

STUDENTS' UNION-BASED CLUBS: PRESIDENTS TRAINING

Winter 2024: Waterloo & Brantford

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

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

Please avoid club name acronyms



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
6. General information
7. Training highlights
8. Key Dates
9. Demonstrations
10. 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)



SUAVPFAW@WLU.CA
(HE/HIM)



RIYA
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)

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 and create promotional content material

How do I get events/content featured?

- DM the Instagram to have your post/story re-shared on our story
- Participate in Event Showcases and Club of the Month

Clubs & Associations Instagrams:

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

WHO SHOULD I CONTACT?



**BRANTFORD SU-
BASED CLUBS
CONTACT
RIYA ONLY
SUAVPCAB@WLU.CA**



**WATERLOO
SU-BSAED CLUBS
CONTACT KAY
ONLY
SUAVPCAW@WLU.CA**

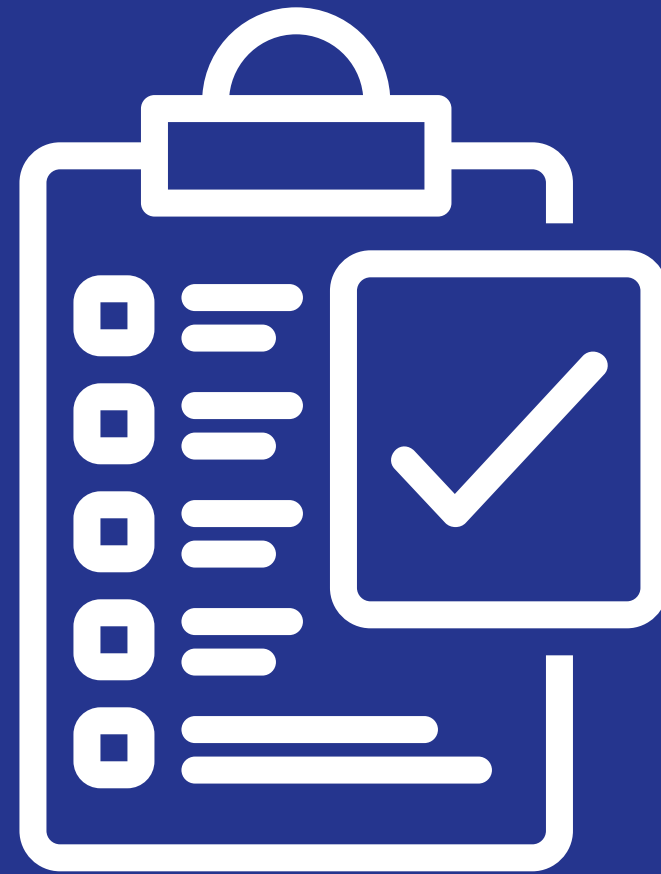
RIYA AND KAY WILL LOOP IN OTHER
TEAM MEMBERS AS NECESSARY

WHAT IS AN SU-BASED CLUB?

- A club that is funded under the Students Union campus clubs fee that is formed around a student's common interests with things such as recreation, mental health, social value, etc.
- SU Based Clubs Have Club Numbers...
 - 1000-1499 in Waterloo
 - 1500-1575 in Brantford
- You are NOT an SU committee
- Clubs must maintain the following membership:
 - Brantford: 10 members
 - Waterloo: 20 members
 - Virtual/Multi-Campus Clubs: 20 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)
 - Waterloo: Athletic spaces (studios, gyms), Atriums, Paul Martin, and Senate & Board are all spaces we book for you, please do not contact them yourself.
 - *New questions populate based on what you select on the form, please let the Nest load
- Room Bookings for most on-campus spaces (classrooms, concourse, etc.) are handled by the Room Bookings Department at Laurier (NOT SU)
- Access to space on-campus is very limited because of scheduled 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 bookings. You must receive a room booking confirmation for your event in order to use the space. If you're booking a space yourself, you should do this as soon as possible/when you submit the event form.
- 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



