



CLUBS HANDBOOK

Multi-campus Campus

Last Updated: January 2020
Vice President: Clubs & Associations



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About Wilfrid Laurier University Students' Union

As most of you are already familiar, the Wilfrid Laurier University Students' Union is the principle voice of the undergraduate students. Wilfrid Laurier University Students' Union representatives work to strengthen and improve services offered to students on campus and within the community as well as to voice student issues and concerns to the university administration.

Mission, Vision and Guiding Principles

Our Mission

Providing the best student experience to our members.

Our Vision

Members are empowered to achieve.

Our Guiding Principles

The Students' Union shall be **Student Driven** in everything we do. Our activities, efforts and outputs are driven by the vision and guidance of our students in order to enhance the undergraduate experience.

The Students' Union shall **Provide Opportunities** for growth and personal development to all members. Our members will benefit from access to our wide variety of elected, volunteer, and paid opportunities.

The Students' Union shall be **Accountable** to our student members. We believe that all students have the right to know what their student fees are being used for. Furthermore, we will be responsible for our actions and will look to explain, clarify or justify all organizational decisions that we make.

The Students' Union shall be a **Community Conscious** organization. We will strive to promote and foster a culture of inclusivity and safety within the greater Laurier community. We will remain cognizant of our unique Laurier culture and make decisions accordingly.

The Students' Union shall be **Adaptable** to change. The organization will react to all emerging trends within the post-secondary environment in order to continue to meet our members' needs.

The Students' Union shall strive to be **Progressive**, exploring leading practices that fit with our members' future needs. The organization will constantly work to assess and improve the quality of services and programs provided to students.



Clubs

The Clubs & Associations department is one of the most influential departments within the Wilfrid Laurier University Students' Union with regard to impact on student experience. Clubs are great opportunities for self-motivated students to define, create, and share unique experiences and ideas in a community of respect and acceptance of all diverse opinions and values.

The department on the Waterloo campus hosts about 185 clubs, serving approximately 17,000 students and Brantford hosts about 40 clubs, serving approximately 2700 students. Faculty associations provide great opportunity for students to assist in planning and partaking in events that are tailored to their program and future aspirations. This year is a growing year for all clubs and associations, and they will be offering even more resources, tools and access to the students than ever before!

Faculty Associations

Faculty Associations represent the Faculties we have on campus. The Students' Union, as the sole representative and negotiating body for the undergraduate students at the university, maintain standing Faculty Association Agreements with all Faculty Associations.

In Waterloo, we have the Arts' Undergraduate Society (AUS), the Faculty of Education Students' Society (EdSoc), the Faculty of Music Students' Association (FOMSA), the Faculty of Science Students' Association (FOSSA), and the Lazaridis Students' Society (LazSoc). In Brantford, we have the Faculty of Social Work (BSW), Business Technology Management (BTM), the Faculty of Liberal Arts (FLASS), and the Faculty of Human and Social Sciences (HASSA). These associations, run by student and faculty volunteers, facilitate the cooperation and collaboration with faculty-based clubs that fall under them.

Faculty Association Agreement

All Faculty Associations and the Vice President: Clubs & Associations sign faculty Association Agreements. These agreements last five years. If you do not have a copy, please ask the Vice President: Clubs & Associations for one.

These agreements outline the relationship between the Students' Union and each Faculty Association. It is an acknowledgment of the Students' Union as the sole representation of all undergraduate students as recognized by the University while Faculty Associations are the representation of the students within that faculty.

Organizational Structure

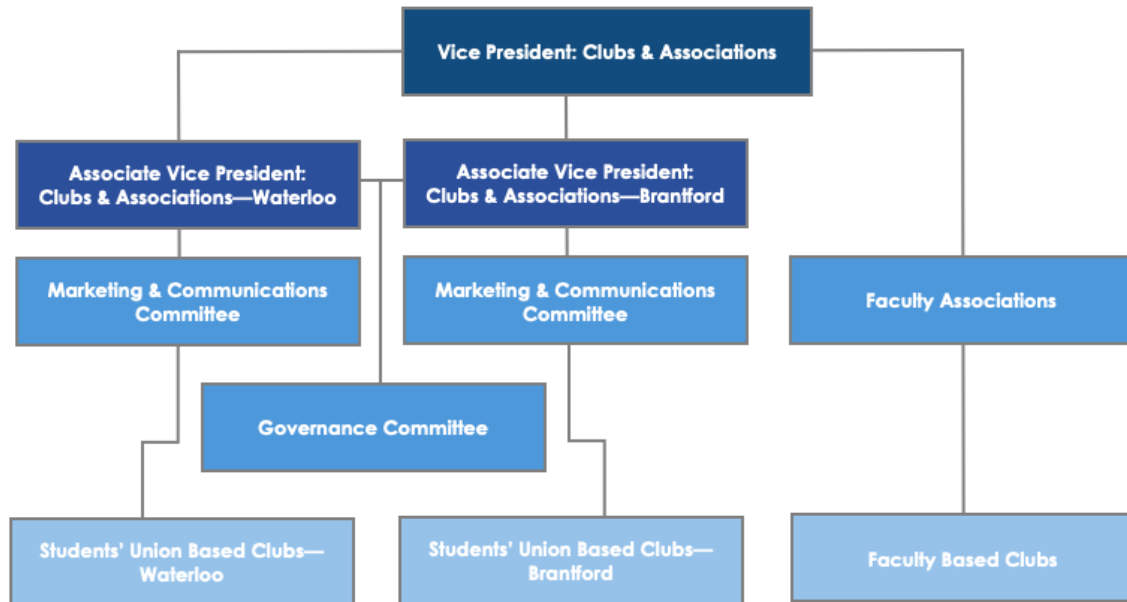





Figure 1 Clubs & Associations Structure

Contact Information

Clubs & Associations Department Staff – Waterloo

	<p>Kara McDowell <i>VP: Clubs & Associations</i> suypca@wlu.ca 519.884.0710 x 4466</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Day-to-day operations <input type="checkbox"/> Strategic development within the Clubs & Associations department <input type="checkbox"/> Support to faculty associations
	<p>Malaika Ahmed <i>AVP: Clubs & Associations Waterloo</i> suavpcaw@wlu.ca 519.884.0710 x 2137</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Day-to-day operations <input type="checkbox"/> Oversees department coordinators in Waterloo <input type="checkbox"/> Oversees all SU-based clubs in Waterloo
	<p>Jason Verhoeve <i>Director, Student Experience</i> jverhoeve@wlu.ca 519.884.0710 x 2605</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Full-time staff support <input type="checkbox"/> Provides advice on various policies and procedures <input type="checkbox"/> Risk-management extraordinaire
	<p>Kara Mosburger <i>Clubs & Associations Clerk</i> kmosburger@wlu.ca 519.884.0710 x 2594</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Room bookings (exceptions) for clubs and associations <input type="checkbox"/> Processes all finances for clubs and associations

