

THE Handbook



Student
Groups

Who We Are

The Students' Association of MacEwan University (SAMU) is a non-profit organization working independently from MacEwan University to support students. Our purpose is to enrich the student experience by focusing on their non-academic needs through an array of 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 student groups that share a common interest or purpose. Each group is led by a student executive team selected by, and from, the members of the group. Student groups must consist of at least 60% MacEwan University students. Student groups enhance the student experience by providing meaningful programs and events for MacEwan students, as well as provide opportunities for students to connect and pursue interests. Student groups provide 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 possibilities that exist for student groups on campus.

Student Groups Department Contact Information

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Disclaimer About the 2020/2021 Year

As most students already know, we are operating with an ever-changing situation due to the COVID-19 pandemic. Procedures and workflows during this year may change in lieu of decisions we have to make to protect the safety of our student population and our staff.

Please keep an eye on your group email, as any important updates will be communicated to you through that platform. We ask you to please follow Health and Safety guidelines and remember to socially distance whenever possible. The campus will look and feel different this upcoming year with many new procedures put in place for the safety of students and staff.

This also includes changes to our department so we can continue to assist you as safely as possible. We ask that you email or phone the department to set up a virtual or phone meeting if necessary. We are limiting all in-person meetings to respect the distancing guidelines in place. We will be limiting the number of individuals to two people per meeting room and will have a reduced number of seating in the main area. We will also be closing the multi-media room indefinitely until current restrictions are lifted. These new guidelines could change at any time and we ask for your understanding and patience as we all work through this.

We thank you for your cooperation.

Welcome

Welcome to the SAMU Student Groups Handbook. The Student Groups department are excited to work with your group this year. Our goal is to support your initiatives and help you succeed with your student group activities. Our department is fortunate that SAMU has greatly invested in us, giving it its own space and allocating funding towards grants and events to help our student groups. We are fortunate to have two staff members, a supportive finance department and colleagues in other departments excited to collaborate with interested groups.

SAMU moved to our new building during winter 2020, and the Student Groups department was thrilled to see how utilized and active the student groups space was. Every week the space was busier, and we are excited to see student groups, and students in general, using the space even more this year. We are even more enthusiastic to host a variety of student group events in the new SAMU building. Both student group training and student group expo will be hosted in the SAMU event space, the Lookout, and our student group minglers will be hosted in the student group space. Student groups will also be able to utilize the Lookout for their own events and store their group's items in the locker room provided in our space.

Most importantly we would like to thank you. Our student groups collectively host hundreds of events a year and contribute thousands of volunteer hours. The department, and the support and services we offer through this department, would not be the same without all that you contribute.

Thank you.

Student Groups Department

Support Services for Student Groups

SAMU provides a variety of support for its groups including room bookings, equipment, grants, a finance system, training and information sessions. There is a team of staff ready to help you plan and promote your events. We also provide online resources to assist with the management of your group. The Student Groups department is available to consult with you on any topics relating to the group, its activities, event planning and governance.

On-Campus Space Bookings ****Please note that only Group Executives may fill out group forms.**

Classroom Bookings

To book a classroom, you must use the Classroom Booking Request Form at samu.ca/studentgroups. You will receive an email within three days confirming or declining your request.

Table Bookings

There are two types of table bookings. Both SAMU and MacEwan have tables that can be reserved for your group to use. Please refer to the Student Group Tabling Guidelines, Display Table Booking and SAMU Table Booking Map documents in the resources section on samu.ca/studentgroups for more in-depth information.

University Spaces

Groups can book event spaces within the university such as the Paul Byrne Hall, Allard Hall Conference Center, Triffo Theatre and the Multipurpose Room. Make sure you identify which space you are booking on the Event Approval Form as some of these spaces come with a charge. The Student Groups department will connect you to the appropriate university department to assist you with your booking.

Equipment Bookings

Groups may sign out certain equipment from the groups front desk office by filling out the Equipment Booking Request Form. SAMU currently offers button makers, a sound system and a TV.

Quick Reference for Bookings

Booking Request	Visit
Classroom	Must complete a Meeting Request/Event Approval Form
Campus conference/event space	Must complete an Event Approval Form
SAMU equipment	Must complete an Equipment Booking Request Form
Facilities (special set up)	University Facilities department (facilities@macewan.ca or 780.497.5500) *Please inform the Groups department
AV/technology equipment or technician	Groups department (These requests should be included on the event form)
SAMU Tables	Book through saadmin@macewan.ca
Other tables (various campus locations)	myMacEwan Student Portal System

Classroom Booking Instructions (Group Executives only)

1. Request a classroom booking by using the Classroom Booking Request Form located on samu.ca/studentgroups at least five business days before the date of the required booking.
2. We will use the information provided in the form to check availability and make a booking request with the university.
3. The university will approve or deny the request.
4. If approved, we'll update the form and you'll get a response with the confirmed booking details.

If we need clarification, or if the booking is denied, we will send a follow-up email. Approved details will also be sent via email. For non-classroom space bookings, make sure you fill out the Event Approval Form and identify the space you would like. Note that there is a cost associated with booking any spaces in the Allard Building. Please reach out to the Student Groups department for a quote.

On-Campus Space Booking Quick Reference

****Please read**** Due to the ever-changing situation in regard to COVID-19, students may be required to have no more than a certain number of individuals in certain spaces in order to meet the Provincial guidelines. We will discuss these restrictions with you prior to booking a space.

