



THE UNIVERSITY OF BIRMINGHAM SIKH SOCIETY

Manual: Version 2.0 (2011)

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Sikh Societies Group

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Introduction

The University of Birmingham Sikh Society is a non-profit, faith based organisation, run by students for the whole University population. The **Sikh Society** has been running at the University for the last 14 years, aiding the Sikh community at the University.

Being part of the society and even more so of the committee should be an inspiring time for you all, you should have a passion for Sikhi and the enthusiasm and wish to further the knowledge of yourselves and others. The running of the society is not an easy job, but it is one that is highly fulfilling. There will be many highs and lows, but you should always aim to preserve and give your best to the society.

The bond created in the **Sikh society** should be felt, and if done correctly people's lives can change and will be ever grateful to the university experience that you have provided. It should be a fun time meeting like-minded Sikhs with whom to share the university experience, while also being able to learn about Sikhi through the events organised.

Some people's understanding of Sikhi may not be as full as others, but we should aim to join individuals from all backgrounds so that they can learn from each other's life experiences and hopefully we can make a change, and this is something we should strive to do. It is up to us as Sikhs to extend that first hand of friendship and enable those who wish to start their faith journey a helping hand. Remember if we take one step towards Guru Ji, Guru Ji will take tens of millions of steps towards us! So the decision is yours whether will you put that initial effort in?

This document is as an open one, which is available for any member of the society to see as and when they wish to do so. Also remember to update this document at the end of the year, as you feel is necessary and please remember to save each version separately and update the version number.

Finally never be pressured to do anything that you do not wish to do and never act in a manner that would damage the Sikh Society image!

Aims & Objectives

The **Sikh Society** has various aims and targets, the following are general rules to be applied to all practises:

- 1) To raise awareness and understanding among the University of Birmingham community of what Sikhi is, what a Sikh is and what do Sikh's believe?
- 2) Cater to the needs of the Sikh Students in regards to, spiritual practises, leisure activities, talks, workshops etc. while maintaining Sikh ideals.
- 3) Bring together the Sikh community and to bring about Interfaith dialogue with Sikhs and Non-Sikhs.
- 4) To raise issues which affect the **Sikh Society** members in an organised and professional manner.
- 5) To welcome all associated to the University of Birmingham and wider with open arms to the society.

Getting started

This section contains information for the handover from the old committee to the new committee, as well as information in regards to events at the start of the academic year and planning for events for the year (contacts, meetings, BOSS, etc.)

Handover

Once the new committee has been elected there are some roles that the on-going committee need to fulfil, in order to ensure that they are prepared for the work they must do in the upcoming year.

Firstly the old committee need to get a handover form (blue) from the student development section on the guild, and fill this out as soon as elections have been done. This is to notify the guild of the new committee, when handing it in ask about committee training and try to book the new committee in for this, this if usually for after exams (end of semester three). At this time also ask Student Development for a copy of the Sikh Society constitution, which is a one that has been created by previous years explaining your objectives and key responsibilities for the society.

Secondly a meeting should be held with members from the new and old committee, so that information can be given to them. This must include the following:

- What their roles and objectives for the year are
- What events they can/cannot organise
- Relevant paperwork for events (risk assessments, external speaker forms, etc.)
- How to make room bookings- where, how long before, etc.
- Grants that are available from the guild and chaplaincy- deadlines, what can apply for, etc.
- Go through this document make sure they are all aware of what needs to be done, and that they understand the commitment that they have made.

All the above points are explained in detail within this document, which should be handed down from one committee to the next (updated versions).

Financing

This is the most crucial part of running any society, it is vital that we have enough funding so that we can organise events that our members want. It is also very important that we have enough money for the 'Langar on Campus,' as this is the biggest event that the society organizes. Although BOSS helps substantially helps us with the funding, the more we can help them the more amazing we can make the event.

There are three ways in which the **Sikh Society** is funded:

- 1) University/Guild
- 2) Chaplaincy
- 3) Outside- any donations you can get from family members, students- BOSS help a lot with finance for 'Langar on campus.'

University/Guild

The Student Development is a part of the Guild that looks after all societies at the University; all financial issues are thus resolved there and all forms are available there regarding societies in general.

Each society is allocated a certain amount of cash to spend on certain items and can only be spent on those items (i.e. Fresher's fair £3.50 for advertising).

