

The Guide to Peterhouse Clubs, Sports and Societies

Amals Committee

September 2025

Preface

Amals

Amals (“Amalgamated Clubs”) is the college organisation responsible for the “advancement, support and management of all college sports and societies.” In practice, this means they are responsible for funding, dispute resolution, organising the Amals Fair, organising society photos, etc.. Amals is run by a committee of three students (President, Treasurer, and Secretary) elected in Lent term, and who are the point of contact when organising a club, sport or society. They are also the group who produce and maintain this guide.

Amals Committee 2025-26: Arlo Alexander, Oliver McVicar, Gavin Bosland.

Goals of the Guide

It is intended that this guide detail everything the average student will need to engage with the Peterhouse extra-curricular system, including reasonable details of current clubs, sports and societies (Sections I & II), all the necessary details for forming your own club or society (Section IV) and details on where rooms are, which rooms have particular access requirements, etc. (Section III).

Note:

If you notice any errors in this Guide, or wish to update any information within, please contact the Amals President.

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Societies

Peterhouse Art Club

Palatable club for palette-able people.

An art club for all abilities.

Frequency: Weekly, every Monday (1st session to be on a Tuesday)

Time: 7-9pm

Location: Fitzwilliam House, Room 6

Additional Details: We have two screening events planned for Michaelmas term, which will hopefully be taking place in the theatre.

Contact: Gemma Sweeney or Daisy Cooper

Contact Details: Email Gemma at gl51@cam.ac.uk or Daisy at drc70@cam.ac.uk



Beard Society

We are Peterhouse's feminist society, named after the act of women wearing beards in order to attend all-male societies. We meet a few times a term to listen to speakers who give talks on topics from COVID-19 and gender identity to medieval attitudes to menstruation. Beard Society invites speakers from within and outside academia, creating a space for intersectional feminist debate and discussion. In addition to regular speaker events, Beard Soc also organises hands-on, creative workshops such as clay modelling and mug painting.

Frequency: Three times termly

Time: Subject to college decision, announced on a termly basis

Location: Davidson Room

Additional Details: Every year on International Women's Day, the Beard Soc. has been committed to organizing a Womens' Formal, encouraging solidarity and collaboration amongst the women of Peterhouse, members of staff, and students alike.

Contact: Iris Rodgers & Angelina Morosan

Contact Details: Email Iris at ir341@cam.ac.uk, or Angelina at am3028@cam.ac.uk



Board Games Society

The Peterhouse board games society meets up every week in the JCR / bar to play games in the JCR collection or whatever anyone wants to bring. It's very relaxed and a great way to spend an evening with friends or meet other people in college. We also manage the games in the JCR and keep the collection up to date. Anyone can drop in and join a game and we are always welcoming new people!

Frequency: Every Monday

Time: 8pm

Location: JCR

Additional Details:

Contact: Dylan Ingram

Contact Details: Email at Dylan Ingram at di277@cam.ac.uk



Caseus Club

The Caseus Club meets termly to taste cheese and sip wine in a semi-formal atmosphere, with information about each cheese presented before it is eaten. The date of each meeting will be announced by email at an appropriate time.

Frequency: Termly

Time: Variable

Location: Upper hall

Additional Details: Be prepared for the college grace and toasting St. Uguzon

Contact: Tommy Buckley (President)

Contact Details: Email Tommy at tb747@cam.ac.uk



Chapel Choir

Peterhouse Chapel Choir is more friendly and relaxed than the average Cambridge choir. The quality of singing is high, and the choir is auditioned, but the commitment is relatively low: evensong twice a week plus one rehearsal. All members of the choir are offered formal hall after each of these commitments for free. The choir also sings at feasts, about one each term –again with a free dinner afterwards. All members are entitled to free singing lessons every two weeks, and a heavily subsidised tour each year. There are a few choral scholars each year, but those without choral scholarships can audition for the choir at the beginning of the year and the choir would encourage anyone interested to audition.

Frequency: Three times per week

Time: Evensong on Wednesdays & Sundays, rehearsal on Thursdays

Location: Chapel

Additional Details: Instagram: [@peterhousechoir](https://www.instagram.com/peterhousechoir)

Contact: Simon Jackson (Director of Music)

Contact Details: Email Simon at simon.jackson@pet.cam.ac.uk



Peterhouse and Pembroke Christian Union

We are a club which explores Jesus in the bible and with each other. It is a club for everyone no matter where you are with your faith. On Saturday we meet for dinner then a bible study right after. On Wednesday we meet for a quick 30 minutes of prayer in the morning then for breakfast after that.

