

Algonquin Students' Association

**CLUBS GUIDE**

## **IMPORTANT CLUB DATES:**

**September 25<sup>th</sup> 2024**

*Fall Clubs Fest*

**December 1<sup>st</sup> to December 10<sup>th</sup> 2024**

*Re-ratification period for current Fall Term clubs*

**January 28<sup>th</sup> 2025**

*Winter Clubs Fest*

**April 1<sup>st</sup> to April 10<sup>th</sup> 2025**

*Re-ratification period for current Winter Term clubs*

**May 21<sup>st</sup> 2025**

*Spring Clubs Fest*

**August 1<sup>st</sup> to August 10<sup>th</sup> 2025**

*Re-ratification period for current Spring Term clubs*

## **NO CLUB ACTIVITY DATES:**

**September 3<sup>rd</sup> to September 6<sup>th</sup> 2024**

*Fall Orientation week*

**December 7<sup>th</sup> to December 14<sup>th</sup> 2024**

*Fall Final Assessment week*

**December 23<sup>rd</sup> 2024 to January 1<sup>st</sup> 2025**

*College Holiday closure*

**January 6<sup>th</sup> to January 10<sup>th</sup> 2025**

*Winter Orientation week*

**April 12<sup>th</sup> to April 21<sup>st</sup> 2025**

*Winter Final Assessment week*

**May 5<sup>th</sup> to May 9<sup>th</sup> 2025**

*Spring Orientation week*

**August 9<sup>th</sup> to August 16<sup>th</sup> 2025**

*Spring Final Assessment week*

## **All Stat Holidays**

*View Algonquin College academic calendar*

## Club Inquiries

Most club information can be found by reading the Clubs Policies document, this Clubs Guide document or reviewing the Club Portal. If you cannot find what you are searching for or have further questions, please feel free to address them to the following email: [clubsandcommunities@algonquincollege.com](mailto:clubsandcommunities@algonquincollege.com)

## Club Tier System

All clubs are classified into a tier system ranging from 1 through 3. Each tier level will determine a club's guaranteed funds. Club tier levels will be reevaluated annually in the month of May and may be subject to move up, down, or remain in the same level.

Tiers are determined based on the following criteria. A club must meet all the tier's requirements in order to move up or maintain tier status:

### **Ottawa Campus**

#### **Tier 1**

- a) All new clubs will automatically start as a Tier 1
- b) Academic and fundraising clubs will remain Tier 1
- c) Club has an active membership of 15 students.
- d) Clubs that do not host any on campus events.

#### **Tier 2**

- a) Club has an active membership of 16 to 30 students.
- b) Club hosts 1 on campus event per year (September to August)
- c) Club Leader attends AGM meeting
- d) Club attends Clubs Fest

#### **Tier 3**

- a) Club has an active membership of 30+ students.
- b) Club hosts 1 on campus event per term (Fall, Winter and Spring)
- c) Club Leader attends AGM meeting
- d) Club attends Club Fest

### **Pembroke Campus**

#### **Tier 1**

- a) All new clubs will automatically start as a Tier 1
- b) Academic and fundraising clubs will remain Tier 1

- c) Club has an active membership of 5 students.
- d) Clubs that do not host any on campus events.

#### Tier 2

- a) Club has an active membership of 6 to 15 students.
- b) Club hosts 1 on campus event per year (September to August)

#### Tier 3

- a) Club has an active membership of 15+ students.
- b) Club hosts 1 on campus event per term (Fall, Winter, and Spring)

### Perth Campus

#### Tier 1

- a) All new clubs will automatically start as a Tier 1
- b) Academic and fundraising clubs will remain Tier 1
- c) Club has an active membership of 5 students.
- d) Clubs that do not host any on campus events.

#### Tier 2

- a) Club has an active membership of 6 to 15 students.
- b) Club hosts 1 on campus event per year (September to August)

#### Tier 3

- a) Club has an active membership of 15+ students.
- b) Club hosts 1 on campus event per term (Fall, Winter, and Spring)

## Clubs Fest

Clubs Fest is a tabling fair hosted on campus by the Clubs and Communities Coordinator. Participating clubs will get one table and two chairs where you'll have the opportunity to showcase what your club is all about. Clubs Fest is a great way to gain new members and show the Algonquin community what you're passionate about.

Clubs Fest is hosted three times a year (once during each term) during the month of September, January, and May.

To participate, look out for the registration email from the Clubs and Communities Coordinator that will be sent out to all Club Leaders student email.

## Club Advertising

### **Paper Material:**

As a recognized SA club, clubs have access to on-campus advertising such as posters and other paper advertising materials.

