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YOUR



PEOPLE



STUDENT  
GROUPS

STUDENT GROUPS HANDBOOK

## Table of Content

<b>Introduction .....</b>	<b>5</b>
<b>Contact Information .....</b>	<b>6</b>
<b>SAMU Roles and Responsibilities.....</b>	<b>7</b>
<b>Starting a New SAMU Student Group .....</b>	<b>8</b>
<b>Student Group Executive Members.....</b>	<b>9</b>
<b>Student Group General Members.....</b>	<b>9</b>
<b>Constitution .....</b>	<b>10</b>
<b>Online Training .....</b>	<b>10</b>
<b>Student Groups Orientation .....</b>	<b>10</b>
<b>Reporting.....</b>	<b>10</b>
<b>Meeting and Event Space Bookings .....</b>	<b>11</b>
<b>Meeting Bookings.....</b>	<b>11</b>
<b>Event Bookings.....</b>	<b>11</b>
<b>Lockers .....</b>	<b>13</b>
<b>Student Groups Governance.....</b>	<b>13</b>
<b>Constitution.....</b>	<b>13</b>
<b>Removal of Members or Executives .....</b>	<b>13</b>
<b>Elections .....</b>	<b>14</b>
<b>Executive Changes.....</b>	<b>15</b>
<b>Due Diligence and Liability .....</b>	<b>15</b>
<b>Student Groups Responsibilities.....</b>	<b>16</b>
1. <b>Be Respectful and Professional .....</b>	<b>16</b>
2. <b>Understand the Policies and Procedures that Affect Your Group .....</b>	<b>16</b>
3. <b>Ensure Consistent Communication .....</b>	<b>17</b>
4. <b>Be Active .....</b>	<b>17</b>
5. <b>Attend Training and Complete Required Reporting.....</b>	<b>17</b>
<b>Management of your Student Group .....</b>	<b>18</b>
<b>Conducting Meetings.....</b>	<b>18</b>
<b>Meeting Minutes.....</b>	<b>18</b>
<b>Transition Documents .....</b>	<b>18</b>

<b>Contracts .....</b>	<b>19</b>
<b>Sponsorship.....</b>	<b>19</b>
<b>Involvement Tracking .....</b>	<b>20</b>
<b>Protection of Information .....</b>	<b>20</b>
<b>Financial Management.....</b>	<b>21</b>
<b>Student Group Finances.....</b>	<b>21</b>
1. <i>Purchase Requests:</i> .....	21
2. <i>Funding Requests:</i> .....	22
<b>Deposits.....</b>	<b>23</b>
<b>Electronic Fund Transfers .....</b>	<b>23</b>
<b>Documentation.....</b>	<b>23</b>
<b>Signing Authorities .....</b>	<b>24</b>
<b>Budgeting.....</b>	<b>24</b>
<b>Fundraising.....</b>	<b>25</b>
<b>SAMU Grants for Student Groups .....</b>	<b>25</b>
<b>Operational Grant (\$500).....</b>	<b>25</b>
<b>Event Grant (up to \$2,000 per annum).....</b>	<b>26</b>
<b>Applying for Student Group Grants .....</b>	<b>27</b>
<b>Grants for General Equipment.....</b>	<b>27</b>
<b>Other SAMU Sources of Funding.....</b>	<b>27</b>
<b>External Grants for Student Groups .....</b>	<b>28</b>
<b>Events .....</b>	<b>29</b>
<b>What is an Event? .....</b>	<b>29</b>
<b>Examples of Events.....</b>	<b>29</b>
<b>Event Approval Form .....</b>	<b>29</b>
<b>Collaboration .....</b>	<b>30</b>
<b>Event Approval Process .....</b>	<b>31</b>
<b>Events with Ticket Sales .....</b>	<b>33</b>
<b>Events with Alcohol.....</b>	<b>33</b>
<b>Student Group Travel.....</b>	<b>34</b>
<b>Catering .....</b>	<b>35</b>
<b>Events in MacEwan .....</b>	<b>35</b>
<b>Events in SAMU.....</b>	<b>35</b>

<b>Security.....</b>	<b>36</b>
<b>Security at MacEwan .....</b>	<b>36</b>
<b>Security off Campus.....</b>	<b>36</b>
<b>Student Groups Equipment.....</b>	<b>36</b>
<b>SAMU Student Groups Equipment.....</b>	<b>36</b>
<b>MacEwan Equipment.....</b>	<b>37</b>
<b>Risk Management and Event Planning.....</b>	<b>37</b>
<b>Insurance.....</b>	<b>38</b>
<b>Student Groups Marketing and Promotion.....</b>	<b>38</b>
<b>Logos.....</b>	<b>38</b>
<b>Posters .....</b>	<b>38</b>
<b>Banner Guidelines.....</b>	<b>41</b>
<b>Social Media .....</b>	<b>42</b>
<b>Social Media Guidelines .....</b>	<b>42</b>
<b>Website .....</b>	<b>43</b>
<b>Classroom Visits .....</b>	<b>43</b>
<b>Additional Advertising Opportunities.....</b>	<b>43</b>
<b>SAMU Lounge TVs.....</b>	<b>43</b>
<b>SAMU Newsletter .....</b>	<b>44</b>
<b>MacEwan Residence Newsletter and Discord Server.....</b>	<b>44</b>
<b>MacEwan International Newsletter.....</b>	<b>45</b>
<b>The Griff.....</b>	<b>45</b>
<b>SAMU Events for Student Groups.....</b>	<b>45</b>
<b>SAMU Awards Night - Student Group Recognition.....</b>	<b>45</b>
<b>Student Group Minglers .....</b>	<b>45</b>
<b>Student Group Workshops.....</b>	<b>46</b>
<b>Student Groups Expo.....</b>	<b>46</b>
<b>Closing a Student Group .....</b>	<b>47</b>
<b>Student Groups Connect Navigation: .....</b>	<b>47</b>
<b>Homepage .....</b>	<b>48</b>
<b>Side Bar.....</b>	<b>48</b>
<b>Organizational Tools .....</b>	<b>49</b>

## Introduction

### Who We Are

The Students' Association of MacEwan University (SAMU) is a non-profit organization working independently from MacEwan University to support students. We aim to enrich the student experience by focusing on their non-academic needs through student-driven programs and services. We are governed by elected student representatives who set the strategic vision on behalf of students. With support from over 50 full- and part-time staff, we keep our mandate student-focused to achieve the vision. SAMU is proud to be an organization serving students, inspired by students.

### Mission

The Students' Association of MacEwan University exists to enrich the student experience. As the collective student voice and champion for leadership and advocacy, we empower students through our programs and services, creating an engaging environment that maximizes opportunities.

### Student Groups

SAMU Student Groups are approved groups that share a common interest or purpose. Each group is led by a student executive team selected by and from the group members. Student groups enhance the student experience by providing students with meaningful programs, events, and opportunities to connect and pursue various interests. Student groups offer a safe environment for people to interact, make new friends, learn new skills, and improve existing skills. We encourage students to dream big and think about the endless possibilities for student groups on campus.

### Support Services for Student Groups

SAMU provides a variety of support for its groups, including room bookings, equipment, grants, a finance system, training, and information sessions. A team of staff is ready to help you plan and promote your events. We also provide online resources to assist with the management of your group. The Student Groups department is available to consult with you on any topics relating to the group, its activities, event planning, and governance.

## **Student Group Hours (Fall and Winter) (SA-214)**

- Monday – Thursday: 9am-9pm
- Friday: 9am-4:30pm
- Saturday – Sunday: Closed

## **Student Group Hours (Spring and Summer) (SA-214)**

- Monday – Friday: 9am-4pm
- Saturday – Sunday: Closed

### **Contact Information**

#### **Student Groups Department Contact Information:**

- Erika Head, Student Groups Manager – [heade3@macewan.ca](mailto:heade3@macewan.ca)
- Grace Tsang, Student Groups Coordinator – [tsangg3@macewan.ca](mailto:tsangg3@macewan.ca)
- Student Groups Front Desk – [sagroupsadmin@macewan.ca](mailto:sagroupsadmin@macewan.ca)

#### **SAMU Contact Information:**

- SAMU Bookkeeper – [samufinance@macewan.ca](mailto:samufinance@macewan.ca)
- SAMU Front Desk – [samuadmin@macewan.ca](mailto:samuadmin@macewan.ca)

#### **Crisis Contact Information for Student Groups:**

- **Access 24/7:** 780-424-2424 (crisis intervention, support and navigation for addiction and mental health programs)
- **Campus Security:** 780-497-5554
- **Campus Emergency:** 780-497-5555
- **City Police:** 780-423-4356
- **City Ambulance:** 911
- **City Distress Line:** 780-482-4357 (24 hours daily)
- **Sexual Assault Centre:** 780-423-4121 (The crisis line is available 9am-9pm)
- **Mental Health Line:** 1-877-303-2642 (24 hours a day, a RN and a Registered Psychiatric Nurse to provide assessments or intervention). Response team 24/7 at 780-342-7777
- **Crisis Division Team:** 24/7 crisis intervention. This team is Boyle Street Co-op, Hope Mission, Canadian Mental Health Association (211) Edmonton Police and Alberts Health Services (call 211, press 3)

- **SAMU Peer Support:** Trained Volunteers offer a supportive space for discussing life stressors. Check out the [SAMU Peer Support page](#) for more information and the hours of operation.
- **MacEwan Student Affairs:** [studentaffairs@macewan.ca](mailto:studentaffairs@macewan.ca) (Monday – Friday, 8:30am - 4:30pm in 7-103A)

## **SAMU Roles and Responsibilities**

### **SAMU Executive Committee**

The Executive Committee comprises five elected student leaders: President, Vice President Academic, Vice President Operations and Finance, Vice President External, and Vice President Student Life.

The Executive Committee initiates projects, provides vision and direction, and oversees SAMU's logistical and financial operations.

The Executive Committee approves student group applications, grants procedures, group procedures, and group closures and may initiate disciplinary action on a group violating policy or procedure.

The Grant and Awards Sub-Committee (GAASC) reports to the Executive Committee and reviews and approves the Student Group Event Grants.

### **Vice President Student Life**

The Vice President Student Life (VPSL) is a member of the Executive Committee and the Students' Council. The VPSL is knowledgeable about student groups and advises the Executive Committee and Students' Council on matters of student groups. The VPSL also chairs the Grant and Awards Sub-Committee.

### **Student Groups Department**

The Student Groups Department is responsible for approving student group events and operational grants, acting as liaison with the Executive Committee, providing resource materials, and developing group training sessions. The Student Groups Department monitors to ensure that all groups are active, in good standing, inclusive, safe, accountable, and professional throughout the year.

This department acts as a resource, advocates for event grant applications, and ensures that groups follow proper policy and procedures.

The Manager of Student Groups and Student Groups Coordinator work together to offer support for student groups.

## Student Groups Administrative Assistants

The Student Groups Administrative Assistants promote engagement within the Student Groups Department, oversee all classroom bookings for groups, keep groups updated with relevant news, and help promote their events.

## Student Groups Advisor (MacEwan Staff/Faculty)

Your student group may contact one or more advisors to support and mentor executive members. Advisors are MacEwan staff or faculty interested in supporting your group and helping you facilitate your operations. They may attend meetings, assist with recruitment, share best practices, and advocate for your group to the broader MacEwan University community.

