FIND YOUR PEOPLE

STUDENT GROUPS

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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 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 and off campus.

Support Services for Student Groups

SAMU provides a variety of support for student groups, including room and equipment bookings, financial management and supports, and resources and information sessions. The Student Groups department is available to consult with students on any topics relating to their 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, Manager of Student Groups– heade3@macewan.ca

- Grace Tsang, Student Groups Coordinator – tsangg3@macewan.ca

- Student Groups Front Desk – sagroupsadmin@macewan.ca

SAMU Contact Information:

- SAMU Bookkeeper – samubookkeeper@macewan.ca

- SAMU Front Desk (SA-301) – 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 (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, group closures, and may initiate disciplinary action on a group violating policy or procedure.

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 help provide day-to-day assistance to student groups. They oversee all classroom and equipment bookings, keep groups updated with relevant news, and help promote their events.

Student Groups Advisors (MacEwan Staff/Faculty)

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

Advisors may only act in an advising capacity; therefore, Advisors **CANNOT:**
- 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, students should ensure their ideal group isn't already out there. A complete list of current groups can be found on [Student Groups Connect](#).

If the group doesn't exist, students can start the application process:

1. Find 10 other students interested in starting a group who share the same values, interests, or ideas as you.

2. Have all prospective executive members (minimum five) and general members (minimum five) create an account on Student Groups Connect.
3. Select "Register a New Organization" and complete the form. The new organization form can be found [here](#).
4. Build the group's profile (ex. create a social media, email, website, advertisements, etc.)
5. Submit the form 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:** Students must wait until their group has been approved before they can start planning meetings or events.

Student Group Executive Members

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

Each group requires a minimum of five (5) Executive Officers, which must include the President, and Treasurer. For the other three (3) executive positions, groups may choose position titles/descriptions that best suit their organization.

Required 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.

- **Treasurer**

Receive all group monies and deposit them into the group's account. Ensure all purchase and funding requests 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.

Optional Executive titles and role definitions:
- **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.

> **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 five (5) Executive Members, groups require at least five (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

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

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

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

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

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. Groups 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.

Online Training

All new groups who form after the Student Groups Orientation must complete an online training course before applying for grants or organizing activities (including meetings).

Once the Executive Committee has approved a group, the Manager of Student Groups will notify the 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.**

Reporting

The President is responsible for leading the group and ensuring the group meets all reporting obligations. Reporting requirements include submitting the annual Year-End Report/Renewal form by May 31st of each year. Submissions open for the Year-End Report on April 1st.

The Year-End Report overviews the group's involvement in the past year. It also acts as a

transition piece that groups can give to the next President. Failure to submit this report can result in group closure, suspension, penalties or loss of privileges, and ineligibility for grants or support.

Groups can access the Year-End report by going to re-registering the group through Connect. Go to the "Organization" tab, select "Register an organization", then find the group and select "Re-Register".

Meeting and Event Space Bookings

Meeting Bookings

SAMU Student Groups Space
The SAMU Student Group Space (SA-214) has various meetings, collaboration, and multimedia rooms available for student groups. Students can book SAMU Student Groups rooms through Skedda with a MyMacEwan email.

MacEwan University
To book a MacEwan classroom for a group meeting, students can use the MacEwan Classroom Booking Request Form here. Students will receive an email confirming or declining their request within five (5) business days.

Event Bookings

SAMU Student Groups Space

To book a room for an event in the SAMU Student Groups Space (SA-214), students must identify which room their group is interested in booking when completing the Event Approval Form. Room capacity ranges from 8-26, so be sure to specify the required room size.

Once the request is received, the Student Groups Department will book the room and provide the group with an email confirmation within 1-2 business days of event approval.

SAMU – The Lookout (SA-200)

Student Groups can book the SAMU Lookout for events.

Considerations for booking The Lookout:
- Minimum attendance requirement of 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).

The Lookout requires a different booking timeline than a regular event, Event Approval Forms for the Lookout must be submitted a minimum of **40 business days** before your group's event (30 business days for events occurring in September or January). Groups can book the Lookout as early as **50 business days** prior to their event (40 business days for events occurring in September or January).

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

SAMU – Students Lounge (SA-216)

The Student Lounge is on the second floor of the SAMU building where the microwaves and kitchen are. The Lounge has capacity for 38 seated or 45 standing. The space is ideal for medium sized group events like mixers, DIY activities, or potlucks. It is important to note that the Student Lounge is an open area and does not provide the same privacy as other event venues.

Also, groups cannot use the fridge in the space as it is locked and reserved for the Pantry. There is no cost associated with booking the Student Lounge. To book this space, groups will need to indicate on the Event Approval Form, that the Student Lounge is their requested location.

Room Features:
- 30 low seats
- 1 island (unmovable)
- 8 high seats (for island)
- 8 movable tables
- 7 microwaves
- 1 hot water tank
- 1 sink
- Portable TVs available on request (mounted TVs are reserved for SAMU use)

Eligibility Requirements:
- Minimum of 20 attendees.
- Approved Event Form (meetings are not permitted in the space).
- Recurring bookings are not permitted.
- Can only be used after SAMU office hours (4pm-8:30pm).
- Volume must be kept to a reasonable level due to the open nature of the space.
- Ensure the room is returned to the original layout and cleanliness after the event.

SAMU – Students' Council Chamber (SA-327)

The Students' Council Chamber is on the third floor of the SAMU building and has capacity for 24 people seated. This space is intended for group workshops, seminars, speakers, or presentations. Below you will find information on the space itself, how student groups can access it, and more!

There is no cost associated with booking the Council Chamber for student groups' events. To book

the space groups, will need to indicate on the Event Approval Form that the Council Chamber is their requested location.

Room Features:
- 1 rolling TV + 1 HDMI and 1 power bar
- 1 mounted TV + 1 remote
- 12 rectangle tables (movable)
- 4 corner tables (movable)
- 24 rolling chairs

Eligibility Requirements:
- Minimum of 15 attendees.
- Approved Event Form (meetings are not permitted in the space).
- Reoccurring bookings are not permitted.
- Can only be used during SAMU office hours (posted on website).
- Council Chamber can be booked up to 40 business days (approximately two months) in advance. SAMU has priority booking of the Council Chamber.
- Pick up and return Council Chamber keys from SA-301 (Group will be charged for lost key).
- Groups are not permitted to change the layout of the furniture in the space.
- Ensure the room is returned to the original cleanliness after the event.

MacEwan University – Classrooms

To book a classroom in MacEwan University for an event, groups must identify which space they are interested in booking on the Event Approval Form.

Once the request is received, the department will book the room and provide an email confirmation within (5) business days, if the space is available.

MacEwan University – Special Function Space

To book a Special Function Space in MacEwan University for an event, groups must first email the Conference Office at conferenceoffice@macewan.ca to confirm the availability of the desired room. The Conference Office will confirm availability and provide the group with a rental quote.

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

Special Function Space:

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

Groups that would like to book a space not listed above for an event should contact the Student Groups Coordinator.