Frequency: Twice per week

Time: Saturday 6pm and Wednesday 8am

Location: Pembroke Hall on Saturday, and Pembroke Chapel on Wednesday

Additional Details:

Contact: Thomas Sleeman (at Pembroke)

Contact Details: Email Thomas at ts970@cam.ac.uk



Classics Society

The Peterhouse Classics Society exists to promote understanding of, interest and participation in the language, culture, philosophy, politics and art of the Graeco-Roman world. The society is open to all Petreans and encourages suggestions from the student body, with events ranging from talks, either from academics or students, to involved activities with a festive theme, such as Saturnalian mosaic making. The society hosts three events in Michaelmas and Lent term and two in Easter, with one of these being in May Week, and refreshments are provided.

Frequency: Three times per term in Michaelmas and Lent, twice in Easter

Time: Variable (see Term Card)

Location: Theatre or Lubbock Room

Additional Details: Please join the Facebook and Instagram accounts to receive additional information (and classically-infused popular culture) about the events.

Contact: Barbara Dooley & Héloïse Riley-Smith (Co-Presidents), Astrid Kruk (Secretary)

Contact Details: Email Barbara at bed27@cam.ac.uk, Héloïse at hikr2@cam.ac.uk, or Astrid at ak2455@cam.ac.uk



Peterhouse Cross-Keys Society

The Cross Keys is the college's sports society. Anyone who plays a sport at university level, or who competes for Peterhouse in cuppers, is eligible to join. Events take place throughout the year, including guest speakers, socials with other sports groups, and a dinner for those exceptional athletes who have achieved a Blue, Half-Blue, or Second Team Colours.

Frequency:

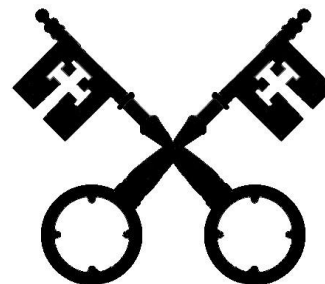
Time:

Location:

Additional Details:

Contact: James McKinley-Smith (President)

Contact Details: Email James at jwm69@cam.ac.uk



History Society

The History society holds three meetings each in Michaelmas and Lent terms, in which Historians from across the country whom you might not usually be able to hear from in Cambridge are invited to share their research in fascinating talks, each followed by a Q&A. History students and history enthusiasts of the college are invited to enjoy and be enlightened by the discussion with drinks from the comfort of the parlour's armchairs! Please check each event's publicity as precise timing and location can sometimes vary, but meetings are usually on Tuesdays, beginning at approximately 8:45pm after formal hall.

Frequency: 3 times termly in Michaelmas and Lent

Time: After formal

Location: The Parlour, unless otherwise advertised.

Additional Details: Drinks provided.

Contact: Angelina Morosan (Honorary Secretary)

Contact Details: Email Angelina at am3028@cam.ac.uk



The Kelvin Club

The Kelvin Club is the scientific society of Peterhouse. We meet three times per term in Michaelmas and Lent to listen to interesting talks given by scientists, engineers, medics and mathematicians. The talks are aimed at a general audience, and do not require payment or sign-up.

Frequency: 3 times termly

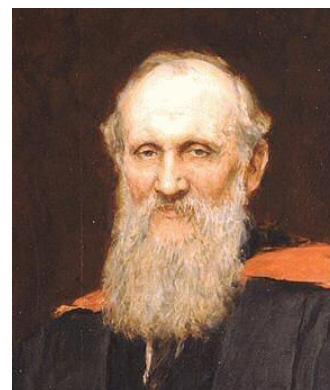
Time: 8:30 PM

Location: The Lubbock Room and Theatre

Additional Details: Refreshments usually provided

Contact: Alexander Hodson

Contact Details: Email Alexander at ah2345@cam.ac.uk



The Law Society

The Peterhouse Law Society aims to get people excited about law. We're open to all: those doing a law degree or not, aspiring solicitors, barristers or those who just want to learn more. We have officers hosting events throughout the year including MOOTs, socials within and outside college, guest speakers, legal skills workshops and much more. All these events will enable students to socialise within Peterhouse and with other colleges, understand the legal careers available to them and develop transferable skills needed for any future employment.

Frequency: Several events termly, with socials every few weeks

Time: Variable

Location: Variable, with socials happening in the JCR or other cafés/bars around Cambridge.

