FIND YOUR PEOPLE

STUDENT GROUPS

Contents

Introduction

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 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 solely of MacEwan University students. Student groups enhance the student experience by providing meaningful programs and events for MacEwan students, as well as providing opportunities for students to connect and pursue various 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.

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.

Student Group Hours (SA-214)

- Monday: 9am-9pm
- Tuesday: 9am-9pm
- Wednesday: 9am-9pm
- Thursday: 9am-9pm
- Friday: 9am-4:30pm
- Saturday – Sunday: Closed

Contact Information

Student Groups Department Contact Information:

- Erika Head, Student Groups Manager heade3@macewan.ca
- Student Groups Assistant sagroupsadmin@macewan.ca

Note: 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 Contact Information:

- SAMU Bookkeeper, samufinance@macewan.ca
- SAMU Front Desk, samuadmin@macewan.ca

Crisis Contact Information for Student Groups:

- **Campus Security:** 780-497-5555
- **City Police:** 780-423-4356
- **City Ambulance:** 911
- **City Distress Line:** 780-482-4357 (24 hours daily)
- **Sexual Assault Centre:** 780-423-4121 (The crisis line is available 24 hours a day)
- **Mental Health Line:** 1-877-303-2642 (24 hours a day, a RN and a Registered Psychiatric Nurse to provide assessments or intervention). Response team 24/7 at 780-342-7777
- **Crisis Division Team:** 24/7 crisis intervention. This team is Boyle Street Co-op, Hope Mission, Canadian Mental Health Association (211) Edmonton Police and Alberts Health Services (call 211, press 3)
- **SAMU Peer Support:** Trained Volunteers offer a supportive space for talking about life stressors. Check out samu.ca/peersupport for more information and the open hours.
- **MacEwan Student Services:** Monday - Friday 8:30am - 4:30pm in room 7-103A

SAMU 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.

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.

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 group's event grant applications and ensures that groups are following proper policy and procedures.

The Manager of Student Groups and Student Groups Coordinator split the caseload of student groups and are planning support for those groups. They also oversee approvals for groups and day-to-day operations and administration of groups.

Student Groups Administrative Assistants

The Student Groups Administrative Assistants promote engagement within the SAMU Groups department, through events and activities like the Student Groups Expo, mingler and

workshops. The SG Admin Assistants also oversee all classroom bookings for groups, keep groups up to date with relevant news and help to promote their events.

Student Groups Advisor (MacEwan Staff/faculty)

If a group chooses, they may reach out to 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.

Meeting and Event Space Bookings

Meeting Bookings

SAMU Student Groups Space

SAMU Student Group Space (SA-214) has a variety of meeting, collaboration, and multimedia rooms which are available for student group use. To book a SAMU Student Groups room for a group meeting, you must book a room through Acuity. Acuity room bookings can be found here: [https://app.acuityscheduling.com/schedule.php?owner=20604438&appointmentType=2558785 3](https://app.acuityscheduling.com/schedule.php?owner=20604438&appointmentType=25587853)

MacEwan University

To book a MacEwan classroom for a group meeting, you must use the MacEwan Classroom Booking Request Form found here: https://samu.campuslabs.ca/engage/forms. You will receive an email within five business days confirming or declining your request.

Event Bookings

SAMU Student Groups Space

To book a room for an event in SAMU Student Groups Space (SA-214) make sure you identify which room you are interested in booking on the Event Approval Form found here: https://samu.campuslabs.ca/engage/forms.

Once the request is received, the Student Groups department will book the room for you and provide an email confirmation.

MacEwan University

To book a room in MacEwan University such as a classroom, theater, or multipurpose room for an event. Make sure you identify which space you are interested in booking on the Event Approval Form found here: https://samu.campuslabs.ca/engage/forms.

Once the request is received, the Student Groups department will book the room for you and provide an email confirmation.

Table Bookings

To book a table for an event, please indicate which table you would like while completing the Event Approval Form found here: https://samu.campuslabs.ca/engage/forms.

Once the request is received, the Student Groups department will book the table for you and provide an email confirmation.

Equipment Bookings

The Student Group Department has an inventory of AV and general equipment available for groups to use for meetings or events. The list of equipment can be found on the Television, Audio/Visual, and General Equipment Booking Form found at: https://samu.campuslabs.ca/engage/forms

AV and general equipment provided by the Student Groups Department is available at no charge to student groups.

