

ACTIVITY GROUP OFFICERS

DID YOU KNOW?

The BASE is able to provide your group with the following:

- Provision of advice to potential members regarding the online membership system
- Printouts of your group's financial account with the Guild along with numbers and contact information for your membership
- Process monies paid into your account via the Base tills as well as distribute monies claimed through the payment voucher system
- Organising an event? We can help you through all stages, from the design/print and sale of tickets, provision of sign up list for contact info, dietary requirements etc, as well as providing information on the number of tickets sold/cash equivalent etc
- We can take money from your members in respect of a particular trip you are organising, or for any clothing you may be selling – names and contact details kept of those making payment if required.
- Organise insurance for vehicles hired externally for society trips
- Provide information on external coach companies
- Produce purchase orders for goods or services to be paid for using society funds
- Distribute copies of risk assessments/trip forms.
- We also deal with the vast majority of room bookings submitted via lgos.org/room bookings, and can offer advice assistance in this area

Please feel free to pop in and chat if you require any further information or need us to assist your Activity Group in anyway. www.lgos.org/thebase