


<b>SU Registered Clubs Funding and Services Procedure</b>		
<b>Parent Policy:</b>	SU Registered Clubs Policy	
<b>Related Documents:</b>	Registration Procedure for SU Registered Clubs SU Registered Clubs Manual	
<b>Approval Authority:</b>	Programs and Services Committee	
<b>Passed:</b>	August 1, 2023	
<b>Amended:</b>	--	

## 1 Purpose

- (1) The purpose of this procedure is to establish a consistent and transparent process for the funding and services provided to **Registered Clubs** on behalf of the Students' Union (SU) in accordance with the SU Registered Clubs Policy.

## 2 Scope

- (1) This procedure applies to any **Registered Club** seeking to access funding and services provided by the SU through the Clubs Office.

## 3 Definitions

- (1) In this procedure:
  - (a) "**Active Member**" is defined by the Union Bylaw as an undergraduate student enrolled at the University of Calgary who meets the qualifications for membership as provided in the Union By-law;
  - (b) "**Active status**" means the status assigned to Registered Clubs who are in compliance with the requirements of the SU Registered Clubs Policy, SU Registered Club Funding and Services Procedure and the SU Registered Clubs Manual;
  - (c) "**Club**" means an autonomous and usually unincorporated group, committee, or organization at the University of Calgary led by, and primarily serving the interests of, **Active Members**;
  - (d) "**ClubHub**" is the online management software the Clubs Office uses to manage communications, processes and resources for Registered Clubs;
  - (e) "**Clubs Office**" is a unit of the SU Student Services department mandated to provide programming and administrative support to Registered Clubs;
  - (f) "**Club Year**" refers to the year beginning May 1 and ending April 30;

- (g) “**Coordinator, Student Organisations (CSO)**” means a full-time SU staff member who administers the SU clubs program during the Club Year;
- (h) “**Frozen status**” means the status assigned to Registered Clubs who are given a remedial window with a minimum of 30 days to rectify their non-compliance with any requirement of SU Registered Clubs Policy, SU Registered Club Funding and Services Procedure, and the SU Registered Clubs Manual;
- (i) “**Locked status**” means the status assigned to Registered Clubs that lose their registered status for failure to rectify their Frozen status within the allotted timeline;
- (j) “**Registered Club**” means a **Club** that has registered with the Students’ Union through the proper process and maintains an Active status;

#### 4 Club Activities Fund

- (1) Applications for funding through the SU Club Activities Fund will be assessed based on an evaluation criterion adopted by the **CSO**.
- (2) **Registered Clubs** may apply for funding through the Club Activities Fund, subject to:
  - (a) the SU’s annual budget and fund availability;
  - (b) an annual limit of \$300.00 per **Club**, with a \$100.00 cap per application; and
  - (c) submission of proper receipts for eligible expenses, per subsection (3).
- (3) The Club Activities Fund may be used by **Registered Clubs** for:
  - (a) New Registered Club start -up costs;
  - (b) Food;
  - (c) Non-alcoholic beverages;
  - (d) One Pro-Serve certification;
  - (e) Advertising and promotions;
  - (f) Honoraria and gifts for guest speakers.
- (4) Taxes, online food ordering service and delivery fees, tips are ineligible expenses for funding requests through the Club Activities Fund.

#### 5 Special Event Funding

- (1) Applications for funding through Special Event Funding will be assessed based on an evaluation criterion adopted by the Programs and Services Committee.

- (2) **Registered Clubs** seeking funding amounts greater than \$300.00 for one event may apply for Special Event Funding, subject to:
  - (a) the SU annual budget and fund availability;
  - (b) Annual limit of \$1,000.00 per **Club**;
- (3) Special Event Funding are ineligible for the following applications and instances:
  - (a) Causes not aligned with the funding principles outlined in the SU Registered Clubs Policy;
  - (b) Fundraisers for another organisation or causes not aligned with the SU's mandate or a **Registered Club's** objectives;
  - (c) Registered Clubs events funded through the Clubs Activities Fund;
  - (d) Funding for alcohol, gifts, honorariums, travel or accommodation expenses;
  - (e) Any activity that leads to profit generation for a Registered Club;
  - (f) Events having identical objectives and implementation with a past event carried out by another **Registered Club** in the same **Club Year**;
  - (g) Any other activity that runs contrary to University of Calgary and the SU's existing policies.

