UNIVERSITY STUDENTS’ COUNCIL

CLUBS HANDBOOK

“To enhance the educational experience and quality of life for all undergraduates at Western University.”
# TABLE OF CONTENTS

**2018/19 EXECUTIVE TEAM** ........................................ 03
**THE CLUBS TEAM** ........................................ 05
**INTRODUCTION** ........................................ 06
  - USC Clubs System .................................. 08
  - Student Leaders .................................. 08
  - Support Staff .................................... 08
  - Governing Committees ............................ 08
**PRINCETON REVIEW** ......................................... 10
**ELECTIONS** .................................................. 11
  - ELECTION PROCEDURES ......................... 11
    - Chief Returning Officer ....................... 11
    - Nominations .................................. 11
    - Campaigning .................................. 12
    - Voting ......................................... 12
    - By Elections .................................. 13
**NEW CLUBS** .................................................. 14
  - NEW CLUBS MANDATE ............................. 14
**TIMELINE** .................................................... 15
**THE APPLICATION** ......................................... 16
  - Clubs Governance Committee Decision ....... 18
  - Request for Reconsideration ................... 18
  - Appeal ........................................... 18
**CLUB FINANCES** ............................................ 19
  - Signing Authority ................................. 19
  - Membership Fees ................................ 19
  - Budgets, Insurance and Auditing .............. 20
**CLUB EVENTS** .............................................. 22
  - EVENT PROPOSALS ............................... 22
    - Time frames ................................... 23
    - Events Proposal - How To .................... 24
    - On Campus Space Booking ..................... 25
  - EVENT CONTRACTS ............................... 25
  - EVENT FINANCES ................................. 26
    - Event budgets .................................. 26
    - Invoice/Large Payments ....................... 26
    - Reimbursements ................................ 27
  - FOOD REGULATIONS ............................... 27
    - In the UCC .................................... 27
    - On Campus - outside of the UCC ............ 28
**USC CATERING SERVICES** .................................. 29
**SAMPLE EVENT MENUS** .................................. 30
  - Off-Campus Events where food is being brought into a Private Residence .................. 33
**EVENTS INVOLVING ALCOHOL** ....................... 33
  - Sober monitors .................................. 33
  - Drink Tickets ................................... 33
  - Bar Events ....................................... 33
  - On-Campus Events ............................... 34
  - All other Venues .................................. 34
**EVENT SECURITY** ........................................... 34
**EVENT SPONSORSHIP** ................................... 35
**FUNDRAISING EVENTS** ................................... 36
**USC EVENTS AND BUILDING SERVICES** ............ 37
  - FACILITIES IN THE UCC ....................... 38
**SALES ON CAMPUS** ....................................... 40
  - Bake Sales ....................................... 40
  - Merchandise Sales ............................... 40
  - Raffles ........................................... 40
**CAMPUS GEAR** ............................................. 41
**USC INFORMATION SYSTEMS** ......................... 43
**CREATIVE SERVICES** .................................... 44
  - USC CLUB BANNER OFFER ...................... 45
**TRANSPORTATION** ....................................... 46
  - Car Pooling ...................................... 46
  - Rental Vehicles .................................. 46
  - Coach/Bus Companies ......................... 46
**FASHION SHOWS** ......................................... 47
**FILM SCREENINGS** ....................................... 48
**USC APPROVED VENDORS** .............................. 49
  - Bars and Nightclubs ........................... 49
  - Banquet Halls / Facility Rentals ............ 49
  - Production Companies ......................... 50
  - Printing Companies ............................. 50
  - Transportation .................................. 50
  - First Aid ......................................... 50
**REQUEST FOR PAYMENT INSTRUCTIONS** ............ 51
Welcome!

Dear USC Ratified Clubs,

USC clubs is home to over 10,000 students in 200 clubs. Clubs are one of the most important services that the USC provides, and clubs are an integral part of the Western student experience. On behalf of the entire Western community, we thank you for helping to build a better campus life.

The USC is the body representing all of Western’s undergraduate students. Along with the club’s system, the USC also organizes orientation, advocacy initiatives, The Spoke, The Wave, the Peer Support Centre, Western Film, Theatre Western, Income Tax Clinic, Pride Western, and many other campus services and programming, including student health, dental, and bus passes. The USC is always here to help, and all branches of the USC are happy to work with clubs to help make their vision a reality.

As a member of the club’s community, USC clubs get a number of benefits, including club’s week, clubs training, free booking of classrooms and other facilities, discounts, financial management, insurance, and club emails. The USC also provides grants for events that clubs can access and help with event support. Conversely, USC clubs also have responsibilities to the USC and their membership, such as following club’s policies, being respectful and accountable to your membership, and maintaining accessibility for all.

We recognize that the USC and club’s policy can often seem complex. It is always our goal to help you navigate the system. We are continually looking to optimize club’s policy to best serve the campus community, so don’t hesitate to bring concerns or ideas to our attention.

In this handbook, you will find a summary of the key details of the USC clubs system. There is a large amount of club’s policy documents, procedures, and systems that go into the club’s system, and we have aimed to consolidate them for your convenience. While this book is not an exhaustive list of club’s policies, we have included most of the main ones, as well as resources for clubs to access.

We hope you enjoy this club’s handbook, and we look forward to working with you throughout the year to give Western the best student experience.

Sincerely,

Carina Gabriele
Student Programs Officer
University Students’ Council

Declan Hodgins
Clubs Associate
University Students’ Council
THE CLUBS TEAM

Declan Hodgins
Clubs Associate
Associate.clubs@westernusc.ca

Manthan Dhruv
Clubs Support Coordinator
clubsupport@westernusc.ca

TBA
Clubs Policy Coordinator
clubpolicy@westernusc.ca

Vicki Macauley
Senior Manager- Financial services
vmcauley@uwo.ca
519-661-2111 x83575

Shari McIntyre
Student Organizations Advisor
shari.mcintyre@uwo.ca
519-661-2111 x83116

Saku Seneviratne
Student Events Coordinator
ssenevir@uwo.ca
519-661-2111 x82250
Welcome to the University Students’ Council Clubs system! This handbook contains information that is beneficial to both new and returning clubs executives. Here you will find information pertaining to various aspects of the system, including but not limited to Clubs policy, USC Best Practices, USC services, etc.

Each year, there are approximately 200 unique clubs under the umbrella of the USC that organize a variety of diverse events catered toward undergraduate students of the Western community.
Benefits of being a USC Club

USC Finance

> USC financial account
> Financial Services (Purchase Orders, Invoices, Cash boxes and floats)
> Insurance coverage for paid members of your club.
> Available grants for events

USC IT Services

> Participation in Clubs week.
> The use of a dedicated Clubs Space.
> Space bookings in the UCC, use of A/V equipment and furnishings at no cost (Labour charges apply)
> Clubs locker storage for inventory
> Professional event and contract consultation

USC Creative Services

> We currently offer free binding (students just show their membership confirmation) to any club member
> Special pricing for executives (i.e. $25 banners)

Purple Store

> Event/concert ticket sales to be offered to club members first - service charge is waived for club members (only tickets bought at Purple Store)
> 10% discount on all purchases (including discounted items)
> Free membership ($40 value) - this allows you to: a) rent a bike at a discounted rate; b) purchase items at a discounted rate

Purple Bikes

> Clubs night every Wednesday at Western Film, $5 small combo for club members
> Club members get 15% discount all day Monday at The Wave
> 10% off catering from anything booked through wave catering department
> The use of the Spoke stage at no cost

USC Events

> The use of a dedicated Clubs Space.
> Space bookings in the UCC, use of A/V equipment and furnishings at no cost (Labour charges apply)
> Clubs locker storage for inventory
> Professional event and contract consultation

USC IT Services

> Web storefront services for sale of merchandise, event tickets, donation collection
> Dedicated club specific emails
> IT Support as required
USC CLUBS SYSTEM

STUDENT LEADERS

The USC clubs system is overseen by the Student Programs Officer (SPO). The Student Programs Officer is responsible for managing all of the student-run services and programs that contribute to the experience of undergraduate students.

