

Clubs

Manual

POLITICS *sə!qqqoH*

ACADEMIC

SPORTS

ARTS

SERVICES

Interests

CULTURE



www.samru.ca

SAMRU—for the ultimate student experience

The following manual is a quick reference guide that covers everything you need to know about student clubs and how to run them. It includes information about ratification, planning events, posters, club finances, fundraising, club benefits and club policies.

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Ratification

Getting Started: How to Ratify

The process for establishing a new SAMRU Club on campus is structured to allow students an effective and efficient means to register their club.

- Step 1: Conceive and visualize a concept for a new SAMRU club.
- Step 2: Pick up the "Club Ratification Package" and "Clubs Manual" from the Clubs Office, reception or on-line at www.samru.ca.
- Step 3: Recruit at least ten (10) student members.
- Step 4: Recruit or hold an election to elect your Club's Executives. Each Club must have a minimum of three executives.
- Step 5: Fully complete and submit the "Club Ratification Package" and return it to the Clubs Coordinator.
- Step 6: The Club's Ratification Package is reviewed and the club is ratified by the Students' Association of Mount Royal University.
- Step 7: Arrange for a Club Executive to attend a mandatory Club Training and Orientation meeting with the Clubs Coordinator. (Visit the Clubs Office in Z304 on the third floor of Wyckham House for more information).

For answers to questions or more information, visit the Clubs Office in Z304 on the third floor of Wyckham House, call at 403.440.5186, or email clubs@samru.ca.

Why Should I Start A Club?

The purpose of clubs is to offer students the opportunity to engage in co-curricular activities which facilitate the development of essential life skills such as interpersonal communication, conflict resolution and time management. Clubs provide a vital medium for students to network with other students, faculty, businesses and the community. Students may choose to simply participate within a club to support and promote events or tackle a more challenging leadership role by becoming an executive member. Regardless of your level of involvement, clubs help you to feel more connected to the campus community.

Responsibilities of Student Club Executives

The executive officers of a student club are responsible for ensuring that the club meets all of its obligations and operates within its own bylaws or constitution, and within the Clubs Policies and all applicable general policies and bylaws of the Students' Association. The Clubs Training will review these obligations in detail and each club executive will be provided with a copy of these documents. The Club Policies are available online. You must read these policies thoroughly.

Ratification Eligibility

Each student club must meet the following criteria in order to be ratified by the Students' Association of Mount Royal University and to have the privileges which are exclusively available to ratified clubs:

1. The student club must have a common purpose or mandate which serves some or all of the Mount Royal University student community or the general welfare of students and is consistent with the principles established by the Students' Association of Mount Royal University in its bylaws, policies, and procedures.
2. The student club must have at least 10 members and these must be current students of Mount Royal University.
3. The student club must not limit or discriminate membership on any basis except that members must be current students of Mount Royal University.
4. The student club's purpose must be any benevolent, philanthropic, charitable, provident, scientific, artistic, literary, social, educational, agricultural, sporting or other useful purpose, but not for the purpose of carrying on a trade or business.
5. The student club must submit fully complete ratification package along with a current copy of their bylaws or constitution.
6. The student club must have submitted an annual report for the previous year if they are re-ratifying.
7. The name of the club must not include the terms "Students' Union" or "Students' Council" and must not use "Students' Association" except to indicate ratification under SAMRU. For example, "The _____ club of the Students' Association of Mount Royal University".
8. The student club must not use the terms "Mount Royal University", "MRU" or "Mount Royal" in their name unless advanced permission is granted by the MRU Vice President of Administrative Services. Written proof of permission will be required prior to ratification.
9. At least one club executive must attend the mandatory Clubs Training and Orientation session. Dates for the session are announced at the beginning of each semester.

Sample Constitution

Each club is required to submit a Constitution with their Ratification Package and the constitution MUST be signed by three (3) Club Executives. Here is a template to use.

Article I	Name	Full name of the club with acronym in brackets.
Article II	Objectives	This is the purpose of forming the club.
Article III	Membership	This states that all MRU students are eligible for membership. What makes a member active? Will the club charge membership fees and if so, how much?
Article IV	Executive Officers	This is a list of the executive officers including their phone numbers and email addresses.
Article V	Duties	Define the roles and responsibilities of each Executive Officer.
Article VI	Elections	Outline the election procedures including dates and what constitutes quorum for an election to be valid. Elections must be held yearly.
Article VII	Meetings	State the frequency of meetings, the number of members required for quorum, and the method of publication.
Article VIII	Impeachment	State the procedures and majority vote required to impeach an Executive Officer and / or a member.
Article IX	Finance Audit	State the source of the funds and the fiscal period (usually May 1 to April 30)
Article X	Amendments	Outline procedures for constitutional amendments, notice of motions, and majority vote required to pass.
Article XI	Property	State the procedures for purchases, use, and disposal of club property.
Article XII	Bylaws	Include any bylaws if applicable.