## 6 Funding Reimbursement Procedure

- (1) **Registered Clubs** seeking funding are required to provide a detailed estimate of their eligible expenses for their proposed events or activities to the **CSO** for approval:
  - (a) At least 15 business days from the proposed event or activity date for Clubs Activities Fund requests; and
  - (b) By the deadlines indicated in the SU Registered Clubs Manual for Special Event Funding requests.
- (2) After a **Registered Club** has been approved for funding and has provided proper receipts for the eligible expenses, the Clubs Office will reimburse the approved amount to a bank account held in the **Club's** name within four weeks.

## 7 Insurance

- (1) Subject to acquisition of the necessary insurance coverage, the SU will provide all **Registered Clubs** general liability insurance:
  - (a) for approved events held on the University campus where no alcohol is present, at a cost of \$20.00 per year (September-August);
  - (b) for approved events held off the University campus where no alcohol is present, at a cost of \$30.00 per year (September – August); or

- (c) for approved events held on or off the University campus, where alcohol is present, at a cost of \$60.00 per year (September – August).
- (2) The maximum amount charged by the SU for insurance coverage to a **Registered Club** in an insurance year (September – August) will be \$60.00.
- (3) If the **CSO** determines that an event proposed by a **Registered Club** poses a reasonable risk of harm or is beyond the usual scope of the SU:
  - (a) the **CSO** will provide a liability waiver to the **Club** when the event is approved; and
  - (b) the **Club** must administer the liability waiver to all event participants or attendees and return the administered waivers to the **CSO** within two business days of the end of the event.
- (4) Failure to administer, or to return administered liability waivers by a **Registered Club** is grounds for the **Registered Club** to have its registration with the Clubs Office frozen.
- (5) Appeals on decisions relating to a **Club's** frozen status will be addressed by the appeal process outlined in the Registration Procedure for SU Registered Clubs.

## 8 On-Campus Mail

- (1) A **Registered Club** may request an on-campus mailbox/folder with the SU by completing a Mailbox Request Form via ClubHub.
- (2) Mail directed to the SU by a **Registered Club** without an approved mailbox/folder will be returned to sender.
- (3) Mail held in a **Registered Club's** mailbox/folder by the SU not picked up within six months of the mail's receipt will be returned to sender.
- (4) The SU is not responsible for notifying **Registered Clubs** when they receive mail in their mailbox/folder held by the SU, as Registered Clubs are responsible for regularly collecting their mail.

## 9 Club Awards

- (1) Applications for Club Awards are made available on ClubHub during the Winter terms.
- (2) Award categories will be available on ClubHub at the start of the application process.
- (3) Winners are selected by the Programs and Services Committee and each receive a \$250.00 endowment.
- (4) Awards are provided and winners are recognized at the Club Awards event set in April of that year.
- (5) Club Awards decisions are final and cannot be appealed.

## 10 Eric Lahoda Scholarship

- (1) The Eric Lahoda Memorial Scholarship is open to students who have demonstrated a remarkable and enduring influence through their active participation in a **Registered Club**.
- (2) Eligibility to Eric Lahoda Scholarship is subject to:
  - (a) Must be a returning full-time University of Calgary student in good academic standing (GPA of 2.0 or higher);
  - (b) Have completed at least one year of full-time study at the University of Calgary at the time of application;
  - (c) Have previously participated in a current or previous **Registered Club** for at least one semester;
  - (d) Attest to the innovative, lasting, unique, or otherwise positive contributions to student life through their **Registered Club**; and
  - (e) Evaluation criterion adopted by the Programs and Services Committee.
- (3) Applications are made available on ClubHub in the Winter Academic Term.
- (4) Ten awards are given, valued at \$1,000.00 each:
  - (a) Awards are provided and winners are recognized at the Club Awards event set in April of that year.
- (5) Eric Lahoda Scholarship decisions are final and cannot be appealed.

## 11 Review

- (1) The Programs and Services Committee is responsible for reviewing this procedure at least once every three years.

### History:

- August 1, 2023 (SLC<sup>1</sup>): Approved and enacted.

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<sup>1</sup>This Procedure was presented to and approved by the Students' Legislative Council because the Programs and Services Committee had not yet been formed as of the referenced date.