After the Easter break each society is requested to fill in a booklet, explaining why they should receive said amount of money and why the society is so important. Apply for as much as possible accounting for transportation costs for socials, affiliation with boss, posters for events, etc.

Chaplaincy

As the **Sikh Society** is a faith society it is allowed access to the University's Chaplaincy (St Francis Hall). This organisation is funded privately for faith based events and "kitty" of around £9,000 to £13,000 is available yearly to all faith societies. Hence for this and for other mutual relations it is very important that we keep a very healthy relationship with all parties involves with the chaplaincy (chaplains, staff, and other faith members).

In the past we have asked for within the region of £1,000 for funding of the "Langar on Campus" event. It is essential we get backing from other chaplains otherwise bids will get rejected and have done so in the past for other faiths. It is vital to highlight how the event is run on a yearly basis; it's open to all people on campus and shows how important equality is within Sikhi.

The deadline for this is 1st June, so get this done as soon as possible.

How does the Sikh Society use its money?

To take any money out or to pay any company/person you have to go through the Student Development section of the guild. There are various slips of different colours which correspond to different natures of payment. We believe anything which is under £20 you will only need to have one signature from the committee members; otherwise the forms will require two signatures.

There are two accounts every society has. The first is the **Grant account** this is allocated by the University and Guild on how much money each society has for spending each year. Also towards the end of every year you have to submit a proposal for spending in the following year (see previous pages).

The second account is the **Current account** this account houses any donation money or any extra money which is paid in (i.e. signing up free you can expect to receive £300+ from signing up). You can spend this money on whatever you feel; you are not restricted in any way as opposed to the Grant account money.

Invoicing/Records

To pay off companies or any outside organisation the **Sikh Society** has to produce an invoice from that relevant company proving a cost.

The only major cost that we usually incur is that of the tent for 'Langar on Campus,' so encourage the company that you are using to get you an invoice over as earliest as possible (about 2 weeks), alongside any relevant forms that the events management section will need (dealt with later on in this document). The quicker the company sends it over to you, you can hand it to Student Development who can get a cheque ready for you. If this is done before the event you can hand it to the tent people when they come to dismantle the tent, otherwise post it to them as soon as possible after the event).

****Finally we would recommend a records file be made in excel detailing what money has come in and out and what money you have used from the Guild allocation.**

Forms

There are several different types of forms which you need to be aware of, and ensure are filled out in order to ensure the guild is aware of the happenings within the society.

Below is the list of all forms that you will need to be aware of, alongside which is information for when each one needs to be filled out.

Type of form	Why to be used/When needed
Personal Claim form	This is if a committee member has paid for something out of their own pocket for the society, they can then get the money from the society account by this form. This should be done as earliest as possible; so as to save confusion as to how much money is in the society account. Signature's from two committee members is needed for this form.
Business Claim form	This is to pay businesses for anything we have bought off them. This is usually used for the tent that we hire out for the Langar on Campus. The company will send us an invoice; we then give this to the guild alongside with this form and in return get a cheque to send to the business.
Transfer slip	This is if money needs to be transferred between accounts, either between the society's current account and grant account. Or if we are receiving money externally. If we are receiving money from external beneficiaries (e.g. family), they may prefer to just transfer the money into the society account.
Paying in slip	This is to be used when we have raised money from fundraising, or the fresher's fair. Whenever we have money that has been gained through Sikh society activities, this helps to prevent any money issues later on.
Vehicle hire form	This is if you would like to hire a minibus from the University to use for transport to events etc. This can only be used if you have an individual that has a minibus licence that can drive it; charges do apply. This has to be done as soon as, ideally 2 months earlier as you will need to make sure the minibus is available. And the University will need to make sure the driver is suitable.
Speaker request form	This is to be used for any external speakers that will be coming in to give talks, classes, etc. This needs to be filled out at least 4 weeks before the individual is set to give a talk, so that the Guild can make sure that they are suitable.
Stall/catering request	This is to be used if we wish to hire out a stall outside the guild, or the main library. And also when we are bringing food on campus for an event. This needs to be done 2 weeks beforehand. If we decide to sell cakes, etc. to fundraise we would need to hire out a stall. And also explain where the cakes came from, ingredients, etc.

