



Acadia Students' Union

CLUB TRAINING MANUAL 2019 – 2020

Acadia Students' Union Club Training Manual 2019 – 2020

What is a Club or Society?

Clubs and societies are an important part of the Acadia Students' Union. Not only do they provide opportunities to meet people with similar interests, do exciting things, and socialize, but they also give students an opportunity to broaden their university experience and get involved. Acadia Students' Union serves to coordinate, promote, and guide the activities of its student clubs. Because these groups are a vital aspect of the ASU, an important part of the Union's responsibility lies in coordinating, helping with funding, and supporting the various organizations on campus.

There are three designations of clubs and societies on campus: athletic, academic and social. Creating a club is extremely easy, and comes with many benefits such as funding, booking space, and more! With over 65 clubs and societies, there is something for everyone!

Club and Society Perks

- At this point you may be wondering “why would I go through this process to create an official society”?
- Club at Acadia can get a variety of perks that un-ratified groups cannot. Ratification can allow you to:
 - Use Acadia for your club name
 - A mailbox at the Student Union (can be set up through the Building Services and Events Manager)
 - Please note that any club that has not signed up for a mailbox is not permitted to send mail to the Student Union. Any mail sent to the building without a mailbox will be returned to sender without notice
 - Option to book a table at the Bi-Annual Club Extravaganza
 - Ability to apply to the student activities fund (some exceptions apply)
 - The ability to be able to book space in the SUB
 - The ability to be able to book space on campus
 - The ability to book a club night at the Axe
 - Discounts on catering through the ASU
 - Coverage of your events under the ASU's general liability insurance policy.
 - If you are a club sports teams, please check with the Building Services and Events Manager to confirm coverage

Club Policy – Operating Procedures, Acadia Students’ Union

1. The ASU will encourage and support the formation of student clubs for the purposes of enhancing student life on campus.
2. The purpose of a club is to promote fellowship among club members who have a common and defined social, recreational or academic interest.
3. Clubs shall:
 - a. Be subject to ratification and administration by the Student Life Committee;
 - b. Consist of a minimum of fifteen (15) Union members;
 - c. Charge and collect a minimum membership fee of \$1 per student member and a fee of not less than twice that amount for non-student members; and
 - d. Hold a minimum of ten (10) general club meetings and/or events per year.
4. Any club wishing to use the Union or University name, receive funding from the Union, solicit membership from Union members, use the facilities of the University or Union for its operations or otherwise be recognized by the Union must be formally ratified by the Student Life Committee.
5. The Union shall not recognize, ratify, or fund any group that does not uphold the provisions and spirit of the Nova Scotia Human Rights Act as amended and the Canadian Charter of Rights and Freedoms, or do not allow open and inclusive membership to any member of the Union who may wish to join and is willing to pay a membership fee.
6. The Union shall not be legally responsible for any club activities that have not been approved by the ASU or any activities, which contravene any municipal, provincial, federal, University, or ASU rules, regulations, or policies.
7. The ratification procedure for clubs/societies is as follows:
 - a. The prospective club must file a copy of a Constitution, a completed Club Ratification Form, attend Club Presidents Training, and submit a written verification to abide by all Union policies and requirements with respect to clubs;
 - b. A list of Executive Officers of the club, all of whom must be registered students of Acadia University;
 - c. Ratified clubs will be administered by the Student Life Committee for policy adherence and compliance oversight for the remainder of the academic year;
 - d. A club must re-ratify each academic year.
8. Any club wishing to hold regular and/or one-time events on campus must adhere to the Event Application process administered by the Vice President Student Life.
9. A club/society may be de-ratified by the Student Life Committee if one of the following occurs:
 - a. Failure to abide by the club Constitution, the Union’s Constitution, or any requirements set by the Union;

- b. Abuse of Union services, privileges or facilities;
- c. Use of the corporate name, symbol, or initials of the Union without the written consent of the Union;
- d. Participating in or arranging any events or activities which are deemed as:
 - i. Disregarding the necessary Event Application form;
 - ii. Blatantly disregarding public safety;
 - iii. Damaging the Union in anyway;
 - 1. Discriminating against any group; and/or
 - 2. Using funding in a way which the S.R.C. deems inappropriate.

10. If the Student Life Committee determines that a club should be disciplined:

- a. A letter of warning will be sent out by the Vice President Student Life, inviting a representative from the club to meet with the Student Life Committee immediately to discuss the matter; and
- b. The Student Life Committee may allow the club to retain its ratified status, on a probationary basis, for lesser infractions.

The Student Life Committee may de-ratify the club with decisions of the Student Life Committee, regarding club disciplinary matters and cannot be appealed.

Ratification, what is it?

The ASU ratifies over 65 clubs and societies every year. To become ratified, you must complete the ratification process each year.