Assisting the SPO is the Clubs Associate, Clubs Policy Coordinator and Clubs Support Coordinator. Under the direction of the Student Programs Officer, the Clubs Associate oversees day-to-day activities of the Clubs system, including clubs governance, clubs training and clubs events. The Clubs Support Coordinator assists the Associate Clubs with administrative duties of all USC clubs, including event management, governance, and finance. Similarly, the Clubs Policy Coordinator oversees the development, review and enforcement of all policies related to the clubs community throughout the year.

SUPPORT STAFF

The USC employs staff members to support the clubs system. The Student Organizations Advisor and Student Events Coordinator offer a wide variety of services to Clubs. We are here to provide any means of assistance, whether it be event planning, or financial logistics. We are located in Room 320 of the University Community Centre (UCC), available 8:30am-4:30pm Monday to Friday. Our door is always open and we are here to help with any issues that you may have. Please don’t hesitate to drop by or reach out via email with any questions.

GOVERNING COMMITTEES

CLUBS GOVERNANCE COMMITTEE

The Clubs Governance Committee (CGC) made up of undergraduate students and student leaders aims to govern the USC clubs community on campus by enforcing and overseeing policies and procedures to ensure fairness in the clubs culture. Additionally, this committee looks to:

1. Create a community that supports leadership development among students and welcome the wide range of interests within the clubs community.
2. Adhere to all Clubs Policy to determine reasonable limits placed on student organizations in order to comply with USC policy as well as university policy.
3. Set strategic, long-term goals for the clubs community for future growth and development of clubs and their student leaders.
CLUBS POLICY REVIEW COMMITTEE

The Clubs Policy Review Committee (CPRC) is a subcommittee of the CGC that serves as the primary body for reviewing, drafting and making recommendations to the Clubs Governance Committee on clubs policy. The committee is responsible for maintaining accurate and updated Clubs Constitutions and all official Clubs Policy documents for the USC.

CLUBS SUPPORT COMMITTEE

The Clubs Support Committee (CSC) is the body of the Clubs Community that supports collaboration among student organizations and seeks to enhance communication between student organizations and the USC. The committee is responsible for organizing community-wide initiatives such as workshops for the benefit of club executives and members. The CSC is influential in supporting the year-long working dynamic within club executive teams and ultimately for the long-term development of the club within the Clubs Community. The CSC is also responsible for carrying out club audits.

USC APPEALS BOARD

The Appeals Board exists to ensure that all decisions by the USC and all USC affiliated governing bodies are made to benefit and support the student population. When a particular decision or action is brought forward for examination, the students on the Appeals Board determine whether or not that decision or action was justified or if it is an infringement on the university’s policies and bylaws. Students on the Appeals Board follow the principles of natural justice, advocating for fairness and good conscience to ensure the USC remains a fully democratic and proactive organization.
EXCLUSIVE TEST PREPARATION PROVIDER FOR USC CLUBS!

MCAT® | DAT® | LSAT® | GMAT® | GRE®

Did you know that your members can save 20% on any in-person or LiveOnline course with The Princeton Review?

Want to run a free practice test or have an info session for your members? We can help with that too!

Contact us for your group’s unique promotion code!

Saadman Chowdhury
saadman.chowdhury@review.com
1-800-273-8439 ext 5298
Club elections must be conducted on a yearly basis, during the month of March to ensure that new executives are elected and transitioned. Outlined here are different aspects of elections as well some information to keep in mind when conducting them. Elections must be conducted for the four (4) core positions of the executive team: President, VP Finance, VP Events and VP Communications. Other positions may also be included in the election at the discretion of the club executives but is not required by club policy.

ELECTION PROCEDURES

CHIEF RETURNING OFFICER
All club elections must be overseen by an impartial Chief Returning Officer (CRO). The CRO should be selected by means of a ¾ club executive vote by the end of February. They are responsible for administering the end of year elections. The CRO cannot be a candidate that is running in the year end election. If the elected CRO wishes to run for a position, they must step down as CRO and a replacement must be voted in. The role of CRO can be fulfilled by a current executive, provided they are not running in the election or it can be a registered member of the club that is elected.

NOMINATIONS
All individuals interested in running for an executive position must submit in writing to the Clubs CRO their intent within the nomination period. This period shall be at least one (1) week in duration. The CRO will notify all club members of the beginning of the nomination period, the length of the period and the positions available. All nominees must be paid registered members of the club they wish to run for. Any registered club member is permitted to run for one or more elected positions (President, VP Finance, VP Events and VP Communications) as well as any added positions. The clubs current executive team are not permitted to impose any restrictions on who may run in the election unless it is in accordance with Club Election Policy.
CAMPAIGNING

It is the responsibility of the CRO to notify all club members of the campaigning period and all nominees. The campaigning period must be at least three (3) days in duration and must conclude before the Club’s Annual General Meeting (AGM). During this period, candidates are only permitted to campaign to paid registered club members as no campus-wide campaigning is allowed. Candidates are also not permitted to solicit the support of the current executive or CRO as part of a campaign team or to assist any other candidate in any manner.

VOTING

All voting must be conducted online via WesternLink and the election must be created and monitored by the CRO. Only paid club members are permitted to vote and each member is entitled to one (1) vote in the election for each position. The election period must be at least twenty-four (24) hours up to a maximum of forty-eight (48) hours in length. For the election to be valid, fifteen percent (15%) of the club’s membership is required to vote. If there is only one nominee for a position, an option to abstain must be included so that voters have the choice to do so.

Club Executives shall be elected in the following order:

1. President
2. Vice-President Finance
3. Vice-President Events
4. Vice-President Communications

The CRO must prepare the ballot for each position with the candidates being listed in alphabetical order by last name. Nominees may not be listed in pairs on the ballot since only one person can hold each position. Additional ballots may be included for internal positions in the club along with the executive election. The CRO must notify all club members of the election period along with a web link to where members may vote. Once all elections have been completed, the Student Events Support (SES) office will review the results of the election to ensure a valid vote has occurred.
If one of the ballots ends up resulting in a tie and neither nominee chooses to concede, the following options should be considered in this order:

1. Another election be held for the specific position that ended in a tie.
2. If this election also results in a tie, the position MUST be decided by flipping a coin.
   a) The coin toss must be conducted in the present of the support staff with both candidates as well as the CRO.
   b) The winner of the coin toss is absolute and may not be contested by the losing individual.