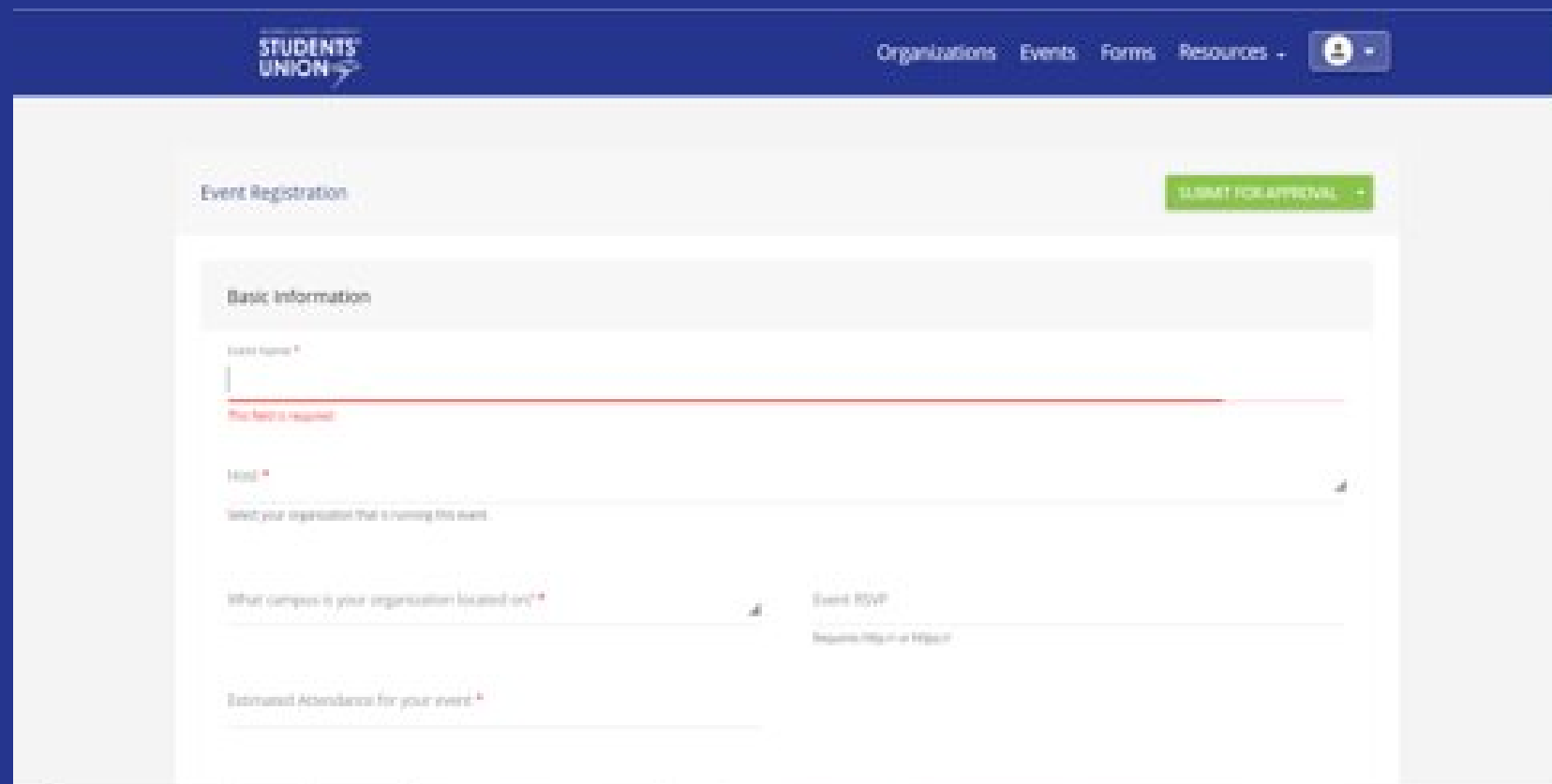
Step #1



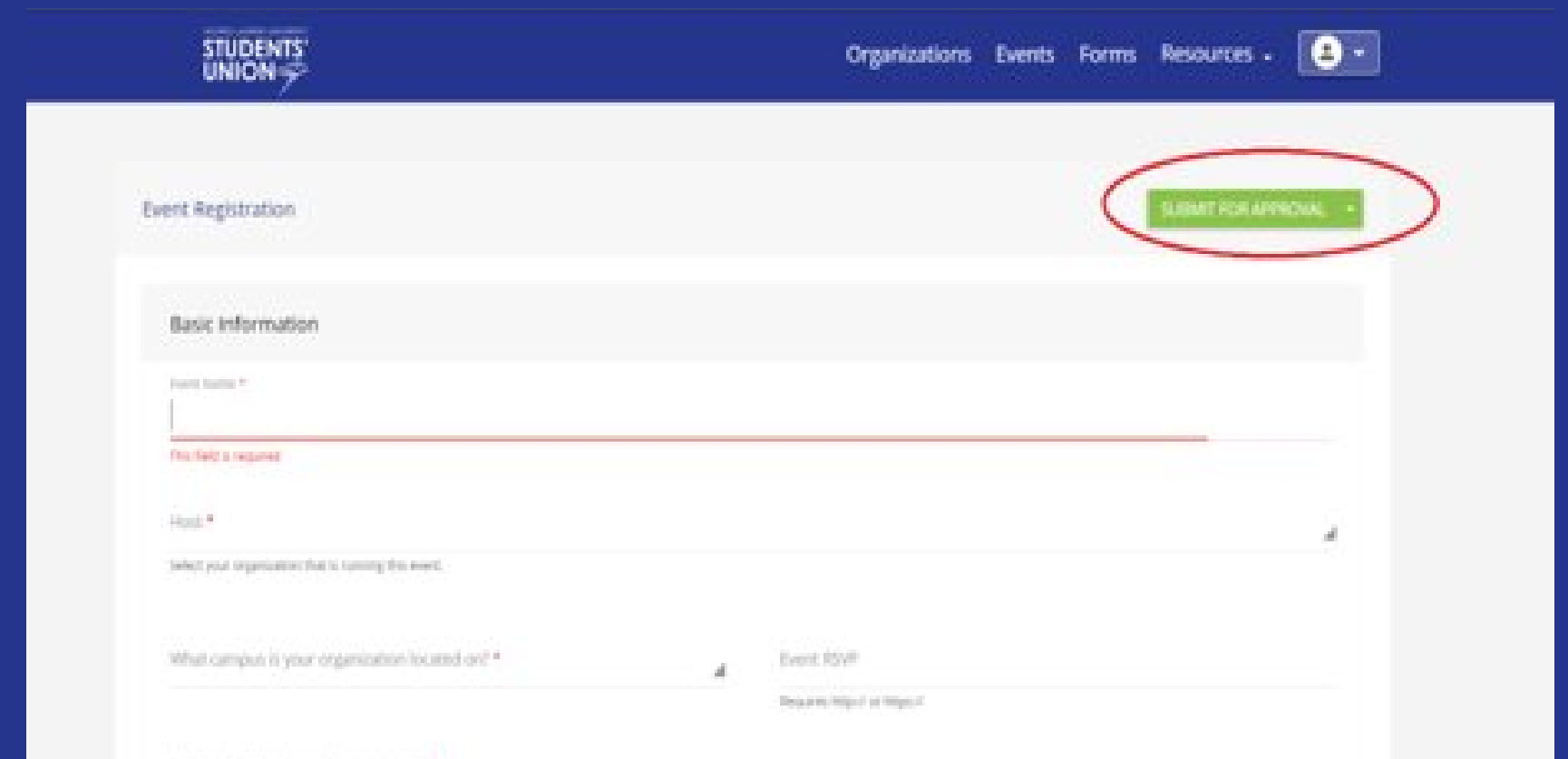
Step #2



Step #3



Step #4



Editing Events

Option #1

1. Go to The Nest and in the top right corner there is a rectangle box with a circle that has a people icon in it. Click this box and then select login.
2. Once logged in, go back to the top right corner and this time select your profile.
3. Once on the profile page click Responses (it is a navigation bar towards the left-hand side)
4. Once in the responses section, click on the form you are trying to edit.
5. You should be able to click edit from there.

Option #2

1. Log in, there is a rectangle box with a circle that has a people icon in it. Click this box and then select Admin Dashboard.
2. Click on the Forms tab,
3. Then Responses then Outbox
4. You should see the form you submitted and be able to click edit as an option.