Specific Space Requests	Capacity	Room Number
CN Theatre	138-178	5-142
Building 6 Outdoor Patio	100	6-000
Towers	100	6-101
Multi-Purpose Room	200-250	6-106
Cafeteria Stage Area	30	6-121
Building 6 Foyer/Corridor	100	6-157
Heart of the Robbins	350-600	9-100
Gray Gallery Nook	12	9-113C
Atrium	200	9-212
Kule Theatre	220	9-323
Triffo Theatre	415	11-130
Betty Andrews Recital Hall	212	11-150
Fiegel Conference Centre	120-140	11-204
Black Box Theatre	140	11-240
Roundhouse Event Space	40-80	
Roundhouse Workshop/meeting	10-20	

General Classroom Types	Capacity	Room Number Examples (capacity)
Flat, small	20 to 30	5-141 (20); 5-204 (30); 7-172 (20)

Flat, medium	40 to 60	5-175 (40); 7-278 (60); 9-211 (50)
Flat, large	Over 60	7-284 (80)
Tiered, small	--	--
Tiered, medium	40 to 50	6-133 (40); 9-101 (50)
Tiered, large	Over 50	6-152 (84); 6-212 (116); 9-201 (100)

Roles and Responsibilities

SAMU Executive Committee

The Executive Committee is comprised of five elected student leaders including 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 the logistical and financial operations of SAMU.

The Executive Committee approves student group applications, grants procedures, closes groups when they wind down or are inactive, sets groups procedures and may initiate disciplinary action on a group that is violating policy or procedure. The Grant Allocation Sub-Committee, which reports to the Executive Committee, reviews and approves student group Event Grant Application Forms.

Role of the Vice President Student Life

The Vice President Student Life (VPSL) is a member of the Executive Committee and a member of Students' Council. The VPSL is knowledgeable about student groups and advises the Executive Committee and Students' Council on matters pertaining to student groups. The VPSL also chairs the Grant Allocation Sub-Committee.

Role of the 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 ensures that all groups are active and in good standing, inclusive, safe, accountable and professional throughout the year.

This department acts as a resource and advocate for any groups event grant applications and ensures that groups are following proper policy and procedures. The department Manager and Coordinator split the case load of student groups and are planning supports for those groups. They also oversee approvals for groups and day-to-day operations and administration of groups.

Role of the Student Groups Administrative Assistant

The Student Groups Administrative Assistant promotes engagement within the SAMU Groups department, through events and activities like the Student Groups Expo, minglers and workshops. The SG Admin Assistant also oversees all classrooms bookings for groups, keeps groups up to date with relevant news and helps to promote their events.

Role of the Student Groups Advisor

Many student groups have an advisor who provides support and mentorship to their executive members. Advisors are MacEwan staff or faculty who have an interest in supporting the group and helping them facilitate its operations. They may attend meetings, assist with recruitment, share best practices and advocate for the group to the broader MacEwan University community.

Advisors do not book rooms, are not involved in any financial matters relating to the group and do not approve events. The advisor may work with the Student Groups department. The President of the group discusses the role with the advisor and may refer the advisor to the Student Groups department for role clarification. If funding for a group is tied to a specific faculty, and the faculty has their own rules regarding their funding, the faculty may require that the group has an advisor. This must be pre-approved by the Student Groups department.

Role of the Student Group Executive

Each group requires a minimum of five Executive Officers, which may include President, Vice President, Vice President Events, Secretary and Treasurer. Executives must be current MacEwan University students. The members of the student group executive provide leadership and management of the group and ensure that the group meets all approval and reporting requirements.

Here are some sample descriptions of specific typical executive roles. Your group must follow the descriptions that are in your approved constitutions that you submit yearly.

Role of President

To oversee the development of the group, foster group unity, preside at all meetings and ensure that the group functions properly, follows procedures and meets its obligations.

Role of Vice President

To assist the President in running the group and to act as the President if they are unable to fulfill their role. This position helps to foster group unity.

Role of Vice President Events

To ensure that all required SAMU paperwork is completed regarding event approvals. This is the person who communicates with the Student Groups department regarding all aspects of any event.

Role of Secretary

To record meeting minutes, distribute minutes to all group members, update group contact information and maintain a secure, accurate membership list.

Role of Treasurer

To receive all student groups monies and deposit it into the groups account. To ensure all cheque requisitions 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.

TIP: View the Basic Constitution Example [on the Student Groups resources page at samu.ca](#) for examples of detailed executive job descriptions.

Responsibilities of SAMU Student Groups

- Represent your group professionally. Keep in mind that the actions of your group reflect SAMU and the university. Unprofessional behavior may also result in disciplinary action depending on the severity.
- Learn about policy and procedures that affect your groups. These can be found on samu.ca/governance.
- Review group information, forms and resources at samu.ca/studentgroups.
- Check your group email at least two times per week.
- Ensure that all group members are informed of meetings and happenings within your group.
- Organize at least one event per academic term (fall and winter). Only two events are required per academic year.
- Complete the Event Approval Form before organizing a group event.
- Complete a Year-End Report for your group.
- Attend student group training and/or student group orientation session.
- Follow SAMU and MacEwan University policy, procedures and laws that govern the province.
- Follow the Student Groups Code of Conduct and any specific conduct rules the group has set for itself.
- Ensure the Student Groups staff know about any changes to executives or signing authorities.
- Most importantly, have fun!

Reporting

All group Presidents report to the Student Groups department. It is the responsibility of the President to lead their group and ensure all reporting obligations are met. This includes, but is not limited to, the submission of the annual Year-End Report and an Evaluation Report if the group receives an event grant. The Year-End Report, submitted by the end of the winter term each year, gives an overview of what the group has been involved in over the past year. It is also a transition piece that can be given to the next President. Failure to submit reports can result in suspensions, penalties or loss of privileges, and ineligibility for grants or supports.

Training

There will be mandatory training sessions for group executives. The Student Groups department will notify the Presidents when these sessions will be taking place. Failure to participate in the mandatory sessions will result in the suspension of the group until the following year. Student groups are also required to attend a workshop of their choice throughout the year. The goal of the department will be to target this workshop based on areas of improvement for groups, for example, a refresher on Event Approval Forms.

