

USC Clubs Training

September 9 & 10, 2025



SIGN IN

Instagram:
@clubsusc



Agenda

Welcome - VP Student Services

Clubs Team / SOS Office

Clubs Week - FAQs & Updates

Western Link

Finances / Budget

EDI (Equity, Diversity, Inclusion)

Break (10 Minutes)

Wizeprep

USC Information Systems

Ecommerce / Bounce

Western Room Bookings

USC Bookings

Catering / Food in USC space

Game and prizes!!



The Clubs Team

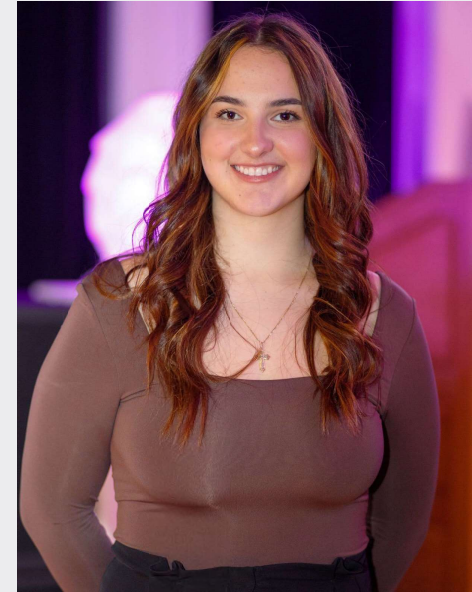
Student Leadership



Wade Masse

VP Student Services

studentservices@westernusc.ca



Maria Parisis

AVP Student Services

avpss@westernusc.ca



Student Organizations Support (SOS)



Geoff Pimlatt

*Senior Manager,
Information Systems*

helpdesk@westernusc.ca

Room 340 UCC



Shari Bumpus

*Manager,
Student Community*

shari.bumpus@westernusc.ca

Room 318B



Karen Savino

*Student Organizations
Coordinator*

clubs@westernusc.ca

Room 320 UCC



Jessi Miles

*Student Organizations
Advisor*

clubs@westernusc.ca

Room 320 UCC



Student Community Support Intern



Megan Kingston

Student Community Support
helpdesk@westernusc.ca

A new student face for our Clubs System, PurpleCARE and Transportation portfolios.

- Maintain office hours at InfoSource (TBD).
- Assist with communications, social media, Clubs Week, and exec info sessions.
- Triage help requests.



Club Executive Responsibilities

Fulfill the roles and responsibilities as outlined in the club constitution

Safeguard the reputation of the club as well as the USC and Western

Be fiscally responsible with club finances

Compliance with Western University Code of Student Conduct



**The USC Clubs System is
home to 15,000 students
in over 200+ clubs!**



Clubs Week - FAQs

DATES: September 15-19, 10 am to 4 pm

(doors open at 9:30 am for set-up)

LOCATION: Mustang Lounge, UCC Atrium and UCC Lower Level

TABLE SPACE: 1 person per club, two clubs per table.
Map will be sent out by Friday.

MEMBERSHIP REGISTRATION: [QR codes will be available for each club](#). Memberships must be purchased through the [USC Storefront](#) or at the Purple Store in the lower level, UCC for debit.

New!! January 12th-15th we will have a second Clubs Week!

NOTES:

No sales at tables. Giveaways are permitted.

No 3rd party advertising

If you are in the atrium or lower level you must take down your display each night, items can be stored in Mustang Lounge

USC is not responsible for any materials left behind during Clubs Week

Executives must pay for memberships



Low-sensory Session

Thursday, September 18th there will be a low-sensory session from 10am-11:30am in the Mustang Lounge only. If you are in the atrium or lower level this will not affect your club.

NOTES:

This session is intended for those that do not like big crowds, loud spaces or have mobility issues. We ask that you have 1 person at your table maximum and you do not have shift changes at this time. Only those that have registered will be permitted to enter.



Clubs Table Example



Things to consider:

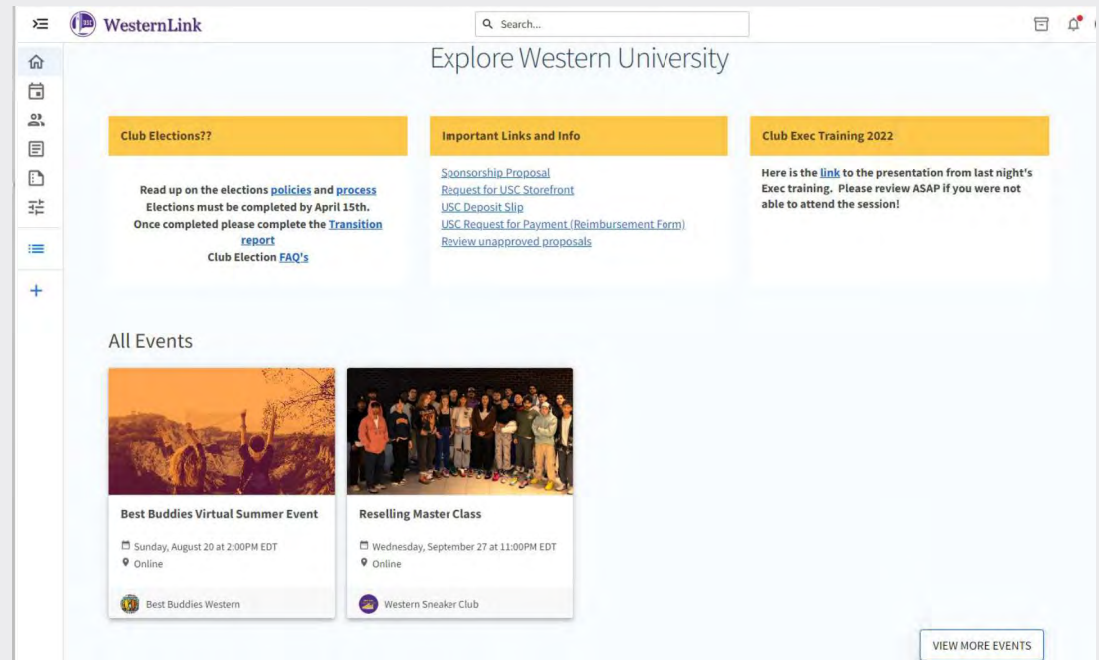
- Width is 3' per club
- Two clubs per table
- 1 person sits behind each space so ensure that your display does not obstruct view
- No electrical outlets are available (make sure your devices are charged)
- Bring your own set-up supplies (tape, pins, etc.)



WesternLink.ca

- Club Contact Page
- Membership Roster
- Event Proposals
- Documents
 - AGM
 - Annual Budget
 - Constitution
- Elections and By-Elections
- Forms and Requests
- Clubs Training

See **Navigating WesternLink**
on westernusc.ca/clubs



Who has access to Western Link:
President, VP Events, VP Finance &
VP Communications*

** These are elected positions*



New “WesternLink”

WE ARE EVALUATING A REPLACEMENT PLATFORM
(<https://hellorubric.com>)

A Club Executive Focus Group will be formed ASAP.

- > What do you need from an improved WesternLink?
- > Be involved in a trial rollout of the new portal in January!

Email geoff.pimlatt@westernusc.ca if interested in participating.



Event Proposal

EVENT APPROVAL PROCESS

EVERY CLUB ACTIVITY REQUIRES AN EVENT PROPOSAL

These can be **in-person events** or **non-physical events** (e.g. merch)

Signing officers can submit event proposals

You can include multiple days for one event proposal if you are having weekly meetings

Check out “Event Proposal: How-to” on our Clubs page here:

<https://westernusc.ca/wp-content/uploads/2024/09/USC-CLUBS-EVENT-PROPOSAL-HOW-TO.pdf>



Event Approval: Creating & Submitting your Event

The screenshot shows the 'Create Event' form. On the left, a sidebar menu has 'Events' highlighted with a purple arrow. The main form area is titled 'Create Event' and contains the following sections:

- Basic Details**
 - *Event Title: A text input field with the placeholder 'Enter Event Title'.
 - *Theme: A dropdown menu with 'Not Selected' as the current selection.
- *Description**: A rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, list, and image. Below the toolbar is a large text area for the description.
- Tip**: A small text note stating, 'If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.'
- Additional organizations co-hosting this event**: A text input field with the placeholder 'Type here to search for organizations'.

Submission timeline before your event (business days):

3 days - meetings and simple requests (e.g. website fees)

5 days - events with advertising, UCC tables, and display materials

10 days - events with security, contracts, venue rentals, bar events, and ticket sales

15 days - trips outside London and within Canada, large atrium events

20 days - trips to the United States

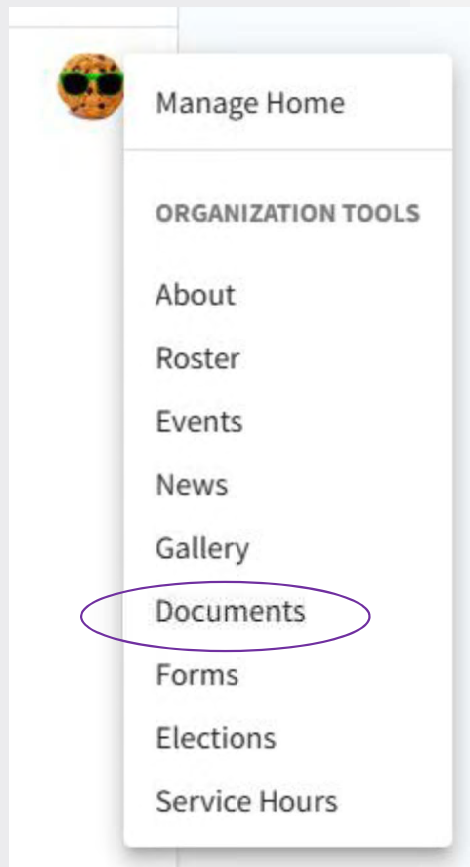
Required Fields

You will be prompted to fill in required details before moving to the next section. Be as detailed as possible.