Athletic clubs who wish to ratify must contact Hope Maryka with the department of Athletics hope.maryka@acadiau.ca. She will be able to provide you with an outline of what is required to ratify a sports team. Once you have met the club sport ratification standards the ASU will be informed so you can be officially ratified.

STEP 1: Paperwork

- Club Ratification Form (Online form);
- Club Membership List (with signatures);
- Club Policy (signed)
- This section is found in the [ASU Operating Procedures](#). Copy that section onto another page and have the entire club executive sign it.
- Club Waiver Form

STEP 2: Attend a Club President Training session on Friday, September 13th, 2019 from 4:00PM to 7:00PM in BAC 132.

STEP 3: The Vice-President Student Life will respond to a submitted Club Ratification Package within ten (10) business days.

STEP 4: Submit completed package to the Vice-President Student Life on or before September 2nd (to be eligible to attend Club Extravaganza).

STEP 5: Attend Club Extravaganza on Wednesday, September 4th, 2019 from 4:00PM to 7:00PM on the Main Level of the Students' Union Building.

STEP 6: Once approved, you may begin running your club.

STEP 7: Submit a list of all club members along with membership dues by Thursday, September 26, 2019.

STEP 8: Await approval from the Student Life Committee.

NOTE: All clubs must have their banking set up through the ASU. Any club who is unsure of their banking can contact Angie Govier at angela.govier@acadiau.ca to confirm their account.

If you don't find the club, you're looking for at Club Extravaganza and want to start it yourself, or want to see a full list of clubs, please contact Robbie Holmes, Vice President Student Life (robbieholmes@acadiau.ca) or check out below!

Club Constitution Check List

Part of being a ratified club is having an up to date constitution. This is designed as a guide for creating a new constitution. Your constitution may have additional items, but all items listed are mandatory for ratification.

Article 1: Club Name

- List your clubs name including any applicable acronyms

Article 2: Purpose

- Outline your clubs' purpose and objectives; this should be a general statement and not specific to your goals for the year

Article 3: Membership

- Specify only that only ASU student members may hold executive positions
- Be sure not to limit membership by age, gender, race, religion, language or disability
- Specify what the membership fee will be for the year

Article 4: Executive Officers

- List the executive officers for your club and describe each of their duties in detail

Article 5: Meetings

- Specify the different types of meetings you clubs will have (general meetings, executive meeting or Annual General Meetings)
- State the quorum for each type of meeting (“quorum” is the number of members required to attend the meeting in order to the meeting and pass motions)
- State that voting motions must go before the general membership (not just the executive members)
- Outline the process for voting of motions at the meetings (i.e., Show of hands, secret ballot)
- Outline what constitutes a winning vote (i.e. 50% +1, or two-thirds, etc. to pass)
- State that advance notice of all meetings will be sent out to all members

Article 6: Elections

- List the person who is responsible for overseeing your elections (your Chief Returning Officer)
- List the person who will oversee election if that person decides they want to run
- Outline the process for submitting nominations
- State the type of meeting at which elections are held
- Outline the process form voting in elections (secret ballot, show of hands, email, etc.)
- List the percentage that is required to declare a winner

- State that each member can only hold one executive position
- State that election must occur every year

Article 7: Impeachment or Membership Removal

- List the conditions/behaviors that would warrant impeaching an executive member
- State the process for moving a motion to impeach (I.e. Written notice signed by 5 members)
- State the type of meeting at which a motion to impeach will be addressed (the option to impeach must be put to the general membership and cannot occur at an executive meeting)
- Outline the process for voting on motions to impeach (secret ballot, show of hands, email, etc.)
- List the percentage required to declare a motion to impeach passed (ex. 50%, +1, two-thirds, the most votes, etc.)
- State that the member facing impeachment will be given the opportunity to speak in their own defense at the meeting before the vote

Article 8: Constitutional Amendments

- Outline the process for a member to propose an amendment to your constitution
- State the type of meeting called to vote on a proposed amendment (amendments must be voted on by the general membership and cannot be passed at executive meetings)
- Outline the process for voting on a constitutional amendment adopted (secret ballot, show of hands, email, etc.)
- List the percentage required to declare a constitutional amendment adopted
- (ex. 50%, +1, two-thirds, the most votes, etc.)

Article 9: Finances

- List a minimum of 3 executives who will have signing authority on any financial paperwork
- State that at least 2 signing officers must sign a reimbursement
- State that an executive cannot sign a reimbursement form for themselves
- Outline the procedure for passing a club's or society's budget (can be done by the executive or the general membership)

How to Plan an Event

The ASU encourages clubs to plan fun and safe events. From bake sales to movie nights the ASU is here to help you throw a memorable event. The Building Services and Events manager is here to help with any event you wish to hold. Below is an event planning guide that will act as a check list as you plan your event.