Student Groups Orientation

All new groups will be required to complete an orientation session. No group will be permitted

to apply for grants or organize any activities (including meetings) until they have completed the orientation.

Student Groups Governance

Governance outlines who is responsible for decisions and how decisions are made. It also relates to the expected conduct in decision-making and carrying out of those decisions. Please make sure that you are familiar with the Student Groups Procedure as it outlines all group expectations. Failure to adhere the Student Groups Procedure may result in disciplinary actions.

Constitution

Each group must create and abide by a constitution. A template is available [on the Student Groups resources page at samu.ca](#), or you can contact the Student Groups department for assistance in developing or changing a constitution for your group's needs. The purpose of the constitution is to ensure the group has a stable, transparent structure and decision-making process. It also ensures that executive members have a clear idea of their roles and responsibilities that are specific to each individual group. If your current group constitution is no longer working well for your group, contact the Student Groups department to assist you in amending it. Student Groups are required to submit a current copy of their constitution when they renew their group in October.

Elections

Each group is responsible for holding an annual election to nominate and vote on group executive positions. Potential candidates must first agree to being nominated as they will have to accept the position if elected. Members of the executive may approach members individually and ask them to run, but there should still be an election vote by the members. Written ballots or secret electronic voting should be used whenever there is more than one candidate running for a position. If you need help with running an election, contact the Student Groups department for assistance. You may not treat these positions as job positions that individuals apply for, as it is not democratic. Resumes and interviews conducted by the current executive is not acceptable.

Due Diligence and Liability

As an executive, you are responsible for the operations of your group. You will decide what your group does throughout the year, how it spends its resources and how it contributes to the university community. Please make thoughtful and well-considered decisions. It is important for you, as an executive, to realize the amount of liability you hold for your 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 to know the policies and procedures of SAMU and MacEwan University.

TIP: SAMU's bylaws, policies, and procedures are available online at [samu.ca/governance](#) as well as in the Student Groups resource section at [samu.ca/studentgroups](#).

Executive Changes

After electing the new executives, adding a new executive position or filling a vacancy, it is important to promptly submit these changes by submitting the Student Group Executive Update Form to the Student Groups department. Student group executive information needs to be kept current so that we know who is responsible for what, who can act for the group and who has signing authority. When someone resigns or graduates, please submit those changes promptly.

TIP: We check all signatures on the Cheque Requisition Forms to make sure that who we have on our executive list matches of who you identified as having signing authority. If you have not given us correct information, the cheque requisition will be returned until the corrected executive signature is emailed to us. This mistake can cause delays for group members waiting for cheques.

Student Groups Code of Conduct

Each group is encouraged to create their own code of conduct for their executives and members. Please contact the Student Groups department if you have any questions when creating a code of conduct. Additionally, it is required that all group executives follow a general set of code of conduct principles found in the Student Group procedure and outlined below.

It is an expectation of all student groups, group executives, members and guests to conduct themselves in a respectful and professional manner. This includes, but is not limited to: polite and respectful use of spaces, non-interference or use of equipment for which you haven't received permission or authorization, respectful communication with members, employees or other venue users. Your actions and words reflect on the group, your members, SAMU and MacEwan University. If you encounter problems or difficulties with other people or notice damages of any sort, promptly report it to the Student Groups department.

Within the context of campus, remember that MacEwan University is first and foremost an educational institution. Maintaining an environment and attitude that does not infringe on learning pursuits should always be held with great regard. Issues such as disruption from excessive noise, damages to or theft of property, adjusting settings or improper use of equipment/technology could result in costs to the group, suspension of activity, group probation or closure of the group. Honour your agreements and service on product orders. This includes ensuring that bills and invoices are paid appropriately and in a timely manner.

Follow all approval and reporting responsibilities, as well as uphold the expectations set by SAMU and MacEwan University policies, procedures and regulations. If you or members of your group are treated unprofessionally by student group executives, group members or by university or SAMU staff, report the interaction to the Student Groups department. We are all here to help a group achieve its potential. Student Groups are open to all MacEwan University students. We do not tolerate discrimination of any kind and encourage diversity and inclusivity on campus.

Even though sometimes individuals do not always agree, it is important to remember, that we are in an educational environment that supports healthy debate and discussion while maintaining respect and dignity within our university community. We are an open and safe space and support students' freedom to decide which groups are right for their traditions, way of life, culture, beliefs and values. Discriminatory behavior will be investigated and met with disciplinary action.

Management of your Student Group

As a group executive, it's important to ensure that your group is active on campus. Some techniques to keep your members engaged include holding regular meetings, hosting socials and mixers and establishing social media outlets. The more effort you put into involving and engaging your members, the more informed and excited they will be.

Conducting Meetings

Meetings are an essential part of running an effective group on campus. Meetings allow for your group to make democratic decisions, gather information, report back to the members, coordinate actions, create accountability and make your group's work transparent. Without input, or everyone being on the same page, it is difficult to stay coordinated and keep members involved. If a meeting has no direction or purpose, members view it as a timewaster. Groups are volunteer run, so be especially mindful of your members' time.

Tips on 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.

Tips on Team Building:

- Delegate tasks to your executives and interested general members. Many hands make light work!
- Establish short-term and long-term goals for your group.
- Organize regular meetings and social events for your members.
- Keep members informed of tasks that you need help with.
- Ask for ideas from members.
- Create committees and assign tasks to group members.
- Find out what skills and talents your executives and members have.

Tips on Member Recruitment and Retention:

- Prepare newsletters, emails and/or phone calls to inform members about what's happening and send them your meeting minutes.