Signatures of three Club Executive Officers:

Signature	Position
Signature	Position
Signature	Position

Event Planning

Some of the work student clubs do is around planning events. These can be anything from organizing a volunteer trip to planning a themed cabaret.

Things to consider

When you plan an event it is important to start early and have a clear picture of what you would like to accomplish.

Be sure to properly fill out and submit the Activities Approval Form in order to have your event approved by the Clubs Coordinator. The form should be handed in, complete, 2 weeks prior to your event. Events, excluding club meetings, held without permission will not be recognized by the SA and could result in de-ratification. Note: an Activity Approval form is required for Graduation Parties.

Types of Events

- Ticketed Events
- Liberty Events
- Sports Activities/Tournaments
- Movie Showing
- Off-Campus Pub/Bar Activity
- Sales and Swaps
- Awareness Events
- Collection Initiatives
- Speaker Sessions
- Fieldtrips

Ticketed Events

Ticketed events are a great way to raise funds and get club members together.

Examples of Ticketed Events

- Theme Parties
- Cabarets
- Concerts

Tips for ticketed events

Give yourself at least two weeks prior to the event to sell tickets. This means ordering tickets a minimum of three weeks in advance. Tickets can be ordered through the Clubs Coordinator.

You will need to have a door person to collect and sell tickets. This person must remain sober for the duration of the evening.

All money from door sales must be deposited within three business days. Deposits should include a detailed ticket log and unsold tickets.

Liberty Events

Many clubs plan events using the Liberty Lounge as a venue. Many of these events are concerts and other themed events. The Liberty can be booked by clubs on available Wednesdays, Thursdays, Fridays and Saturdays. On Wednesdays, clubs use the space for free, and they cannot charge cover. Cost for use of the venue on Thursday, Friday and Saturday is \$100, and all door sales are kept by the club.

Examples of Liberty Events

- Themed Parties (i.e. beach party, toga party)
- Awareness Events (i.e. memorial ceremony, awareness concert)
- Parties (i.e. St. Patrick's Day Party, Grad Party, Valentines Party)

Tips for Liberty Events

Dates can be booked on the first day of the month prior to your event date (ex. starting Sept 1 you can book days in Oct). Activity Approval Forms must be received no less than two weeks in advance of the requested date.

Any form of entertainment (i.e. DJ, band, speaker etc) must be approved by the Clubs Coordinator or Programming Manager before booking the event. Activities involving extensive set-up (i.e. music, lights, tables) must be discussed with the Production Coordinator.

Off-Campus Pub/Bar Activity

Clubs can work with off-campus venues for events and fundraisers. To do this, you must ensure any activity off campus has adequate insurance coverage. Clubs wishing to host activities off-campus, particularly in bars and pubs, must provide **proof of insurance** from the venue a minimum of two weeks in advance of the event. For other off-campus events, check with the Clubs Coordinator to ensure that the event is covered. Waivers may be required. It is important to be properly insured to protect clubs from being liable.

Sports Activities/Tournament

Some clubs are sports focused and others just enjoy sporting activities so things like hockey tournaments and climbing competitions are popular. Mount Royal has an excellent recreation facility and clubs can certainly book these facilities.

Examples of Sports Activities

- Climbing Competition
- Drop-in Squash
- Hockey Tournament
- Entering an Intramurals Team

Tips for Sporting Activities

Plan activities far in advance to ensure facility availability.

Have participants/teams sign-up in advance to ensure you have enough participants.

Be sure you have the required equipment for the activity or can rent the equipment (i.e. hockey nets, ball gloves, rackets).

In some cases participants may need to sign a waiver form.

Movie Showing

Clubs may organize educational or recreational movie showings for their members. Clubs wishing to show a movie are required to meet with the Clubs Coordinator to ensure that the movie they have chosen is on the approved list of movies held under the SAMRU movie licence and that copyright policies are not violated.

Additional considerations for movie showings include booking the necessary facilities and ensuring there is someone there throughout the film to operate equipment.

Sales and Swaps

Some groups organize sales or swaps as a way to raise funds or help support their membership. Selling pre-approved goods is a way to raise funds for a club. Swaps allow for students to donate things they don't need anymore that someone else may get some use out of.

Examples of Sales and Swaps

- Book swap
- Dream catcher sale
- Gear swap

Tips for Sales and Swaps

Table space or rooms need to be booked through the Clubs Coordinator as far in advance as possible.

Groups may need to arrange for extra storage space for items.

Goods sold must be pre-approved by the SAMRU and/or MRU External Relations to ensure no terms of agreement with other vendors are violated.

Awareness Events

Lots of groups work on awareness initiatives as a part of their club's interests. Groups can promote anything from women's rights to education, to understanding of another culture.

Examples of Awareness Events

- Guest Speaker
- Main Street Exhibit
- Special Event

Tips for Awareness Events

Be sure to determine the type of space you will need and book it as soon as possible.

Decide if the awareness event is a fundraiser or educational event or both. Consider coordinating with other clubs or with the SAMRU.