Clubs & Associations Department Staff - Brantford

	<p>Kara McDowell <i>VP: Clubs & Associations</i> suypca@wlu.ca 519.884.0710 x 4466</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Day-to-day operations <input type="checkbox"/> Strategic development within the Clubs & Associations department <input type="checkbox"/> Support to faculty associations
	<p>Victoria Boutilier <i>AVP: Clubs & Associations Brantford</i> suavpcab@wlu.ca 519.884.0710 x 5819</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Day-to-day operations <input type="checkbox"/> Oversees department coordinators in Brantford <input type="checkbox"/> Oversees all SU-based clubs in Brantford
	<p>Anthony Massi <i>Director, Brantford Operations</i> amassi@wlu.ca 519.884.0710 x 5971</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Full-time staff support <input type="checkbox"/> Provides advice on various policies and procedures <input type="checkbox"/> Risk-management extraordinaire

Marketing & Communications – Waterloo

<p>Matthew Puglisi Marketing & Communications Coordinator sucacc@mylaurier.ca</p>	<p>Michelle Gibson Marketing & Communications Team Lead sucamctf@mylaurier.ca</p>	<p>Kayla Han Marketing & Communications Executive (Culture & Religion) sucamce1@mylaurier.ca</p>
<p>Robert Wilson Marketing & Communications Executive (Personal Interest) sucamce2@mylaurier.ca</p>	<p>Andrea Fung Marketing & Communications Executive sucamce3@mylaurier.ca</p>	<p>Michelle Kong Marketing & Communications Executive sucamce4@mylaurier.ca</p>











Marketing & Communications – Brantford

<p>Paige Stuber Communications Coordinator sucamccb@mylaurier.ca</p>	<p>David Legosz Communications Executive sucaceb@mylaurier.ca</p>
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Governance – Multi-campus

<p>Julia Pereira Governance Coordinator sucagc@wlu.ca</p>	<p>Victoria Pampena Governance Executive sucage1@mylaurier.ca</p>	<p>Liam Chapin Governance Executive sucage2@mylaurier.ca</p>
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Students' Union Full Time Staff

	<p>Phil Champagne Executive Director & COO pchampagne@wlu.ca 519.884.0710 x 3379</p>		<p>Jeyas Balaskanthan Director, Hospitality Services jbalskanthan@wlu.ca 519.884.0710 x 3582</p>
	<p>Charlene Lacelle Facilities & Cash Services Manager clacelle@wlu.ca 519.884.0710 x 3441</p>		<p>Kelly Lee Director, Member Benefits klee@wlu.ca 519.884.0710 x 4418</p>
	<p>Chris Turner Director, Finance & Administration cturner@wlu.ca 519.884.0710 x 3382</p>		<p>Kathy Zhu Staff Accountant kzhu@wlu.ca 519.884.0710 x 3585</p>
	<p>Ian Muller Director, Policy, Research, & Advocacy imuller@wlu.ca 519.884.0710 x 4467</p>		<p>Kelsey Richard Programming & Promotions Manager krichard@wlu.ca 519.884.0710 x 4982</p>
	<p>Laura Bailey</p>		<p>Amanda McKinney</p>

P – Multi-campus

	<p><i>Wilfs' Kitchen & Catering Manager</i> lbailey@wlu.ca 519.884.0710 x 4636</p>		<p><i>Wilfs' Kitchen & Catering Assistant Manager</i> amckinney@wlu.ca 519.884.0710 x 4957</p>
	<p>Andy Neilson <i>Wilfs' Restaurant & Turret Operations Manager</i> aneilson@wlu.ca 519.884.0710 x 3358</p>		<p>Sam Anhorn <i>Guest Services Manager</i> sanhorn@wlu.ca 519.884.0710 x 3536</p>
	<p>Megan Lacoursiere <i>Director, Marketing Communications</i> mlacoursiere@wlu.ca 519.884.0710 x 4465</p>		<p>Emily Strachan <i>Production Manager</i> estrachan@wlu.ca 519.884.0710 x 4121</p>
	<p>Sarah Erle <i>Human Resources Manager</i> serle@wlu.ca 519.884.0710 x ?????</p>		<p>Shawna Wey <i>Human Resources Generalist</i> swey@wlu.ca 519.884.0710 x ?????</p>

Role, Duties and Responsibilities

Position: Club/Association President **Term in Office:** May 1st through April 30th

- Maintain an up-to-date list of all contact information of the members in your club or association including those holding executive positions, and send a copy to the Associate Vice President: Clubs & Associations (AVP: CA) if there are any changes.
- Maintain consistent updates and timely communication with the AVP: CA, including responding to emails within **two business days** of being sent.
- Submit financial status updates to AVP: CA at the end of each term.
- Ensure the club or association maintains proper financial records of activities, including all receipts and invoices.
- Responsible for the Association's budget operations and **abide by this budget throughout the entire year**, maintaining financially responsible and viable operations.
- Maintain a constitution and operate your club or association accordingly.
- Club and association presidents are unable to enter into legally binding agreements on behalf of the Wilfrid Laurier Students' Union. Contracts/agreements/memos of understanding, etc. must be brought in writing to the VP: Clubs & Associations (VP: CA). **Agreements signed by a president on behalf of the Wilfrid Laurier University Students' Union will not be honoured by the Wilfrid Laurier University Students' Union and the president will be personally and financially liable for any implications.**
- Responsible for attending all meetings as set by the (A)VP: CA. Presidents will be given a minimum 4 days' notice of a meeting; if the president does not attend mandatory meetings unless otherwise specified, there will not be LER approval for the president position.
- Presidents may not hold an executive position or higher on more than two (2) clubs. Along with this, any student who holds an executive position or higher on a Students' Union committee may not hold an executive position or higher on a faculty association.
- Ensure that all Event Requests forms are submitted on yourstudentsunion.ca/clubs-and-associations a minimum of **3 weeks in advance** of the event.
- Operate your club or association in an ethically responsible way ensuring no discrimination and guaranteeing the acceptance and celebration of the uniqueness of every individual.
- Keep the Clubs & Associations Resource Centre (Brantford) or Clubs Space (Waterloo) clean and respect others' equipment.

Operations

Create Event

- Submit an Event Request Form on yourstudentsunion.ca/clubs-and-associations/ based on your associated campus (Waterloo/Brantford).
- Fill out all club event details including:
 - Club name
 - Club account (4-digit account number provided by the Students' Union)
 - Event organizer name
 - Event organizer email
 - Event name
 - Event organizer contact number
 - Event description
 - Event venue / Room location
 - Event date
 - Event start and end time
 - Whether the event is on/off campus
 - How many people are anticipated to attend

Note: ALL clubs/associations are required to complete this form a minimum of **three (3) weeks** in advance of the event. If the Clubs & Associations department has any questions/concerns surrounding the event, the event organizer will receive an email from Jason Verhoeve, the Director of Student Experience (Waterloo campus) or Anthony Massi, the Director of Brantford Operations (Brantford campus).