Starting a New SAMU Student Group

Before starting a new group, make sure your ideal group isn't already out there. You can view the full list of current groups on Student Groups Connect: https://samu.campuslabs.ca/engage/organizations

If the group doesn't exist, you're good to start the application process.

1. Have all executive members (minimum 5) and all general members (minimum 5) create an account on Student Groups Connect
2. Complete and submit the New Organization Form. The form can be found at: https://samu.campuslabs.ca/engage/organizations

3. Build your groups profile (ex. create a social media, website, advertisements, etc.)
4. Sit back and wait for final approval!

Note: The application process may take 2-3 weeks as new groups need to be approved by the Executive Committee.

Note: Groups must wait until their group has been approved before they can start planning for meetings or events.

Student Group Executive Members

Each group requires a minimum of five (5) 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 team provide leadership and management of the group and ensure that the group meets all approval and reporting requirements.

Note: View the Constitution Reference Guide at https://samu.ca/get-involved/student-groups/student-groups-resources/ for examples of detailed executive role descriptions.

Training

Before groups can begin planning events, at least one executive from each group must complete a mandatory training session. 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 from operating until training can be completed. One executive from each group is also required to attend a workshop of their choice throughout the year. The goal of the Student Groups Department will be to target this workshop based on areas of improvement for groups, for example, a refresher on the 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.

Once your group has been approved, the Student Groups Department will contact you to organize a time for your Student Groups orientation.

Reporting

All group presidents report to the Student Groups department. It is the responsibility of the president to lead the group and ensure all reporting obligations are met. This includes, but is

not limited to, the submission of the annual Year-End Report and Renewal form by June 15th every year.

The Year-End Report 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.

Templates for the Year-End Reports can be found at: https://samu.campuslabs.ca/engage/forms.

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 to the Student Groups Procedure may result in disciplinary actions.

The Student Groups Procedure can be found at: https://samu.ca/about/bylaws-policy-procedures/

Constitution

Each group must create and abide by a constitution. 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.

Note: Student Groups are required to submit a current copy of their constitution when they renew their group in June.

Constitution resources and templates can be found at: https://samu.ca/get-involved/student-groups/student-groups-resources/

Elections

Each group is responsible for holding an annual election to nominate and vote on group executive positions. Potential candidates must first agree to be nominated, as they will have to accept the position if elected. Members of the executive team 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 can "apply for", as it is not democratic. Resumes and interviews conducted by the current executive are not acceptable and will result in the group having to redo the election.

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.

Note: SAMU's bylaws, policies, and procedures are available online at: https://samu.ca/about/bylaws-policy-procedures/

Executive Changes

After electing the new executives, adding a new executive position, or filling a vacancy, it is important to promptly submit these changes via the roster function on Student Groups connect, which you can access by going into the manage section of your organization and selecting roster via the dropdown menu.

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.

Note: We check all signatures on the Cheque Requisition Forms to make sure that whom we have on our executive list matches whom you identified as having signing authority. If you have not given us the 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 Responsibilities

1. Be Respectful and Professional

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 the polite and respectful use of spaces, non-interference, or use of equipment for which you haven't received permission or authorization, and 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 the 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.

It is important that you honor your agreements and service on product orders. This includes ensuring that bills and invoices are paid appropriately and in a timely manner.

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.

2. **Understand the Policies and Procedures that Affect Your Group**

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.

Note: Learn about policy and procedures that affect your groups. These can be found on https://samu.ca/about/bylaws-policy-procedures/.

3. **Ensure Consistent Communication**

It is important that executives check their group's email at least two times per week. This is especially important when your group has an event pending. The Student Groups Department may have additional questions regarding the event and a delayed response may mean a delayed approval.

When communicating with fellow group members and executives, avoid informal communication, such as WhatsApp or Facebook Messenger. Try to communicate on a more professional platform to avoid a clash between members.

You may use social media to promote events and meetings, but also ensure you make good use of your email list as not all your Student Groups members will have Facebook or use it very often.

4. **Be Active**

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.

Student Groups are required to hold at least one event and/or meeting per semester to remain active. Groups who fail to hold one event per semester will be deemed inactive and will need to reapply through Student Groups Connect to reactivate their group.