Awareness events are often eligible for additional funding through the Club Development Fund. Ask the Clubs Coordinator for details.

Collection Initiatives

Some groups work to collect items for donation to outside organizations.

Examples of Collection Initiatives

- Food Drive
- Clothing Collection
- Toy Drive

Tips for Collection Initiatives

Table space or rooms need to be booked through the Clubs Coordinator as far in advance as possible.

Groups may need to arrange for extra storage space for items.

An Event Fundraising Information and Event Sponsorship Request Form must be submitted with the details of your collection.

Speaker Sessions

Some groups find it beneficial to have industry professionals come in and speak to their group. Any club might find it helpful to have a specialty speaker come in.

Examples of Speaker Sessions

- How to Find a Job Speaker
- Industry Specialty Speaker

Tips for Speaker Sessions

Some speakers are more than happy to take the time to speak to students for free while others may wish to be compensated. Be sure you know what a selected speaker's expectations are.

You may want to open the speaker session to people outside your club to ensure a strong turnout.

Pairing with another club or with the SAMRU is a good way to bring in speakers. Also, ask the Clubs Coordinator about the Clubs Development Fund as it is likely to apply.

Fieldtrips

Some groups may want to take a field trip to another city to check out a University campus, head up to a ski hill or go on a camping trip.

Examples of Fieldtrips

- University/University Visits
- Camping Trips
- Sporting Trips (i.e. hockey game, ski trips, climbing trip)

Tips for Fieldtrips

Before partaking in an off-campus field trip, check with the Clubs Coordinator to confirm whether the event is covered under the SAMRU insurance. Participants will be required to sign waivers, proof of insurance of the venue will be required and additional insurance may need to be purchased.

Posters and Advertising

Poster Approval

Posters used to advertise club initiatives and events must be approved by the Clubs Coordinator or at SAMRU Reception and stamped with the SAMRU emblem. Posters hung on SAMRU boards without this stamp will be removed.

Poster can be no larger than 11" x 17".

A maximum of 5 posters can be left for Communications to hang in Wyckham House.

For events where alcohol will be served all promotional materials, including tickets, must state the following:

- No Minors, Picture ID Required
- Please Don't Drink and Drive

Advertising drinking games or drink specials will not be permitted.

Advertising materials deemed inappropriate or offensive will not be approved.

Be sure your promotional materials include the following information:

- Date
- Time
- Location
- Ticket Price (if applicable)

Finances

One of the benefits of being a student club is having access to a club bank account through the SAMRU. This allows you to withdraw and deposit money much like a regular bank account.

External Bank Account

Some clubs may find it necessary to have an external bank account. If this is the case, an External Bank Account Approval Form needs to be completed, and financial statements will need to be submitted to the Clubs Coordinator on a monthly basis. This process is to ensure that accountability of the clubs is still in place.

How to deposit money to SAMRU Account

When depositing money clubs are required to fill out a deposit form and bring their money and form to the Clubs Coordinator (or, in her absence, the SAMRU receptionist). That person will count the money with you, issue you a receipt and have the money deposited into the club account.

How to get money from SAMRU Account

When withdrawing money clubs are required to submit a Cheque Requisition Form. This form is simple to fill out and includes information about who the cheque is for and for what amount. Please attach a receipt as proof of the expense. There is also a section for the club signing authorities. Each club must appoint a minimum of three signing authorities to authorize all withdrawal transactions. This is to maximize the security of your funds.

Once filled out and signed by the appropriate persons the form is handed into the Clubs Coordinator who will verify the signing authorities and pass on the requisition. Cheques are typically ready within three business days and can be picked up at Reception or, if specified, mailed to the recipient.



Club Cheque Requisition Form

Date Submitted

Club Information

Club	
Name	Phone

Cheque Delivery

Cheque Payable To	
Cheque Amount \$	

Delivery

- Pick-up Mail

Mailing Address

Address	
City/Prov	
Postal Code	

Cheque Information

Details	G/L Code	Amount
TOTALS		

Signing Authorities

Name	Signature	Position
Name	Signature	Position
Name	Signature	Position

Office Use

Clubs Coordinator Signature			
SA Signing Authorities		Finance Manager	
		Prepared By	
		Vendor #	
		Cheque #	

The personal information collected on this form will be used to administer and manage SAMRU's programs and services, and to maintain SAMRU's records. This information will be protected by the provisions of the Personal Information and Protection Act and can be reviewed during normal business hours upon request. Information may be disclosed to third parties in order to meet specific contractual and legislative requirements required to deliver services that you have requested. We treat your personal information with care and respect, and use it to improve our services to you.

Account records

It is important for clubs to keep accurate records of their activities. This is especially true for all financial interactions. It is recommended that clubs keep a copy of all deposit forms and cheque requisitions. Deposit receipts should be kept stapled to the copy of the Deposit Form and invoices and receipts should be stapled to the copy of the Cheque Requisition Form. This practice will help to ensure transparency and accountability as well as make it easier for you to compile your finances for your club's Annual Report.

