Student Led Activities Review Board (SLARB)

Student-led Project Applications

Guidance for proposals for student-led ventures planned to take place during the summer

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.

Applicants

Any venture proposal passed to the SLARB must come from a recognised group (a Club, Society or Project) that is affiliated to the Union, 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.

Proposals

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 purpose, aims and objectives.** There should be a clear statement of the purpose, aims and objectives 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. The nature of the activities intended to be undertaken should be clearly outlined in the proposal, including any facilities and/or external providers being used.

- **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.). Competencies for assuming each leadership role should be included. 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 dates: 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, in particular when the venture officially starts and ends if participants are using differing travel routes to/from the venture location or staying on for personal travel at the end. Details must be given of any sub-groups operating away from the main party.

- **Permissions.** Details of the permissions required and the steps that will be taken to obtain these from the host country and/or local community to undertake the venture activities 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 proposed 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..). A statement regarding any additional costs likely to be incurred by participants should be included.

- **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.

- **Contingency and emergency plans.** Details should be provided of a contingency plan to cover scenarios such as illness/injury of team leaders/members, change of activities, non-availability of accommodation, change to travel plans etc.. A plan for use with incidents and emergencies should be included, including how communications will work between team members, location of medical facilities, delegation of leadership, missing team members, access to finances and evacuation. A routine and emergency communication plan should be included.

- **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 must be included covering all aspects of the venture, including work which local people may be undertaking. This section should also reference the contingency and emergency plans.

- **Technical advice.** Details of where technical advice is being obtained from should be included, including information relating to the safe use of equipment.
• **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.

**Funding**

It should be noted that approval by SLARB does not automatically attract funding for the venture. In recent years the IC Trust have provided funding to ventures which have received SLARB approval.

**What to do next?**

When a venture proposal has been written it must be sent to the Student Activities Coordinator at Imperial College Union.

The initial deadline for venture proposals to be submitted is **Wednesday 28 March, 17:00.**

SLARB will review all proposals by the middle of April and make recommendations for funding to the IC Trust in June. Decisions for funding will be communicated in June or July.