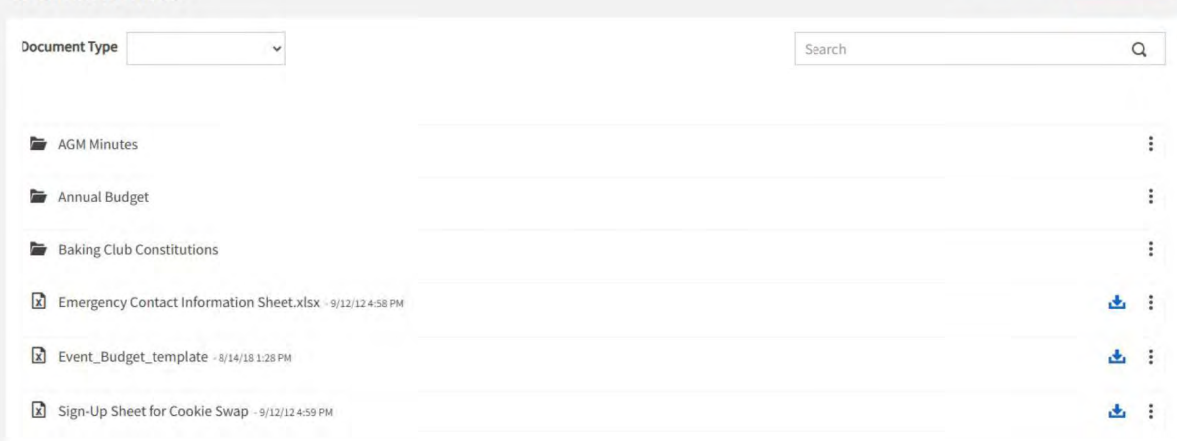
Info: Best Practices
westernusc.ca/clubs



Club Documents - Annual Club Documents



Documents



Deadlines:

October 15 - annual budget

November 15 - constitution amendment (if needed)

Before exams - AGM minutes



By-elections

- Any USC-mandated position requires an election to fill it: President, VP Events, VP Finance, VP Communications
- Current open positions must be filled and the club can run a by-election after Clubs Week when members pay for their membership and are eligible to vote
- Paid members are eligible to be nominated for a position and run in the by-election
- The policies and procedures for holding an election can be accessed on the main page of Western Link



Sponsorships

Sponsorship Proposal Form

- Submit on the homepage of Western Link
- Required for all sponsorships - monetary & non-monetary and donations
- Form Link: <https://westernusc.forms-db.com/view.php?id=622330>

Sponsorship Invoices

- Invoice request form can be found on the homepage of Western Link
- It is the clubs responsibility to provide the invoice to the Sponsor
- *Note: the USC can not provide charity receipts to Sponsors (or donations)

Sponsorships over \$1500

- Contract required, can be supplied by sponsor or drafted by USC manager (not the club)

Sponsorship Packages & Tiers

- Must be reviewed and approved by SOS staff



Club Finances

FINANCE MANUAL | SIGNING AUTHORITY | BANK ACCOUNT

- **CLUBS FINANCE MANUAL**
 - westernusc.ca/clubs/club-resources/ in the Club Resources section
- **SIGNING AUTHORITY**
 - President, VP Events, VP Finance
 - Cannot be transferable; if vacant, a by-election will be held
- **USC CLUB BANK ACCOUNT**
 - each club is given a USC bank account. Clubs cannot use any other bank account or external affiliation financial services
 - ***no e-transfers using your personal bank account***



Club Finances

GENERAL LEDGER | BUDGETS

- **GENERAL LEDGER**
 - A record of every financial transaction (debits and credits)
 - Request a copy with your uwo.ca email to finance@westernusc.ca
- **ANNUAL BUDGET**
 - Submit by **October 15** in the documents folder in Western Link
 - Budget template on westernusc.ca/clubs
- **EVENT BUDGET**
 - Submitted with every event proposal
 - Upload event budget (prompt: use of club funds question)



Club Finances

The screenshot shows a mobile browser interface for the website westernusc.forms-db.com. The page title is "Request for Payment 2025-2026" with a subtitle: "Submit details receipts, invoices, or meeting minutes along with this completed form." Below the title is the USC logo. The form includes an "Office Use:" section with fields for "Cheque #" and "Date", and "Approved" and "Date". There is a "Today's Date:" section with MM/DD/YYYY input fields and a calendar icon. Below this is a "Your Name *" section with "First" and "Last" name input fields. The "Your @uwo.ca Email *" section has a single input field. A note states: "Enter your uwo.ca email only for club finance tracking purposes only." The "Your Position *" section has a dropdown menu. The bottom of the screen shows mobile navigation icons.