Annual Report

What and Why

An Annual Report serves as a snapshot of what a club accomplished during the year. Each club must submit an Annual Report at the end of each April in order to be eligible for ratification the following year.

A template for the Annual Report is available from the Clubs Coordinator and online. At minimum this report must include a list of all of the student club's events and activities for the year, a list of the student club's current executive officers, a detailed financial report that shows the group's financial position, and a list of the year's general and executive meetings.

It is recommended that a more detailed report be submitted. After each event clubs should write a short brief description of the event, its purpose, success and challenges. A detailed financial report is required and it is recommended that each club keep copied and detailed records of all financial transactions.

Fundraising

Some clubs like to participate in fundraising projects. This is something the SAMRU encourages and supports but there are rules that clubs should know about.

According to AGLC (Alberta Gaming and Liquor Control) policies, clubs are not allowed to sell raffle tickets, run bingos, use 50/50s or host poker tournaments. This can make fundraising challenging but not impossible.

Some suggestions are holding a silent auction, a "Guess the number of Jellybeans" which requires skill, or hosting a ticketed event where proceeds are donated. Clubs can team up with other clubs or different groups and charities to help raise funds as well.

Another way to help is by giving time as opposed to money. Clubs can organize an opportunity for members to volunteer at a number of different groups across the city.

Club Benefits

Room Bookings

Clubs have the privilege of booking classrooms both in Wyckham House and on MRU Campus for events, meetings or any other activities they may host. Rooms are booked through the Clubs Coordinator and Room Booking forms should be submitted at least two weeks in advance.

Table Bookings

Clubs also have the privilege of booking table space in certain areas on campus to help promote the club and its events. Table booking should be requested as soon as possible as table space books up quickly. Table Booking forms should be submitted to the Clubs Coordinator at least two weeks in advance of the requested dates.

Club Lockers

Club lockers will be made available to fifty student clubs each year. Clubs who wish to use a locker submit a request form to the Clubs Coordinator at the beginning of the year. If there are more than fifty requests, a draw will be held for possession of the locker for the year. All items not claimed at the end of April will be thrown out. Keys to access the lockers are available from reception.

Liability Insurance

Once the Activity Approval Form has been approved by the Clubs Coordinator, club events on campus are included under the SAMRU Liability Insurance. The Clubs Coordinator will also work with you to ensure that adequate liability insurance is in place for off-campus events.

Club Mailboxes

Each Club will be assigned a mailbox (in the Club House), and can receive both internal mail and external mail to the SAMRU Address:

Students' Association of Mount Royal University
c/o Club Name
4825 Mount Royal Gate SW, Calgary, T3E 6K6

Copywrite Discount

Clubs receive discounted costs for printing at the Copywrite (located in the basement of Wyckham). Signing Authorities may go down and take advantage of this discount. Also, printing costs will get charged directly to the club bank account.

SAMRU Bank Account

Clubs receive a free bank account hosted by the SAMRU. This internal account allows for increased accountability on club transactions, and saves the club the cost of banking fees. All deposits and withdrawals can be done through the Clubs Coordinator.

Clubs Days

Happening for a couple days at the beginning of the Fall and Winter Semesters, Clubs Days provide an important opportunity for Clubs to recruit new members and advertise their events. Each club receives a table on Main Street.

Volunteer Development Training

The SAMRU hosts skills development sessions for its volunteers, and club executives are encouraged to participate. These sessions in varying topics can be used to assist clubs with their organization abilities, or can be used on resumes.

Discounted Rentals of Wyckham Spaces

Spaces within Wyckham House, especially the Liberty Lounge, can be rented at a reduced rate. Visit the Clubs Coordinator for details of availability and prices.

Free Ticket Printing

Professional Ticketmaster tickets for club events (predominately Liberty Lounge events) can be ordered for free from the Clubs Coordinator, while budget is available.

Funding

Start-up Fund

This \$100 is offered to NEW clubs, or clubs that have been inactive for more than 2 years, to assist them in getting started.

The club is able to apply for this fund during the same semester that they ratify. Please submit application forms to the Clubs Coordinator. There is a set amount available in this fund each year.

Club Development Fund

Uses of the Club Development Fund include:

- Bringing in speakers
- Planning awareness events
- Organizing workshops
- Bringing in experts to do demonstrations
- Participating in professional development opportunities

The amount of funding available will not exceed:

- Fifty Percent (50%) of the total cost of the initiative
- Two hundred and fifty dollars (\$250)
- The balance of reasonable and legitimate unpaid or unfunded costs
- The balance remaining in the fund for distribution

Your event must be approved through the regular Activity Approval form prior to applying for the Club Development Fund. Any one club is eligible for a maximum of \$250 or funding for two approved applications, whichever comes first, within each academic year.

Club Policies

The following highlights some of the important do's and don'ts for student clubs. It is important that clubs be familiar with all club policies. These constitute only a brief summary of club obligations.

