

Dear Project Leaders,

I hope you are well

While you are a Project Leader, you will receive this monthly bulletin which contains important information for your Student-Led Project. Please take the time to read the information carefully.

This bulletin includes information about how to: -

- [Book a place on our mandatory Project Leader Training](#)
- [Book a meeting with your Project Supervisor](#) to discuss your plans for this academic year
- [Complete your full project risk assessment](#), which is essential for accessing our services
- [Secure a stall at one of our Volunteering Fairs](#)
- [Access funding for your project](#)
- Ensure that your Student-Led Project only partners with [eligible organisations and schools](#)

Project Leader Training

All Project Leaders must [attend our Project Leader Training](#). This session will be delivered online and provide you with training to ensure that your Student-Led Project is delivered successfully. If you have not previously attended this training, please [book a place](#).

Termly Meeting

It is now time to book a meeting with your Project Supervisor to discuss your plans for this academic year. This is an opportunity for you to receive some support and guidance and ask any questions that you may have. **Only 1 Project Leader needs to book a meeting on behalf of your entire Project Leader Team, so be sure to communicate with your team before selecting a time that works for everyone. Once you have booked the meeting, you can forward the meeting invitation to the rest of your Project Leader Team.**

Risk Assessment

Before you start delivering any project-related activity, it is essential that you [complete a full project risk assessment](#). This needs to be completed to ensure that the activities that you plan to deliver are safe and that your project is covered by Students' Union UCL's insurance. You are not permitted to undertake any project-related activity until your project has an approved risk assessment for the current academic year. Also, you will not be able to access our key services, including our DBS checking service, stalls at our Volunteering Fairs, funding for your project or advertisements on our Volunteering Directory, until your Student-Led Project has an approved risk assessment.

Read our [guidance on how to complete a risk assessment](#) and look at our [risk assessment templates](#), before completing this form. **We are currently experiencing some problems with our website meaning that we are unable to view any risk assessments that have been uploaded to your SLP webpage. Until this problem is rectified, please submit your risk assessment to your Project Supervisor via email.**

Volunteering Fair Stall

Our [Volunteering Fairs](#) are a great way to connect directly with other UCL students and recruit volunteers for your Student-Led Project. We will be hosting our General Volunteering Fair all week from Monday 4 October to Friday 8 October, 12:00-15:00. We will also be hosting our specialist fairs throughout October and early November, also running from 12:00-15:00.

Stalls are being allocated on a first-come, first-served basis but stall allocations are also conditional on your full project [risk assessment](#) being approved and all Project Leaders having returned their signed Project Leader Agreement.

The **deadline to apply is Tuesday 14 September**, please [apply as soon as possible](#), to avoid disappointment! **Please note that you do not need to wait for your risk assessment to be approved to apply.**

Funding for your Project

Once you have planned the key elements of your project, you may find that you need funding to purchase resources to ensure that you can deliver your planned activities. You can apply for up to £750 of funding for your Student-Led Project by submitting a [Project Planning and Budget Form](#). During term-time, we have submission deadlines for this form, which are the 15th of each month and you will be notified of the outcome of your application by the 1st of the following month. **The next deadline for submitting a funding application is the 15th September. We are currently experiencing some problems with our website meaning that we are unable to view any project plans that have been uploaded to your SLP webpage. Until this problem is rectified, please submit your project plan to your Project Supervisor via email.**

Please also note that we will not be approving requests for funding unless your project has an approved risk assessment for this academic year. Please [read our guidance notes on completing a project plan](#) before completing this form.

Partner Organisations

Now is a good time to get in contact with your projects existing partner organisations to introduce the new Project Leaders and make sure that these partners are still able to work with your Student-Led Project, this academic year.

You may also be starting to think about recruiting new partner organisations. If you decide to find your own partners, you will need to contact your Project Supervisor to discuss potential partners and will need to have an approved full project [risk assessment](#) before making contact. Also remember that your Student-Led Project can only work with not-for-profit organisations or schools that are based in London.

Remember that our [Project Leader Resources webpage](#) contains lot of information to help you to run your Student-Led Project but if you cannot find what you are looking for or require additional support please do not hesitate to contact your Project Supervisor.