**BY ELECTIONS**

If one of the elected executive positions becomes vacant during its term or fails to be filled at the time of the election, a by-election must be held at the earliest possible time. The by-elections must follow all previously stated guidelines and can be facilitated by one of the elected executive team. It will be monitored and confirmed by the SES staff.
If you are interested in starting a new club under the USC, here are a list of requirements that must be met so that the application can be considered! The deadline for new club applications is January 31st of any given school year. The actual application can be found here: https://westernu.campuslabs.ca/engage/submitter/form/start/11251

NEW CLUBS MANDATE

All new proposed clubs must fall within the scope of the new club application mandate, introduced by the CGC. The purpose of this mandate is to bring the CGC’s club application review guidelines to the attention of potential applicants. The CGC believes that any decisions with regards to the application, use of discretion and subsequent marking process should be made public to all students in advance.

Each year, the CGC receives approximately 85+ new club applications. As such, the CGC has recognized a potential shortage of resources and space on campus if a sizeable number of clubs are added to the already 200+ clubs that are currently ratified with the USC. The CGC looks to ensure that the future of the clubs system is stable and must enact particular guidelines in reviewing club applications. A rapid increase in the number of new clubs can create dilution in club memberships for all clubs and an inability to host a functioning clubs week in the space provided. The CGC will continue to use its discretion with regards to the ratification procedure and will adhere to the guidelines that are used and outlined each year. The CGC however would like to highlight some potential club purposes that have a low likelihood of ratification due to discreional use of policy. This mandate’s scope will speak to purpose and mandate of a new club application, and not specific club events.

The mandate can be found here: https://westernusc.ca/your-clubs/#resources
**TIMELINE**

**NEW CLUBS APPLICATIONS PROCESS**

- **Nov-Jan**
  - Brainstorm new club ideas
  - Check current Club list for overlap ([https://westernu.campuslabs.ca/engage/organizations](https://westernu.campuslabs.ca/engage/organizations))
  - Prepare new club application

- **Jan 31st**
  - New Club Application due at 11:59pm via form submission on Western Link
  - Form: [https://westernu.campuslabs.ca/engage/submitter/form/start/11251](https://westernu.campuslabs.ca/engage/submitter/form/start/11251)

- **Feb-Apr**
  - Your application will be reviewed by the CGC and results will be sent out

- **Sept of Next year**
  - Clubs that have been ratified by CGC will become active

---

The USC clubs policy contains the rules and regulations all clubs must follow. Please review this document before beginning your application [https://westernusc.ca/your-clubs](https://westernusc.ca/your-clubs)
Every USC ratified club must:

- Be open to all Western University undergraduate students
- Be unique and distinct from other Services and Clubs on campus
- Demonstrate significant interest (minimum 25 undergraduate students)
- Have an executive board including at least, one President, one Vice-President Finance, one Vice President Event and a Vice President Communication who are Western University undergraduate students.

**Part I: The Video**

Your video should not be longer than five (5) minutes.
- Please address the following:
  - What is your club?
  - What is the purpose of your club?
  - How will your club contribute to enhancing the best student experience on campus?
  - How is your club unique from existing USC ratified clubs or USC services?
  - Please describe the events you would like to run.
  - Please describe the physical, financial and other risks that may be associated with your club.
  - Does your club have any affiliation with an external organization?
  - If yes, what kind of support would they bring (staffing, funding, etc.)

**Part II: The Written Documents**

1) **Constitution**

- Instruction on writing it: Club Constitution Guidelines
- What it should look like: Club Constitution Template
- Note: Both can be found @ https://westernusc.ca/your-clubs/#resources
- Make sure to include the clubs mandate in your constitution as it is one of the most important aspects of your club application. Be very specific.
- Your club mandate must illustrate the club’s primary function and objective
- Your club will be held to its mandate and purpose
- Your activities (events) must reflect your mandate
2) Membership List

To qualify for ratification, you must have at least 25 current undergraduate students, that are not graduating, prepared to join the club upon ratification.
  • Include their name, students number and Western email.

In addition to the 25 prospective members, you must have a proposed executive team (President, VP Finance, VP Events and VP Communications)

3) Budget

A proposed budget that gives a plan for the different streams of revenues and expenses
  • Revenues shall include: membership fees (Minimum $5.00)
  • Expenses shall include: Insurance/Admin fees ($2.50/member) and contingency amount (5-15%)

You can find a downloadable template here: https://westernu.campuslabs.ca/engage/organization/westernusc/documents/view/14727

4) A summary of proposed events

In your video you touched upon different events you would like your club to undertake. Please give a summary of 4 events (not including meetings)

Include:
  • Name of the event
  • Where it would be held (On-campus, Off-campus)
  • A short description (what and why- no more than 1 page)
**CLUBS GOVERNANCE COMMITTEE DECISION**

The CGC may not ratify any club that has already been de-ratified earlier during the year, similarly the club is not permitted to re-apply as a new organization once they have been de-ratified. At the time of de-ratification the CGC can establish a probationary period of up to twelve (12) months during which a club with the same name or similar mandate shall not be considered for re-ratification.

Ratified organizations will be notified by a member of the committee within five (5) business days of ratification via email sent to the organizations representative(s). Organizations that are denied ratification shall be notified within five (5) business days of the decision being made via email sent to the organizations representative(s). The organization will be provided written reasons for the decision made by CGC.

**REQUEST FOR RECONSIDERATION**

An organization that has been denied ratification may appeal to the CGC for reconsideration. The organization will be given five (5) days from the date of notice of the decision to submit a request for Reconsideration. The request must include the organization’s written reason for reconsideration that specifically address the CGC’s reasons for denying the initial request. The CGC will meet to discuss the reconsiderations as soon as reasonably possible. The CGC chair will provide the decision regarding ratification within five (5) business days of the request via email to the organizations representative(s).

**APPEAL**

If the organization wishes to appeal the decision reached by the CGC, it must be done within two (2) days. All appeals will be directed to the USC’s Appeals Board for review in accordance with Bylaw #6. The appeals board is independent of the CGC and will consider all relevant facts and documents in reaching a decision.

**Please feel free to contact any staff or student leaders with any questions you may have! We are here to help make the process easier!**
SIGNING AUTHORITY

All USC ratified clubs are allowed to have a maximum of three (3) signing authorities to conduct the financial affairs for their clubs. All clubs are to designate their President, VP Finance and VP Events (or equivalents) as Signing Officers for the club. These officers can authorize payments or sign off on reimbursements for approved expenses. Due to these responsibilities, signing authority cannot be transferred to another individual within or outside the club. A new signing authority can be assigned for these reasons via by election:

1. The current executive has been removed from their position.
2. The executive has submitted their resignation.
3. The position was not filled during the executive elections.