REIMBURSEMENTS & PAYMENTS

- **REIMBURSEMENTS AND PAYMENT REQUESTS**

- Request for Payment Submission on Western Link
- Easy to submit on mobile - fill in and upload receipts/invoices
- Processing time 1 to 2 weeks, Fridays or last day of the week
- <https://westernusc.forms-db.com/view.php?id=626316>

- **PAYMENT OPTIONS**

- Options are e-transfer, cheque (mailed out or pickup at InfoSource)
- Auto-deposit must be enabled to receive funds for e-transfer

- **PERSONAL E-TRANSFERS NOT PERMITTED**

- There are options to pay vendors, venues, and buses directly using your club funds, not personal funds
- Do not collect member funds or payments into your personal bank account - use the USC e-commerce support



Club Finances

DEPOSITS | DONATIONS

- **DEPOSITS INTO YOUR CLUB ACCOUNT**

- Deposit cash in-person at the USC Finance Office, Room 340
- Cheques can be deposited in-person or mailed to the main USC office (invoices)
- Sponsors can e-transfer to your club account
- Donations to your club can be e-transfer or cheque - note: no tax receipt is provided for donations

- **DONATIONS TO A CHARITY**

- Donations to a registered Canadian charity
- Charity letter required for fundraiser events
- Year-end donations require documented meeting minutes
- Donations over 30% of club funds requires Manager approval



Club Finances

CONTRACTS & AGREEMENTS

Clubs are not authorized to enter into contracts or other dealings on behalf of the club or the USC.

All contracts and agreements must be signed only by USC managers.

(Examples: venue rentals, buses, performers, photographers, DJs)

Clubs are not permitted to represent third parties, and do not have the authority to act on behalf of the USC. Clubs are not permitted to mislead third parties—directly or indirectly—to believe that its beliefs, views or actions represent those of the USC.



USC CLUB OF THE YEAR



WESTERN ONTARIO ORGANIZATION OF FILIPINOS

Will your club be next year's Club of the Year?

Eligibility:

- Maintain annual club documents (AGM minutes, annual budget, constitution)
- Host multiple events (four minimum) that benefit both the general club members and students
- Follow Club Policy and Procedures
- All club executives paid their memberships
- Maintain club finances
- Have over 30 paid members
- Spread club and community spirit





USC HR CLUBS TRAINING



The USC People and Development (PAD) Team



Karla Pacheco
Senior Manager, PAD
karla.pacheco@westernusc.ca



Jason Brown
HR Coordinator
jason.brown@westernusc.ca



AGENDA

01

Your Rights as a Worker/Volunteer

02

Your Role as a Supervisor

03

Harassment Procedure

YOUR RIGHTS AS A WORKER/VOLUNTEER



01

The Right to Know

02

The Right to Participate

03

The Right to Refuse

DUTIES OF A SUPERVISOR/CLUB LEADER



- Supervisors/Club Leaders are also Members and therefore, are responsible for their own duties as Members.
- They must ensure that Members under them are behaving in a safe manner.
- They must take every reasonable precaution in the circumstances for the protection of the Member.



USC CLUBS DISCRIMINATION HARASSMENT AND VIOLENCE REPORTING PROCEDURE

The USC's policies and procedures are separate from Western University.

The Clubs Harassment, Discrimination, and Violence Prevention Policy and Procedure applies to your work within the USC Clubs system and is not meant to govern student to student conduct.

PROCEDURAL BREAKDOWN

- Speak with the individual and resolve in an informal manner.
- If unresolved, or behaviour persists, complete the USC Clubs Harassment Discrimination and Violence Prevention Reporting Form:

<https://westernusc.forms-db.com/view.php?id=522295>

- An incident must be reported within two months.
- This timeline is to ensure a timely investigation and resolution.

PROCEDURAL BREAKDOWN

- Once a form has been submitted, it will be handled by the Senior Manager, People and Development.
- An investigation will then take place within five (5) business days.
- At this point the investigation may fall under a different jurisdiction, but a resolution will occur.

8. RIGHTS DURING AN INVESTIGATION

8.1. A Complainant has a right to:

- 8.1.1. File a complaint and have it dealt with promptly, without fear of embarrassment or reprisal;
- 8.1.2. Be informed about the progress of their complaint;
- 8.1.3. Be informed in writing of the summary of findings of the investigation, and the type of corrective measures that will result from the complaint; and,
- 8.1.4. Receive fair treatment.