MacEwan University – Towers Pub

To host an event in Towers Pub, students will first need to contact the Bar Manager, Jill Brekke via Brekke-jill@aramark.ca and inquire about availability. Once the group has confirmed with the Bar Manager that the pub is available for their requested date, the group will need to submit an Event Approval Form. Once the event has received approval from the Manager of Student Groups, the group may begin working with the Bar Manager to plan the logistics of the event, including set up, AV requirements, and food/beverage needs.

Display Table Bookings

The SAMU building has several display tables on the second floor for student groups to use for activities and promotions. There are also display tables in MacEwan buildings that groups can request.

To request a display table to advertise, fundraise, or sell tickets for an upcoming event, indicate so on the Event Approval Form.

If requesting a display table other than for purposes of fundraising or promoting another event, it is still considered an event itself. Create a new event and indicate why you want a display

table. Then provide details on when and where the group would like a display table.

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

<u>Lockers</u>

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, groups must complete the Locker Request Form on Student Groups Connect.

Once the group has been assigned a locker, the group will receive an email with instructions 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 a group becomes inactive or closes, they must clean out their locker and return the lock within one (1) 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

Groups must create and abide by a constitution. The purpose of the Constitution is to ensure groups have a stable, transparent structure and decision-making process. It also ensures that executive members clearly understand their roles and responsibilities specific to their group. If a group's Constitution is no longer working well, they should consider amending it.

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

Constitution resources and templates can be found [here](#) or in the Student Groups Resources on Student Groups Connect.

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, the group may first attempt to resolve the issue through corrective measures including enhanced education or training. Then, if the issue continues or amplifies, the group **MUST INFORM** the Manager of Student Groups of the situation.

Once informed of the situation, the Manager of Student Groups will work with the group to determine the necessary action. The 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

Groups are 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, groups must select "Elections" from their Organizational Tools and follow these steps:
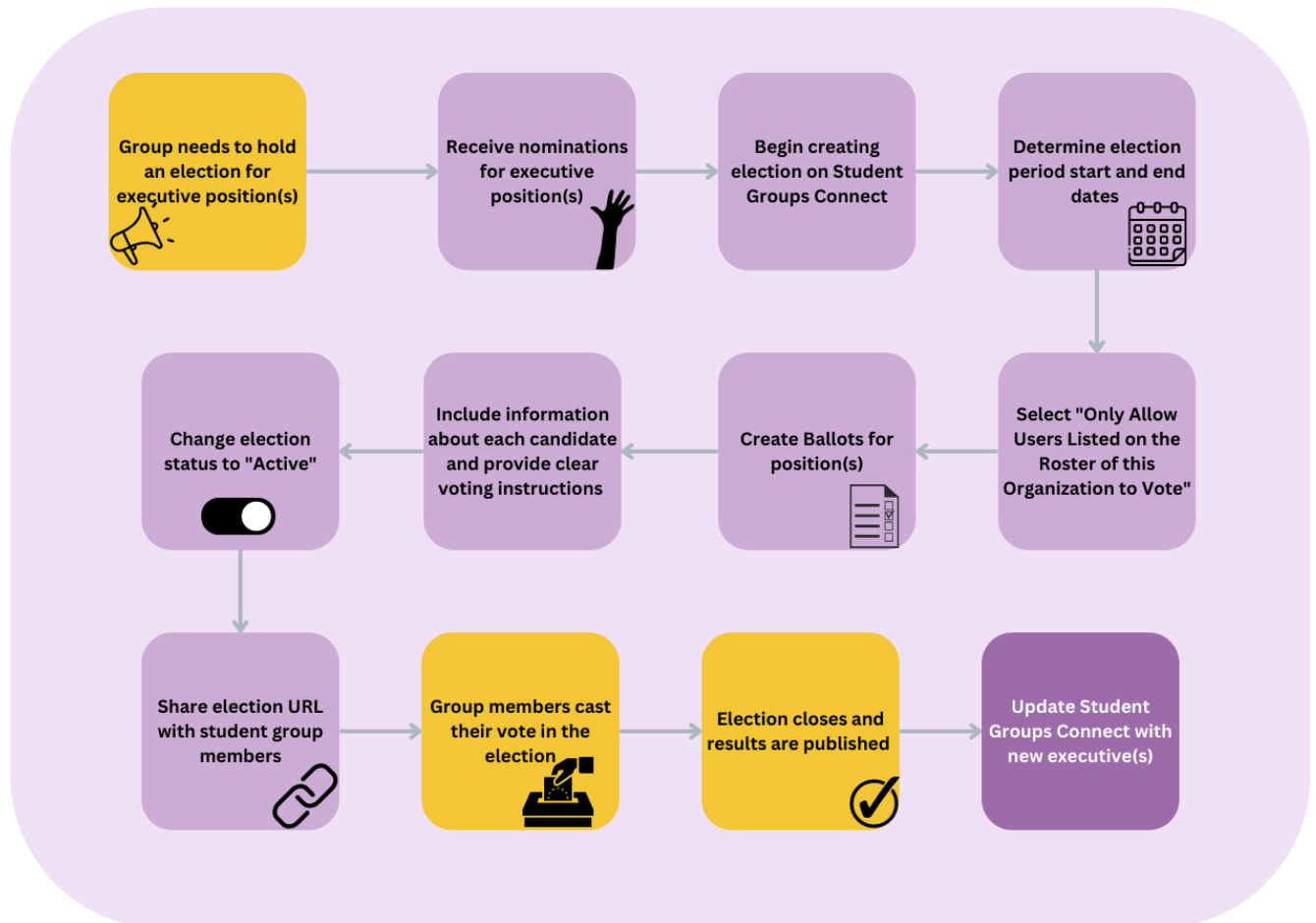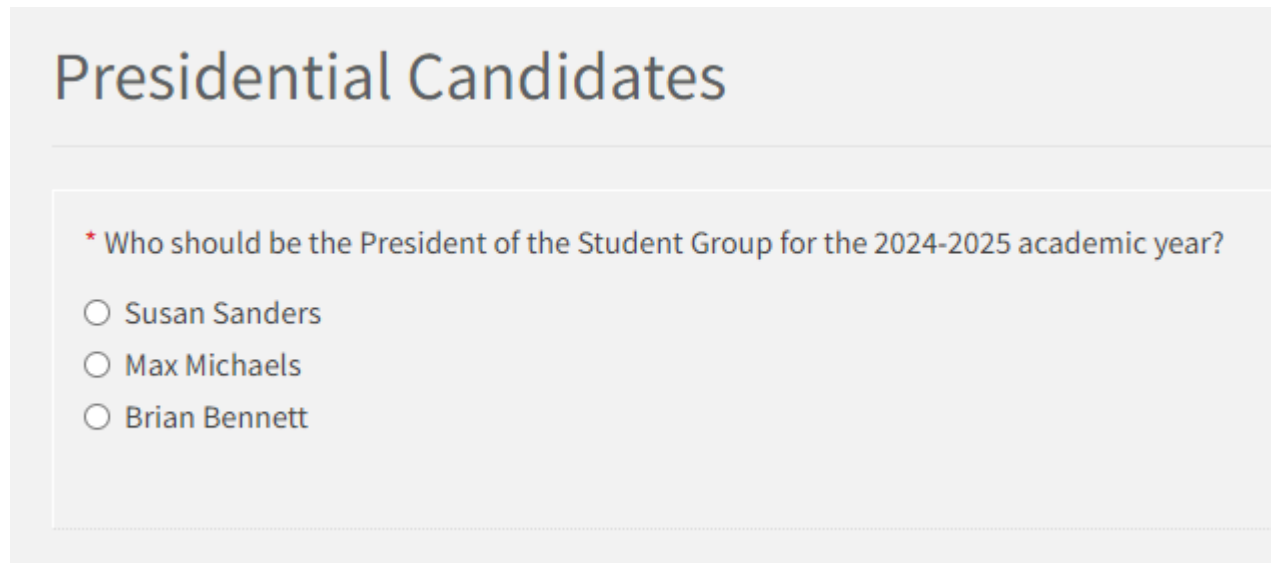
Using Student Groups Connect to run elections will ensure each member can only vote once, and votes remain confidential. However, members must be registered on the student group's roster to be eligible to vote.

