

FACULTY-BASED CLUBS: PRESIDENTS TRAINING

Fall 2023: Waterloo & Brantford

Please change your Zoom display name to your Club Name - Campus - Your name

Ex; Club Name - B or W (Brantford/Waterloo) - Your Name



Agenda



Throughout the presentation, questions can be asked in the chat and will be answered in the Q & A session at the end of the presentation

1. Introductions
2. Event procedures
3. Finance information
4. Resource information
5. The NEST
6. General information
7. Training highlights
8. Key Dates + Resources
9. Q&A Session

INTRODUCING THE TEAM!



NEELESH
VP C&A



SUVPCA@WLU.CA
(HE/HIM)



KAY
AVP C&AW
(SU-BASED)



SUAVPCAW@WLU.CA
(SHE/HER)



BEN
AVP C&AW
(FACULTY-BASED)



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FIZA
AVP C&AB



SUAVPCAB@WLU.CA
(SHE/HER)



JASON
DIRECTOR, STUDENT
EXPERIENCE



JVERHOEVE@WLU.CA
(HE/HIM)



RACHAEL
STUDENT EXPERIENCE
ADMINISTRATOR



RACHAELALLEN@WLU.CA
(SHE/HER)

WHO SHOULD I CONTACT?



**BRANTFORD FACULTY
ASSOCIATION/FACULTY
BASED CLUBS**

CONTACT FIZA ONLY

SUAVPCAB@WLU.CA

**WATERLOO FACULTY
ASSOCIATIONS/FACULTY
BASED CLUBS**

CONTACT BEN ONLY

SUAVPFAW@WLU.CA

FIZA AND BEN WILL LOOP IN OTHER
TEAM MEMBERS AS NECESSARY

REMINDER: DROP IN SESSIONS

Brantford Drop In

**Tuesday, September 12.
11am - 12pm (Fiza)**

**Wednesday, September 13.
12pm - 1pm (Fiza)**

**Thursday, September 14.
2pm - 3pm (Neelesh)**

**Available in-person and
virtually here.**

Waterloo Drop In

**Tuesday, September 12.
3pm-4pm (Neelesh)**

**Wednesday, September 13.
3pm-4pm (Ben)**

**Thursday, September 14.
11am-12pm (Ben)**

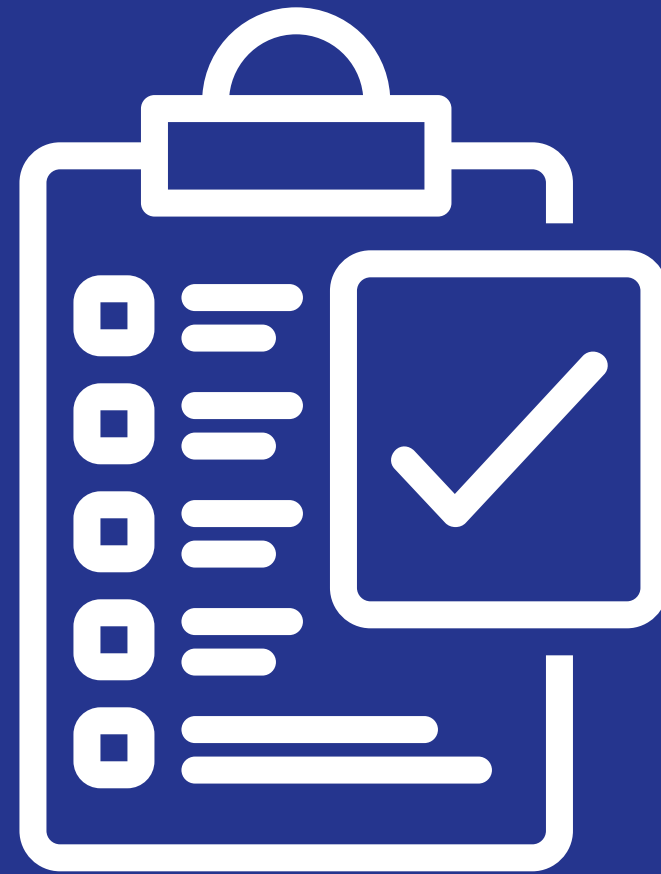
**Friday, September 15.
1:30-2:30 (Neelesh)**

**Available in-person and virtually
here.**

WHAT IS A FACULTY ASSOCIATION & FACULTY-BASED CLUB?