8.2. The Respondent has a right to:

- 8.2.1. To be informed of the complaint;
- 8.2.2. The Respondent is not entitled to receive the detailed personal accounts from the Complainant(s) and/or Witnesses but will be provided with a written statement of the official allegations, and to respond to them;
- 8.2.3. To be informed about the progress of the complaint;
- 8.2.4. Be informed in writing of the type of corrective measures that will result from the complaint; and,
- 8.2.5. To receive fair treatment.

10. OBLIGATIONS

- 10.1. During the investigation, all parties are expected to cooperate in the process if and when called upon to do so within 5 business days. All Members are expected to cooperate with any investigations, including making themselves available to be interviewed within 5 business days.
- 10.2. Members are expected to be mindful of the sensitivities of investigations and shall keep any information received confidential.
- 10.3. Failure to adhere to this policy may result in corrective action being taken against the offending individual.

7. POTENTIAL OUTCOMES

- 7.1. If it is found that the Respondent has contravened this Policy, they may be subject to one or more of the following forms of corrective action, depending on the severity of the violation:
 - 7.1.1. Probation with specific conditions;
 - 7.1.2. A temporary suspension from a USC Club or position within a USC Club Executive;
 - 7.1.3. Removal from USC Club Membership/Participation;

- 7.2. If a person, in good faith, files a complaint that is not supported by evidence gathered during an investigation, that complaint will be dismissed. As long as the complaint was made in good faith, there will be no penalty to the person who complained, and no record in her or his file.
- 7.3. In the rare event that the complaint was made in bad faith – in other words, the person making it had absolutely no basis and deliberately and maliciously filed the complaint, the Complainant will be subject to penalties. Penalties for someone who complains in bad faith will be the same as for a case of discrimination or harassment (see section 7.1) and will depend on the seriousness of the situation.

11. NO RETALIATION

- 11.1. Retaliation is considered a serious disciplinary breach. Anyone who retaliates in any way against a person who has complained of harassment or discrimination or given evidence in an investigation, will be penalized accordingly. The possible corrective actions are the same as those assessed against those found to have contravened the USC Discrimination Harassment and Violence Prevention Policy

- 11.1. The USC is committed to providing and maintaining a safe and healthy environment free from discrimination, harassment, and violence as outlined in the USC Discrimination Harassment and Violence Prevention Policy. There are resources available to you should you require them. Please contact the USC People and Development Department to be connected with resources that will best suit your needs.

**PLEASE NOTE THAT THE CLUBS GOVERNANCE
BOARD IS NO LONGER INVOLVED IN THE
INVESTIGATION PROCEDURE**

BREAK

10 minutes

Don't forget to scan the QR code for your attendance



Training is mandatory and attendance for each club executive will be tracked!



What is Wizeprep?



Western Study Support

- ✓ Bite-Sized Video Lessons
- ✓ Exam-Like Practice Questions
- ✓ 24/7 Q&A With Study Experts
- ✓ Mock Exams
- ✓ Course Notes
- ✓ Customized to Western Courses
- ✓ And Much More!

Wizeprep Pre-Med Plus

- ✓ Weekly CARS Practice
- ✓ Exclusive Pre-Med Events
- ✓ MCAT Flashcards
- ✓ MCAT Pre-Requisite Courses
- ✓ Wizeprep Plus Included
- ✓ And Much More!

MCAT Prep Resources

- ✓ Free Pre-Med Events
- ✓ Consultations With MCAT Expert
- ✓ 144+ Hours Of Instruction*
- ✓ 515+ Performance Guarantee*
- ✓ Med-School Interview Coaching*
- ✓ Med-School Application Review*

*Included in Elite 515 Course

LSAT Prep Resources

- ✓ Free Pre-Law Events
- ✓ LSAT Practice Test
- ✓ Consultations With LSAT Expert
- ✓ Powerful Analytics
- ✓ 170+ Performance Guarantee*
- ✓ 70+ Hours Of Instruction*

*Included In LSAT Elite 170 Prep Course

DAT Prep Resources

- ✓ Free Pre-Dental School Events
- ✓ Consultations with DAT Experts
- ✓ 23+ Performance Guarantee*
- ✓ 75+ Hours of Expert Instruction*
- ✓ Application Coaching*
- ✓ And Much More!

*Included in the Elite DAT Course

How Can Wizeprep Support USC Clubs?

- ✓ Discounts for Club Members
- ✓ Free Vouchers
- ✓ Collaborative Workshops
- ✓ Support with Existing Events
- ✓ Monetary Bonuses
- ✓ Access to Academic Advisors
- ✓ And Much More!

Contact megan@wizeprep.com to customize the right partnership for your club!