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 with the word "[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 is titled "Event Update" and contains the following fields:

- Basic Information**
 - Event Name ***: Disney/Dreamworks Trivia Night
 - Host ***: WLU Film Society (Waterloo)
Select your organization that is running this event.
 - 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 text box)
 - Event RSVP**: (empty text box)
Requires http:// or https://
- About The Event**

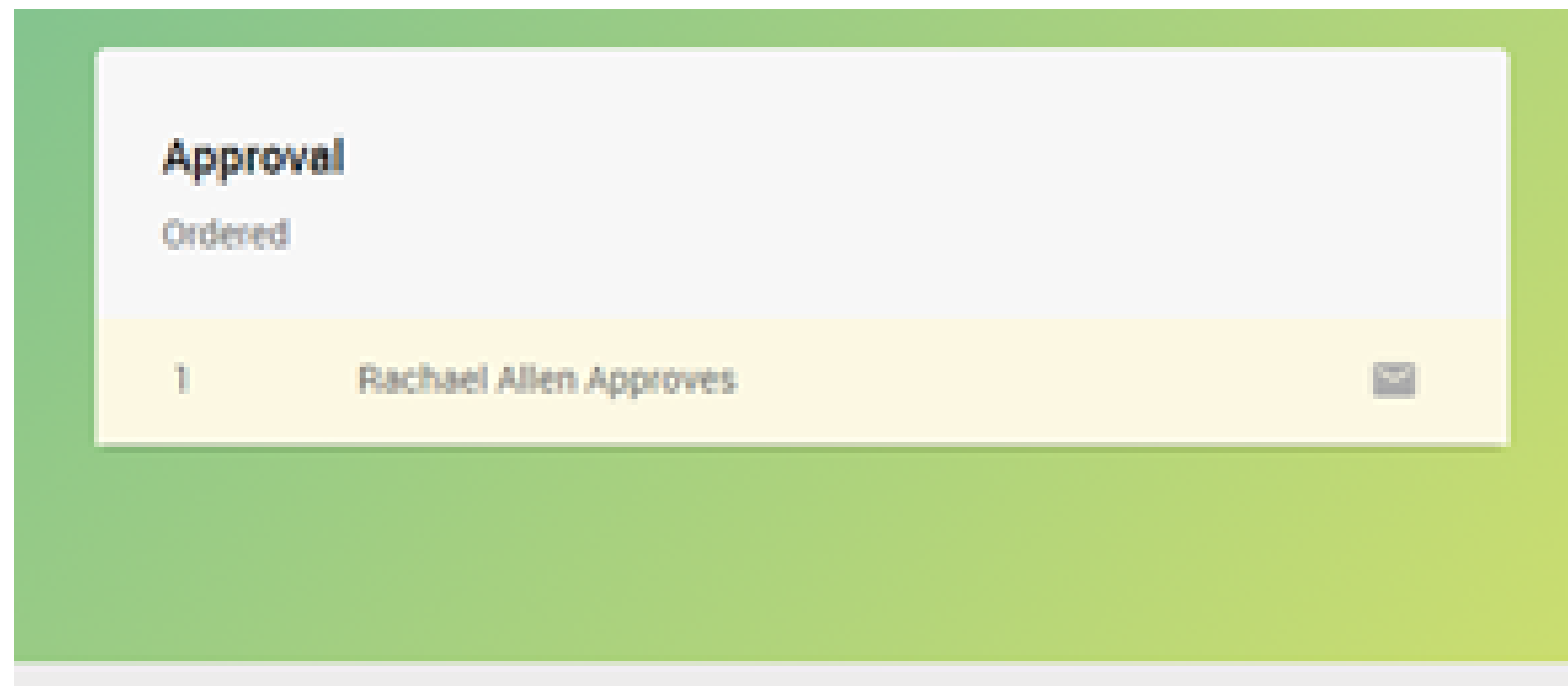
The below text box is your opportunity to share information with students about your event. Think about what you want them to know and what is going to entice them to attend and participate.

The browser's address bar shows the URL and "Incognito" mode. 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.