- **Faculty Association:** is a group that represents a specific faculty and collects a student levy, to fund events and opportunities that are of interest to students in their faculty including, the faculty-based clubs under them.
- **Faculty-Based Club:** a club that is funded under the Students Union faculty association fee, that is formed around a student's interests and is also relevant to the faculty it is associated with.
- All faculty associations & their clubs fall under and are governed by the VP Clubs and Associations & AVP C&A (faculty based)
- AVP Brantford also oversees Faculty Associations & clubs.
- You part of the "Clubs & Associations" Department and are NOT an SU committee
- Brantford must maintain membership of 10 club members & Waterloo must maintain membership of 20 club members

EVENT PROCEDURES



Events

- Event requests for any in-person/virtual events must be submitted **at least 3 weeks in advance to the proposed event date on The Nest**
 - **Large or Off-Campus events are recommended 4 weeks in advance**
- If you know you are running an event this semester - request it in advance, giving as much time as possible
- Events requested less than 3 weeks in advance will be automatically denied post reading week
 - Ahead of reading week, your event may not be denied but it may not be processed in time
- Contact your respective AVP if you have any concerns regarding event procedure



Room Bookings

Room Booking Process

- On the "Event Registration" form, select your desired type of location
- Depending on the space you select, either:
 - A link will be provided for you on the Event form to book your own space on campus using the Room Booking Request Link
 - In specific circumstances you will be informed that the SU will go through Room Bookings to book the space for you (will be directed in the form)
 - *New questions populate based on what you select on the form, please let the Nest load
- Room Bookings for most on-campus spaces are handled by the Room Bookings Department at Laurier (NOT SU)
- Access to space on-campus is very limited because of classes.
- This is part of the reason the 3-week minimum is in place. If you submit an event less than 3 weeks, we may not be able to approve it/book a room on time

Room Bookings & Event Approval

Room Bookings Form

- In the Laurier Room Bookings Form in the Room Considerations" section, be specific about what you need. E.g. "Need a classroom with tables and not desks"
- You can request a specific room but this is subject to availability.

Event Approval

- We will review and approve the event, or follow up with the club if necessary.
- You will receive a notification from the Nest about your event approval to the MyLaurier email of the person who submitted the event form. Until then, your event is not considered approved.
- Event approval is not tied to room booking approval. You must receive a room booking confirmation for your event in order to use the space.
- You should not be advertising your event and/or selling tickets until your event is approved
- Events with external speakers cannot be approved until the names, positions, and companies of the external speakers are provided

The Nest Event Requests

- Head to <https://laurierstudentsunion.presence.io/>
- Login into The Nest with your MyLaurier Credentials
- On the top bar, click "Forms"
- Once you click Forms, you will see a link entitled "Event Registration" - click this
- Once on Event Registration, fill out the information accordingly and to the best of your ability
- Click "Submit for Approval" once completed.
- Please note that you can go in and edit your event requests and resubmit them if you want to change details (e.g. time).