USC CLUBS
EXCLUSIVE SPONSOR



USC Information Systems

helpdesk@westernusc.ca

Staff Supports
Account Management
Membership Processing
Clubs Week Sites
Ecommerce
Bounce

USC Information Systems



Geoff Pimlatt

Senior Manager, I.S.

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Room 340 UCC



Eric Svechnikov

IT Manager

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Room 313 UCC



Joe Czenke

IT Support Technician

joe.czenke@westernusc.ca



Joel Daniel

Web Dev Intern

joel.daniel@westernusc.ca



Account Management

- your.club@westernusc.ca accounts are transferred each summer.
- Club Presidents should check their @uwo.ca emails for the details. Email helpdesk@westernusc.ca if you cannot login.
- Use your.club@westernusc.ca for all account set up (i.e. Instagram, Linketr.ee).
- Recurring charges (i.e. web hosting) can be arranged through me.



Club Membership Processing

Club Registrations are now open at

<https://westernusc.store/club-memberships/>

- Please review to make sure your information is correct!
- New Members are usually in place by the next business day.
- Remember that YOU must purchase a membership.
- Students can join right up until February 15, 2026.
- Students can pay with cash or debit at The Purple Store.

Printable QR codes to automatically add your Club to the Shopping Cart:

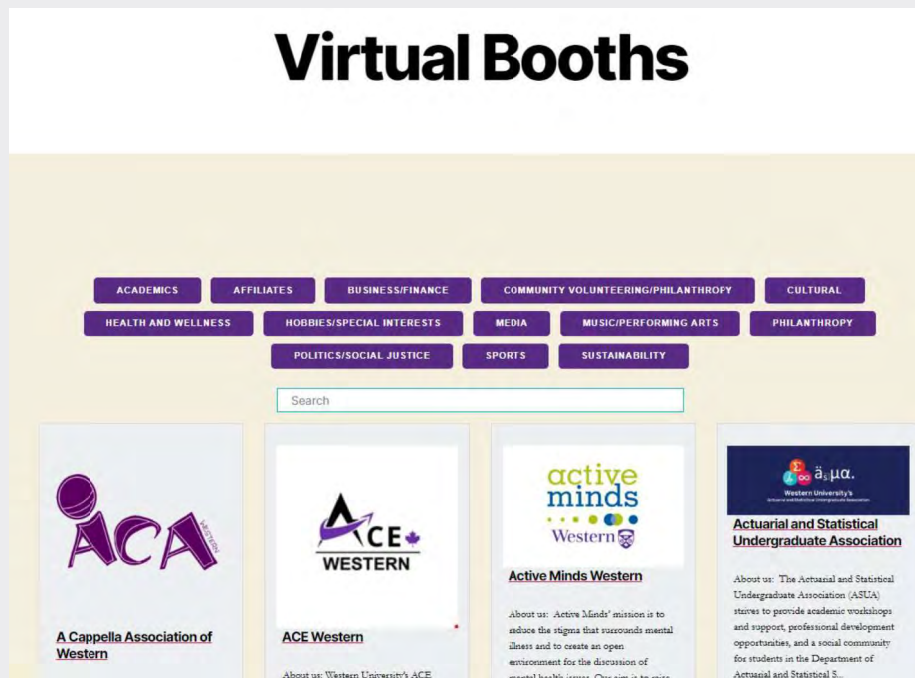
https://drive.google.com/drive/folders/15116sT_36bnctm_9UNIG1fKmAUv71xzA



Clubs Spotlight

Clubs Spotlight site will be promoted during Clubs Week at <https://club-spotlight.ca/>