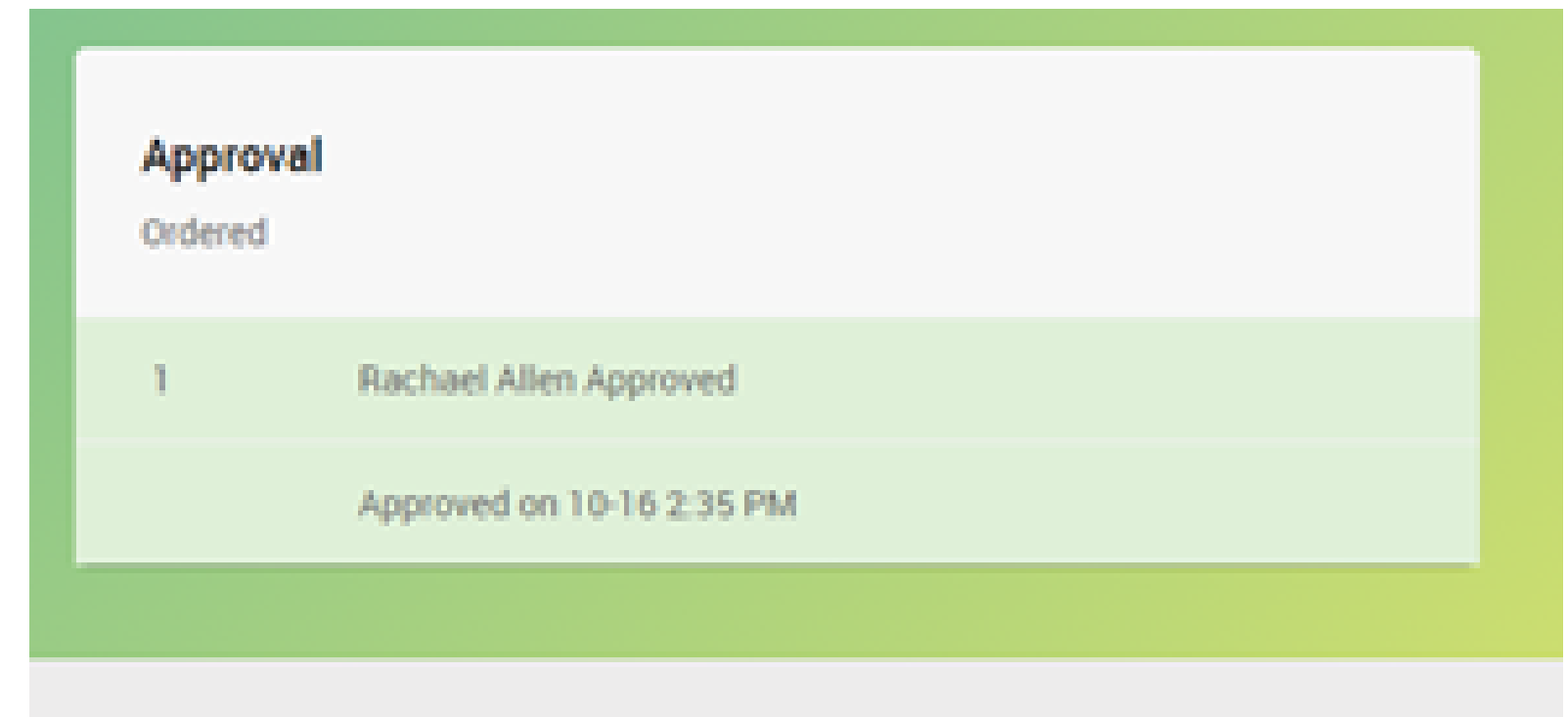
Pending Approval VS Approved

As a friendly reminder, your event is not considered approved until you've received approval confirmation on the Nest. Please see the graphic below as a reference point for approval on event forms that you've submitted. You should receive an approval confirmation email to the MyLaurier email of the person who submitted the event when it is approved.

