**Student Groups Quick Cheat Sheet**

1. Make sure that you have filled out the *Cheque Requisition* Form correctly so we can reimburse you properly.
2. If you are not sure about how to fill out a form, make an appointment with us.
3. If you want a poster approved, send it to us in a PNG or a PDF format. It will save you time, rather than hunting us down for a signature.
4. *Cheques from external partners must read “payable to Students’ Association of MacEwan University.”*
5. Plan your events. Trying to throw something together last minute just does not work. Please give yourselves at least three months to plan larger events and a month and a half to plan smaller ones.

a. There is information about event planning if you go to Student Groups resource section at samu.ca

1. Please leave the classroom in the same shape you found it. (Unless it was a mess, then leave it in *better* shape than you found it!)
2. To book a room please use our booking form. For special interest rooms, such as the Paul Byrne Hall, please specify on the *Event Approval Form* that you require this space.
3. Keep important documents in your transition binder/drive for the next group. For example:
   1. Samples of all forms
   2. Meeting minutes
   3. Financial records
   4. All event planning material
   5. Constitution

We have a sample transition binder at the front desk for you to look at.

1. Keep us informed by filling out Executive Updates when you change executives, as well as keeping an active roster on Student Groups Connect. If we do not have them listed in our database, or on Student Groups Connect, we will not process cheques.
2. Make sure you have booked the Bake Sale Table first before submitting an Event Form for the Bake Sale/

a. **Note:** Booking the Bake Sale Table *does not* mean that your bake sale has been approved! You still need to wait for approval from Student Groups Department before proceeding.

1. Use our TV to showcase your Student Groups. Put on a slideshow, a short video, or a PowerPoint!
2. All admin forms are located on Student Groups Connect or on the SAMU website.
3. Remember to inform your members about SAMU’s Conference/Workshop Grant.

a. This is $300 that helps fund students to go to a conference. For more information check

out our website under “Student Groups Resources”.

14. Remember to scope around the University for additional funds and resources! Never be afraid to approach your faculty!