UTOPIANS BUE

Registration Proposal

2014/2015
Firstly:

General Description

- Utopians BUE a club which provides a good chance to BUE students to participate in different activities that are launched by the club and help students gain different experiences and skills through these activities which are guaranteed to vary between different interests of the students. The club is looking forward to do events that will give the students the chance to improve themselves as well as improving their social life in our university, through special and unique programs. Our aim is to grant youth the perfect mental and sportive skills.
Secondly:-

Committees Job Description

1- Human Resources (HR):

Responsible for creating an internal work system to organize transaction between different committees, and showing high commitment strategies which establishes the principle of reward and punishment.

- Provides performance reports of teams and members.
- Informing members of announcements, meeting and tasks.
- Monitoring the over-all performance of members according to their tasks in the ground during events.
- Organizing meeting agendas and recording MOMs.

2- Treasury Team:

Providing a full financial and management accounting service.

- Create financial systems and mechanisms that minimize any financial risk.
- Be aware of all cash flow and controlling expenditure.
- Responsible for following up with FR and Logistics teams.
- Collecting all financial documents and managing budgets.
A) Logistics:

Responsible for managing the execution, direction and coordination of all club's equipment and transportation matters

- Delivering the right products in the right quantities, on time and with a reasonable price.
- Communicating effectively with the treasury head for any financial advice.
- Submit all financial documents to the treasury head.

B) Fundraising (FR):

Responsible for setting the strategy and the vision of the fundraising purposes.

- Developing strategies to hit fundraising targets.
- Create fundraising activities.
- Get sponsors to fund the club and the events.
- Submit all financial documents and contracts to the treasury head.
3- **Sports Teams** :
Responsible for supervising on the university sport teams in cooperation with the university activities department

- Provide qualified trainers as part timers before official tournaments.
- Provide suitable playgrounds in & off campus for trainings.
- Organizing matches and competitions with other universities.
- Preparing for great training camps before official tournaments.
- Provide the official teams with their sportive uniforms.

4- **Marketing Coordinator** :
Responsible for creating and delivering marketing ideas and activities to ensure club messages are consistent through the cooperation with the Media and the PR by delivering these ideas to the two committees.

A) **Media** :
Responsible for creating advertising materials and help marketing coordinator to reach their goals by their own work through:

- Media coverage of the club events by :
  - Videos
  - Photos
- Provide all needed designs.
**B) Public Relations (PR):**

Responsible for managing club (image) reputation and delivering the aim and the vision of the club to the university students

- Communicate with students through the social networks (Facebook, twitter,....etc)
- Responsible for the publicity before, during and after the events.

**5- Activities Coordinator:**

Responsible for preparing the timeline of all events of each semester, break it down to tasks and follow up with the activities head and the self-development committee after confirming the timeline by the high-board.

**A) Head Of Activities:**

Responsible for providing activities ideas and well organization for the events

- Brainstorming with the activities team.
- Receiving events plans from members.
- Create plans for organizing events on the ground.
- Cooperate with the activities coordinator to sort out the received plans and ideas to prepare the recommended timeline to be confirmed in the high-board meeting.
B) **Self Development**:

Responsible for developing students' mindsets and skills through main four objectives:

- Helping them to enhance their – already existing – talents
- Having constant discussions regarding different topics (historical topics, sociological/psychological topics, events analysis, famous people, etc.)
- Holding few “soft skills” events throughout both semesters.
- And cooperating with ثورة علم on their mission of helping other people to develop their mind-sets and skills.

**Thirdly :- Members**

**President**: Amr Wael Ansary

**Vice President**: Mostafa Mahmoud Dabou

**Head of HR**: Omar Wagih

**Head of Sports teams**: Karim Mostfa

**Vice Sports Teams**: Mohamed Ayman

**Treasury**: Mohamed Adel El-Tahlawy

**Head of FR**: Mohamed El-Desoqi

**Head of Logistics**: Mohamed Ashraf Moselhy
Marketing Coordinator: Wessam El-Din Magdy

Head of Media: Mohamed Sami

Activities Coordinator: Islam Mohamed

Head of Activities: Omar Mahmoud aboelela

Self Development Committee: Manar Nada
Eman Essam
Fatma Aliey

**Fourthly :-**

**Brief Plan**

1- Sports teams: As mentioned in the job description (Above^)

2- Activities:

- Sports Tournaments.
- Adventures Camps & Trips.
- Utopians Runners & Bicycles.
- Sports Training Camps.
- Fitness Courses.
- International Day For Young Entrepreneurs. (IDYE)
- BUE Talents.
- Discussion Salons.
- Soft Skills Courses.
• Hault Prize Competition.
• Olympics.
• Color Festival.
• Dodge Ball.
• Paint Ball.
• Car Races.

Note: For previous events, please check the attached file.

THANK YOU
UTOPIANS BUE CLUB