This must be submitted at MINIMUM 3 Weeks prior to your event date



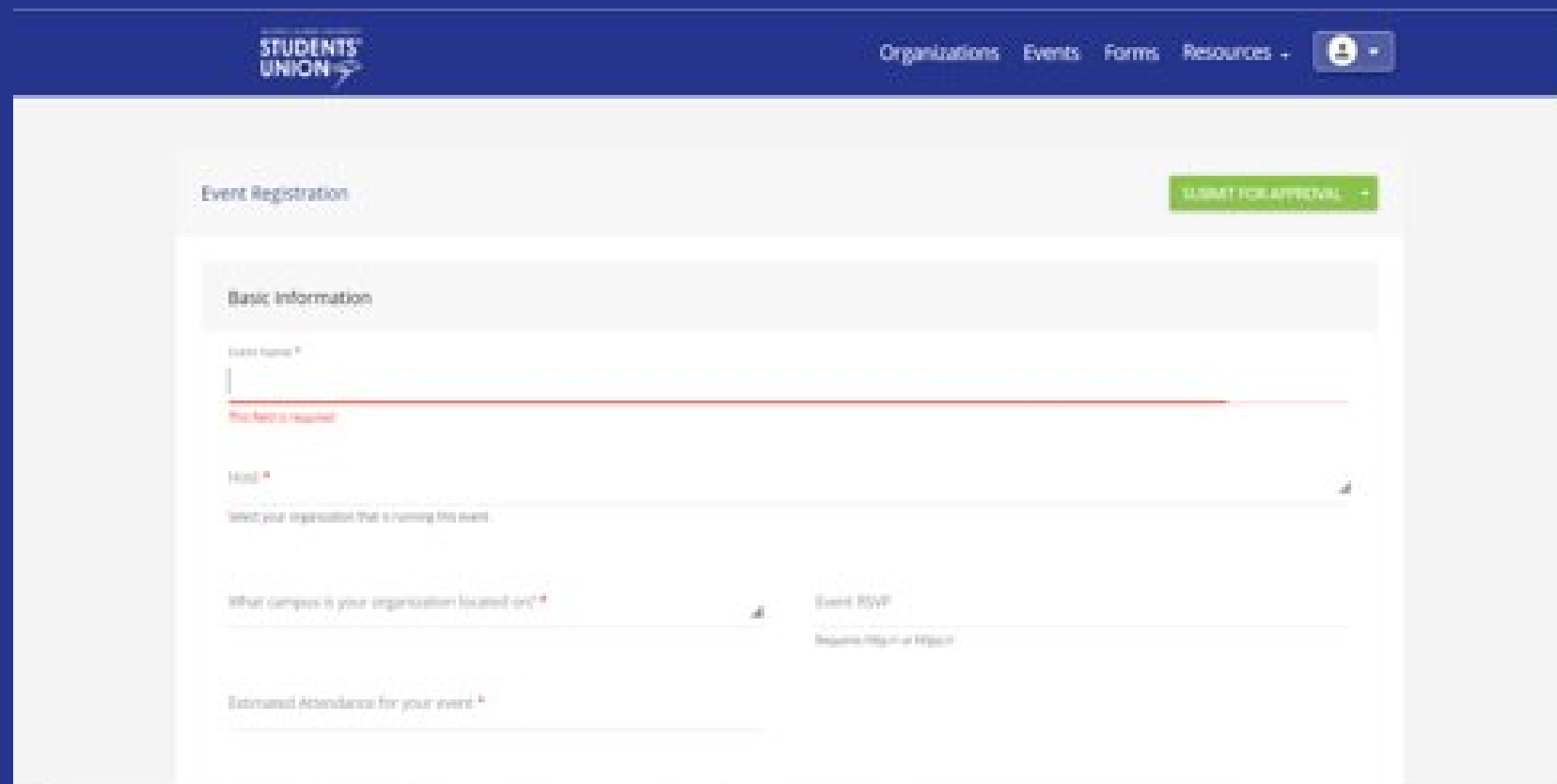
Step #1



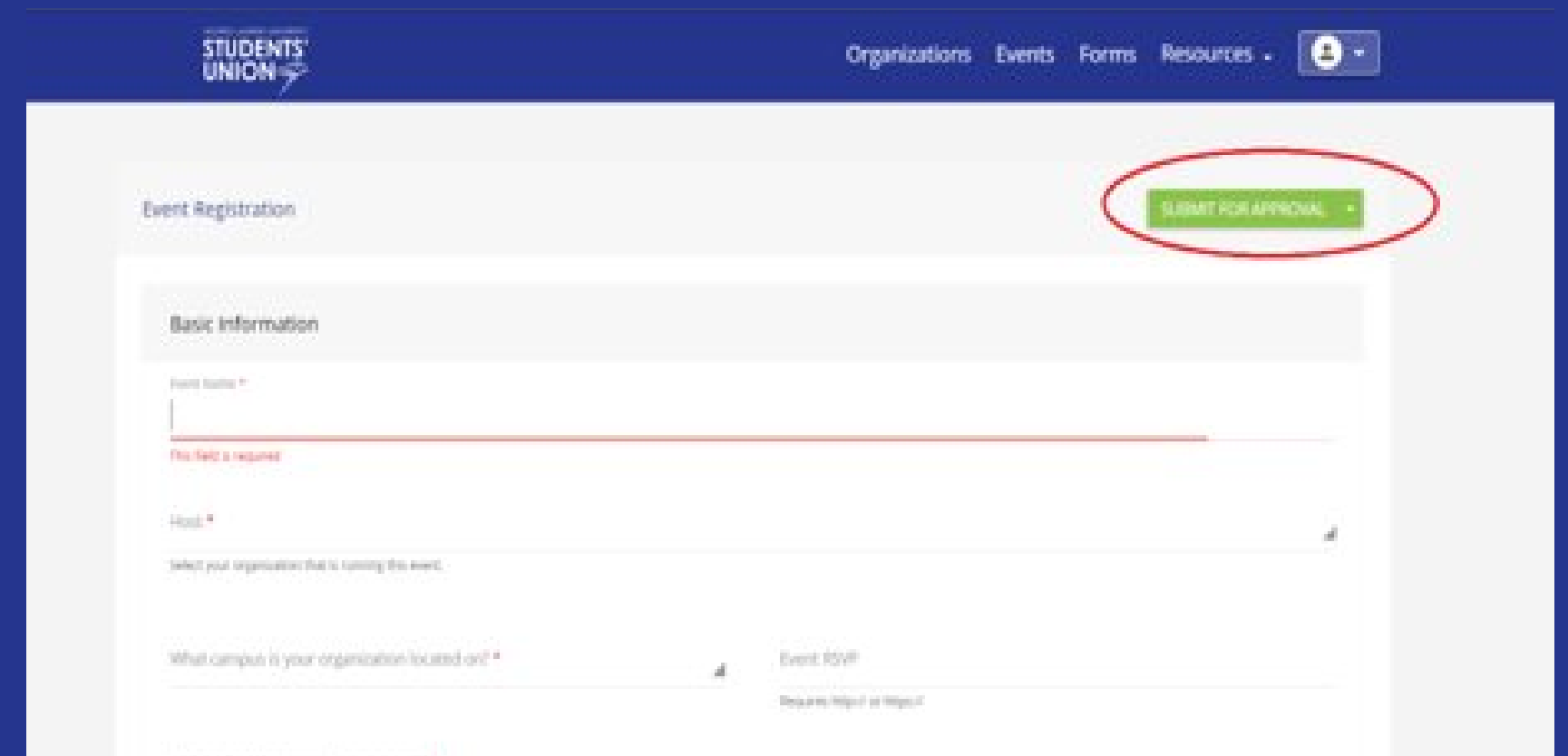
Step #2



Step #3



Step #4



Step 1: Editing Events:

The screenshot shows a web browser window with the URL `laurierstudentsunion.presence.io/admin/events`. The page title is "Events | Presence". The interface includes a sidebar on the left with a "CREATE" button and navigation links for DASHBOARD, FORMS, ORGANIZATIONS, EVENTS, FINANCE, ANALYTICS, and PEOPLE. The main content area has a header with "All Events" and a filter bar with options: DATE/TIME, AND, CATEGORY, AND, ORGANIZATIONS, AND, TAGS, and FILTER. Below the filter bar is a table of events:

	Organization	Location	Date/Time	Pin	Attendees
tion	Golden Hawk Productions	Zoom (Online)	09/09/2021 - 8:00 pm	N9BP	...
se owship	Laurier Chinese Christian Fellowship (Waterloo)	Zoom	09/10/2021 - 10:00 am	JC	...
	Faculty of Science Students' Association	Science atrium	09/12/2021 - 9:00 am	LHRQ	...

A context menu is open over the first event, showing the following options: Edit, Attendees, Duplicate Event, and Delete.

Step 2: Submit For Approval When Changes Are Made:

The screenshot shows a web browser window with the URL `laurierstudentsunion.presence.io/admin/Event/update/disney-dreamworks-trivia-night`. The page title is "Event Update". A green stamp reading "[APPROVED]" is visible in the top right corner of the form area. Below the stamp is a green button labeled "SUBMIT FOR APPROVAL".

The form contains the following fields:

- Basic Information**
 - Event Name: Disney/Dreamworks Trivia Night
 - Host: WLU Film Society (Waterloo)
 - What campus is your organization located on?: Waterloo
 - Is this event taking place on-campus, off-campus or virtually?: Virtual
 - Estimated Attendance for your event: (empty field)
 - Event RSVP: (empty field)
- About The Event**

The below text box is your opportunity to share information with students about your event. Think about what you want them to know and what is going to entice them to attend and participate.

The browser's address bar shows the URL and the Incognito mode icon. The top of the browser window displays the date and time: Sun Sep 26 5:43 PM. The bottom of the image shows a macOS dock with various application icons.

When Do I Submit an Event Form?

- **ANY ACTIVITY that is related to your club requires an event form**
- Things We are Often Asked About:
 - If my event is public do I need an event form? **YES**
 - If my event is virtual do I need an event form? **YES**
 - If I am going to a conference/competition do I need an event form? **YES**
 - If my event is off-campus, do I need an event form? **YES**
 - I want to booth in the concourse, do I need an event form? **YES**
 - If we're hosting a club meeting on campus, do I need an event form? **YES**
 - If my event is an official club social? **YES**

If you aren't sure if you need an event form, submit one anyway or ask us, we can help

Risk Management – Thinking Critically About Your Event



- Will my event cause/have the potential to cause harm or risk?
 - Consider these aspects: physical, financial, emotional, reputation, health, etc
- Is my event safe for all students?
- Will anyone feel uncomfortable as a result of this event?
- How do you ensure students are following University Policies and Guidelines
 - Student code of conduct
 - Non academic code of conduct
- Does the event involve subject matter that may be strongly objected to by some members in the Laurier community?
 - What campus resources can I work with to ensure all students feel supported before, during, and after my event

FINANCE INFORMATION



Finance Training/Access



- All Faculty-based clubs members need to complete Finance Training to access form on the NEST
- **If you do not have finance access, please request it ASAP** by completing this form [here](#).
- If you've already completed finance training last year but have not given access to necessary club finances, please email your respective AVP and they can give you access.

The deadline for Finance Training to be submitted is
Sunday, September 17, at 11:59pm

Budgeted Model Funding



- Funding will be evaluated by each Faculty Association (FA) on either a term-by-term or full year basis, depending on the FA
- Club members must have Finance Access Privileges' in order to see the club's finances
- Faculty Associations (i.e. Faculty Association = FOSSA) are responsible for the dissemination of funds to the clubs underneath them (i.e.: Club underneath = Health Sciences Student Association)
- Your Faculty association should have conveyed their process for funding requests already. Contact them for more information
- Once the Faculty Association has approved your budget, your account will be updated on the Nest with your funding for the semester

Club Finance Accounts



- Each club has 2 accounts on The Nest:
- **Budgeted Account**
 - Money allocated from non-tuition student fees (a.k.a. Your Club's Budget given to you by the Students' Union)
 - Deposits cannot be made into this account
 - Money from this account only carries over in the same Academic Year (May-April). After the Winter Semester unused money is taken back
- **Generated account**
 - Money generated by the club/association
 - e.g. ticket sales, sponsorship, clothing sales, etc.
 - Money from this account carries over past the academic year (after the winter semester unused money remains in the account for next year)

Expenditure Forms

The Expenditure Form on The Nest is how you are able to spend your money, by being reimbursed or requesting invoices to be paid

- Forms must be submitted with proof of purchase
 - Options for Proof of Purchase: **itemized receipt, bank statement or invoice**
 - LazSoc Clubs require both an itemized receipt AND bank statements
 - *If a transaction is in foreign currency, a bank statement is required

Types of Expenditures (for you).

