The USSU acknowledges that we gather on treaty 6 territory, the homeland of the Cree, Saulteaux, Blackfoot, Métis, Dene, and Dakota people. We recognize the harm that colonial institutions, such as the University of Saskatchewan, have done. We remember that there were centuries of governance and education on this land before the settlers arrived and that these forms of education and governance are continuing today. We honour and reaffirm our relationships with one another and the land we are on as we work to dismantle the systematic barriers to education that First Nations, Métis, Inuit, and other marginalized people face.
INDEX

USSU 4
WHAT IS A CAMPUS GROUP? 5
BENEFITS OF CAMPUS GROUPS 6
STARTING A NEW GROUP 8
RATIFICATION 10
TYPES OF GRANTS 14
APPLY FOR GRANTS 18
CONTACT INFORMATION 19
FAQ 21
OUR VISION
The University of Saskatchewan Students’ Union strives to be the recognized leader in enhancing the student experience.

OUR MISSION
The University of Saskatchewan Students’ Union exists to represent, serve and support the academic and non-academic needs of undergraduate students of the University of Saskatchewan through accountable, dynamic, and unified leadership. It also serves to protect and maintain the integrity of quality, accessible public education.

OUR VALUES
The following principles shall guide the University of Saskatchewan Students’ Union in all of its endeavours: innovation, integrity, mutual respect, professionalism, service, social, economic, and environmental responsibility, teamwork, and trust.
WHAT IS A CAMPUS GROUP?
A campus group at USASK is an integral part of university life which helps students explore a wide array of interests and activities during their academic journey on campus.

HOW MANY GROUPS DO WE HAVE ON CAMPUS?
The USSU recognizes more than 150 campus groups on campus, from sporting clubs to cultural clubs. Find your ideal campus club.

HOW MUCH MONEY DOES THE USSU PROVIDE TO SUPPORT CAMPUS CLUBS?
USSU is a non-profit organization that aims to support undergraduate students at USASK. Every year more than $50,000 is allocated in USSU annual budget to support the campus groups.

Contact USSU Vice-President Operations & Finance at campus.groups@ussu.ca
FINANCIAL SUPPORT
• Project and initiative grant - $1000 per group
• Discounted services at XL Print and Design
• Cash credit at the USSU’s owned businesses and services
• Financial support through cash sponsorship and grants (7 types)

ADMINISTRATIVE SUPPORT
• Mailbox
• Web presence and Emails for Campus groups
• Campus group Google account - 30 GB space
• Help in conducting an election, club operation and management

SERVICES
• Access to the USSUhub Space at Place Riel Student Centre
• Free space bookings in the Arts Tunnel, the Campus Club Space, and North Concourse in Place Riel, Louis’ and Louis’ Loft. Additional resources can be provided upon request (sandwich board, tables, chairs, AV system etc.)
• Access to book space on the University of Saskatchewan, Saskatoon campus, the USASK space booking guidelines will be followed
• Equipment rentals through USSU and USASK

TRAINING AND WORKSHOPS
• GOALS Training - Group Orientation and Leadership Sessions (GOALS) will be given to executive members
• Governance, event planning, finances and EDI training
• These sessions provide essential training that helps ensure an easy and successful year for the group
PROMOTIONAL SUPPORT
• Free advertising for an event on the USSU plasma screens, website, and social media and event calendar
• Promoting ticket sales for events

INSURANCE
• Contact VP Operations & Finance for more information
• Association with the University of Saskatchewan Students’ Union
• Coverage General Liability Insurance ($5,000,000)

FOOD AND BEVERAGE
• Food and beverage ordering at USSU owned Louis’ and Louis’ Loft for student events

AWARDS
• Recognizing the work of campus groups by Awards
• Campus group of the year
• Events of the year - promoting EDI, internationalization
• New club of the year
• The initiative of the year
• Indigenous engagement
• And more

CCR CO-CURRICULAR RECORD
• CCR credit will be given to executive members of the campus groups
• VP Operation and Finance will make the final decision on CCR

EXTRA PRIVILEGES FOR NEW CAMPUS GROUPS
• USSU always wants to promote new ideas and support new campus initiatives
• If your group is new on campus or has not been ratified in the last five years you get extra financial, administrative and promotional support through USSU
• $200 XL Print and Design credit for CG banner and logo
HOW CAN I START A CAMPUS GROUP?