Uni room booking	This is to be used when booking out a room for an event. There is a different form for the chaplaincy, and a different one for the rest of Uni (this can be gained from the guild). For the chaplaincy as soon as it is possible you should book the Worship room for every Wednesday of term, as that is when events are usually held. And if not needed one week, it can be cancelled by informing Margaret. If bringing food in, then will need to hire out a different room in the chaplaincy, as cannot eat in the worship room. If it is a large event, or an external speaker requires particular equipment, then it is wise to hire out a room on campus, e.g. lecture room. This needs to be done at least 3 days before the event.
Query form	This is to be used, when you need to speak to several members of the student development team, about a particular issue.
Risk assessment	This is to be used with most events, but usually when they are external ones, e.g. bowling. This needs to be done 2 weeks before the event.

First meeting & summer preparation

After the initial handover meeting, the committee should be prepared and have ideas as to how they intend on improving the society, but as exam season tends to be in full force there does not tend to be any events run in the third semester.

Therefore the committee should ideally hold a meeting at the end of semester three, so that they can discuss some events for the following year that may need more research on over the holidays. But also so that they are comfortable with the work that is ahead of them, as well as prepared for it.

Alongside this it is also vital that they sign up for Committee training, this is usually held in the third semester, or the first semester back. Although all members do not need to attend this, it will be beneficial if all do attend. There are also a range of workshops that can be attended, e.g. marketing. These should also be looked into, as they can be of help throughout the organisation of events.

Towards the end of summer, a few weeks before the start of term BOSS should be contacted (details for them are at the end of this manual) and a meeting with them arranged. This will be a great chance to get to know them and ask them any questions that you have, you can also discuss any ideas that you have for the year. This is also an ideal time to get fresher's packs off them, so that they can be made up and ready for the fresher's fair/week in advance.

Guild

Throughout the year, there are forums and mini-forums that are organised by the Guild. These are designed so that all societies can give their opinions on the running of the guild, and any issues can be discussed and resolved.

There are usually mini-forums in November and February, try and send at least 2/3 committee members to them. If cannot attend make sure that apologize are sent, as it is vital that we stay on good terms with the guild.

There are a range of group open forums, these are usually, once a month, try and attend at least 2/3 throughout the year. Again if cannot attend, make sure that apologize are sent.

Technology

A key part of the society is making sure that we are up-to date with current affairs, be this within the Sikh community or issues occurring around the University or student environment. We must also make sure that we pass on this information to our members, which is where technology plays a big part. We have a Guild email address, and two Facebook pages which allow us to do this.

Guild Email

The Guild email is where we receive all information about events held by the Guild, deadlines that we need to meet, forms that need to be filled out and any other such information. It is vital that this email account is checked at least every few days, so as to ensure that we do not miss out on any key dates or information. To do this the best option would be to give this task to one committee member, ensuring that they check the email's every few days and relay back to the rest of the committee members any tasks that need to be completed.

Also after the initial few weeks of University, once you have gained people's email addresses, use this account to send out messages about all events. As although most people will have Facebook, it is important to cater for all people who may not be using the social networking site.

Facebook

On the social networking site Facebook, we have a University of Birmingham Sikh Society group page where members can join in order to keep up to date with all the happenings of the society. It is important to advertise this group within the first few weeks of Semester one, as it will allow more members to join and thus know about the events that we will be holding.

On the networking site, we also have a Bham Sikh Soc page, which was created so that it could be linked to the West Midlands Sikh Societies Group, which had been created. This West Midlands Sikh Societies Group is very valuable, as it allows all the societies within the West Midlands area (e.g. Wolves and Aston) to discuss what events that they are holding, so that we can attend each other's events. It is also helpful, if two societies wish to do a joint event, and so forth. It is extremely helpful to keep on good terms with the other societies committee members, as by working together the best events can be organised for the members.

Fresher's Fair

Every year the **Sikh society** starts the academic year with the "**Fresher's Fair,**" followed up by a quick social event where we explain what the **Sikh Society** is/does in the first event "**Meet & Greet.**"

The "Fresher's Fair" is usually two days, before the start of term where societies have stalls and advertise their society and try to get members. Fresher's fair is usually located on the 2nd floor of the Guild and a tent outside.

To book a place at the "Fresher's Fair" you have to approach the Student Development section at the Guild in term 3. It is vital to book stalls for both days, so that the society can be publicised as much as possible. Also so that any mis-conceptions about the society can be quickly be resolved, as some individuals do not join the society as they feel it is 'too militant.'