5. **Attend Training and Complete Required Reporting**

There are several training and reporting requirements groups must adhere to. Failure to complete these requirements can result in suspensions, penalties or loss of privileges, and ineligibility for grants or supports.

Below are the training/reporting requirements of groups:

- Complete a Year-End Report and Renewal form for your group.
- Attend Student Group training and/or Student Group orientation session.
- Ensure the Student Groups staff know about any changes to executives or signing authorities.

Management of your Student Group

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.

Annual General Meeting

Your group is required to hold an annual general meeting once a year. 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 Transition Package located at: https://samu.ca/get-involved/student-groups/student-groups-resources/ to help provide guidance on a smooth transition.

Once leadership has been transferred, please ensure you update the executives on your group's roster on Student Groups Connect.

Contracts

If a student group is required to sign a contract, the contract must be submitted to the Student Groups department via email or as an attachment to an Event Approval Form for review.

The group must allow a minimum of 30 days for this review.

Any contracts signed without first 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 Student Groups Department.

Sponsorship Agreement Forms can be found at https://samu.ca/get-involved/student-groups/student-groups-forms/

Note: Groups can also reach out to the MacEwan University Alumni Development for advice and support at alumni@macewan.ca.

Sponsors may offer some of the following support to student groups:

- Annual financial contributions
- Advertising support
- Event support

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

- Logo placement on printed materials
- Display sponsors banners at the event or have placement on the group's banner
- Mention on social media and/or group events
- Speaking opportunity at the event
- Booth space and display at the event

Volunteer Tracking

Groups are responsible for keeping track of their own volunteer hours. It is recommended that you keep track of group member volunteer hours over the year so they can be used for MacEwan's Co-Curricular Records.

The co-curricular record (CCR) is an official MacEwan document that recognizes the extracurricular activities you participated in as a MacEwan student. You can bring the CCR to a job interview or attach it to an application. It will boost your resumé and CV and let potential employers know a bit more about you.

You can learn more about this university-recognized, accredited document at https://www.macewan.ca/campus-life/opportunities/volunteer/

Protection of Information

SAMU is committed to protecting the 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 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.

Financial Management

Student 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 five 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.

1. **Deposits**

Deposits are made at the SAMU Student Groups front desk. Group funds are available for use within two weeks after the deposit was made at the front desk.

Deposit forms are available at https://samu.ca/get-involved/student-groups/student-groups-forms/ or at the Student Groups front desk.

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.

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

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.

2. **Cheque Requisition**

Student Groups accounts must be identified on the Cheque Requisition Form. You will need to decide what account the funds will be withdrawn from. There are five different accounts Student Groups may draw funds from:

1. Group's Regular Account (money you fundraise),
2. SAMU Operational Grant Account,
3. SAMU Event Grant,
4. Student Engagement Grant,
5. School of Business 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 individuals or organizations, make sure that you fill out a separate Cheque Requisition Form for each.

However, if you are only paying one individual or organization and the funds are only coming from one account. You may combine multiple receipts into one PDF to attach to your cheque requisition. This can be done using Adobe Acrobat.

Cheque requisition forms can be found at https://samu.campuslabs.ca/engage/forms

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

Donations and Payments

Receiving Donations/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).

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

Making Donations/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 must be made by cheque from SAMU.

Note: 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

Groups that wish to donate to a charity need to fill out a Cheque Requisition Form identifying the charity and the form must be signed by three executive signing authorities.

Invoices

Groups that wish to request an invoice must complete a cheque requestion form and select the account they want the funds to come from. Insert the name of the third party as the payable to.

Invoices will allow groups to pay third parties directly from the group's financial account as opposed a member's personal account.

Note: Cheques can only be sent to the payable party as stated on the invoice. Student Groups cannot request cheques be sent to group members to pay invoices.

Documentation

Proper documentation must accompany any Cheque Requisition Form. Only expenses with itemized receipts will be reimbursed, this includes itemized email confirmations from online businesses and itemized invoices. Credit card receipts will not be accepted.

The only exception is if a group completes a Missing Receipt Form if they want to withdraw from their regular account. Missing Receipt Forms can be found at https://samu.campuslabs.ca/engage/forms

Note: Please be aware you cannot use a Missing Receipt Form for grant funds.