Groups 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.

Ballots:

When setting up an election on Student Groups Connect, groups can choose from a variety of ballot formats including check boxes, radio buttons, text field, and ranking. The most common format is radio buttons, as it allows users to only select one individual as their choice (shown below). However, there may be situations where a group may want multiple candidates chosen.

Presidential Candidates

* Who should be the President of the Student Group for the 2024-2025 academic year?

○ Susan Sanders
○ Max Michaels
○ Brian Bennett

Voting Requirements:

Groups may establish requirements that members must meet before they can vote in elections. These requirements must be clearly identified in the 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 from a group's election, please contact the Manager of Student Groups and a review will be conducted of the election process.

> **Note:** Groups with specific voter eligibility requirements for members, will need to contact the Student Groups Department and they will help the group set up an eligibility list.

Executive Changes

After a 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. The roster can be accessed in the Organizational Tools section by selecting "Roster" via the drop-down menu.

Groups 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 the group. Executives will decide what the 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 the group only hosts inclusive activities and events and works cooperatively with the MacEwan University Community.

The actions and words of members and executives reflect the group, SAMU, and MacEwan University. If students have problems or difficulties with other group members or notice damages of any sort, they must promptly report it to the Student Groups Department.

2. Understand the Policies and Procedures that Affect Groups

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

Student group executives must be familiar with all relevant guiding documents, including, but not limited to:

   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 MacEwan University students, groups must also follow MacEwan's Student Code of Conduct. More information on appropriate conduct can be found here.

v. **Student Groups Holding Account Procedure**

The Student Groups Holding Account is the account where Student Groups' funds may be directed upon any groups closure and where interest earned on Student Groups' funds is accumulated. This procedure exists to provide accountability and transparency with respect to how funds in the Student Groups Holding Account are spent.

> **Note:** To learn more about policies and procedures that affect your group review the full documents here.

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 the 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 groups to communicate any operational changes, such as constitutional amendments or executive changes, to the Student Groups Department. These changes should also 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 the group is active on campus is essential. Some techniques to keep members engaged include holding regular meetings, hosting socials and mixers, and establishing social media

outlets. The more effort put into involving and engaging 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

Groups 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 other 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
- Complete the Year-End Report and Renewal form annually

Management of a Student Group

Conducting Meetings

Meetings are an essential part of running an influential group on campus. Meetings allow 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.

Types of Meetings:
- **Annual General Meeting** – Groups are required to hold **one (1) Annual General Meeting a year**. During this meeting, the group can discuss elections, amend the constitution, or make other significant decisions.

- **Event Planning Meeting** - Groups may hold several event planning meetings before an upcoming event. During these meetings, the group can delegate tasks, create an event schedule, and complete other planning requirements.
- **Regular Meeting** - Groups may hold regular meetings throughout the semester. During these meetings, the group can plan activities for the upcoming semester, discuss topics of importance to the group, and socialize with other members.

Each of these meetings count towards the one **(1) required meeting per semester**.

Meeting Minutes

Student Groups are encouraged to take minutes for their Student Group meetings. Minutes can help groups 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 a group's document section so all members can read what has happened in previous meetings.

Transition Documents

Transition documents must be created and updated at the end of every academic year by the current executives. Even if the executives are not changing from one year to the next, updating the transition document regularly is good practice. Groups must attach the updated transition document to the Year-End Report at the end of the academic year. The template for the transition document can be found here under Constitution and Renewal.

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 the group is required to sign a contract, the agreement must be submitted to the Student Groups department via email or as an attachment to an Event Approval Form for review. Allow a minimum of **ten (10) business 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 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 here or in the Student Groups Department Financial Documents on Student Groups Connect.

Groups do not need to use the template provided and may use a different form. However, whichever form the group uses must be sent to the Manager of Student Groups before signing.

Sponsors may offer some of the following support to student groups:
- Financial contributions
- Advertising support
- Event support
- Goods/services
- Venue locations

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 a sponsor wants to provide funding via EFT, groups must contact SAMU Finance to set up their 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 Student Experience Record (formerly Co-Curricular Record).

The Student Experience Record (SER) is an official MacEwan document recognizing the extracurricular activities of a student. The SER can be brought to a job interview or attached to an application. Learn more about this university-recognized, accredited document here.

To have their involvement reflected on the SER, Executives and Members must document their hours on Student Groups Connect. The Student Groups Department will then forward these records to MacEwan so they can be included in a student's official SER. Groups are encouraged to submit their hours on an on-going basis.

How to Record Hours on Student Groups Connect:
1. Open the Organizational Tool menu
2. Select "Service Hours."
3. On the top right, select "Add Service Hours."
4. Complete the Service Hours Form (ensure that the description is detailed).
5. Service hours will be approved within ten (10) business days by the Student Groups Department.

Eligible experiences have all the following:
1. A clear connection to MacEwan University or SAMU with faculty or staff members to verify participation.
2. Support the development of at least one of the Competencies (described below).
3. Be beyond the scope of academic course requirements.
4. Provide an opportunity for students to be actively engaged.

Skill Competencies:
- Communication
- Problem solving
- Collaboration and teamwork
- Equity and inclusion
- Self-development
- Professionalism
- Leadership
- Technological agility

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 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.

Groups 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 membership or communication lists. Groups are 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 the group collects emails on a different platform, consent **MUST** be obtained from the individuals.

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

Financial Management

Groups are responsible for paying bills on time, ensuring they do not operate in a deficit, and maintaining adequate checks and balances. If it is discovered that a group has failed to pay an invoice, SAMU will withdraw funds from the group's account to pay the outstanding debt and the group will be subject to disciplinary action. If the group does not have sufficient funds, the group will be placed on prohibition until the funds are repaid.

Student Group Finances

Once the Executive Committee has approved a group, it will be assigned an account number. This number is to be used for all financial transactions completed with SAMU. Student groups are responsible for keeping their own financial records.