1. Think of an Idea
2. Talk to Your VP of Operations & Finance
3. Request a CG Account
4. Submit Your USSUhub Ratification Application
5. Wait for Application Approval
6. When Approved, Welcome to the USSU CG Community!
The eligibility criteria for a campus group to get ratified under USSU campus group policy:

1. Minimum of 15 members and from whom 75% should be undergraduate students.
2. Executive of 4 or more people, all of whom must be members of the USSU.
3. Governing documents
4. Bank account in group’s legal name
5. A clearly defined purpose. This purpose must not conflict with the Mission, Vision, or Value statements of the USSU or the operations of the USSU and any of the USSU’s centres, businesses, or services.

HOW TO REQUEST A USSUHUB ACCOUNT FOR NEW GROUPS?

1. Go to USSUhub and fill out the account request form and submit it.
2. After receiving your USSUhub account request the VP Operations and Finance will make a decision and an email will be delivered to you about the instructions to access the USSUhub account.
3. Your account is ready for applying for campus group ratification, grants, insurance and more benefits in the USSUhub.

Kindly check the USSU Campus groups operations policy before proceeding or contact USSU VP Operations and Finance.

If you meet the eligibility requirements, you can proceed forward and create a campus group account in the USSUhub.
WHAT IS RATIFICATION?

Ratification is the process of giving official recognition of the relationship between a student group and the USSU. Fully ratified groups are considered subsidiaries of the USSU.

HOW CAN I RATIFY MY CAMPUS GROUP WITH USSU?

All ratification applications are submitted to the USSU VP Operations and Finance through the USSUhub ratification portal.

Recurring groups do not need to request for USSUhub account every year!

For password recovery help email at campus.groups@ussu.ca or itsupports@ussu.ca
BEFORE YOU APPLY FOR RATIFICATION, GATHER THESE DOCUMENTS

✔ The most recent governing documents of your campus group - Constitution, Bylaws, Article of Incorporation
✔ A list of all members in the group
✔ A membership form for non-members
✔ List of executives
✔ Draft a year plan for your group - executive meeting, annual general meeting, events
✔ Bank statements for all accounts maintained by the group.
✔ Prepare a tentative CG Annual Budget
✔ Updated information of executives
✔ PAWS announcement of the election result (screenshot/pdf)

PROCESS OF RATIFICATION

1. Gather required documents enlisted in CG checklist form.
2. Submit these documents to your campus group account in the USSUhub.
3. Vice President Operations and Finance and Campus group Committee will review campus group ratification application.
4. Decision - Approve or Declined
   - Approved - You will receive a notice to submit your ratification fee. You are a provisionally ratified USSU campus group.
   - Declined - You can contact VP Operations & Finance.
5. Now your group is Provisionally ratified and ready to enjoy the USSU ratified campus group privileges.
6. Now your group needs to submit the CG ratification fee within 7 working days.

- Ratification fee can be submitted by e-transfer at deposits@ussu.ca or by direct payment at the USSU front office local at place Riel main floor.
- Until July 31 of an academic year, Campus groups get 50% off on their ratification fee as an early ratification discount.
- New campus groups are charged a ZERO ratification fee.

<table>
<thead>
<tr>
<th>GROUP SIZE</th>
<th>SUBMISSION DATE MAY 1 - JULY 31</th>
<th>SUBMISSION DATE AUGUST 1 - APRIL 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 500</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>500 - 1000</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>1000+</td>
<td>$175</td>
<td>$350</td>
</tr>
<tr>
<td>Sporting Group</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>New Group</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

Note: Constituency Association size is measured by undergraduate enrolment, as published in the most recent University of Saskatchewan Census.

7. After submitting the ratification fee your group will be fully ratified and now can enjoy all the benefits of USSU ratified campus groups.