Advisors may only act in an advising capacity; therefore, Advisors **CAN NOT**:

- Book rooms
- Be involved in any financial matters
- Plan or approve events
- Submit forms
- Communicate with the Student Groups Department on behalf of the student group.

## Starting a New SAMU Student Group

Before starting a new group, ensure your ideal group isn't already out there. You can view the complete list of current groups on Student Groups Connect:

<https://samu.campuslabs.ca/engage/organizations>

If the group doesn't exist, you're good to start the application process.

1. Have all executive members (minimum 5) and all general members (minimum 5) create an account on Student Groups Connect
2. Select "Register a New Organization" and complete the form. You can find the new organization form at <https://samu.campuslabs.ca/engage/organizations>
3. Build your group's profile (ex. create a social media, email, website, advertisements, etc.)
4. Sit back and wait for final approval!

**Note:** The application process may take 2-3 weeks as new groups must be approved by the Executive Committee.

**Note:** You must wait until your group has been approved before you can start planning meetings or events.

## **Student Group Executive Members**

Executive members provide the group's leadership and management, ensure that your group meets all approval and reporting requirements, and understands the relevant policies, procedures, and codes.

Each group requires a minimum of five (5) Executive Officers, which may include the President, Vice President, Vice President Events, Secretary and Treasurer. Your group may change the title of the Vice President position to suit your group better (ex. VP Communications, VP External, VP Internal)

### **Executive titles and role definitions:**

- **President**

Oversee the development of the group, foster group unity, preside at all meetings and ensure that the group functions correctly, follows procedures, and meets its obligations.

- **Vice President**

Assist the President in running the group and acting as the President if they cannot fulfill their role. This position helps to foster group unity.

- **Vice President Events**

Ensure that all required SAMU paperwork is completed regarding event approvals. This person communicates with the Student Groups department regarding all aspects of any event.

- **Secretary**

Record meeting minutes, distribute minutes to all group members, update group contact information and maintain a secure, accurate membership list.

- **Treasurer**

Receive all group monies and deposit them into the group's account. Ensure all cheque requisitions are completed correctly and have the appropriate documentation attached. The Treasurer is also responsible for ensuring that the account balance is correct and that any grants received are accounted for.

**Note:** Executives must be current members of SAMU (student who is enrolled in an undergraduate credit course at MacEwan University)

## **Student Group General Members**

In addition to 5 Executive Members, your group requires a minimum of 5 general members.

General members must be non-minor MacEwan University students. Non-MacEwan University students may only participate in student group activities as guests. Minors are only permitted to participate in student group activities if the Student Groups Department grants prior permission.

## **Constitution**

Your group must create a constitution when you apply to become a registered student group. Although you can expand upon the Constitution later, the first version should provide a solid foundation of the scope and mandate your group intends to follow.

Each section of the Constitution should be clear, concise, and relevant to your group's chosen structure, environment, and activities.

If your group charges a membership fee, it must be stated in the Constitution.

**Note:** More information on Constitutions will be provided later in the Handbook.

## **Online Training**

All new groups must complete an online training course before applying for grants or organizing activities (including meetings).

Once EC has approved your group, the Student Groups Coordinator will notify your group via email and provide directions on how to access and complete the course.

All executive members are encouraged to complete the online training. However, training is only **mandatory** for the **President and Treasurer**.

## **Student Groups Orientation**

Each year, at the beginning of the Fall semester, the **President and Treasurer** of every student group must attend the Student Groups Orientation. Your group will not be permitted to apply for grants or organize any activities (including meetings) until they have completed the Orientation.

Student Groups Orientation will provide an overview of the roles and responsibilities of approved student groups. The Orientation will also allow student groups to learn about updates since the last Orientation.

## **Reporting**

The President is responsible for leading the group and ensuring the group meets all reporting obligations. Reporting requirements include but are not limited to submitting the annual Year-End Report and Renewal form by May 31<sup>st</sup> of every year. Submissions open for the Year-End Report on April 1<sup>st</sup>.

The Year-End Report overviews the group's involvement from the past year. It also acts as a transition piece that your group can give to the next President. Failure to submit this report can result in suspensions, penalties or loss of privileges and ineligibility for grants or supports.

You can access the Year-End Reports here: <https://samu.campuslabs.ca/engage/forms>.

## Meeting and Event Space Bookings

### Meeting Bookings

#### **SAMU Student Groups Space**

The SAMU Student Group Space (SA-214) has a variety of meeting, collaboration, and multimedia rooms available for your student group to use. You can book SAMU Student Groups rooms through [Acuity](#).

#### **MacEwan University**

To book a MacEwan classroom for a group meeting, use the MacEwan Classroom Booking Request Form here: <https://samu.campuslabs.ca/engage/forms>. You will receive an email confirming or declining your request within five business days.

### Event Bookings

#### **SAMU Student Groups Space**

To book a room for an event in the SAMU Student Groups Space (SA-214), identify which room your group is interested in booking when completing the Event Approval Form.

Once the request is received, the Student Groups Department will book the room for you and provide an email confirmation within 24 hours of event approval.

#### **MacEwan University - Classrooms**

To book a classroom in MacEwan University for an event. Identify which space you are interested in booking on the Event Approval Form.

Once the request is received, the Student Groups department will confirm the availability of the room. The department will book the room for the student group and provide an email confirmation if the space is available.

#### **MacEwan University - Special Function Space**

To book a Special Function Space in MacEwan University for an event, email the Conference Office at [conferenceoffice@macewan.ca](mailto:conferenceoffice@macewan.ca) to confirm the availability of the desired room. The Conference Office will confirm availability and provide your group with a rental quote.

If the space is available, your group may request the room in the Event Approval Form and attach a copy of the rental quote. The SG Coordinator will then work with Conference Services to book the space for your group. Once the event and the room are approved, the SG Coordinator will send your group a booking confirmation.

## Special Function Space:

Room	Capacity	Fall/Winter Hours
<b>Front Lawn (6-000)</b>		Building Hours
<b>The Multi-Purpose Room (6-106)</b>	180	M-F 4:00pm – 10:00pm S/S 8:00am – 8:00pm
<b>The Cafeteria (6-123)</b>		Unavailable – some exceptions
<b>Paul Byrne Hall in The Heart of the Robbins (9-100)</b>	350	M-F 4:00pm – 10:00pm S/S 8:00am – 8:00pm
<b>Robbins Atrium (9-212)</b>	350	M-F 4:00pm – 10:00pm S/S 8:00am – 8:00pm
<b>Triffo Theatre (11-130)</b>	415 seats	Inquire for more information
<b>Betty Andrews Recital Hall (11-150)</b>	210 seats	Inquire for more information
<b>Theatre Lab (11-240)</b>	140	Inquire for more information
<b>Feigel Conference Centre (11-204)</b>		Inquire for more information

If your group would like to book a space not listed above for an event, please contact the Student Groups Coordinator.

## The Lookout (SA-200)

Starting Fall 2023, Student Groups can book the SAMU Lookout for events.

Considerations for booking The Lookout:

- Minimum attendance requirement of fifty (50) people.
- Student Groups ARE NOT required to pay the standard room rate.
- Student Groups ARE required to pay additional fees (admin, cleaning, facilities, AV)

For more information about booking the Lookout, please review the [Lookout Information Document](#) or contact the Student Groups Coordinator.

**Note:** The Lookout requires a different booking timeline than a regular event, Event Approval Forms for the Lookout must be submitted a minimum of 6 weeks before your group's event.

## Table Bookings

The SAMU building has several display tables on the second floor for student groups to use for activities and promotions.

To request a display table, indicate so on the Event Approval Form.

Once the request is received, the Student Groups Department will book the table for your group and provide an email confirmation.

## **Lockers**

Student groups have access to lockers where they can store group equipment and supplies throughout the semester. The lockers are in the back of the Student Groups Space (SA-214N).

Lockers are free of charge and assigned on a first-come, first-serve basis. To request a locker, complete the Locker Request Form on Student Groups Connect at <https://samu.campuslabs.ca/engage/forms>.

Once your group has been assigned a locker, you will receive an email directing you to go to the Student Groups front desk and pick up a lock. Groups can only use the locks the Student Groups Department provides on their locker. If another lock is found on the locker, the Student Groups Department will cut it, and the group will lose their locker privileges.

New groups will be placed on a waitlist if all lockers are assigned. As lockers become available, priority will be given to groups on the top of the waitlist.

If your group becomes inactive or closes, you must clean out your locker and return the lock within one week. Any items remaining after the group has given up their locker will become the property of the Student Groups Department.

**Note:** SAMU is not responsible for items stored in the lockers.

## **Student Groups Governance**

Groups need a strong structure outlining how decisions are made and who is responsible for acting in the group's best interest. Groups can establish this structure through their Constitutions.

### **Constitution**

Your group must create and abide by a constitution. The purpose of the Constitution is to ensure your group has a stable, transparent structure and decision-making process. It also ensures that executive members clearly understand their roles and responsibilities specific to each group. If your current Constitution is no longer working well, contact the Student Groups department to assist you in amending it.

**Note:** Student Groups must submit a current copy of their Constitution with the Year-End Report due on May 31<sup>st</sup>.

Constitution resources and templates can be found [here](#) or on SAMU.ca.

### **Removal of Members or Executives**

If any student group member or executive is behaving in a way which is inconsistent with the Student Groups Policy, Procedure, Handbook, or Code of Conduct, your group **MUST INFORM** the Manager of Student Groups of the situation.