MEMBERSHIP FEES

The membership fee for a club must be decided by the executive team at the beginning of the academic year and must be no less than five (5) dollars. It must be paid by any individuals that are interested in joining the club, as well as all Executives. It is the responsibility of the club’s executive to notify the SES department of the membership fee prior to clubs’ week. Any member of a given club may request to their respective executive for a refund of membership fees by no later than October 31st in the following circumstances:

1. If the mandate of the club or proposed activities mentioned prior to payment are not aligned with the club’s actual mandate or proposed activities.
2. Serious organizational issues with the Clubs’ Executive members resulting in lack of communication with the club’s members or a lack of previously promoted programming.
3. Any circumstances that seriously deter the members ability to enjoy membership in the club.
4. Use of club funds in a manner that was not communicated to club members.
It will be required of all USC clubs to create an annual budget detailing all revenues (including membership fees and sponsorships) and expenses (including insurance/administrative costs and contingency amounts). The insurance and administrative costs associated with the club will be taken from the clubs account automatically each academic year. There is no option for a club to opt out of USC insurance. The mandatory coverage ensures that all members are insured during any activities related to the club. Regarding the sale of merchandise, tickets or a service, goods and services must not be marked up more than fifty percent (50%) over the original incurred cost.

All annual budgets should be accompanied by a list of events your club plans to hold throughout the year. The annual budget should reflect all costs and revenues associated with these events. It should also reflect a contingency amount of between 8-10% of annual revenues predicted for the year to cover any unplanned expenses. The budget should be submitted by October 15th of the academic year to Western Link.

Additionally, all USC clubs must submit to an audit of their financial account by the Clubs Finance committee, the USC Secretary-Treasurer, or a designate. Clubs are audited both randomly and specifically.

Clubs must be reviewed for 3 reasons:

1. To ensure club executives adhere to the budget so that they do not overspend.
2. To ensure that one club executive is transparent in his/her spending to the other club executives.
3. To ensure that clubs are in a strong position to continue, financially year after year.
We have an experienced team who are here to offer our support to ensure you have a successful financial experience.

Club Deposits
Memberships, Event revenues, Fundraising

Requests for Payments
Reimbursements, Vendors, any pay outs

Club Financial Detail Listing
Past or Present History

MaryAnn Mommersteeg
Accounting Manager
mmommers@uwo.ca

Karen Savino
Administrative Assistant
ksavino@uwo.ca

Contact Us!
519-661-3574
usc.finance.office@uwo.ca
UCC 340
CLUB EVENTS

Events play a huge role in what constitutes a club and what kind of experience can be provided. They are a great way to interest possible new members and to keep current members engaged. The events can range from simple meetings to multiple day conferences. Regardless, the Students Events Support staff are here to help in any way possible!

If you are new to event planning but interested in holding an event, we can definitely help you get started! We can walk you through the necessary steps that need to be taken for the event to come into fruition. The more detail that you can provide, the better we are able to provide support. Our support can range from helping with all aspects of an event to just one specific aspect. It is your event and we just want to help make it happen!

Here are some guidelines regarding different aspects of event planning. As always, please don’t hesitate to reach out to us for more specific assistance.

EVENT PROPOSALS

All clubs affiliated with the USC are required to submit an event proposal via Western Link. This allows the Student Event Support (SES) department to assist with planning the event and possibly advocate for the club’s contract matters, finances, advertising etc. The more detail that you can provide the better, as we want to ensure that your event occurs without any issues.

The proposals will be reviewed and either the Student Organizations Advisor or Students Events Coordinator will follow up with the event organizer within two (2) to five (5) business days with feedback as to how they can proceed with the approval process for the event. All event proposals require final approval from the SES Department before a club can proceed with their proposed event. If the event has been rejected, the club is prohibited from moving forward with the event.
The name of the individual that is listed on the event proposal will become the main point of contact for any inquiries related to the event. This ensures an organized stream of communication between the SES department and club. It will become the responsibility of the organizer to pass on duties related to event planning such as booking a venue, arranging finances.

**TIME FRAMES**

- **Meetings, Display tables, simple events**
  - 3 Business days prior

- **Events with advertising, budgets, display materials**
  - 5 Business days prior

- **Events with security, performers, contracts, venue rentals, bar events, ticket sales**
  - 10 Business days prior

- **Trips out of the city**
  - 15 Business days prior

- **Events that require waivers (sporting events, higher risk)**
  - 10 Business days prior
HAVE YOU ALREADY COMPLETED AN EVENT PROPOSAL?

Events **ANYWHERE** & Merchandise

- UCC Space
- Western Classrooms
- Off-Campus
- Anywhere in the world
- Any Kind of Merchandise

WesternLink

Complete and Events Proposal on Western Link

1. My Memberships
   - The Baking Club (Admin Use Only)

2. Manage Organization

3. WesternLink Action Center
   - The Baking Club (Admin Use Only)

4. About
   - Events

5. Create Event
ON CAMPUS SPACE BOOKING

The organizer of the event (one submitting the proposal) should be the same person that requests the space bookings for any rooms that are required. To book any classroom on Western Campus please contact Western Reservations via email at bookroom@uwo.ca. The form can be found online at http://www.ipb.uwo.ca/reservations/.

For spaces maintained by the USC (Conference rooms, Mustang Lounge, Community Room/269, Table bookings in UCC atrium), please complete the form at the Reservations Desk in Room 340 of the University Community Centre (UCC). The form can only be completed by a signing officer. Additionally, the President and VP Events of each club can request the space online via http://rezmaster.usc.uwo.ca/emswebapp/.

For more information regarding booking policy, please refer to The USC Reservations Manual.

EVENT CONTRACTS

All contracts associated with a USC club must be submitted as part of the event proposal. This can be contracts related to event venues, performers, rentals etc. There may also be events that require contracts to be written up in which case the club must provide all of the necessary information outlining the agreement to the SES department. This should be done at least five (5) business days so that there is ample time to negotiate and process each contract.

The SES department can provide support to ensure that your club is being treated fairly in the contract and that all your clubs interests are protected!
**EVENT BUDGETS**

All event proposals submitted must include a budget if you plan on using any of the funds in your club’s USC Account. This allows the SES department to keep each account up to date and ensure that all expenses can be handled with funds in your account.

If your event is submitted with expenses but no budget attached, the event proposal will not be approved.

**INVOICE/LARGE PAYMENTS**

Events with large payments to vendors can be paid using a Purchase Order. This agreement allows the USC to authorize payments for these contracts using the clubs USC finance account on behalf of the organization. This guarantees payment to the vendor and will be completed by the USC once the event has concluded and the service requested has been provided. We do not recommend that event organizers make these payments with their own funds as it leaves you at a disadvantage. If you run into any issues in regards to what was provided to you, you do not have any leeway if payment was made beforehand. For example: if a club has placed an order for merchandise, the SES department can provide a Purchase Order to the vendor to guarantee payment. Once the merchandise has been received and you as the club is satisfied with the quality of service/product, payment will be made by the USC. If any issues had occurred, the USC will withhold payment so that your clubs has maneuverability with the vendor to ensure that you get what you requested. You do not have this advantage if your club had made the payment ahead of receiving the order.

In order for the USC to issue a Purchase Order, the club must have two signing authorities sign a Purchase Order Request. The USC will make payment once we have received a final invoice from the vendor. If the amount of the final invoice is higher than what was stated on the Purchase Order, the SES Department will reach out to the club to confirm the change before making payment!
REIMBURSEMENTS

Small expenses involved with events can be paid for by the executives and reimbursed once the event has been completed. Please note that there is no expectation for you to pay for these expenses.