The **Sikh Society** stall must stand out! (All the material that was brought for the Langar on Campus 2010 was given to BOSS, so make sure you can get that off them so that the stall can be decorated accordingly). We must have a good stall as this where we get our members. Less than 20 members results in no funding for that year.

- Be friendly, polite and always have smile
- Talk to people, get them interested- Hand out flyers for first event

Towards the end of the previous year	Book stall at the fresher's fair- BOTH DAYS!
2 weeks before	<ul style="list-style-type: none"> - Contact BOSS people, sort out time to get literature from them to hand out to members - Get material from them to decorate the stall with
1 week before	<p>Have a committee meeting, following things must be discussed and sorted:</p> <ul style="list-style-type: none"> - Poster made for fresher's fair - Poster made for first event - Events for the year- rough outline - All preparation for fresher's fair & meet and greet.
5 days before	<p>ADVERTISE GET POSTERS UP (all over campus- halls)</p> <ul style="list-style-type: none"> - Send message on Facebook and via the Sikh Society email (guild) to members from previous year (continue to update the document with all these email address') - Also ask if any members would like to help in the week to try and gain members, or at the stall.
2-3 days before hand	<ul style="list-style-type: none"> - Have Sikh Society packs & literature made beforehand 150 approx - Rubber bands for posters - Get sign-up sheets from student development section of the guild (remember to give them the right hand yellow corner, but retain the yellow and white sheet). - Have sewadars going around campus handing out leaflets about fresher's fair/meet & greet. Signing up people.

2 days before, but for the actual day	<ul style="list-style-type: none"> - Get samosa/sweet/Rubicon mango juice to hand out at the stall- if have budget, not compulsory - Sweets to give people on the day.
Days of the event- 8am approx	<ul style="list-style-type: none"> - Get driver to transport all materials as close as possible to the fresher's fair. - Set up stall with free literature and posters (blue tack, sell-o-tape and pins) LARGE SIKH SOC BANNER. - Get more sign-up sheets from the student development section of the guild (remember to give them the right hand yellow corner but retain the yellow & white sheet) - £4.50 per person- make sure have enough change & money tin - Get sheet to record hoody orders (£20 for members, £22 for non-members) - Have people standing outside the guild so that they can give directions as to where the stall is- also have individuals around campus signing people up - Have laptop/music docking station to play kirtan - Have laptop for data entry of new members - Have 10 pens minimum & clipboards
Finish at 4pm approx	<ul style="list-style-type: none"> - Pack up left over material - Transport back to base and return all unused packs to BOSS.

After the event over the next few days make sure all members details are logged into an excel file, so that we have contact details and information of all members. This will help to advertise future events (can also send emails to individual accounts, as well as messages on Facebook). It will also be helpful for election time, as we will have which individuals are members (only members can vote).



Meet & Greet

This is the MOST IMPORTANT event as it will be the first one that all the new members will come to, it is vital that you make a great first impression as this is what will encourage people to come to further events. Also make sure everything is prepared, as you do not want to be seen as un-organised, as this will give new members a bad impression.

It is also good to sign up more people as official members, emphasise why this will be beneficial to them- cheaper hoodys, cheaper events, able to vote in elections etc. Very important not to come across as “too religious”, we have to be open and friendly if we want to encourage people to attend on a regular basis, we do not want to scare them off at the first hurdle.

End of third semester	Book “Worship Room” in the Chaplaincy for every Wednesday in the first semester (this is the ideal room to use for weekly events). Also book the “Cadbury Room” in the same building for the first ‘meet and greet’ event, as you will serve samosa as this event and there is a strict no eating policy in the worship room.
5 days in advance	<p>*Advertise:</p> <ul style="list-style-type: none"> - Get posters up - Send out messages via Facebook and Guild Sikh Society email - Create new event on Facebook - Spread the word among friends- word of mouth has a big impact <p>* Get samosa’s ordered</p> <p>* Buy plastic plates, cups, spoons and napkins</p> <p>* Buy soft drinks (squash is not recommended, as you will have to continually go downstairs in the Chaplaincy to get water)</p>
1 day before	<p>* Send out reminder message via Facebook and Guild email</p> <p>* Make sure have list of run through for event</p> <p>* Get membership forms and hoody order sheet</p> <p>* Have individuals that will help with set up, signing up people, hoody orders, etc.</p>
On the day- before event	<p>* Set up Cadbury Room</p> <ul style="list-style-type: none"> - Drinks - Food - Plastic Items - Rubbish bag ready - Chairs set up <p>* Set up Worship Room</p> <ul style="list-style-type: none"> - Chairs in rows - Computer ready with PowerPoint presentation