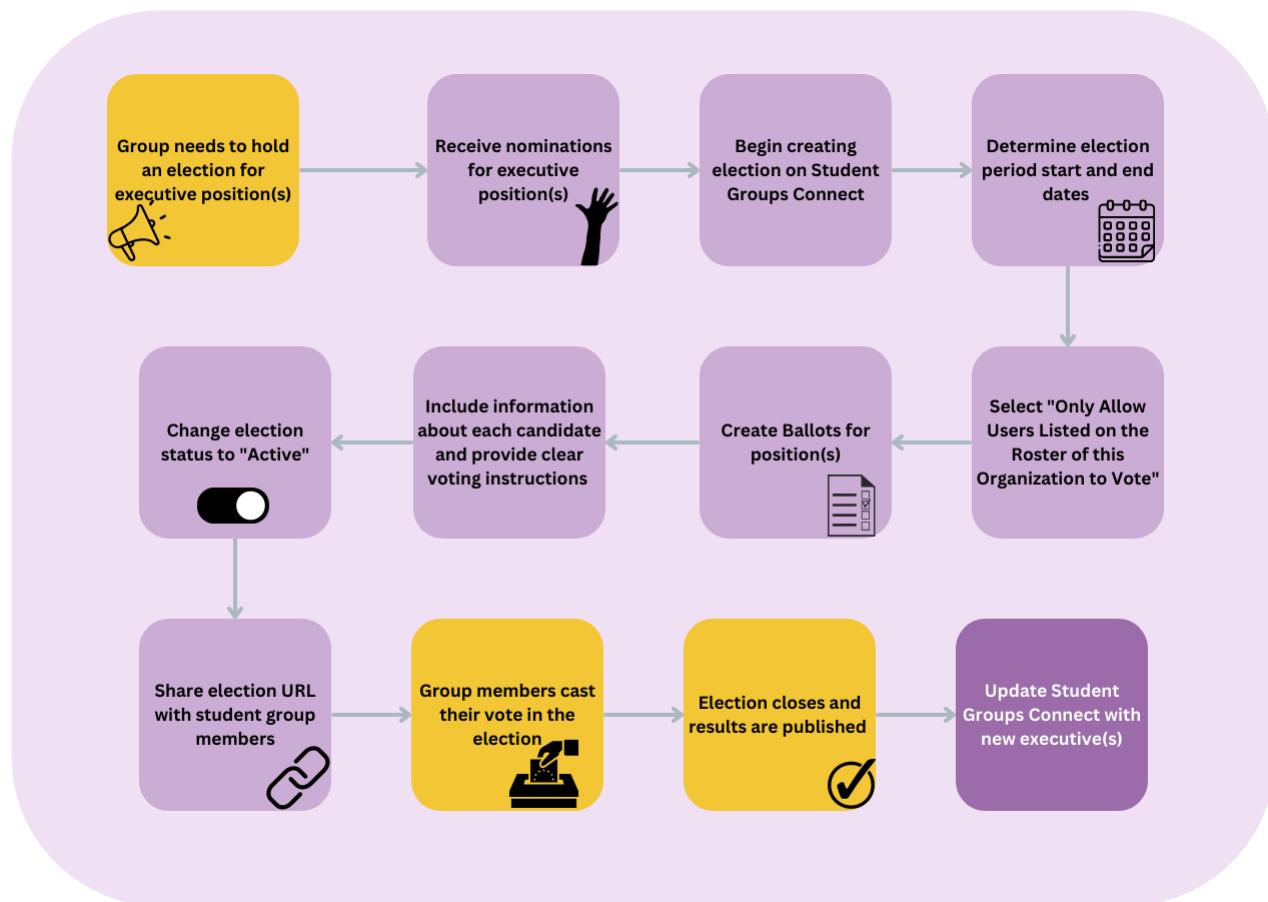
Once informed of the situation, the Manager of Student Groups will work with your group to determine the necessary disciplinary action. The disciplinary action will be in line with the Student Groups Procedure and may include warnings or removal from the group.

Group executives are **NOT PERMITTED** to enforce disciplinary action on a student group member who has contravened the Student Groups Policy, Procedures, Handbook, or Code of Conduct. Enforcement is the responsibility of SAMU and the Student Groups Department.

## **Elections**

Your group is responsible for holding an annual election to nominate and vote on group executive positions. Members can either nominate themselves or another group member for an executive role. Once nominated, members must declare whether they accept the nomination, as they must take the position if elected.

Elections must be held on Student Groups Connect. To organize an election, follow these steps:



Using Student Groups Connect to run your elections will ensure each member can only vote once, and votes remain confidential. However, members must be registered on your student group's roster to be eligible to vote.

Your group may not treat these positions as job positions that individuals can "apply for," as that is not democratic. Resumes and interviews conducted by the current executive are

unacceptable and will result in the group having to redo the election.

If only one candidate is running for a position, there must still be a “yes” or “no” vote for that candidate. In the case of a “no” result, the nominations must open again for another candidate to run.

### **Voting Requirements:**

Your group may establish a set of requirements that members must meet before they are able to vote in elections. These requirements must be clearly identified in your group’s constitution. The Student Groups Department will review requirements and ensure they are not deemed unreasonable or seen as creating large barriers to student engagement.

If any issues arise as a result of your group’s election, please contact the Manager of Student Groups and a review will be conducted of your group’s election process.

**Note:** If your group has specific voter eligibility requirements for members, please contact the Student Groups Department and we will help your group set up an eligibility list.

### **Executive Changes**

After your group has elected new executives or added a new executive position, it is essential to promptly submit these changes via the roster function on Student Groups Connect. You can access the roster in your organizational tools section and select “Roster” via the drop-down menu.

Your group must keep executive information current so the Student Groups Department can know who is responsible for what, who can act on behalf of the group, and who has signing authority.

### **Due Diligence and Liability**

Student Group Executives are responsible for the operations of your group. Executives will decide what your group does throughout the year, how it spends its resources, and how it contributes to the university community.

Executives must realize the amount of liability they hold for their group. Any negative or positive actions taken by a student group are the **direct responsibility of the group executives**. The best way to avoid trouble is for executives to know the policies and procedures of SAMU and MacEwan University.

## **Student Groups Responsibilities**

### **1. Be Respectful and Professional**

All student groups must conduct themselves respectfully and professionally. Acting respectfully includes ensuring that your group only hosts inclusive activities and events and works cooperatively with the MacEwan University Community.

Your actions and words reflect your group, SAMU, and MacEwan University. If you encounter problems or difficulties with other group members or notice damages of any sort, promptly report it to the Student Groups Department.

### **2. Understand the Policies and Procedures that Affect Your Group**

Student groups must follow and uphold the expectations of SAMU and MacEwan University policies, procedures, and regulations.

Student group executives must be familiar with these Policies and Procedures:

#### **i. Student Groups Policy**

A policy that outlines the responsibilities and benefits of Student Groups and protects the interests of both SAMU and its approved Student Groups by mandating their responsible creation and administration.

#### **ii. Student Groups Procedure**

SAMU is responsible for governing and supporting student groups by overseeing their startup and appeals processes; membership eligibility and recruitment; constitutions and executive officers; rights and responsibilities; grants, events, travel and finances; disciplinary measures and student group closure.

#### **iii. Grants Procedure**

A procedure that outlines the various grants individual students and Student Groups are eligible to apply for and the eligibility requirements of the different grants.

#### **iv. Student Group Code of Conduct**

Student groups must operate accountably, safely, legally, and ethically. Student Groups must adhere to this Code to receive the benefits SAMU affiliation affords. Conduct inconsistent with the Code will not be tolerated and may be met with disciplinary action.

As students of MacEwan University, your group must also follow MacEwan's Student Code of Conduct. You can find more information on appropriate conduct at: <https://www.macewan.ca/campus-life/student-conduct/>

**Note:** To learn more about policies and procedures that affect your group review the full documents at <https://samu.ca/about/bylaws-policy-procedures/>

### **3. Ensure Consistent Communication**

Executives must check their group's email and respond to inquiries **every four (4) business days**. This requirement is essential when your group has an event pending. The Student Groups Department may have additional questions regarding the event, and a delayed response may mean delayed approval.

It is also important for your group to communicate any operational changes, such as constitutional amendments or executive changes, to the Student Groups Department. These changes should be reflected in Student Groups Connect.

**TIP:** Avoid informal communication, such as WhatsApp or Facebook Messenger, when communicating with fellow group members and executives. Communicate on a more professional platform like email to avoid a member clash.

### **4. Be Active**

Ensuring your group is active on campus is essential. Some techniques to keep your members engaged include holding regular meetings, hosting socials and mixers, and establishing social media outlets. The more effort you put into involving and engaging your members, the more informed and excited they will be.

Student Groups must hold **at least one (1) event per academic year** and **at least one (1) meeting per semester** to remain active. Groups that fail to have one event per academic year will be deemed inactive and must reapply through Student Groups Connect to reactivate their group.

### **5. Attend Training and Complete Required Reporting**

Your group must complete the required training and reporting requirements. Failure to meet these requirements can result in suspensions, penalties or loss of privileges, and ineligibility for grants or supports.

Below are the training/reporting requirements of groups:

- Attend the annual Student Groups Orientation
- Attend one (1) Workshop
- Ensure Student Groups Connect is updated
- Update your group's Constitution annually
- Complete the Year-End Report and Renewal form

## Management of your Student Group

### Conducting Meetings

Meetings are an essential part of running an influential group on campus. Meetings allow your group to make democratic decisions, gather information, report to members, coordinate actions, create accountability, and maintain transparency. It is challenging to stay coordinated and keep members involved without input or everyone on the same page.

#### **Tips for Running a Successful Meeting:**

- Decide who needs to be at the meeting.
- Choose an appropriate time, place, and date.
- Prepare an agenda.
- Start on time and end on time.
- Have a person taking minutes.
- Encourage participation.
- Control interruptions.

#### **Annual General Meeting**

Your group is required to hold an annual general meeting **once a year**. The annual general meeting which will count towards the one required meeting per semester. An Annual General Meeting is an effective and transparent way for student groups to have yearly executive elections. A group may amend its Constitution or make other significant decisions at an annual general meeting.

#### **Meeting Minutes**

Student Groups are required to take minutes for their Student Group meetings. Minutes can help your group keep a historical record of discussions, decisions, and long-term planning. Meeting minutes will help future group members understand what has happened in the past and can provide insight into current and future activities.

Minutes should be uploaded as a final PDF copy to Student Groups Connect in the documents section so all members can read what has happened in previous meetings. The Secretary should upload the minutes after every meeting to maintain good reporting practices.

#### **Transition Documents**

When you hand over the leadership of your student group, refer to the Transition Package at: <https://samu.ca/get-involved/student-groups/student-groups-resources/> to help guide a smooth transition.

#### **Transition Package Elements:**

- Position description
- Explanation of any issues experienced in the position
- Projects/events worked on in the position
- Future projects/events

- Items/resources used in the position
- Important contacts
- Passwords (social media, email, etc.)

## **Contracts**

If your group is required to sign a contract, you must submit the agreement to the Student Groups department via email or as an attachment to an Event Approval Form for review. Your group must allow a minimum of **14 days for this review**.

**IMPORTANT:** Any contracts signed without first being reviewed by the Student Groups department will solely be the responsibility of the person who signed, not the responsibility of SAMU or the Student Group.

## **Sponsorship**

Groups are encouraged to seek sponsors to subsidize the cost of an event or general group operations.

Sponsorships require a written agreement that sets out the obligations and benefits provided to each party. SAMU has a template Sponsorship Agreement Form which groups can find at <https://samu.ca/get-involved/student-groups/student-groups-resources/>.

Your group does not need to use the template provided; you may use a different form. However, you must send whichever form you use to the Manager of Student Groups before signing.

Sponsors may offer some of the following support to student groups:

- Annual financial contributions
- Advertising support
- Event support

Student groups may offer some of the following benefits to potential sponsors:

- Logo placement on printed materials
- Display sponsors' banners at the event
- Mention on social media and group events.
- Speaking opportunity at the event
- Booth space and display at the event.

**Note:** If your sponsor wants to provide funding via EFT, contact SAMU Finance to set up your group's account to accept EFT transfers.

## **Involvement Tracking**

Student Group Executives should keep track of their time spent on group activities over the academic year so these hours can be added to their Co-Curricular Record.

The Co-Curricular Record (CCR) is an official MacEwan document recognizing your extracurricular activities as a student. You can bring the CCR to a job interview or attach it to an application. You can learn more about this university-recognized, accredited document [here](#).

Before uploading hours into MacEwan's CCR, Executives must document their hours on Student Groups Connect. This documentation will allow the Student Groups department to cross-reference involvement when confirming MacEwan's Co-Curricular Record hours.

How to Record Hours on SG Connect:

1. Select your organization's icon
2. Select "Service Hours."
3. On the top right, select "Add Service Hours"
4. Complete the Service Hours Form (ensure that your description is detailed)
5. Service hours will be approved within 30 days by the Student Groups Department.