- Include members in the decision-making process.
- Thank members for their time and participation.
- Produce a reference letter.
- Be organized and have fun.
- Provide an orientation for new group members.
- Keep your activities interesting by constantly checking in with your members.
- Keep your social media pages updated.
- Be visible and active on campus throughout the year.

Student Groups Caseload

The Student Groups department splits the groups caseload and you will be contacted letting you know who is working with your group. This will be your contact for the entire academic year.

SAMU Student Groups Status Renewal

All groups are required to renew their active status with the Student Groups department by Oct. 31. For information on how to renew, please refer to Student Group Renewal Process & Form at samu.ca/studentgroups. If we do not receive your renewal or an acceptable reason for the delay, your group will be sent to the Executive Committee with a recommendation of being put on probation.

Annual General Meeting

An annual general meeting is an effective and transparent way for student groups to hold their yearly executive elections. A group may also choose to amend its constitution or make other major decisions at an annual general meeting.

Transition Documents

When you hand over the leadership of your student group, refer to the Year-End Report Form that outlines the Student Groups departments expectations regarding a smooth transition. Failure to complete a Year-End Report by June 15, will result in your group being placed on probation.

Contracts

If a student group is required to sign a contract, the contract must be submitted to the Student Groups department for review. The group must allow a minimum of four weeks for this review. Any contracts signed without being reviewed by the Student Groups department will solely be the responsibility of that person who signed, not the responsibility of SAMU or the student group. Disciplinary actions will be taken on any individual who signs a contract without a Student Group department staff member's review and approval.

Sponsorship

Groups are encouraged to seek out sponsors to subsidize the cost of an event or to operate their group. The student group must receive permission to seek out this sponsorship from the

Student Groups department to avoid potential conflicts. A SAMU Sponsorship Agreement Form will need to be submitted and approved by the Manager and the Director of Programs and Services. Furthermore, groups are encouraged to review the sponsorship documents found on the Student Groups resources section on samu.ca/studentgroups. Groups can also reach out to the MacEwan University Alumni Development for advice and support at alumni@macewan.ca.

Student groups may offer some of the following benefits to potential sponsors:

- Logo placement on printed materials
- Placement on the group's banner
- Mention on social media and/or group events

Forms & Resources

A variety of forms are used for group operations, approvals and reporting. Student group forms are available online at samu.ca/programs-services/student-groups/forms/.

Please read each form carefully, to ensure you are filling out the correct form. We have also included a resource section for groups to use and refer to at samu.ca/programs-services/student-groups/clubsresources/. If you are unsure of which form needs to be completed, please contact the Student Groups department.

TIP: Incomplete forms will be returned to you and may cause delays.

Protection of Information

SAMU is committed to protecting personal information entrusted to us by our members. We manage your personal information in accordance with the Alberta Freedom of Information and Protection of Privacy Act, which outlines the principles and practices we follow in order to protect your personal information.

Personal information may include 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.

Student groups can only collect the personal information necessary for the purpose of providing 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. If a member of your group asks to be removed from your membership or communication list, you must comply. Please safely destroy a member's contact information after they graduate and review your membership list at the end of every year to ensure that it is current.

If you have any further questions, contact the Information and Privacy Commissioner of Alberta.

Financial Management

SAMU groups may not operate in a deficit. Student group executives must ensure that all bills are paid in a timely manner. Groups may not have external bank accounts and must use the established SAMU accounting system.

Student Group Finances

Once a group has been approved, it will be assigned an account number. This number is to be used on all financial transactions completed with SAMU. It's up to each individual student group to keep a copy of all receipts for its records. If a group would like a copy of a receipt from a previous cheque requisition, please allow three business days for the Finance department to prepare your request. There are two methods to bank with SAMU; deposits or cheque requisitions. The Deposit Form is used to put money into your account, while the Cheque Requisition Form is used to take money out and/or pay vendors.

Student Groups accounts will be identified on the Cheque Requisition Form. You will need to decide if the funds are coming from your Groups Regular Account (money you fundraise), SAMU Operational Grant Account, SAMU Event Grant or the Student Engagement Grant. One of these categories must be checked off on the Cheque Requisition Form. You may not select multiple accounts on a single cheque requisition form. If you are withdrawing money from two or more accounts, please use separate forms for each account. If you are paying multiple suppliers, make sure that you fill out a separate Cheque Requisition Form for each supplier.

NEW: Student groups can use electronic signatures when completing a Cheque Requisition Form.

Receiving Donations and Payments

"The Students' Association of MacEwan University" must be identified as the "payable to." If the cheque is issued to the student group, it cannot be deposited, and you will have to get it reissued. If you are having a cheque mailed to SAMU, please notify the front desk and Student Groups department so they know to expect it and that it should go into your group account. Similarly, let us know if the cheque will be in a foreign currency (e.g. US dollars).

TIP: Groups that receive cheques from vendors or external businesses should ensure that the "memo" line indicates which group is being paid.

NSF Cheques

If a cheque is deposited and is returned as non-sufficient funds (NSF), the NSF fee is the groups responsibility and will be debited from the groups account.

Groups Paying Groups

If your group is paying another group or vice versa, have an invoice letter prepared for the receiving group and fill out a Student Group Internal Transfer Form.

Making Donations

Groups that wish to donate to a charity need to fill out a Cheque Requisition Form identifying the

charity and must be signed by three executive signing authorities.

Deposits

Deposits are made at the SAMU Student Groups front desk. Group funds are available for use the following week after the deposit was made at the front desk. Deposit forms are available at samu.ca/programs-services/student-groups/forms/. Roll your coins in full, correct rolls. Rolled coins, cash and cheques (payable to Students' Association of MacEwan University) can be submitted along with the Deposit Form at the same time to SAMU's Student Groups front desk.

