

Q: The Students' Union Centre for Sexual and Gender Diversity Collaboration Guidelines

The Q Centre is always looking to improve the student experience, and one of the ways that we accomplish this is by collaborating with other on-campus or off-campus groups in order to host innovative, student-centred events that align with our Centre mandate and vision.

Because of the number of collaborations that are requested of Q each semester, we are limited in our ability to accommodate all proposed collaborations. In order to ensure that your proposed collaboration meets the Q Centre's event goals, please read the guidelines below and submit your complete form either in hard copy at the Q Centre (MSC 210) or by emailing it to qcentre@ucalgary.ca.

Collaboration Guidelines:

- 1.) Applications must be submitted no later than twenty (20) business days prior to the first day of the event,
- 2.) Applications must be complete and adhere to eligibility requirements,
- 3.) Applications are subject to review by relevant Students' Union full-time staff, including but not limited to the Director of Student Services and the Coordinator of Volunteer Services,
- 4.) The Q Centre and Students' Union must be recognized in all promotional materials used to publicize the event you are hosting, including usage of both the Q Centre and Students' Union logos; and both organizations must be referenced as collaborative partners,
- 5.) The Q Centre reserves the right to refuse or withdraw from any potential collaborations if they do not meet the mandate of the organization.

Collaboration Group Name	
Event Title	
Event Dates & Times	
Contact Name	
Contact Phone	
Contact Email	
Event Description (please be as detailed as possible, including information on what the event will involve, potential contacts, location, why the event is being held, what role the Q Centre will play in the event, event outcomes, feedback processes, how the event topic/theme meets Q's mandate, etc.)	
Organizational Background (please explain the background of your organization, how this event fits into your overall organizational goals, examples of other previous events including outcomes, what you are hoping to gain from a collaboration with the Q Centre, etc.)	
Advertisement Process (explain who will be responsible for the majority of advertising, what form the advertising will take, and advertising timeline, etc.)	

STUDENTS'



UNION



The SU Centre for Sexual and Gender Diversity

Please send your completed form to:

Q: The SU Centre for Sexual and Gender Diversity

210 MacEwan Student Centre

2500 University Drive NW Calgary, Alberta

T2N 1N4

Phone: 403-220-4460

Email: qcentre@ucalgary.ca

Website: <https://www.su.ucalgary.ca/qcentre>