Need help with grants for hosting an event? Contact Office of VP Operations & Finance for further assistance.
FOLLOW THE USSU EXEC ON INSTAGRAM & FACEBOOK @USSUEXEC FOR THE LATEST UPDATES AND EVENTS

If your group wants to promote events through USSU social media, contact VP Operations & Finance at campus.groups@ussu.ca
## TYPES OF CAMPUS GROUPS GRANTS

<table>
<thead>
<tr>
<th>GRANT</th>
<th>AMOUNT</th>
<th>DEADLINE</th>
<th>APPLY AT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project and Initiatives Grant</td>
<td>Maximum $1000 per group per year</td>
<td>March 30, 2022</td>
<td>USSUhub VP Operations &amp; Finance and Campus Group Committee</td>
</tr>
<tr>
<td>Anti-Racism &amp; Anti-Oppression</td>
<td>May vary</td>
<td>March 30, 2022</td>
<td>USSUhub VP Operations &amp; Finance and Campus Group Committee</td>
</tr>
<tr>
<td>Sustainability Grant</td>
<td>May vary</td>
<td>March 30, 2022</td>
<td>VP Student Affairs &amp; Sustainability Committee</td>
</tr>
<tr>
<td>Executive Sponsorship</td>
<td>May vary</td>
<td>Fall Events</td>
<td>USSUhub VP Operations &amp; Finance and Campus Group Committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>October 31, 2021</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Winter Events</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>March 30, 2022</td>
<td></td>
</tr>
<tr>
<td>GRANT</td>
<td>AMOUNT</td>
<td>DEADLINE</td>
<td>APPLY AT</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------------------------------</td>
<td>------------------------</td>
<td>-----------------------------------------------</td>
</tr>
</tbody>
</table>
| EDI - Gender & Sexually Diverse Students   | Maximum $500 per group per year | **Fall Events** October 31, 2021  
**Winter Events** March 30, 2022 | USSUhub VP Operations & Finance and Campus Group Committee |
|                                            |                                 |                        |                                               |
| EDI - International Students               | Maximum $500 per group per year | **Fall Events** October 31, 2021  
**Winter Events** March 30, 2022 | USSUhub VP Operations & Finance and Campus Group Committee |
|                                            |                                 |                        |                                               |
| EDI - Indigenous Students                  | Maximum $500 per group per year | **Fall Events** October 31, 2021  
**Winter Events** March 30, 2022 | USSUhub VP Operations & Finance and Campus Group Committee |
|                                            |                                 |                        |                                               |
| EDI - Students With Disabilities           | Maximum $500 per group per year | **Fall Events** October 31, 2021  
**Winter Events** March 30, 2022 | USSUhub VP Operations & Finance and Campus Group Committee |
PROJECT AND INITIATIVES GRANT

Student groups are entitled to a maximum combined total of $1,000 per academic year.

This sponsorship may be used in the following way:

1. Business Credit
   - Up to $1,000 per year
   - Groups may apply for credit at XL Print & Design, Louis’ and Louis’ Loft
   - This credit will not cover alcohol costs

2. Cash Sponsorship
   - Up to $500 per year
   - Groups may apply for reimbursement of cash expenses

Purchases requiring reimbursement must be made after a notice of approval has been issued by the VP Operations and Finance. These expenses will be reimbursed to the group following delivery and review of all related receipts, invoices and proof of payment.

Note: The kinds of sponsorship described in Project and Initiatives Grant can be used independently or can be combined. Your group is entitled to $1,000 in support through the Project and Initiatives Grant.

ANTI-RACISM & ANTI-OPPRESSION GRANT

The USSU supports and promotes anti-racism and anti-oppression work reflected in student group initiatives in efforts of dismantling systemic barriers. This grant is available in addition to the $1,000 available through the Project and Initiatives Grant. This grant is available to groups that seek to create programming and events highlighting anti-racism and anti-oppression advocacy.

SUSTAINABILITY GRANT

Student groups are encouraged to maintain environmentally sustainable operations in the campus community.

