

## **SAMU Student Group Event Approval Form**

*The Event Approval Form must be submitted via email to the Student Groups Department a minimum of 30 days before the event date. Failure to comply will result in a rejected form. You will receive a response within 5 business days of the form being submitted. The risk management sections are required.* The Event Grant Application form is now attached to the end of this form and may be submitted with this form to make it more convenient for the Student Group applying.

*Open this form in Adobe Reader to fill out each question. Save your file as the title of your event.*

- Fill out all questions. Incomplete forms will be returned and will not be approved.
- Contracts must be submitted for approval.
- Pay your bills 30 days after the event is held.
- If you are using Aramark, the function sheet along with a signed cheque requisition must be attached to this form.

Please note that we have added to the back of Event Approval Form the Bake Sale/Fundraiser/Promotional Table Approval Form, Film Approval Form, and the Event Grant Application Form in order to simply the process and to improve consistency.

- Bake Sale/Fundraiser/Promotional Table Approval Information may be found on page 13
- Film Approval Information may be found on page 15
- The Event Grant Application may be found on page 16

### **Event Organizer's Declaration REQUIRED**

*As organizer of this event, I am fully aware that I am responsible for its organization in ensuring that it complies with SAMU Risk Management Policies. I have developed a thorough risk management assessment and emergency plan for this event. I agree to follow this plan. I am aware of and responsible for adhering to all federal, provincial, and municipal laws and regulations. I will ensure that if waivers are required, a copy will be given to the Student Groups Department. It is also my responsibility to ensure that all students involved with this event are aware of their responsibilities. In case of an emergency, I am to contact the Student Groups Department. As the event organizer, I agree not to consume alcohol on the day of the event, until the event ends and all participants have safely left.*

**You must sign and date the declaration, with a witness' signature from the executive team, before proceeding to fill out the rest of the form.**

Organizer's Name \_\_\_\_\_

Witness' Name \_\_\_\_\_

Organizer's Signature \_\_\_\_\_

Organizer's Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## Event Requirements

### Event Details

[Required] Date Form Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

[Required] Date of Event: \_\_\_\_\_

[Required] Start Time of Event: \_\_\_\_\_

[Required] End Time: \_\_\_\_\_

[Required] Group Name:

\_\_\_\_\_

[Required] Name of Organizer:

\_\_\_\_\_

[Required] Email Address:

\_\_\_\_\_

[Required] Phone Number:

\_\_\_\_\_

[Required] Outline Event Purpose:

\_\_\_\_\_

[Required] How many guests are you expecting? \_\_\_\_\_

[Required] Event Location (Please refer to the Student Groups Handbook for location names and capacity):

\_\_\_\_\_

\_\_\_\_\_

**[Required] Event Details:**

<input type="checkbox"/> Grad Party	<input type="checkbox"/> Workshop	<input type="checkbox"/> Bake Sale
<input type="checkbox"/> Meeting	<input type="checkbox"/> Speaker	<input type="checkbox"/> Potluck
<input type="checkbox"/> Pep Rally	<input type="checkbox"/> Movie	<input type="checkbox"/> Other _____
<input type="checkbox"/> Global Awareness Week	<input type="checkbox"/> Social	
<input type="checkbox"/> Silent Auction	<input type="checkbox"/> Information Session	

**[Required] Set-Up Requirements (tablecloths, audio-visual, etc.):**

Item	Number of item needed. If the item is not needed, please put zero.
Tables	
Curtains/Partitions	
Flip Chart	
Whiteboard (Small/Large)	
Tablecloths (SAMU/MacEwan)	
Chairs	
Podium	
Stage (Small/Large)	

**[Required] Potential Audio-Visual Requirements:**

Item	Number of item needed. If the item is not needed, please put zero.
Televisions	
Laptops	
Overhead Projector	
Plugins	
Microphones	
Other:	
Other:	

**[Required] Promoting your event:**

*How are you planning to promote your event?*

Posters	Word of Mouth	Other_____
Newsletters	Brochures/Handbills	Social Media
Emails	E-Vite	Banner Bugs

**Ticket Information (if applicable):**

Early Bird Price \$\_\_\_\_\_

Door Price \$\_\_\_\_\_

Student Price \$\_\_\_\_\_

Guest Price \$\_\_\_\_\_

**[Required] Volunteer Involvement:**

*Please check off all activity's volunteers will be contributing.*

Selling Tickets	Advertising	Registration
Designing Posters	Event Planning	Putting Up Posters
Set-up	Speaking	Tear Down
Other_____		