Steps for Planning a Successful Events on (or off) Campus:

Pick your preferred event location

- Ex. In the SUB, Fountain Commons, in the gym
- The location you choose will determine many things, like catering capacity, and alcohol licensing
- Where the event is held will also determine who you have to talk to about the booking
- If you are unsure the Building Services and Events manager for the Student Union can send you in the right direction.

Anticipate your event date

- Are there other events on this date which will compete with your event?
- It is on a holiday weekend when most students are away?
- Is your date far enough away so that you will have adequate time to prepare?

Select your event times

- The duration of your event may affect how long you have to pay for staff
- Estimate the number of students involved
- Many times, this will narrow your choice of venue
- This will also determine how many (SOBER) organizers you need, and whether you'll need security services

Pick your Primary Event Organizer

- If you haven't already picked someone for the year, pick someone who will be ultimately responsible for overseeing logistics and safety of attendees
- Submit an assessment for your event
- These can be found on the ASU website under "clubs"
- Submit these early via e-mail to Angie Govier at angela.govier@acadiau.ca to ensure you have insurance coverage, can be approved for any liquor licenses, etc.
- Failure to submit this form may result in your event not being approved

Book the space for your event

- In the SUB, room bookings are done through Angie Govier, while elsewhere on campus they are done through Janet Ross and the reservations office (see contact Sheet)

- If you chose a venue that is unavailable, you will want to pick another date and location early

Will you be applying to the student activities fund?

- Applications must be submitted before the event and include a detailed outline of the event you plan to hold including a budget

Will your event include travel?

- Traveling by bus or individual car can raise risk and personal liability- travel waivers are a must!
- Do you have enough transportation arranged to transport everyone safely?

Will your event be associated with a sponsor?

- Certain sponsors may conflict with existing contracts in your venue of choice
- Will you be partnering with another society for your event?
- Often this will allow you to share costs as well as increase attendance

Will catering be required?

- What kind of catering- snacks, dinners, veggie and dips, etc.
- For how many people
- If you're having a dinner, will your choice of venue have enough tables for the space?
- The more food you'd like to serve, the more expensive the event becomes
- Your choice of venue may also limit your catering options (for example, catering at many venues on campus must be provided by the University Food Service provider)
- If you are serving your own food in a venue that permits it, you may be required to have certain food handling certifications

Would you like alcohol to be served?

- If alcohol will be served, you may have to pay for security and bartenders
- Some venues are unable to be licensed
- It's best to plan licensed events further in advance, because if the license must be applied for it can take weeks to receive
- If so, will anyone under the age of 19 be attending the event?
- If your event is wet/dry your event must be over by 10pm and have a food component for the event
- You will also have to hire someone to monitor the entrance/exits and check ID's

Will you need any audio-visual equipment?

- These must be booked in advance and in some cases cost extra
- Will you require a DJ?
- Will you be able to provide your own DJ, or do you need to find one?

- Have you requested the equipment the DJ will require?

Will you require coat check?

- Be sure to put the coat check somewhere that traffic is not obstructed
- Do you have enough people to staff the coat check?
- Will there be a charge for coat check, will it be by donation or will it be free?

Will you require security to monitor admission?

- If an event is licensed or guest may have consumed alcohol before attending security is mandatory.
- Will you require additional staff to assist during the duration of the event?
- Do you have enough volunteers to monitor the event, compared to how many people are attending the event?
- In some cases, security staff is a mandatory requirement when hosting an event

Will you need chairs, tables, tablecloths or podiums arranged?

- Some venues will charge for these set ups
- How will things be arranged? Where would you like your podium?
- Adding tables and chairs will reduce the maximum capacity of you chosen venue

What additional decorations will be used?

- You may want to purchase these well in advance
- It's best to communicate decorating schemes to the person booking your venue because some material may not be able to be used in certain places
- The person booking your venue will also be able to provide some restrictions on decorations

Check out the venue well in advance

- When you see the room, you may realize you need something else
- This may help you organize the layout of your event
- It will also let you stake out key amenities (like power outlets, windows, entrances and exits) in advance

Hosting an event?

You need to fill out an Event Form

These forms must be completed and submitted via email to Angie Govier at angela.govier@acadiau.ca with all necessary attachments. Any forms submitted on paper will NOT be accepted.

- Event Application
- Risk Rating and Control Grid

Catering Services

To book catering in the Student Union Building please contact Jennifer Kennedy the Food Services Manager of the Acadia Student Union at Jennifer.kennedy@acadiau.ca

To book catering services outside of the Student Union Building please contact Tammy Gregory Manager of Catering & Conference Services for Chartwells at tammy.gregory@acadiau.ca

Please note that bringing external vendors onto campus is strictly prohibited. Exceptions may apply. Please see Angie Govier if you have any questions.