At the event	<p>* Have people/posters around the Guild and Chaplaincy directing people to the event</p> <p>* People at the entrance greeting new comers- getting them to become members- getting hoody orders- giving fresher's packs</p> <p>* Start with introduction to committee members- be nice & kind when speaking:</p> <ul style="list-style-type: none"> - Explain aims and objectives of society- for its members- weekly events- up to members to inform us of what they want- tell them about Sikhi week- Langar on Campus - Show PowerPoint presentation of the previous year's events- explain how good it was want to make this year even better etc. - Funny video around from a few years ago- try and find this!! - Get everyone to move their chairs around and get into groups, for the quiz! Good ice-breaker- go around while quiz is taking place, talk to members get them to feel welcome. - Closing comments- next event social (bowling)!! - sell this so people come. Encourage to order hoodys- encourage members to sign up- join the Sikh Society Facebook group so can get information about events, or give us their emails if they do not have Facebook. <p>* Samosa and beverages downstairs- have people with washed hands serving the food- go around talk to people.</p> <p>** Vital to make a good impression so that people come to future events- also idea to have a suggestion box so you're aware of what kind of events people wish the society to hold.</p>
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After this event the committee needs to ensure that they do the following:

- Process the membership forms, taking key information such as names and email addresses and adding them to the excel file (the one started after the fresher's fair)
- Deposit money made from hoodys and membership
- Create a file for the hoody orders- best to send off the hoody order after the first few events, as the more you are ordering the better discount that you usually gain.

First Social

After the initial meet and greet session, it's usually ideal to have a social event as it allows everyone to get to know each other and for the committee to get some bonds with new members, which will encourage people to turn up on a regular basis.

For the last few years it has tended to be a social event of bowling, to carry out such an event follow the steps below (obviously it can be amended for other social events).

2 weeks before	Fill out risk assessment for the event (see appendix 1)
1 week before	<ul style="list-style-type: none">* Ring up bowlplex (Five Ways) see if they can do any deals for big parties- let them know how many numbers expecting, time, etc...* Send out messages about event on facebook and uni email and create an event on facebook so that people can RSVP, as this will give you an idea as to how many people will turn up.
Day before	<ul style="list-style-type: none">* Send out a reminder message about the event, be pleasant and friendly. Also include a committee member's number, so that people can contact you if there lost or any other issues.
On the day	<ul style="list-style-type: none">* Make sure there's at least one committee member at the station waiting for people- leave as promptly as possible once got as many members as you think will be coming.* At the bowlplex try and talk to everyone- make them feel welcome- exchange pleasantries- involve those that may be a bit shy/quiet* Sort out teams and get the games started- again make sure that all people are having fun, involved etc...* Take pictures that can be uploaded later on facebook- good for advertising for following year events.* Suggest on going to dinner after- any that don't wish to attend make sure they get home safely- this is a key priority.



Langar on Campus

Langar on Campus is the biggest event that the Society organises and is part of West Midlands Sikh Societies Sikhi week. It is usually a hugely successful event, showing the University members the sewa aspect of Sikhi, but it is a long process to ensure the day goes smoothly.

- Date by BOSS
- Risk Assessment
- Tent for that date
- Place for tent- lighting- heat
- Marquee
- Message Soho Road Gurdwara
- Food from Gurdwara
- Sevdar Information
- All things- plastic, displays

Weekly events

Below is shown all the events were held in 2010/11 and information is given in regards to how these were organised. At the end of this there are also examples of other events that could be held.

Back to basics

This was an event where a talk was given on the basic concepts of Sikhi, and then there was a change to ask the speaker any questions about anything that they wished to know about. After this there was the opportunity for the members to sit and talk with one another, talk to the committee about any issues or ideas that they may have, etc.

This was to be a chilled out session, where members felt comfortable and were able to realise that they can talk to the committee, and get to know more like minded individuals. This event helped to remove any preconceived ideas that Sikh society is strict, or militant like.