Club Do's:

1. Abide by their own approved bylaws and constitutions;
2. Comply with Students' Association policy and bylaws. The policies must be read by each club executive member;
3. Have at least one designated executive member present at the Students' Association's Club Specific Meetings;
4. Designate at least three signing authorities from their executive officers;
5. Ensure at least one executive officer attends the Clubs Training and Orientation session;
6. Maintain only one bank account, either with the Students' Association or with an External Account. External Bank Account Approval Form must be submitted for external accounts;
7. Make deposits of event proceeds to the Clubs Coordinator or designate within three (3) business days of the event using the deposit form in this manual;
8. Provide cheque requisition forms to the Clubs Coordinator or designate, signed by three registered signing authorities, for required cheques. Cheques require a minimum of three (3) business days to process;
9. Account for all event ticket sales. Tickets must be ordered through the Students' Association. Ticket values equate to real dollar values. All tickets must be accounted for. Any bank account deposit made for ticket sales must equal the value of the used tickets;
10. Submit an Annual Report outlining the clubs events and activities which includes financial statements for the year. Failure to do so will make the club ineligible for renewal of ratification. This annual report is due at the end of April;

11. Clear out any locker space provided by the Students' Association by the end of April. Contents of uncleared lockers will be discarded;
12. Have all posters and promotional materials approved in advance of posting by the Clubs Coordinator;
13. Ensure that all promotional materials and tickets for events involving alcohol comply with the Clubs Policies. In particular these must not mention drinking games, below cost drink specials or free drink offers and must include:
 - No Minors, Picture I.D. Required
 - Please don't drink and drive
 - The time, date and location of the activity
14. Submit all appropriate paperwork, especially the Activity Approval Form, a minimum of two weeks prior to all club events.

Club Don'ts:

1. Miss the SAMRU Club Specific Meetings;
2. Abuse the Students' Association's services, privileges or funding;
3. Use all or part of the corporate name, symbol, and/or initials of the Students' Association of Mount Royal University without written consent of the Executive Director of the Students' Association of Mount Royal University, or his/her designate;
4. Use Mount Royal University's corporate name, symbol, and/or initials without express permission obtained from the Mount Royal University Vice President of Administrative Services or his/her designate;
5. Use the corporate name and/or symbol of any outside organization without written consent;
6. Recruit members to any outside organization (Chapters are excluded from this prohibition – please see the Clubs Policy for details);
7. Solicit any funding or sponsorship without advance written permission (see sponsorship form) of the Students' Association;
8. Participate in or arrange activities which are deemed by the Students' Association as blatantly disregarding public safety, violating the bylaws or policies of the Students' Association, or damaging the Students' Association, its facility, or its staff or representatives;
9. Enter any obligation or contract without the signature of three Students' Association signing authorities. Club executives may not bind the Students' Association or the student club to any contract whatsoever;
10. Hold any events or activities that have not been expressly approved. In the event that such an activity or event is held, the planners will not be acting as members of the student club but as individuals and will be held individually liable for any damages, costs, suits or claims resulting.
11. Hold a Pub Crawl, as they are strictly prohibited by SAMRU and MRU, and will never be approved.

Forms

Activities Approval Form

For every activity, excluding general meetings, it is required that your club complete this form and have it approved by the Clubs Coordinator at least two weeks in advance.

University Table Booking Form

If you wish to have a table set-up on campus fill out the table form and submit it a minimum of two weeks in advance. Table bookings are subject to availability.

Room Booking Form

If you would like a room for a meeting or event, please submit this form at least two weeks in advance.

Ticket Order

Tickets for ticketed club events must be ordered through the Clubs Coordinator. Submit this form a minimum of three weeks in advance (four is recommended).

Club Locker Request Form

Fifty clubs will qualify for a locker each year. To request a locker, submit this form to the Clubs Coordinator.

External Bank Account Approval Form

Prior to opening an external bank account, please complete this form and provide to the Clubs Coordinator.

Event Fundraising Information & Event Sponsorship Request Form

For events where proceeds are going to an outside group or where you are seeking sponsorship from an outside organization this form must be submitted with the activities approval form for that event.

Club Change of Executive Form

Clubs wishing to make changes to their executive are required to submit this form along with a new copy of the clubs signing authorities form.

Club Signing Authorities

This document is distributed to applicable departments with the SAMRU and on campus. It shows who has authority within your club to approve bank transactions, event approvals, etc.

Club Start-up Funding Application

Clubs Starting up for the first time, or those who have been inactive for more than two years, can apply for \$100 of start-up funding.

Club Development Fund Application

Clubs wishing to have extra financial support for an activity or event can submit this form with a copy of the activities approval form for the corresponding event.

Release of Liability – Template Waiver

If your event is being held off campus or is especially risky, you may be required to have your attendees fill out a release of liability waiver form. This is the template for that waiver.

Media Release Form

Prior to any filming or photography in Wyckham House, a media release form is required. Media is monitored through the Vice President External of SAMRU, and she/he will provide approval. The form can be submitted to Reception on the 2nd floor of Wyckham House.



