

# CAMPUS GROUPS HANDBOOK



# Land Acknowledgement

The USSU acknowledges that we gather on treaty 6 territory, the homeland of the Cree, Sauteaux, Blackfoot, Métis, Dene, and Dakota people. We recognize the harm 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.

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# USSU

## 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 that 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 during Welcome Week, the first week of September in the bowl.

## 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. More than \$50,000 is allocated in the USSU annual budget to support the campus groups.



Contact USSU Vice-President Operations & Finance at [campus.groups@ussu.ca](mailto:campus.groups@ussu.ca)

# Benefits of USSU Ratified Campus Groups

## 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

## 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 campus group 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)
- Access to book space on the University of Saskatchewan, Saskatoon campus, according to the USASK space booking guidelines
- Equipment rentals through USSU and USASK

## TRAINING AND WORKSHOPS

- GOALS Training - Group Orientation and Leadership Sessions (GOALS) for executive members
- Governance, event planning, finances, and Equity, Diversity & Inclusion training
- Serve It Right

## **PROMOTIONAL SUPPORT**

- Free advertising for an event on the USSU plasma screens, website, social media, and event calendar
- Promoting ticket sales for events

## **INSURANCE**

- Association with the University of Saskatchewan Students' Union
- Coverage General Liability Insurance (\$5,000,000)

## **FOOD AND BEVERAGE**

- Food and beverage catering options at USSU owned Louis' and Louis' Loft for student events
- Alcohol is not covered

## **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 for executive and outstanding 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 banners and logo
- No ratification fee for new groups

# 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 10 members. 75% must be undergraduate students.
2. Executive of 4 or more people, all of whom must be members of the USSU.
3. Governing documents; Constitution
4. Bank account in the 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.



**APPLY HERE**

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**.

## How to request a USSUhub account for new groups?



Before requesting an account, visit the USSU Hub and browse current groups to see if there is already a group with a similar mandate

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. 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.



**YOUTUBE PLAYLIST**

# What is Ratification?

Ratification is the process of officially recognizing the relationship between a student group and 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](mailto:campus.groups@ussu.ca) or [support@ussu.ca](mailto:support@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 and their student numbers
- A membership form for non-members
- List of executives; NSID
- 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 introducing the Executive
- Election Results (Screen Cap)
- Annual General Meeting minutes (previous year)

## 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 applications.

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 - Until you pay. Contact VP Operations & Finance.
5. Your group is Provisionally ratified and ready to enjoy the USSU ratified campus group privileges. Ratification expires on April 30 every year for all groups. Groups can renew starting May 1.
6. Now your group needs to submit the CG ratification fee within 28 days.
  - Ratification fee can be submitted by e-transfer at [deposits@ussu.ca](mailto:deposits@ussu.ca) or by direct payment at the USSU front office local at Place Riel main floor.
  - Each academic year, Campus groups get 50% off their ratification fee as an early ratification discount.
  - New campus groups are not charged a ratification fee.

GROUP SIZE	SUBMISSION DATE	SUBMISSION DATE
	MAY 1 - SEPT 6	SEPT 7 - APRIL 30
0 - 500	\$50	\$100
501 - 1000	\$100	\$200
1000+	\$175	\$350
Sporting Group	\$100	\$200
New Group	\$0	\$0

*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.

# Types of Campus Groups Grants

GRANT	AMOUNT	DEADLINE	APPLY AT
Project and Initiatives Grant	Maximum \$1000 per group per year	March 30	<b>USSUhub</b> VP Operations & Finance and Campus Group Committee
Anti-Racism & Anti-Oppression	May vary	March 30	President and Anti-Racism & Anti-Oppression Committee
Sustainability Grant	May vary	March 30	VP Student Affairs & Sustainability Committee
Executive Sponsorship	May vary	<b>Fall Events</b> October 31 <b>Winter Events</b> March 30	<b>USSUhub</b> VP Operations & Finance and Campus Group Committee



YOUTUBE PLAYLIST



USSUhub



Need help with grants for hosting an event?  
Contact Office of VP Operations & Finance for  
further assistance.

<b>GRANT</b>	<b>AMOUNT</b>	<b>DEADLINE</b>	<b>APPLY AT</b>
EDI - Gender & Sexually Diverse Students	Maximum \$500 per group per year	<b>Fall Events</b> October 31 <b>Winter Events</b> March 30	<b>USSUhub</b> VP Operations & Finance and Campus Group Committee
EDI - International Students	Maximum \$500 per group per year	<b>Fall Events</b> October 31 <b>Winter Events</b> March 30	<b>USSUhub</b> VP Operations & Finance and Campus Group Committee
EDI - Indigenous Students	Maximum \$500 per group per year	<b>Fall Events</b> October 31 <b>Winter Events</b> March 30	<b>USSUhub</b> VP Operations & Finance and Campus Group Committee
EDI - Students With Disabilities	Maximum \$500 per group per year	<b>Fall Events</b> October 31 <b>Winter Events</b> March 30	<b>USSUhub</b> VP Operations & Finance and Campus Group Committee

## Project & 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 the Project and Initiatives Grant can be used independently or 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

## How to Apply for Insurance

Watch our How to video to learn how to apply for event insurance.