Components of an itemized receipt (all these components must be present):
- Businesses or vendor's name
- Date of purchase
- Specific, discrete item(s) purchased
- Price of each item
- Total amount of bill

- Method of payment

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 executive members. 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, you must update your groups executive on Student Groups Connect. If the information on Connect is not up to date, it may result in delays of processing cheque requisitions.

<u>Budgeting</u>

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.

A budget template can be found at https://samu.ca/get-involved/student-groups/student-groups-forms/

Your group's budget must clearly outline the expected revenue, expenses, and (if applicable) grant request.

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

Any fundraising initiative must be approved by the Student Groups department and an Event Approval Form must be completed. Fundraising proceeds must be deposited at the Student Groups front desk as soon as possible.

If a group intends to use funds from fundraising efforts to subsidize the cost of an event, the group is still required to deposit the funds into the group's account and then request a cheque requisition to pay for the expenses.

Note: 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.

Note: As per Alberta Gaming, Liquor and Cannabis rules, groups are not eligible to apply for a raffle license.

Bake Sales

Student Groups may apply to host bake sales. To do this, groups will need to fill out an event form and complete the bake sale section of the form. The more information the better, we require a list of all food items on the form and an email list of ingredients. There are two things to consider when asking for approval of a bake sale

When holding a bake sale, groups need to use safe handling practices to protect students' and staff's safety and reduce the risk of any health problems or the transfer of germs by ensuring the proper handling, preparation, refrigeration, cooking, and serving of items sold.

Because groups do not have any permits, items that are high risk for bacteria are not approved, such as meat and raw eggs and dairy. Also, many common and severe allergens will not be approved, such as peanuts, tree nuts, and seeds.

More information about bake sales can be found in the Catering FAQ located at https://samu.ca/get-involved/student-groups/student-groups-resources/

Events for Student Group Members

Student Group Recognition

Every year SAMU holds a Student Groups Recognition event near the end of the Winter semester to celebrate the hard work and dedication student groups have achieved throughout the year.

There are several awards student groups can be nominated to receive at the Student Groups Recognition event. The awards are as follows:

1. Group of the Year
2. New Group of the Year
3. 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.

Note: 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.

Group Minglers

Student Group Minglers are held multiple times a year, giving groups the opportunity to meet one another in a relaxed environment where they can share ideas surrounding events, fundraising, recruitment, etc. Groups are also welcomed to share stories of their accomplishments and experiences.

Group Workshops

Student Group Workshops provide an opportunity for groups to get together and learn more about a specific topic. There are generally 2 workshops a year (one in each semester). Workshop topics may include marketing, sponsorships, fundraisers, or inclusivity. At least one executive from each group is required to attend one workshop a year.

Student Groups Expo

The Student Groups Expo is held twice a year, at the beginning of fall and winter semester. The Expo is typically held in the Lookout and provides student groups the opportunity to showcase their group and recruit potential new members.

Groups are each given a display table which they can use to display promotional material for their group. Groups are required to have at least one person at the booth throughout the entire event. This requirement ensures an interactive experience for students and allows groups to have better chances of recruitment.

Note: Although it is not a requirement for groups to attend expo, it is highly encouraged!

Events

Event Approval Form
Groups need to ensure that all events are approved by the Student Groups 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 and 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, audiovisual 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, as well as make sure that you are protected under our insurance. 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 in jeopardy. The event form really benefits you. If you need help filling out the form, please do not hesitate to reach out.

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.

How to Find the Event Approval Form
1. Navigate to https://samu.campuslabs.ca/engage,
2. Select your group's icon on the left
3. Select "Events"
4. Select "Create Event"

Collaboration

If your group is working with a faculty or MacEwan University department on an event, the Event Approval 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.

The Collaboration Form can be found at https://samu.campuslabs.ca/engage/forms

We keep information on the number of student groups that collaborate on events.

Note: More information on event planning can be found in the Event Planning 101 resource located at: https://samu.ca/get-involved/student-groups/student-groups-resources/

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.

Common Events

1. Film Nights

We do not have a license under a distributor, so instead, we depend on NEOS catalogues and MacEwan Library's respective personal viewing licenses that students have, as well as Canada's Fair Dealing legislation. We can advise you on which directions and resources to use, but some great places to start are movies that MacEwan has for students to loan and MacEwan Library's streaming databases. The event form has a section for movie and film nights.