## **Protection of Information**

SAMU is committed to protecting the personal information entrusted to us by our members. We manage student group personal information per the Alberta *Personal Information Protection Act (PIPA)*.

Personal information includes but is not limited to an individual's name, address, phone number, age, gender, marital or family status, an identifying number (such as a student ID number), financial information or educational history.

Your group may only collect the personal information necessary to provide services to students and must ensure that all personal information is kept safe. Membership lists should only be accessible to group executives and the Student Groups department. Group members may request to be removed from your membership or communication list. Your group is responsible for shredding or deleting a member's contact information once they have left the group.

Executives can access members' emails on Student Groups Connect by viewing the group's roster. By joining a student group on Connect, students automatically consent to receive emails from the group. However, if your group collects emails on a different platform, you **MUST** ensure you obtain consent from the individuals.

**Note:** For more information on the rules and regulations surrounding email promotions, review Canada's Anti-Spam Legislation (CASL).

## Financial Management

Your group is responsible for paying bills on time, ensuring you do not operate in a deficit, and maintaining adequate checks and balances. Groups may not have external bank accounts and must use the established SAMU accounting system.

### Student Group Finances

Once EC has approved your group, it will be assigned an account number. This number is to be used for all financial transactions completed with SAMU. It's up to your student group to keep a copy of all receipts for its records.

There are two methods to bank with SAMU: Purchase Requests and Funding Requests.

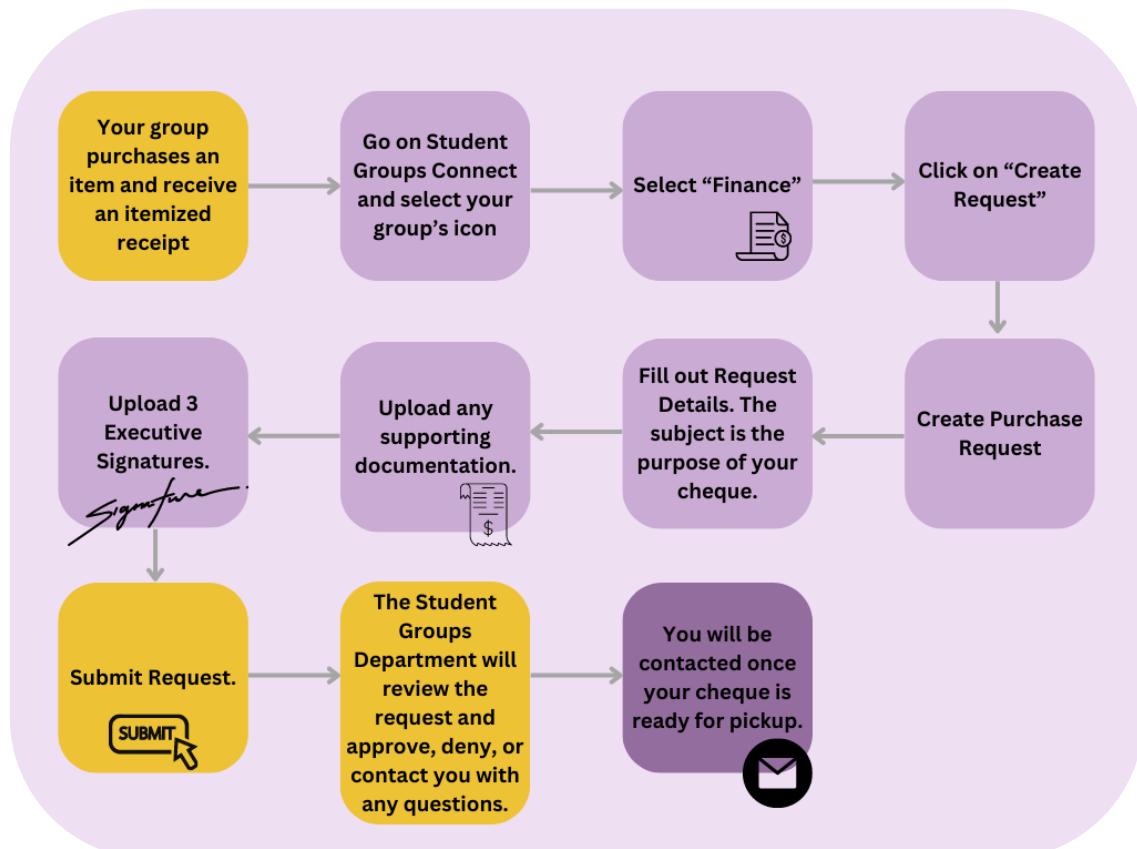
#### 1. Purchase Requests:

A purchase request is a record of money being spent from your group's account. It requests money to be **moved out** of your account.

Use purchase requests for the following:

1. Reimbursing a group member
2. Paying an invoice
3. Transferring money to another group

#### How to Submit a Purchase Request:



**Note:** If your group has requested a cheque, it will be mailed or ready for pick up approximately ten (10) days after submitting the purchase request. It is the responsibility of the student group to ensure purchase requests are submitted promptly and to ensure parties are paid on time.

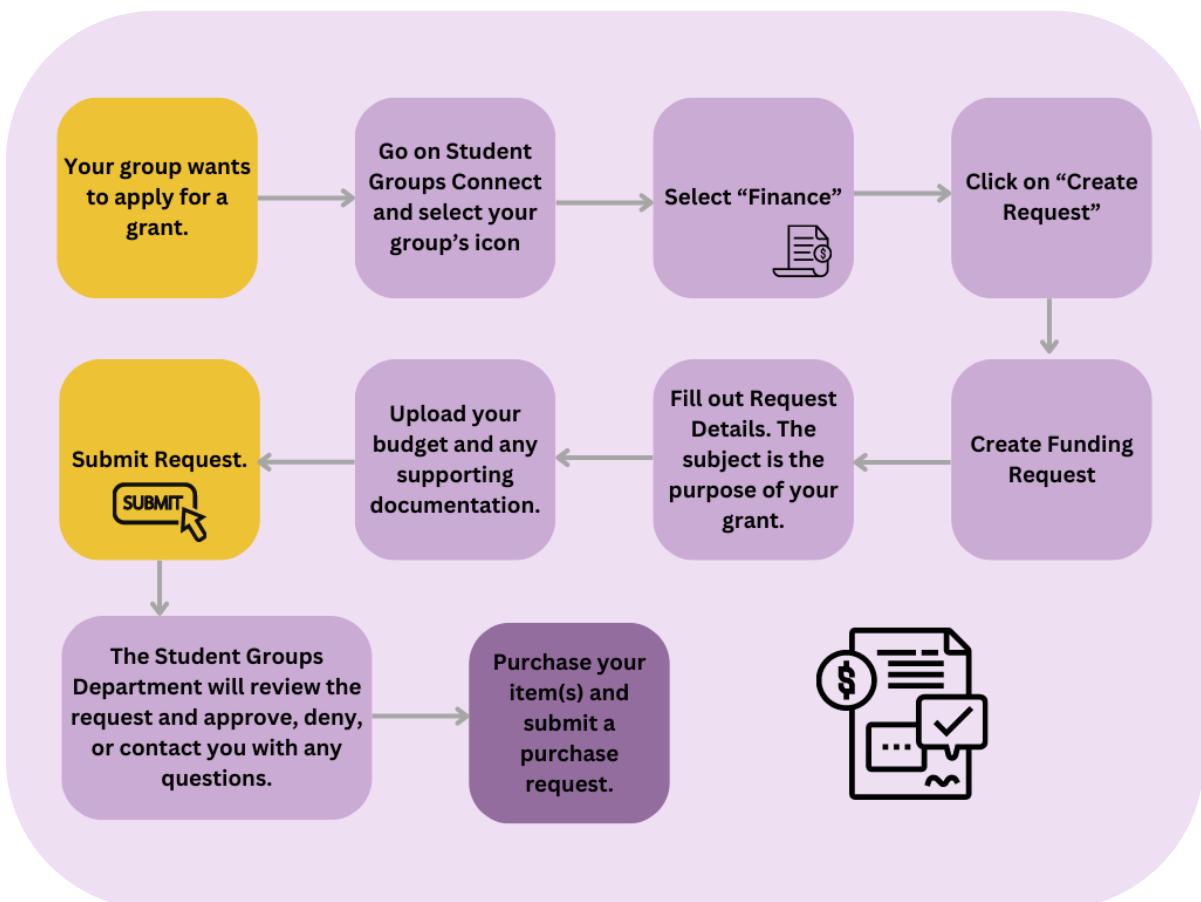
## 2. Funding Requests:

A funding request allocates money to your group or requests additional funds (grants) for your organization. It is a request for money to be moved into your account.

You can use funding requests for the following:

1. Requesting Operational Grant
2. Requesting Event Grant

### How to Submit a Funding Request:



## **Deposits**

Your group can make deposits at the SAMU front desk. Group funds are available for use within two (2) weeks after you complete the deposit.

Groups do not need to complete a funding request to deposit funds. Instead, groups will need to complete a deposit form which can be found [here](#) or at the SAMU front desk.

Deposits may include rolled coins, cash, and cheques (payable to the "Students' Association of MacEwan University"). Your group must submit deposits and the Deposit Form to SAMU's front desk.

If you have a cheque mailed to SAMU, please notify the front desk and Student Groups department so they know to deposit it into your group's account.

**Note:** If a cheque is deposited and is returned as non-sufficient funds (NSF), the NSF fee is the group's responsibility and will be debited from the group's account.

## **Electronic Fund Transfers**

If your group is expecting any Electronic Fund Transfers (EFTs), please email all backup documents to [samufinance@macewan.ca](mailto:samufinance@macewan.ca). These documents may include the name of the vendor and copies of emails between your group and the vendor. Failure to provide backup documents may delay the availability of funds.

## **Documentation**

Proper documentation must accompany any Purchase or Funding request. SAMU will only reimburse expenses with **itemized receipts**, including email confirmations from online businesses and itemized invoices. SAMU will not accept credit card receipts.

You may complete a Missing Receipt Form if your group loses a receipt. However, missing receipts may **ONLY** be reimbursed with funds from the group's regular account.

You can find Missing Receipt Forms at <https://samu.campuslabs.ca/engage/forms>

**Components of an itemized receipt** (all these components must be present):

- Businesses or vendor's name
- Date of purchase
- Specific, discrete item(s) purchased
- Price of each item
- Total amount of bill
- Method of payment

## **Keeping Track of Your Groups Funds**

As a student group, it is your responsibility to keep track of what you are spending. Keep in mind that you are accountable to your members, and they can ask for regular updates.

You can view your group's account balance on Student Groups Connect by selecting finance under your group icon drop-down. From there, select "Accounts" to see your group's current balance for Event Grant, Operational Grant, and Regular account. While these balances are updated regularly, they are not live; therefore, contact the Finance department to request an official account balance.

## **Signing Authorities**

Once EC has approved your group, executive members are the only people authorized to deposit or withdraw money from your group account. Executives seeking reimbursement may not sign off on their purchase or funding request.

If your group wants to change or add a signing authority, you must update the group's executives on Student Groups Connect.

## **Budgeting**

At the beginning of each academic year, your group should determine what it wants to achieve throughout the year and then develop a budget to help you reach those goals.

Additionally, your group must submit an event-specific budget with each Event Approval Form.

A budget template is [here](#) under "Grants and Monies Specific".