Clubs have the opportunity to request assistance with placing posters up on the designated poster boards around campus. Should Clubs need to print materials, other than posters, such as flyers, brochures, pamphlets etc. they are welcome to do so. Printing is limited to 30 prints per activity being requested. Clubs are responsible for creating the printing design and must submit it to the Clubs and Communities Coordinator for approval and printing.

Clubs have access to a club Canva pro account to help them create clean, creative, and fun designs for their clubs. Email the Clubs and Communities Coordinator to get access to the account.

All posters must be in portrait orientation with dimensions of 11 x 17 for on campus poster boards. Please note that clubs are NOT permitted to put posters up around campus themselves.

***TIMELINE*** – *must be submitted 5 business days in advance for collection of materials and 7 business days for posting on poster boards around campus. Poster runs occur weekly.*

***Advertising Request Form:*** <https://algonquinclubs.com/surveys/9/>

### **Social Media:**

All recognized SA clubs are welcome to have club's social media platforms to help promote the club and its activities. All social media account links should be provided to the Clubs and Communities Coordinator and should be listed on the Club Portal.

All club's social media accounts are run independently by the club leadership and are not a reflection or extension of the Students' Associations accounts or views.

Clubs should not use personal information or accounts to create club socials. It is recommended to create a general club email address to use for your clubs' socials and can be shared between your club's leadership team. No club socials should be used to post content that does not directly relate to the promotion and/or the activity of the club.

Clubs have access to a club Canva pro account to help them create clean, creative, and fun designs for their clubs. Email the Clubs and Communities Coordinator to get access to the account.

## Club Tabling

Club Leaders can book a table, dependant on availability, in specific buildings around campus. This allows you and your club to recruit new members, promote upcoming events and activities and spread the word surrounding your clubs interest to student on campus.

Tabling is available Monday through Friday between 9AM and 4PM. Tabling sessions come with one table and two chairs (E building may accommodate two tables and four chairs).

### **Available Tabling Locations:**

#### Ottawa

- E Building
- H Building
- A Building
- CA Building
- T/J link

#### Pembroke

- Student Commons

#### Perth

- Student Commons

**TIMELINE:** *must be requested 7 BUSINESS DAYS prior to the desired tabling date.*

**Tabling Request:** *please email [clubsandcommunities@algonquincollege.com](mailto:clubsandcommunities@algonquincollege.com) to discuss tabling availability.*

## Club Meetings

A club meeting is an organized and scheduled time for the club's leadership team and members to get together to discuss important club matters and updates, or to host regular low organized activities. Club meetings typically have a set day of the week and reoccur on a weekly, biweekly, or monthly basis. Meetings are the heart of the club; this is when you get together to knit, play board games, discuss, hang out, and do whatever your club does.

If your club meeting requires materials or supplies, please make sure to review the Club Library list and ensure you add the items to the Classroom Booking form. Please note that requesting a particular item/supply does not mean that it will be available or approved.

## **Available Club Meeting Locations:**

- Classrooms

Clubs must submit a Classroom Booking form in order to book a room. Your request will be reviewed by the Club and Communities Coordinator and submitted to the appropriate classroom booking staff. If the booking staff are able to accommodate your request, the location of the classroom for your club meeting(s) will be confirmed with the Club Leader via student email.

***TIMELINE*** – *must be submitted 5 BUSINESS DAYS prior to the anticipated meeting date.*

***Classroom Booking Request Form:*** <https://algonquinclubs.com/surveys/14/>

## **Club Events**

Events can take a long time to get approved, so make sure to start planning your event multiple weeks ahead of time!

Yes, there are lots of steps required in planning an event, but all the fun makes them worth it in the end. Below is an outline of the event process to help you and your club have a smooth event planning experience.

### **Define the purpose of the event:**

Meet with your club members and start brainstorming the purpose of your proposed event. Will this event financially help your club or fundraise for a charity? Is it to promote your student club or engage the campus community? Who is your event targeted towards, and what resources will you need to organize this event successfully?

### **What are your event needs?**

The event form will have some basic event needs for you to select if you think you need them such as chairs, tables, extension cords, disposable plates/utensils, portable microphone, and speaker etc. but make sure to run through the event and submit anything you feel the event may require. Please note that requesting these items does not guarantee it will be available or approved.

### **Budget for your event:**

Make sure you have adequate resources (financial and people). Are you planning on charging for this event? If so, how much? Get cost estimates or quotes to know what this event will cost. Explore all funding sources, such as registration/ticket sales, pre-

event fundraising, potential SA club event funding, donations or sponsors etc. If you intend to use club event funding, an Event Funding Request Form must be submitted along with your Event Request Form.