Groups **MAY NOT** have external bank accounts and **MUST** use the established SAMU accounting system. This prohibition includes using a member's personal account for transactions such as deposits or electronic fund transfers (EFTs).

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 a group's account. It requests money to be **moved out** of an 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:

Your group purchases an item and receive an itemized receipt OR receives an invoice	Go on Student Groups Connect and select your group's icon	Select "Finance"	Click on "Create Request"
Upload 3 Executive Signatures.	Upload any supporting documentation.	Fill out Request Details. The subject is the purpose of your cheque.	Create Purchase Request
Submit Request. SUBMIT	The Student Groups Department will review the request and approve, deny, or contact you with any questions.	You will be contacted once your cheque is ready for pickup.	

Note: Once a group has requested a cheque, it will be mailed or ready for pick up approximately 10 business 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 a group's account or requests additional funds (grants) for the group. It is a request for money to be **moved into** an account.

Funding Requests are **ONLY** used to apply for the Operational Grant. Event Grants must be applied for through the Event Approval Form.

How to Submit a Funding Request:
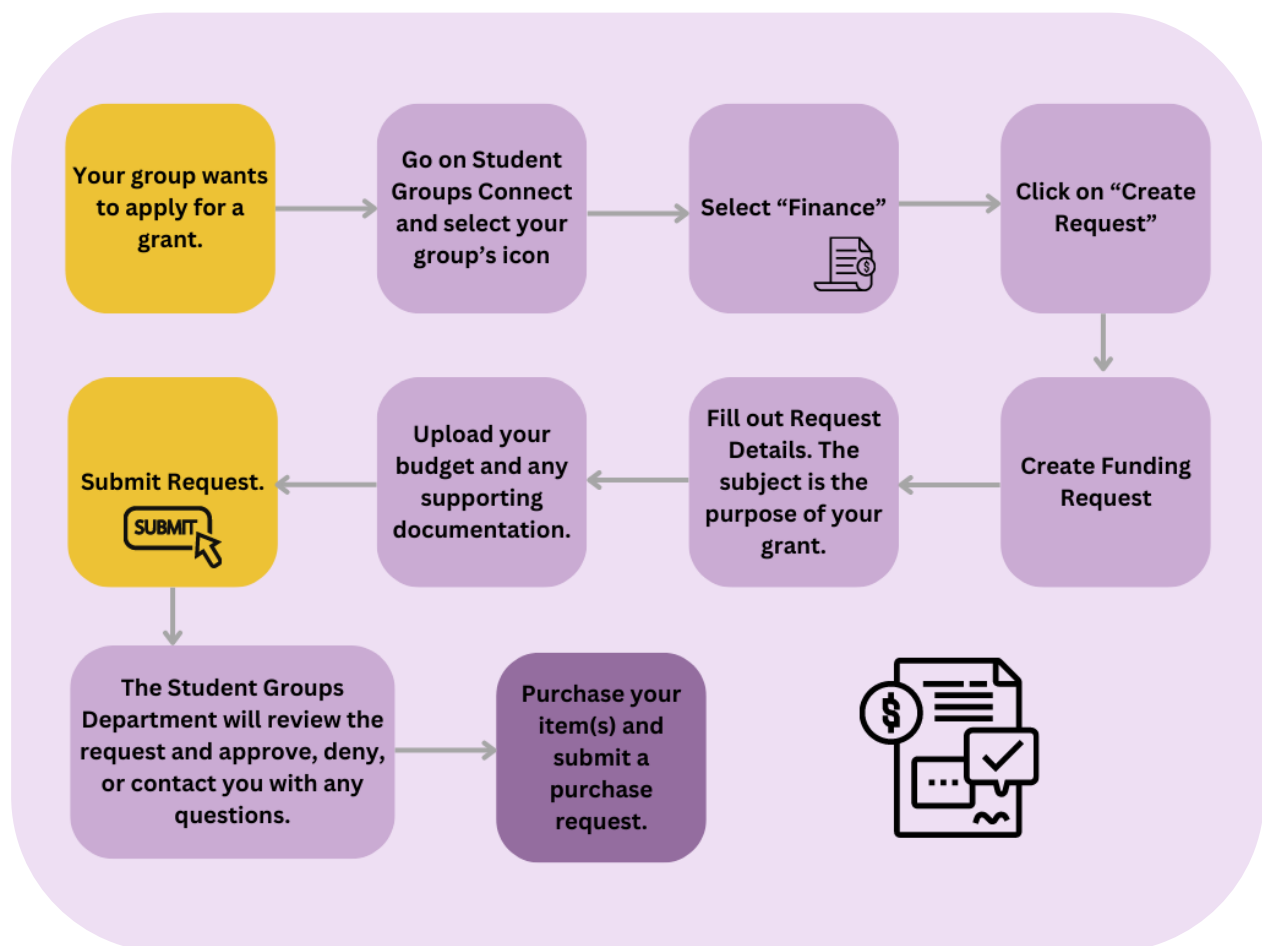
Deposits

Groups can make deposits at the SAMU front desk. Group funds are available for use within ten (10) business days after 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 in the Student Groups Department's financial documents on Student Groups Connect or at the SAMU front desk.

Deposits may include rolled coins, cash, and cheques (payable to the "Students' Association of MacEwan University"). Groups must submit deposits and the Deposit Form to SAMU's front desk during operational hours (9am-4pm Mon-Fri).

If a cheque is being mailed to SAMU, groups must notify the front desk and Student Groups department so the money can be deposited into the appropriate account. If a cheque arrives and the Student Groups department cannot determine which group it belongs to, it will be returned to the sender.

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 a group is expecting any Electronic Fund Transfers (EFTs), they must email all backup documents to samufinance@macewan.ca. These documents may include the name of the vendor and copies of emails between the group and the vendor. Failure to provide backup documents will delay the availability of funds.

Documentation

Proper documentation must accompany any Purchase or Funding request. SAMU grants can only be used to reimburse expenses with **itemized receipts**, including email confirmations from online businesses and itemized invoices. Credit card receipts are not sufficient.

Groups may complete a Missing Receipt Form and attach it to the Purchase Request if a receipt is lost. However, missing receipts may **ONLY** be reimbursed with funds from the group's regular account.

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 Group Funds
Student groups are responsible for keeping track of group spending. Keep in mind that executives are accountable to their members, and members can ask for regular updates.

Groups can view their account balance on Student Groups Connect by selecting finance under their group's Organizational Tools. From there, select "Accounts" to see the group's current balance for Event Grant, Operational Grant, and Regular account. While these balances are updated regularly, they are not official balances and are subject to error. Groups are encouraged to contact the Finance department to request an official account balance.

Signing Authorities

Once the Executive Committee has approved a group, executive members are the only people authorized to deposit or withdraw money from the group account. Executives seeking

reimbursement may not sign off on their own Purchase or Funding request.