Student Club Activity Approval Form
Ph. 403.440.5186
Fax. 403.440.8909

Date Submitted: _____

Organizer Information

Student Club: _____

Contact Person: _____

Phone: _____ E-mail: _____

Activity Information

Activity Title: _____

Date: _____ Time: _____

Location: _____ Prep Time Needed: _____

Expected Number of Guests: _____ Will Alcohol Be Served: _____

Will you be selling tickets: _____ Price: _____

Short Description of Activity: _____

Entertainment

Entertainer / Presenter: _____

Entertainer / Presenter Contact Person: _____

Phone: _____ E-mail: _____

Website: _____

Do you require a PA (Public Address) system for a band, DJ or speaker(s): _____

Do you require a VPU (Video Projection Unit) and a screen or TV: _____

Check if needed: Coat Check? Float? Ticket Person?

The above information will give us a general sense of your technical requirements. You will be contacted by the SAMRU Production Coordinator to discuss all technical needs for your event. Please gather as much technical information as possible well in advance of the event.

Club Executive Authorization

Name: _____ Signature: _____ Position: _____

Name: _____ Signature: _____ Position: _____

Name: _____ Signature: _____ Position: _____

We authorize SAMRU to debit our account for the venue rental amount (if applicable): Yes N/A

For Internal Use Only

Approval Date: _____ Approved By: _____

The personal information collected on this form will be used to administer and manage SAMRU's programs and services, and to maintain SAMRU's records. This information will be protected by the provisions of the Personal Information and Protection Act and can be reviewed during normal business hours upon request. Information may be disclosed to third parties in order to meet specific contractual and legislative requirements required to deliver services that you have requested. We treat your personal information with care and respect, and use it to improve our services to you.



University Table Booking Form

Date Submitted

Organizer Information

Club	
Contact Person	
Phone	Email

Table Booking Information

Date	Time	
Purpose (be specific)		
Location	<input type="checkbox"/> West Gate	<input type="checkbox"/> Main Street
# of Tables		

Date	Time	
Purpose (be specific)		
Location	<input type="checkbox"/> West Gate	<input type="checkbox"/> Main Street
# of Tables		

Office Use

Clubs Coordinator Signature	Date
-----------------------------	------

SAMRU Approval		Club Contacted		Bookings	
By		By		By	
Date		Date		Date	
Approval		To		Via	

The personal information collected on this form will be used to administer and manage SAMRU's programs and services, and to maintain SAMRU's records. This information will be protected by the provisions of the Personal Information and Protection Act and can be reviewed during normal business hours upon request. Information may be disclosed to third parties in order to meet specific contractual and legislative requirements required to deliver services that you have requested. We treat your personal information with care and respect, and use it to improve our services to you.



Room Booking Form

Date Submitted

Organizer Information

Club	
Contact Person	
Phone	Email

Room Booking Information

Date		
Event Time	Set up	
	Start	
	Finish	
Purpose (be specific)		
Room Preference		
# of Attendees		

Office Use

Clubs Coordinator Signature	Date
-----------------------------	------

SAMRU Approval	Club Contacted	Bookings
By	By	By
Date	Date	Date
Approval	To	Via

The personal information collected on this form will be used to administer and manage SAMRU's programs and services, and to maintain SAMRU's records. This information will be protected by the provisions of the Personal Information and Protection Act and can be reviewed during normal business hours upon request. Information may be disclosed to third parties in order to meet specific contractual and legislative requirements required to deliver services that you have requested. We treat your personal information with care and respect, and use it to improve our services to you.



Ticket Order Form

Club
Name Phone

<p><u>Club Name</u> Presents</p> <p><u>Event Title</u></p> <p><u>Date</u> <u>Time</u></p> <p><u>Location</u></p> <p><u>Ticket Price</u></p> <p><u>Additional Information</u></p>	<h3 style="text-align: center;">Information to Appear on Ticket</h3> <p>Club Name _____</p> <p>Name of Event _____</p> <p>Date of Event _____</p> <p>Time of Event _____</p> <p>Location of Event _____</p> <p>Price of Tickets _____</p> <p>Additional Information _____</p> <p>_____</p> <p>_____</p>
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<p>Color of Tickets:</p> <p><input type="checkbox"/> Blue <input type="checkbox"/> Purple <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Orange <input type="checkbox"/> Yellow</p> <p><input type="checkbox"/> Metallic Bronze <input type="checkbox"/> Metallic Silver</p> <p>Graphic Optional (send to clubs@SAMRU.com)</p> <p>Examples @ http://www.ticketmaster.ca/customtickets/customtickets.html</p>	<p>Number of Tickets:</p> <p>_____</p> <p><small>*Note: Liberty Lounge 200 Cap \$55 cost is covered by SAMRU, as budget allows (1-300 tickets)</small></p>
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Signing Authorities

Name	Signature	Position
Name	Signature	Position
Name	Signature	Position

Office Use

Clubs Coordinator Signature		Date
SAMRU Approval	Tickets Ordered	Club Contact on Arrival
Date	Date	Date
Name	By	By



Club Locker Request Form

Date Submitted

We, the _____ Club agree to bear the responsibility of the key sign-out for the assigned locker. If the key is lost or stolen while signed out in our name, we accept responsibility for replacement of a new lock and key at an approximate cost of \$20.00 which will be directly debited from our account. If the funds are not available, the Club's account will be frozen until the amount is paid in full.

