

Setting up an Equate Student Group

If there isn't a Women in STEM group relevant to your institution or subject area- why not set one up? We encourage and support students to set up their own Equate Student Network groups/ societies at their college or university. By creating a group on campus, you can get to know other women studying similar subjects to you, run your own social and industry events and create links with academic staff and graduates from your institution. It's also an opportunity to develop indispensable skills, such as teamwork, leadership, organization, communication, etc. that are essential in your future career.

We can support you with this and connect you with people at your college or university who can help. Here are a few guidelines.

Before you start ask the following questions:

- What do we want the group to do?
- What would be the aims and purpose of the group?
- What activities would further that purpose?
- What resources (funds, space, team members) would we need to support these activities?

What next?

- Check the societies' directory at your institution to make sure that the group you want to set up doesn't already exist.
- **Speak with people** to see if they would be interested in joining your group or be on the committee with you and help run the society. Post on social media, talk to people while out or find classmates.
- **Recruit** at least 15- 20 members and choose committee members.
- **Pick a name** and design a logo.
- Set up **social media** platforms for the group (Facebook, Twitter, etc.)
- Identify an **institution staff member** to serve as a contact and support the group
- **Inform Equate** so you can be included on the list of Network Groups on our website.
- Start looking for **funding**. Be it through your institution or industry sponsorships.
- Start organising **events and activities**. Check Equate's online resource on how to organise events.
- **Promote, promote, promote!**

By making the group a Student Society at your institution there are benefits such as: free stall at fresher's fairs, free room bookings on campus, publicity on the Students Association website, support, development and advice from staff and officers, etc.

If you do decide to create a society:

- Each Student Association hasn't different policies regarding what you need to start a Society. Check out their website to see what they are. However the majority ask for 2-3 committee members and 15-20 members' total.
- Check application deadlines.
- Provide a list of 15- 20 signatures and corresponding matric numbers to evidence this.
- Some institutions ask you to draft and submit a constitution. Here is an [example](#) from the University of Edinburgh's Student Association but there are other models available online.
- Fill out the application form on your Student Associations website.

How Equate Student Network will help

Running a Group/Society can be a lot of work but a very rewarding experience. Equate is here to help you succeed through:

- Support in setting up the group and next steps
- Providing Industry contacts for events
- Delivering online resources and workshops for all women in STEM students
- Visibility of your group through our social media, website and newsletter.

Current Equate Student Groups

Get some inspiration and find out what other groups in our network are doing.

- [Connect Edinburgh Napier](#)
- [Interconnect Strathclyde](#)
- [Heriot-Watt Women in STEM Society](#)
- [FemEng – University of Glasgow](#)
- [Ayrshire Connects](#)
- [University of Dundee Women in STEM Society](#)
- [Edinburgh University Women in STEM Society](#)
- [University of Stirling Women in STEM Society](#)
- [Aberdeen University Women in Science and Engineering \(AUWISE\)](#)

Some student groups have been able to obtain sponsorship from industry and local businesses to support their activities.

- Lavinia, last year's Student Champion at Heriot Watt, successfully secured sponsorship from oil and gas company Schlumberger for her society's activities for the year.
- The Strathclyde and FemEng groups both have sponsorship from local bars which provide group members with discount cards and free food when holding events in their venues.

If you have any questions please contact [Sara Orr-Saiz](#).



Name of the Group/Society: _____

What are the groups aims for this year?

Aim 1

Aim 2

Aim 3

What activities are you planning on running?

Activity 1

Activity 2

Activity 3
