

## Response times for branch activities

### Branch Events

#### Event Form for event promotion and bookings

1. Event forms should be submitted at least 6 weeks before the event on the current event form downloaded from the [Branch Resources](#) page.
2. For advertising in *The Biologist* event calendar approximately 10 weeks advanced notice is required to meet the publication deadlines

#### **Biologist, Volume 64, 2017**

<b>Issue</b>	<b>Deadline</b>	<b>Sent to members</b>
Vol 64 no 1 (Feb/Mar)	Monday, 05 Dec 16	Monday, 13 Feb 17
Vol 64 no 2 (Apr/May)	Tuesday, 07 Feb 17	Monday, 10 Apr 17
Vol 64 no 3 (Jun/Jul)	Tuesday, 04 Apr 17	Saturday, 03 Jun 17
Vol 64 no 4 (Aug/Sep)	Tuesday, 06 Jun 17	Saturday, 05 Aug 17
Vol 64 no 5 (Oct/Nov)	Tuesday, 01 Aug 17	Saturday, 30 Sep 17
Vol 64 no 6 (Dec/Jan)	Tuesday, 10 Oct 17	Saturday, 09 Dec 17

3. Receipt of Event Forms will be acknowledged within 1 working day subject to the Event Form being sent to [regions@rsb.org.uk](mailto:regions@rsb.org.uk) during working hours Monday - Friday (9:00 – 17:00)
4. Event details will be posted on the RSB website within 5 working days. If further information is required from the branch this process may take longer.
5. Event details will be emailed to members (if requested) within 5 working days. If further information is required from the branch this process may take longer.

#### Event reporting – *The Biologist* and Branch page on the RSB website

1. Branches are requested to send in event reports within 6 – 8 weeks after the event to allow timely publication. Reports should be submitted on the current Branch report template downloaded from the [Branch Resources](#) page.
2. Receipt of event reports will be acknowledged within 1 working day subject to the report template being sent to [regions@rsb.org.uk](mailto:regions@rsb.org.uk) during working hours Monday – Friday (9:00 – 17:00)
3. Branch reports will be published in *The Biologist* in accordance with the deadlines and publication schedule above, subject to meeting publication guidelines for content and images. Please note that the lead time for publication is approximately 10 weeks.
4. Reports will be published online close to *The Biologist* publication dates.

## Branch and Event Funding

### Branch funding – Basic allocation and budget proposals

1. The Branch event and funding year is 1<sup>st</sup> October - 30<sup>th</sup> September
2. All branches are required to hold an AGM during each year.
3. Deadline for budget proposals for the next financial year: 30<sup>th</sup> September
4. Deadline for receipt of year-end financial report & bank statement: 15<sup>th</sup> October
5. Once all required documentation is received, funds will be transferred to branch accounts (or made available if held centrally) within about 2 working weeks.

### Event funding – Additional event funding applications

1. Additional event funding applications should be submitted at least 8 weeks before the event on the current Additional Event Funding application form downloaded from the [Branch Resources](#) page.
2. Receipt of funding applications will be acknowledged within 1 working day subject to the Application Form being sent to [regions@rsb.org.uk](mailto:regions@rsb.org.uk) during working hours Monday - Friday (9:00 – 17:00)
3. A response to each additional event funding application will be made within 5 working days. If further information is required from the branch this process may take longer.
4. After a funding application is approved, funds will be transferred to branch accounts (or made available if held centrally) within about 2 working weeks.

### Branch finances and funding enquiries

1. Receipt of a branch finance or funding enquiry will be acknowledged within 1 working day subject to enquiry being sent to [regions@rsb.org.uk](mailto:regions@rsb.org.uk) during working hours Monday – Friday (9:00 – 17:00).
2. The number of days to provide full or more detailed response will depend on the nature of the enquiry but for most enquiries we aim to respond within 2 working weeks.

### General enquiries

1. Receipt of an enquiry will be acknowledged within 1 working day subject to enquiry being sent to [regions@rsb.org.uk](mailto:regions@rsb.org.uk) during working hours Monday - Friday (9:00 – 17:00).
2. The number of days to provide full or more detailed response will depend on the nature of the enquiry but for most enquiries we aim to respond within 2 working weeks.