NEW: If groups are expecting any Electronic Fund Transfers (EFTs), please email all backup documents to samufinance@macewan.ca. This can include the name of the vendor and copies of emails between group and vendor. Failure to provide backup documents may delay availability of funds.

Documentation

Proper documentation must accompany any Cheque Requisition Form. Only expenses with itemized receipts will be reimbursed, credit card receipts will not be accepted. The only exception is if a group attaches a Missing Receipt Form, only if they want to withdraw from their regular account. A Missing Receipt Form is not valid with any grants. Companies may also invoice your group for services. If a group is offering a cash prize, talk to the Student Groups department about preparing a request letter as documentation.

Components of an itemized receipt (all of these components must be present):

- Business' or vendor's name
- Date of purchase
- Specific, discrete item(s) purchased
- Price of each item
- Total amount of bill
- Method of payment

Payments

Groups must pay any expenses and liabilities to vendors or service providers promptly. If expenses are not paid in a timely manner, the group's future activities may be suspended. All payments from groups to vendors are made by cheque from SAMU.

TIP: Give yourself enough time to complete the Cheque Requisition Form and allow a minimum of five to seven business days for processing. Cheque requisitions go through several levels of review and approval. Marking 'rush' doesn't change the number of steps in the process or allow us to get around SAMU financial controls.

Keeping Track of your Groups Funds

As a student group, it's your responsibility to keep track of what you are spending. Keep in mind that you are accountable to your members and they can ask for regular updates. To request an update of

your account balance, contact the Student Groups department or the Finance department. The Finance department will not process internal transfers for groups if it's due to a group error. Also make sure you're selecting the correct account on the Cheque Requisition Form (i.e. regular account, operations grant, or event grant).

Signing Authorities

Once your group has been approved, the only people authorized to deposit or withdraw money from your group account are those listed as having signing authority. It is recommended that a group have a minimum of five signing authorities. The reason behind this is that executives who want to be reimbursed may not sign off on their own cheque requisition. If at any time you want to change or add a signing authority, a Group Executive Update Form must be filled out, signed by the new executive and submitted via email to the Student Groups department. The department keeps track of all group executives and if we don't have updated information from your group, cheque requisitions can be delayed.

Budgeting

A budget is required to be submitted with each Event Approval Form. It is encouraged that groups consider the level of activity they would like to do and have a general sense of how much funds they'll need for the year. Groups may fundraise throughout the year.

Sample Budget

Item	Revenue (\$)	Expense (\$)
Donation from Faculty	250	
Ticket Sales (50 @\$10)	500	
Poster Printing		60
Poster Design		50
T-shirts (18 @\$10)		180
Catering		300
Totals	1050	590

After this fundraising event, the group in this example would have \$460 available to donate or use towards future events and programming.

Considerations for Budgeting

As you plan your event, always ask how much each component is likely to cost. Components may include:

- Venue costs
- Prizes
- Audiovisual or entertainment costs
- Decorations and supplies
- Rental needs
- Lighting costs
- Security
- Food and beverage
- Printing costs (banners, table cards, etc.)
- Marketing materials

Fundraising

Alberta Gaming, Liquor and Cannabis has told our department that groups are not eligible to apply for a raffle license. Any fundraising initiative must be approved by the Student Groups department and the appropriate form must be completed. Fundraising proceeds must be deposited at the Student Groups front desk as soon as possible.

NEW: Student groups are not permitted to purchase Square readers as it violates our policy. Square readers require access to a personal bank account and SIN number, which contravenes our financial procedures for Groups.

Bake Sales/Potlucks

Due to COVID-19, we will not be approving bake sales or potlucks this year. Individuals may be asymptomatic for up to two weeks while still infecting individuals. Food establishments have materials and chemicals for food handling that students do not have access too. The risk and liability in spreading COVID is too high and the Student Groups Department will be rejecting any bake sales until Fall of 2021.

Student Group Recognition

Every year SAMU groups can be nominated for the following awards: Group of the Year, New Group of the Year and Group Member of the Year. These awards are to recognize the outstanding contribution groups make to student life. We encourage you to nominate yourselves, get a member of your group to nominate you or approach MacEwan staff or faculty. This is an exciting annual event filled with entertainment, an amazing dinner and a chance to meet SAMU staff. We are always looking for new ways to thank you for all the hard work you undertake. Please email the Student Groups department with any ideas about how we should recognize our student groups, and what things you and your peers would like to see.

Groups can also apply for a co-curricular record, which is overseen by the university. This record outlines your volunteer hours on your transcript. To qualify for this opportunity, contact the Student Groups department for instructions regarding the application process. More information may be found here:

<https://www.macewan.ca/wcm/StudentAffairs/CareerDevelopmentExperientialLearning/CoCurricularRecord/index.htm>

Group Minglers

These events are held twice a year, giving all groups the opportunity to meet one another and to share group accomplishments or just to hang out.

Group Newsletter

The Student Groups department will send out an update every Friday via email. If there is something you want to share with your peers, please send any information to the Student Groups department. SAMU also has an online newsletter for students. To sign up and receive up to date information on what we are doing, please go to samu.ca/newsletter to sign up.

SAMU Student Groups Social Media

SAMU utilizes social media to give students up to date information that they need or things that may interest them. While SAMU advertises events and initiatives that its staff organizes, our social media team is also there to share events that student groups are hosting. If your group has something that they would like advertised, please tag those pages and your event or initiative will be shared on that page. Here are our social media handles:

Twitter: @SAMacEwan

Instagram: @ SA_MacEwan

Facebook: Student's Association of MacEwan University

Events

Groups need to ensure that all events are approved by the department by submitting an Event Approval Form. Once the form has been reviewed, the department staff will notify you with either a confirmation indicating that your event has been approved, that more information is required or that the event has been rejected. Make sure to plan and submit the appropriate forms well in advance of the target event date. We require that the Event Form is submitted a minimum of 30 days before the event date. Failure to adhere to this rule will result in the event being immediately rejected. You will have to resubmit the event form 30 days before the new date selected for your event.

