

USC Student Organization Best Practices

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ADVERTISING

- Samples of all student organization advertisements must be submitted to the Student Organizations Support (SOS) for approval
- The USC will review each advertisement to determine if;
 - it relates to an approved event
 - its content is appropriate
- In order to have the approved advertisement posted on campus, the Student Organization must submit the poster online at westernusc.ca/services/infosource/poster-patrol/
- Once approved, the posters can be dropped off at InfoSource for stamping and distr
- Posters can only be placed on designated poster boards – not on walls, pillars, in washrooms, etc.

Chalking

- The temporary chalking of information is permitted only with the use of washable product on horizontal, exposed surfaces.
- Tunnel floors and walls are not considered to be exposed surfaces and chalking on them is, therefore, prohibited.
- As above, chalked messages deemed to be distasteful or offensive will be removed at the direction of the Associate Vice-President, Facilities Management & Capital Planning Services or the Director of Campus Community Police Services.

Portable Signs

- All portable signage on campus must be approved by Facilities Engineering, and be provided by University Parking and Visitor Services.
- Signage will be obtained and paid for by rental agreement and will be placed and removed at an agreed time

BOTTLE DRIVE

- These can be a great way to make money for your Student Organization; it is also an active way to get out in the community to help clean it up and make a profit for doing so!
- Items that can be returned include any bottles or cans (including wine bottles) purchased/stocked by either the Liquor Store, Beer Store, Wine Rack, Loblaws (PC Brand only).
- All empties are to be returned to the Beer Store only; the Liquor Store will not accept returns

CAMP FIRES

- A person may conduct a Fire in an 'outdoor fire container', meaning a non-combustible container used to hold a small fire (i.e. chimney, metal tubs, fire pits and outdoor brick fireplaces, etc), subject to the conditions listed below:
 - shall only use an outdoor fire container that is constructed by non-combustible material

- o shall contain the fire within the outdoor fire container at all times
- o shall locate the outdoor fire container at least 4 feet away from any building, structure, property line, tree, hedge, fence, roadway, overhead wire or other combustible article
- o shall locate the outdoor fire container on a non-combustible surface extending beyond the unit to a dimension equal to the height of the outdoor fire container
- o shall only burn commercially produced charcoal, briquettes, or clean, dry, seasoned wood
- o do not burn noxious materials (i.e. tires, plastics, rubber products, drywall, demolition waste, construction waste, paint, animal organic waste, vegetable waste, food waste, biomedical waste, tar, asphalt products, battery boxes, pressure-treated wood and painted wood)
- o shall not have any trip hazards within two (2) metres of the fire
- o shall have an effective extinguishing agent of sufficient size and with the capability of extinguishing the fire, immediately available for use should an emergency arise
- o shall attend, control and supervise the fire at all times
- o shall not allow the fire to rise any larger than 3 feet wide by 3 feet tall
- o shall completely extinguish the fire before the site is vacated

COMPLIMENTARY DRINKS AT USC EVENTS

- The USC will permit the distribution of 1 (one) complimentary drink at a USC Student Organization event
- The complimentary drink must be distributed by facility staff/ or USC contracted security in the form of a ticket
- Complimentary drink tickets must be supplied by the facility
- Tickets can only be distributed at the door of the event after attendees have passed through and had their identification checked by security staff
- Tickets are only permitted to be given out to event attendees who are 19 years of age or older
- Tickets can only be redeemed at the designated bar
- Only 1 (one) ticket per person may be redeemed at a time
- The USC reserves the right to review the event as to the reason why permitting drink tickets is requested; if for any reason this is not approved, the USC may withhold the right for drink tickets to be distributed at the Student Organization's event
- Bottles of wine are not permitted at tables, as this is a direct violation of Campus Alcohol Policy
- Bottle Service is not permitted; this is also a direct violation of Campus Alcohol Policy

CONTROVERSIAL EVENTS

Events that could be considered controversial, including, but not limited to, public or private events, speakers, atrium days, protests, etc., must provide a minimum of ten (10) **business** days notice (2 standard weeks) as the event may require additional approval by the University of Western Ontario. One guide as to whether something is controversial is any event that may result in enquiries to UWO or the USC by the local, regional, or national press. UWO and the USC wish to ensure that they are prepared to answer any questions regarding the event or activity.

