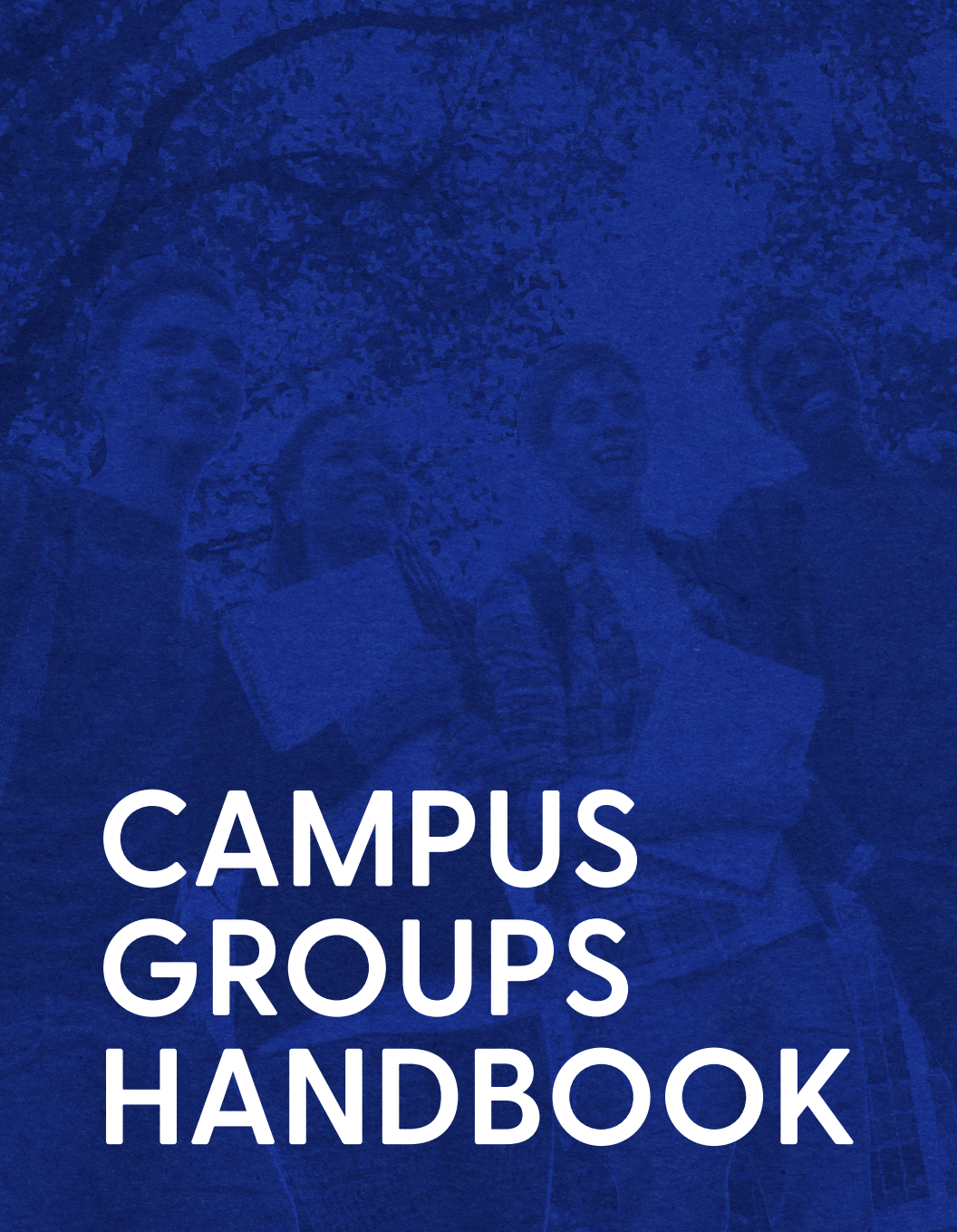




CAMPUS GROUPS HANDBOOK



Land Acknowledgement

tānisi, aanii, oki, edlánet'e, hau, ambá wašté, taanishi

We gather on Treaty 6 Territory, the traditional lands of Nēhiyaw (Cree), Anishinaabe (Saulteaux and Ojibwe), Niitsitapi (Blackfoot), Dene, Dakota, Lakota and Nakota Peoples, and the Homeland of the Métis Nation.