- **Reimbursement:** club member is paid back after purchasing with own money
- **Payment of an Invoice:** SU pays a company directly by cheque or e-transfer
- **Credit Card Authorization:** SU pays an invoice directly using VP Clubs' VISA

Types of Expenditures (probably* not for you).

- ***Internal Transfer:** SU staff pays another Laurier Department directly
- **WLU Food Services/Wilf's Catering:** SU Staff submits catering information because we receive those invoices directly from Food Services/Wilfs

Types of Reimbursements

- **Reimbursement**: Club member feels comfortable paying the amount out of pocket and waiting 1-3 weeks to be reimbursed (typically small \$ amounts)
 - Examples: gift cards, poster costs, decorations, supplies
- **Payment of an Invoice**: You would like us to pay the company so you or a club member doesn't have to (typically large purchases, >\$500)
 - Examples: external catering, venue payments, , busses, merchandise
- **Credit Card Authorization**: Purchases that are too large to put on personal credit cards (regardless of what this amount looks like for you)

Expenditure Forms

- **Steps to Use The Expenditure Form**

- **Go to "The Nest" Platform**, Log In with your mylaurier account and select admin dashboard from the top right drop down menu
- **Click on the "Finance Tab"** once you have reached the admin dashboard.
 - Note: If you do not see the finance tab, you must fill out the finance access form
- **Click the "Create" Button, then Select "Expenditure"**. This will populate the expenditure form
- **Select "Club and Association" on the form and your correct campus**
 - Do not select SU Committee
- **Follow the Clubs and Associations instructions on the form as listed for each field**
- **Once Completed, Scroll back to the top and Click "Submit for Approval"**

*A more detailed breakdown is provided in the finance training form

Expenditure Request Information

- When labelling your expenditure requests via The Nest, please use the following format:
 - Title of entire form = Your 4 digit club Number + Name of Student or Company being paid
 - Title of each specific expense = Dollar Amount of Expense + Student or Company Name

Expense Details

Are you a Students' Union Committee or a Club and Association

SU COMMITTEE CLUBS AND ASSOCIATIONS

What campus is your organization located

BRANTFORD WATERLOO

For title, please put the following down:

Clubs & Associations: Your 4 digit club Number + Name of Student or Company being paid (I.E., 1001-Jane Doe)

Students' Union Committee: Campus, Committee Name, date (format example: Waterloo HR, October 25, 2021)

A separate expenditure form will need to be submitted for each Student or Company being paid.

Title *

1001 - Willy Wonka

Expense Information

Title *

20.00 - Willy Wonka

CLUBS: Dollar Amount of Expense + Student or Company Name (I.E., 70-Jane Doe)

SU COMMITTEE: Name of Committee

Food Services & Wilfs



Funding Can be Used to Pay for Food at your events.

Waterloo Campus:

- Laurier Space: You MUST use the Food Services Department for any Food Consumed/Catered.
- SU Space: You MUST use Wilfs for any Food Consumed/Catered.
- Food Services and Wilfs have the first right of refusal for any food on campus. If they cannot accommodate your event, they must provide you with a form that gives you permission to use external food. If you have a sponsor wanting to provide food, Food Services must sign-off on.
- Rule of thumb: If Food Services/Wilfs offers the food Item, You must use them! This Includes Pizza, Cookies, etc.
- If You Hold an Event On-Campus and Do Not Use Food Services or Wilfs respectively, YOU WILL NOT BE REIMBURSED

Brantford Campus

- As Food Services & Wilfs do not operate on the Brantford Campus at the moment, you do not have to go through Food Services or Wilfs currently.