ASU Bar Services

Alcohol service at most events on campus will be provided through the Acadia Students Union or the University Food Service provider. To book alcohol services please contact Angie Govier at angela.govier@acadiau.ca. Please note that if you are booking a banquet through Chartwell, alcohol service will be provided through their catering and conference services.

Travel

- If you are planning to travel you must ensure the following:
- If traveling in a personal vehicle proof of insurance has been obtained from the vehicle owner
- Waivers forms by members travelling have been filled out and delivered to the Building Services and Events Manager of the ASU.
- A travel roster has been given to the person responsible for travel
- A sample waiver form can be found at the end of this manual
- Travel within 150km of Acadia University's campus is permitted in a personal vehicle between March 15 and December 1st of each calendar year.
- Group travel that exceeds 150km requires the rental of a bus

Using the ASU Clubs Bank Account

ASU Accounting will provide all clubs an ASU bank account free of charge. Though clubs do not have direct access to this account, clubs are able to make deposits, have cheques issued to people or businesses, as well as the possibility of official invoicing through the ASU Accounting Office. All club financial transactions MUST be through their ASU club account. This means, all money gets deposited into the club account and then paid out, via a cheque to either a club member for buying approved club expenses or to a business who sent an official company invoice.

Expenses and charitable donations must also be withdrawn from the club account via a cheque request and not from cash on hand. Donations must be made to a registered Canadian charity with a charitable number Any sponsors or sponsorship requests must be approved by the VP Finance of the ASU.

It is important to remember the following:

ASU clubs are part of the Acadia Students Union which is an incorporated organization who gets audited every year. For the ASU to pass the audit, standard accounting practices must be followed.

When standard accounting practices are not followed, it becomes extremely easy for money to go missing, get embezzled by club members, or be spent on purchases which the money wasn't originally intended for.

The mismanagement of club funds could ultimately lead to the club's demise, whether through disciplinary action or simply from not having enough money keep the momentum going.

* When you are filling out your ratification form please remember to have 3 people who can authorize transactions from your account.

A for that can be used for reimbursement can be found at the end of the manual

Donations

The ASU is able to process tax receipts for those groups who wish to socialite donations. Donations must be at least \$10. An e-mail should be sent to the Building Services and Events Manager with the following information to process a tax receipt.

- Name and address of donor
- Phone number/e-mail address
- Amount
- Purpose of donation
- Ratified Club they are donation too

Club Account Balances and Transaction Statements

Not only do clubs have the right to view their respective bank account statements, it is in fact strongly encouraged that club treasurers check their account regularly.

Inquiries for the club's current account balance can be made to angela.govier@acadiu.ca please allow 3 business days for this request to be processed.

Fundraising

Another source funds for societies is to hold fundraisers. Fundraising can be several different activities including raffles, bake sales, or events organized through the clubs. Funds raised can be used to finance club operations or to provide a donation to a charity. It is important to note that the ASU does not provide funding to clubs with the purpose of making a donation to another organization. For more information on how to fundraise for your club, please speak with you VP Student Life or Building Services and Events Manager.

Funding

Wellness Fund

In the fall of 2010, Acadia students voted by way of referendum to contribute \$30 dollars annually (\$15 per semester) per student to the Student Wellness Fund. The fund was initiated to accommodate the individual needs of students and enhance their overall sense of wellness through various initiatives. The primary initiative for the fund was to partner with the University and create the present Fitness Centre at the Acadia Athletic Complex. While this has promoted great opportunities for students to enhance their physical well-being, the fund is also designed to address a broad spectrum of wellness concerns.

What is wellness?

- Wellness incorporates a number of different dimensions, but all contribute to an individual's overall well-being.
- Visit <http://theasu.ca/what-we-offer/wellness-fund/> to apply

Can apply at any time throughout the academic year and summer

Required for application:

A minimum of one letter of support addressed to the Student Funding Committee must be attached to this application, describing the justification, support, and potential for the initiative. This letter must be sent to the ASU Vice President Finance & Operations before the application will be processed.

A follow-up report must be submitted no later than one week after the completion of the initiative detailing the outcome to the VP Finance & Operations.

Application must also be filled out at the webpage mentioned above. Please include budgets, quotes and all important information as your application may be delayed otherwise.

FYI: Wellness incorporates several different dimensions, but all contribute to an individual's overall well-being.

Students Activities Fund

The Student Activities Fund is a joint initiative of the Acadia Students' Union and Acadia University.

Applications must be completed AT LEAST one month before funding is needed.