If you plan on making these purchases for your event, please ensure to include them in your budget. This is essential as the reimbursements will not be approved if they are not mentioned in your event budget. It is better to include even an estimate if you aren’t sure how much the expense will be.

For the expenses to be reimbursed, you must complete the Request for Payment Form (Page 51). It must be signed by two signing officers and cannot include a signature from the person that is being reimbursed. All original receipts associated with the expense must be attached to the form. We cannot process the request if no documentation is attached to the request. In most cases, the expenses will be reimbursed in the form of cheque, however if it is less than $40 it will be available for pickup as petty cash.

FOOD REGULATIONS

IN THE UCC

All food distribution request must be mentioned in the event proposal so that SES department is aware, as well as when booking the space with USC Events. Only upon approval from both requests will the club be permitted to proceed with the event. The following food is permitted for distribution in the UCC Atrium with approval by USC Events:

Popcorn
- It must be purchased in advance through Western Film and may NOT be made at your display table. This is also possible at any other bookable space in the UCC.

Cotton Candy
- It may be bought in advance and must be pre-packaged. Otherwise, it may be made on-site by the club using a rental machine from a USC approved vendor.
  - If it is being made on-site, clubs may only use the centre portion of the Atrium or on Concrete Beach.
  - If additional clean-up is required, the club will be charged an additional fee.
  - If pre-packaged, it may be given away at individual tables around the Atrium.

Small pre-wrapped Candy
- Must be store bought
All other food distributions must be in accordance with the policy set out by the USC Food and Beverages (F&B) department. Any catering requirements must be accommodated by the Wave or Spoke. This does not include pizza, cookies, canned drinks or other small food items which can be purchased by the club and distributed. All purchased items must have a best before date prior to the event date. Food is not permitted to be prepared in any bookable space on campus.

Clubs may request for the use of outside catering. These requests will be reviewed on an individual basis by the F&B department. Catering must come from a restaurant within a 100km radius. If the food needs of the club cannot be met by a restaurant within this range, it may be extended at the discretion of the Senior Manager of F&B.

**ON CAMPUS- OUTSIDE OF THE UCC**

Any event being hosted on campus where the food is to be served to the general public must have the event catered by Hospitality Services (excluding pizza). If you require an outside caterer, this must also be done through Hospitality services on a case by case basis.

**Off-Campus Events where the Club is bringing in food (not prepared by the venue)**

These events are approved on a situational basis; many factors are involved when approving these types of events:

- Venue must have an approved kitchen facility that has been inspected by the Middlesex London Health Unit
- Locations can be checked on the Health Unit’s website: www.healthunit.com
- Catering company must be responsible for delivery (if delivery is provided)
- If a catering company does not deliver the food; proper hot/cold food storage must be accounted for (insulated containers, thermometers, etc.)
- If the catering company does not work out of its own premise (a fixed location that has been approved through the MLHU), but rents or utilizes an inspected kitchen – this is permitted
A one stop shop for all your catering and event planning needs - we truly CATER to what you NEED. We strive to make your event a reality by working with you from beginning to end. We curate memorable experiences for budgets big and small. Our unique and multi-functional event spaces can handle anything from Open Mics, Formals and Speaker events, to Holiday Parties and Trivia Nights. Work with our Catering and Events Manager to build your dream of event - and then leave the planning to us. For more information about menus, please visit our website at www.the-wave.online/catering/

We provide:

• Customized menus
• Accommodations for all dietary restrictions
• A focus on sustainability
• Audio/Video Access
• Access to other USC services and operations
  • Creative Services
  • USC Promotions
  • Events & Building Services
  • Campus Gear
• Access to top vendors on campus and in the London community

STEP 1: Come talk to us.
STEP 2: We’ll take care of the rest.

An Accessible Venue, Central to Campus.

http://www.the-wave.ca/catering

Lauren Shunock
Catering & Events Manager
wave.catering@uwo.ca
519-661-3007
SAMPLE EVENT MENUS

WICSA Formal
- Paneer Tikka Masala
- Gulab Jamun
- Butter Chicken with Naan
- Chicken Satay - Chana Masala
  - Pakoras
- Vegetable Spring Rolls
  - Bhel Puri
  - Mango Ice Cream

Mix & Mingle
- Deluxe Combo Platters
- Buffalo Chicken Bites, Veggie Spring Rolls, Garlic Cheese Bread, Onion Rings, Southwest Potato Skins
- Charcuterie Board
- Assorted Cured and Seasoned Meats, Artisan Craft Cheeses
- Accoutrements, Pickled and Marinated Vegetables
- Flatbreads and Crackers
- Roasted Tomato Bruschetta
- Pulled Potato Pork Pancakes

Dinner Buffet
- Homemade Lasagna Buffet
- Freshly-made Beef Lasagna
- Roasted Vegetable Lasagna
  - Caesar Salad
  - Garlic Bread

Curry Buffet
- Herb Roasted Chicken Breast
- Fried Falafel
- Chickpea Curry with Cherry Tomatoes and Roasted Cauliflower
  - Naan Bread
  - Basmati Rice
  - Couscous Salad

wave.catering@uwo.ca
519-661-3007
Hors D’oeuvres
SWEET CHILI CHICKEN SATAYS
VEGETABLE SPRING ROLLS
CHORIZO STUFFED MUSHROOM CAPS

Salad
RUSTIC CAESAR SALAD

Entree
CANADIAN AAA 8OZ TOP SIRLOIN STEAK
WITH MUSHROOM BRANDY SAUCE
ATLANTIC SALMON
WITH DILL CREME FRAICHE
ROASTED VEGETABLE AND
GOAT CHEESE STREUSEL

Dessert
MINI DESSERT TRIO

Thank you for a fantastic year!
Your 2017-2018 USC Executive
OFF-CAMPUS EVENTS WHERE FOOD IS BEING BROUGHT INTO A PRIVATE RESIDENCE

Most often, this is considered a private event only if you are not selling tickets or ticket sales are restricted to club members only. Usually these events are approved since food inspectors do not inspect private residences but they also remain approved on a situational basis. Clubs wishing to host BBQs off campus must be for club members only.

Events involving Alcohol

SOBER MONITORS

All events involving alcohol require that the club supply two (2) of its members to as sober monitors (SMs). The USC reserves the right to increase this number where and when it is appropriate. The names, emails and phone number of the SMs must be submitted by the event organizer as part of their event proposal. This information will be passed onto the security staff at the venue.

SMs are absolutely not permitted to consume alcohol leading up to and for the duration of the event. They are responsible for arranging for safe transportation of students home. They do not need to provide the transportation.

DRINK TICKETS

If you are interested in providing drink tickets, it must be provided and distributed by the venue staff. The club is permitted to distribute one (1) complimentary drink per person. They can only be distributed at the door of the event after attendees have passed through and had their identification checked by security staff. Tickets can only be provided to event attendees who are 19 years of age or older. Redemption of tickets must be done at the designated bar and only one (1) ticket per person may be redeemed at a time. The USC reserves the right to review the request to distribute alcohol and may deny the request at its discretion.