How-To's & Resources

- By visiting yourstudentsunion.ca/clubs-and-associations/, you can access the following resources:
 - WATERLOO FINANCIAL RESOURCES
 - Faculty-Based Expense Form
 - Faculty-Based Visa Authorization Form
 - SU-Based Expense Form
 - SU-Based Visa Authorization Form
 - BRANTFORD FINANCIAL RESOURCES
 - Faculty-Based Expense Form
 - Faculty-Based Visa Authorization Form
 - SU-Based Expense Form
 - SU-Based Visa Authorization Form
 - MULTI-CAMPUS HOW-TO RESOURCES
 - How-To: Expense Form
 - How-To: Visa Authorization Form
 - How-To: Deposit Form
 - How-To: Float Request Form

- MULTI-CAMPUS ADMINISTRATION RESOURCES
 - Budget Proposal Template
 - Constitution Template
 - Credit Card Authorization Template
 - Deposit Template
 - Invoice Template
 - Sponsorship Template
 - U-Desk Ticket Sales Request Template
- MULTI-CAMPUS POLICY/PROCEDURES RESOURCES
 - Clubs & Associations Policy
 - Clubs & Associations Procedures Manual
 - Presidents' Manual
 - Budget Allocation Policy
 - Poster Policy
 - Social Media Policy
- MULTI-CAMPUS RISK MANAGEMENT RESOURCES
 - Release, Waiver & Indemnity
 - Event List Waiver
 - International Travel: Participant Information Form
 - Personal Vehicle: Driver Waiver
 - Personal Vehicle: Passenger Waiver

Finance

Budgets will be monitored throughout the year to ensure each club is using their budget money that has been allotted to them. If the Clubs & Associations department notices little to no funds have been spent in the fall term, the amount allocated to that club might be reconsidered for the following term if an appropriate plan of spending cannot be given to the VP: CA.

For **Faculty associations and Faculty-based clubs**, The Students' Union oversees all finances through three bank accounts within our finance department:

→ **Essential Services Budget account (4000)**

- Money allocated from non-tuition students fees
- This account must follow Non-Tuition Fee Protocol (see departmental policy for details)
- Deposits cannot be made into this account
- This account must be spent on the services that have been labelled as being essential by the government
 - I.e. academic support, career support, etc.

→ **Social Programming Budget account (5000)**

- Money allocated from non-tuition students fees

- This account must follow Non-Tuition Fee Protocol (see departmental policy for details)
- Deposits cannot be made into this account
- **Generated/deposit account (6000)**
 - Money generated by the club or association
 - I.e. ticket sales, sponsorship, clothing sales, etc.
 - This account rolls over at the end of each fiscal year

For **SU-based clubs**, The Students' Union oversees all finances through two bank accounts within our finance department:

- **Budget account (5000)**
 - Money allocated from non-tuition students fees
 - This account must follow Non-Tuition Fee Protocol (see departmental policy for details)
 - Deposits cannot be made into this account
- **Generated/deposit account (6000)**
 - Money generated by the club or association
 - I.e. ticket sales, sponsorship, clothing sales, etc.
 - This account rolls over at the end of each fiscal year

All funds must be submitted to the Students' Union as soon as possible after the funds are collected. This is for risk management and safety purposes. Keeping funds and not depositing them immediately is grounds for disciplinary procedures.

Refer to the Clubs & Associations departmental policy for regulations around the use of non-tuition fees.

Expense Requests

The Students' Union can offer funding by reimbursing students belonging to clubs and associations for expenses incurred. **Expense Request** forms (see back of manual for example) can be used in three different ways in order to disburse club or association funding:

1. Reimbursement

- A student pays for an expense out of pocket and then submits an Expense Request form to be reimbursed.
- This is reimbursed in the form of an e-transfer or a cheque.

2. Paying an invoice

- In order to avoid paying for major expenses out of pocket, a club or association will submit an invoice through the Expense Request form and a cheque will be sent directly to the vendor.

3. Internal transfer

- Internal transfers are processed when a club or association uses a service on campus (i.e. Wilfs' catering, Food Services, etc.).
- The club or association will submit an invoice through the Expense Request form and the Students' Union will internally transfer the money to the respective university department.
- When doing so, please ensure that the department account number is included on the form. It should be a 9-digit number (the transaction cannot be processed without it).

The VP: Finance of each club is responsible for tracking all expenses and reviewing all Expense Request forms for accuracy. Here is a list of questions that the VP: Finance should look for when verifying Expense Request forms:

- Is the Expense Request form hand-written or typed?
 - Hand-written expense forms will not be accepted
- Does the payee information align with the requested form of reimbursement?
 - I.e. if requesting an e-transfer, is an email provided? If requesting a cheque to be mailed, is an address provided?
- Is the correct affiliation selected?
 - I.e. SU, AUS, FOSSA, FOMSA, LazSoc (Waterloo campus)
 - I.e. SU, FLASS, HASSA, BSW, BTM (Brantford campus)
- Does the club name and club account number align?
- Does the club have enough money in the account from which they are requesting the money to be taken to cover the expense?
- Do all expenses listed align with the receipts attached to the back of the expense form?
 - Verify totals between those listed on the expense form and the receipt
 - Check the items purchased on the itemized receipt to ensure that they are legitimate
 - If alcohol can be purchased from the venue, ensure that an itemized receipt is provided as we cannot reimburse the purchase of alcohol
- Are all receipts stapled to the upper left-hand side of the expense form?
- Is the form signed by the club president?
 - Note: If the president is the payee, they cannot sign off on their own expense form. The VP: Finance must sign off.



After the VP: Finance has reviewed the Expense Request form, the president of the club will then give primary approval as a signing authority. After these Expense Request forms have been approved and signed by the president, the VP: Finance will submit them into the Clubs & Associations mailbox located in the Students' Union office. These are due every **Friday by noon**. On average, there is a two week turn around on all reimbursements. If there are any issues with the form, they will be placed in the green folder in the Clubs & Associations mailbox, and the requestor will be emailed to pick it up and resubmit.

Reimbursements in the form of a cheque will be available for pick-up at the U-Desk.

Expense Request forms can be found online at yourstudentsunion.ca under the "Clubs" tab.

Visa Authorization

The Visa Authorization form is an alternative option when spending club or association funding without members paying for larger expenses out of pocket to a business. The club or association will submit an invoice along with the completed Visa Authorization form. These can also be used for online purchases. The expense will be paid off with a corporate credit card and then reconciled with the club or association's account.

The Visa Authorization form can be found online at yourstudentsunion.ca under the "Clubs" tab.

Budget Trackers

Budget trackers are to be used by clubs and associations to keep track of their budgeted and generated accounts. These are to be used specifically by the VP: Finance of each club or association. All expenses are to be recorded under the respective account from which the expense is to be processed. This is an effort to ensure that all clubs and associations are being accountable for the money that they are spending.

Float Requests and Deposit Sheets

The Float Request form is used to borrow a small amount of cash for a cash box at an event to make change. You must request a float at least three (3) business days in advance of your event. If this is not done, the request will be denied.