The Student Activities Fund is designed to help fund such items as:

- Conference travel
- Building and facility rentals
- Staffing and security costs

- AV equipment rentals
- Event decorations
- Some banquet fees
- Group travel
- Guest speakers

Ineligible items are things like:

- Posters flyers, and other advertising
- Promotional or participant clothing
- Surplus final budgets
- Alcohol
- Loan payments
- Bottled water
- Courses (in and outside Acadia)

Visit <http://theasu.ca/what-we-offer/student-activities-fund/> to apply

Application must be completed at least one month before funding is needed

To be eligible for the Wellness or Student Activities Fund:

- applicants must all be current students of Acadia University
- any club must be ratified
- applicants must have demonstrated fundraising efforts
- the event must have a demonstrable benefit to the Acadia community
- the application must have an attached budget
- Application must be filled out in its entirety through the link above
- Cannot be for academic credit

Event Planning Guide

Introduction

This Event Planning Guide is to be used to help student **Primary Event Organizers (PEO)** plan safe, fun, and successful events both on and off campus for students, guests, visitors, alumni, and community members.

Information contained within this guide supports the **Acadia University Student Event Risk Management Rules and Procedures**. To view the detailed rules and procedures please see the following link:

In order to be a student Primary Event Organizer, one must complete **PEO training** which involves training on both event planning and risk management. The Student Event Review Committee cannot consider an event proposal until the PEO submitting the proposal has completed training. If you missed classroom training sessions in August and September, a short online training module is available at the following link:

If you have any questions about the event planning process, training, risk management or anything else, please contact us at angela.govier@acadiu.ca

Event Planning

Contact List: 2019 – 2020

Student Event Review Committee

| | |
|--|--|
| Angie Govier Building Services Manager, SUB angela.govier@acadiau.ca 902-585-2133 | Robbie Holmes ASU Vice President Student Life robbieholmes@acadiau.ca 902-585-2125 |
| Patrick Difford Director, Safety and Security Patrick.difford@acadiau.ca 902-585-1474 | Residence Life Coordinators residencelife@acadiau.ca 902-585-1861 |

Additional Event Planning Contacts

| | |
|--|---|
| Gabrielle Bailey ASU Vice President Events & Promotions gabriellebailey@acadiau.ca 902-585-2126 | Kira Awery Bar Services Manager Kira.awery@acadiau.ca 902-585-2146 |
| Jennifer Kennedy Food Services Manager, SUB jennifer.kennedy@acadiau.ca 902-585-2158 | Janet Ross Reversation Coordinator Janet.ross@acadiau.ca 902-585-2655 |
| Tammy Gregory Catering and Conference Manager Tammy.gregory@acadiau.ca 902-585-1644 | Laura Miller Chartwells Food Services Director Laura.miller@acadiau.ca 902-697-3117 |
| Kyle Vandertoorn ASU President kylevandertoorn@acadiau.ca 902-585-2131 | ASU Vice President Finance & Operations 902-585-2124 |
| Mackenzie Jarvin Vice President Academic & External Mackenziejarvin@acadiau.ca 902-585-2127 | Safety & Security security@acadiau.ca 902-585-1103 |
| Rich Johnson Facility and Recreation Manager Richard.johnson@acadiau.ca 902-585-1614 | Steve Hassapis Student Development Coordinator Steve.hassapis@acadiau.ca 902-585-1825 |
| Erica McGill Director, Student Resource Centre erica.mcgill@acadiau.ca 902-585-1127 | James Sanford Senior Director, Student Affairs james.sanford@acadiau.ca 902-585-1460 |

Frequently Asked Questions

Who should I talk to first about planning an event?

It depends on who you will be working with and where the event will be hosted. If you are a house council member, you should talk to the VP Student Life and RLC. If you are a resident assistant, talk to the RLC. If you are part of a club, internal organization, or other recognized student group, you should talk to Angie Govier.

Can multiple groups partner to reduce costs?

Yes! Any group, house council, club or organization can combine forces to plan an event, as long as a Primary Event Organizer is available from both groups. Make sure you outline clear expectations for cost sharing and planning roles before you start.

What happens if our event is not approved?

There is no stage in the event review process where an event will be “rejected” and not approved. In the case where an event is not approved outright, it may be approved by the committee with the expectation that some recommendations are implemented, or the Primary Event Organizer may have to meet with a committee member to discuss how to manage the risk involved in the event. Sometimes the committee may recommend postponing the planned date of the event, to ensure that the Primary Event Organizer has enough time to implement recommendations, promote, and advertise the event.

What if I have a problem with how security, catering, or other hired services performed during our event?

If there are issues with the performance of any hired staff or services, please contact the Angie Govier with your concerns at angela.govier@acadiau.ca so, these problems can be addressed.

What if I missed the ten-day deadline to submit my event proposal?

Submit your proposal anyway! Depending on the risk level, your event may be approved for your planned date despite being late. If your event involves more risk, you may be asked to postpone the event to ensure enough planning time.