BAR EVENTS

Clubs may only hold bar events at venues that are approved by the USC. These venues can be found on the list of preferred vendors as these venues have provided a certificate of liability insurance. If you are interested in holding your event at a venue that is not on the list, the SES department can work on obtaining the necessary insurance documents.
ON-CAMPUS EVENTS

Club members are not permitted to host events with alcohol unless they are taking place in a venue with a liquor license (The Wave, Spoke, Grad Club, and Great Hall). If the event is being hosted in one of the mentioned venues, distribution of liquor must be done by venue staff. It will be the responsibility of the venue to have security present.

ALL OTHER VENUES

If you are interested in holding wet or wet/dry events at any other venue, the SES department will book security staff on your behalf through the USC’s approved/preferred vendor. Bottles of wine at tables and bottle service are not permitted as this is a direct violation of Campus Alcohol Policy (refer to Western Alcohol Policy).

EVENT SECURITY

Depending on the nature of your event, you may be required to have professional security staff present. If required, the SES department will inform you as soon as possible so that steps can be taken to ensure they are present for the event. The number of staff required will be determined by the SES department and we will book them on your behalf.

Security is required to arrive 30 minutes prior to the start of your event and to stay through its entire duration. They will only leave once the venue has been cleared of all attendees. There is a 2 guard minimum as the security company will not send just one guard. They must be paid for a minimum of three (3) hours even if the event doesn’t exceed the time period.

Security will always report to whoever holds the liquor license for the venue, not to your organization. They are there to help ensure the safety of your event so it is imperative that you maintain a clear line of communication in regards to any issues that you may see as an organizer.

Here are some general estimates for security guards required (SES department hold the right to increase or decrease these numbers):

**Wet/Dry** – 2 guards for the first 50 attendees and 1 for every 50 thereafter  
**Wet** – 2 guard for the first 100 attendees and 1 for every hundred thereafter  
**Dry** – Determined by the SES department if required
EVENT SPONSORSHIP

If a company/organization wishes to sponsor your club, please complete the Sponsorship Proposal available on the homepage of Western Link. This proposal does not constitute an agreement and does not imply approval of the sponsorship. Please clearly outline exact details regarding what the organization will provide for your club (Funds, items, gifts etc) and what your club will provide to the sponsor in return. Also, please include the start and end date of the agreement; including if the company is sponsoring an event, providing an annual donation, etc.

All sponsorship packages associated with the club and all sponsorship agreements detailed will need to be reviewed and approved by the SES department before moving forward. Once all terms and conditions have been negotiated in regards with the sponsorship, the proposal may either be approved or denied. The SES department may draft a Provision of Services agreement for both parties to sign if the value of the sponsorship is greater than $1000 (The Senior manager of Finance will sign on behalf of the club and USC). Only when given the final approval by the SES department may you proceed with the sponsorship. We can also provide support to ensure that the funds are directly transferred into your USC account.

Please note that students cannot provide receipts to businesses or companies that sponsor them. The USC is a Not-For-Profit Organization and hence cannot legally provide receipts also. Student Organizations are not registered charities or legal entities and are therefore not legally entitled to issue receipts.
FUNDRAISING EVENTS

We encourage all student groups to explore events supporting a charitable organization. Any club seeking to hold an event to raise charitable funds are required to provide a letter (during the proposal process) from the charity or non-profit organization they have chosen to support indicating the following:

- The registered charity CRA number
- Confirmation of the charity’s support of the event/method of fundraising
- Contact information for the charity
- Approval of the location and venue of the event

These measures are in place to ensure that clubs do not run into issues once the event has been completed. For example, a charity working to support individuals struggling with alcoholism may not be happy with the idea that funds were raised during a bar event.

It is important to note that donation boxes, jars etc. are not permitted to be used on campus. Similarly, raffles are not permitted as well unless you have received written permission from the Lottery and Gaming Commission of Ontario.

All funds collected during a fundraising event must be deposited into the USC account at the earliest convenience, most preferably the next business day after your event. Clubs must make the donation to the charity through the USC, we will take care of mailing out the cheque on your behalf. Please note that the organization MUST be registered with the Canada Revenue Agency (CRA)
USC Events prides itself on establishing, maintaining, and encouraging a rich array of activities. Helping students get involved in the life of the university as spectators, participants and leaders is part of the mission of the University Students’ Council; to enhance the educational experience of all undergraduates at Western. We encourage organizations to develop events that enhance a sense of community, value diversity and honour tradition. We hope that your experiences with planning and participating in activities are enjoyable and rewarding.

USC Events offers an array of facilities that may be reserved for meetings, socials, speakers, and other events. Representatives of organizations seeking use of USC event facilities should complete an application form. There are over 75 USC Student Coordinators, 200 registered student organizations and many university departments that compete for event space throughout the year. To secure space for your event, you are encouraged to make your reservations and complete arrangements well in advance of your event.

Josh Clark
Senior Manager, Events
jclar287@uwo.ca
519-661-2111 x83349

Susan McKone
Events Specialist
smckone@uwo.ca
519-661-2111 x82635

Rob Coates
Productions Coordinator
tcoates4@uwo.ca
519-661-2111 x89250

Saku Seneviratne
Student Events Coordinator
ssenevir@uwo.ca
519-661-2111 x82250
FACILITIES IN THE UCC

Conference Rooms
- Capacity: 10-24 people
- 70” Sharp Smart Screen or Projector (interactive with VGA/HDMI connections)
- Whiteboard Wall/Projection Surface

Mustang Lounge West
- Total Square Footage: 5600 sq ft Standing 885
- Theatre Seating 600
- Banquet Round non buffet 232
- Advanced AV and lighting capabilities

McKellar Room
- Capacity 392 (249 on floor; 143 in balcony)
- Full AV capabilities (PA & Film sized screen)

Community Room
- Full AV capabilities (PA & Projection Screen)
- Theatre Seating 200
- Banquet Round non buffet 136
We can provide:
• Contract Consultation
• Production Equipment
• Venue Space
• Decor
• And much more!
SALES ON CAMPUS

BAKE SALES

Bake sales are not permitted on campus due to health and safety reasons. Hospitality Services has exclusive rights to serve all food on campus.

MERCHANDISE SALES

Merch sales cannot include any items that are already sold on campus. These would include books, cards, clothing, food, etc. Your organization can sell homemade items (excluding food). These could include self made cards, paper art items, paintings, club related merch, ‘ugly’ sweaters, etc.

Before clubs can purchase merchandise for sale, please note that an event proposal must be submitted for approval. This is the same proposal that is submitted for events that are hosted by clubs. You must include all graphics and slogans that you will be using so that we can ensure you are not violating any Western/USC Policy.

The SES Department can also provide support in making payments to the vendor for merchandise. Please come speak to us so we can work on ensuring that you are protected during the purchase process!

RAFFLES

Due to regulations set out by Ontario Lottery and Gaming Act, no form of raffles are permitted at Western. This includes door prizes, 50/50 draws, selling tickets to win a prize. If it involves purchasing a ticket which can then be used to win a price, it is not permitted as it is a form of gambling.
WHAT CAN WE DO FOR YOU?

Campus Gear is your one-stop shop to create unique and engaging clothing or merchandise for your club, faculty, team or group of friends. Owned and operated by the University Students’ Council, we are more than just your average vendor. We have worked with countless groups on and off Western University campus to help create custom concepts that suit their styles.