Many of us on your USSU team are guests. We came here from other lands, other languages and other cultures. Some of us arrived recently; some have been here long enough to call this home without ever being from it. We are still learning this land, its seasons, its history, and its protocols. We understand in our own small way what it means to be welcomed somewhere that is not ours. It is from that place that we make this commitment.

We call upon students, staff, and faculty to recognize the colonial nature of institutionalized knowledge and to consider how their education can support the ongoing work of decolonization.

In the spirit of coming together, with gratitude, humility, kindness, love, empathy, and respect, we commit to amplifying student voices, building accountable spaces, and advocating for all students on this shared ground.

ay-hay

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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.

VP Operations & Finance

The USSU VP Operations & Finance is responsible for all issues regarding campus groups, and can be reached at 306-966-6967 or campus.groups@ussu.ca.

Resources



USSU Website



YouTube Playlist



USSUHub

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.

Types of Campus Groups

- **Constituency Group:** a student organization that represents all students enrolled in their college, all international students or all Indigenous students.
- **Campus Club:** a student group that represents a particular interest among USSU members. These interests may relate to an academic program or non-academic interests, including student groups that represent academic courses.
- **Sporting Club:** a student group whose primary purpose is to organize around the playing of a particular sporting activity.
- **Cultural Club:** a student group whose primary purpose is to organize events to promote cultural diversity.

Did You Know?

The USSU ratifies approximately 150 campus groups each academic year. From sports clubs to gaming clubs, departmental groups to those celebrating cultural diversity, you're bound to find a club that piques your interest!

How much money does the USSU provide to support campus groups?

The USSU is a non-profit organization that aims to support undergraduate students at USASK. More than \$65,000 is allocated in the USSU annual budget to support the campus groups.

Benefits for USSU Ratified Campus Groups

FINANCIAL SUPPORT

- Project and initiative grant - \$1,250 per group
- Discounted services at XL Print & 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
- Support and advice for conducting an election, club operation, and management

SERVICES

- Access to the Campus Club 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

TRAINING AND WORKSHOPS

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

PROMOTIONAL SUPPORT

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

INSURANCE

- Coverage General Liability Insurance (\$5,000,000) for events occurring off campus and/or involving the service or sale of alcohol

FOOD AND BEVERAGE

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

Vera Pezer Award for Best Campus Group

The Vera Pezer Award for Best Campus Group of the Year is granted based on the involvement of the group, the group's commitment to enhancing the undergraduate student experience, and the advocacy for a just cause. Inspired 2 Uplift was the recipient for the 2025-2026 award. Congratulations!

About Inspired 2 Uplift

Inspired 2 Uplift endeavors to support youth with disabilities while also educating and raising awareness about disability-related issues among the younger generation and erasing the stigma around disability.



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
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 and create a campus group account on the USSU website.

How to request a USSUHub account for new groups?



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

1. Go to the USSU website 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.

CAMPUS GROUP HELP VIDEOS



**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 campus.groups@ussu.ca or support@ussu.ca

Before You Apply for Ratification, Gather Your:

- ☐ Most recent Constitution
- ☐ Election Results (or explain how elections were conducted)
- ☐ Bank Statement (or Void Cheque)
- ☐ Annual Budget
- ☐ Annual General Meeting Minutes (mandatory for Constituencies)
- ☐ Articles of Incorporation (for government registered Non-Profit organizations)
- ☐ Member's name and NSID
- ☐ Executive's name, NSID and club position

Process of Ratification

1. Gather required documents listed above.
2. Submit these documents to your campus group account in the USSUHub.
3. The Vice-President Operations & Finance and the Campus Groups Committee will review your 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 - Incomplete applications and until you pay. Contact VP Operations & Finance.