The Event Approval Form requires you to indicate your event requirements and gives the department the information needed to help coordinate your requests. Trying to plan an event like a gala for example, can't be done in two months as there are other factors including booking a venue, acquiring food options, booking entertainment, invitations, audio visual and security bookings that need to be arranged.

Every time there is a group activity or event, there must be an event approval in place. This protects your group as you are then approved under our insurance and the department is aware of your event in case there are any issues or incidents. If your group arranges a lot of regular, repeating activities that all have the same purpose and details, you may submit one approval form to cover all instances. On the form, indicate that it is a recurring activity and make a note of the expected frequency details. We also keep track of the number of events through this form. The reason we do this is to justify our budget for our groups and events. Not only do you put yourself at risk and violate the Student Group's procedure when you host an event without filling out the proper paperwork, which can result in losing group privileges, but you also put potential funding at jeopardy. The event form really benefits you. If you need help filling out the form, please do not hesitate to reach out.

If your group is working with a faculty or MacEwan University department on an event, the form still needs to be completed and approved. If you are collaborating with another group, only one of you must complete the Event Approval Form. However, both you and the collaborators must complete the Collaboration Form. We keep information on the number of student groups that collaborate on events.

All event forms must have the budget section completed even if there is no revenue. In the case of no revenue add a zero. If an event form is not completed correctly it will be declined.

For considerations and tips about event planning, have a look on <https://samu.ca/programs-services/student-groups/clubsresources/> or contact the Student Groups department. We are happy to help you.

Tip: Pub-crawls are not permitted.

Event Organizer

Each event or activity needs to have one designated organizer. Specific duties can be delegated and assigned, but one person should be overseeing the progress of the overall event. This person is also responsible for completing the Event Approval Form and maintaining communication with the event's assigned Student Groups department contact.

NEW: If your original event organizer changes, the group President must contact the department to update that information within three business days.

Tip: Make sure you have your event approved before committing to any costs associated with the event. If you are hoping to receive a grant, please wait until the grant is approved before you commit to any costs. The Student Groups department cannot help you if you spend money and your grant proposal is rejected.

Film Nights

We no longer have a movie license due to underutilization. This does not mean you cannot have film nights. To host a film night, find a movie, documentary, or show on the NEOS catalogue that you would like to show and borrow it from MacEwan's library. They have licensing agreements, so you will not be fined for showing a film free of cost. The group would just have to submit the Student Group Film Approval Form and proof that you took the movie out from the library. Please note: under no circumstances may you charge for a film viewing. We do encourage student groups to host film nights so that we may justify re-subscribing to a movie provider.

Student Group Travel

We regret to inform you that events that involve travel outside of the province will not be approved until September 2021 due to risks involving COVID-19. Travel increases the risk of spread significantly and any group that attempts to travel outside of the province without approval will be closed immediately, as it is a serious violation.

If your group is arranging group transportation services to an event the group is hosting or attending as a student group, you may need to complete additional travel forms to meet university regulations. When a group is travelling within Edmonton, please use a taxi. Uber is not a registered taxi company and have less liability insurance. We will not approve Uber travel for our student groups. Please check with the Student Groups department before using ETS, as of the date this was published, it is advised not to use public transportation. For larger events (i.e. 50

people are going to the Royal Terrell Museum in Drumheller), a school or charter bus would be required.

We do not encourage groups to use their own vehicles to transport because it places an incredible liability on the student. Exceptions can be made in certain circumstance with the prior approval of the Student Groups department. Please discuss this with the department prior to using your own personal vehicle. Talk to the Student Groups department staff to determine the best course of action regarding travel.

Catering

If your group is holding an event on campus, that is not in the SAMU building, you must use the university's on-site catering company, Aramark. To set up an appointment, you can call the catering department directly at 780.497.5028 or catering@macewan.ca. If you have a food and beverage budget in mind, the Catering Manager will be able to suggest menu items for you.

There are no food restrictions in the SAMU building. Student Groups may use any available caterer once approved by the Student Groups Department. They must be licensed and follow AHS food safety standards. Groups will also be able to book the SAMU event space, The Lookout.

Security at MacEwan

If you are hosting an event where alcohol is being served, or if your event extends past MacEwan's normal building access hours, it's your responsibility to ensure that security is present. If you are hosting an event past normal operations, be aware that you need approval from the Student Groups department and that there may be costs that you have to cover such as facility fees and security. It's best to check in with the department staff to make sure you have what is required.

Security off Campus

For any off-campus events that involve alcohol, security is required. It's up to the group to provide and contact a security company. Keep in mind that you need one security guard for every 75 people.

TIP: To contact security in a case of emergency, call 780.497.5555. To contact security (non-emergency), call 780.497.5554.

Facilities and Audiovisual (AV) / Technology Requests

All facilities and AV/technology requests (such as podiums, televisions, microphones, etc.) are to be made through the Student Groups department. AV equipment and some facilities set up requests may incur a charge. Groups are not to move or use the university's equipment or furniture without authorization or assistance from a booked technician servicing the event. A/V requests need to be made and confirmed at least two weeks before the event. The A/V department will not accept late requests.

Guest Lecturer

If you are bringing in a speaker, it's the group's responsibility to ensure that the Student Groups department is aware through the Event Approval Form. The staff can contact Campus Security on your behalf to ask if additional security is required. Keep in mind that if the lecture goes past 10 p.m., your group may be charged a facilities and security fee.