The Deposit Sheet is used when returning cash (float or revenue from fundraisers, other events, etc.) Any cash should not be held on-hand longer than **one business day** and must be returned for deposit in the safe. Floats should be returned with a completed deposit sheet reflecting any additional money with the original float reflected on line (C).

For the Waterloo campus, both forms can be found outside Charlene LaCelle's office, *Facilities and Cash Services Manager*, or online at yourstudentsunion.ca.



For the Brantford campus, both forms can be found outside Angela King's office, *Administrative Assistant*, or online at yourstudentsunion.ca.

All money must be returned to the Students' Union office with all additional funds no later than 4 pm.

- On the Waterloo campus, there is a 24-hour drop shoot outside of the back door of the Students' Union offices that can be used with the rental of the key earlier in the day. See (A)VP: CA – Waterloo to sign the key out.
- On the Brantford campus, see (A)VP: CA – Brantford if this is not achievable.

Donations

Clubs and associations may make donations to registered charitable and non-profit organizations with the approval of the (A)VP: CA. Only club/association generated revenue may be used for donations. Clubs and associations must include intended donations in their budget for the academic year. Clubs and associations are prohibited from soliciting mandatory donations as part of any activity or promotion. All donations must be submitted to the Club & Associations Department for deposit within one (1) business day of collection. See Clubs & Associations departmental policy, section 10 for more information.

Donation Form Letter can be found online at yourstudentsunion.ca under the "Resources" tab.

Special Event Funding

Purpose: To ensure the needs of clubs and associations are represented throughout the Students' Union by offering additional resources for clubs and associations to provide an event or activity to enhance the experience of Laurier students.

Procedural Overview (For Applicant Use)

Guidelines: The Clubs & Associations Special Event Funding is available to all approved clubs and associations at Laurier. It is created to allow any club and association to program events for the Laurier community without limitations. The program will function as either a grant resource or a repayable loan. Clubs and associations applying for Special Event Funding must present a clear and concise plan for the event including revenues designated for repayment. Repayment can range from event sponsorship, fundraising and ticket sales to a cover charge. Individuals applying for the Special Event Funding are expected to abide by all Special Event Funding policies and procedures. Any revenue strategies must be communicated to the Clubs & Associations department.

- This process is subject to change without notice
- Not all requests will be granted



- Grants will not be given to charitable events
- Priority will be given to events that are **open** and **accessible** to all Laurier Students
- Funds are not accessible to other groups, registered clubs only

Application Process: The application process consists of two components:

An online application form (submitted to the VP: CA and Governance Coordinator) and a brief presentation including a general discussion of the event with the Governance Committee.

Presentation: The purpose of the presentation is to offer a better understanding of the proposed event where the applicant clearly outlines the financial costs associated and has an opportunity to ask and answer any additional questions related to the event.

Sponsorship

All clubs and associations seeking sponsorships must first complete the Clubs & Associations Department Sponsorship Agreement form. All clubs and associations are able to pursue and receive sponsorship from third-party organizations for a specified event or initiative, in the form of a financial contribution or material goods. All sponsorship agreements must adhere to Students' Union policies. All clubs and associations must inform the (A)VP: CA of any desired sponsorship opportunity and complete a sponsorship and donation form prior to finalizing any agreement. All clubs or associations receiving sponsorship must be able to offer a contribution, service, or benefit in return. Clubs and associations are prohibited from soliciting monetary donations without the prior approval of the (A)VP: CA. See Clubs & Associations departmental policy, section 9 for more information.

Note: Club and association members are not authorized to sign contracts.

Sponsorship forms can be found online at yourstudentsunion.ca under the "Clubs" tab.

Risk Management

The Students' Union is responsible for anything that may happen to a Laurier student attending an event hosted by the Students' Union or one of our groups (committees, clubs, faculty associations). With any organized activity, it is critical to assess potential risk. Risk is assessed based on the likelihood and severity of the activity. In order to mitigate these risks, On/Off-Campus Event forms must be submitted prior to the start of any promotions (see below for details).

Risk Rating = Likelihood x Severity

S e v e r i t y	Catastrophic	5	5	10	15	20	25
	Significant	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
			1	2	3	4	5
			Improbable	Remote	Occasional	Probable	Frequent
			Likelihood				

Catastrophic	■	STOP
Unacceptable	■	URGENT ACTION
Undesirable	■	ACTION
Acceptable	■	MONITOR
Desirable	■	NO ACTION

On-Campus Events

The On-Campus Event form must be submitted online at yourstudentsunion.ca a minimum of **three (3) weeks** in advance of the event for booking purposes and risk management procedures.

On the **Waterloo campus**, this form allows the Students' Union to book the following resources for the club/association's event:

- Physical resources (tables, chairs, etc.)
- ICT (microphones, projectors, etc.)
- Room/space booking of larger on-campus venues
 - Senate & Board Chambers
 - Paul Martin Centre
 - The Quad
 - The Turret
 - The Hawk's Nest
 - Science Atrium
 - Theater Auditorium



- KPMG Atrium
- Lazaridis Auditorium (LH 1001)
- Lazaridis Hall Atrium
- Maureen Forrester Recital Hall

Paul Martin Centre or Senate and Board Chambers are for one-time special events only and cannot be used for regular bookings throughout the year.

On the **Brantford campus**, this form allows the Students' Union to book the following resources for the club/association's event:

- Physical resources (tables, chairs, etc.)
- ICT (microphones, projectors, etc.)
- Room/space booking of larger on-campus venues
 - Research and Academic Building

After the event has been submitted and approved, the club or association may begin the advertising process.

Booking a Space on Campus

Brantford Campus

Any room within the Students' Union building needs to be booked through Angela King, aking@wlu.ca.

All other buildings and rooms on campus can be booked by filling out a room bookings form at students.wlu.ca → Services & Spaces → Classrooms and Spaces → Study Spaces → Bookable → "Brantford Campus Booking Form"

The Office of the President reserves the right to bump your booking if required. There is no charge to book either room; however, fees may be incurred for other expenses related to the booking, such as Media & Technology, Food Services and Physical Resources set-up or tear-down.

Waterloo Campus

The Concourse can be booked through the OneCard Office at onecard@wlu.ca.

Any rooms in the Athletic Complex can be booked through the front desk at the AC.

All other buildings and rooms on campus can be booked by filling out a room booking form at students.wlu.ca → Services & Spaces → Classrooms and Spaces → Study Spaces → Bookable → "Waterloo Campus Booking Form"

Due to staffing and other expenses, charges will apply for the Turret, Wilf's and the Theatre Auditorium.



The Office of the President reserves the right to bump your booking if required. There is no charge to book either room; however, fees may be incurred for other expenses related to the booking, such as Media & Technology, Food Services and Physical Resources set-up or tear-down.