**[Required] Total number of volunteer hours for all executives and members involved in this event. This includes planning and hours contributed to the day of the event:**

\_\_\_\_\_

**[Required] How has this event utilized sustainable practices? Check all that apply:**

Environmental (for example, used recycled products)

Cultural (sharing cultural experiences)

Economic (included sponsorship or a group received a reduction on an item)

Well-Being (promoted a sense of well-being for students)

Social (provided a social opportunity for students to connect)

**[Required] How will SAMU be recognized at your event?**

Banners

SAMU Pamphlets

Verbally

Other \_\_\_\_\_

**How will you determine the success of your event? Describe:**

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**If your event is held off-campus, please complete:**

Name of Venue: \_\_\_\_\_

Phone Number of Venue: \_\_\_\_\_

Address of Venue: \_\_\_\_\_

How many people are expected to attend? \_\_\_\_\_

How many people can the venue accommodate? \_\_\_\_\_

## Event Budget Information Required

Budget Revenue: Examples of revenue would include ticket sales, donations, or sponsorships

Budget Expense: Examples would include cost of venue, food, and printing.

Please fill out the estimated revenue(s) and expenses for your event. If you do not have any revenue or expense to report, please indicate that below.

Description of Revenue	Revenue (\$)

Total Revenue: \_\_\_\_\_

Description of Expenses	Expenses (\$)

Total Expenses: \_\_\_\_\_

### Budget Total

To calculate the cost of your event, take your total revenues minus your total expenses.

Total Revenue \$ \_\_\_\_\_ Total Expense \$ \_\_\_\_\_ = \$ \_\_\_\_\_

## Risk Assessment

All SAMU student groups are required to complete a risk management plan and an emergency plan before holding an event. This must be completed regardless of whether your event is on or off campus. Everyone is required to document (create a written report) any issues that might arise such as having to cut someone off, remove someone from the premises, or call police or a cab for someone who might be intoxicated. The report should contain information about those involved directly, witnesses, when / what happened etc. Reports should be factual only. No editorializing. *There is an incident form that can be found on the SAMU Student Groups web page for this purpose.*

## Risk Management Plan

**High Risk Activities** are events which have a probability of death or permanent injury. Examples of these events are events with alcohol, such as a grad party, or intense physical activity such as rock climbing.

**Medium Risk Activities** are events *with a mid-level probability for serious injury or damage to property.* Examples include conferences or speaker series.

**Low Risk Activities** are events *with a low probability of serious injury or damage to property.* Examples include playing cards, movie nights, potlucks, or bake sales.

Describe Activity	Risk(s)	Rate the Risk(s) as High, Medium, or Low	How will you manage the risk(s)?

## Risk Management Checklist (check those that apply)

### Food: Check all that apply

This does not apply to our event

We discussed labeling food in consideration of food allergies or sensitivities

The event is held off-campus and the facility is equipped to deal with food service/catering companies

### Alcohol on Campus: Check all that apply

This does not apply to our event

This does apply to our event

Two members of the executive team will not be drinking alcohol

Is your event being served by a licensed bartender at the venue?

Has MacEwan security been informed of this event? \*Security will be notified by the Student Groups Department

List the names of the bartenders and their Pro-Serve number:

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We have a minimum of three volunteers to monitor 50 attendees, and this is the only job that they have (Required)

The appropriate number of security guards are present for this event (*one guard for every 75 guests*)

Do the bartenders and staff have their ProServe, and are they aware of their responsibility to deny service to minors and intoxicated patrons?

Does the ticket or cost of entry include any alcoholic beverages?

Attendees are required to produce valid Government photo ID (*Driver's License, Passport, etc.*)

Is there a properly trained person checking ID?

Is the group supplying the person who will be checking ID?