### **Submit the Event Request form:**

Before any event can be held on or off-campus, it must be submitted through the Event Request form. Event forms must be submitted a minimum of 5 weeks before an event. This ensures that the Clubs and Communities Coordinator can review the event, consider any risk associated with the event, and allows time to connect with any staff needed to confirm availability for items such as venue space, tech staff, catering etc.

Remember to include every detail and requirement possible as once your event request is approved, there will be very little room for changes as we are approving the event based on the information provided in this form. For example, requesting 1 mic and expecting 4 on the day of the event, or asking for a speech podium to be on the stage the morning of the event is unrealistic and will not be accommodated.

### **Meet with the Clubs and Communities Coordinator to review:**

Once the event form is submitted, the Clubs and Communities Coordinator will reach out to meet and review the event. This will be the time to discuss what aspects of the event we can provide and assist with and what may not be feasible. Analyzing logistics and risk will also be discussed, and hopefully after this meeting, your event will quickly be approved!

### **Marketing and promotions:**

After approval, think about how you want your event to be promoted. Get creative and utilize the clubs Canva Pro account to help bring your ideas to life. Create eye catching posters and social media posts!

### **Preparing for the Event:**

A reminder that this is YOUR club event. Although the Clubs and Communities Coordinator is there for logistical support, your club's leadership team and members are responsible for the planning and execution of events and ensuring they run smoothly. Make sure everything is lined up on the day of the event. Know who's responsible for what tasks and check in with everyone to ensure progress is being made and tasks are being completed. Make sure to have enough people available on standby to help you on the day of should you need extra pair of hands, or someone calls out sick.



**Day of event:**

All club leaders must be present on the day of a club event. Please arrive at least one hour before the event to begin setting up and to be available for any inquiries. If the club leader is not present at the event, unfortunately, the event will not be able to run. As the club leader you will be the point of contact on the event day. You should know exactly what is happening and who is taking care of what. If someone has questions (SA staff or students), you should be available to answer and direct.

Having someone dedicated to take pictures to document your event is a great idea! It is always fun to look back on successful activities your club achieved. Posting your events on social media is also a great way for your club to gain attraction. Don't forget to tag the SA for a potential repost! @sa\_algonquin

**Event wrap up:**

Events take a lot of work and time to make them happen. Don't forget to thank everyone who volunteered their time to help execute the event.

Send feedback surveys to improve your next event and meet with your club for an event debrief and to discuss the highlights and what could maybe be improved for the next one.

**Available on Campus Event Venues:****Ottawa**

- Clubs Room (E209)
- Multipurpose Room (E206)
- Classrooms
- Observatory (A170)
- Corner Lounge (E133)

**Pembroke**

- The Landing
- Student Commons
- Gymnasium
- Classrooms

**Perth**

- Student Commons
- Classrooms

Although you may submit your event request with a desire location in mind, the Clubs and Communities Coordinator and venues staff will determine the best suited space for the suggest style of event, if approved.

Please understand that for Ottawa campus, the Student Commons, Algonquin Commons Theatre, ARC (X building), Wolves Den and Sports Field (Z building) are not readily available venues. These spaces have their own respective schedules, programming, and rentals leaving limited flexibility.

### **On Campus Venue Fees:**

When booking a venue for an event, the venue rental fee itself will be waived for clubs. However, there are additional fees associated with events which are as follows:

- Labour costs (setting up the venue in desired layout)
- Security (mandatory for events with alcohol and events with 50 people or more)
- A/V Tech (technician staff to operate sound, lighting, mics etc.)

This is where event funding comes into place. Event funding can be requested in addition to your event request form should you require financial support for the above fees. Available funds are limited, and the venue fees will be first consideration for use of event funding. Additional funding left over from the granted amount can be used towards catering, décor, guest speaker fee, materials etc.

### **Catering:**

All approved events requesting food/catering will be fulfilled by the Students' Association hospitality department. Should your request have special considerations, external catering may be considered (but not guaranteed). All external catering must be approved by the Clubs and Communities Coordinator through the hospitality department and must be in good standing (green inspection status) with Ottawa Public Health. Food made outside of a licensed business/kitchen will not be considered due to health and safety.

### **Event Registration:**

All club events require a registration, even if the event is free. Having a registration is important for staying within venue capacities, determining security needs, tracking student engagement, and determining cancellations if necessary.

All on campus events and event registrations will be posted and conducted through the Students' Association website and/or the Club Portal directly, unless otherwise agreed upon by the Clubs and Communities Coordinator.

Some events may be subject to Algonquin College student participation only and may require Student ID checks upon entry.

### **Event Contracts and Waivers:**

All approved on campus events will require a signed Event Agreement Form by the Club Leader. This signed agreement is between the Club and the Students'

Association for use of an SA venue space. This agreement is put in place to ensure the clubs use of the space is appropriate, rules are followed, and any damages to space/furniture/equipment is replaced.