Additional Details:

Contact: Lizzie Mann

Contact Details: Email Lizzie at ecm74@cam.ac.uk



Modern Languages and Linguistics Society

The MLL Society will be conducting formal swaps with other college's MML societies, European film screenings, European wine tasting, lectures from fellows of the college and potentially presentations from authors and researchers outside of college. Open to all with an interest in Modern Languages or Linguistics!

Frequency: Several events termly

Time: Variable

Location: Variable

Additional Details:

Contact: Belle Hunter and Owen Hiscox

Contact Details: Email Belle at ip424@cam.ac.uk or Owen at obh24@cam.ac.uk



Peterhouse Music Society

The Peterhouse Music Society arranges concerts and recitals for members of college to both attend and perform in- these are great ways to experience the excellent musicianship on offer in Cambridge. More informal recitals are held in the Brewhouse every few weeks and are a brilliant opportunity for student musicians to perform in a relaxed, informal environment. More formal concerts are held in the Chapel and the Theatre to showcase the extremely high standard of performance in college, often featuring chamber music as well as choral and other instrumental music. Outside of Western art music, the society also organises jazz events in the Bar and the Brewhouse as well as a Burns Night Ceilidh at the start of Lent term! All events are free to the student body and often feature wine and refreshments so are an excellent way to socialise and relax. Look out for a term card in your pigeon-hole at the start of term!



Frequency: Informal concerts and recitals every two weeks with a full concert in the theatre toward the end of each term.

Time: Variable – see term card!

Location: Lubbock Room

Additional Details: Full concert at the end of each term, in the college theatre, 7.30-9.30pm.

Contact: Izzy Heap (President)

Contact Details: Email Izzy at ih414@cam.ac.uk

Peterhouse Politics Society

Peterhouse Politics Society exists as a forum for discussion between students and high-profile speakers from politics, journalism and academia. Talks are held three times a term, on Thursdays in the Parlour. There is a drinks reception at 7pm with the speaker, the committee and lots of champagne. The talk itself begins at 8.30pm. Scintillating discussion unfailingly follows the talk, and the events often go on into the night. Politics Society is a really great way to get involved in college life: anyone can attend and the speakers are often highly renowned. If nothing else, let the prospect of seemingly never-ending wine (and elderflower of course) tempt you to come. Look out for our term card in your pigeon-holes at the start of term!



Frequency: Three events each term

Time: drinks with the speaker 7-7.30pm; talk begins 8.30pm

Location: The Parlour

Additional Details: Dress code - lounge suits preferred.

Contact:

Contact Details: <https://www.facebook.com/peterhousepoliticssociety>

Trumpington Street Orchestra

The Trumpington Street Orchestra is a student run orchestra, combining players from Pembroke, Peterhouse, Downing and St. Catharine's colleges. They typically have weekly rehearsals and termly concerts, and instrumentalists of any and all standards are accepted, with no auditions required.

Frequency: Weekly practise with a termly concert

Time: Tuesdays 7:30-9:30PM

Location: Various local churches

Additional Details: Biscuits/drinks provided in break!

Contact:

Contact Details: <https://trumpingtonstreetorchestra.wordpress>.



Wine Tasting Society

The Wine Tasting Society meets two or three times each term. We sample six or seven different wines during each session, with each wine introduced through a discussion of its characteristics; meetings have a semi-formal atmosphere and aim to help attendees understand the basics of wine appreciation, while also offering a selection of enjoyable and interesting wines, including those that would normally be beyond the reach of students.

Frequency: Once or twice a term

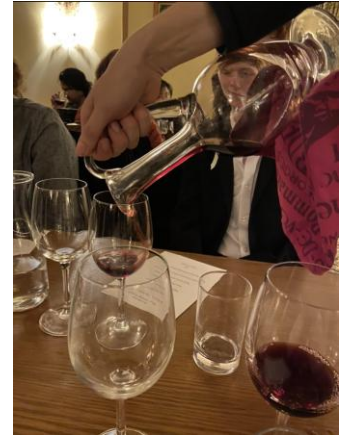
Time: Variable

Location: Upper Hall

Additional Details:

Contact: James Hunter

Contact Details: Email James at jh2558@cam.ac.uk



Sports Clubs

Badminton Club

Badminton can be a good way to destress and just do a bit of exercise with some friends once a week. There are weekly training courts booked, which anyone and everyone is welcome to turn up to, and all equipment is provided. There are also weekly matches for the Open and Ladies' leagues, with teams decided by the captains, but there is no obligation to play a match if you come along to the open session.