Not Approved



Approved



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

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

FINANCE INFORMATION



Finance Training/Access



- All SU based clubs members need to complete Finance Training to access form on the NEST
- You need finance access to be able to fill out the create allocation form
- **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
Friday, January 26, at 11:59pm

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 (Sept - 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)

Budget Allocations & Funding

- Funding will be evaluated on a term-by-term basis (Fall & Winter)
- You will need finance access (and therefore need to have completed finance training) in order to fill out your budget allocations.

To complete an allocation:

1. Go to the “Finance” section of the Nest on your Admin Dashboard
2. Click “Create” in the top right
3. Select “Allocation” (NOT “Budget”)

- If you do not submit a create allocation form by the deadline below, we will assume your club needs no funding for the semester

The deadline for Winter term budget allocation has been extended to **Wednesday, January 24th, at 11:59pm**

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
 - *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's 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 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)
- **Internal Transfer**: Any time another Laurier Department needs to be paid, this option should be chosen
 - Examples: Food Services catering, athletics rentals, Laurier physical resources rentals

Expenditure Forms

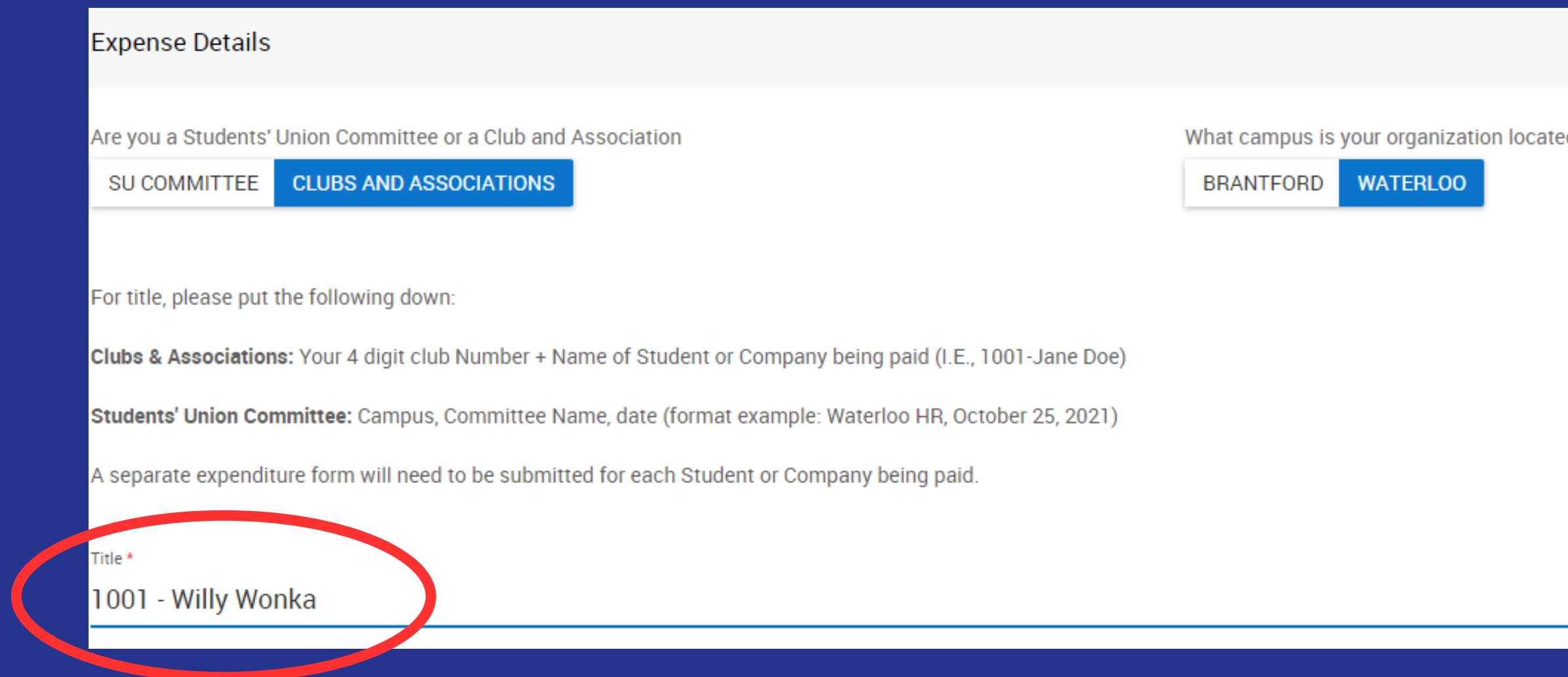
- **Steps to Use The Expenditure Form**

- **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



Expense Details

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

SU COMMITTEE CLUBS AND ASSOCIATIONS

What campus is your organization located at

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

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.
- If Food Services provides you permission to use external food, you must email this confirmation to your AVP (Kay)
- 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 **individually pre-packaged snacks** (e.g. single serving chip bags, 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