Timelines

When planning an event, make sure you give yourself enough time to plan effectively. Using this guide is a great way to start.

All events must be submitted a **minimum of ten business days prior to the planned event date** (this usually works out to about two weeks beforehand.) Forms should be submitted to Angie Govier at angela.govier@acadiau.ca

Remember, more risk means more planning, which means more time! Low risk events involve less planning time and can be planned for and assessed much quicker.

Example timeline for large, risky event:

Four to six weeks before

Pick a Date

- Is this a good date for the target audience? Consider exams, weekends, holidays, other competing events

Reality Check: Event Size

- Do you have enough time and people for a large event? Share resources with another group?

Conduct Risk Assessment

- Is your event High Risk or Extreme Risk?
- Can you realistically manage this risk?

Complete and submit forms

- Consider seeking advice before submitting forms.
- Submitting early means you will be more likely to be ready by the time your event date arrives

Four weeks before

Complete event planning phase

- Complete Event planning checklists

Two weeks before

Finalize all the details

- Use the Event planning checklists to finalize details
- Facilities and equipment
- Staffing
- Communications
- Emergency Response Plan
- Finalize and get approval (if applicable) for Event Budget

One week before

PEO should meet with event staff and/or volunteers

- Run through details and expectations
- Assign tasks

Day-of event

- Have back-up plans (e.g. rain location)
- Complete Day-Of checklist

Post Event

- Complete Post-Event Assessment
- Follow up with staff and/or volunteers

Using the Risk Ratings & Controls Grid

| ACADIA UNIVERSITY | | RISK RATINGS & CONTROLS GRID | | | | | | | |
|-------------------------|-----------------|------------------------------|------------------|-------------|----------|---------------------|------------------|--------------------|----------------------|
| PROGRAM/FACILITY/EVENT: | | | COMPLETED BY: | | | DATE: | | | |
| | | | | | | | | | |
| DESCRIPTION OF RISK | PROBABILITY (P) | SEVERITY (S) | RISK LEVEL (P×S) | RISK RATING | CONTROLS | UPDATED PROBABILITY | UPDATED SEVERITY | UPDATED RISK LEVEL | RESIDUAL RISK RATING |
| | | | | | | | | | |
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- Describe the **risk**
- Describe the potential risk as if there are not control plans in place.
- Evaluate **Probability**
- What is the likelihood that an event or accident could occur?
 - Unlikely
 - Unlikely, but some chance
 - Could occur occasionally
 - Good chance it could occur
 - High probability of occurring

Evaluate Severity

- How serious would the impact of the event be if it occurs?
 - Insignificant; minor injury, no property damage
 - First Aid or minor property damage

- Injury requires medical help; significant property damage
- Injury may result in serious medical problem; serious property damage
- Fatal injury; major property damage

Calculate **Risk Rating**

- Multiply P x S
 - 20-25 = Extreme risk
 - 14-20 = High Risk
 - 8-12 = Moderate Risk
 - 0-6 = Low Risk
- This value reflects the total magnitude of the risk.

Determine **controls** or ways you can **reduce the probability or severity** of the risk

Repeat steps 2-4, re-evaluating the severity and risk **with controls in place**.

Determine the new **Residual Risk Rating** based on the updated probability and severity.

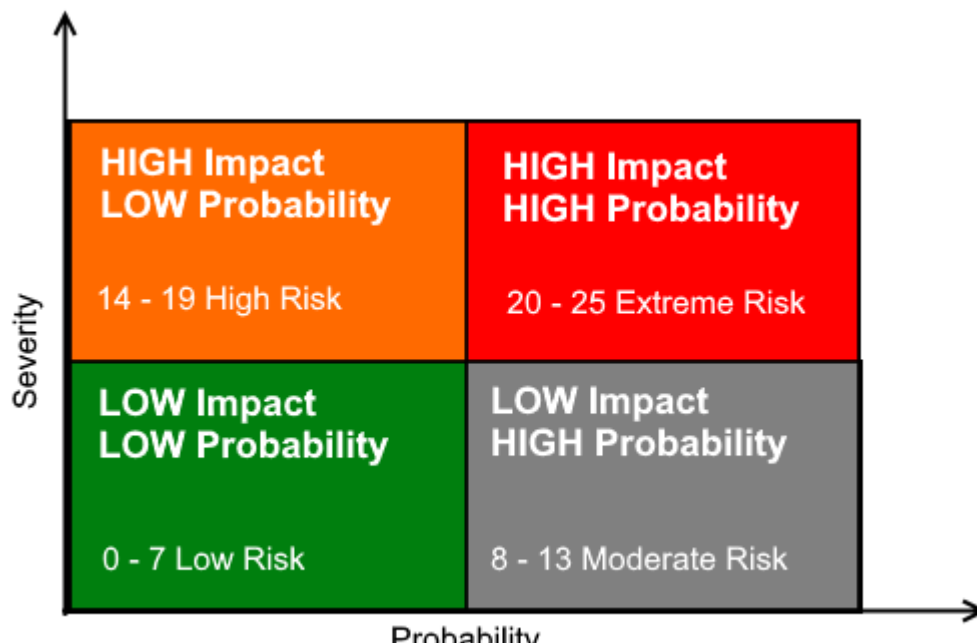
Evaluating Risk

Remember the five key risk factors when planning events:

- **Alcohol**
- **Travel**
- **Physical Activity**
- **Food**
- **Community Relations**

The presence of any of these factors must be considered when completing your Risk Ratings & Controls Grid.

Consider the **Risk Matrix** when you are completing your Risk Ratings & Controls Grid:



Budgeting

It is very easy for costs to creep up when planning events. Using a budget is highly recommended to record and control expenses. The SERC has provided a sample budget which Primary Event Organizers can adapt for their use.

When planning your event, remember:

Keep all your receipts!

- Discuss with other members of your student group is your event expected
 - **To lose money, break even, or earn money?**
- This should be known and planned for ahead of time.

Get an estimate or quote if you are renting equipment or ordering services.

- Don't be afraid to **ask for a lower price** or take quotes from multiple service providers.

If there is a cost to attend / tickets for guests, your ticket price should account for all costs.

If possible, try and partner with other like-minded groups to **cost share** for the event. Make sure financial responsibilities are clearly written and agreed upon in advance.

Think about the **source of funding** for your event

- Will participants pay to attend?
- Is the organizing group covering costs?

What are your **mandatory expenditures**?

- E.g. Food, campus patrol, fees to book space

What are your **discretionary expenditures**?

- E.g. decorations, prizes, other incentives to attend

Make sure expenditures do not violate Acadia or ASU policies

- E.g. purchase of Alcohol

Appendix #1

Event Planning Ideas

| Fall Semester | Winter Semester |
|--|---|
| Apple picking Wolfville | Frost week events, Two Years Eve |
| Farmers' Market Oaklawn Farm | Snow forts, snow people |
| Zoo | Sledding on UHall hill |
| Whale Watching – Brier Island | Lunar New Year |
| OnTree Park – Martock | Ski Martock |
| Grand Pre- National Historic Site | Free swim at Athletics complex pool |
| Noggins Corn Maze | Dodgeball |
| Blomidon | Snowshoeing |
| Provincial Park | Squash/racquetball |
| Kejimikujik | Valentine's |
| National Park | Candy Grams |
| Acadia | Adventure Climbing |
| Homecoming weekend | Gym, Greenwich |
| T-shirt making | St. Patrick's Day |
| Pancake breakfast | Green eggs & Ham breakfast |
| Halloween | Cheaton Cup |
| Trick or treat | T-shirt making |
| Pumpkin picking/carving | Pancake breakfast |
| Graveyard Tours | De-stress events |
| Bonfire with s'mores in KCIC Gardens | Study event |
| "Movember" fundraisers | Free Skate at Athletics Complex |
| Book KCIC auditorium for a movie | |
| De-Stress events | |
| Tree decorating | |
| Door decorating contests | |
| Formal | |

Appendix #2

Club Meeting Minutes –

Mock Agenda

Club Executive Meeting

Monday, October 9th, 2017 @ 7:00pm

Agenda

Welcome & Roll Call

(Welcome everyone; take attendance)

Names – Positions

(In a non-Executive meeting, roll call all attendees)

Adoption of Minutes

(“Did anyone review the minutes from the last meeting? Is there anything else that anyone would like to add?”)

Discussion Items

Apple Picking next week

Formal

Wine & Cheese

(Discuss events, plans, preparations etc. with your team and take notes!)

Questions

Thank you & Adjournment

Visions & Goals

Purpose: to create a statement and a set of goals that communicate the intentions of the Club to their respective members/students as well as to other groups on campus.

A vision statement should express the key values that the Club will uphold during their term and should generally outline what they wish to accomplish with their time in office. This statement is an excellent way of establishing direction early on, as it will serve to guide your actions and decisions throughout the coming year. It will keep the Club on track and will be used to measure success.

A set of goals serves similar purposes as a vision statement and will be reviewed and utilized comparably to the statement. They clearly identify the things the Club should strive for during their term and will help when making decisions.

Rough Draft: Vision Statement

The _____ Club Vision Statement:

The _____ Club Goals:

Notes:

Photograph & Video Release Form

I hereby grant permission to the rights of my image, likeness and sound of my voice as recorded on audio or video tape without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for the following purposes:

- conference presentations
- educational presentations or courses
- informational presentations
- on-line educational courses
- educational videos

By signing this release, I understand this permission signifies that photographic or video recordings of me may be electronically displayed via the Internet or in the public educational setting.