Food Services & Wilfs



How to book catering through Food Services

- wlu.catertrax.com
- Catering requests must be made 5 business days in advance

How to book catering through Wilfs

- Email sanhorn@wlu.ca
- Catering requests must be made at least 3-weeks in advance (the sooner the better as they do book up)

If you are not catering but are bringing in pre-packaged snacks (e.g. chips, chocolate bars, granola bars, you do not need to go through Food Services/Wilfs)

If looking to serve cultural food - please contact food services or Wilfs for approval of use of another company. **YOU MUST GET APPROVAL TO DO THIS BEFORE YOU ORDER**

Food Handling & Safety

Food Handling and Preparation Liability will be assessed regardless of event location (no potlucks, avoid food preparation unless in a supervised professional kitchen)

Collecting Money



- Floats and Empty Cashboxes are requested on the event registration form
- Moneris tap machine available - indicate if you want to use it in your event request form
- Ticket Sales: All ticket sales should be done through the SU-Desk Ticketing site, click [here](#) for the form (unless otherwise approved for your Faculty Association)

Donations:

- If wanting to fundraise, must use the [SU-Desk ticketing site form](#) (unless otherwise approve by your Faculty Association)
- NO GO FUND ME

Reimbursements

- E Transfers are our method of reimbursement and will be sent to MyLaurier emails. Please keep an eye on reimbursements sent from CAMPUSCLUBSMAIN and please accept reimbursements.
- All money being collected must run through the Students Union
- Any money collected must be returned to the Students' Union office within 24 hours
- No club money should be going into personal accounts, regardless of payment type

Additional Finance Information

Gift Cards

- VISA/Mastercard Pre-Paid gift cards, and LCBO gift cards are not permitted

Raffles

- Raffles ARE NOT PERMITTED (It is illegal to hold a raffle without a gambling license - DO NOT DO THEM)
- What is allowed: Door Prizes, Giveaways, etc. where chances of winning is not increased by your monetary contribution
- If you aren't sure if it is allowed, please ask.

Deposits & SU-Desk

- Clubs Must use the SU-Desk for all ticket sales, executive merchandise or fundraising purposes
- Form should be submitted three weeks prior to the date you want your tickets to be available for sale

Electronic Payment System: Moneris

What is Moneris?

- Moneris is a point of sale system or card reader that you would see at any business
- Accepts Debit and Credit transactions

How do I Use the Moneris to Collect Money?

- If you would like to use the Moneris at your event (i.e. selling tickets at the door, fundraising in the concourse etc.) indicate this on the Event Registration Form
- When your event is submitted and approved, our clubs team will contact you regarding Moneris pick-up from the SU Desk
- The system comes with the machine, case, extra roll of receipt paper

Things to Know

- Purchases on the Moneris must be Above \$5, and will be subject to a 5% administrative fee
- When sending us your ticket price ensure it accounts for tax - it will automatically be taken from your clubs account
- Example: \$5 ticket to an event + \$0.25 Admin Fee (5%) + \$0.65 Taxes = \$5.90 Ticket Price on Moneris
- We will communicate Moneris ticket breakdowns with you when you request it

Club Merchandise

- Executive merchandise: Merch for your club executives to wear and keep (sweaters, t-shirts etc.)
- Required Process for Ordering:
 - First, get a quote from the merchandise company.
 - Second, confirm number of sweaters that will be bought and ordered
 - Third, submit SU-Desk ticket for cost of one merch item. Have all club members purchase the "ticket"
 - Fourth, once all money is collected and in the generated account, make the order
 - Finally, submit an expenditure request to pay the merch company
- \$15/Club Member up to a total \$150 Maximum can be used from your Clubs budgeted account to pay for clothing.
 - Remainder is paid by club members and deposited in the generated account
 - You may use any generated funds to cover the difference as well
 - *Some Faculty Associations may have different policies around merch spending/limits, please read their policies/connect with them if applicable

RESOURCE INFORMATION



Confidentiality & Reporting

Clubs must maintain confidentiality for personal information about their members, including any conduct, personal challenges, etc.

However, there are limits to confidentiality as a club/club member of the Students' Union. Club Members are obligated to complete the **Student's Union Reporting Form** under certain conditions.

When they have received information or observed actions pertaining to the health, safety and conduct of their peers. This includes but is not limited to:

- Disclosures of gendered and sexual violence
- Instances involving actions contrary to the values of equity, diversity and inclusion (EDI)
- Instances where you are concerned for the wellbeing of a peer
- Conduct contrary to the non-academic student code of conduct.

When receiving this type of information from a student directly, it is important that the individual is advised of the limits of confidentiality and club members obligation to follow the reporting process.

If submitting a form, do not share information to club members/the general public. Information should go up (to us through the form), not out (to others). We will follow-up with appropriate action.

Types of Reporting

Disclosure of Gendered Sexual Violence

If you receive a current or historical disclosure of gendered and/or sexual violence you must inform the Students' Union so that they can provide support and resources to the student(s) should they need it.

Student of Concern

If you receive information or observe behaviour that makes you concerned for the potential well-being of another student, you must inform the Students' Union so that they can provide support and resources to the student(s) should they need it.

Student wellness concerns include but are not limited to mental health concerns, self-harm concerns, threat/harm to others, marked changes in mood or behaviour, difficulty in communicating and/or distortions of reality or learning or academic challenges beyond what is normal for a University student.

Club Member Conduct

If you receive information or observe behaviour in another volunteer/Club Member that is contrary to the policies and procedures of the Students' Union and/or the Non-Academic Student Code of Conduct you must inform the Students' Union so that they can appropriately follow up with the individuals involved.