Alternate Room Booking on the Brantford Campus

Booking the Clubs Resource Centre

The Campus Clubs Resource Centre on the Brantford campus is located on the basement of the Students' Union Building, which you can access with your one card. This space is traditionally reserved exclusively for Campus Clubs and Associations. Clubs will have to contact the Brantford *Communications Coordinator*, Paige Stuber, to book out the room at sucabcc@wlu.ca.

Off-Campus Events

The Off-Campus Event form must be submitted online at yourstudentsunion.ca a minimum of **three (3) weeks** in advance of the event. Proof of Liability Insurance Coverage must be provided. Presidents must also ensure that the regulation regarding off campus events portion of the form is signed as well. Along with the form, presidents should apply any necessary proof of licensing, insure or accreditation.

Presidents must indicate on the Student Events Risk Management form whether alcohol will be present at their event or not as part of the Risk Management Procedure. This form can be found online at yourstudentsunion.ca.

After the event has been submitted and approved, the club or association may begin the advertising process.

The event leader will carry a copy of the approved documentation for the duration of the event. The (A)VP: CA will keep one copy on file of the completed form.

What happens if an event goes to shambles and is not registered with WLUSU?

If a club or association operates an event after failing to follow policy, it is officially an unapproved and un-related event to WLU Students' Union or to the University. Thus, no liability or insurance would extend to any damages or any loss suffered as a result of the actions of any participants attending the event.

TRANSPORTATION/TRAVEL

If a club or association participates in any campus events, they must complete an **On/Off Campus Event Form** that is located on our website.

A student driving other students in a personal vehicle is strongly discouraged. When possible, charters should be arranged or using public transportation. Alternatively, not providing or arranging transportation puts the responsibility on individual participants, and it does remove some element of risk.



International Travel

If a club or association participates in any international travel, they must complete the **Off Campus Event Form 90 days prior to travel.**

Waivers and participant information forms will be required. The primary trip organizer will be responsible for providing all necessary information, including a participant list, and distributing and collecting all required forms.

Certificates of Insurance

If requested, we can provide proof of insurance through a certificate of insurance. Requests for certificates should be submitted with ample notice. We try to avoid naming 3rd parties as additional insured, but may do it in limited cases (ex. The City of Waterloo or Brantford)

If we are hosting an event off campus, we can request certificates of insurance from the venue to ensure they have appropriate coverage.

Raffles/Gaming/Auctions

Only licensed charitable gaming is permitted on campus. As only registered charities and religious organizations can apply for and obtain a license for charitable gaming, any licenses for gaming on campus would need to be obtained by the charitable organization for which the money is being raised. This includes raffles, bingo and social gaming.

Silent auctions must list the value of the item on the bidding sheet. Live actions must cap the bidding at the market value of the item. In the case of event tickets, market value is what the ticket would cost at regular price, not re-sale or scalping prices.

Contracts

Any club planning an event requiring a contract must have the contract reviewed and signed by a full-time staff.

Mailing – Waterloo Campus

All incoming mail must be addressed to the Waterloo campus' main street address and include departmental information (i.e. Clubs & Associations). It will then be sorted and delivered to the Students' Union office by Distribution Services. Without departmental information, Distribution Services will not know where to send it.

All mail should be addressed as follows:

Wilfrid Laurier University Students' Union
Clubs & Associations, [Club/Association Name]
Fred Nichols Campus Centre
75 University Avenue West



Waterloo, Ontario
N2L 3C5

Poster Policy

The poster policy is put in place for everyone who intends to advertise for their upcoming events. ALL posters are to be stamped by **both** the Dean of Students Office and the (A)VP: CA (see the poster policy attached to this booklet for additional guidelines and rules regarding posters). Print **ONE** poster (to avoid wasted printing costs in the event it does not receive approval) and bring it into the Students' Union office for approval to be stamped.

In order to receive approval, the following must be occur:

- On-campus or off-campus event forms must be approved prior to any promotion
- Club name must be displayed clearly
- Event or purpose of poster must be displayed clearly
- Date/time/location/details must be displayed clearly
- If the poster has words in another language there must be a translation to English
- If there is a company logo or third party, the club must have some kind of agreement and the club members should benefit from the agreement (i.e. third parties cannot use clubs to put up posters around campus)

WLU CAMPUS POSTER POLICY

A 'poster' refers to any poster, notice or advertisement which announces activities or events, conveys information about clubs or other organizations, or serves a similar purpose.

Posters will only be stamped for departments, faculties, recognized campus clubs and organizations within the WLU community. No external organizations will have their posters, stamped unless directly endorsed by a department, faculty or recognized campus club or organization.

It is expected that when displaying posters you will exercise common sense and good taste. All posters should be in keeping with the strategies for the elimination of stereotyping in written communication as set out in Chapter 14 of "The Canadian Style".

The following regulations will be enforced by the Dean of Students' Office.

AUTHORIZATION FOR POSTING

Residences	Manager of Housing Services and Residence Life
Athletic Complex	Athletic Complex Office
All Other WLU Buildings	Dean of Students' Office

Employment Opportunities Notices:
May be posted through Career Services or via WLU Human Resources.

Listing for Off-Campus Housing and Roomates:
May be posted through the Residential Services Office.

THE RULES

- posters may appear only on bulletin boards or designated cement block walls established by the Dean of Students' Office
- for the protection of the surfaces, posters attached to painted drywall, pillars in the concourse and glass, including windows will be taken down.
- posters are not allowed in the stairwells and escalator areas (fire marshal regulations)
- posters are not permitted in the library building
- posters are logged by the Dean of Students' Office to track the approved posters
- groups granted the authorization for posters are responsible for the removal within twenty-four hours following the event

RESTRICTIONS

- a maximum of 25 posters
- maximum size of poster will be 2' x 3'
- organizations wishing to put up posters must be affiliated with or sponsored by a campus group recognized by WLU and/or the university
- the particular campus group with which the organization is affiliated **must be clearly indicated on the poster**
- the availability of alcohol beverage can be mentioned on the poster but not in a fashion as to entice people to the function
- the words "liquor, wine, beer, pub, etc." may **not** be mentioned on a poster
- the words "licensed under AGCO" are to be used to advertise that liquor is available. (these rules are set by the Ontario Liquor License Act)
- event posters may be up two weeks (14 days) prior to an event (extensions must be approved by the Dean of Students' Office)
- no posters can be purposely scattered on or taped to the floor

- failure to comply with the rules, may result in loss of privileges,
- any damages caused are charged to those that registered the poster

- all bulletin boards which are designed for a specific use or user are reserved exclusively for that purpose
- posters not relating to the designated use of a bulletin board or user will be removed
- only thumb tacks and staples may be used to attach posters to bulletin boards
- masking tape must be used for attaching posters to painted brick walls
- groups advertising an off-campus event will not get their posters stamped without presenting a signed copy of the Students' Union "Off-Campus Event Registration" form

EXCEPTIONS
For student union election campaigns, specific rules apply solely for the candidates. For more details see the "Election Poster Policy" in the student union.