There is a wrist band program in effect for adults (*age 18+*) (**Required**)

Minors will be attending this event

Minors will be wrist-banded

Attendees will be reminded to drink responsibly

There is a list of cab companies posted should people need to get home

Start time and end time for alcohol services have been discussed



**Alcohol Off Campus:** *Check all that apply*

This does not apply to our event

Alcohol License has been purchased by the Student Group, or the venue has a license *(a copy must be provided to the Student Groups Department)*

All servers have their ProServe certification *(copies of certificates have been given to Student Groups Department)*

We have a minimum of three volunteers to monitor 50 attendees, and this is the only job that they have (Required)

Security has been arranged for this event *(one guard per 75 guests)*

Attendees will be required to produce valid ID *(Driver's License, Passport, etc.)*

Minors will be attending this event

Minors will be wrist banded

Attendees will be reminded to drink responsibly

A list of cab companies is posted at the venue

Start time and end times for alcohol service has been discussed

**Guest Speakers / Demonstration Meeting:** *Check all that apply*

This does not apply to our event

Identify the speaker and the topic:

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The topic deals with subject matter that may be sensitive to some students

There will be public attendance

**Physical Activity:** *Check all that apply*

This does not apply to our event

All participants have signed the Student Groups waiver (do not modify the waiver or make your own)

A copy of the waiver has been given to the Student Groups Department

All participants have been informed to bring ID and their health care card

**Parking**

This does not apply to our event

Guests are aware that parking in one of the MacEwan parking lots is not free

Guests are aware of where they can park

We requested parking passes from SAMU

**Travel (check with the Student Groups Department to see if waivers are needed for travel)**

This does not apply to our event

**Travel within Alberta**

This does not apply to our event

We are travelling within Alberta

We are using personal vehicles to transport people to our event (must have minimum of one million-dollar insurance coverage)

We are using local transit

We are using a recognized insurance company

We have booked a commercial vehicle school bus, charter bus or van. **Provide the name of the car/van /bus company below:** \_\_\_\_\_

Travel arrangements have been made for any people with special needs

Arrival and departure times are known by attendees

Is there a contingency plan in place for any persons missing return transportation?

**Travel within Canada/Outside Alberta**

We are travelling within Canada

We have completed all the University Requirements for travel within Canada

We have left our contact information with the Student Groups Department

**International Travel**

We are travelling internationally

We have completed all the University Requirements for international travel

A contact list of traveler's names, phone numbers and emergency contacts has been given to the Student Groups Department

We have secured additional insurance for this trip

We have provided proof of additional insurance to the Student Groups Department

We have printed off our International SOS Card provided by MacEwan Travel Safety

**Community Relations** (on or off campus)

This does not apply to our event

Is there a risk to community relations involved with this event? Will there be amplified music speeches

Will adhere to noise bylaws

Is your activity being hosted in a residential neighborhood

Does notice need to be given to local businesses and residences about your event?

Has clean up been arranged for the venue if necessary?

## Emergency Procedures and Responses

Emergency Plan: To minimize hazards for your guests, the emergency plan details the procedure that will be followed in case of an emergency. Your plan should include how you will report fires and other emergencies, evacuation procedures, medical issues, and a way to ensure your guests are all accounted for after the emergency. An understanding of how the alarm systems in your venue work and a description of such is also a good thing to include in your plan.

The following are some things to consider as you prepare your plan:

Do you know where the emergency exits are located?
Do you know where the fire extinguisher is located?
Do you know where the muster point is located?
Is there anyone in your student group that has basic First Aid Training?
Does the venue have a first aid kit on site?
What is the emergency number for fire, ambulance and police?
Does someone have a cell phone and charger?
Where is the nearest hospital located?
Will the venue have a staff member present for the event should there be a utility emergency? If not, do you know the number to contact?
Have you designated a person from your group to handle any emergencies that may occur during the event?
Have you introduced your executive team to security?
Is the venue wheelchair accessible? How will you deal with attendees needs during an emergency
At least one person at the event <i>must have basic first aid training. Serious injuries will require calling 911. Unless told otherwise by emergency services, individuals are not to administer advanced first aid themselves.</i>

**Emergency Plan: Please use this space to outline your groups plan.**

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STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY

## **SAMU Student Groups Bake Sale/ Fundraiser/ Promotional Table Section**

This section is to be used for bake sales, promotional food giveaways, raffles, third-party product sales fundraisers, and group related promotional events. If this is not applicable to this event, please skip this section. **Please note, that bake sales, bottle drives, and promotional tabling will not be approved until it is safe to do so due to COVID-19. AGLC has stated that they will not approve raffles for student groups.**