Secondly, any event that may present public safety concerns would also be considered "controversial". UWO and the USC require time to review each particular situation and where necessary, make the appropriate preparations to ensure public safety.

EVENTS

Budgets

- A budget must be submitted with an event proposal for any event involving the use of any funds whether it is club funds or not; this way the finance department can keep each account up to date and organized
- No event will proceed until the budget has been approved or it has been confirmed that no club funds will be used; this protects the Student Organization from possible difficulties in monetary situations that could arise in the future

Event Contracts

- All contracts associated with a USC student organization event must be submitted as part of the event proposal
- For events that require contracts to be written up by the Student Organizations Advisor, you are required to provide all of the necessary information outlining the agreement providing at least five business days to write, negotiate and process **each** contract.
- Contracts will only be written where the USC is to be invoiced for venue rental or food/drink purchases
- SO's can request a contract be written at any time
- 10 business days are required **per** contract
- The Student Organizations Advisor will review all contracts and negotiate on your behalf should you require or request any changes to be made regarding pricing, dates, etc.
- The Manager will then sign the contract on behalf of the Student Organization providing all information and negotiations in the contract suit the best for the Student Organization
- **Students are not permitted to sign any contracts on behalf of their Student Organization (USC)** as that individual then becomes personally liable for anything involved with the contract and can consequently be sued by the venue/external organization
- If a student signs a contract on behalf of the Student Organization (USC), not only will the contract be considered invalid, but the Student Organization will face possible sanctions from the CGB (Clubs Governance Board) up to and including de-ratification

Payment of Contracts

- Payments to venues can be done with a Purchase Order which is a "promise to pay" after the event has occurred and is requested through the SOS staff. This agreement allows the USC to authorize payment of these contracts, using the organization's USC finance account on behalf of the organization.
- Some venues and businesses do not accept Purchase Orders so we can pay them directly from the club account with a deposit (if needed) and then final payment with the proper authorization from 2 signing officers.

Event Proposal

- All Student Organizations affiliated with the USC are required to submit an event proposal via the USC's online Western Link portal; this way the SOS staff can assist the Student Organization in planning the event and possibly advocate for the Student Organization for contract matters, advertising, etc.
- Events must be submitted:
 - 21 days prior for larger events such as formals, bar nights, etc., or any event involving contracts of any type
 - 3-5 days prior for general meetings, executive meetings, an event that does not require a contract
- The proposal will be reviewed and either the SOS staff will follow up with the event organizer within three (3) to five (5) business days with feedback as to how they can proceed with the approval process for the event
- The **Student Events Coordinator** will assist with any travel outside the City of London
- The **Student Organizations Advisor** will assist with all other events
- All proposals require final approval from the SOS staff before a Student Organization may proceed with their proposed event; if the event is rejected, the SO is prohibited from moving forward with the event
- Any Student Organization discovered to be holding events that they did not submit proposals for, or holding events where the proposal was rejected by the SOS staff will face possible sanctions from the Clubs Governance Board (CGB) up to and including de-ratification
- The name of the organizer whose name is listed on the event proposal must also be responsible for booking other aspects of the event when applicable (i.e. the venue, DJ, etc.)

Timeframes

Meetings, tables, simple events:

- must be submitted a minimum of 3 business days prior to the date of the event.

Events with advertising, budgets, display materials:

- must be submitted a minimum of 5 business days prior to the date of the event.

Events with security, performers, contracts, venue rentals, bar events, ticket sales:

- must be submitted a minimum of 10 business days prior to the date of the event.

Trips out of the city:

- must be submitted a minimum of 15 business days prior to the date of the event.

Trips to the United States:

- must be submitted a minimum of 20 business days prior to the date of the event.

Events that require waivers (sporting events, higher risk):

- must be submitted a minimum of 10 business days prior to the date of the event.

Event Security

- Depending on the nature of your event, you may be required to have professional security staff at your event; if so, the Student Organizations Advisor will inform you at their earliest convenience
- The SOA will determine the number of staff required for your event and book them on your behalf using a preferred USC vendor to ensure you get the USC rate
- Security is required to arrive 30 minutes prior to the start of your event and to stay throughout its duration
 - There is a 2 guard minimum (the security company will not send just one guard), and they will be paid for a minimum of 3 hours regardless of if they are not there for 3 hours.
- Security reports to the license holder; not your organization
- Security is there to help, so remember, if you or anyone attending the event is having a problem, it is important to notify security at your earliest convenience
- General Estimates (the SOS staff have the right to increase or decrease these numbers):
 - Wet/Dry - 2 guards for the first 50 and 1 for every 50 thereafter
 - Wet - 2 guard for the first 100 and 1 for every hundred thereafter
 - Dry - Determined by the SOA if required

FAMINE/FASTING

- Famine's on-campus are limited to 24 hours. Students may not participate in 30 hours famines on-campus.
- All participants must complete a waiver and declaration of health status prior to participating in the fast.