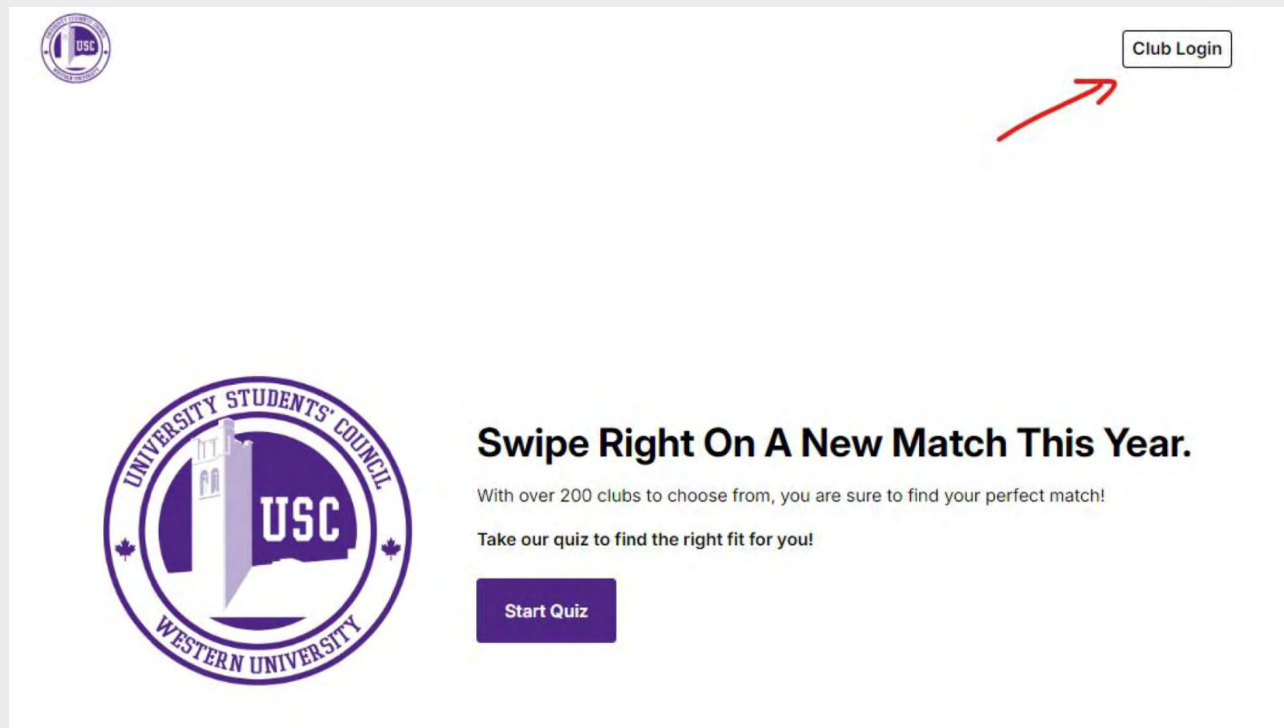
- Please review to make sure your information is correct!



Find Your Match

“Speed Dating Site” will be promoted at <https://www.findyourmatch.club/>

- Login to build your dating profile! (Email coming soon.)



Ecommerce

Clubs can ONLY sell event tickets or merchandise online or in person through the USC Storefront or the official USC Club Bounce account.

- Request form at <https://westernusc.freshservice.com/>
- Western USC Storefront (<https://westernusc.store>)
 - low 2% processing fee
- Square card reader and phone / tablet loans
 - sell in the UCC Atrium or off-site
- Transactions are processed mid- and end-of-month.
- ***You MUST also complete a WesternLink Event Proposal.***



Bounce Platform

- You must use the USC created Club account.
- Club Presidents have received a welcome email.
- Once active, Presidents can add other users.
- You can create Events in your Profile, and request to Publish.
- ***You MUST also complete a WesternLink Event Proposal.***
- Transactions are processed at the end-of-month.
- Email western.support@bouncedinc.com for help.



Bounce Platform

1. Scan this QR code
2. Search for your Club's Bounce organization
3. Request to join your club's page

You will be set as an 'Admin' so you can create RSVP / Ticketing pages on behalf of your club



The Bounce Team will be available after Training to assist with account setup and answer any questions.



UNIVERSITY STUDENTS' COUNCIL PURPLE INK

CAMPUS CLOTHING AND PROMOTIONAL MATERIALS

WHAT CAN WE DO FOR YOU?

Purple Ink, brought to you by The Purple Store, is your one-stop shop to create customized, high-quality clothing and merchandise for your club, faculty, team, or friends.

Owned and operated by the University Students' Council (USC), we are more than just your average vendor. We have worked with countless groups on and off Western University's campus to help create custom concepts that suit their styles. The options are endless. We have built relationships with many suppliers to ensure we provide you with the best quality product for your budget.

Purple Ink is dedicated to satisfying each one of our clients through fast and friendly service, competitive pricing, and on-campus convenience.

APPAREL

- T-Shirts
- Polos
- Hoodies
- Sweaters
- Baseball Caps
- Toques
- Outerwear

PRODUCTS

- Stickers
- Mugs
- Water Bottles
- Lanyards
- Totes
- Backpacks
- Notebooks

SERVICES

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



Mike Carriere

*Clothing and Promotional
Materials Coordinator*

purpleink@westernusc.ca

westernpurplestore.com/purple-ink



Western Room Bookings

Only **1 person per club** can be selected as the **designated Requestor** to book classrooms on campus. This form was sent out in August so if your club has not filled out the form please do so ASAP:

<https://westernu.campuslabs.ca/engage/submitter/form/start/19836>

Room bookings **must** be tied in to an event proposal.

Please note that Western will open the 25Live booking system on September 20th for bookings to start on September 23rd.

