



STARTING A CAAT GROUP AT YOUR UNIVERSITY



If you're serious about taking down the arms trade on campus, a great way to keep momentum up and spirits high is by starting a CAAT group. Camaraderie, solidarity, campaigning for change and super-soakers, what's not to love? We've seen student CAAT groups all over the country achieve amazing feats this year and we will continue to break the ties between our universities and the arms dealers until they pack up and go home. This guide will help you get your own group up and running so you can join in. Any questions? Send us an email or give us a call in the office.

GOOD LUCK!

1. FIRST STEPS

Do your research

Contact us for information about your university and for help submitting Freedom of Information requests. Get stuck into the CAAT Arms Trade Map as there may be potential targets lurking near your university that you hadn't considered. Or investigate who's funding local public institutions. Accumulate information so you can persuade and encourage other students to get involved in your campaign.

Get your friends on board

This is optional but it's fun to start with some mates onside. Even if you don't know people who are interested, a first meeting can bring like-minded people together.

Student Union admin

You can run a group without making it official with your student union but the benefits of being affiliated (transport, funding, stalls, advertising space) often make it worth the paperwork. Find out who's in charge of societies at your SU and they'll be able to talk you through the process for starting up a society at your uni and decide whether it's right for your group.



2. PUBLICISING YOUR GROUP

Get the word out

Contact us for a Freshers Pack full of flyers, posters and other kit to help advertise your CAAT group. If you get creative and make your own, send them to us so other groups can use them. Poster and flyer around kitchens/campus/town/the SU. Talk to people, plug your first meeting. Wherever you go, bring sign up sheets and a pen to take the details of anyone who's curious or enthusiastic.

Freshers Fair

Freshers is the most obvious time to get new recruits to your group and advertise your first meeting. There's a full guide to organising a stall as well as a banner, sign up sheets and flyers on our Resources page under the Freshers Fair tab.

Missed Freshers?

No fear. You can always set up a stall at a different time on campus, even over a couple of days. Check out CAAT's guide to running an effective stall. It can be useful (and fun!) to run a couple of stalls a year to remind people what's happening in the realms of anti-arms trade activism.



3. FIRST MEET UP

Accessibility

When booking a room for your first meeting/event, consider whether you've excluded anyone with your choice of venue.

- Is the meeting venue accessible to those not using stairs?
 - Is the meeting venue close to an accessible toilet?
 - Is the room laid out to accommodate a wheelchair? Is the door wide enough?
 - Is there music or noise so loud that some may find it difficult to hear or concentrate?
 - Is it a members-only venue or is there an entry cost that may prevent people from attending?
 - Remember that holding a meeting in a bar or pub (or a steakhouse!) may prevent some students from attending, or may make them feel uncomfortable.
- Is everyone able to participate fully?
 - Reach out to newcomers, have someone greeting at the door. Talk to new faces and make them feel welcome.
 - Is there a chance for group discussion where everyone can voice their opinion? Is the discussion being dominated by one or two people? You may wish to use a version of consensus decision-making. We offer workshops on facilitation and consensus decision-making if you're not sure.
 - Have you brought large-print versions of any hand-outs or materials you will be using?
 - Have you included a break (for the toilet, snacks, drinks etc) in your agenda?
 - Are there a range of tasks and responsibilities that group members, including new people, can take on? Are people encouraged to get involved with planning protests and events? It is important that people feel that they can get as involved with the group as they wish.
 - When planning an action or protest are there a range of accessible roles that people can take on?
 - Remember not to assume that attendees have any prior knowledge. It can be very off-putting to attend a meeting where you don't understand what's going on! Always begin a meeting with an introduction, both to the issues and to what your group has been doing. Remember to avoid acronyms or jokes.

What to say?

It's really pleasant to bring food and non-alcoholic drinks for your meetings— if money's tight, hold a bring-and-share. It's a good idea to have an agenda ready for your meeting. An agenda for an hour long meeting could look something like this:

- **10 mins** introducing your group and each other. Ice breaker (I know, massive cringe but they do work!).
- **10 mins** presentation about universities and the arms trade. If you want CAAT to find a speaker for your event then contact us. Maybe watch a video from Youtube that you feel is relevant or striking. Take a look at CAAT's intro to the arms trade to give you some ideas.
- **5 mins** access break
- **15 mins** discussion in small groups. This could be about the talk / the arms trade / current events / your university / future actions / etc.
- **15 mins** whole group reflection and planning for your next actions. Try to ensure that all meetings have a goal that people can get excited about and contribute to.
- **5 mins** getting people's contact details on a sign up sheet. Clean up. Distribute any food/drink remaining between everyone.



Southampton University

MAKE TEA NOT WAR
A day of action against the arms trade.

Drumming, lobbying, music, speakers, singing arms dealers, zombies, glow sticks, protest, awareness raising and drink (afterwards). Come protest the arms trade, learn more about it, shout indignantly, argue with us if you think we're stupid hippy twats, hang round in the piazza chatting to people rather than going to lectures, lobby local MPs and petition parliament.

Warwick University

ALL DAY THURSDAY 8TH NOV. ON THE PIAZZA

What to bring?

- Nibbles with the ingredients listed/non-alcoholic drinks
- Pens and paper for ideas
- Props, Banners or placards from previous actions
- Fully charged laptop if you're showing a video or powerpoint
- Diaries for planning the next meeting date
- Sign up sheets are very important!

Follow-up and next steps

Sign up sheets full of emails? Once you've populated your mailing list, send a copy to us in the office so we can send everyone the Universities Network e-bulletin. You might like to direct new members to the CAAT site and the Universities Network website as well as our facebook page so they can get fired up for your first action!

4. KEEP GOING!

Stay active

Be sure to hold regular meetings and socials, don't leave people waiting too long between events and keep the campaign in the public eye. Ensure that every meeting has a purpose and ends a plan for action (even if that's just a social!) so that members feel motivated and active.

Vary your approach

Maintain a momentum by planning both short and long term campaigns that are varied in style, amount of time needed to be invested and have different goals to draw in a larger group of people. We can offer workshops to help with this.

Experiment

Be creative and don't be afraid to try something new. We love to see your campaigns, so please get in touch to show us and, if you're happy for us to, we'll share your experiences with the rest of the network so we can learn together and get inspired.

Stay in touch

with the Universities Network Remember to keep us up to date with the latest. If you feel like your group is lagging or losing the will then we can boost you up by introducing you to other uni groups to get ideas and find some solidarity with people who are facing similar challenges. We'll also be holding national events throughout the year where you can all meet up and learn from each other.

Hand over

At the end of your time at uni, remember to pass the torch onto the younger members of your group to ensure that the campaign goes strong after graduation. You might want to make a handover pack that includes passwords to your social media sites or the files to fonts/pictures that you've used throughout the campaign as well as handy tips that you've picked up. Also, be sure to pass on the details of the new contact to the Universities Coordinator so they know who to talk to in the future.