YOUTUBE PLAYLIST



**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](mailto:campus.groups@ussu.ca)

# 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.



# Louis' Student Event Tips

## 1. Louis' is a 19+ venue after 8:00 pm

If not otherwise specified, your event will always have a 19+ age restriction. Louis' does not do all-ages concerts, and does not have a wristband service for liquor service.

## 2. Student groups get to use Louis' for free for events.

In-house P.A system, podium, projector, and basic microphone setup. Live music requires a concert P.A system and a contracted technician to operate it, the cost of this is \$350 plus tax.

## 3. If you have multiple performances at your event, be prepared and organized.

Additional live music performances require additional technicians and cost upwards of \$550 plus tax. Ensure everyone involved knows the order of events.

## 4. Always send your event details to Louis' management.

Details should be confirmed no later than 3 days prior to your event. Details include the number of tickets sold, program times, meal orders with final numbers, and anything else the team should know about.

## 5. Send all promotional materials to Louis' management.

These will be posted on several electronic and social media platforms. Physical flyers can be hung up around the venue.

## 6. Music can be played.

Music must be pre-organized and delivered to the in-house technicians in a single format that you must provide. Computers with downloaded songs are preferred.

## 7. Only performers, promoters, and managers are allowed backstage.

In order to mitigate risk, Louis' management gets the final say on who's backstage.

## 8. You are responsible for any damages that happen to Louis' or Louis' equipment during your event.

It doesn't matter who broke it, you are responsible for it.

**9. Do not oversell your catered event.**

The final number you provide to Louis' three days prior will be the amount of food made.

**10. Pick your menu accordingly.**

Appetizers are a nice treat during an event but recognize that your guests might expect a meal and not just snacks, especially during meal hours.

**11. The event hosts must be sober at the end of the event.**

There are several business transactions that will need to be completed at the end of the night that are impossible to do if the hosts are not lucid and clear headed.

**12. Always give Louis' management a realistic expectation of potential turnout to your event.**

This is so that Louis' can prepare accordingly and the event can run smoothly.

**13. Louis' always runs their coat check.**

Please let management know if you require a coat check service.

**14. Louis' provides ticketing services for free for all student events.**

Including both physical and online ticketing. If you require this service please let management know the date and time of your event well in advance along with the price of the event.

**15. Don't hesitate to contact Louis' management for any questions or concerns.**

It's better to have the information and help than to have something go wrong.

# Campus Groups Emergency Preparedness

## In Case of An Emergency

As a campus group leader, you are responsible for keeping both students and the space you are using safe.

## Be Prepared

Make sure you have:

- A first aid kit
- Located a defibrillator
- Located a fire alarm
- Located the Building's emergency response plan\*
- Designated an evacuation leader\*\*

In you're planning a road trip bring:

- Flashlight
- Shovel
- Blankets
- A fully charged cell phone

## Damaged Property, Floods and Fire

Report right away, call 306-966-5555.

Do not try to fix. Make sure to get yourself and others safely out of the building.

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*\*Each building has an Emergency Response Plan, and it should be posted in the room.*

*\*\*The evacuation leader's job is to ensure every group member leaves the building orderly and is accounted for before leaving the property.*

# Contact Information

## Ratification, Grants, or Other CG Inquiry

USSU VP Operations & Finance  
306 966 6967  
campus.groups@ussu.ca

## Insurance

USSU VP Operations & Finance  
306 966 6767  
vpopfin@ussu.ca

## Campus Club Space

clubsspace@ussu.ca

## Space Booking

facilities@ussu.ca

## USSUhub Technical Issues & Password Recovery

USSU IT Support  
support@ussu.ca

## Table & Chair Rental

tables@ussu.ca

## Arts and Science Tunnel Table Booking

tables@ussu.ca

## Promotional Support

Communications & Marketing Manager  
communications@ussu.ca

## Mailbox & Storage Space

tables@ussu.ca

## Louis' Booking

Food & Beverage Manager  
louisevents@ussu.ca

## XL Print & Design

XL Print & Design Manager  
xl@ussu.ca

# FAQ

## 1. How to Book Campus Club Space

### 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 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](mailto:clubspace@ussu.ca)

## 2. How Can I Book Other Spaces on Campus?

Scan the QR Code to watch how to book other spaces on campus.

## 3. 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 Mailbox 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](mailto: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

## **4. Can Campus Groups Apply for Insurance for Events?**

Yes, all campus groups can apply for insurance at the 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.

## **5. 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. Events not approved by the USSU are not covered by USSU Insurance.

## **6. 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

## 7. 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:

	<b>NO ALCOHOL SERVED</b>	<b>ALCOHOL SERVED</b>
<b>ON-CAMPUS</b>	No Application Required	\$25
<b>OFF-CAMPUS</b>	\$25	\$25 for the first 50 attendees + \$0.50 per attendee after that, to a maximum of \$500.

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