Please be aware that to fit with Fair Dealing Legislation, you will not be able to charge for films or to charge for food. Attendance should be limited to MacEwan students and faculty for these events to fit with personal viewing license agreements.

2. Guest Speaker

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 Student Groups department can contact Campus Security on your behalf to ask if additional security is required. Keep in mind that if the event goes past MacEwan's hours of operation, your group may be charged facilities and security fees.

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

Event Approval Process
Event with a SAMU Grant Request

1. Group submits Event Approval Form indicating an Event Grant is requested
2. Student Groups Department approves Event Approval Form
3. Student Groups Department sends the Event Grant Application to the Grant Allocation Sub-Committee (GASC)
4. GASC meets and reviews grant applications
5. GASC informs the Student Groups Department regarding status of grant applications and amount awarded
6. Student Groups Department informs the group of the status of the grant
7. If approved, funds are available within seven business days of approval

Event Approval Process (no request for funding):
1. Group submits Event Approval Form
2. Student Groups Department reviews the Event Approval Form
3. 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.

Student Group Travel

If your group is arranging transportation services to an event the group is hosting or attending, you may need to complete additional travel forms to meet both SAMU and MacEwan University regulations. When submitting the Event Approval Form, indicate the type of travel is involved in your event. For events involving out of province/country travel, longer timeframes are required to ensure proper documentation is completed.

The Student Groups Department will contact your group to explain the specific requirements.

Note: We do not encourage groups to use their own vehicles to transport because it places an incredible liability on the student.

Note: more information on MacEwan Travel Safety can be found at: https://www.macewan.ca/safe-at-macewan/travel-safety

Catering

Events in MacEwan

Generally, 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 your event.

There are limited exceptions to the catering restrictions in MacEwan. More information on the specific rules of catering can be found in the Catering FAQ document located at https://samu.ca/get-involved/student-groups/student-groups-resources/

Events in SAMU

The only food restriction in the SAMU building is that student groups cannot provide/sell Pepsi products. SAMU is a Coca-Cola building and therefore, only Coca-Cola products can be used.

Other than the beverage restriction, there are no other food restrictions in the SAMU building. Student Groups may use any available caterer once their event is approved by the Student Groups Department. The catering company must be licensed and follow AHS food safety standards.

Security

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.

<u>Security off Campus</u>

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.

Note: Contact security in case of emergency, call 780.497.5555. To contact security for a non-emergency, call 780.497.5554.

Facilities and Audiovisual (AV) / Technology Requests

<u>SAMU Student Groups Equipment</u>

The Student Group Department has an inventory of AV and general equipment. The list of equipment can be found on the Television, Audio/Visual, and General Equipment Booking Form found at: https://samu.campuslabs.ca/engage/forms

AV and general equipment provided by the Student Groups Department is available at no charge to student groups.

If the equipment your group requires for your event is not available from the Student Groups Department, you will need to rent the equipment from MacEwan, which may come with a rental fee.

<u>MacEwan Equipment</u>

The MacEwan Library has an inventory of technology equipment that groups can rent

The list of rental equipment available from the library can be found at: https://library.macewan.ca/services/technology/laptops-equipment

Some MacEwan classrooms are already equipped with certain technology. If your group's event has specific audiovisual or technology requirements (such as podiums, televisions, microphones, etc.) this is to be indicated on the Event Form when the submission is made.

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.

Note: AV requests can be made by contacting conferenceservices@macewan.ca

Risk Management and Event Planning

As a group, you are responsible for your members and their behavior 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 Plan on the Event Approval 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. Failure to submit an adequate plan will result in the form being returned.

Note: 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.

To make thinking about risk management easier, the risk management section can be divided into three sections:

1. Planning for any potential risks, think of any situations and scenarios which may go wrong and plan how your group will mitigate those risks. Every event will have risks, even for low risk, if you have trouble brainstorming risks, you can reach out to us, and we can get you started.
2. Create a checklist. This is important to notify us of any potential risks and a good exercise for your group to notice anything you may have missed when safety planning.
3. Create an emergency plan. This is important if an emergency does happen and ensuring your group has an adequate plan to ensure everyone's safety.

Note: Events Planning 101 provides more in-depth information on risk management practices.

Insurance

Events held on and off campus, may involve additional insurance coverage. In 2019, SAMU purchased insurance coverage that would cover many of our group events.