Soho Road Gurdwara trip

- Contact Soho road Gurdwara and speak to them in regards to attending- what they can offer? Ideally tour- opportunity for sewa- langar.
- Confirm a date and time with them.
- Fill out risk assessment form once have all the details- this needs to be done 2 weeks before.
- Send out a message on Facebook and uni of bham email- encourage people to come- friendly, polite, light humour.
- Day before ring Gurdwara- confirm the event- what the plan is and that someone will meet you on arrival.
- Send out another message reminding people- friendly and encouraging people to come- talk to those in your class and friends, encourage as many people as possible to attend.
- On arrival make sure everyone has their heads covered and is respectful- then the tour- sewa- langar.
- Don't be disheartened at the turnout- make friends with those that have turned up- get to know them- friendly- polite.
- Respect the Gurdwara at all times and make sure everyone gets home safely

1984

Every year around October/November time there is a Candlelight Vigil in Chamberlain square in Birmingham town centre, in order to remember those that lost their lives in 1984. It is a good idea to have a talk explaining 1984, and then to take the members to the Vigil.

- Find out when the Vigil is going to be held.
- Get a speaker to come in to talk about 1984, using contacts from BOSS- fill out speaker form 4 weeks before.
- On the day, make sure the speaker is looked after- knows where he/she is going, etc.
- After the event, go via train to the Vigil.
- Encourage those individuals that cannot make the talk to still try and go to the Vigil, when they are free.

Bandi Chor Divas

In November there are usually talks of Bandi Chor Divas among the members, so it is realistic to hold an event explaining this key event in history and its significance.

Hold an event covering the story of the 6th Guru Ji and 'Bandi Chor Divas' and why it is celebrated across the world.

Simran Sessions

These sessions tended to be held whenever we felt that it was a time of year that people will be stressed with work, etc. We always tended to have a good turnout to these sessions, so it is important to have such sessions as it allows people (especially those living away from home) to gain peace of mind and remember Waheguru.

In order to make this work, you need to ensure that there is at least one or two individuals who can use a vaaja and lead the simran.

Ice skating/Laser Quest

These are usually fun social events that people enjoy attending, in order to ensure this event works you need to do the following:

- Phone up Solihull ice skating rink/star city explaining how many numbers of people set to attend, what offers they can do and times.
- Fill out a risk assessment for the event, at least 2 weeks before.
- Create Facebook events page and send out messages via Facebook and Uni email.
- Day before send out a reminder email.
- On day, see how many people have RSVP'd and book taxi's.
- Once arrive at the venue, ensure everyone pays and gets on to the ice safely.
- Take pictures of people, for advertising purposes.
- After the event, ensure that all people go back to halls/homes safely.

Sikh Youth Project

We had two speakers come down for a question and answer session, who were part of the Sikh Youth Project from Coventry. It is good to have such events, as it allows the members to talk about issues within Sikhi that they wish to learn more about or simply just wish to have an interactive debate about.

Ensure that a speaker form is filled out, for any external speakers coming to campus.

The untold story of Punjab

By randomly surfing the web one of the committee members came across a video called 'Glut-the untold story of Punjab' which discusses the drugs issues within the state. They also came across an organisation called 'Naujawani' which is a London based organisation, but gives helps and support to Sikh Societies across the Country. The committee member decided to message them about the video, as there were some negative comments surfacing about it on some websites. We were lucky enough that the gentleman messaged back and was willing to come down to Birmingham in order to do a talk about the current issue in Punjab, critically analysing the video followed by a lively discussion. By working with Mr Mander from Naujawani we were able to organise a suitable date for him to come to Birmingham and hold the event.

The event was a huge success, it gave many people knowledge on issues that they were not

aware of and left people still engaged in lively debates about the event long after it had ended. It was a truly eye opening talk, and we would encourage the following years committee to keep contacts with 'Naujawani' as they are a tremendous help and support.

Mount Snowdon trek for Khalsa Aid

After attending a Khalsa Aid talk by the chairman Ravinder Singh at Aston University, we learnt about an event that they were organising. This was a trek up Mount Snowdon to raise money for the organisation. Some of the members that had attended the talk were very interested in taking part in the trek, and after sending out a message on Facebook and via the Guild email we learnt that there were many members that were interested in taking part. We then began organising a minibus and created an event on Facebook for the trip, we were then contacted by an organiser of the event from Khalsa Aid who informed us that there were community members in the Birmingham area that also wished to take part in the trek and whether it would be more feasible to organise the transport collectively. We then worked with this gentleman and organised transport from Maya Coach Company in Wolverhampton, the man from Khalsa Aid sorted out the healthy and safety forms and those that were boarding the coach from Soho Road Gurdwara. And the committee organised the coach and those people that were boarding the coach from the University.