FASHION SHOWS

Upon the submission of an event proposal for a Fashion Show, note that it is necessary to complete the following requirements to have your event approved:

- Budget must be approved before any contracts are written or signed (this includes clothing contracts and cost of any possible damages to clothing)
- When you have your Model Auditions, you will be required to have each model fill out a **Photo/Video Release Form**; this grants you permission to show photos/video footage of the models
- When you have completed Auditions and have decided which models you will be using for the show, it is necessary that each model who will be participating in the show fills out a **Volunteer Acknowledgment Form** stating that they are aware that they are not receiving any financial reimbursement for their time; they are simply volunteers (available online)
- Any other volunteer (MC, hair stylists, make up artists, performers, etc) are also responsible for completing a **Volunteer Acknowledgment Form** (available online)
- Any performers who will be reimbursed for their time, may be required to sign a **Provision of Services Agreement** (drafted by your SOA)

- If your Student Organization is securing Clothing Sponsors for this event, it is necessary that you have each retail store complete a **Clothing Contract**
- When you receive Clothing Sponsor information, you must submit a total of retail value for each article of clothing (which is included in the Clothing Contract); it is crucial that in order for your event to be approved, that your Student Organization has at least 15% of total cost set aside in your USC account for possible damages
- If you are obtaining any other sponsors (hair products, , etc) you must complete an Event Sponsorship proposal for each
- After you have submitted the sponsorship proposal, it will be reviewed and approved (or not) by the SOS department. A contract may be drawn up depending on the value of the sponsorship

FOOD REGULATIONS

In the UCC

- All food sale/distribution requests must be presented to the SOS staff during the event proposal process and to USC Reservations upon requesting a booking. Only upon approval from **both** departments will a student organization be permitted to proceed.
- The following food is permitted for sale or distribution in the UCC atrium with approval by both SOS staff and USC Reservations:
 - Cotton Candy
 - Small pre-wrapped candy (i.e. Hershey kisses, mints, etc.) - FOR DISTRIBUTION ONLY NOT SALE
- Restrictions are as follows:
 - Cotton Candy may be bought in advance and must be pre-packaged, alternately, it may be made on-site by the organization members using a rental machine from a USC approved vendor
 - If being made on-site, organizations may only use the centre part of the atrium or on concrete beach for preparation and distribution
 - Any mess must be cleaned up or the organization will be charged a clean up fee
 - If pre-packaged, it may be given away/sold at individual tables around the Atrium
- Other events with food - not for sale to public, but only for consumption by club where permitted:
 - Students MAY order food and have it delivered (i.e. Pizza); have pre-packaged food from a store (cookies);
 - No home-made food is permitted
 - No open flames, hot plates, etc. are permitted
 - Food is not to be prepared in the rooms

Public events being held in the Mustang Lounge must be catered by the Spoke or the Wave. Any requests for the use of outside catering will be reviewed on an individual basis.

On Campus – Outside the UCC

Any event being hosted on campus where food is to be served to the general public must have the event catered by Hospitality Services. There are many options available including Pizza Pizza, Subway, Tim Hortons, Great Hall Catering, etc.

- Other events with food - not for sale to public, but only for consumption by club where permitted:
 - Students MAY order food and have it delivered (i.e. Pizza); have pre-packaged food from a store (cookies);
 - No home-made food is permitted
 - No open flames, hot plates, etc. are permitted
 - Food is not to be prepared in the rooms

FUNDRAISING EVENTS

- All Student Organizations seeking to hold an event to raise charitable funds are required to provide a letter from the charity they have chosen to support indicating the following:
 - The registered charity 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

IMPORTANT:

- Please note that donation boxes, jars, etc. are not permitted on campus
- Please note that raffles are not permitted (unless you have received written permission from the Lottery and Gaming Commission of Ontario)
- All charities must be Registered Canadian Charities
- All funds raised and collected from the fundraising event must be deposited into the student organizations USC finance account the next business day

ONLINE PAYMENTS

Student organizations are not permitted to set up or use a paypal (or any other 3rd party) account for collecting funds. This would be deemed as having an external account or using personal bank accounts. All online sales and collection of funds must be done through the IT Dept by emailing helpdesk@westernusc.ca

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 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. If you are unsure, please speak to a SOS staff member.