FAILURE TO COMPLY WITH THE ABOVE LIST OF RULES WILL RESULT IN REMOVAL OF ALL YOUR POSTERS AND MAY RESULT IN LOSS OF YOUR POSTER PRIVILEGES

Figure 2 Poster Policy

Resources

Catering

Any on-campus event run by a club must use either Wilf's or Food Services catering. For catering within the Fred Nichols Campus Centre (Waterloo campus), Wilf's Catering must be used. For catering in any other campus building, Food Services must be used. Outside food cannot be brought in without permission from Food Services.

*** Food Services has also provided clubs with discounts to help with their catering needs, which can be found here: [Special Offers: Food Services](#)

Wilf's Catering – Waterloo

Amanda McKinney - Wilf's Kitchen & Catering Assistant Manager

✉ amckinney@wlu.ca

☎ 519.884.0710 x 4957

Food Services – Waterloo

Visit [WLU Cater Trax](#) to place a catering order.

Megan Malcolmson

✉ mmalcolmson@wlu.ca

Wilf's Catering & Food Services – Brantford

Michelle Finch - Hospitality and Golden Grounds Manager

✉ mfinch@wlu.ca

BBQs

Clubs wanting to hold a BBQ on campus must follow the Laurier Food Services BBQ Policy. To obtain the most up-to-date copy of the policy, contact Food Services.

In addition to the policy, clubs must ensure a space is booked for the BBQ. This is important to ensure the BBQ does not conflict with any other events occurring at the same time.

Sale of Food

With the exception of BBQs adhering to the WLU Food Services BBQ policy, clubs cannot sell any food required to be kept hot or cold. For example, the sale of pizza slices is not permitted. Baked goods that can be kept at room temperature is an example of an acceptable item for sale. It is encouraged to have a list of ingredients or common allergens for goods on sale.

Ticketing

The U-Desk is a Students' Union 'concierge' style service kiosk located in the Fred Nichols Campus Centre (Waterloo) and in the Students' Union office (Brantford). As a service of Students' Union, we not only sell tickets to clubs' events for a small administrative fee, but we also provide the ticket stock for them, as well as the ability for students to purchase



tickets online on our e-commerce site (tickets.yourstudentsunion.ca). Our system is designed to print tickets as they are sold, to prevent large stocks of tickets being wasted.

Clubs must complete the form at udesk.yourstudentsunion.ca at least 48 hours prior to when they would like their tickets to go on sale.

Tickets will only be sold through the U-Desk Ticket System mentioned above. No tickets will be sold that do not go through this system. The U-Desk will not accept physical 'ticket stock' and sell those tickets for your club.

Display of Information – Waterloo

The U-Desk will display information on a large screen TV located directly beside the U Desk for all events that tickets are being sold to. Images must be provided to udesk@wlu.ca in .jpeg format (1080x1920 pixels, Portrait orientation). The Students' Union will also sponsor any posters to be approved by the Dean of Students Office to be displayed on campus in accordance with Wilfrid Laurier University poster policy.

Tickets will only be sold through the U-Desk Ticket System mentioned above. No tickets will be sold that do not go through this system. The U-Desk will not accept physical 'ticket stock' and sell those tickets for your club.

Clothing and Promotional Item Orders

WLU Bookstore

The Bookstore is a resource for the University's trademarking and as a result, special orders including clothing and promotional items should be placed through them. To begin this process, please email the appropriate contact below subject to your campus.

Bonnie Bleskie – Waterloo

✉ bbleskie@wlu.ca

☎ 519-884-0710 x 2482

Jocelyn Jacob – Brantford

✉ jjacob@wlu.ca

☎ 519-756-8228 x 5608

Donation Request – The Bookstore (Waterloo Campus)

To request a donation, please email the details of your request to Chad Lorentz, *Marketing & Communications Specialist - Retail Services* at clorentz@wlu.ca.



Remember:

- Submit your application early. We request a minimum of **5 business days** to consider and fulfil donation requests.
- Give as much information about your organization and event as you can. Clearly explaining the nature and purpose of your event helps us to determine the appropriate donation. An online request form has been created to guide you through the application process.
- Assign one point of contact for your fundraising activities.
- Understand that previous donations to the charity, club or department for which you are raising funds or hosting an event for are a part of the consideration process.
- We do not provide donations in monetary funds. The Bookstore provides support in the form of gift items such as T-shirts, etc. only.
- Please do not request exchanges or refunds on donated items. Each year the Bookstore sets aside specific items for promotions and donations. As these items are not a part of our regular inventory, they are non-refundable and cannot be exchanged. All clothing items are one size fits all.

The Hub Printing Services



Current Promotions:
POGO (Print One Get One) Tuesday⁰² & 5c FRIDAY⁰⁵

BLACK/WHITE (30% recycled white 20 lb. bond included)
 Letter/Legal \$0.09 per side
 Tabloid \$0.18 per side

COLOUR (24 lb. colour laser paper included)
 Letter/Legal \$0.40 per side
 Tabloid \$0.80 per side

PAPER (contact us for special orders)
 30% Recycled White Bond no charge
 100% Recycled White Bond \$0.03 ea.
 24lb. Colour Laser (letter size) \$0.04 ea.
 24lb. Colour Laser (over-size) \$0.08 ea.
 30% Recycled Letter Size White Card \$0.07 ea.
 Premium Letter Size White Card \$0.12 ea.
 Resume Paper \$0.07 ea.
 #10 or 9" x 12" Envelope \$0.10 ea.
 30% Recycled Pastel Text \$0.02 ea.
 30% Recycled Letter Bright Text \$0.03 ea.
 30% Recycled Pastel Cover \$0.04 ea.
 30% Recycled Letter Bright Cover \$0.06 ea.

BINDERY & OTHER SUPPLIES
 Stapling (comes booklet, side) \$0.02 ea.
 3-hole Punch (in-line) \$0.01 per page
 3-hole Punch (self-serve) no charge
 Black Coil-Binding \$4.00 ea.
 Clear-Covers (letter size) \$0.50 ea.
 Premium Black Cover (letter size) \$0.25 ea.
 Transparencies (letter size) \$1.00 ea.

OTHER SERVICES
 Scanning \$0.10 per page
 Laminating (letter/over-size) \$1.75/\$3.75 ea.