Furthermore, we accept full responsibility for the contents of the locker and shall under no terms hold the Students' Association of Mount Royal University liable for any lost, stolen, or damaged goods.

We further agree to clear out the contents of the locker by April 30 of this academic year. If the contents are not removed, we agree to allow the Students' Association of Mount Royal University to dispose of those contents in any manner they deem appropriate. We understand that failure to remove the contents of our locker by the designated date will render our club ineligible to use a locker next year.

Locker Number:

(Assigned by Clubs Coordinator)

Signing Authorities

Name	Signature	Position
Name	Signature	Position
Name	Signature	Position

Office Use

Clubs Coordinator Signature	<input type="text"/>	Date
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External Bank Account Approval Form
 Ph. 403.440.5186
 Fax. 403.440.8909

Date Submitted: _____

Club Information

Student Club: _____

Contact Person: _____

Phone: _____ E-mail: _____

Bank Information (to be completed after approval is given)

Bank: _____

Account Name: _____

Account Number: _____

Signing Authorities on Account: _____

Requirements

As a club with an external bank account, we agree to:

- 1) Provide monthly financial statements to the Clubs Coordinator
- 2) Provide proof of deposit of event proceeds within seven (7) days of the event
- 3) Provide clarification on any bank transactions, as requested

We understand that these requirements are in place to reduce liability for the club, club members, and the SAMRU. Failure to meet these requirements will result in disciplinary action in accordance with the clubs policy and procedures.

Club Executive Authorization

Name: _____ Signature: _____ Position: _____

Name: _____ Signature: _____ Position: _____

Name: _____ Signature: _____ Position: _____

For Internal Use Only

Approval Date: _____ Approved By: _____

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Event Fundraising Information and Event Sponsorship Request Form

The following form is for clubs who wish to either request sponsorship for an event from an outside organization or donate proceeds of an event to an outside organization.

Club Name	
Date Submitted	

Fundraising Information

Is this a fundraising event? Yes No

IF YES please provide the following information:

Recipient of raised funds?	
Amount of funds being donated?	

Sponsorship Information

Are you seeking sponsorship for this event? Yes No

IF YES please provide the following information:

Sponsor Company			
Name of Contact		Contact Number	
Sponsorship/goods being requested			
for the use of			

Sponsor Company			
Name of Contact		Contact Number	
Sponsorship/goods being requested			
for the use of			

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Club Change of Executive Form

Date Submitted

Club

Position: _____

OUTGOING EXECUTIVE

Name: _____

Phone: _____ Email: _____

Signature: _____

INCOMING EXECUTIVE

Name: _____

Phone: _____ Email: _____

Signature: _____

Position: _____

OUTGOING EXECUTIVE

Name: _____

Phone: _____ Email: _____

Signature: _____

INCOMING EXECUTIVE

Name: _____

Phone: _____ Email: _____

Signature: _____

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Signing Authorities

Each registered club must have at least three executive signing authorities. These members will be the only members who will have the authority to access the club's account, both for event approvals and bank transactions.

Date Submitted
Club Name

Signing Authorities

Position	
Name	Signature
Phone	Email

Position	
Name	Signature
Phone	Email

Position	
Name	Signature
Phone	Email

Position	
Name	Signature
Phone	Email

Position	
Name	Signature
Phone	Email

Position	
Name	Signature
Phone	Email

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Club Start-up Funding Application Form

Date Submitted

Club Information

Club	
Name	
Phone	Email

We do hereby request the funding of:

\$100.00 grant (for new student clubs only) to assist with initial expenses incurred as a new Student Club

Attached is a budget outlining the use of the funds.
(must be included in order for the application to be considered)

Please Note: Funds are limited and available on a first come first served basis. Funds are only available to new clubs.

Signing Authorities

Name	Signature	Position
Name	Signature	Position
Name	Signature	Position

Office Use

Clubs Coordinator Signature		Date
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Club Development Fund Application Form

Date Submitted

Part A: Submission

Organizer Information

Club	
Contact Person	
Phone	Email

Activity Information

Activity Title	
Purpose (Short Description)	
Activity Date	
Activity Time	
Activity Location	
Number of Guests	

Amount Requested: \$ _____ (max \$250)

Has your club previously applied for funding this year?

Attached is a budget outlining the anticipated revenues and expenses associated with this event. (This must be included in order for the application to be considered)

Club's History with the Club Development Fund:

Previous Award(s)	Date(s)	Amount(s)

Part B

We recognize and acknowledge that the granting of Club Development Funds are solely and entirely within the discretion of the Club Development Fund Committee, and that it is a privilege (not a right) to receive funding through the Club Development Fund.