### **Please Note:**

*The final decision to serve or not to serve food lies with MacEwan Food Services. All food serving must comply with regulations of MacEwan University and Alberta Health Services. The student group is responsible for meeting their agreement with companies with which they are working with and these agreements must be approved by the Student Groups department.*

### **Bake Sale / Fundraiser / Promotional Organizer's Declaration** *(Initial the appropriate section.)*

#### **Bake Sale:** \_\_\_\_\_

*As organizer of this event, I confirm that I have read MacEwan University's bake sale guidelines and food services regulations. I am fully aware that I am responsible for the bake sale's organization and for ensuring that it complies with all guidelines and regulations. It is also my responsibility to ensure that all students involved with this event are aware of their responsibilities regarding safe food practices.*

#### **Fundraiser:** \_\_\_\_\_

*As organizer of this fundraiser, I confirm that the group has obtained or will obtain the required licence(s) and I am aware of the relevant gaming regulations. If the group is selling third-party products, I am fully aware that I am responsible for the group meeting its agreement with the fundraising company and have attached the contact or agreement to this form for the Student Groups department to approve. It is also my responsibility to ensure that all students involved with this fundraiser are also fully aware of their responsibilities pertaining to it.*

#### **Promotional:** \_\_\_\_\_

*Groups may use SAMU tables to promote group events, to promote their groups, or to host sponsors that support group activities on campus. If a group is hosting a sponsor, or any outside organization, the group must ensure that an executive member of the group is always present at the table. The group must agree that they have read the tabling guidelines on the Student Groups resources section of the SAMU website and will adhere to them.*

*You must answer yes or no to the declaration.*

☐ Yes

☐ No

**Table Number:** \_\_\_\_\_

**Describe Nature of Activity:** (for a bake sale, you must list your items)

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*Refer to MacEwan University Food Services Policy D4170 before submitting this form. You must adhere to all guidelines. These guidelines are available for reference at the Student Groups resources section at [samu.ca](http://samu.ca)*

- Serving involves the handling, storing, and preparation of food.
- Hands must be washed, and surfaces cleaned with approved sanitation products to prevent the contamination of food and food areas.
- Food must be stored and displayed so it is always protected from contamination (i.e., covered with food grade plastic wrap).
- Food grade gloves must always be worn with the use of serving utensils.
- Items must not contain meat, nuts, nut oils, or dairy products. Avoid items with cream cheese, milk, raw eggs, etc.
- Ingredient lists must be available at the table at all times.



### **SAMU Student Group Film Section**

*Please fill this section out only if your group is planning on hosting an event that involves the screening of a film. If the film is being borrowed from a NEOS Member Library, please attach a screenshot as proof. If you have obtained a license for a film not available through NEOS, please attach the license here. If the course is being shown in conjunction a MacEwan course's curriculum, please attach the syllabus or enter the course number and name of professor so we may verify with the professor.*

*Films that are not your own creative property, or for which you have not obtained a license, cannot be shown to raise revenue. You may not charge any admission fees unless it is your own work, or you have received documented permission from the copyright owner.*

**Name of Film:** \_\_\_\_\_

**License Obtained:** Yes/No/NA

**Or, is this film being offered as part of the curriculum of a credited course:** Yes/No/NA

**Course number and professor:** \_\_\_\_\_

**Purpose of Event:**

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**Food & Beverage:** Check all that apply.

- ◇ This does not apply to our event.
- ◇ The event is being held in a SAMU space and we are bringing our own food.
- ◇ The event is on campus and food is being ordered through Aramark.
- ◇ Met with Aramark to discuss our needs. (Catering Manager at 780-497-5028)
- ◇ Discussed labeling food to avoid food sensitivities.
- ◇ The event is held off site, and the facility is equipped to deal with food service or catering companies.
- ◇ The event is closed (members only) and is being done as a potluck.
- ◇ We are familiar with the potluck guidelines and there is a dedicated person for food safety coordination. **Name:** \_\_\_\_\_