Frequency: Weekly matches and weekly open sessions

Time: Varied

Location: Training usually at the Leys or Kelsey Kerridge. Matches can change depending on opposition.

Additional Details: Racquets and shuttles provided, but you're welcome to bring your own. Facebook page: <https://www.facebook.com/groups/1619314268331972/?ref=share>

Contact: Jakub Nowrotek

Contact Details: Email Jakub at jn460@cam.ac.uk

Men's Basketball

Men's Basketball Team has weekly matches against other colleges on the weekends at Kelsey Kerridge. The team runs weekly training sessions at the University Sports Centre. It is open to people of ALL abilities, low-commitment and is a great atmosphere for beginners to pros.



Frequency: Weekly matches and weekly open sessions

Time: Games on Weekends. Training Variable

Location: University Sports Centre/Kelsey Kerridge

Additional Details:

Contact: Davit Minasyan

Contact Details: Email Davit at dm936@cam.ac.uk

The Boat Club

The colleges rowing club and largest college society, open to beginners and those who have prior rowing experience. A friendly and open club, catering for those who want to enjoy competitive sports and those who enjoy fitness and fun with friends; all culminating in racing the bumps. The club also features social events through out the term, including swaps and BBQs for members culminating in the termly boat club dinner.

Frequency: Multiple times per week

Time: Early mornings/ weekends around crew availabilities

Location: Peterhouse Boat House

Additional Details: Termly black tie boat club dinners; sports kit.

Contact: Connor Kelly

Contact Details: Email clubcaptain@peterhousebc.org



Men's Football Team

The Peterhouse Men's Football Team has weekly matches against other colleges, and runs training sessions for players, subject to attendance. The team is open to people of all abilities and boasts a friendly atmosphere and group. Matches run in the first two terms, and the Peterhouse team plays in division four out of six.

Frequency: Weekly Matches at weekends (some training sessions but less frequent)

Time: Matches (Saturday/ Sunday)

Location: Home matches - Pembroke College Sports Ground

Additional Details: Blue shorts and socks if possible, shirt can be provided.

Contact: Keane Handley

Contact Details: Email Keane at kh786@cam.ac.uk or find us on Instagram: @peterhouseafc



Mixed Netball Club

We are a very relaxed team that spend an hour or 2 each weekend playing in the university wide mixed netball league. Suitable for all levels and abilities and weather you attend 1 match or all. Match info is released weekly and it is up to you each week if you choose to attend. Its a great relaxed environment in which to meet people both in college and uni wide!

Frequency: 6 weekends per term

Time: Weekends but times change due to court availability

Location: Different college netball courts, changes on a weekly basis

Additional Details: Sports wear, occasional socials may occur

Contact: Louisa Fricker and Chloe Blackmore

Contact Details: Email Louisa at lvjf2@cam.ac.uk or Chloe at cb2260@cam.ac.uk



PetRock

The Peterhouse Rock Climbing Society is a group of students from Peterhouse that go rock climbing, specifically bouldering, every Saturday. These sessions are cheaper than regular bouldering and no special equipment is required (climbing shoes are optional and shared liquid chalk is provided). We also arrange walks from the plodge to Kelsey Kerridge just before climbing, to show people the way if necessary.

Frequency: Weekly

Time: Typically, Friday 7pm - subject to change depending on availability

Location: Typically, meet at plodge, and then travel together to Kelsey Kerridge Sport Center. Potential monthly (or termly) trip to Rainbow Rocket Climbing Gym.

Additional Details: Ideally no loose clothing that could get caught when bouldering, no equipment or prior experience needed.

Contact: Arjun Loganathan

Contact Details: Email Arjun at al2190@cam.ac.uk



PetRun

PetRun is a very inclusive and social running club- we run as slow as the slowest person. We do a variety of distances each week based on who is around and wants to take part! Email the captain (Alex, ac2731@cam.ac.uk) to get added to the group chat!

Frequency: 2-3 times per week

Time: Organised through the group chat

Location: Porters Lodge

Additional Details: -

Contact: Alex Corbould

Contact Details: Email Alex at ac2731@cam.ac.uk



Pool Club

The pool club operates 3 teams, which all participate in the intercollegiate tournament and Cuppers. In the last few years, they have enjoyed great success, with two teams in the 1st division for most seasons. The 3rd team is a casual team, open to all. There is a relaxed try-outs competition for freshers at the start of each year.