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

Additionally, signatures must always be uploaded as a handwritten document or a timestamped PDF. The signed document must have the following:
- Legible
- Signature Date
- Description of what the signatures are for
- First and last name of Payee
- **Three** current executives'
    - First and last names
    - Positions
    - Signatures

More information about the Signature Document can be found here.

Budgeting

At the beginning of each academic year, groups should determine what they want to achieve throughout the year and then develop a general budget to help reach those goals.

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

A budget template can be found here under Financial Documents or in the Student Groups Resources on Student Groups Connect.

A budget must clearly outline the expected revenues, expenses, and (if applicable) grant requests.

Considerations for Budgeting
As the group plans events, always consider how much each component will likely cost.
Consider:
- Venue
- Prizes
- Audiovisual or entertainment
- Decorations and supplies
- Lighting
- Security
- Food and beverage
- Printing (banners, table cards, etc.)
- Marketing materials

Fundraising

Fundraising is one of the best ways for a group to make money! All proceeds from these efforts, once deposited, goes into the group's Regular Account. Regular Account funds do not have the same restrictions that grant funding does. Regular Account funds can be used for any group expenses!

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

For more information and resources on how to hold a successful fundraiser, please read "A Student Groups' Guide to Fundraising" located in the Student Groups Resources on Student Groups Connect.

The Student Groups Department also has POS machines that groups can request for fundraising needs. See the equipment section for booking instructions.

> **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. This restriction is due to legislation under 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).

Groups do not require a license if one of the three factors are eliminated. Therefore, if the group makes it a competition (ex. Jelly Bean Guessing Game) where skill determines the winner, the element of chance is removed. Door prizes and silent auctions also do not require a 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 Department 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)

Groups 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 15th** and the Operational Grant money must be used by **May 31st**. Operational Grants are awarded and approved by the Student Groups Department.

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

Eligible Expenses:
- Food;
- Promotional material;
- Supplies;
- Approved team building activities (i.e. bowling, board game cafe, escape room, team dinner)

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

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

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

To be eligible for an Event Grant, a group must demonstrate that it is making a **minimum contribution of at least 10%** of the event costs. Groups can get this contribution from sponsorships, confirmed donations, fundraising, projected ticket sales, or funds from their 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.

New: Event expenditures must be submitted within forty-five (45) calendar days of the event occurring to be eligible for grant funding.

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 20 business 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 20 business days, 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.

Applying for Student Group Grants

To apply for the **Operational 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.

To apply for the **Event Grant**, Student Groups must submit an Event Approval Form through the Events function on Student Groups Connect. There will be a section of the form asking if the event requires an Event Grant. Select yes and fill out the rest of the information to submit the request. More information on how to submit an Event Approval Form can be found in the Handbook's Events section.

Grants for General Equipment

Any equipment purchased using funds from the Event Grant is not the property of the individual group who purchased it but instead 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. However, if the group who purchased the equipment becomes inactive, or no longer requires the equipment, 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 available general equipment.

> **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 36 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 a group may apply for these external grants, they 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 the group's grant application

> **Note:** Groups who require a not-for-profit number to apply for an external grant, must 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 or attended 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

Groups **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 the group with either confirmation indicating that the 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:

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

Event	Timeline
Event with Grant Request	Event Approval Form to be submitted **20 business days** before the event date.
Event Without Grant Request	Event Approval Form to be submitted **ten (10) business days** before the event date.
Events in the Lookout	Event Approval Form to be submitted **30 business days** before the event date.

The Event Approval Form requires the group to indicate the event's requirements and gives the Student Groups Department the information needed to help coordinate the requests. For example, planning 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 the group is covered under SAMU's insurance in case something goes wrong at an event.

The Student Groups Department also uses the Event Approval Form to justify the budget for student groups and events. If the 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 the group's icon on the left side bar
3. Select "Events" under the Organizational Tools
4. Select "Create Event"

Collaboration

If a group works with another organization, including the Students Association of MacEwan University or MacEwan University, on an event, the Event Approval Form still needs to be completed and approved. Groups should indicate who they are collaborating with on the form.

If two or more groups collaborate with each other, only one group must complete the Event Approval Form and indicate who they are collaborating with. The Collaboration form is part of the Event Form.

Event Approval Process

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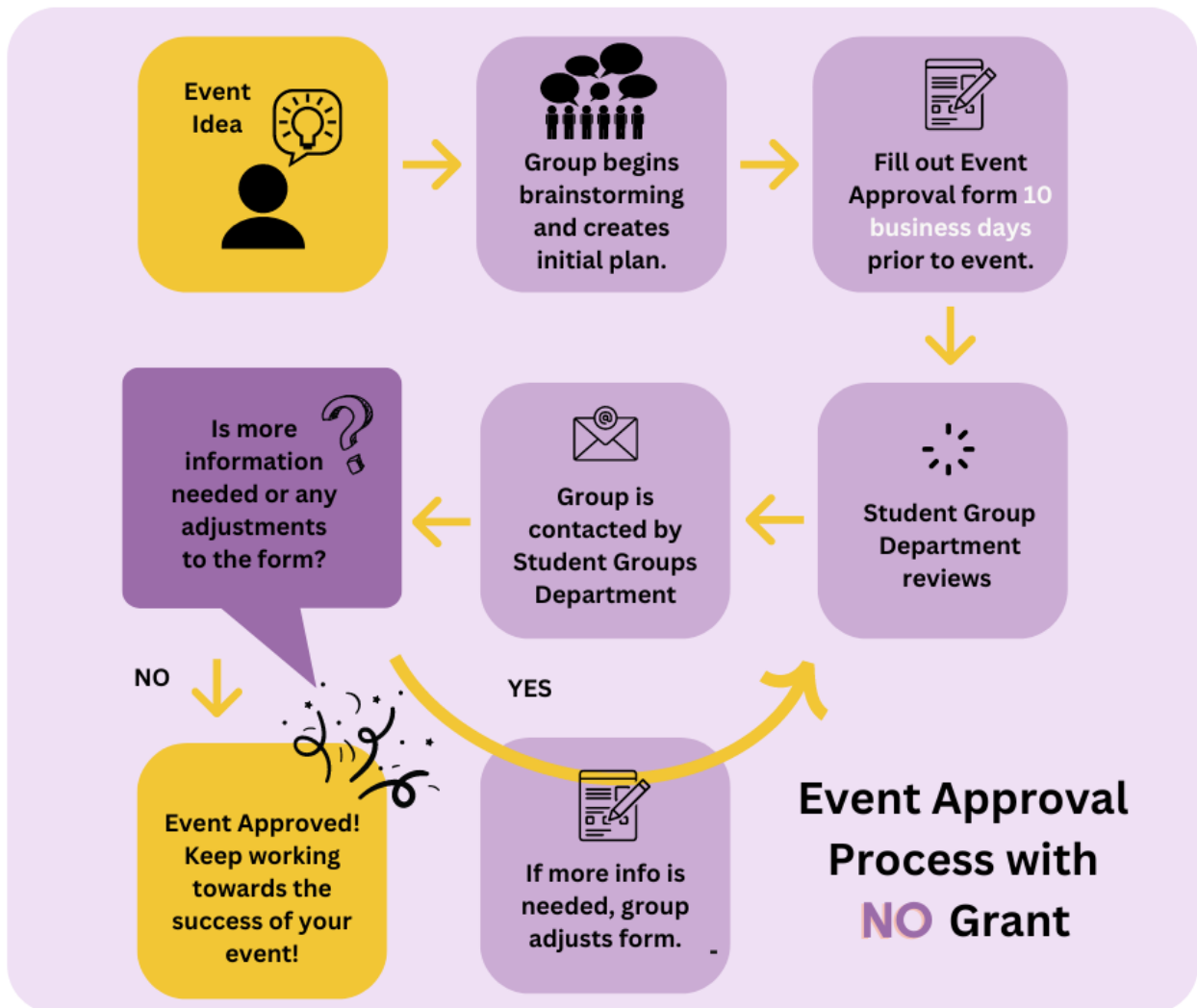
If a group is holding an event that **DOES** require an Event Grant, they will need to follow this process:

Event Approval Process with a Grant

The process flow:

- **Event Idea** →
- **Group begins brainstorming and creates initial plan.** →
- **Fill out Event Approval form 20 business days prior to event.** →
- **Student Group Department reviews** ↓
- **Group is contacted by Student Groups Department** ←
- **Does the group need to adjust any information on form?**
  - YES → **Group adjusts form.** (returns to Student Group Department reviews)
  - NO ← **Student Groups Department sends grant application to GAASC** ←
- **GAASC meets and reviews grant applications** ↓
- **GAASC informs Student Group Department on grant status.** →
- **Student Group Department informs student group on grant status.** →
- **Pro Tip: If the grant is not approved, you will need to find alternative funding but your event is still approved.** →
- **Event Approved! Keep working towards the success of your event!**

Events with Ticket Sales

POS Machine

The Student Groups Department has POS machines that groups can request for selling tickets. See the equipment section of the Handbook for booking instructions.

Showpass

Showpass is the online event and ticket organizer used by the Student Groups Department. Showpass enables groups to create and sell customized tickets to events. It also provides 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 the event page.

To sell tickets for events via Showpass, groups will need to register as a suborganization under SAMU. To create a suborganization, groups must complete the registration form found here. When filling out the form, students must use the group's account number for the organization code.

Once the group has registered as a suborganization, they will be able to create an event by selecting "Create Event" on the lefthand drop down menu.

> **Note:** There are fees associated with Showpass ticket sales. General ticket fees are 2.5 % + $1.69 plus credit card fees where applicable.

Events with Alcohol

Groups are 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, the group must hire a catering company that can extend their liquor license to the selected venue.

Groups are **NOT** permitted to obtain their own liquor license or purchase/sell their 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 may 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.
- Enhanced risk management plans are required for events with alcohol.

When hosting an event off campus that involves alcohol, the 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

Student Group Travel

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

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

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

Catering

Events in MacEwan

Any student group event held on campus (aside from in the SAMU building) must use the university's on-site catering company, Aramark, when providing food. Groups can contact the catering department directly at 780.497.5028 or catering@macewan.ca to set up an appointment. The Catering Manager can suggest menu items for group events based on their budget.

Groups 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, such as:

- Tim Hortons
- Booster Juice
- The Burger Place
- Subway
- Starbucks

To view a full list of MacEwan University food providers, visit https://macewaneats.ca/

> **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

While the SAMU building does not have any food restrictions, there is a beverage restriction. Student Groups cannot provide/sell any beverages which are not Coca-Cola products. This includes soft drinks, waters, juices, dairy products, iced teas, and sports drinks.

To view a complete list of Coca-Cola brands, visit www.coca-cola.ca/brands.

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 a group is hosting an event where alcohol is served or if the event extends past MacEwan's regular building access hours, they 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 for groups to check in with the department staff early in the event planning process to ensure they budget accordingly.

Security off Campus

All off-campus events that involve alcohol require security. It's up to the group to ensure security is present. In some cases, the venue may have in-house security. However, if the venue does not, the 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 that groups can request to use for their events.

Groups must complete the General Equipment Booking Form on Student Groups Connect to request equipment. Equipment requests must be made at least **2 business days** in advance.

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

Available Equipment Includes:

- Tabletop Display Stand
- Standing Poster Stand
- Poster Stand
- Prize Wheel
- 3-Panel Table Presentation Board
- Ballot Box
- Cooler
- Raffle Spinning Drum
- First Aid Kit
- Pizza Bag
- Nintendo Wii and Games
- Nintendo Switch and Games
- Microphones (USB and handheld)
- Speakers
- Rolling Whiteboard
- POS Machine
- Cashbox
- Tablecloths (round and rectangle)
- Tripod
- Popcorn Machine

Booking a POS Machine:

- Requests must be made **two (2) business days** in advance, or the request will be denied (ex. to use on Monday, the request must be made Wednesday before).
- POS machines must be picked up and returned to the SAMU front desk (SA-301) during operational hours. If the machine is needed outside operational hours, groups must email the Student Groups Assistants to get special approval (along with completing the Equipment Booking form).
- Groups are **NOT ALLOWED** to program the machines themselves. The finance department will program the machine and instruct the group members on its use at the requested pick-up time.

MacEwan Equipment

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

The MacEwan Library has an inventory of technological equipment that groups can rent. View the list of available rental equipment here.

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

Groups 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. Groups 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 the 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

Groups are 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, 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 numbers, location hazards, alcohol consumption, reputational damage, and transportation. In assessing and forecasting foreseeable risks the group is displaying diligence to protect the group and SAMU.

Risk Matrix and Planning Chart

In the Event Approval Form, groups will be required to use a Risk Matrix to help them complete a Risk Planning Chart.

The Risk Matrix is a tool that will allow groups to assess the likelihood and severity of potential risks. The matrix will increase visibility of risks and assist groups in event management and decision making.

	Severity		
Likelihood	Minor	Moderate	Major
Likely	Medium	High	High
Possible	Low	Medium	High
Unlikely	Low	Low	Medium

In the Planning Chart groups will be required to identify the risk, potential consequences, likelihood, severity, rating (high, medium, or low), preventative measures, possible solutions, and outcomes.

Identified Risk	Consequences	Likelihood	Severity	Risk Rating	Preventative Measurers (to avoid risks)	Possible Solutions (ways to deal with risk if it happens)	Outcome
Ex: Participant becomes very intoxicated at event	Participant could not get home safely. Participant could lose consciousness. Participant could be hurt or hurt someone else.	Possible	Moderate	Medium	Monitor consumption. Limit available drinks. Be prepared to cut people off. Provide substantial food	Cut person off. Partner them with sober friends. Take them to a quiet place. Send them home safely. Call 911 if needed.	Participant recovers student group avoids liability.

