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# Student Officer Reward and Recognition Checklist

## Please complete the following tasks to participate in the reward and recognition scheme.

## If you complete all of the Term 1 tasks and 50% of Section 4 by 13 December 2024 you will receive a voucher/SU goody bag in January 2025.

## If you complete all of the tasks by 13 June 2025 you will receive a certificate, LinkedIn Recommendation and a £100 voucher in June 2025. Please email completed checklists to [su.democracy@ucl.ac.uk](mailto:su.democracy@ucl.ac.uk)

## **Section 1: Tasks to be completed in Term 1 (23September 2024 – 13 December 2024)**

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Has this task been completed – Yes/No? | Date completed | Description/Notes |
| Attend initial training/induction |  |  |  |
| Attend Zone Meeting 1 |  |  |  |
| Attend Zone Meeting 2 |  |  |  |
| Complete Term 1 Report |  |  |  |

## **Section 2: Tasks to be completed in Term 2 (13 January 2025 – 28 March 2025)**

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Has this task been completed – Yes/No? | Date completed | Description/Notes |
| Attend Zone Meeting 3 |  |  |  |
| Attend Zone Meeting 4 |  |  |  |
| Complete Term 2 Report |  |  |  |

## **Section 3: Tasks to be completed in Term 3 (28 April 2025 – 13 June 2025)**

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Has this task been completed – Yes/No? | Date completed | Description/Notes |
| Attend Zone Meeting 5 |  |  |  |
| Complete Handover Document |  |  |  |
| Attend Exit Interview |  |  |  |

## **Section 4: Tasks to be completed at least once during the academic year 2024/25**

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Has this task been completed – Yes/No? | Date completed | Description/Notes |
| Collaborate with another Student Officer or Sabbatical Officer on an event/project |  |  |  |
| Submit an item for discussion or a policy proposal at any Zone |  |  |  |
| Meet with your designated staff support |  |  |  |
| Complete the Students’ Union Active Bystander Training |  |  |  |

## **Section 5: Please also select and complete one of the tasks below to complete the checklist:**

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Has this task been completed – Yes/No? | Date completed | Description/Notes |
| Gather feedback from your constituent group – e.g., Survey with Sports clubs. |  |  |  |
| Host a stall or be present at Welcome Fair |  |  |  |
| Feature on the SUs Social Media Channels or in a Newsletter |  |  |  |
| Write a blog for the SU website |  |  |  |

## Please email completed checklists to [su.democracy@ucl.ac.uk](mailto:su.democracy@ucl.ac.uk)