We promise that any funds received by us will be used only for the purpose described above in this application. We further promise and agree that if we use these funds for any purpose other than as described above, that we will repay those funds to the Club Development Fund immediately and in full. We acknowledge that funds which we are obliged to repay under this paragraph shall form part of our Students' Association fees and can be collected by the Students' Association in the same manner as it can collect fees. We recognize and agree that while any funds required to be repaid under this section are outstanding we will cease to be a Club ratified under the Students' Association in good standing for as long as the funds remain unpaid.

The SAMRU, its officers, and its members may or may not agree with the purpose or outcomes associated with any particular funding grant application. Approval of funding grants means only that the applicant has met the eligibility criteria, and not that the SAMRU, its officers, or its members endorse the particular activity.

Any risk or liability resulting from travel is the traveller's responsibility.

The SAMRU and the Club Development Fund Committee will not investigate the safety of any activity for which a member is seeking funding through the Club Development Fund. Members will be solely responsible for their own safety while on such activities and will be required to release the SAMRU for any liability whatsoever for injury, accident, death or harm suffered by said members while participating in funded activities.

We have read and understand the above:

Signing Authorities

Name	Signature	Position
Name	Signature	Position
Name	Signature	Position

Office Use

Clubs Coordinator Signature

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RELEASE OF LIABILITY, WAIVER OF ALL POSSIBLE CLAIMS, ASSUMPTION OF RISK

Warning: By Signing This You Are Waiving Your Legal Rights and You Give Up the Right to Sue

Please Read Carefully

To: Students' Association of Mount Royal University (SAMRU)

Participant Name

Signing This **Form** as a Participant: _____

ACTIVITY: _____

I desire to participate in the above event / activity sponsored or organized by SAMRU. I understand that in order to participate in this SAMRU sponsored event / activity, I must agree to be bound by this Release, **Waiver** and Assumption of Risk. (This form must be also signed by a parent or guardian if the participant is a minor. In some cases, proof of age may be required and be kept on file at SAMRU offices.)

In consideration of SAMRU accepting this form, and my being permitted to participate in the above event / activity, I must agree to this Release, **Waiver** and Assumption of Risk.

I waive any and all claims I may now and in the future have against, and release from all liability and agree not to sue SAMRU and its executives, employees, volunteers, agents or representatives (collectively its "staff"), for any personal injury, death and property damages, expenses or loss sustained by myself as a result of my participation in the above activity due to any cause whatsoever, including, without limitation, negligence, breach of statutory duty including duties arising from occupier's liability legislation, on the part of SAMRU or its staff.

I am aware that there are serious dangers and risks inherent in:

1. TRAVEL
2. WEATHER - Weather conditions may be extreme and can change rapidly without warning.
3. EQUIPMENT – Any equipment used during an event or activity as an aid or safety measure may fail or break.

I accept all the inherent risks of the above activities and the possibility of personal injury, death, property damage or loss resulting therefrom. I agree that I will be fully responsible for all costs and expenses that may be incurred in providing any special services to myself, outside of regular services agreed to or provided by SAMRU in connection with the activity, and without limiting the generality of the foregoing, I agree to be responsible for and to pay for all and any costs of special travel, medical attention or other special outlay for me personally, and to reimburse SAMRU and its staff for all costs of these services as may be incurred by them for my benefit or at my request.

In entering into this agreement, I am not relying on any oral, written or visual representations or statements made by SAMRU. I confirm that I am the full age of majority or, in the alternative, I have indicated that I am the guardian of the minor participant named, and that I have read and understand this agreement prior to signing it and agree that this agreement will be binding upon myself (as a participant or guardian), my heirs, next of kin, executors, administrators and successors.

SIGNED THIS _____ DAY OF _____, 20__

Participant's Signature: _____

Print Name: _____

Guardian's Signature (if applicable): _____

Print Name: _____

In the presence of Witness Signature: _____

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MEDIA ACCESS FORM (FOR STUDENTS AND MRU DEPARTMENTS)

Submission Date: _____

Date for approval: _____

(We require 48 hours notice. Some events may require additional notice.)

Contact Name and Phone Number: _____

Activities Planned For (Date): _____

Time: From: _____ To: _____

Nature & Purpose of Activity: _____

Will you be taking pictures or filming? Pictures Filming Neither

Exact Location: _____

Expected Number of People Involved in Project: _____

Facility Requirements (e.g. Table/Chairs use, etc.): _____

Your signature: _____

Please return to Reception in Room Z222 48 hours before requested time.

I have read and understand the policies outlined in the SAMRU Media Access Plan
Yes / No

Please be prepared to move your time or location, especially during peak hours (10:00 am – 3:00 pm)

Approval is dependent on availability of space and resources.

The number of people/media outlets accessing Wyckham House or SAMRU events at one time may be limited.

FOR OFFICE USE ONLY:

Approved By: _____

Executive Member or Executive Director

Date: _____

Comments: _____

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