Insurance

Although SAMU insurance covers most 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

Groups are permitted to design their own logo, but they 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.
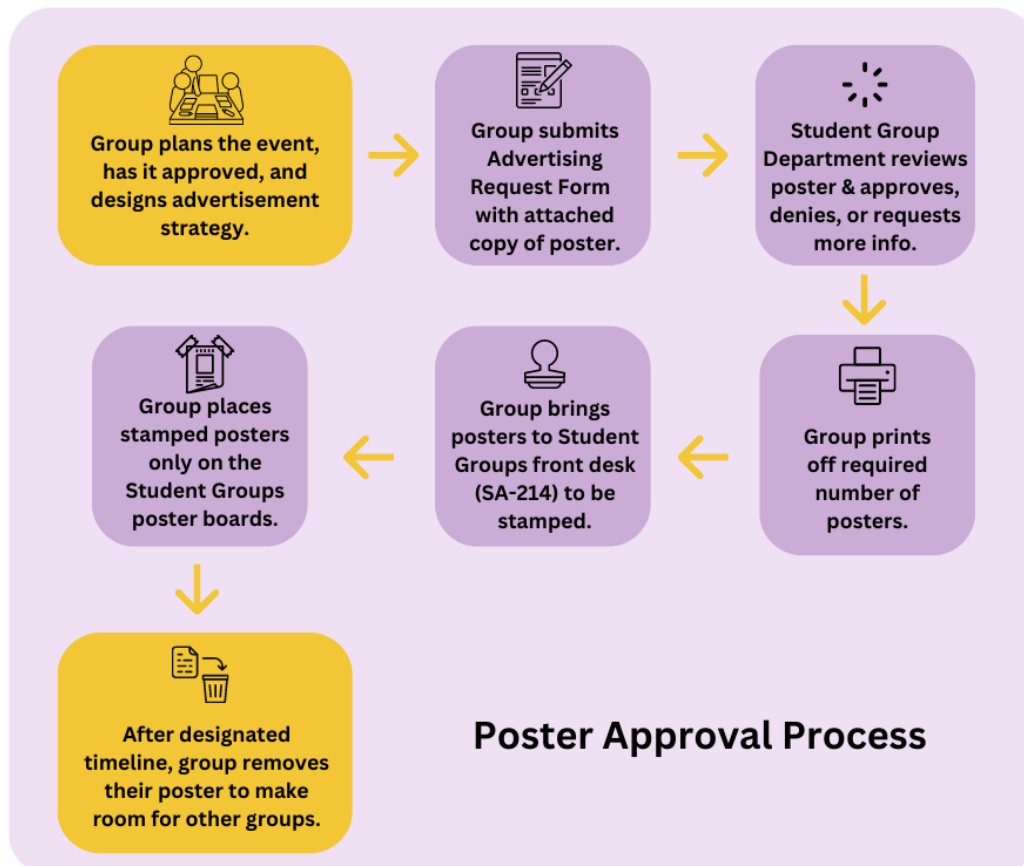
Groups are permitted to use the university name in their logo but be sure to reference it as "MacEwan University." No abbreviations can be used. The university name must appear in a font significantly different from that used in the official logo. Logo designs must not use the "MacEwan Red".

Posters

Groups are responsible for designing and printing their 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.

Poster Process

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

Poster Approval Process flow:
- Group plans the event, has it approved, and designs advertisement strategy. →
- Group submits Advertising Request Form with attached copy of poster. →
- Student Group Department reviews poster & approves, denies, or requests more info. ↓
- Group prints off required number of posters. ←
- Group brings posters to Student Groups front desk (SA-214) to be stamped. ←
- Group places stamped posters only on the Student Groups poster boards. ↓
- After designated timeline, group removes their poster to make room for other groups.

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

SAMU Groups Designated Poster Boards in Macewan University

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

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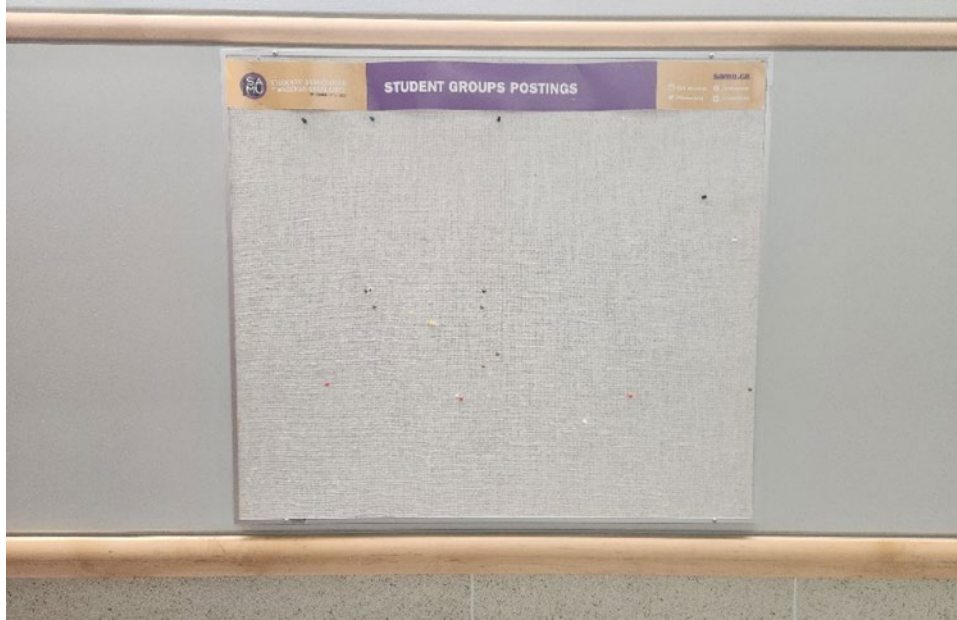
New: There are poster frames available for Student Groups to use in the Student Groups Space (SA-214). Due to the limited availability of frames, please contact the Student Groups Department prior to posting.

Banner Guidelines

Groups may design and print their own banners.

• Banners must be tied to the metal railings with twine – NO TAPE OF ANY KIND IS PERMITTED.
• Banners are not permitted on 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 seven (7), Eight(8), nine(9) and building five(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 ten (10) business days.

Social Media

Groups are encouraged to establish social media such as Facebook or Instagram accounts. Social media can help groups showcase upcoming events and the work that their doing! It is up to the 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 passwords regularly. Don't share passwords.
• Be aware of messages from hacked accounts.
• Do not use other people's intellectual property unless given their permission.
• Ensure that posts do 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.
• Ensure all posts follow the Student Groups Code of Conduct.

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

Student Groups Spotlight

Every month a new student group will be featured on SAMU's social media networks, giving groups the opportunity to provide information about their activities, goals, and upcoming events.

This is a great way to spread the word about the group and potentially bring in new memberships. Submit the Student Groups Spotlight form in Student Groups Connect to become the next group featured!

Website

If a group chooses to create a website, they must add the URL to their group's profile in Student Groups Connect. Groups can use their website to promote and inform people about the group's activities and upcoming events.