5. Your group is provisionally ratified and ready to enjoy 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.

- The ratification fee can be submitted by e-transfer to deposits@ussu.ca or by direct payment at the USSU front office located at the Place Riel Student Centre, main floor.
- Until the end of Welcome Week of an academic year, Campus groups get 50% off their ratification fee as an early ratification discount.

Rates for Campus Clubs / Sporting Clubs / Cultural Clubs:

	SUBMISSION DATE MAY 1 - AUG 31	SUBMISSION DATE SEPT 1 - APRIL 30
Campus Clubs	\$50	\$100

Rates for Constituency Groups are outlined below:

GROUP SIZE	SUBMISSION DATE MAY 1 - AUG 31	SUBMISSION DATE SEPT 1 - APRIL 30
0 - 1000	\$50	\$100
1000+	\$100	\$200

Note: Constituency Association size is measured by undergraduate enrolment in the college that the association represents or by the number of students identified as belonging to the constituency's outlined membership body. The USSU uses the most recent University of Saskatchewan Census to assess the appropriate fee.

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 & Initiatives Grant	Maximum \$1,250 per group per year	March 31	USSUHub VP Operations & Finance and Campus Group Committee
Anti-Racism & Anti-Oppression	May vary	March 31	USSUHub VP Operations & Finance and Campus Group Committee
Sustainability Grant	May vary	March 31	USSUHub VP Student Affairs & Sustainability Committee
Executive Sponsorship	May vary	Fall Events October 31 Winter Events March 31	USSUHub USSU Executive

GRANT	AMOUNT	DEADLINE	APPLY AT
EDI - Gender & Sexually Diverse Students	Maximum \$500 per group per year	March 31	USSUHub VP Operations & Finance and Campus Group Committee
EDI - International Students	Maximum \$500 per group per year	March 31	USSUHub VP Operations & Finance and Campus Group Committee
EDI - Indigenous Students	Maximum \$500 per group per year	March 31	USSUHub VP Operations & Finance and Campus Group Committee
EDI - Students With Disabilities	Maximum \$500 per group per year	March 31	USSUHub VP Operations & Finance and Campus Group Committee

Project & Initiatives Grant

Campus groups are entitled to a maximum combined total of \$1,250 per academic year.

This sponsorship may be used in the following way:

1. Business Credit

- Up to \$1,250 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 \$750 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 \$1,250 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 \$1,250 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

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

Executive Sponsorship

Each year, the USSU Executive Committee supports campus group events. 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 \$1,250 available through the Project and Initiatives Grant. These grants are available to groups with events/projects that promote specific EDI initiatives. The premise of these events must surround promoting these causes, and there must be an active role in advocating for these specific communities:

1. Gender & Sexually Diverse Students (max. \$500 per group per year)
2. International Students (max. \$500 per group per year)
3. Indigenous Students (max. \$500 per group per year)
4. Students with Disabilities (max. \$500 per group per year)

A learning component for an EDI grant must be designed to ensure that participants acquire knowledge, skills, or awareness that support long-term efforts toward equity, diversity, and inclusion. This may include workshops and training, mentorship or coaching, curriculum development, facilitated discussions, or panel events.

