**ATU Sligo end of year checklist for Clubs & Societies**

Please find below a checklist all clubs & societies should tick off and complete by the end of the academic year. This will help in the smooth process of getting your club or society back up and running the following academic year.

Once this has been completed, please tick off and upload to the SU Life platform. This can be uploaded and stored under Documents and the Handover Documents section subheading.

If you have queries on any of the steps outlined below, please contact support@atussu.ie

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| **Final Payments**   * Ensure that all outstanding payment requests are submitted on the SU Life platform by 23rd May 2024 |  |
| **Committee Members**   * Allocation of Core Committee Roles for the next academic year, if possible, Chairperson, Secretary, Treasurer. * Update the new committee members on the SU Life platform -   [Click here for instructions on how to update committee members](https://cdn.sligo.atusulife.ie/docs/resources/How_to_take_over_an_existing_club_or_society_copy.pdf)   * Notify [support@atussu.ie](mailto:support@atussu.ie) if core committee members are not identified for the next academic year. |  |
| **Access to SU Life**   * Ensure SU Life PIN *(4-digit code which allows access to individual club or society page)* is saved for continuing and new committee members in the next academic year. * Allocate responsibility for having the individual club or society page on the SU Life platform to ensure club/society page is unlocked by 1st September 2024. |  |
| **Handover Documents / Social Media**   * Handover of social media accounts (if applicable). * Handover any relevant contact details for trainers, coaches, suppliers etc… |  |
| **Inventory / Assets**   * Ensure Inventory/ Assets section on SU Life is up to date * Ensure equipment is stored securely for over the summer months. This will ensure items are kept safe and reduce wear and tear for the next academic year. |  |
| **Clubs and Societies Day 2024**   * Discuss Clubs and Socs Day for the following academic year * Date: Tuesday September 24th, 2024. * Students will be seeking to join clubs and societies through the SU Life platform from early September. |  |

* **All Individual ATU Clubs and societies pages will be centrally locked on the 30th of May on the SU Life Platform.**
* Please note that after this central locking the new committee for 2024-2025 can unlock their club/society page early for editing/updating the platform and get it ready for the next academic year. It is important to populate your platform with as much information as possible to help promote and build membership.
* On the 1st of September All Individual Clubs & Societies Pages on the SU Life Platform should be unlocked by the officers of the Club or Society with their PIN.