial.ac.uk/expeditons). The College agreed the creation of a Student Led Activities Review Board (SLARB) to review proposals for ventures. This note outlines the requirements for a venture proposal and then various deadlines.

Proposals
Any venture proposal passed to the SLARB must come from a recognised group (a Club, Society or Project) and have undergone some initial review by the Union. If the venture idea is completely new the student group must first gain recognition as a Club, Society or Project of Imperial College Union.

A venture proposal must be created. This is a proposal document for a specific venture to be undertaken by the recognised group; in essence this is a self-contained trip/activity. The venture may be one of many activities undertaken by the Club, Society or Project or be the sole activity for the year. Ventures may be swift in the planning and execution phases or take a number of years to come to fruition. There is no standard format for a venture proposal as the range of considerations is broad; however the points in the next section must be included in all proposals.

Requirements of a venture proposal

- **Venture title and aims.** There should be a clear statement of the aims of the venture. There might be a number of aims of more or less equal weighting or a principal aim with one or two ancillary aims.

- **Participants, their experience and their roles in the venture.** The venture participants should be named together with their roles if appropriate (i.e. leader, deputy leader, treasurer etc.). Each venture must at minimum have a clearly designated leader. Ages, status at Imperial College and prior experience should be provided. This is especially important in specialist areas such as first aid training, experience with engineering, electrical installation, healthcare etc..

- **Details of the venture.** Proposed itinerary in reasonable detail, to include travel, route, accommodation, supplies and timing: including maps and references. If an agency/organisation is helping with aspects of the venture (e.g. Logistics, in country assistance) this should be indicated and their contact details included. Reference should be made to the likely environmental conditions during the proposed time of the venture. Clear details about when team members will be participating in the venture must be provided. Details of the steps that have been taken to obtain any necessary permission from the host country and/or local community to undertake the venture should be given and the stage which has been reached in these steps. Details of the political stability of the country it is planned to visit and the current advice from the FCO should be included.

- **Training.** Details of the training participants will be undertaking before departure should be included, both fitness training (if appropriate) and specialist training such as first aid skills.
The details should include the level of the training and anticipated providers. Particular reference should be made to any safety specific training requirements for example working on building sites, manual handling and medical care.

- **Budget.** The budget for all aspects of the venture must be provided, including training, travel, equipment, vaccinations. Include plans for raising the funds necessary to successfully complete the venture, including a list of any bodies which it is planned to approach for funding (e.g. IC Trust funds, commercial sponsors etc.).

- **Involvement of other organisations.** Details will need to be provided about any organisations involved in the organisation or delivery of the venture. Background information about the organisation, and their contact details will need to be included in the proposal.

- **Timescale and legacy.** Information must be included as to whether the venture is a one off trip, or whether this builds on previous trips by Imperial students or others. Details of any project legacy must be provided (e.g. a building), including how this will be managed when the team return to the UK.

- **Risk Assessment.** A detailed risk assessment and safety management plan must be included covering all aspects of the venture, including work which local people may be undertaking. This section should also include a crisis management and evacuation plan.

- **Ethics.** Include details of any ethical considerations the venture may encounter. Venture leaders may be asked to seek ethical clearance from the College for the activities proposed.

**Approval process**

Venture proposals must first be initially reviewed by the Union. The SLARB will then review proposed ventures in a manner appropriate for each of the proposals. The organisers of the venture may be invited to speak to board members about their ideas and plans. If approval is given the Secretary to the SLARB will issue a confirmation letter to the Club, Society or Project indicating that their proposed venture has official College support. Any approved project is conditional on a report being submitted within eight weeks of return to the UK.

**What to do next?**

When a venture proposal has been written it must be sent to Anthony Crowther, Student Activities Manager at Imperial College Union. Email to a.crowther@imperial.ac.uk. The initial deadline for venture proposals to be submitted is **Friday 24 April 2015**. SLARB will review all proposals by the middle of May and make recommendations for funding to the IC Trust at this time.