The options are endless. We have created relationships with a number of suppliers to ensure we can provide you with the best quality product that fits your budget.

Campus Gear is dedicated to satisfying each and every one of our clients through fast and friendly service, competitive pricing and convenient on-campus service.
UNIVERSITY STUDENTS’ COUNCIL
CAMPUS GEAR
CUSTOM CLOTHING AND PROMOTIONAL MATERIALS

Mike Carriere - Primary Contact
Coordinator - Clothing and Promotional Materials
University Students’ Council, Western University
519-661-2111 ext. 83464
campusgear@westernusc.ca

Nick Vassiliou - Support Contact
Promotions and Community Partnerships
University Students’ Council, Western University
519-661-3572
nvassiliou@westernusc.ca

NOT SURE WHAT YOU ARE LOOKING FOR?
WE’RE HAPPY TO SUGGEST SOME OF OUR MOST POPULAR ITEMS

APPAREL
• T-shirts
• Polos
• Hoodies
• Sweaters
• Baseball caps
• Toques
• Outerwear

PRODUCTS
• Stickers
• Mugs
• Water bottles
• Lanyards
• Totes
• Backpacks
• Notebooks

SERVICES WE PROVIDE
A wide variety of clothing options and promotional materials that can be personalized with silk screening, embroidery or full colour Direct to Garment printing.
USC INFORMATION SYSTEMS

1. Set up of online storefront for merchandise or event ticket sales

2. Club @westernusc.ca emails and GSuite help

3. Web hosting / social media support

Geoff Pimlatt
Senior Manager, Information Systems

Matt Hergott
Systems Support Developer

Noah Austin
Systems Support Analyst

Contact Us!
helpdesk@westernusc.ca
Where can you print in colour and black & white?

• FULL COLOUR PRINTING
• BLACK & WHITE PRINTING
• BINDING (coil, cerlox)
• LARGE FORMAT POSTERS
• CONCERT STYLE TICKETS >Order Online!
• VINYL BANNERS

• LAMINATING
• SCANNING
• FAXING
• POSTER PATROL
• BUSINESS CARDS >Order Online!
• AND SO MUCH MORE!

PRINT & BIND:
OWL NOTES & COURSE MATERIALS

cs-print@westernusc.ca • 519-661-3578 • www.creative-services-ucc.com
USC CLUB BANNER SPECIAL

$25.00 + tax

2ft x 3ft Banner
Gloss paper - Full Colour
High Photo Quality

UCC BUILDING - ROOM 265
cs-print@westernusc.ca • 519-661-3578
TRANSPORTATION

Outlined below are the guidelines that should be followed when attending events or going on trips outside of campus and the central London area. If you are unsure of any information, please feel free to reach out to the SES department for more information!

In any type of event where travel outside the city of London is concerned, there will be a waiver that needs to be completed by all attendees. The SES department will reach out with the waiver once the event proposal has been submitted with all relevant information.

CAR POOLING

Students can use carpooling to arrange for transportation to their destination. As per the USC’s insurance policy, students are permitted to travel a maximum of three (3) hours away from London but remaining within Canada. This limitation is due to the fact that most students are relatively new drivers and are considered high risk by insurers. Any travel beyond the three (3) hour maximum would be required to utilize alternative travel methods such as train, air, chartered vehicle (with assigned driver).

Each driver for every car must provide proof of personal insurance which will cover all passengers in their car. The occupants of the cars and attendee list cannot be changed once the SES department has been informed.

RENTAL VEHICLES

If your club plans on using rental vehicles to carpool, it must be indicated on the event proposal. The car must be obtained from a rental agency that is on the USC Preferred Vendor List. The driver obtaining the car must have personal insurance and must opt into the additional insurance coverage offered by the rental agency. Clubs are permitted to rent vehicles that transport a maximum of 7 passengers. The same policy for list of people in each car and list of attendees mentioned above still applies.

COACH/BUS COMPANIES

Clubs must book a coach/bus chosen from the Approved Vendor list. If there is a coach/bus that is not on the list but the club is interested in using them we will need to get the proper insurance information from them so they can be added to the list. All relevant information in regards to the bus charter must be included in the event proposal. This is so that the SES department can provide support in making payments and ensuring everyone’s safety.

If a club is providing transportation via bus/coach company for an event, it is the responsibility of the event organizer to ensure that transportation is arranged to and from the event. If using two different companies for each leg of the trip, the capacity of the vehicle must accommodate for all individuals attending.
FASHION SHOWS

When planning a fashion show it is important to come to the SES department early in the process so that we can help you choose a venue and give information on potential large costs such as production. The USC will sign all contracts on behalf of the club. It is important to create a budget early in the process to ensure the potential costs of the event are realistic for the club.
FILM SCREENINGS

In order to show any films on campus, you must either purchase or rent them. Films with rights under the USC’s license can be shown in any rooms booked by the USC and Western. These include classrooms and all other USC spaces (Mustang lounge, Community room). Please make sure to list the potential choices for film so that the SES department can ensure that the USC has rights to show it.

In the event that the USC does not have the right to a request film, the organizer of the event must request permission to show the film in a “non-theatrical setting” from the rights holder of the film; the written permission must include:

- Where you are permitted to show the film (i.e. on campus, in a specific room, etc.)
- The maximum number of people you may show the film to in a single showing
- The date(s) you may show the film
- Any additional details that could affect the screening

Fundraising is not permitted during any films under the USC’s license; this includes (but is not limited to): selling tickets, taking donations, selling club merchandise at the screening, selling food, etc. If you obtain money for any part of a screening and it is discovered, the USC could potentially lose its film license. Collection of non-perishable food items, clothing, toys, etc. is permitted provided you disclose this information in your event proposal under the “fundraising” section, and it has been given approval.
USC APPROVED VENDORS

BARS AND NIGHTCLUBS

On Campus:
The Wave  http://www.the-wave.ca  519.661.3007
Spoke  https://the-spoke.online/  519.697.4144
The Grad Club  https://gradclub.sogs.ca  519-661-2111 x8638

Off Campus:
Please visit https://westernusc.ca/your-clubs/ for an up to date list!