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.

SCAVENGER HUNTS

- Time limits are not permitted; time limits encourage participants to rush/race which in turn can lead to accidents and injuries
- No vehicles are permitted to be used during a scavenger hunt
- Any interference with the general public is not permitted. General public can be defined to include: businesses, property, animals, etc.
- Any conduct, behaviour or activity that is inappropriate, uninvited, and/or interrupts or interferes with any person, operation, and/or business is not permitted by the USC or UWO. This includes but is not limited to:
 - Clues which require interaction with people, animals, etc., who are not participants in your activity;
 - Clues which impede or disrupt the activities of others or businesses not involved in the activity;
 - Clues which create the opportunity for an individual to accidentally cause property damage, be injured or injure others are prohibited.
- This includes but is not limited to clues which lead to/are:
 - Risk taking activities;
 - Sexually suggestive, derogatory, and/or offensive activities;
 - Potential for property damage (i.e. Take a photo on a red car)
 - No clues which require the participant to take, keep, or borrow items from other places (regardless of their cost or lack thereof) are permitted as this could promote theft
- No J-walking is permitted

SPACE BOOKINGS ON CAMPUS

For classrooms (Western space), clubs must designate one person with signing authority to be the space requestor. This person will be sent an email with details on booking rooms through 25Live.

For conference rooms, Mustang Lounge, Council Chambers, table bookings in the atrium (USC Space) – the EMS system will be used.

SPONSORSHIP AGREEMENTS

- All sponsorship packages associated with a Student Organization must be reviewed and approved by the SOS staff prior to distribution.
- All sponsorship agreement details associated with a Student Organization must be reviewed and approved by the University Students' Council.
- If a company/organization wishes to sponsor your Student Organization, please complete the **Sponsorship Proposal template** and submit it online <http://www.usc.uwo.ca/forms/view.php?id=30>. This will be sent directly to the SOA for review. *Note: The Sponsorship Proposal does not constitute an agreement or imply approval*
- Please clearly outline exact details regarding what the organization will provide for your SO and what your SO will provide the sponsor
- Please include the start and end date of the agreement; including if the company is sponsoring an event, providing an annual donation, etc.
- **Once all terms and conditions have been negotiated, the SOA may draft a Provision of Services for both parties if the value of the sponsorship is \$1500+ (Manager on behalf of the Student Organization – USC as well as the sponsoring organization) to sign**
- Only when given the final approval by the SOS staff may you proceed with the sponsorship
- Student Organizations are not permitted to approve or make sponsorship agreements without the permission of the USC. To proceed without USC authorization places the individual who negotiated and/or signed the agreement in a position where they are solely responsible for meeting the terms and conditions of the contract.
- This is a direct violation of policy and your student organization could face sanctions as a result of being brought to the CGB (Clubs Governance Board)
- **IMPORTANT:** Please note that students are not permitted to 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 receipt

SPORTING EVENT REGULATIONS

Each participant must agree to the following rules and regulations regarding sporting events/activities:

APPROPRIATE ACTIONS

- I will act as a responsible person
- I will acknowledge and appreciate efforts made by all participants
- I will be respectful of officials, coaches and participants
- I will respect the rules
- I will encourage others to enjoy the sport
- I will respect the facility
- I will not make any verbal comments or physical gestures about or towards anyone that could be considered offensive, derogatory, or abusive
- I will not engage in any action that might be considered to be verbally or physically abusive

If participants do not comply with the rules and regulations listed above;

- For first time inappropriate actions, offenders will be ejected from the property
- Repeat offenders will be banned from the property and other similar venues for the remainder of the season

STUDENT PUBLICATIONS

Student Organizations wishing to have publications – print, online or otherwise – are required to:

- Notify the Student Organizations' Advisor of the publication by submitting an event proposal
- Have all advertisements and/or sponsorship of the publication approved prior to publication;
- Include the following disclaimer on the front page if print, or main page if online, of the publication:

“The sole responsibility for the content of this publication lies with the authors. Its contents do not reflect the opinion of the University Students' Council of the University of Western Ontario (“USC”). The USC assumes no responsibility or liability for any error, inaccuracy, omission or comment contained in this publication or for any use that may be made of such information by the reader.”