All events that are approved and classified with a certain level of risk associated, will require its participants to sign waivers. All event waivers will be produced by the Students' Association and provided to the club by the Clubs and Communities Coordinator.

**Risk Assessment Chart:**

Events that have too many categories with 'HIGH' risk probability and no effective and reasonable means of reducing or eliminated the risk will not be approved. Club Leaders are then encouraged to revise the suggested event.

<b>RISK CATEGORY</b>	<b>RISK PROBABILITY</b>	<b>RISK MANAGEMENT (how can the risk be reduced/eliminated)</b>
<b>Physical Injury</b> <i>(the chance of someone experiencing a bodily injury such as broken bone, concussion, cuts, bruises etc.)</i>	LOW, MEDIUM, or HIGH	
<b>Emotional/Psychological Impact</b> <i>(the chance of someone experiencing emotional or psychological distress from the content of sensitive information discussed)</i>		
<b>Environmental Conditions</b> <i>(the likely hood that the weather, terrain, or venue conditions could pose a threat to individuals' safety)</i>		
<b>Crowd Control</b> <i>(the chance of crowd size or behaviour becoming an issue)</i>		
<b>Intoxication</b> <i>(the chance of someone becoming intoxicated)</i>		
<b>Inclusion</b> <i>(the chance the activity may not be inclusive and respectful of racial and cultural diversity, gender, sexual orientation, gender identity, and disability)</i>		

**TIMELINE** – must be submitted 5 WEEKS prior to the anticipated event date.

**Event Request Form:** <https://algonquinclubs.com/surveys/15/>

## Club Funding

Funding is available to clubs in two ways, guaranteed funds and event funding. Guaranteed funding amounts are determined based on the clubs allocated tier level. All club funded purchases must be pre-approved by the Clubs and Communities Coordinator. Guaranteed club funding is not eligible for transfers to another club or to the following funding year, September through August.

The Club Leader must submit a Club Funding Request form for approval before, and in order to, use club funds. Any amounts spent by clubs without pre-approval first will not be reimbursed or compensated; this includes guaranteed funds. Any reusable equipment or supplies that is purchased with club funds will remain the property of the Students' Association.

<b>Club Tier Level</b>	<b>Guaranteed Amount (September – August)</b>	Guaranteed funding may be used for items such as club meeting snacks, materials, supplies, custom club pins etc.
Tier 1	\$200	
Tier 2	\$400	
Tier 3	\$600	

Additional funding will be available to clubs for on-campus events who demonstrate a clear need for it and meet the event application requirements. Additional event funding can be used only once per term per club. Event funding can be used for items such as covering the labour cost for on campus venue layouts, event security, campus bar staff, catering, event supplies etc.

Funding will not be approved for the following, but not limited to;

- Personal academic gain such as course work materials
- Alcohol or any other substances
- Clothing and apparel
- Items that only benefit the Leadership Team or select members
- Another organization's membership or enrollment fees
- Donating to an organization/profit
- For any debts incurred by club members and/or leaders

Club funds are intended to be put back into the club and its members. Funding should be used to provide an enjoyable student experience through campus activities that relate to your club's purpose.

### **Requesting Club Funds:**

If the club would like to use club funding, the Club Leader must fill out the Funding Request form. Once completed and submitted, the request will be reviewed. If the request is approved, the Clubs and Communities Coordinator will reach out via email to confirm the details, limits, and next steps. Almost all purchases must be made directly by the club and then will be reimbursed by the SA pending an approved receipt is submitted to the Clubs and Communities Coordinator. Any funding spent before receiving approval will NOT be reimbursed. In some cases, the Clubs and Communities Coordinator may arrange to purchase the items/supplies directly or through invoicing.

**TIMELINE** – *must be submitted at the same time as your Event Request form for events (5 weeks). For general club supplies/materials please expect 5 business days for an approval.*

**Funding Request Form:** <https://algonquinclubs.com/surveys/1>

## **Club Library**

Some supplies are available to clubs for the use of on campus activities. These items (besides disposable items) remain the property of the Student's Association. These items are available for request and depend on availability. Although these items are not guaranteed, the following is typically available for check out:

- Disposable cups/utensils
- Disposable plates/bowls
- Large plastic bowls
- Napkins
- Crayons
- White board markers
- Board games
- Small JBL Bluetooth speaker
- Portable Bose PA speaker
- 2 cord microphones
- HDMI cable
- Extension cord

**TIMELINE** – *must be requested in your Event Request Form under supplies. If you are looking to check out a specific item not for an event (club meeting, tabling etc.), please email [clubsandcommunities@algonquincollege.com](mailto:clubsandcommunities@algonquincollege.com) to discuss further.*