Your group's budget must clearly outline the expected revenues, expenses, and (if applicable) grant requests.

## **Considerations for Budgeting**

As your group plans events, always consider how much each component will likely cost.

Components may include:

- Venue
- Prizes
- Audiovisual or entertainment
- Decorations and supplies
- Rental needs
- Lighting
- Security
- Food and beverage
- Printing (banners, table cards, etc.)
- Marketing materials (up to a maximum of \$500, excluding gift cards)

## **Fundraising**

Your groups must complete an Event Approval Form before engaging in any fundraising efforts. Fundraising proceeds must be deposited at the SAMU Front Desk immediately.

**Note:** Student groups are prohibited from purchasing Square Readers as it violates SAMU policy. Square readers require access to a personal bank account and SIN number, which contradicts our group financial procedures.

## **50/50s and Raffles**

Groups can only do raffles, and 50/50's if all the proceeds go to a registered charity. If your group would like to consider this option, contact the Student Groups Department. They will assist you with the licensing and paperwork required by Alberta Gaming and Liquor Commission (AGLC).

There are creative ways to host activities or events without requiring a license. Three combined factors make a lottery:

1. An entry fee.
2. A prize.
3. An element of chance (ie. any form of a draw).

You do not require a license if you eliminate one of the three factors. Therefore, if you make it a competition (ex. Jelly Bean Guessing Game) where skill determines the winner, the element of chance is removed. Door prizes and silent auctions do not fall under raffle license.

## **SAMU Grants for Student Groups**

SAMU offers grant funding opportunities as a way of providing financial support to student groups. Grants are limited, must be applied for, and cannot be used for certain types of expenses. Please refer to the Grants Procedure located at <https://samu.ca/about/bylaws-policy-procedures/> or contact the Student Groups departments regarding these restrictions.

**Note:** Group members taking part in their own club event are not eligible to receive an Honorarium from any SAMU provided grant.

## **Operational Grant (\$500)**

Your group may receive up to \$500 per academic year in Operational Grant funding. The Operational Grant is meant to assist groups in their operations. All student groups can apply for an Operational Grant once per academic year. Operational Grants applications open on August 15<sup>th</sup>, and the Operational Grant money must be used by May 31<sup>st</sup>.

Unused money will be returned to SAMU. Approval for Operational Grants comes from the Student Groups department.

### **Eligible Expenses:**

- food;
- promotional material;
- and supplies

### **Event Grant (up to \$2,000 per annum)**

Your group may receive up to \$2,000 per academic year in Event Grant funding. Your group can use the total amount on one large event or split it into several smaller events.

Please be as accurate as possible when applying for a grant because the money your group is granted but does not use, still counts as part of your maximum amount for the year.

**NEW:** To be eligible for an Event Grant, your group must demonstrate that it is making a **minimum contribution of at least 10%** of the event costs. Your group can get this contribution from sponsorships, confirmed donations, fundraising, projected ticket sales, or your Regular Group Account. Event Grant Applications without this contribution will be denied.

**Note:** Event Grants are not guaranteed, so it is important for your group to budget as if you are not receiving this extra funding.

### **Eligible Expenses:**

- Food, catering, and non-alcoholic beverages;
- Venue rental, setup and takedown expenses, audiovisual, décor, and security costs;
- Event-specific Marketing materials to a maximum of \$500, excluding gift cards;
- Speaker or performer fee or gift in kind, including travel, accommodation, meal, and non-alcoholic beverages expenses; and
- Student group-specific equipment or licensing.

### **Grant and Awards Sub-Committee**

The Grant and Awards Sub-Committee (GAASC) decides whether to approve or decline an Event Grant. The decision of this committee is final and may not be appealed. GAASC only meets once every two weeks. For an Event Grant Application to be considered, the application must be received no later than 30 calendar days before the planned event date, and the Student Groups department must have approved the event itself. If the Event Grant Application is handed in after the 30-day mark, it will be immediately rejected.

**Note:** Grants do not carry over from one academic year to the next and will expire three months after the event has been held.

For events which received an Event Grant, a Post Event Summary Form is required within 30 days of the event.

### **Applying for Student Group Grants**

To apply for the Operational or Event Grant, Student Groups must submit a Funding Request through the Finance Function on Student Groups Connect. More information on how to submit a Funding request can be found in the Finance Management section in the beginning of the Handbook.

### **Grants for General Equipment**

General equipment purchased using funds from the Event Grant is not the property of the individual group who purchased the equipment but instead remains the property of the Student Groups Department.

The student group who used the grant funding to purchase the equipment has the primary right to use the equipment throughout the year.

If the group who purchased the equipment becomes inactive, the group must return the equipment to the Student Groups Department. The equipment will then become available for use by the other student groups.

Before purchasing equipment, contact the Student Groups Department for an inventory listing of general equipment available for your group.

**Note:** Once general equipment is purchased, it must be brought into the Student Groups Space (SA-214) to receive an asset tag.

### **Other SAMU Sources of Funding**

#### **SAMU Student Professional Development Grant**

Each year, SAMU offers 60 grants to support students attending academic conferences. This grant can be used for Student Group members who want to participate in conferences on behalf of their student group.

More information on this grant can be found [here](#).

## External Grants for Student Groups

Student groups may apply for grants from external organizations such as the government and MacEwan University.

Before your group may apply for these external grants, you will need to receive approval from the student groups department. To request approval from the Student Groups Department email the following to the Manager of Student Groups:

1. Name of the grant and granting organization
2. Copy of the grant requirements
3. Copy of your group's grant application

**Note:** If your group requires a not-for-profit number to apply for an external grant, please let the Student Groups Department know so that we can assist in the application process.

### MacEwan Training & Learning Grant

The MacEwan Training & Learning Grant offers a total of \$500 per calendar year, per student, to pay the costs associated with skill or knowledge development opportunities such as workshops, webinars, panels, certifications, and conferences.

More information on this grant can be found on the MacEwan University [website](#).

### MacEwan University Student Community Engagement Grant

The MacEwan University Student Engagement Grant is also available to groups. This grant supports student-led projects (individual or group) that bring MacEwan University students and community partners together to effect meaningful change.

More information on this grant can be found on the MacEwan University [website](#).

## Events

### What is an Event?

An “**Event**” is any function organized by the Student Group for its members and their guests, on or off campus, including but not limited to, social events, demonstrations, conferences, events involving travel, fundraising, guest speakers, or physical activity.

“Events” differ from “**Meetings**” as meetings are an organized assembly of current or prospective student group members for the purposes of making decisions or discussing group objectives or operations.

### Examples of Events

There are many different types of events that student groups can hold. Events can range from large celebrations to small gatherings. Some of the more common events held by student groups are:

- Game, movie, or trivia nights
- Potlucks
- Barbeques
- Book club
- Tea parties
- Networking events
- Guest speakers
- Galas

### Event Approval Form

Your group **MUST** ensure that **ALL** events are approved by the Student Groups Department by submitting an Event Approval Form. Once the form has been reviewed, the department staff will notify your group with either confirmation indicating that your event has been approved, that more information is required, or that the event has been rejected.

Groups are encouraged to plan their event well before the required timeline for submitting the Event Approval Form:

Event	Timeline
<b>Event with Grant Request</b>	Event Approval Form to be submitted <b>30 calendar days</b> before the event date.
<b>Event Without Grant Request</b>	Event Approval Form to be submitted <b>15 calendar days</b> before the event date.

### Events in the Lookout

Event Approval Form to be submitted  
**a minimum of six weeks** before the  
event date.

Failure to adhere to this rule will result in the event being **IMMEDIATELY REJECTED** and your group will have to resubmit the event form adhering to the timeline requirement.

The Event Approval Form requires you to indicate your group's event requirements and gives the Student Groups Department the information needed to help coordinate your requests. For example, trying to plan an event like a gala can't be done in one month as other factors such as booking a venue, catering, and entertainment need to be considered.

### Why do Events Need to be Approved?

Receiving Event Approval ensures your group is covered under SAMU's insurance in case something was to go wrong at an event.

The Student Groups Department also uses the Event Approval Form to justify the budget for student groups and events. If your group needs help filling out the form, please do not hesitate to ask.

### How to Find the Event Approval Form

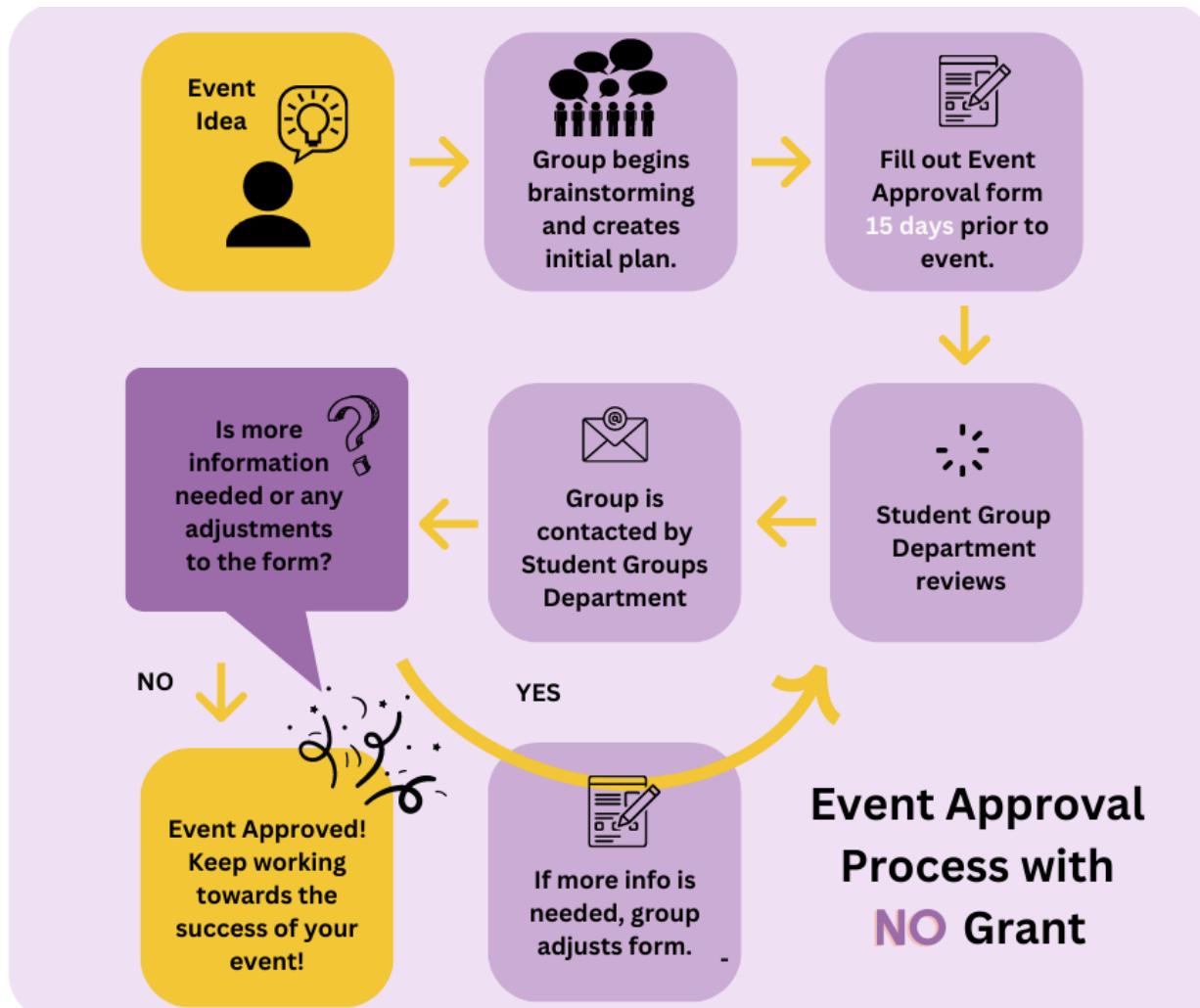
1. Navigate to <https://samu.campuslabs.ca/engage>,
2. Select your group's icon on the left side bar
3. Select "Events"
4. Select "Create Event"