Tip: Make sure to check MacEwan's website for hours of operation when planning an event on campus.

Risk Management and Event Planning

As a group, you are responsible for your members and their behaviour while they are attending events held by your group. Please give serious thought to worst-case scenarios, the steps to minimize anything that could go wrong and how you can ensure the safety of your fellow students.

One of the most important goals of SAMU is to ensure that students participate in safe and enjoyable events. It's important for student groups to ensure that students participating in group activities do so in a safe manner and that all safety precautions are in place.

Groups are required to complete a risk management section on the Event Approval Form. For large or complex events, they may also be required to complete a Post-Event Summary Form. Events that have a degree of high risk include any activity involving alcohol, transportation off campus, physical activity, fire, water activities, crowds of 100 or more people, and food preparation.

All SAMU groups will be expected to fill out a Risk Management Plan as part of the Event Approval Form process. This needs to be done for all events. Failure to submit an adequate plan will result in the form being returned.

It's the responsibility of the group to identify and manage risks, implement safe practices and evaluate risk management strategies. A group who fails to adequately fill out the risk management section of the event form will have their event proposal rejected. For high risk events, filling out the bare minimum just to have the form "completed" will not suffice. This section requires time and thoughtful deliberation.

Be sure to include a response plan and emergency notification process as a part of your event planning. This allows you to have a plan in place should an incident occur. Again, if a group fails to do this, their event will be rejected.

Insurance

Events held on and off campus, may involve additional insurance coverage. In 2019, SAMU purchased insurance coverage that would cover our group events. Groups are no longer required to take out and pay for insurance. There are some steps that need to be taken by the group as a result of this change including the completion of a Risk Management Plan. This new process is a requirement of our insurance provider and will ensure that the group is not going

to be liable for any lawsuits that may result from an event they have hosted. Please check with the department to see if you need to have waivers completed. There will be some events that may need to be approved by our insurance company.

Tip: The more dangerous the event, the less likelihood it will be covered (i.e sky diving). If an event cannot be covered, SAMU must decline the event.

Student Groups Marketing and Promotion

It's up to each group to promote itself. You may like to get some tips from other groups who focus on or do well in their own marketing. You may also reach out to the Student Groups department for some tips! Groups are able to promote themselves at the online Student Group Expo in the fall and the in-person Student Group Expo in the winter, as well as appear on the Groups Listing at samu.ca/studentgroups. All posters must meet a minimal standard of professionalism and must comply with federal advertising standards. Each group is responsible for designing and printing its own posters. Any design or printing costs are the responsibility of the group.

Poster Process

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

1. Email the finished poster (PDF or JPEG) to the Student Groups department for electronic approval or revisions.
2. You will receive a message confirming the poster design is approved within two business days.
3. Print your required number of approved posters.
4. Bring approved posters to the SAMU Student Groups front desk to be stamped.
5. Place stamped posters on approved SAMU Student Groups poster boards only. Posters placed on MacEwan's boards or the regular SAMU boards without prior approval will be taken down. Do not interfere with other groups' posters.
6. When your event is done, remove the posters to make space for other groups' upcoming posters.

SAMU Groups designated poster boards at City Centre Campus

- Building 5: 2nd floor across from Bean's List
- Building 6: across from the cafeteria
- Building 6: next to the Parking Services office (6- 122)
- Building 6: next to Campus Convenience
- Building 7: 1st floor near 7-141
- Building 7: 2nd floor near 7-227
- Building 7: 2nd floor near 7-231
- Building 7: 2nd floor near 7-233
- Building 7: 2nd floor near 7-286
- Building 8: 2nd floor across from Tim Horton's
- Building 9: 2nd floor near 9-203
- Building 11: main floor next to vending machines
- Building 11: 2nd floor near 11-217

Logos

As a group, you are permitted to design your own logo, but you are not permitted to use SAMU's or MacEwan University's logos. Reproductions of the MacEwan University logo or any SAMU logo may not be used in group logos. Groups are not permitted to use the MacEwan University Griffin on any of their promo and no likeness thereof is permitted.

You are permitted to use the university name in your logo but be sure to reference it as "MacEwan University." No abbreviations can be used. The university name must appear in a font that is significantly different than that used in the official logo. Logos must be submitted to the Student Groups department for approval.

the griff

Advertising space is available with *the griff*. Contact the managing editor for details and be sure to mention you're a group on campus for a reduced rate.

Managing Editor

lockhartm8@macewan.ca

SAMU Student Groups Banner Rules

The Student Groups department has purchased a grommet maker machine along with grommets for you to use on paper and vinyl banners. Please adhere to the following rules:

- Banners must be tied to the metal railings with twine – NO TAPE OF ANY KIND IS PERMITTED.
- Banners are not permitted on the wooden rails; **they must be affixed to the green metal.**
- Banners are not permitted in Allard Hall.
- Banners are not permitted in the new SAMU building.
- Banners may be hung in buildings 7, 8, 9 and building 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 two weeks



Social Media

Groups are encouraged to establish Facebook, Twitter or Instagram accounts. It is up to you to keep this information updated. For more information, refer to the Student Groups Social Media Procedure And Guidelines [on the Student Groups resource section on samu.ca/studentgroups](#).

Website Guidelines

Your group can set up a website. If doing so, please let the Student Groups department know the URL and name. The website is to be used to promote and inform people about the group. A group may be de-ratified if it is found posting offensive and/or discriminatory content on its website.

SAMU Grants for Student Groups

SAMU offers grant funding opportunities as a way of providing financial support for its sanctioned groups. Grants are limited, must be applied for and cannot be used for certain types of expenses. Please refer to the Grants Procedure [at samu.ca/studentgroups](#) or contact the Student Groups departments regarding these restrictions.