Groups are no longer required to take out and pay for insurance, except for certain circumstances.

There are some steps that need to be taken by the group because of this change including the completion of the 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 likely 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 themselves. 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 can also promote themselves at Student Group Expo in the fall and winter terms, as well as appear on the Groups Listing at https://samu.campuslabs.ca/engage/organizations

Poster Guidelines

Each Group is responsible for designing and printing its own posters. Groups cannot post anything that might be views as offensive or demeaning. Poster sizes should be 8 1/2 x 11 (letterhead) or 11 x 17 (tabloid). MacEwan University has the right to remove posters at its discretion, except when posters are on designated SAMU Groups boards.

For an effective design, use color but keep it simple and stay consistent with your color palette. Use fonts properly; do not mix too many typefaces and be careful with overly stylized typefaces as they can make your poster hard to read. Always check your spelling and grammar.

Poster Process

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

1. Submit an Advertising Request Form on Student Groups Connect with an attached copy of the poster you want to use
2. The Student Groups Department will review the form and approve, decline, or request additional information
3. Print your required number of approved posters. You can print posters at MacEwan Library or MacEwan Print Services.

4. Bring approved posters to the SAMU Student Groups front desk (SA-214) to be stamped.
5. Place <u>stamped</u> 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. After the designated timeline, remove the posters to make space for other groups' upcoming posters. It is not the responsibility of SAMU staff to remove posters.

Note: Posters for regular meetings will have a maximum of one month on boards to ensure all groups are given an opportunity to use the boards. Posters for events may be advertised 3 weeks prior to the date of the event.

Note: We recommend you do not print off your posters until they have been approved in case the poster cannot be approved right away.

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

New: There are poster frames available for Student Groups to use in the Student Groups Space (SA-214). Due to the limited availability of frames, please contact the Student Groups Department prior to posting.

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 promos 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. Logo designs must not use the "MacEwan Red". Logos must be submitted to the Student Groups department for approval.

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

Banner Guidelines
Each Group is responsible for designing and printing its own banners. Groups cannot post anything that might be views as offensive or demeaning

When using 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

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

Social Media
Groups are encouraged to establish social media such as Facebook, Twitter, or Instagram accounts. Social media can help your group showcase upcoming events and the work that you're doing! It is up to you to keep this information updated

Social Media Guidelines
- Be professional and always treat people with respect. Student Groups will face disciplinary action if they are found posting pictures, videos, or comments of a discriminatory nature on their social media accounts.
- Under no circumstances are you to give out any group members' personal information.

- Be sure to change your password regularly to ensure your account remains secure. Don't share your password.
- Be aware of messages from hacked accounts. If the message is coming from someone you know but seems out of character or suspicious, delete it.
- Do not use other people's intellectual property unless you have their permission to do so, as it violates copyright laws.
- Make sure that what you post do not reflect badly on SAMU or MacEwan.
- Student groups social media may only be used to promote and share groups-related information. If you're not sure if something is appropriate, please contact the Student Groups Department before posting.
- Student Groups are not permitted to post any information about SAMU unless they have contacted the Student Groups Department for permission and confirmation of details first.

Note: Groups are encouraged to tag @sa_macewan in their posts and stories and SAMU will repost these on their stories.

Website

Your group can set up a website. If doing so, please let the Student Groups department know the URL and name. The URL should also be added to your groups profile in SG Connect.

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.

Email Addresses

We are moving towards using @mymacewan.ca email addresses for your groups. This will add an extra layer of security and professionalism for your group. This will be done using Google Groups. Groups will be responsible for assigning and transitioning their President and Treasurers over yearly and reporting this in the Year End Report and Renewal Form.

Additional Advertising Opportunities

There are various opportunities for Student Groups to advertise their events through SAMU advertising channels. To request advertising through the channels below, complete an Advertising Request Form found on https://samu.campuslabs.ca/engage/forms.

SAMU Lounge TVs

If you would like to have your group's event promoted on the TVs in the SAMU Students' Lounge, please follow these guidelines:

- Two weeks in advance is required for notice to display groups' advertisements on our screens
- A total of 4 spots will be allocated on a first come first serve basis for student groups each month. Ads can be displayed on our screens for a week maximum at a time.
- Required size: 1920 x 1080 is a 16:9 aspect ratio.