### Collaboration

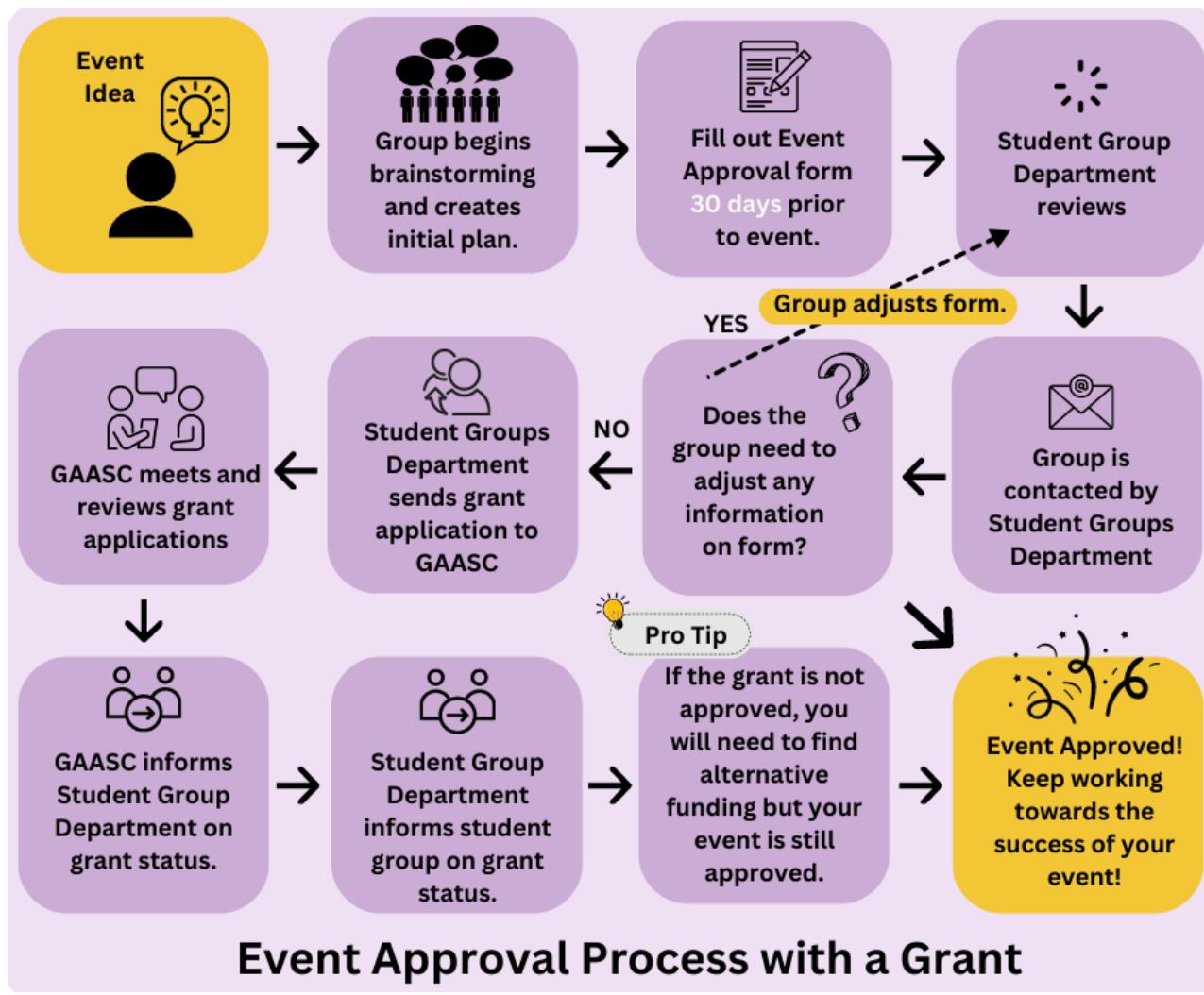
If your group works with another organization or MacEwan University department on an event, the Event Approval Form still needs to be completed and approved. If you collaborate with another group, only one group must complete the Event Approval Form. The Collaboration form is now part of the Event Form.

## Event Approval Process

If your group is holding an event that **DOES NOT** require an Event Grant, you will need to follow this process:



If your group is holding an event that **DOES** require an Event Grant, you will need to follow this process:



## **Events with Ticket Sales**

### **Showpass**

Showpass is our online event and ticket organizer. Showpass enables your group to create and sell customized tickets to events. You can also get access to information on revenue holdings, ticket sales, and invoices, with the ability to process refunds. It is straightforward and open to everyone on the web, so more traffic can get to your event page.

To sell tickets for events via Showpass, you will need to register your group as a suborganization under SAMU. To create a suborganization please complete the registration form found [here](#). When filling out the form, please use your group's account number for your organization code.

Once you have registered as a suborganization, your group will be able to create an event by selecting "Create Even" on the lefthand drop down menu.

## **Events with Alcohol**

Your group is permitted to host events with alcohol. These may be events on campus, at a pub, nightclub, restaurant, or other venue with a liquor license.

If the venue does not have a liquor license, you must hire a catering company that can extend their liquor license to the selected venue.

Your group is **NOT** permitted to obtain its own liquor license or purchase/sell your own liquor at events. An external organization must provide these services with its own liquor license.

### **Additional Considerations for Events with Alcohol:**

- Events with alcohol require additional security, which may come at an extra cost.
- Events with alcohol in MacEwan must be catered through Aramark. No special occasion permits are allowed on campus. Check with the Student Groups Department before serving alcohol in the SAMU building.
- Executives and volunteers are required to remain sober throughout the event.

When hosting an event off campus that involves alcohol, your group must send the following contracts to the Student Groups Department and include them in the Event Approval Form.

- Venue rental agreement
- Catering contract
- Venue or Catering Company's license to serve alcohol
- Security contract

**Note:** Groups are encouraged to take the "Alcohol and Consent" workshop before they host an event involving alcohol. This workshop is provided once in the fall semester.

## **Student Group Travel**

If your group travels for an event (hosting or attending), you may need to complete additional travel forms to meet SAMU and MacEwan University regulations. When submitting the Event Approval Form, indicate the type of travel involved in your event. For out of city, province, or country events, longer timeframes are required to ensure proper documentation is completed.

For **out of city, province, or country** events, your group must take the following steps:

### **1. Plan your Trip**

- Prior to booking any travel, it is important to understand the risks, local environment, health care system and security precautions related to the location(s) you are visiting.
  - Visit the [\*\*International SOS member portal\*\*](#) to learn more about your destination and to assist you with travel preparations.
  - Familiarize yourself with the hazards inherent to your destination.
  - Check [\*\*Government of Canada Travel Advice and Advisories\*\*](#).
  - Check your visa requirements to make sure you have a valid visa, if needed, and that your passport is valid for the period required.
  - Review your personal health insurance plan and understand the coverage limitations and exclusions.

### **2. Get Travel Authorization.**

- University-related travel must be authorized before you leave on your trip. Student Groups are required to obtain authorization from the Manager of Student Groups at SAMU and the Manager of Student Life at MacEwan University.

### **3. Register your Travel**

- All students who participate in university travel must register their trip using [\*\*International SOS MyTrips\*\*](#).
- When travelling internationally, students are also encouraged to sign up with the [\*\*Registration of Canadians Abroad\*\*](#) service.

### **4. Prepare for Departure**

- There are things you can do prior to travel to remain safe and enjoy your trip.
  - Participate in pre-travel training (e.g., online courses, pre-trip briefings, orientations).
  - Download the International SOS Assistance app.
  - Create a travel [\*\*Emergency Preparedness Plan\*\*](#).
  - Keep your travel itinerary updated in MyTrips.

### **5. Get Assistance while Travelling**

- Know what assistance is available to you in the case of medical issues or non-medical issues.
  - **Medical Issues**
    - Contact your health insurance provider for assistance and direction.
    - Call MacEwan Security Services (1-780-497-5555) and inform them of the situation. Security Services will accept collect calls.

- **Non-Medical Issues**
  - Contact International SOS to connect with on-the-ground resources.
  - Call MacEwan Security Services (1-780-497-5555) and inform them of the situation. Security Services will accept collect calls.

**Note:** SAMU does not encourage groups to use their own vehicles to transport because it places an incredible liability on the student.

**Note:** more information on MacEwan Travel Safety can be found at:  
<https://www.macewan.ca/safe-at-macewan/travel-safety>

## **Catering** Events in MacEwan

If your group is holding an event on campus that is not in the SAMU building, you must use the university's on-site catering company, Aramark. You can contact the catering department directly at 780.497.5028 or [catering@macewan.ca](mailto:catering@macewan.ca) to set up an appointment. If you have a food and beverage budget, the Catering Manager can suggest menu items for your event.

You can view the Aramark Menu online at <https://macewaneats.ca/catering/>.

In addition to ordering catering from Aramark, student groups can also order from any of Aramark's food providers on campus:

- Tim Hortons
- Booster Juice
- Oven Pizza and Pasta
- Subway
- Starbucks

**Note:** The Bean's List in Building 5, is not an Aramark food provider. Your group cannot provide food from the Bean's List at group events.

## Events in SAMU

The only food restriction in the SAMU building is that student groups cannot provide/sell Pepsi products. SAMU is a Coca-Cola building; therefore, your group can only supply Coca-Cola products.

Other than the beverage restriction, there are no other food restrictions in the SAMU building. Student Groups may use any licensed caterer once the Student Groups Department approves their event.

## Security

### Security at MacEwan

If your group is hosting an event where alcohol is served or if the event extends past MacEwan's regular building access hours, you will need additional approval from the Student Groups department.

If the department determines that additional security is required, additional costs may be associated with the event. It's best to check in with the department staff early in the event planning process to ensure you budget accordingly.

### Security off Campus

For any off-campus event that involves alcohol, security is required. It's up to your group to ensure security is present. In some cases, the venue may have in-house security. However, if the venue does not, your group must contract an external security company.

## Student Groups Equipment

### SAMU Student Groups Equipment

The Student Group Department has an inventory of AV and general equipment.

Please complete the General Equipment Booking Form on Student Groups Connect to request equipment.

AV and general equipment provided by the Student Groups Department is free to student groups.

#### **Available Equipment:**

- Tabletop Display Stand
- Poster Stand
- Prize Wheel
- 3-Panel Table Presentation Board
- Presenter Remote
- Ballot Box
- Cooler
- Raffle Spinning Drum
- First Aid Kit
- Pizza Bag
- Nintendo Switch and Games
- Microphones
- Speakers

If the equipment your group requires for your event is not available from the Student Groups Department, you may need to rent the equipment from MacEwan, which may come with a rental fee.