POSTER PRINTING (2-4 day service)
 Submit files via our online form or visit us in person at 202 Regina, R231, Waterloo
 36lb Presentation Bond (uncoated, matte) \$5.00 per sq. ft.
 High Quality Photo Paper (satin, coated) \$6.00 per sq. ft.
 3mil Gloss Lamination \$3.00 per sq. ft.
 3mil Matte Lamination \$3.50 per sq. ft.
 Foamcore Mounting (white) \$5.50 per sq. ft.
 Grommets (for hanging) \$1.00 ea.
 Small Easel (for prints up to 9" x 12") \$3.00 ea.
 Medium Easel (for print up to 12" x 18") \$5.00 ea.
 Special Orders please ask

Prices subject to change without notice. Tax extra.
 WebPrint is available to Laurier Staff, Students and Faculty.
 Promotions are only available at The Hub print centres.
 *letter-size colour prints, single-sided on standard paper
 **letter-size B/W prints, single-sided on standard paper

SAVE TIME. ORDER ONLINE.
wlu.webprint.com

printing.wlu.ca

LOCATIONS & HOURS
Concourse, Waterloo
 T 519.884.0710 x3624
 Mon-Thu: 8am to 8pm
 Fri: 8am to 12pm
 Sat: 10am to 2pm
 thehub@wlu.ca
RCE 103, Brantford
 T 519.756.8228 x5641
 Mon-Fri: 9:30am to 5pm
 lbhub@wlu.ca

Career Development Centre

As club and association presidents, you will aim to promote opportunities for students to get to know their programs better. A helpful resource to use is the Career Development Centre, as they can help students understand careers in their fields of study. Feel free to visit wlu.ca/career to find out more about your program's options and transferrable skills. If you wanted to have an event where employers can come speak about careers



specific to your program, be sure to email the Career Development Centre to see how they can assist you in bringing in these employers. You are also free to promote career workshops organized by the Career Development Centre or look into having them create a special event for you!

Hours of operation: Monday, Wednesday to Friday 8:30 am to 4:30 pm; Tuesday 8:30 am to 7 pm

✉ careercentre@wlu.ca

☎ 519.884.0710 x 4495

Clubs Space – Waterloo

The Clubs & Associations Clubs Space is located in room A102 between the Arts building and the Schlegel building.

This space is designed and facilitated for club and association use. The purpose of the Resource Centre is to provide a space for clubs and associations to be able to store their capital expenditures upon permission of the (A)VP: Clubs & Associations.

- Items that are eligible for storage space are those that require significant capital investment (i.e. zap banners, electronics, etc.)
- Any other club resources must be stored by club executives
- Items that are not properly stored in a plastic storage bin with a corresponding lid will be thrown out
- Items stored in the Resource Centre without approval by the (A)VP: Clubs & Associations will be thrown out
- Faculty associations must use their own dedicated storage space and provide access to the Centre as available to faculty-based clubs

Resource Centre – Brantford

The Clubs & Associations Resource Centre is located in the basement of the Students' Union building.

This space is designed and facilitated for club and association use. The purpose of the Resource Centre is for clubs and associations to be able to store their materials and have space for meetings. This space is not to hold events, but instead to have one-on-ones and meetings with members.

How Does it Benefit You?

- Bookable space after hours and on weekends
- Professional meeting space with chairs and table
- Place to have one on ones with executives and/or members
- Can work on clubs and association related projects



→ Storage space for all clubs and association belongings

Please ensure that you are keeping this space clean and respect each other's storage space. Failure to respect the space will result in a loss of privileges.

Laurier Experience Record (LER)

The Laurier Experience Record (LER) is an institutionally recognized record for student involvement in both curricular and co-curricular experiential learning in order to identify the competencies that students develop. The LER can be accessed via Navigator.

This year, the Students' Union will be using membership lists provided by club/association Presidents in order to approve LER requests. Presidents are required to submit an updated list of their executive team (including general members) to the VP: Clubs & Associations by March 31st, 2020 @ 11:59PM.

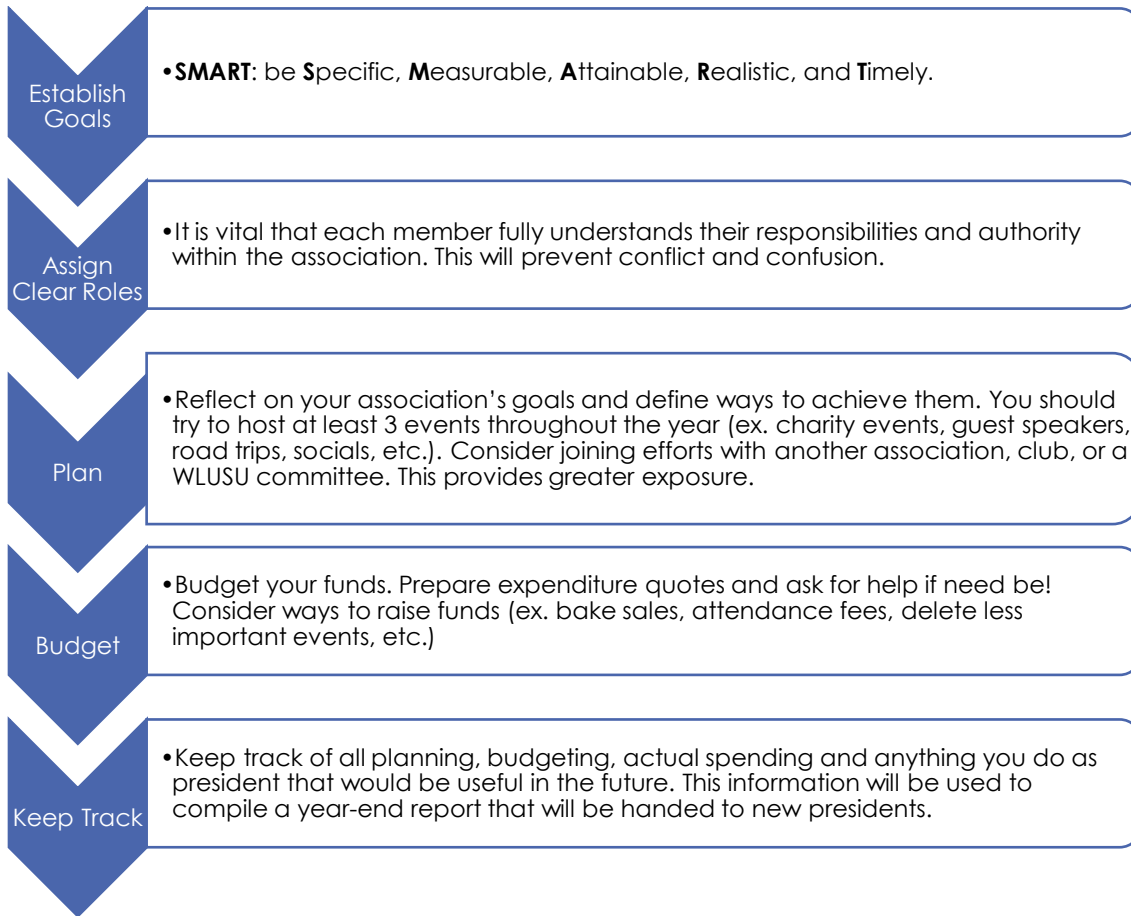
Note: It is not the decision of the coordinators or A/VP: Clubs & Associations which positions are added to the LER.

