

USC CLUB TRIP WITHIN CANADA

1 EVENT PROPOSAL & BUDGET

- SUBMIT THE EVENT PROPOSAL 15 BUSINESS DAYS PRIOR TO TRIP
- YOUR TRIP BUDGET MUST SHOW ALL REVENUE AND EXPENSES



2 USC STOREFRONT & SALES

- REQUEST A STOREFRONT TO COLLECT TICKET SALES
- CASH SALES DEPOSIT STRAIGHT TO YOUR USC CLUB ACCOUNT



3 TRAVEL & ACCOMMODATIONS

- PUBLIC TRANSPORTATION REQUIRED 250+ KM FROM CAMPUS
- PROVIDE QUOTES FOR PUBLIC TRANSPORTATION & ACCOMMODATIONS
- DO NOT SIGN ANY CONTRACT OR AGREEMENTS - SEE CLUBS STAFF



4 ITINERARY & INSURANCE

- SUBMIT A DETAILED ITINERARY ONE WEEK PRIOR TO TRIP
- ALL VENUES AND TRANSPORTATION MUST HAVE INSURANCE



5 WAIVERS & MEDICAL COVERAGE

- ONLINE WAIVERS MUST BE SUBMITTED TWO DAYS BEFORE TRIP
- EACH ATTENDEE HAS OUT-OF-PROVINCE MEDICAL COVERAGE



Please see the next few pages for more details

clubs@westernusc.ca

westernusc.ca/clubs

USC Clubs Space, Room 260UCC



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- **Event proposal submission** - even in your planning stages, each trip starts with submitting an event proposal. This must be submitted fifteen (15) business days prior to the first day of the trip.
- **Budget** - Include revenue streams (tickets and package sales, sponsorships, donations) and expenses (transportation, accommodations, subsidized meals, gifts, conference fees, etc.). All receipts must be detailed and submitted for reimbursements subject to approval.
- **USC Storefront or cash sales** - USC Storefront can be set up two weeks in advance and you can collect cash sales to deposit directly into your club account. Note that third party sites or e-transfers to personal bank accounts are not allowed.
- **Attendance list** - We will require an attendance list of each club member name and uwo.ca email address. This will be to compare the waiver submission list and ensure each member is set to attend the trip. This will be required at least 48 hours prior to the first day of the trip.
- **Waiver submissions and emergency contact information** - an “Assumption of Risk Waiver” must be completed by each attendee and submitted at least 48 hours prior to the first day of the trip. One attendee must be listed as an emergency contact for Western’s Safety Away for the duration of the trip.
- **Transportation** - public transportation must be used for trips more than 250 km away from campus. If the club rents a public carrier (e.g. coach bus) only club members can board the public carrier, no exceptions. Transportation must accommodate all club members to and from the trip. Public carriers must provide proof of general liability insurance.



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- **Accommodations** - Hotels, community retreat homes, university residences are accepted; proof of insurance might be requested. Private short-term home rentals (e.g. Airbnb or Vrbo) are not permitted.
- **Meals** - If the club is subsidizing a meal for members, please include it in the budget; meals are not exclusive for executive members. Drink ticket requests are subject for review and approval. Detailed receipts must be submitted, not just the total for reimbursement.
- **Insurance for venue** - where the club is hosting an event, we will require to see the venue's general liability insurance. No events can be held in private residences.
- **Contracts and agreements** - contracts and agreements must be reviewed and approved. Contract and agreements can only be signed by USC management.
- **Detailed itinerary** - This will be submitted to the club staff one week prior to the trip for review.
- **Cancellation / refunds** - The club will assume the risk of any cancellation or refund of the trip. Cancellation and refund policies should be reviewed and club staff can advise of any policy to reduce risk.
- **Out-of-province medical coverage** - It is advisable that each attendee ensure they have medical coverage if going out of province. If the attendee has PurpleCare, this will be sufficient coverage. Please ensure that UHIP coverage is available for out of province.