### **SAMU Student Groups Event Grant Application Form**

- This form is attached to and must be submitted with the Event Approval Form. Only use this form if you want to apply for the event grant. If you do not want to apply for the event grant, please leave this section blank.
- Event grant requests need to be received 30 calendar days prior to the start date of your event.
  - Failure to meet the 30-day requirement will result in an automatic rejection of the grant application.
- You will receive an email letter from the Student Groups Department within one week of the committee meeting informing you of their decision.
- Groups need to raise at least 10% of the amount they are requesting in order to apply for this grant.
  - Revenue funding can include sponsorships, donations, ticket sales, the student group's regular account balance, and fundraising.
  - Due to the increase in cases of COVID-19 in Alberta, we have temporarily suspended the 10% revenue requirement. Please be advised that this requirement will come back into effect when SAMU deems it safe and appropriate to begin fundraising efforts again.
- If your expenses exceed the grant, it is the group's responsibility to make up the difference. Do not commit to purchases before you receive an email stating your grant was approved that includes the amount you were approved for. Grant funding is not guaranteed, and the group will have to pay out of their regular account or their own pocket.
- Gift cards, alcohol, and speakers' gifts are not eligible expenses.
- Please consult the Student Groups Department before purchasing from third-party sellers.
- Please ensure that you provide relevant documentation such as quotes, flight schedules, theatre rental agreements, hall rental agreements, etc., and attach them to this grant application.
- Event Grants are only used for the specific events for which they are approved.
- All requests for reimbursement must be submitted and processed 90 days after the event.
- Unused money goes back into the grant fund for future distribution. Please note that unused money still counts as part of the \$2000 you requested this year. Please be accurate with your quoting to ensure that you use all your funds to get the most use out of your yearly allowance.
- You must complete a *Student Group Event Grant Summary Report* no more than 30 days after your event has ended. Failure to do so will result in a suspension of grant privileges.

I \_\_\_\_\_ (name) have read the above points and agree to these conditions.

Signature: \_\_\_\_\_

**Student Group Name:**

**Name of Event Organizer:**

**Email Address:**

**Phone Number:**

**Date Form Submitted:** \_\_\_\_/\_\_\_\_/\_\_\_\_

(day-month-year)



**Name of Event:**

**Outline Event Purpose & Event Type:**

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**EVENT BUDGET**

*Please fill out the estimated revenues and expenses for your event.*

**Revenues**

Description of Revenue	Revenue (\$)

Total Revenues: \$ \_\_\_\_\_

**Expenses**

Description of Expense	Expense (\$)

Total Expenses: \$ \_\_\_\_\_

**Budget Total:**

Total Revenue: \$ \_\_\_\_\_ - Total Expenses: \$ \_\_\_\_\_ = Total Need: \$ \_\_\_\_\_

**How much are you requesting from SAMU? \$ \_\_\_\_\_**

\*Please note that the amount requested should be equal or less than the total need\*

## **EVENT DETAILS**

### **Marketing:**

I have included a maximum of the \$500 allowable for marketing and material costs

### **Volunteers:**

I have identified the number of hours volunteers will contribute to this event

There is a minimum of three (3) volunteers per 50 guests to monitor attendees

### **Alcohol (skip this section if your event will not have alcohol):**

I have ensured that the proper liquor licenses have been acquired

We have an alcohol plan in place for patrons who will be drinking

We have budgeted for a mandatory security presence at this event whether the event is on or off campus

We have arranged and budgeted for non-alcoholic beverages

There is a wrist band program in place for adults (18+)

For an off-campus event, I have ensured that the Student Groups department has a copy of all Pro-Serve certifications

### **Risk Management:**

I have ensured that no additional insurance is required by the group to host this event

I have discussed the event with the Student Groups Department to ensure risks are mitigated

### **Licenses & Contracts:**

I have ensured that the Student Groups Department has a copy of any applicable license (e.g. liquor license, raffle license)

I have provided the Student Group Department with any sponsorship agreements or contracts for this event

### **Transportation:**

I have ensured and budgeted for transportation to and from the venue by chartered bus, if required

### **Budget**

I have read the SAMU Grants Procedure, which can be found on the Student Groups resources page at samu.ca

We have attached the function sheet from Aramark regarding catering in house

We have attached and included the costs of external catering

We have budgeted for marketing

We have budgeted for the cost of the venue

We have budgeted for the damage deposit

We have budgeted for the cost of audio-visual equipment rental and technician service

We have budgeted for MacEwan Facilities costs

We have budgeted for decorating supplies and expenses

We have contacted the Student Groups Department to ensure that they are notified of any and all relevant information pertaining to the event, and that relevant information has been properly submitted

I have included that there is a 10% revenue reflected on the budget as our contribution towards the event

I, \_\_\_\_\_, have read through this checklist and completed the form accordingly.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_