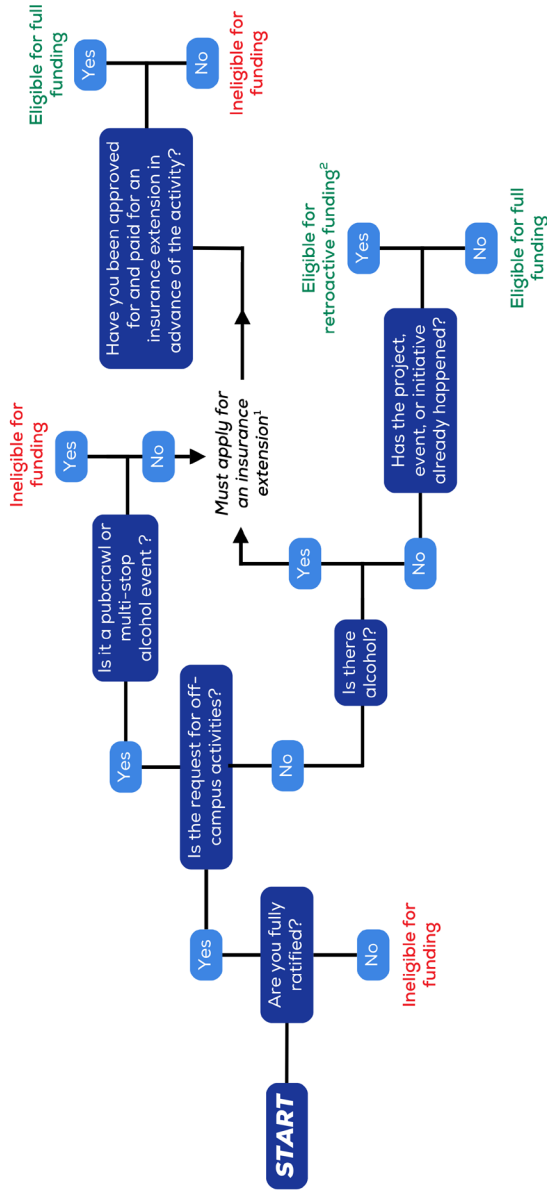
Applications that focus on social events or activities lacking these educational components may still be considered under the Projects and Initiatives category; however, they may not be eligible for funding under the EDI grant.

Inviting members of an equity-deserving group, such as international students, Indigenous students, gender and sexually diverse students, or students with disabilities, to attend or participate in an event does not, in itself, make the project eligible for EDI Grant funding.

Fundraisers will not receive EDI Grant funding, but will be considered under the Projects and Initiatives Grants.

EDI grants are competitive and will be allocated equitably at the discretion of the Campus Groups Committee. There is no guarantee that campus groups that apply will receive these funds.

USSU Funding Eligibility Chart



This chart is **not comprehensive**. Being eligible for funding does not guarantee approval. The USSU reserves the right to deny requests that do not meet the full eligibility criteria set out in the respective funding and insurance policies available at ussu.ca/bylaw.

1. Events at Louie's or Louie's' Left are eligible for funding without an insurance application
2. Retroactive funding covers up to 50% of receipted expenses, if approved

What is the Process for Grant Applications?

1. Login to your account in the USSUHub.
2. Go to the funding 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 (late submission or failure to submit the post-funding application will result in forfeiture of funding).
 - Post funding application
 - Event report form
 - Disbursement request form
9. Your group will be contacted regarding the disbursement of the funds.
10. For all the updates, check the USSUHub funding portal and your group's @ussu.ca email.



How to Apply for Insurance

Scan the QR code to access our YouTube playlist and watch the how-to video on applying for event insurance.

Copyright for Showing Films or Media at Campus Events

If you would like to book space to hold a student group film or media showing on campus, clearance from the university Copyright Office is required before the space is booked. ***Unless the film showing is for non-commercial and educational purposes, permission or a license from the copyright owner is likely required to show the film.***

For film options that are currently licensed for non-commercial social events on campus for USask students, please see this **Showing a Film on Campus webpage**:



To acquire clearance from the Copyright Office, please complete this **Showing a Film on Campus form**:



For questions, please contact copyright.help@usask.ca or 306-966-8817.

Related Policies

**Use of Materials Protected
by Copyright**



**USSU Space Booking
& Rental Policy**



How to Book the Campus Club Space

Campus Club Space Description

The Campus Club Space, a dedicated room for ratified campus groups, is located on the second floor of Place Riel. The room is available for booking and use by ratified campus groups at no fee.



