

Why should I form a club?

Simon Fraser Student Society (SFSS) Clubs, managed through the SFSS General Office (GO), provide a framework for sharing cultural, religious, social, spiritual or political interests, for having fun & meeting new people, and for gaining invaluable experience. Clubs sponsored by the SFSS have access to a number of services & advantages, including SFU room reservations, club email & webspace accounts, funding, event planning assistance, and much more.

What types of clubs are sponsored by the SFSS?

The SFSS has hosted a variety of clubs, ranging from the Accounting Association to the Zombie Militia! Typical categories include religious, cultural, political, social and special interest, all of which must be open to ALL members of the SFU community. Clubs with a recreational focus (which includes most physical activity or sports) are administered through Recreation & Athletics, as the SFSS does not have appropriate insurance coverage to host such clubs.

How do I form a new club?

It's pretty easy, really.

Essentially, all you need is a great idea and a minimum of ten SFU students who support it. A great way to advertise your club and sign up members is to attend Clubs' Days, held during week 2 of every semester. At some point in week 3, your club must arrange a meeting with your members. There, you can elect your two (or more!) club executives, complete the registration package, review your club constitution and discuss plans for the semester. You can should also have some of your executives attend a new executive orientation meeting, which are also held in the third week. Then, all that's left is for you to hand in your fully and neatly completed Club Registration Package on the third Friday of the semester.

The registration process must be completed every semester your club wishes to operate.

How do I acquire funding for my club?***Membership Fees:***

Clubs are not expected to collect membership fees. However, collecting dues is a great way for the club to raise extra money and to encourage a more dedicated membership.

Operating Grant:

All registered clubs will receive an operating grant ('core funds'), dispersed evenly across all clubs registered for the semester, regardless of membership. Budgetary constraints may cause the amount to change from semester to semester, but it is roughly \$20 per club.

This fund is intended to help clubs subsidize their operating costs. Allowable expenses include anything that is reasonably related to the club mandate. To obtain a reimbursement, a Club Fund Authority must submit detailed receipts (rather than interact or visa slips) to the SFSS GO, where amounts under \$50 may be reimbursed in cash and over \$50 will be reimbursed by cheque.

This grant will be housed in each club operating account and can only be used within the semester it is granted. Any unused money will revert back to the society at the close of the semester.

Grant via Proposal:

Grants are available for all clubs who need extra money to fund an event, social, or project. To gain access to this fund, clubs must submit a proposal, including a detailed budget projection, to the SFSS GO at least one week in advance of the event. Proposals can be submitted at any time during the semester and even a semester ahead to allow for advanced planning.

General Office Coordinators can approve proposed budgets \$499 and under, whereas the Financial and Administrative Services Committee (FASC) must approve amounts over \$500. Because FASC meets bi-weekly, you must hand in your proposal at least 2 weeks in advance, and be prepared to attend the meeting to motivate your request.

Once approved, the funds will be credited to the club's grant account and may only be used for expenses incurred by the approved event budget. Detailed till receipts and a completed "Event Summary Form" must be submitted to receive a reimbursement. Any unused money will revert back to the grant pool to help support other club initiatives.

Grants via proposal may not be donated to off-campus organizations, though they can be used to cover the material cost of holding a fundraiser. They also may not be used to purchase prizes, alcohol or gasoline.

Trust Accounts:

Any additional money acquired by the club through membership dues, event revenue, fundraising or donations can be deposited into an SFSS-hosted "trust" account. Funds in trust accounts do not get absorbed at the end of each semester like operating accounts do; they carry forward as long as the club is in existence.

How do I get expenses reimbursed from my club account?

Only Club Fund Authorities (designated in the club package) can withdraw funds from operating, trust or grant accounts. They must bring in receipts of purchase to the SFSS GO to receive a reimbursement. We are unable to accept debit or credit slips as proof of purchase, so please obtain a detailed till receipt. Amounts under \$50 may be reimbursed in cash (if money is available), whereas amounts over \$50 will be reimbursed by cheque. In the latter case, GO staff will have the fund authority fill in a "Cheque Requisition" form, which takes 1-2 weeks to process.

Can my club get its own SFU email account and webspace?

Sure, they're actually the same thing. When you submit your club registration package before the 3rd Friday of the semester, be sure you've filled out the page to request an ACS account. Only the "Email Account Authority" designated in your club package may request, renew, and initially access the password for the account.

How do I book event/meeting space for my club?

SFSS Clubs have the privilege of access to almost any space that SFU has to offer - this includes Harbour Centre, SFU Surrey, Burnaby SFU and SFSS rooms, recreational facilities, and open spaces (eg. Convocation Mall). Only "Room Booking Authorities", designated in the club package, may request rooms on the club's behalf. Room request forms can be completed at the GO and take five days to process, so plan in advance to avoid disappointment.

OK, so once I have space, how do I rent equipment for my event?

