**SAMU Student Groups Tabling Guidelines**

Student Groups can book SAMU’s tables in order to promote their groups on campus. SAMU has tables in building 6 and building 9 that groups can use. SAMU tables must be booked at saadmin@macewan.ca. The Event Form, including the Bake Sale/Fundraising/Promotional section, must be approved by the Groups Department.

Groups may also book tables on campus through their mymacewan portal system. Note the same guidelines apply, and the group must complete the Event Form, including the Bake Sale/Fundraising/Promotional section, and receive approval from the SAMU Student Groups Department once the table/s have been booked.

If the Student Groups Department receives complaints about a group’s conduct while using the tables, they will be acted on accordingly, and the group may lose its privileges to table on campus.

**Guidelines**

* It very important that you conduct yourself in a professional and business-like manner. Your behaviour sets the tone for how others will look at your group.
* Groups are permitted to display information on their tables, put up banners, or tape banners to the tables.
* Groups are not permitted to display or hand out any information that may be construed as racist, sexist, homophobic, or promotes hatred towards any groups or individuals.
* If a group wants to give away any food or beverages, they must get approval from the Student Groups Department prior to the tabling.
* No solicitation, assertive recruitment, or any activity that is viewed as coercive is permitted.
* No yelling at people or asking about their religion, sexuality, dietary choices, or overtly personal questions.
* Keep mind everyone has their own comfort level regarding personal space. This includes being ok with people who do not want to shake your hand.
* They can hand out flyers to students but cannot force students to take them.
* Table volunteers must stand behind the table and wait for student to approach them. Group volunteers are not allowed go in the hallways and actively recruit students.
* Table volunteers are not permitted to leave the table and go around handing out material in places like the cafeteria, hallways, etc.
* If a group is bringing a sponsor on campus you must remain at the table with the sponsor the whole time they are there. Sponsors are expected to also adhere to these guidelines.
* Clean up your table after you are done with it and put things you do not want in the garbage or recycling bin. Always leave the area how you found it.