Campus Club Space Regulations & Procedures

- 1.** The Club Space is available to ratified campus groups and members thereof.
- 2.** The space is available by booking through the USSUHub for ratified student groups. Booking requests through email will not be considered.
- 3.** Groups are only allowed to book once per week.
- 4.** Food may be permitted in the space, although groups are expected to clean up after themselves. Food details must be included in the booking form and receive approval.
- 5.** Bookings are subject to availability. The room is bookable from 8:30am until 8:00pm, subject to the provisions in clause 6.
- 6.** The space may be booked for a maximum of four (4) hours per week per campus group. From 8:30am to 3:30pm, the room will be opened by USSU staff. From 3:30pm to 4:30pm, the group member who booked the room will sign out a key from the USSU Services Desk using their student card. The key must be returned to the USSU the next working day.
- 7.** If the key to the space is not signed out by 4:30pm when the Services Desk closes, the campus group will forfeit their booking.
- 8.** Students are asked not to drag or move furniture around, as this can cause significant damage to the floor. Groups will be asked to pay for any damages.
- 9.** A TV on a rolling stand is available in the space. The TV can be moved using its stand, but cannot be removed from the room. If display cables, the remote, or other components are taken from the room and/or damaged, groups will be asked to pay for their replacement.

Louis' Student Event Tips

1. Booking at Louis'

To book your event at Louis', you can email events@ussu.ca. Be sure to say what space you're looking to book, 2-3 preferred dates, estimated times and numbers, and a rundown of what your event is, to ensure a quick and smooth booking process.

2. 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.

3. Campus groups get to use Louis' for free for events.

*****Some restrictions apply*****

A great space to throw social events, banquets, formals, dances, concerts, sip'n'paints, and more!

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.

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

Additional live music performances require additional technicians and cost upwards of \$650 plus tax. Ensure everyone involved knows the order of events.

5. Always send your event details to Louis' management.

Details such as program times, estimated numbers and anything else the team should know about, should be confirmed two weeks before your event. Meal orders with final numbers should be confirmed 7 days prior to your event.

For non-catered, ticketed events (e.g. concerts, drag shows, speakers, etc.) details on ticket numbers should be sent 3 days prior to your event.

6. Ensure promotional content is accurate and sent to Louis' management.

Louis' has multiple spaces to rent, ensuring your promotional content has the correct space will eliminate any confusion on the day of your event.

Promotional content can be posted on several electronic and social media platforms.

Be sure to tag Louis' on social media or invite them to collaborate!

@louis.events

@louisloft

7. Pre-recorded music or audio.

To play music at your event you must provide your own playback device such as a laptop, iPad, phone, or DJ equipment. You will also need someone who can operate this device.

8. Only performers, promoters, and managers are allowed backstage.

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

9. 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.

10. Do not oversell your catered event.

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

11. 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.

12. 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.

13. 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.

14. Louis' always runs their coat check.

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

15. Don't hesitate to contact Louis' management for any questions, concerns or advice on how to run a successful event.

It's better to have the information and help than to have something go wrong. Louis' wants your event to be great as much as you do!

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**

If 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.

**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.*

Transition for Campus Group Executives

Each year, Campus Group executive teams transition from one year to the next. To help make this process easier, here are some suggestions for you:

- Set up a meeting between the outgoing and incoming executives to explain the positions and answer questions.
- Transfer bank account details ASAP. Incoming executives have to have signing authority.
- Share all important files, logins, and keys or codes to access accounts, offices, etc.
- Share contacts that the new executives will want to know or need to know.

To-Do List for the Outgoing Execs:

- ☐ Wrap up any remaining work, or prepare for it to be transferred to the incoming executives.
- ☐ Gather transition documents and materials.
- ☐ Write a report for the incoming execs that lists what you did, what worked well and what didn't, and share your ideas and thoughts for the future.

To-Do List for the Incoming Execs:

- ☐ Review position responsibilities and plan to revise them if needed.
- ☐ Write out your goals for your term.
- ☐ Prepare questions for the outgoing executives.
- ☐ Review policies and documents related to your transition.

Why Transition?

- It helps prepare the new team and increases their confidence.
- It helps evaluate your success and share do's and don'ts.
- To share organizational knowledge and experience.

Frequently Asked Questions

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 basis 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 an insurance extension from the USSU for events occurring off-campus and/or involving the sale or service of alcohol.

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. Events not approved by the USSU are not covered by USSU Insurance.

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:

1. Rental agreements for a venue, equipment, land or other property.
2. Gaming Permits, if required.
3. 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

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

clubspace@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

Louis' Manager
events@ussu.ca

XL Print & Design

XL Print & Design Manager
xl@ussu.ca