BANQUET HALLS / FACILITY RENTALS

<table>
<thead>
<tr>
<th>Facility</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aeolian Hall</td>
<td><a href="http://www.aeolianhall.ca">www.aeolianhall.ca</a></td>
<td>519.672.7950</td>
</tr>
<tr>
<td>Bellamere Winery and Event Centre</td>
<td><a href="http://www.bellamere.com">www.bellamere.com</a></td>
<td>519.473.2273</td>
</tr>
<tr>
<td>Best Western Lamp Lighter</td>
<td><a href="http://www.lamplighterinn.ca">www.lamplighterinn.ca</a></td>
<td>519.681.7151</td>
</tr>
<tr>
<td>Centennial Hall</td>
<td><a href="http://www.centennialhall.london.ca/">www.centennialhall.london.ca/</a></td>
<td>519.672.1968</td>
</tr>
<tr>
<td>Delta London Armouries</td>
<td><a href="http://www.deltahotels.com">www.deltahotels.com</a></td>
<td>519.679.6111</td>
</tr>
<tr>
<td>Fire Rock Golf Club</td>
<td><a href="http://www.firerockgolf.com">www.firerockgolf.com</a></td>
<td>519.471.3473</td>
</tr>
<tr>
<td>Four Points Sheridan</td>
<td><a href="http://www.fourpoints.com/london">www.fourpoints.com/london</a></td>
<td>519.681.0600</td>
</tr>
<tr>
<td>Hellenic Community Centre</td>
<td><a href="http://www.londongreekcommunity.org">www.londongreekcommunity.org</a></td>
<td>519.686.8466</td>
</tr>
<tr>
<td>Hilton London</td>
<td><a href="http://www.hilton.com">www.hilton.com</a></td>
<td>519.439.1661</td>
</tr>
<tr>
<td>Ivey Spencer Leadership Centre</td>
<td><a href="http://www.dolce-spencer-leadership-centre-hotel.com/">www.dolce-spencer-leadership-centre-hotel.com/</a></td>
<td>519.679.4546</td>
</tr>
<tr>
<td>Budweiser Gardens</td>
<td><a href="http://www.budweisergardens.com">www.budweisergardens.com</a></td>
<td>519.667.5700</td>
</tr>
<tr>
<td>Museum London</td>
<td><a href="http://www.londonmuseum.on.ca">www.londonmuseum.on.ca</a></td>
<td>519.661.2500</td>
</tr>
<tr>
<td>Station Park All-Suites Hotel</td>
<td><a href="http://www.stationparkinn.ca">www.stationparkinn.ca</a></td>
<td>519.642.4444</td>
</tr>
<tr>
<td>The Wave</td>
<td><a href="http://www.the-wave.online/">http://www.the-wave.online/</a></td>
<td>519.661.3007</td>
</tr>
<tr>
<td>Windermere Manor</td>
<td><a href="http://www.windermeremanor.com">www.windermeremanor.com</a></td>
<td>519.858.1391</td>
</tr>
</tbody>
</table>

PRODUCTION COMPANIES
(SOUND EQUIPMENT, EFFECTS, SHOW LIGHTING, ETC.)

<table>
<thead>
<tr>
<th>Company</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>USC Events</td>
<td><a href="mailto:usc.events@uwo.ca">usc.events@uwo.ca</a></td>
<td>519.661.2111 x89250</td>
</tr>
<tr>
<td>The PA Shop</td>
<td><a href="http://www.pashop.com">www.pashop.com</a></td>
<td>519.659.5030</td>
</tr>
<tr>
<td>Showpro</td>
<td><a href="mailto:showproevents@rogers.com">showproevents@rogers.com</a></td>
<td>519.268.8090</td>
</tr>
</tbody>
</table>
## PRINTING COMPANIES

<table>
<thead>
<tr>
<th>Company</th>
<th>Website</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Gear</td>
<td><a href="http://www.usc.uwo.ca/creative_services/clothing.php">www.usc.uwo.ca/creative_services/clothing.php</a></td>
<td>519.661.3414</td>
</tr>
<tr>
<td>Creative Services Printing</td>
<td><a href="http://www.usc.uwo.ca/creative_services/print.php">www.usc.uwo.ca/creative_services/print.php</a></td>
<td>519.661.2111 x83578</td>
</tr>
</tbody>
</table>

## TRANSPORTATION

<table>
<thead>
<tr>
<th>Company</th>
<th>Website</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ayr Coach Lines</td>
<td><a href="http://www.ayrcoach.com">www.ayrcoach.com</a></td>
<td>519.747.1230</td>
</tr>
<tr>
<td>Badder Bus</td>
<td><a href="http://www.badderbus.com">www.badderbus.com</a></td>
<td>519.433.8352</td>
</tr>
<tr>
<td>Cherrey Bus Lines</td>
<td><a href="http://www.cherreybuslines.com">www.cherreybuslines.com</a></td>
<td>800.265.8980</td>
</tr>
<tr>
<td>First Student Canada</td>
<td><a href="http://www.firstchapterbus.com">www.firstchapterbus.com</a></td>
<td>866.652.4352</td>
</tr>
<tr>
<td>Great Canadian Coaches</td>
<td><a href="http://www.greatcanadiancoaches.com">www.greatcanadiancoaches.com</a></td>
<td>800.461.8687 x282</td>
</tr>
<tr>
<td>LTC</td>
<td><a href="http://www.ltconline.ca">www.ltconline.ca</a></td>
<td>519.451.1347</td>
</tr>
<tr>
<td>Langs Bus Lines</td>
<td></td>
<td>519.245.2350</td>
</tr>
<tr>
<td>Murphy Bus Lines</td>
<td><a href="http://www.murphybus.ca">www.murphybus.ca</a></td>
<td>519.660.8200</td>
</tr>
<tr>
<td>Stock Transportation</td>
<td><a href="http://www.stocktransportation.com">www.stocktransportation.com</a></td>
<td>519.663.5151</td>
</tr>
</tbody>
</table>

## FIRST AID

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERT- Student Emergency Response Team</td>
<td><a href="http://www.sert.uwo.ca">www.sert.uwo.ca</a></td>
<td>519.661.4824</td>
</tr>
<tr>
<td>St. John Ambulance</td>
<td><a href="http://www.sjalondon.com">www.sjalondon.com</a></td>
<td>519.432.1352</td>
</tr>
<tr>
<td>Voyageur Patient Transportation</td>
<td><a href="http://www.voyageurtransportation.ca">www.voyageurtransportation.ca</a></td>
<td>519.455.4580</td>
</tr>
</tbody>
</table>
REQUEST FOR PAYMENT
PETTY CASH (UNDER 40) / CHEQUE / INVOICE

Attach documentation to BACK of form (receipts / invoices / minutes from meetings etc.)

DATE __________________________ ISSUE IN THE AMOUNT OF __________________________

Make sure the name listed is the individual’s/company’s official name. This ensures that there are no issues when depositing the cheque.

PAY TO (PRINT CLEARLY)

CLUB / DEPARTMENT NAME __________________________ ACCOUNT #

REASON __________________________________________

__________________________________________________

AUTHORIZED BY (2 SIGNATURES REQUIRED - CANNOT INCLUDE PAYEE)
The two signing authorities authorizing the request, it cannot be the person the cheque is being made out to!
Please keep in mind only the President, VP Events and VP Finance can sign off on expenses.

NAME (PRINT) 1. __________________________________________________________________________
SIGNATURE __________________________________________________________________________

NAME (PRINT) 2. __________________________________________________________________________
SIGNATURE __________________________________________________________________________

□ CHEQUE TO BE PICKED UP (RM 340) -OR-
□ CHEQUE TO BE MAILED

ADDRESS: __________________________________________________________
STREET/UNIT # __________________________
CITY __________________________
POSTAL CODE __________________________

PICKED UP BY __________________________________________________________________________
SIGNATURE __________________________________________________________________________
DATE __________________________________________________________________________
PICKED UP/MAILED __________________________________________________________________________

PLEASE BRING YOUR STUDENT ID TO PICK UP PETTY CASH OR CHEQUE

DETACH AND KEEP FOR YOUR RECORDS

DATE __________________________ CLUB NAME __________________________

AMOUNT $ __________________________ PAID TO __________________________

REASON __________________________