The event went amazingly, the 10-12 students that attended from the University alone raised around £2,500. It was a wonderful experience for all those that took part, and the whole day cost people just £10. Highly recommend that this event is again organised next year, and even more people are encouraged to attend.

Sports

Throughout the academic year of 2010-2011, no sport was organized within the committee. This was due to a lack of support from some the sport representatives within the committee. However, having spoken to the next years committee they are already a lot more prepared and have some great ideas not only for small sporting activities but also ones that incorporate other societies at the University. Some of these ideas include a Sikh society sports day and a Sikh Society vs. Hindu Society tournament.

Hoodys

As has been done in previous years, this year we also sold University of Birmingham Sikh Society hoodys, these were priced at £16 for members and £18 for non-members. These did not sell as well as they have done in previous years, suggesting maybe a new fresh design is needed to attract people to buy them and the selling of t-shirts may also be a good idea. It is important that these sell well, as they help to generate revenue for the Society, which can they be used for the events (e.g. Langar on Campus).

Currently the hoodys were ordered from a gentleman in Wolverhampton, who as long as we purchased in bulk usually gave us them for around £12 per hoody. But he is quite limited in the designs that he does, so it may be worthwhile looking for new designers so as to gain hoodys that people wish to buy.

Elections

In regards to elections, these were held 2 weeks before the end of second semester. We felt this was the best time to do so, as it was just before everyone got busy with exam revision. For elections we sent out a message with all the roles that were available, which were:

President
Vice President
Treasurer
Secretary
Events (x2)
Sports (x2)

People then messaged us back informing us as to what role they wished to run for and why, we then had some election campaigns occurring on Facebook which was good as it showed the enthusiasm of members to be on the committee.

On the day of elections we had people giving speeches for the roles they wished to run for, and then members only were allowed to vote for their chosen individual. The votes were then counted, by the President who did not vote and two external individuals.

Possible events for next year

The committee has tried to organise a wide range of events throughout this academic year, but nevertheless there were still those events that were planned but unable to go ahead. Below is a list of some of the events that the committee could look at for the next academic year:

- Trip to Leamington Gurdwara
- Talk about marriage looking at aspects of society today
- Event with Sikh professionals within the community
- See a show at the drum theatre
- More simran sessions- especially on Gurburbs
- Another big social e.g. Go Kids Go/Go Ape
- Making the Langar on Campus bigger and better
- Maybe get money from the Guild/Chaplaincy to help cover the costs for people wishing to attend 'Sikhi Camp'
- Talk by Khalsa Aid chairman Ravinder Singh

Contacts

BOSS (British Organisation of Sikh Students): these are the organisation that gives us our primary support and help, everything from giving us packs for freshers fair, to helping us organise Langar on Campus, to providing us with a range of speakers. They are one of the reasons that the society works so well.

The primary people that we are in contact with are: Jagveer Singh- 07875333151
Sukhjit Kaur- 07931640817

Naujawani- this is a London based organisation, but they offer help and support to Sikh Societies all over the Country. Our contact is:

Harwinder Singh Mander
info@Naujawani.com
07870 138616

Sikh Channel/Sangat TV- both these organisations are useful to contact if we wish to have any event advertised on a wider scale e.g. the Langar on Campus.

Leamington Gurdwara- one of the possible events for next year is a trip to Leamington Gurdwara, we used the following email address this year to try and organise dates tours@gurdwara-leamingtonandwarwick.co.uk they are very busy, so once you have a date in mind message them as soon as possible.

Guru Nanak Nishkam Sewak Jatha, Soho Road- this is the Gurdwara that gives us a huge amount of support, they help to provide Langar for our 'Langar on Campus' event and organise a tour for us at the start of the year. The chairman is Bhai Sahib Bhai Mohinder Singh and you can use the following number 0121 558 9048 to contact the Gurdwara.

Peter Rattu- this is the gentleman that provided us with the hoodys, his contact details are makaveli_2k1@hotmail.com

Above are the main contacts that need to be used throughout the year, any other information e.g. about speakers can be gained from BOSS.