## **MacEwan Equipment**

The MacEwan Library has an inventory of technology equipment that groups can rent. You can view the list of available rental equipment [here](#).

Some MacEwan classrooms are already equipped with particular technology. If your event has specific audiovisual or technology requirements (such as podiums, televisions, microphones, etc.), ensure this is indicated on the Event Approval Form when submitting.

Your group may not move or use the university's equipment or furniture without authorization or assistance from a booked technician servicing the event.

## **Risk Management and Event Planning**

One of the most important goals of SAMU is to ensure that students participate in safe and enjoyable events. Your group must ensure that students participating in group activities do so safely and that a thorough risk management plan is in place.

Risk management is the process of identifying, monitoring and managing potential risks to minimize the negative impact they may have on an organization or event.

Group executives are responsible for members' behaviour while attending events held by your group. Executives should seriously consider worst-case scenarios, the steps to minimize risks, and how they can ensure the safety of their fellow students.

### **Risk Management Plan**

Your group is required to complete a Risk Management Plan as part of every Event Approval Form.

All activities require assessment of possible risks, and a plan to manage and reduce potential risks. Risks are not only limited to physical injury risks; such as slips, trips and falls. There are many operational risks that may factor into the activity. These can include anything from event logistics, weather factors, participation number, location hazards, alcohol, transportation, and transportation. In assessing and forecasting foreseeable risks you are displaying diligence to protect your club and SAMU.

### **Risk Levels**

In your group's risk management plan, you will be required to identify the level of risk and explain how to plan to mitigate this risk.

- **High-risk activities** are events with a high probability of significant reputational, financial, or physical damage to the student group or other individual(s).
- **Medium-risk activities** are events with a mid-level probability for mild reputational, financial, or physical damage to the student group or other individual(s).
- **Low-risk activities** are events with a low probability of minor reputational, financial, or physical damage to the student group or other individual(s).

Events that have a degree of **high risk** include any activity involving:

- Food
- Alcohol
- Transportation
- Physical activity
- Fire and water activities
- Large crowds
- Food preparation
- Advanced technology requirements

### **Insurance**

Although SAMU insurance covers most of your group's events, some higher-risk events may require additional coverage. The more dangerous the event, the less likely it will be covered (i.e. sky diving). If SAMU's insurance does not cover an event, SAMU must decline the event.

### **Student Groups Marketing and Promotion**

It is up to each group to promote themselves.

#### **Logos**

As a group, you are permitted to design your own logo, but you are not allowed to use SAMU's or MacEwan University's logos. Groups are also not permitted to use the MacEwan University Griffin on any of their promos, and no likeness thereof is allowed.

Your group is permitted to use the university name in your logo, but be sure to reference it as "MacEwan University." No abbreviations can be used. The university name must appear in a font significantly different from that used in the official logo. Logo designs must not use the "MacEwan Red".

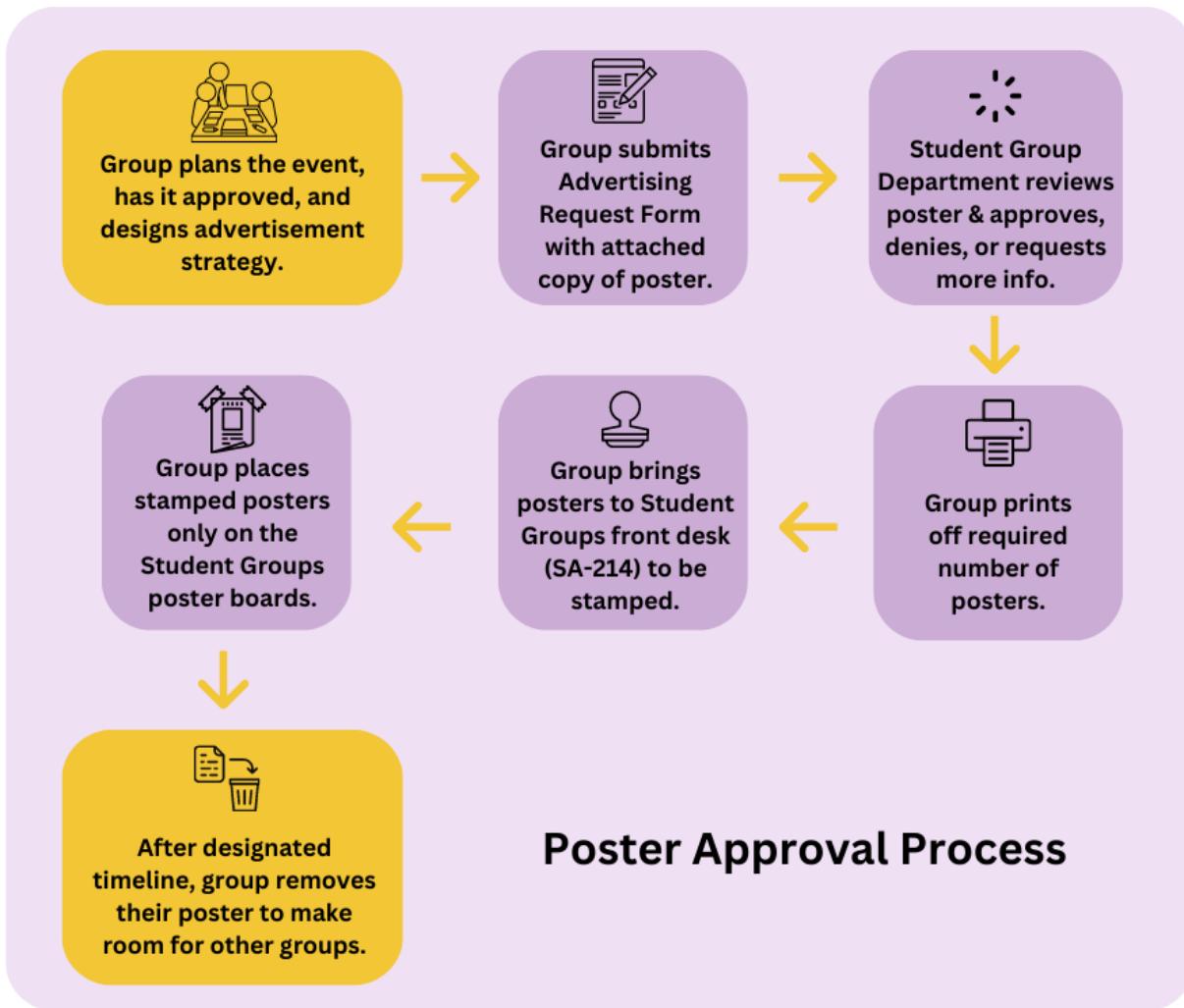
#### **Posters**

Your group is responsible for designing and printing your posters. Groups cannot post anything that might be viewed as offensive or demeaning. Poster sizes should be 8 1/2 x 11 (letterhead) or 11 x 17 (tabloid). MacEwan University can remove posters at its discretion, except when posters are on designated SAMU Groups boards.

For an effective design, use color but keep it simple and stay consistent with your color palette. Use fonts properly; do not mix too many typefaces and be careful with overly stylized typefaces as they can make your poster hard to read. Always check your spelling and grammar.

## Poster Process

To avoid wasting time and money due to posters being taken down, follow this poster approval process:



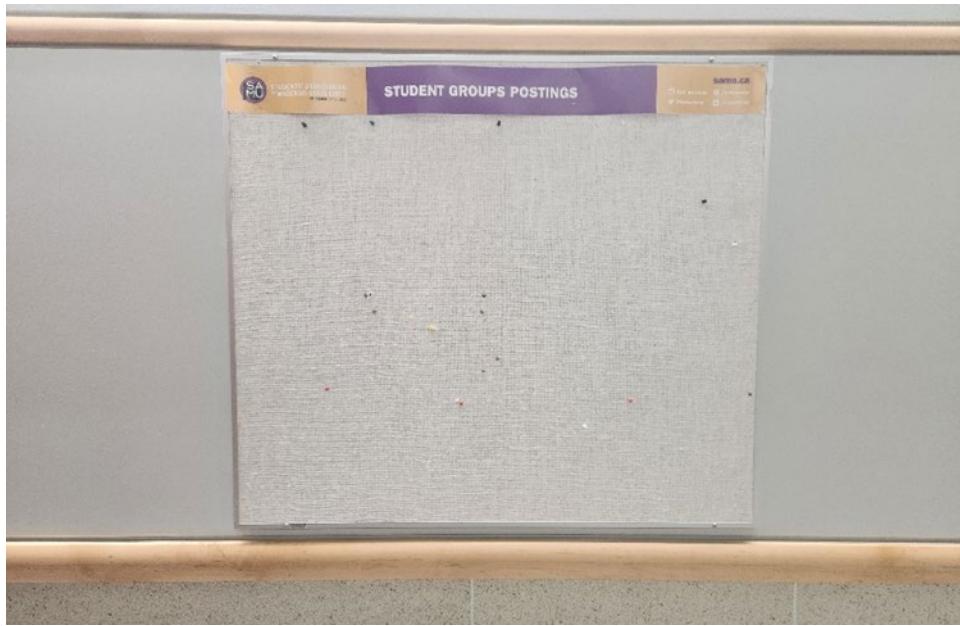
**Note:** We recommend you do not print off your posters until they have been approved in case the poster cannot be approved right away.

## SAMU Groups Designated Poster Boards in Macewan University

Building	First Floor	Second Floor	Third Floor	Fourth Floor
<b>5</b>	N/A	Across from Bean's List (On other side of stairwell)	N/A	N/A
<b>6</b>	One on either side of the M-Store	N/A	N/A	N/A
<b>7</b>	Near Rm 7-141	Near Rm 7-227 Near Rm 7-231 Across from 7-233 Across from 7-286 Near 7-290	N/A	N/A
<b>8</b>	N/A	Across from Rm 8-211	N/A	N/A
<b>9</b>	N/A	Beside Rm 9-203	N/A	N/A
<b>11</b>	Beside elevators by Roundhouse	Near Rm 11-217	Near Rm 11-326	Near Rm 11-452
<b>MacEwan Residence</b>	Drop posters off at MacEwan Residence front desk			

\*Only hang posters on boards with a purple and yellow banner that says, "Student Groups Postings." Posters on boards with other banners will be removed.

**Note:** Posters for regular meetings will have a maximum of one month on boards to ensure all groups are given an opportunity to use the boards. Posters for events may be advertised 3 weeks prior to the date of the event.



**New:** There are poster frames available for Student Groups to use in the Student Groups Space (SA-214). Due to the limited availability of frames, please contact the Student Groups Department prior to posting.

### **Banner Guidelines**

Your group may design and print its own banners.

- Banners must be tied to the metal railings with twine – NO TAPE OF ANY KIND IS PERMITTED.
- Banners are not permitted on the wooden rails; they must be affixed to the green metal.
- Banners are not permitted in the SAMU building or Allard Hall.
- Banners may be hung in buildings 7, 8, 9 and building 5 on metal railings only.
- Only one banner can be hung at one location. Please share the space with other groups.
- Banners can ONLY be up for a maximum of two weeks.