Equity, Diversity and Inclusion Concern

If you receive information about or experience an EDI related issue, it is imperative that you inform the Students' Union so that they can provide support and resources and follow up appropriately with those involved. EDI related issues include but are not limited to experiences pertaining to discrimination and harm (e.g., racism, sexism, ableism or unfair treatment based on an aspect of one's identity).

CSEDI and EDI

How To Access CSEDI Staff and EDI Expertise:

As the Students' Union, we recognize that your club may represent an equity-deserving group (e.g., women, racialized people, people with disabilities, Indigenous Peoples, religious or spiritual groups, and gender or sexual minorities).

SU is committed to providing support to you and encourages you to connect with the Centre for Student Equity, Diversity, and Inclusion (CSEDI) a student-facing office that offers support, advocacy, systems-navigation, and community through student services. If your club or members would like to connect with CSEDI, please email diversity@wlu.ca and they can provide more info about the ways in which you can access supports and services.

Things To Consider When Gauging EDI-Related Needs:

Your club may be centered around a federally-protected identity (e.g., women, racialized people), but not necessarily promote equity, diversity, or inclusion (EDI) as a part of the club mandate.

- Is EDI in your mandate or is the group more of a social opportunity for members of equity-deserving groups to connect?
 - Does your club celebrate any particular holidays or times of year that the CSEDI should be aware of?
 - Is your club interested in collaborating for such celebrations or events?
 - Does your club have a designated representative for responding to situations of harm (e.g. harassment, discrimination)
 - Would you like support in determining this role/process?
 - Does your club have a protocol for inclusive meetings/events?
 - Does your club provide trainings or educational opportunities for students to engage with EDI content or expertise?
-
- Check out [this paper by Barrows et al., 2021](#) that outlines some good practices

Social Media & Poster Policy



Social Media Policy can be found [here](#)

Poster Policy

- The name of the club/organization must be displayed clearly
- Event or purpose of poster must be clearly stated
- Students Union logo MUST be clearly displayed
- Posters can be posted on campus, as long as they adhere to the guidelines, campus-dependent
- Each Faculty Association may have additional requirements as well (i.e including the FA's logo)

BRANTFORD Poster Policy:

- Approval required by the Dean of Students Office (Adam Bloomfield)
- Please adhere to the policies located on the [DOS website](#) here before creating your poster:
- If you have any questions, Adam can be reached at abloomfield@wlu.ca

WATERLOO Poster Policy:

- Approval required by SU (bring one poster to be stamped at SU office or SU-Desk), then Dean of Students Office (bring remaining Posters to Dean of Students Office)
- Please Follow All Rules Found on this [Poster Policy](#).

Club Marketing Committee



JULIA MATYS

**MARKETING COORDINATOR
SUCAMCC@WLU.CA**

What does our Marketing Committee do?

- Advertise your club hiring
- Promote your club events
- Share club resources
- Create and share Clubs & Associations promotional material

How do I get events/content featured?

- DM for feature or email sucamcc@wlu.ca

Clubs & Associations Instagrams:

- @wacampusclubs (Waterloo)
- @lbcampusclubs (Brantford)
- *please ensure your club is following the respective Instagram

Club Hiring

Faculty Association will have elections for their Presidents.

It is expected that all Faculty-Based clubs start preparing for their 2024-2025 team during the Winter term. Please connect with your Faculty Associations around hiring deadlines, executive team hiring should be completed during the Winter term.

Ensure to use formal hiring processes, maintain confidentiality, and follow constitution of your club. When interviewing, it's best practice make sure to have two people in the same space when interviewing.

We can share your club hiring information on our Club Instagram pages.

Please reach out should you have any questions about club hiring!



Roster & Membership

Club Rosters

- Please make sure your Club Roster on The Nest is up to date with this year's President(s), Vice President(s) and Treasurer(s)
- You can update your Roster on the “Organizations” tab on the Admin Dashboard.
 - This is how we track club membership and know what contact information to use
 - This is how Club Members can receive Laurier Experience Record (LER) confirmation

If your President(s) or Treasurer(s) changes throughout the year, please inform us via email, as we will need to update appropriate access.

Vice-Presidents, Secretaries, and Committee Chair all receive the same permissions. They are pre-loaded Nest roles, you are welcome to label your team roles how you want. Most will name any Vice-Presidents/Executives as “Vice-Presidents” on the Nest Roster.

When transitioning your club, if members were noted as executive, they will receive correct permissions. However, if you’ve added them manually after, they will not In these cases, please email us to confirm any changes so we can update appropriate access.

(NEW) Moving forward, students will need to request to join when joining on the Nest. Club Executives should monitor the Nest closely as they will have to approve new members joining.