Donations:

- If wanting to fundraise, must use the [SU-Desk ticketing site form](#).
- 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/Dispensaries 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
- Please ask if you are unsure!

Deposits & SU-Desk

- Clubs must use the SU-Desk/SU-Ticketing Form for all ticket sales, executive merchandise or fundraising purposes (unless otherwise approved by your Faculty Association)
- Form should be submitted three weeks prior to the date you want your tickets to be available for sale
- [Form Link](#)

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
- Up to \$15/Club Member up to a total \$150 Maximum can be used from your Clubs budgeted account to pay for clothing per year.
 - Remainder is paid by club members and deposited in the generated account
 - You may use any generated funds to cover the difference as well

Club Merchandise Timelines

- Because it can take up to a month to work through various aspects of the process, we expect all club merch orders to have started/be ordered by March 1, and would encourage your clubs to start working on those in January/February if you haven't already.
- - Our team is extremely busy processing pending expenditures towards the end of March and in April, and we likely won't have the full capacity to be able to help support your merch orders in a timely manner

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

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. Your club does not have any signing authority.

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

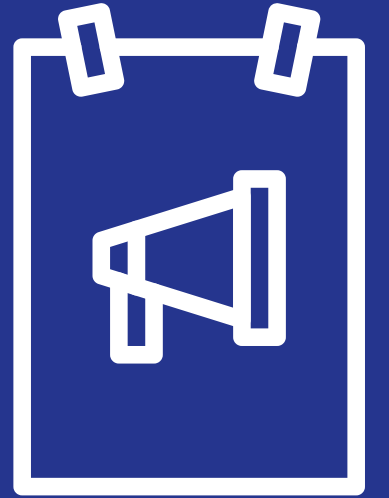
Scenario 3: Event Specific Sponsorship (Vendor Sales in Controlled Space)

- 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

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

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 Hiring/Transitions

It is expected that clubs start preparing for their 2024-2025 team during the Winter term, and have executive hiring finalized for the end of April latest. The majority of your hiring should happen in February/March.

Ensure to use formal hiring processes, maintain confidentiality, and follow the 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.

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.

Club Storage Room

What?

All club assets (event supplies, zap banners/posters, etc.) should be stored in this room. We also provide lockable storage space in this room for higher value materials, please DO NOT RENT A LOCKER ON CAMPUS.

Waterloo: Where?

The clubs storage room is located in the Arts Building basement. It can be accessed by borrowing a key from the SU-Desk (a staff member can walk you there your first time).

We're currently updating our storage room and should be releasing new storage information and opportunities in the next 1-2 weeks.

Brantford: Where?

The clubs storage room is located in the basement of the Students Centre.

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 - Jan 24. 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 Ticketing Form.

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 responsibility 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 **January 26th by 11:59pm**
 - You cannot submit allocation form without finance access, so those filling out budget allocations should aim to complete this by Sunday, January 21st at 11:59pm latest)
- Allocations for SU Based Clubs due: **January 24th by 11:59pm**
- Winter Club Fair Expenses due on expenditure form: **January 24th 11:59pm**
- Clubs & Associations Feedback is open until Friday, **January 26th at 11:59pm**

Key Resources:

- Clubs & Associations Resources Page
- Clubs FAQ Page

THANK YOU!!

Contact us:

- ✉ Neelesh, Vice President Clubs & Associations: SUVPCA@WLU.CA
- ✉ Riya, AVP Clubs & Assoc. Brantford: SUAVPCAB@WLU.CA
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Follow us on:

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Demonstrations!

- Create Allocation Form Demonstration (budget request)
- 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!