Frequency: Irregular

Time: Varies - matches organised based on availability of players

Location: Peterhouse JCR, or equivalent room in another college.

Additional Details: No equipment required - college provides cues, chalk etc.

Contact: Davit Minasyan

Contact Details: Email Davit at dm936@cam.ac.uk



Ultimate Frisbee

Peterhouse is part of the 'Chrembroke House' ultimate frisbee team, made up of players from Christ's, Emmanuel, Pembroke, Peterhouse, Hughes Hall and Wolfson. We play matches in the intercollegiate league every weekend, and play in the knockout 'Cuppers' tournament at the end of every term. Don't worry if you've never played Ultimate Frisbee before. Most people only start at university.

Frequency: Variable

Time: Variable

Location: Variable

Additional Details:

Contact: Ben Bruene (at Emmanuel)

Contact Details: Email Ben at bb680@cam.ac.uk



Volleyball Club

The Volleyball Team plays against other colleges once a week during Easter term, and has social games against other colleges every few weeks the rest of the year. It's open to players of all abilities. Training will run once every two weeks except in Easter where it will be once a week.

Frequency: Weekly

Time: Weekends

Location: Univeristy Sports Centre/Kelsey Kerridge

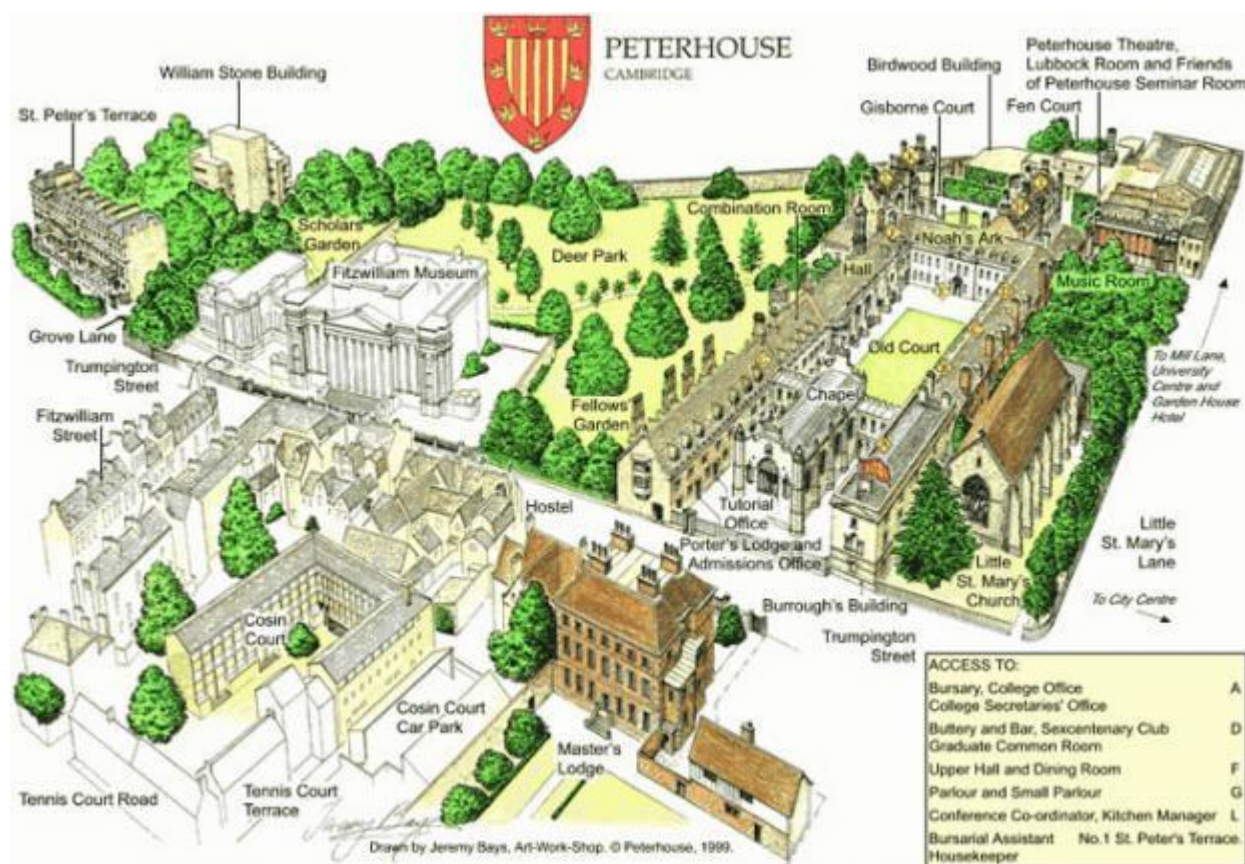
Additional Details:

Contact: Charlotte Thornber

Contact Details: Email Charlotte at ct686@cam.ac.uk



Rooms and Room Locations



The map above was made many years ago, and contains a few minor inaccuracies. None of these have any major impact on the map's utility. Specific details of room locations are given below, with reference to this map. If for any reason you're unable to use this map, please get in contact and an alternative will be sourced. Provided below are locations and descriptions of rooms used by societies included in this guide; if you intended to book a room, contact Anne Gifford (anne.gifford@pet.cam.ac.uk).

The Chapel

A spacious and beautifully designed chapel, marked on the map. The main space features tiered pew seating, with natural light entering through large stained-glass windows, and a historic organ. The chapel has step-free access.

F4 Seminar Room

This is a small room located above the servery, in the corner of "old court", between "hall" and "Noah's Ark" on the map. This room is above hall, and the servery staff are often willing to provide cups & water for events and meetings. This location does not have step-free access, though gender-neutral toilets are available on the floor below.

The Friends of Peterhouse Seminar Room

This is a small room located above the servery, near the F4 Seminar Room (above). This room is above hall, and the servery staff are often willing to provide cups & water for events and meetings. This location does not provide step-free access, though gender-neutral toilets are available on the floor below.

Junior Common Room (JCR)/Nightingale Room

This is a large room located in the basement level of the Whittle building, accessible step-free via a lift. The location serves as a casual social space for the undergraduate body of the college, and is opposite the bar. Events here will often be accompanied by other, unrelated activities, such as film watching, pool playing, and perhaps some spillover from the bar, which can be quite loud and disruptive in the evening. It tends to be fairly quiet during the day however, and people tend to be happy to move or be quieter if you have a formal event planned. Being underground the room lacks windows, but the lighting has a pleasantly subdued and atmospheric effect. There are several soft armchairs/sofas and tables, as well as a TV, HDMI cable and games consoles. Toilets, including a disabled/non-binary toilet, are easily accessible just around the corner.

Davidson Room

This is a quite large meeting/function/event room located in the Whittle Building, with step-free access up a shallow ramp from Gisbourne court. The room is well equipped for meetings and other events with numerous tables and chairs which can be configured as required, as well as an overhead projector facing towards a large wall screen. The room has a nice view and lots of natural light through tall windows facing towards that court, and although room ordinarily has an echo, this is reduced if doors and windows are opened. Toilets, including a disabled/non-binary toilet, are located downstairs by the bar and JCR, and are accessible by lift.

The Parlour

This is a medium-sized room located on the first floor of G staircase, which can be found adjacent to the combination room on the map. Large numbers of comfortable armchairs are provided, though no toilets are nearby and there is no step-free access.

Squash Courts

A large building containing an enclosed squash court, located between the William Stone Building and St. Peter's Terrace. A small balcony provides a beautiful viewing spot for games.

Theatre

A large, two-tiered theatre located near the college Ward library, equipped for chamber music performances, stage plays and presentations. Please contact the IT department for a quick guide before using the stage lights. The main entrance of the building provides step-free access; the entrance to the theatre itself involves steps, but wheelchair users can be accommodated - please contact the event organiser if this is relevant.

Upper Hall

A spacious room located directly above the servery, downstairs from the F4 Seminar Room; large windows provide lots of natural light, and vibrant decorations and tapestries adorn the walls. An adjacent lift provides step-free access, and gender-neutral toilets are available down the corridor. A cloakroom is also present on this floor.

Starting or Running a Club or Society

This section of the guide is intended to walk you through the process of setting up, running, and funding a Peterhouse-based society. Obviously the fine details will depend on the purpose of and general interest in your society, but the broad themes will hopefully be the same.

Setting up a Club or Society

The first step in setting up a club or society must be to have at least a broad idea of the purpose. It's not necessary to have every detail fleshed out from the get-go, but having a purpose nailed down is a strong springboard to launch your society. Once the purpose has been decided, you need to start assessing interest. You can informally ask a few friends, make a post on the college Facebook group, ask the Sexcentenary Club or AMALs to send out an email for you, or otherwise just generally gauge the desire for the kind of society you want to make.