SWIMMING

Every year in Canada there are several swimming related deaths. As your event includes activities near, or in water, all participants are required to adhere to the following conditions:

- Institute a 'buddy' system for your group by pairing off participants for the duration of the event
- Maintain a heightened awareness while near water
- Identify any undertow known to be present
- Limit swimming activities to specific times and don't allow anyone to swim or be near the water unaccompanied
- Keep updated on changing weather and water conditions
- No swimming after dark (starting a half an hour before sunset)

TRANSPORTATION

Trips within 250 km of Western University within Canada

- Public transportation is recommended, where possible. If not feasible, members are permitted to find alternate transportation. These members must sign the "Assumption of Risk Waiver" acknowledging the risk and are indemnifying the USC of any liability for their transportation.

Coach/Bus Companies

- Public transportation is mandatory when the trip is more than 250 km of Western University
- Vendor must be approved by the SOS (the USC recommends to use a company that is listed in our 'Approved/Preferred Vendors' list)
- All attendees on the bus must be club members
- The event organizer must provide the bus company and the SOS staff with a copy of directions to and from the event.
- In the event that a Student Organization will be providing transportation via bus/coach company for an event; it is the responsibility to ensure that the event organizer ensures that the same possible capacity is available to drive individuals home (if you have 2 busses providing 4 pick-ups, you must have 2 busses booked to provide 4 drop-offs; do not assume that attendees will not utilize their ride home)

Walking

- Must always be on roads that have a proper sidewalk for pedestrian use
- Cross roads only in designated areas; no jaywalking
- Use caution when walking in large groups to ensure no one gets left behind

VIDEO

- On the occasion that a Student Organization will be showing any video footage or film, they must obtain written permission from the rights holders.
- In the event that the viewing will take place in the UCC (and only the UCC), the Student Organizations' Administrator can search the online database to see if the USC already possesses the rights to show the film/video footage, anywhere else on Campus the rights holder must be directly contacted.

VISITORS AND GUESTS - EXPECTATIONS

Respect the right of members of the University community (students, faculty and staff) to pursue their educational or employment activities free from aggression, harassment, abuse, injury, unwelcome requests or demands, or uninvited interruption.

Prohibited Activities

The specific activities which are prohibited by University policies are:

- Any form of violence, aggression, intimidation, harassment, broadly understood to effect physical, emotional, psychological, environmental, or cyber safety
- Any conduct, behaviour, or activity which creates an intimidating, demeaning, hostile, unsafe, or “poisoned” academic or working environment
- Any type of unauthorized distribution of printed or electronic literature broadly understood to include pamphlets, handouts, posters, signs, surveys, or advertisements, which interferes with the orderly functioning of the University or the academic or employment rights of its community members, which includes infringement of the right to peaceful pursuit of campus activities
- Any conduct, behaviour, or activity which is unwelcome or uninvited and interrupts or interferes with a member of the University community pursuing their academic or employment pursuits

WAIVERS AND EMERGENCY CONTACT FORMS

- Waivers may be required for your event, depending on the nature of the event. You will be notified after sending your event proposal in if Waivers are required
- Waivers will be drafted by the SOS staff and forwarded electronically to the event organizer, it is the event organizers responsibility to ensure the link to the waiver form is forwarded to participants;
- The waiver is an online form that must be completed by each individual in full by the date specified by the staff member managing your event;
- The waivers cannot be printed off and completed. Due to security features, these forms must be completed online
- The SOS staff will forward an electronic copy of the USC Emergency Contact Form to the organizer
- The event organizer must keep these forms on hand for the duration of their event in the case that an emergency situation arises

WET/DRY EVENTS

- When a Student Organization wishes to host a wet/dry event, the SOS staff will book security staff through the USC's Approved/Preferred Vendor if the venue does not already have their own security
- Security will ID all participants as they enter the venue
- Any participant who is of the legal drinking age will have a wristband put on them by security

- The facility will not serve any alcoholic beverages to anyone who does not have a wristband
- Please note that only the security company and venue staff are permitted to distribute wristbands
- Under no circumstances are students permitted to distribute wristbands

Absolutely no wet or wet/dry events at a private residence.