## **Social Media**

Your group is encouraged to establish social media such as Facebook, Twitter, or Instagram accounts. Social media can help your group showcase upcoming events and the work that you're doing! It is up to your group to keep this information updated.

### **Social Media Guidelines**

- Be professional and always treat people with respect.
- Do not give out any group members' personal information.
- Change your password regularly. Don't share your password.
- Be aware of messages from hacked accounts.
- Do not use other people's intellectual property unless you have their permission.
- Ensure that your post does not reflect badly on SAMU or MacEwan.
- Student Groups' social media may only be used to promote and share group-related information.
- Student Groups are not permitted to post any information about SAMU unless they have contacted the Student Groups Department for permission and confirmation of details first.

**Note:** Groups are encouraged to tag @sa\_macewan in their posts and stories, and SAMU will repost these on their stories.

## **Discord**

Discord is an online communication platform that can be used to message, hang out, and keep your members informed about upcoming meetings and events. Your group can create and add a server to MacEwan's Student Hub. Students can join your server to get more information about your group and become part of your community.

To access this feature, click "Explore Public Servers">> Education > and enter your school email address to join the MacEwan University Hub. Follow the instructions in your email. Once in the MacEwan University Hub, click "Add Server" and select your group's server. Add a description and categorize it under "Clubs". It is essential to have a detailed description so students know what your group is about.

**Note:** the Social Media Guidelines mentioned above apply to your group's Discord server.

## **SAMU Community Discord Server**

The [SAMU Community Discord Server](#) has information for students regarding Student Groups and resources available for students within SAMU.

Student Group specific channels include:

- **student-group-q-and-a** where you can ask questions about student groups, and someone will answer your question.
- **building-student-groups** where you can find more people for a group you want to create.
- **general-student-groups** where you can share ideas, stories, and achievements with other student groups.

## **Website**

If your group chooses to create a website, add the URL to your group's profile in SG Connect.

Your group can use the website to promote and inform people about your group's activities and upcoming events.

## **Classroom Visits**

Some professors may allow your group to speak to their class before the beginning of the lecture. This opportunity will enable groups to reach a specific target audience and capture the attention of a large group of students at once. Your group should also bring handouts to give to interested students afterwards.

## **Additional Advertising Opportunities**

Student Groups have various opportunities to advertise their events through SAMU advertising channels. To request advertising through the channels below, complete an Advertising Request Form [here](#).

**Note:** Advertising requests for events cannot be approved until the event is approved. Please keep this in mind and allow for additional time when requesting events.

## **SAMU Lounge TVs**

If you would like to have your group's event promoted on the TVs in the SAMU Students' Lounge (SA-216), please follow these guidelines:

- Two weeks' notice is required to display groups' advertisements on SAMU screens.
- A total of 4 spots will be allocated on a first come, first serve basis for student groups each month. Ads can be displayed on our screens for a week at a time.
- Required size: 1920 x 1080 is a 16:9 aspect ratio.

### **Information to include on imaging:**

- Date and time of event
- Location of event
- Group name
- Event name
- Short description of the event
- Catchy imaging
- Contact information (club email, social media, etc.)

### **SAMU Newsletter**

If you want your group's event to be promoted in the SAMU Newsletter, please follow these guidelines:

- Two weeks notice is required to advertise group events in the SAMU Newsletter
- A total of 4 spots will be allocated on a first come, first serve basis for student groups. The newsletter is released biweekly on Mondays.
- Word count: 20 words max.

### **Information to include:**

- Location of event
- Group name
- Event name

**Note:** No student group advertisements in the newsletter in September or January.

### **MacEwan Residence Newsletter and Discord Server**

MacEwan Residence offers advertising opportunities for student groups to promote their events or meetings to students living in residence. These opportunities include postings on residence poster boards, discord servers, and newsletters.

If you want your group's event to be promoted in MacEwan Residence, please follow these guidelines:

- Two weeks notice
- Word count: 20 words max.

### **Information to include:**

- Location of event
- Group name
- Event name

## **MacEwan International Newsletter**

The MacEwan International Department supports international students throughout their university experience. This support includes sharing information about exciting events and opportunities on campus, such as those held by student groups. Your student group can advertise events or meetings in the MacEwan International Newsletter.

If you want your group's event to be promoted in the MacEwan International Newsletter, please follow these guidelines:

- Two weeks notice
- Word count: 20 words max.

### **Information to include:**

- Location of event
- Group name
- Event name

## **The Griff**

Your group can request advertising space in *the griff*. To request this space, contact the Administration & Retail Manager at [samuadmin@macewan.ca](mailto:samuadmin@macewan.ca) for details, and be sure to mention you're a student group on campus for a reduced rate.

All advertising in *the griff* must be confirmed a month in advance.

## **SAMU Events for Student Groups**

### **SAMU Awards Night - Student Group Recognition**

Every year SAMU holds Awards Night near the end of the Winter semester to celebrate the hard work and dedication of students and student groups throughout the year.

There are several awards student groups can be nominated for at Awards Night:

1. Student Group of the Year
2. New Student Group of the Year
3. New Student Group Member of the Year

These awards are to recognize the outstanding contribution groups make to student life. We encourage you to nominate yourselves and get others to support you. Nominations can be made on [www.SAMU.ca](http://www.SAMU.ca) at the beginning of the Winter semester.

### **Student Group Minglers**

Student Group Minglers are held once a semester, allowing groups to meet one another in a relaxed environment where you can share ideas surrounding events, fundraising, recruitment, etc. Your group is also encouraged to share stories of their accomplishments and experiences.

## **Student Group Workshops**

Student Group Workshops allow groups to learn more about a specific topic relevant to their group. There are generally three (3) workshops a semester. Workshop topics may include marketing, sponsorships, fundraisers, or inclusivity. At least one executive from each group must attend one workshop a year and are encouraged to share what they learn with the other executive members.

## **Student Groups Expo**

The Student Groups Expo provides an opportunity for student groups to promote themselves to the larger student body. Groups can showcase the many exciting events and activities they organize around campus and in the broader community.

The Student Groups Expo occurs at the beginning of each semester in The Lookout, when many students, especially first-years, will be trying to figure out which groups to get involved with. Many student groups report that the Expo is the best way to recruit new people to their group, so it is worth spending some time and effort preparing and attending.

All student groups are encouraged to attend the Student Groups Expo and take advantage of this exciting opportunity!

### **How to participate in the Student Groups Expo:**

To secure a booth at the Student Groups Expo, keep an eye out for an RSVP email from the Student Groups Department in August (Fall Expo) and December (Winter Expo).

Space is limited at the Expo and groups are encouraged to RSVP early to secure a spot!

To RSVP your group will simply need to fill out the form provided in the email and indicate if you require any special accommodations for your booth. Special accommodations may include access to outlets, additional chairs, TVs, etc. Please note that not all requests can be accommodated.

Important information, such as set-up times and booth expectations, will be communicated to your group through email leading up to the Student Groups Expo. Your group must monitor their email regularly to ensure nothing is missed.

## Closing a Student Group

Your student group may close voluntarily or involuntarily.

**Voluntary closure** occurs when a student group chooses to close independently for reasons such as a lack of capacity to continue operations.

**Involuntary closure** occurs when the Student Groups Department requires a group to close for reasons including but not limited to failure to follow the requirements of student groups.

Regardless of the reason for closing, if closing, your group must complete the "Group Closure Form" found in the Forms section of Student Groups Connect.

On the form, your group will be asked to explain the reason for closing and decide what you want to do with any remaining funds.

There are two options for the remaining funds:

1. Donate the funds to a registered charity
2. Return the funds to the Student Groups Department

If your group wishes to donate the remaining funds, they must complete a purchase request and make it out to the chosen charity.

If your group does not have enough existing executives to sign off on a purchase request, the only option is to return the funds to the Student Groups Department, where the money will be used to the benefit of all student groups.

## Student Groups Connect Navigation:

The first step to establishing and joining a student group is to create an account on Student Groups Connect! Student Groups Connect is the platform all groups use to organize their activities.

The Student Groups Department administers various group services on Student Groups Connect, including group registration, banking, event creation, grant funding, equipment rentals, etc.

Navigating Student Groups Connect is simple! The left-hand navigation menu lets you explore all available events, organizations, news, and forms. Clicking individual organizations or branches in which you are a member allows you to explore them in greater detail.

The search bar can help find events, organizations, news, and forms by keyword.

The top right-hand menu includes submissions, notifications, and the personal user drawer. The user drawer drop-down gives you access to your event history, memberships, service hours, submissions, and downloads.

More specific functions on Student Groups Connect are discussed below!

## **Homepage**

### **Events**

You can see all upcoming events on the home page by clicking the "view more events" button under "All Events."

Upcoming events will display as shown below. Once your group submits an Event Approval form, and the Student Group Department approves the event, it will automatically be added to the list of upcoming events.

### **Memberships:**

On the homepage, you can see all the Student Groups you are a member of.

### **Latest News:**

The Student Groups Department often posts updates and important information for all student groups in the Latest News section on the homepage. Ensure you check this regularly.

### **Campus Links:**

- Room Booking (Acuity)
  - This link will allow you to book a room in the Student Groups Space (SA-214)
- SAMU Discord
  - The SAMU Community Discord Server has information for students regarding Student Groups and resources available for students within SAMU.
- Student Groups Handbook
  - This link directs you to a copy of the Student Groups Handbook
- Student Groups Code of Conduct
  - This link directs you to a copy of the Student Groups Code of Conduct
- Student Group Resources
  - This link directs you to the SAMU website, where additional resources for student groups can be found, such as relevant policies, procedures, and templates.
- Manager and Coordinator Meeting
  - This link allows you to book a meeting with the Manager or the Coordinator of Student Groups.

### **Side Bar**

- Home Page – This link will take you back to the Homepage.
- Events – View all upcoming events.
- Organizations – View all approved Student Groups
- News- View all news updates posted by the Student Groups Department
- Forms – any form your Student Group will need to complete can be found here.

## **Organizational Tools**

To access Organizational Tools, hover your student group icon and click on the gear.

- **About**
  - Update your group's basic details, such as the profile photo, description, summary for the group directory, contact information, and social media links.
- **Roster**
  - Manage positions for the group, send organization messages, invite members, remove members, and approve pending memberships.
- **Event**
  - Create and manage your group's events. Submit an event request, or manage an individual event, including inviting attendees, tracking participation, or changing an event's details.
- **News**
  - Share what your group is doing with the community. You can create, edit, and delete news posts from this area.
- **Gallery**
  - Create a more visually appealing group homepage. Your gallery photos will be showcased at the top of your group's public-facing page.
- **Documents**
  - Create a shared storage space for important group files. You can share these files publicly or only with certain members or position holders within your organization.
- **Forms**
  - Any form your group may need to complete can be found in the forms tab. These include advertising requests, incident reports, classroom bookings, collaboration forms, equipment bookings, etc.
- **Elections**
  - Create elections for your group, either for the entire community to vote on, or exclusive to organization members.
- **Finance**
  - Submit financial requests for your group, including purchase and funding requests.
- **Service Hours**
  - Submit service hours on behalf of yourself or your group members. These hours are used to verify MacEwan CCR requests.

**This Handbook is established in conjunction with SAMU by-laws, policy and procedure and should be read as such. Should there be any discrepancies therein SAMU by-law, policy and procedure is the final authority.**