Contracts, Sponsorships & External Vendors (1)

All contracts/invoices that require payment/signature from the Students' Union must be addressed to the Students' Union, as opposed to yourself and your club. This is because the Students' Union has signing authority when it comes to payments/insurance.

They can be addressed to:

- Name: Neelesh Rehal
- Organization: Wilfrid Laurier University Students' Union
- Address: 75 University Ave., W., Waterloo, ON N2L 3C5. Office: 2nd Floor Fred Nichols Campus Centre

Our sponsorship agreement form has been updated to reflect this as well, you can find it on our resources page.

Contracts, Sponsorships & External Vendors (2)

External Vendors will now require university approval/payment to be on campus spaces in a few conditions related to sponsorship agreements.

Scenario 1: Campus Space Sponsorship

- Club wants to give an external vendor/sponsor access to campus space (no defined timeline)
- It's not event specific so there will be additional fees and needs OneCard Office approval

Scenario 2: Event Specific Sponsorship (No Vendor Sales)

- External vendor/sponsor is accessing campus for a defined timeline/specific event.
- Does not require fees and approval

Scenario 3: Event Specific Sponsorship (Vendor Sales in Controlled Space)

- External vendor/sponsor is accessing campus to sell and intending to sell goods or services for a defined timeline during a specific event in a controlled space
- This is event specific/controlled space, so it does not require fees and OneCard office approval

Scenario 4: Event Specific Sponsorship (Vendor Sales in Open Spaces)

- External vendor/sponsor is intending to sell goods or services for a defined timeline, during a specific event and in a open/accessible space (e.g. concourse, atrium)
- Will be additional fees and needs OneCard Office approval

Training Highlights

Event Procedures

- ALL EVENTS must be submitted for approval at least 3 Weeks in advance!
- Room Booking Requests - request through the university's room booking website
- Think critically about your event!

Finance Procedures

- Complete Finance Training Form
- Fall Allocations - Sept 20. 11:59pm
No allocation request = No Funding
- Create Expenditure form for spending club money
- Money should not be flowing between student bank accounts (apart from expenses that are being reimbursed)
- Executive Merchandise (Sweaters) must use the U-Desk and Visa Authorization. Contact your AVP if you are looking to purchase

Policy/Resources

- Reporting Form for students of concern, gendered/sexual violence, EDI concerns, club member conduct.
- If any of the above is witnessed, you have a duty to report to SU (info is confidential other than those who are required to know)
- CSEDI is available to all Clubs for diversity training, EDI concerns and overall support.
- All Clubs and Associations policies are to be followed (Procedures Manual, C&A Policy, Social Media Policy, Poster Policy)

Key Dates + Resources

Key Upcoming Dates

- Finance Training should be complete by **September 17th by 11:59pm**

Key Resources:

- Clubs & Associations Nest Documents Page
- Clubs & Associations Resources Page (Updates coming, formatting to be fixed)
- Clubs FAQ Page (coming soon)

Upcoming C&A Updates

- **Website Revamp**
 - Expansion on Club Resources available
 - FAQ Page
- **Finalized Policy Updates**
 - Multi-campus/online club policies (including digital platforms)
 - Removal from office policies
- **Approving Club Members**
 - Club Executives should monitor the Nest regularly to approve new member requests to join your club

REMINDER: DROP IN SESSIONS

Brantford Drop In

**Tuesday, September 12.
11am - 12pm (Fiza)**

**Wednesday, September 13.
12pm - 1pm (Fiza)**

**Thursday, September 14.
2pm - 3pm (Neelesh)**

**Available in-person and
virtually here.**

Waterloo Drop In

**Tuesday, September 12.
3pm-4pm (Neelesh)**

**Wednesday, September 13.
3pm-4pm (Ben)**

**Thursday, September 14.
11am-12pm (Ben)**

**Friday, September 15.
1:30-2:30 (Neelesh)**

**Available in-person and virtually
here.**

THANK YOU!!

Contact us:

- ✉ Neelesh, Vice President: Clubs & Associations: SUVPCA@WLU.CA
- ✉ Kay, AVP: Clubs & Assoc. Waterloo (SU-Based): SUAVPCAW@WLU.CA
- ✉ Ben, AVP: Clubs & Assoc. Waterloo (Faculty-Based): SUAVPFAW@WLU.CA
- ✉ Fiza, AVP: Clubs & Assoc. Brantford: SUAVPCAB@WLU.CA
- ✉ Jason, Director, Student Experience: JVERHOEVE@WLU.CA
- ✉ Rachael, Student Experience Administrator: RACHAELALLEN@WLU.CA
- ✉ Julia Matys, Marketing Coordinator: SUCAMCC@WLU.CA

Follow us on:

- 📷 Waterloo: @WACAMPUSCLUBS
- 📷 Brantford: @LBCAMPUSCLUBS

Demonstrations!

- Create Expenditure Form Demonstration (reimbursement)
- Event Registration Demonstration (event request)

Any questions about these?

Q&A

Use the raise hand function or drop your question in the chat!