Leaving Your Mark

The Keys to Being an Effective President

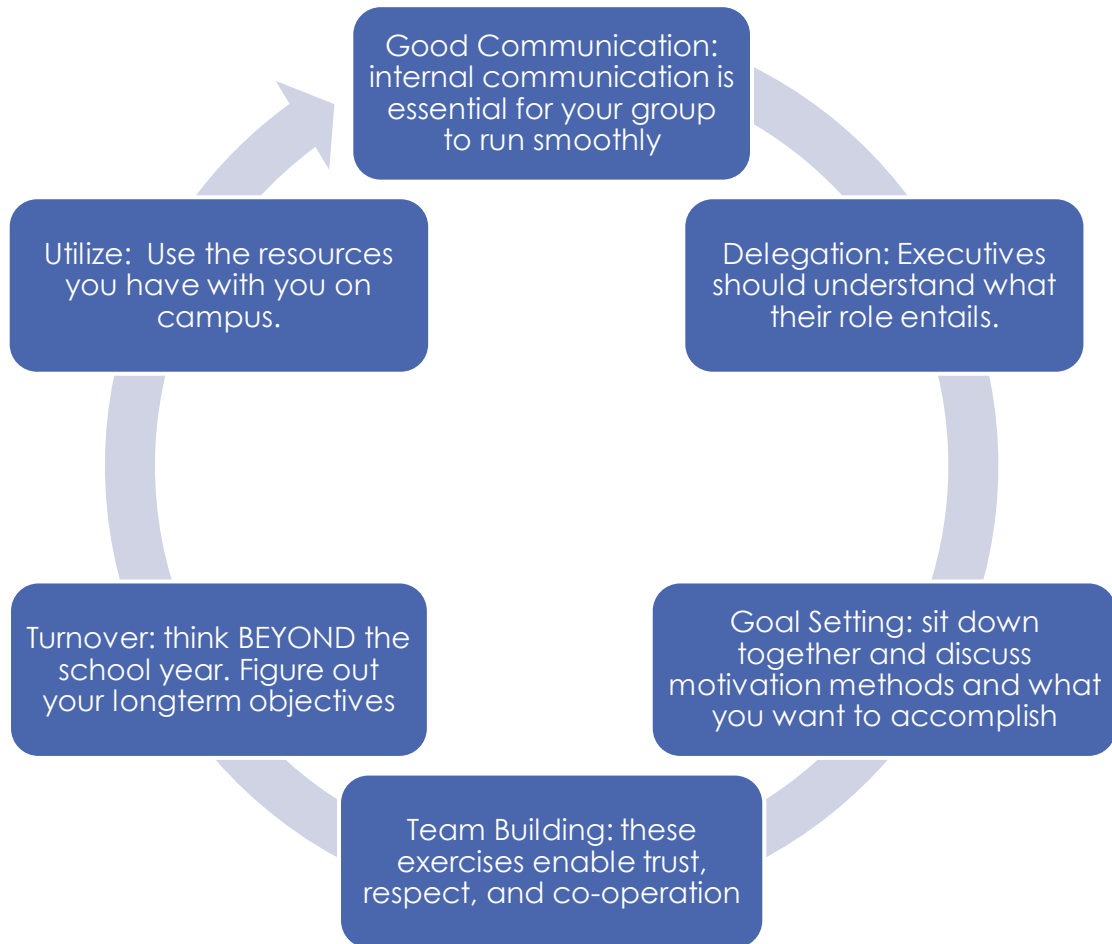
Planning is the first key to success. Early planning will ensure that events run smoothly and associations are portrayed with a desired outcome to its members and the community. The following steps will provide an outline of how to go about planning for the year:

To do this...



Working with Executives

- A larger executive council can be very helpful, but their effectiveness can be improved if you define each of their roles
- If they know what is expected and are delegated to certain tasks, this will allow for a more even distribution of the workload. *Too often, presidents try to do everything themselves, which results in a burnout. Do not do everything yourself! You have help!*
- If your association will be very active, consider expanding the executive council to include more defined roles such as marketing, finance, sponsorship, etc.
- Planning out exactly what needs to be done during events is a good idea. Keep in touch with your executives; keep them updated
- Motivate your team: give them challenges, reward them, be appreciative, etc.
- Stress-busting activities: Pick socials that will take your minds off of university





Frequently Asked Questions

How do I join a Club?

Every September, we have Club Fairs to showcase our clubs and associations and meet with the club members. You can sign up for any clubs and associations you are interested in and they will contact you for more information.

Am I allowed to join multiple Clubs in one year?

Yes! There are over 250 clubs and associations across both the Waterloo and Brantford campuses that are divided into 4 different categories (Charity, Personal Interest, Religion and Culture, Faculty Specific). You can find the perfect club for you!

How do I Start a Club?

It's really easy to start a club! As long as the idea of your club doesn't exist already and you have at least 20 members (Waterloo Campus)/10 members (Brantford Campus), and a constitution, your club will be reviewed to be new club!

What's the difference between committees such as Foot Patrol, and Clubs & Associations?

Clubs & Associations is an umbrella department within the Students' Union. There is no formal hiring process for clubs and associations. The committees within the Students' Union are organized by their respective coordinators, who then report to the Vice President: Programming and Services. These volunteer positions are hired.

Clubs and Associations allows students to engage in more jovial opportunities. Students can explore anything from social justice and charity to more interest based clubs that are "carefree" (ex. Poker Club). Also, the ability to make any new club allows for endless possibilities, whereas committees in the Programming & Services department are more specific, coordinator based, and carried forward under more structure.

Do you have to pay a fee to be a member within a Club or Association?

In order to be an executive on a club and/or association, you must pay the optional student fee for your respective group (i.e. SU-based club executives must pay the Campus Clubs fee; faculty-based club executives must pay their respective faculty association social programming fee). However, there no mandatory fees to be a general member on any club!

What if there isn't a club or association that I think relates to me?

If there isn't a club or association that interests you, then you can easily start your own club!



How do I know when my reimbursement is ready? How long does it take to issue it?

If you hand in your expense forms with all the correct information and proper signatures by Tuesday at noon, you will be able to get your reimbursements by Friday.

On the Waterloo campus, when your reimbursement is ready to be picked up, you will be contacted by Kara Mosburger, the Clubs and Associations Clerk. You can come pick up your cheque reimbursement at the U-desk during their hours.

On the Brantford campus, when your reimbursement is ready to be picked up, you will be contacted by Victoria Boutilier, Associate Vice President of Clubs and Associations Brantford. You can come pick up your cheque reimbursement at the U-desk during their hours.

You will receive an email for e-transfers and will be able to follow the instructions on the email.

If your reimbursement is to be mailed, it will be delivered to the mailing address listed on the expense form submitted.

My LER for a Club or Association has been declined, what do I do?

If your Co-Curricular Record for a Club or Association has been declined, you can first contact the AVP: CA at suavpcaw@wlu.ca (Waterloo) and suavpcab@wlu.ca (Brantford). We need proof from the club or association president that you were a member and we can approve the LER. If it is an issue that the AVP cannot solve, you will need to contact the LER directly at experiencerecord@wlu.ca.

I don't know my club account number, what do I do?

The AVP: Clubs & Associations will have all of your club information so you will need to contact suavpcaw@wlu.ca (Waterloo) or suavpcab@wlu.ca (Brantford).