**SAMU Student Groups | Frequently Asked Questions How do I go about getting my posters up on campus?**

First you need to get them approved by one of the Student Groups Department Staff. This can be done by either emailing an electronic copy or by bringing in a hard copy to the office to be signed. We recommend you do not print off your posters until they have been approved in case the poster cannot be approved right away.

Once approved and printed, you need to take them to the Student Groups space and get them stamped. This stamp gives permission for a poster to be hung up on SAMU Student Groups boards. Posters are to be hung up by the Student Groups; the Student Groups Department staff are not responsible for hanging posters. Please refer to the Postering Guidelines in your Student Groups Handbook to see where you can hang your posters.

**Where do I pick up Student Groups financial forms and grant applications?**

All forms are found online on Student Groups Connect.

**Are Student Groups allowed to carry over money from their grant?**

All grant money must be spent by May 15 or the funds the $300 Operations Grant and the $2000 Event Grant are returned to SAMU.

**What types of funding is available to Student Groups?**

$300 Operations Grant: funding given to an approved Student Groups to help in its overall operations. This funding can only be applied for once per academic semester (for example, if applied for in September 2015, a Student Groups cannot reapply until September 2016)

$2000 Event Grant: funding given to a Student Groups to help with a larger event. The application form can be found in the Event Approval Form and needs to be given to the Student Groups Manager 30 days before the event. Note that $2000 is the maximum amount a Student Groups can receive a year and is based on the budget provided to the committee to approve.

Conference Grant: can be used by one student or a group of five, where each individual can be given up to $300 to use to go to a conference benefitting the Student Group.

Student Led Grant: provided by the university for a student group to put towards a conference, event, project, etc. A filled application is sent to a committee to determine the amount given to the group.

**If our Student Groups has a fundraiser, where do I take the money?**

All monies are to be taken to the Student Groups Space and you must fill out a Student Groups Deposit form. All loose change must be rolled and they no longer accept the penny.

**I need a poster printed, where do I go?**

You can get your posters printed either in the MacEwan Library, or MacEwan Print Services.

**How long does it take to get an event approved?**

Depending on the event, it can be from the day the form is submitted to a couple weeks. A Student Group executive will be contacted when their event is approved.

**If I am having alcohol at an event, do I need to purchase extra insurance?**

We have an insurance provider that Student Groups are under. We will reach out if there are extra requirements that the insurance company need.

**How long does it take to get a Student Groups approved?**

Student Groups applications, if completed correctly, can be approved within 14 days.

**If our Student Groups applies for a $300 Operations Grant, when will you be notified if we received it?**

You will only be contacted by us if there was a problem with your application. If you have not heard from us within a week of your application, the money will be in your Student Groups account.

**Why do we need a Student Groups account number?**

Your account number is the way in which you pay and get reimbursed for expenses.

**Why can’t a Student Groups use a debit card receipt?**

These are not considered to be valid receipts by the Canada and Revenue Taxation Company. Only ITEMIZED receipts are acceptable.

**What does an itemized receipt look like?**

An itemized receipt is one that has clearly listed each item you have bought along with the cost beside it. A debit receipt just outlines your total purchase amount.

**How long does it take for us to get our cheques from SAMU?**

You can expect a cheque to take 5 business days. We will contact you by phone or email when the cheque is ready. If we have to mail the cheque, it may take longer.

**Are we able to bring in our own food for an event instead of ordering from Aramark?**

Yes, but only in the SAMU building.

**Can we bring our own food into a classroom?**

Only if it is for a potluck or your personal lunch. You are not permitted to bring outside catering into a classroom.

**What exactly is a potluck?**

A gathering of people for a group meal where each person attending contributes a dish of food they’ve prepared at home to be shared with those attending the potluck.

For more information on potlucks, please see our Food & Catering FAQ info sheet.