Information to include on imaging:
- Date and time of event
- Location of event
- Group name
- Event name
- Short description of the event
- Catchy imaging Contact information (club email, social media, etc.)

SAMU Newsletter

If you would like to have your group's event promoted in the SAMU Newsletter, please follow these guidelines.

- Two weeks in advance is required for notice to advertise group events in the SAMU Newsletter
- A total of 4 spots will be allocated on a first come first serve basis for student groups. The newsletter is released biweekly on Mondays.
- Word count: 20 words max

Information to include:
- Date and time of event
- Location of event
- Group name
- Event name

Note: due to the busy nature of the beginning of the semester, there will be no student groups advertisements in the newsletter in September or January.

SAMU Website

If you would like to have your group's event promoted on the SAMU website on the "Upcoming Events" calendar, please follow these guidelines.

- Two weeks in advance is required for notice to advertise group events on the SAMU website.
- Word count: 200 words max

Information to include:
- Date and time of event
- Location of event
- Group name
- Event name
- Short description of the event
- Contact Information (Group Email, social media, etc.)
- Poster for event

SAMU Grants for Student Groups

SAMU offers grant funding opportunities as a way of providing financial support for student groups. Grants are limited, must be applied for, and cannot be used for certain types of expenses. Please refer to the Grants Procedure located at https://samu.ca/about/bylaws-policy-procedures/ or contact the Student Groups departments regarding these restrictions.

Operational Grant ($300)

This grant is meant to assist groups in their operations. Eligible groups can apply for an Operational Grant once per academic year. Operational Grants applications open by mid-August and the Operational Grant money must be used by May 31st.

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 the money that you are granted, but do not use, still counts as part of your $2,000 that you may apply for per year.

Note: 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.

Grant Allocation Sub-Committee

The Grant Allocation Sub-Committee (GASC) decides whether to approve or decline an Event 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.

Note: The 10% revenue requirement has been waived for the 2022/23 academic year. This requirement will return in 2023/24.

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.

Grants for General Equipment

General equipment purchased using funds from the Event Grant is not the property of the individual group who purchased the equipment, and instead remains property of the Student Groups Department as a whole.

The student group who used the grant funding to purchase the equipment has the primary right to use the equipment throughout the year. However, at the end of the academic term, the general equipment must be returned to the Student Group Department. Equipment can then be collected again by the purchasing group at the beginning of the next semester.

If the group who purchased the equipment becomes inactive, the equipment will be returned to the Student Groups Department and will become available for use by the other student groups.

Contact the Student Groups Department to see an inventory listing of general equipment available for your group to use.

Note: Once general equipment is purchased, it must be brought into the Student Groups Space (SA-214) to receive an asset tag.

Other Sources of Funding
SAMU Student Professional Development Grant

Each year, SAMU offers five grants (per conference) of up to $300 to support students attending academic conferences. This grant can be used for Student Group members who want to attend conferences on behalf of their student group.

More information on this grant can be found at: https://samu.ca/student-resources/academic-and-financial-support/samu-grants-and-bursaries/

MacEwan University Student Community Engagement Grant

The MacEwan University Student Engagement Grant is also available to groups. This grant provides funding support for student-led projects (individual or group) that bring MacEwan University students and community partners together to effect meaningful change.

More information on this grant can be found on the MacEwan University website: https://www.macewan.ca/campus-life/opportunities/student-community-engagement-grant/

Student Groups Connect Navigation:

Before you start, we recommend clicking your profile and opting out of the "New Trial Navigation" features, as we find the original layout to be much more intuitive.

Home Page:
1. Tabs on the left-hand side of the homepage:
   a) Upcoming events
   b) List of other student groups (organizations)
   c) Latest news, which is news from both the Student Groups Department and the student groups themselves.
   d) Forms
2. Your organization's icon:
   a)   Click "Manage Organization"
   - Under that drop down, you will have access to updating your roster, creating events, news posts for your group members, creating photo albums, uploading documents like minutes and your constitution, accessing forms, and hosting elections.
     Note: we do not currently use the finance or service hours tab
3. Campus links on the right-hand side of the homepage
   a)   Selecting this link will provide you access to the Student Groups Area room booking system

☐ I have read and understand the contents of this document and agree to adhere to these terms.