From weekly meetings to carnivals, the staff at the SFSS General Office can help you with most aspects of event planning. If you require furniture or audio/visual equipment, work order forms are available at the GO. Facilities Management forms must be submitted at least 5 days in advance for rental of equipment (like tables, chairs, display boards, etc.). LIDC work orders for audio/visual equipment like data projectors, microphones, or PA systems, can also be filled out at the GO – allow 3-5 days to process your request. The great news is that the SFSS now covers all reasonable LIDC & FacMan costs for clubs!

How do I make my event/meeting accessible?

The SFSS Accessibility Fund began in 2005. Students with disabilities and event organizers can use this fund to remove barriers for student with disabilities who want to participate in club activities. You can make your event more accessible by providing voice-to-text translation, a sign language interpreter, temporary ramps, handouts in Braille, and other improvements. Please come into the SFSS General Office to pick up a Accessibility Request Form.

Can I serve food at my club event?

Yes, you can... but there are different procedures for different food events:

Food events for members only

If you wish to have snacks at a club meeting or a potluck party for your members you can do so, but we strongly recommend that you have recipes on hand for those who have food allergies. For on-campus catered events, please use the SFSS Food & Beverage Services (please note: if you are using SFSS money to pay for food, you must use SFSS Catering when dietary/religious needs allow).

Bake Sales

If your club wishes to sell baked goods to raise funds for a charitable cause you must apply for a “Sale of Lower Risk Food” permit at least 14 days in advance, and you need to follow a few basic guidelines, including:

- obtaining all ingredients from approved sources
- only selling baked goods that are non-perishable
- protecting baked goods from contaminations (e.g. individually plastic wrapped)
- keeping a detailed list of people involved in baking plus all of the ingredients that they used

A Bake Sale package including the permit application and guidelines are available at the GO.

Food events including the campus community

Whenever you are serving food from an off-campus source to people outside your club membership you must have prior approval from both SFU Dining Services (AQ 2028, foodserv@sfu.ca) and SFSS Food & Beverage Services (MBC 2905) and a “Temporary Food Permit” granted by the Simon Fraser Health Authority. Food Permit Application forms are available at the GO and must be submitted at least **14 days** prior to the event. It is necessary for at least one person from your club to have a Foodsafe Certificate, copies of which must be attached to the application form. Because safe food serving requires immediate access to sinks, the GO has a portable handwash station available for reservation for those events away from cleaning facilities (e.g. in Convo Mall). The sink can only be rented on weekdays during the GO’s open hours with a \$100 deposit.

If you are having your community event catered by SFSS Catering service you do not need to get a health permit or rent a portable sink; all you need to do is come to the GO in advance of the event and fill out a “Catering Order Form”.

How do I promote my club and advertise events?

There are many ways for clubs to advertise at SFU, including the following:

Clubs' Days

Clubs' Days occurs every semester during the second week of classes. Existing and New Clubs can sign up for a table at the General Office one month in advance.

Clubs' Tables

Located in the bustling south concourse of the AQ, clubs' tables are a great way to promote your club to the SFU community. You can make a table reservation at the GO. Because space is limited and clubs are abundant, you can only have a table for a maximum of 5 days at time. 4 of the 7 clubs tables have a poster board behind them, which can be used by the renter to display club information for the duration of their reservation.

Poster Boards

There are poster boards available all over campus to advertise events – the problem is finding them all! The GO can provide you with a map indicating all the SFSS boards and what day of the week they are cleared. Please post only 1 poster per board and respect other posters. If you're using SFSS money to print posters, you must use the SFSS Copycentre and include recognition on your poster -- a small logo or text is fine.

If you would like to post in the Convocation Mall, please come to the GO with a couple of poster for us to stamp and put up on the relevant boards. These posters should remain up for a month or until the event is over.

Bookable banner spaces & display boards

There are a number of 8-foot banner cases available in the Applied Sciences Building and Convocation Mall. You can book 1 space at the GO for a maximum of 2 weeks at a time. Banner supplies can be rented from the GO with a \$20 deposit. Supplies include your choice of paints (\$2 fee), a maximum of 3 brushes, and 8-feet of banner paper (\$3 fee) – \$15 of your deposit will be reimbursed upon return of the paints & brushes. Or, better yet, you can go to the SFSS Copy Centre and get a 12x40" colour banner printed!

2 display boards, located in the WMC and East AQ, are available for reservation at the GO for a maximum of 2 weeks at a time.

Club email bulletin

Every Wednesday the GO sends a "Club Bulletin" to sfss-clubs@sfu.ca to notify club executives about important club administration information (i.e. Clubs' Days sign-up, etc.) and to provide a venue for clubs to promote their events to the club list. If you would like to post an event on the Club Bulletin, please email the information to sfssgo@sfu.ca.

Ulife Website

Student and Community Life, with the support of the SFSS, have implemented a new website aimed at raising the profile of events on all SFU campuses and making it easier for students to organize events. Contributions are welcome from the entire SFU population pertaining to events involving SFU students, faculty, and staff. To add your event, all you need to do is visit www.sfu.ca/ulife, click on the calendar icon, select "add events", fill out the event information form, and submit!

What if this form doesn't answer all my questions?

So, you have more questions, eh? Well, if that's the case, come to the SFSS General Office and we'll do our best to help you out!