Reviving an inactive club or society

Often, as a result of waning interest, or improper management, or a host of other reasons, societies will cease to function. Often, they will quietly fade from existence, but sometimes they will still be vaguely present within the college, merely non-functional. Reviving a society, as opposed to starting a new one, has several benefits: often, interest will be higher, and there will still be remnants in place you can use to reduce the workload. You want to bring back a society, the steps are generally similar to starting afresh, with the added benefit of being able to lean on the resources and branding of the old group. As a first step, it's sensible to get in contact with the person most recently in charge of the defunct society, and ask for their permission to revive it, and support in doing so - they will likely have documentation and ideas that can be hugely useful in kickstarting the revival. Beyond that, follow the same steps as you would if you were starting from scratch, using the structures already in place to accelerate the process.

Forming a committee

Committees aren't always necessary - if the activities of a society are minimal, and the society is small, you can often get away with simply operating it as a one-person team. However, it's often much more fun, and far easier, to have a few people to work with. An "executive committee" will be responsible for running the society, reaching out to new members, keeping in contact with the Sexcentenary Committee and AMALs, applying for funding, and generally organising the day-to-day affairs of the society. There are two main ways employed in Peterhouse to elect people to a committee: democratic elections, and co-opting. Elections are typically held at an Annual General Meeting, or AGM, and involve "hustings" (a short speech or presentation by candidates on why they would be suitable for the role, and what they would bring to it) and the actual voting itself. Co-opting involves candidates submitting an application, to be reviewed by the current exec committee. The exec committee can then select the most suitable candidate(s), without the need for a majority vote. Below are described a few of the common roles on a society committee, along with their typical responsibilities. Often these roles will be found under different names, though will be functionally the same.

- **President/Chair:** This is typically a glorified management role. The chair is responsible for ensuring everyone is fulfilling their role, assigning duties, and generally making sure the society is functioning smoothly. Any duties that don't fall neatly into another role on the committee will be the domain of the chair, either to reassign or carry out themselves.
- **Vice president/Vice chair:** This role is only typical in very large societies. The vice chair will usually take over the duties of the chair in the case they are unable to fulfill them, will ensure the committee is happy

& able to carry out their roles, and provide advice and support to the chair.

- Secretary: This role will be responsible for communications - taking minutes at meetings, sending out emails, making Facebook posts, and acting as the first point of contact for people looking to engage the society. Will not bring you coffee, and you shouldn't have asked.
- Treasurer: The treasurer will be in charge of all financial matters, which generally means applying for Amals funding, submitting reimbursement requests, and planning the budget at the start of the year.
- Webmaster: The webmaster will be responsible for the online presence of the society. They will be responsible for maintaining any Facebook Groups or mailing lists, and digital storage of all important documents (e.g. constitution & standing orders, minutes, budget breakdown).

Things to Consider Before Setting Up Your Society

How you see the society running? When will meetings/events/matches take place? What will be the structure of these? Where will these take place? How can people get involved? Interest- gauge interest around college. How many people are interested?

Budget- firstly, do you need funding at all? Plenty of societies run perfectly well without budgets. If you decide you do need funding, consider what you need it for and how much this would be roughly.

Side notes- we're not going to allow any gambling societies (or ones that are based heavily around gambling e.g. Poker). **We also do not fund food or drink.**

We don't expect you to have all the answers! They're just some things to think about before starting a new society to help us make the process quicker and easier and prevent the inevitable back and forth that occurs when these things haven't been considered.

Formalising and publicising your society

Once you have laid the groundwork for your society, you can formally register it with Amals by filling out the form on the Amals section of the JCR website (also attached [here](#)). This has several benefits, such as being able to be included in the annual Amals Guide, being able to register for a table at the Amals Fair, which is usually held just after Freshers' Week, and being able to apply for funding from Amals. These can allow you to more easily advertise your society to the body of the College, and well as support you in running events.

Constitutions and Standing Orders

It's not always necessary to have a constitution or standing orders, especially for small & informal societies. Often, when implemented, these documents will have little impact on the day-to-day running of the club or society, usually with the exception of committee elections, etc.

A point of concern is often what needs to be in either document. Unfortunately, there is no standard for what should go where. Broadly speaking, the constitution covers everything that needs to be formal (so the roles of the committee, how open meetings run), while standing orders cover additional minutiae (e.g. if there's any specific events that need to be regulated, if there's a specific way you want communications to go out) and everything else doesn't need to be formalised.