I will be consulted about the use of the photographs or video recording for any purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

This release applies to photographic, audio or video recordings collected as part of the sessions listed on this document only.

By signing this form, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for educational purposes.

Full Name _____

Street Address/P.O. Box _____

City _____

Prov/Postal Code/Zip Code _____

Phone _____ Fax _____

Email Address _____

Signature _____ Date _____

If this release is obtained from a presenter under the age of 19, then the signature of that presenter's parent or legal guardian is also required.

Parent's Signature _____ Date _____

Acadia Students' Union

Wolfville, NS,

ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT

CLUB OR SOCIETY PARTICIPATION WAIVER

NAME OF PARTICIPANT _____

ADDRESS OF PARTICIPANT _____

PHONE NO: _____ BIRTH DATE: _____

STUDENT ID: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE NO: _____

DISCLAIMER CLAUSE

Acadia Students' Union and the _____ Club / Society are not responsible for any injury, loss or damage of any kind sustained by any person while participating in the activities of the Club / Society, including injury, loss or damage which might be caused by the negligence of the Institution.

ASSUMPTION OF RISKS

In consideration of my participation in the activities of _____ Club / Society, I acknowledge that I am aware of the possible risks, dangers, and hazards associated with my participation in activities of the Club / Society. These risks include but are not limited to the following:

a) any risks associated with travel to and from location(s) at which Club / Society activities are being held, including transportation provided by commercial, private, and/or public motor vehicles;

b) the possibility of bodily injury (broken bones and soft tissue damage) including dental damages from falling down, being knocked down or being involved in the physical nature of Club / Society activities;

I agree to use approved safety gear and proper gear and acknowledge that I will not engage in the use of drugs and/or alcohol before and during Club / Society activities.

I am aware that I am responsible for my conduct and actions while participating in the activities of the Club / Society and at any time I may be asked to withdraw from my participation in the activities should my conduct and actions become inappropriate.

INDEMNIFICATION AND RELEASE OF LIABILITY

In return for the Institution allowing me to voluntarily participate in the Club / Society and related activities, I agree:

TO ASSUME AND ACCEPT ALL RISKS arising out of, associated with or related to my participating in the Club / Society event even though such risks may have been caused by the negligence of the House Council;

TO BE SOLELY RESPONSIBLE FOR ANY INJURY, LOSS, OR DAMAGE which I might sustain while participating in the Club / Society event even though such injury, loss, or damage may have been caused by the negligence of the Club / Society;

TO HOLD HARMLESS AND INDEMNIFY THE INSTITUTION:

from any and all liability for any damage to the personal property of, or personal injury to, any third party resulting from my participation in the Club / Society and all related activities; and

from any and all claims, demands, actions and costs which might arise out of my participating in the Club / Society event even though such claims, demands, actions, and costs may have been caused by the negligence of the Institution.

ACKNOWLEDGEMENT

I acknowledge that I am of the age of majority and I am fully responsible for my participation and conduct throughout such activities.

I acknowledge that I have received a copy of the rules, regulations, policies, and procedures of the Club / Society. I understand these rules, regulations, policies, and procedures and agree to abide by them.

I acknowledge that I have read this agreement, that I have executed this agreement voluntarily, and that this agreement is to be binding upon myself, my heirs, executors, administrators and representatives, in the event of my death or incapacity.

I acknowledge that I am the full age of majority (19-year-old).

Signed this _____ day of _____, 2019, at Wolfville, Nova Scotia.

Signature of Participant (must be 19 or over) Signature of Witness

Printed Name of Participant Printed Name of Witness



Reimbursement Request Form 2019 – 2020
From the Office of the Vice President Finance

Today's Date: _____

Date of Purchase(s): _____

Name: _____

Phone: _____ Email Address: _____

House/Organization: _____

Item(s) Purchased: _____

Note: Items can only be reimbursed if all receipts and/or any other proof of purchase are attached to the top left corner of this form. The receipt must be itemized, showing each individual item that has been purchased, the price of each item, and the vendor they were purchased from. Receipts only showing the total purchase price will not be considered for reimbursement.

Vendor(s): _____

Reimbursement Amount (\$): _____

Reason for Purchase:

Signatures (please ensure the leader of the house/club has signed this form):

Signing Officer

Signing Officer

Name (printed): _____

Name (printed): _____

Signature: _____

Signature: _____

Date: _____

Date: _____

- A signing officer cannot sign a reimbursement form for themselves
- Cheques are ready within 10 business days following drop of. They are available for pick up Monday to Thursday 8am-3:30pm the ASU accounting manager in officer 622B of the Old SUB
- Student will NOT be contacted when cheques are ready