EXECUTIVE SPONSORSHIP

Each year executives support campus group events. But this sponsorship is limited and the decision is made by the executive committee.
EQUITY, DIVERSITY AND INCLUSION (EDI) GRANTS

The USSU supports and encourages the work of student groups in critical areas of importance.

These grants are available in addition to the $1,000 available through the Project and Initiatives Grant.

These grants are available to groups that have mandates or membership that highlight these communities and all other student groups that develop programming in these areas:

1. Gender & Sexually Diverse Students
2. International Students
3. Indigenous Students
4. Students with Disabilities
WHAT IS THE PROCESS FOR GRANT APPLICATIONS?

1. Login to your account in the USSUhub.
2. Go to the grants tab.
3. Check the documents required.
   a) Pre-funding application
   b) Post funding application
      • Event report form
      • Cheque requisition form
4. Submit these documents in the USSUhub.
5. Submit your application.
6. Vice President Operations & Finance and Campus Group Committee will review your application.
7. A decision will be made.
   • Approved - Notice for grant approval will be sent to the Campus Group
   • Declined - Contact Vice President Operations & Finance for further information
8. After completing the event, submit the documents (not submitting the post-funding application may lead to difficulty in future applications).
   • Post funding application
      • Event report form
      • Cheque requisition form
9. Your group will be contacted regarding the disbursement of the cheque.
10. For all the updates check the USSUhub funding portal.
<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
<th>USSU VP Operations &amp; Finance Abhineet Goswami 306 966 6967 <a href="mailto:campus.groups@ussu.ca">campus.groups@ussu.ca</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>RATIFICATION, GRANTS, OR OTHER CG INQUIRY</td>
<td>USSU VP Operations &amp; Finance Abhineet Goswami 306 966 6767 <a href="mailto:vpopfin@ussu.ca">vpopfin@ussu.ca</a></td>
</tr>
<tr>
<td>CAMPUS CLUB SPACE</td>
<td>USSU Service desk Desiree Moody <a href="mailto:clubsspace@ussu.ca">clubsspace@ussu.ca</a></td>
</tr>
<tr>
<td>SPACE BOOKING</td>
<td>USSU Facilities Support Stefanie Ewen <a href="mailto:facilities@ussu.ca">facilities@ussu.ca</a></td>
</tr>
<tr>
<td>USSUHUB TECHNICAL ISSUES &amp; PASSWORD RECOVERY</td>
<td>USSU IT Support Scott Henderson <a href="mailto:support@ussu.ca">support@ussu.ca</a></td>
</tr>
<tr>
<td>TABLE &amp; CHAIR RENTAL</td>
<td>USSU Service Desk Desiree Moody <a href="mailto:tables@ussu.ca">tables@ussu.ca</a></td>
</tr>
<tr>
<td>ARTS AND SCIENCE TUNNEL TABLE BOOKING</td>
<td>USSU Service Desk Desiree Moody <a href="mailto:tables@ussu.ca">tables@ussu.ca</a></td>
</tr>
<tr>
<td>Department</td>
<td>Position</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td><strong>PROMOTIONAL SUPPORT</strong></td>
<td>Communications &amp; Marketing</td>
</tr>
<tr>
<td></td>
<td>Manager</td>
</tr>
<tr>
<td><strong>MAILBOX &amp; STORAGE SPACE</strong></td>
<td>USSU Service Desk</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LOUIS’ BOOKING</strong></td>
<td>Food &amp; Beverage Manager</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>XL PRINT &amp; DESIGN</strong></td>
<td>XL Print &amp; Design Manager</td>
</tr>
</tbody>
</table>
CAMPUS CLUB SPACE DESCRIPTION
The Campus Club Space on the second floor of Place Riel is available for booking and use by ratified campus groups at no fee.

CAMPUS CLUB SPACE REGULATIONS & PROCEDURES

1. The space is available to ratified campus groups and members thereof.

2. Booking for private meetings is subject to availability. In the case of a scheduling conflict between two groups, the group that used the space the least in the previous year will be given priority.

3. Groups are only allowed to book once per week.

4. The space may be booked for a maximum of four (4) hours per week per student group. USSU staff will open the room as necessary.