Handover

Eventually, your term in office will come to an end, and you will need to hand the reins to other students. Often, this is the point where projects will be abandoned, and traditions and information will be lost. One way of preventing this is having handover documents and discussions. Again, there's no standard guide for what to

include in a handover, beyond “things that are important to the role”. Included here are a few ideas for things to include in a handover, but these shouldn’t be construed as comprehensive, or even representative. If the role involves running or planning events, it’s generally a good idea to include details of which locations worked best for you and why, what times you found had the most engagement, and any particular things you’ve tried that worked well or didn’t work well. If you were working on any long-term projects in the role (for example, working to increase the diversity of speakers invited to specific talks), the handover should include details of the project, what steps you’ve taken so far, and roughly what you would intend to do next were you to continue the role. Generally, the handover should contain a full description of the role, and the various duties that have fallen under it. Often, it’s a good plan to include suggestions for what to do in the role moving forward. **At this point in time, you should contact Amals again to let them know the new leadership & treasurer.**

Submitting a budget for Amals funding

Applying for funding from AMALS is straightforward, although people seem to often be concerned that they will either not apply for enough or will apply for too much.

A good starting point is to speak to the previous captain or head of your club or society, as they can advise you of the usual annual costs and share their experience with you – maybe they will suggest things that the club or society may benefit from having next year. Consider what you might want to purchase to improve the club or society and then estimate the total funding required for the year. **Do note that Amals cannot fund food or drink for your society:** for this, a Senior Treasurer is required, a fellow who financially supports your society. For more information on this process, email the current Amals President.

You may want to add on a moderate amount in case certain things end up costing more than expected. Historically, people have often applied for much more than they will need; AMALS would prefer that a more realistic amount is applied for so that, if a society were to exhaust their budget, it would be easier to give them extra funding as the total AMALS budget for the year would be lower.

Example budget submission:

I’m captaining the Men’s Football this year. I would like to claim £300 for the year.

The league fees come to around £100 in total and I intend to purchase spare kit like football boots, shin pads, goalkeeper gloves etc. The reason for that is if people want to try out College football I don’t want their lack of kit to stop them from trying it, however after that they would have to buy their own kit if they were continuing to play.

Also, we should have enough players this year to run training sessions and so I’d like to buy cones and speed ladders for training drills. I will be purchasing some more footballs too so we have enough for the trainings.

I am aware I am claiming more than last year and the reason for that is from conversations with last year’s captain he explained he underbudgeted and didn’t request enough funding to cover all the costs.

The above example submission is good in that it describes how the money will be used and explains why the budget applied for is higher than last year. However, it would be much better if it had estimated costs for all things referenced and was more succinct:

I’m captaining the Men’s Football this year. I would like to claim £300 for the year, broken down as follows:

- *League fees - around £100 total*
- *Spare kit (football boots, shin pads, goalkeeper gloves etc.) – estimated £170*
[if people want to try out College football I don’t want their lack of kit to stop them from trying it, however after that they would have to buy their own kit if they were continuing to play]
- *2 Footballs - £30*

I am aware I am claiming more than last year and the reason for that is from conversations with last year’s captain he explained he underbudgeted and didn’t request enough funding to cover all the costs.

The budget process really isn't very complicated or difficult and doesn't need as long, detailed, or boring an explanation as the one above! This was just trying to help clarify things that people often get concerned about.

The bottom line is if you need AMALS' help, we will be there and please don't be afraid to get in touch with the Amals Treasurer if you have any questions.

Accessing your Society Budget

Once you have applied for and been allocated a budget by Amals, you may well wonder how to access it. Amals functions on a reimbursement-based system, where we will refund the expenses you incur in running your society after you have made them. To claim this reimbursement, simply email the current Amals Treasurer with:

- A full receipt or invoice of the purchase that includes the date of the purchase, the company, a description of the goods or services obtained, as well as the net and VAT figures,
- The name, account number, and sort code of the account into which you wish the reimbursement to be sent.

Please also ensure that you submit your reimbursement as soon as you are able; reimbursements are not possible any more than three months after the purchase, in a different term to when the purchase occurred, or after the end of the fiscal year.

Misc.

If you've read this far, you should be firmly on track to having a well-functioning club or society. If there's anything you want clarification on, or anything you feel is missing from this section of the guide, please get in contact by emailing the Amals committee!