Operational Grant (\$200)

This grant is meant to assist groups in their operations. Eligible groups can apply for an Operational Grant once per academic year. The Operational Grant money must be used by May 31. Unused money will be returned to SAMU. Approval for Operational Grants comes from the Student Groups department.

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

There is an Event Grant available for up to a maximum of \$2,000. Student Groups may receive a maximum amount of \$2,000 per academic year. For example, the Coffee Group can apply for four events costing \$500 each. The Book Group can apply for two event grants costing \$1,000 each. The Marketing Group can apply for the full \$2,000 for a networking event. Please be as accurate as possible when applying for a grant, because money that you are granted, but do not use, still counts as part of your \$2,000 that you may apply for per year.

TIP: Just because you apply for an Event Grant doesn't mean that you will get it, so plan and budget as if you are not receiving this extra funding.

The Grant Allocation Sub-Committee decides whether to approve or decline an event grant, grant amount, and if there are any additional conditions. This grant has several restrictions; please review the Grants Procedure before applying. The decision of this committee is final and may not be appealed. The Grant Committee only meets once every two weeks. For an event grant application to be considered, the application must be received no later than 30 calendar days before the planned event date and the event itself must have been approved by the Student Groups department. If the Event Grant Application is handed in after the 30-day mark, it will be immediately rejected. Do not spend money that you do not have in your regular account until your grant has been approved. To be eligible for an event grant, the group must demonstrate that it is making a minimum contribution of at least 10% of the event costs to

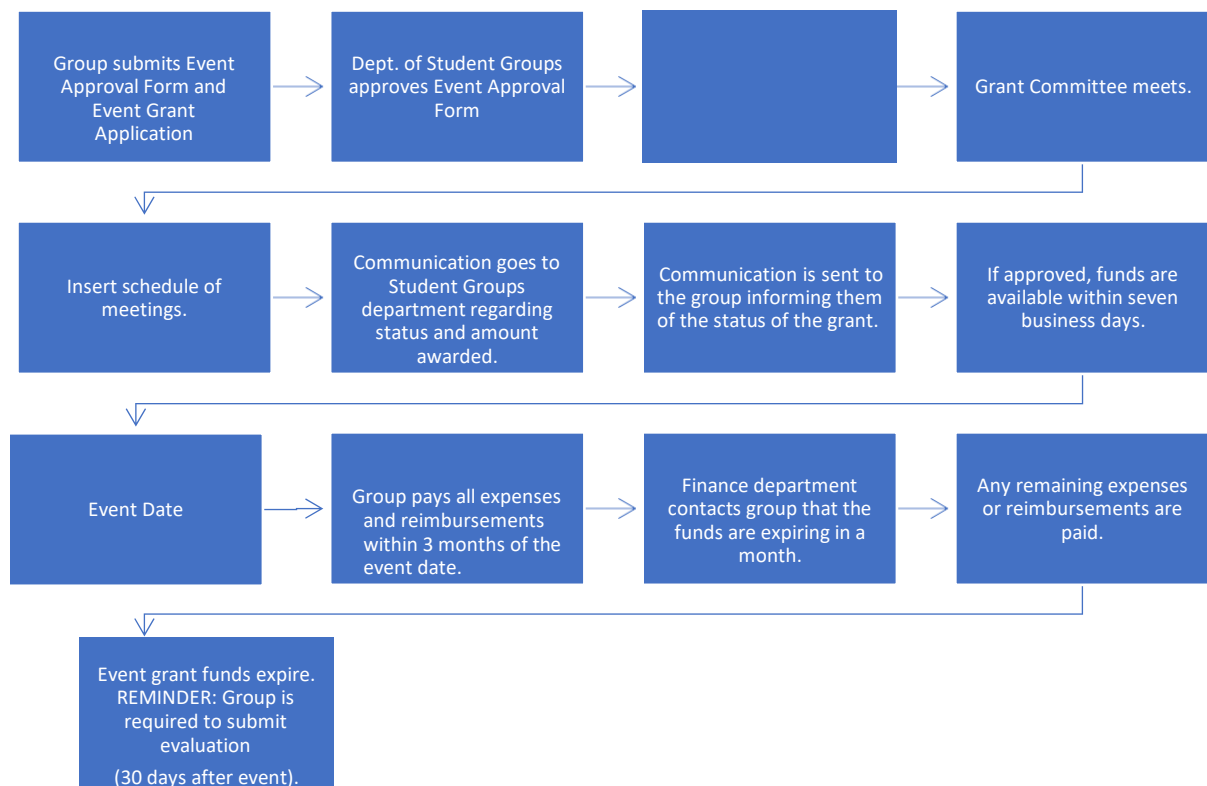
funding the event through other means. This can be in the form of sponsorship, confirmed donations, fundraising, projected ticket sales, or an amount coming from the Regular Group Account. Please put this in the revenue section of the grant form. Event Grant Applications without this revenue will be returned.

Grants do not carry over from one academic year to the next and will expire three months after the event has been held. Groups will receive an email from the SAMU Bookkeeper one month prior to an event grant expiring. An Event Grant Evaluation Form is required within 30 days of the event. Failure to submit this evaluation will result in a group being ineligible for further grant funding for a period of six months.

Other Sources of Funding

The MacEwan University Student Engagement Grant is also available to groups. Please see our resource page for more information about this grant or visit this link www.macewan.ca/wcm/OfficeofResearchServices/GRANT_COMMUNITYENGAGEMENT_S.

Event Approval Process with a SAMU Grant Request



Event Approval Process (no request for funding):

1. Department staff reviews Event Approval.
2. Once approved, the Student Groups department will contact the group to inform them of the event status (approved, needs more information or not approved). This is done within five business days.