5. The space has a telephone available for use by ratified campus groups and members for local outgoing phone calls.

6. Students are asked not to drag or move furniture around since this causes significant damage to the floor. Groups will be asked to pay for any damages.

7. The space is available by booking through email: clubspace@ussu.ca
HOW TO BOOK A LOCKER FOR THE CAMPUS GROUP?

CAMPUS GROUPS LOCKERS DESCRIPTION
The Campus Groups Lockers on the second floor of Place Riel Student Centre are available for booking and use by ratified campus groups.

CAMPUS GROUPS LOCKERS BOOKING PROCEDURES
1. The space has nine (9) lockable drawers available for use by ratified campus groups. The drawers may be booked from September 1 to April 30 with a $50.00 refundable deposit. If the key to access the drawer is lost or broken, there will be a replacement charge.
2. The lockers are first come first serve bases and campus groups can book these lockers by emailing clubspace@ussu.ca
3. Only the primary contact person enlisted in the ratification application will be able to book the lockers.

HOW CAN WE GET A MAILBOX FOR OUR CAMPUS GROUP ON CAMPUS?

CAMPUS GROUPS MAILBOX DESCRIPTION
The Campus Groups Mailboxes in the USSU reception on the main floor of Place Riel Student Centre are available for booking and use by ratified campus groups. The USSU recognizes the importance of the communication links between a Campus Group and its membership. If a group is ratified by the USSU they can have an email account. This account must be renewed yearly as part of the ratification process.

For receiving letter mail, you have a choice between finding your own address and using the USSU’s provided mailboxes. The USSU’s mailboxes are located in the USSU reception, and mail can be picked up at any time during office hours.
CAMPUS GROUPS MAILBOXES PROCEDURE

1. The USSU mail office at Place Riel Student Centre has 48 mailboxes available for use by ratified campus groups. The mailboxes can be booked from May 1 to April 30.

2. The mailboxes are first come first serve bases and campus groups can book these mailboxes by emailing through clubspace@ussu.ca.

3. Only the primary contact person enlisted in the ratification application will be able to book the mailboxes.

WHAT ADDRESS DO WE USE FOR THESE MAILBOXES?

{Club Name}
c/o USSU
#110 – 1 Campus Drive
Saskatoon, SK
S7N 5A3

CAN CAMPUS GROUPS APPLY FOR INSURANCE FOR EVENTS?

Yes, all campus groups can apply for insurance at USSU. Note: It is important to remember that Campus Groups are not covered for any events that the USSU has not approved during the ratification process or through separate applications.

WHAT IS NOT INCLUDED IN INSURANCE?

Campus Group Insurance does not cover pub crawls and these events are not endorsed by either the USSU or the University.
WHAT ARE THE REQUIREMENTS FOR CAMPUS GROUPS TO GET INSURANCE?

All insurance needs to be applied at the office of VP Operations & Finance. Application for extension of insurance must be accompanied by:

a) Rental agreements for a venue, equipment, land or other property
b) Gaming Permits, if required
c) For events with alcohol:
   • Liquor permits
   • Catering agreements/food serving plans
   • The volume of beer, wine and spirits being purchased/served at the event
   • The number of serving staff and proof of ‘Serve it Right’ training
   • Transportation plans

HOW MUCH DOES INSURANCE COST TO CAMPUS GROUPS?

The fee structure is a base fee of $25 and 50 cents per student to a maximum of $500. On-Campus events are charged a base fee of $25 with no additional charge per student. Insurance fees are assessed using the following schedule:

<table>
<thead>
<tr>
<th></th>
<th>NO ALCOHOL SERVED</th>
<th>ALCOHOL SERVED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ON-CAMPUS</strong></td>
<td>No Application Required</td>
<td>$25</td>
</tr>
<tr>
<td><strong>OFF-CAMPUS</strong></td>
<td>$25</td>
<td>$25 for the first 50 attendees + $0.50 per attendee after that, to a maximum of $500.</td>
</tr>
</tbody>
</table>

Note: Reimbursements will not be issued for insurance expenses upon the cancellation of an event.