Classroom Visits

Some professors may allow groups 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. Groups 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

Groups that would like to have an event promoted on the TVs in the SAMU Students' Lounge (SA-216), will need to follow these guidelines:

- Ten (10) business days' notice is required to display groups' advertisements on SAMU screens.
- A total of four (4) spots will be allocated on a first come, first serve basis for student groups each month. Ads can be displayed on SAMU screens for a week at a time (Monday to Friday).
- Required size: 1920 x 1080 (16:9 aspect ratio).

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

SAMU Newsletter

Groups that would like to have an event promoted in the SAMU Newsletter will need to follow these guidelines:

- Ten (10) business days' notice is required to advertise group events in the SAMU Newsletter

- A total of four (4) spots will be allocated on a first come, first serve basis for student groups. The newsletter is released bi-weekly on Mondays.
- Word count: 20 words max.

Information to include:
- Group name
- Event name
- Location of event
- Date and time of event

> **Note:** No student group advertisements will be posted in the newsletter in September or January.

MacEwan Residence TVs

MacEwan Residence has transitioned from physical poster boards to digital advertising. There are 26 HDTV 55" screens throughout residence to serve as their primary bulletin boards. Groups can submit a request directly to Residence through this Google form: https://forms.gle/Lf6uzoRi3DUTziNo9

MacEwan Residence advertising guidelines:
- Ten (10) business days notice.
- File type: JPEG (300 dpi)
- Max file size: 10 MB
- Dimension: 1920 W x 1080 H
- Configuration: Horizontal

Information to include in advertisement:
- Group name
- Event name
- Location of event
- Date and time of event.

> **Note:** MacEwan Residence also has advertising opportunities in their newsletters published in January, May and September. Email residence@macewan.ca for more information.

MacEwan International Newsletter and Social Media

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. Groups can advertise events or meetings in the MacEwan International Newsletter, Facebook, and Instagram.

MacEwan International Newsletter guidelines:

- Ten (10) business days notice.
- Word count: 20 words max.

MacEwan International Facebook/Instagram guidelines:
- Required size: 1080px by 1080px at a 1:1 aspect ratio (square)
- Required file type: JPG or JPEG.

Information to include:
- Group name
- Event name
- Location of event
- Date and time of event

The Griff

The Griff is MacEwan University's student publication. They cover the latest goings-on around the city center campus, Edmonton's downtown core, and whatever else matters to MacEwan students.

Groups can request advertising space in *the Griff* by contacting the Administration & Retail Manager at samuadmin@macewan.ca for details.

All advertising in *the Griff* must be confirmed a month in advance. For more information visit www.samu.ca/get-involved/advertising-sponsorship/.

SAMU Events for Student Groups

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 beneficial for groups to spend 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:

To secure a booth at the Student Groups Expo, groups should 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, groups will need to fill out the form in the email and indicate if they require special accommodations for their booth. Special accommodation 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 groups through email leading up to the Student Groups Expo. Groups must monitor their email regularly to ensure nothing is missed.

Student Group Minglers

Student Group Minglers are held once a semester, allowing groups to meet one another in a relaxed environment to share ideas surrounding events, fundraising, recruitment, etc. Groups are 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 (1) executive** from each group must attend **one (1) workshop** a year and are encouraged to share what they learn with the other executive members.

Student Groups Appreciation Night

The Student Groups department hosts an Appreciation Night near the end of the Winter semester to recognize and celebrate the achievements of student groups. It is a large social event meant for groups to relax and take pride in their hard work over the year.

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 group members to nominate themselves and get others' support. Nominations can be made at the beginning of the Winter semester.

Closing a Student Group

Student groups may close voluntarily or involuntarily.

Voluntary closure occurs when a student group closes independently for reasons like a lack of capacity to continue operations.

Involuntary closure occurs when the Student Groups Department requires a group to close for reasons including failure to follow student groups' requirements.

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

On the form, groups will be asked to explain the reason for closing and decide what they 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 Holding Account

If a group wishes to donate the remaining funds, they must complete a purchase request and make it out to the chosen charity. If a 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 for the benefit of all student groups.

Student Groups Connect

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.

Definitions

Here is a list of words Connect uses for student group management:

Connect	Synonym/Definition
Organization	Student group
Campus Administrator **Community administrator**	Student Groups Department staff
Officer	Group executive
Service hours	Volunteer hours
Roster	Member list
Action center	Manage organization page

Connect Navigation

Navigating Student Groups Connect is simple! The left-hand navigation menu lets students explore all available events, organizations, news, and forms. Clicking individual organizations or branches in which a student is a member allows them to explore the group 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 access to personal event history, memberships, service hours, submissions, and downloads.

More specific functions of Student Groups Connect are discussed below!

Homepage

Events
Students can see all upcoming events on the Student Groups Connect home page by clicking the "view more events" button under "All Events."

Once a 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 for all users to see.

Memberships
On the homepage, students can see all the Student Groups they 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. Groups should Check this regularly to stay up to date!

Campus Links
- Room Booking (Skedda)
  - This link will allow students to book a room in the Student Groups Space (SA-214)
- Student Groups Handbook
  - This link directs users to a copy of the Student Groups Handbook
- Student Groups Code of Conduct
  - This link directs users to a copy of the Student Groups Code of Conduct
- Student Group Resources
  - This link directs users to the Documents section of the Student Groups Department profile on Student Groups Connect, where additional resources such as relevant policies, procedures, and templates can be found.
- Manager and Coordinator Meeting
  - This link allows students to book a meeting with the Manager or the Coordinator of Student Groups.

Side Bar

- Home Page – This link redirects users 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 a Student Group will need to complete can be found here.

Organizational Tools

To access Organizational Tools, users must hover over the student group icon and click on the gear.

- **About**
  - Update the group's basic details, such as the profile photo, description, summary for the group directory, contact information, and social media links.
- **Roster**

- o Manage positions for the group, send organization messages, invite members, remove members, and approve pending memberships.
- **Event**
  - o Create and manage the group's events. Submit an event request, or manage an individual event, including inviting attendees, tracking participation, or changing an event's details.
- **News**
  - o Share what the group is doing with the community. Create, edit, and delete news posts from this area.
- **Gallery**
  - o Create a more visually appealing group homepage. Gallery photos will be showcased at the top of the group's public-facing page.
- **Documents**
  - o Create a shared storage space for important group files. Share these files publicly or only with certain members or position holders within the organization.
- **Forms**
  - o Any form a 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**
  - o Create elections for the group, either for the entire community to vote on, or exclusive to organization members.
- **Finance**
  - o Submit financial requests for the group, including purchase and funding requests.
- **Service Hours**
  - o Submit service hours on behalf of yourself or other group members. These hours are used to verify MacEwan SER requests.

Student Groups Connect Learning Resources

The Student Groups Department has compiled many resources to help groups navigate the Student Groups Connect platform. These resources will help groups create events, manage their organization, submit service hours, organize their roster, post news articles, complete forms, upload photos, and request funding.

These resources can be found in the campus links on the right-side SG Connects main page, or through the documents posted on the Student Groups Department's organization page.

Groups can also find additional resources at https://engagesupport.campuslabs.com/hc/en-us .

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.