25Live

- view real-time availability
- 3 hours per booking
- 3 days in advance for space requests
- Rooms with capacity of 200+ have a fee

**Reminder that no food or drink
are permitted in the classrooms**

www.ipb.uwo.ca/reservations/
bookroom@uwo.ca





InfoSource RM 173: Booking Spaces

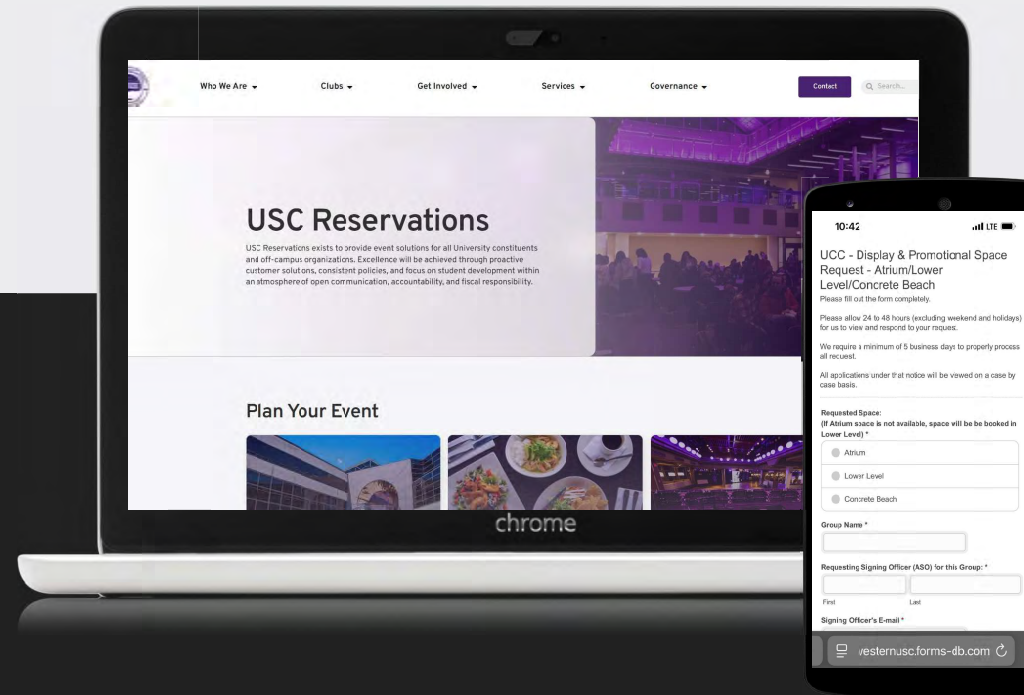
Policies & Procedures 2025-2026



SHILPA KADAM
InfoSource, Manager

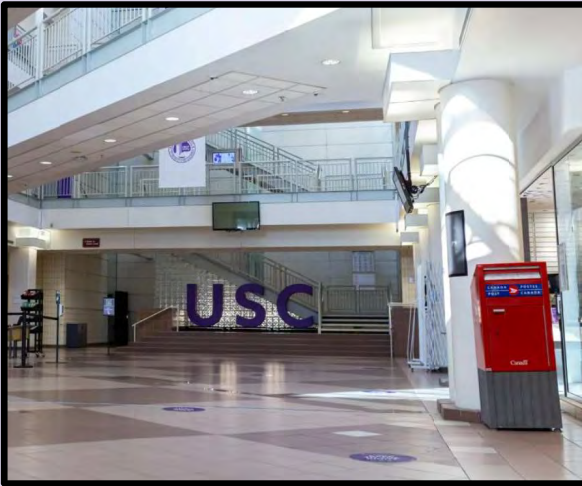


RAEGAN CLARK
InfoSource, Coordinator



reservations@westernusc.ca

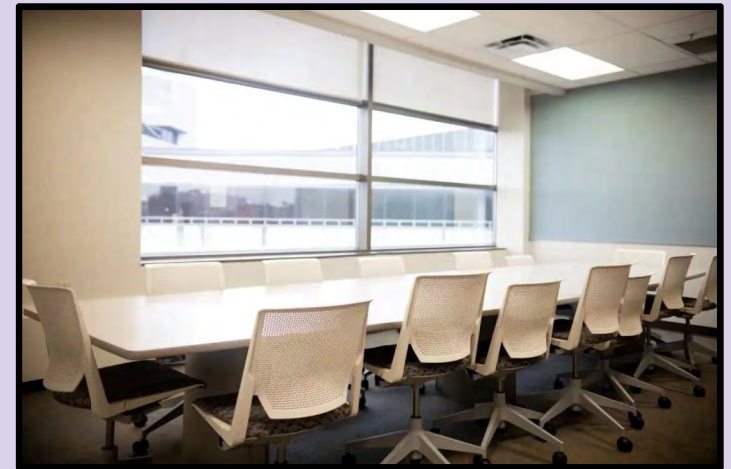
Atrium/Lower Level Atrium/Concrete Beach



Clubs Space



Conference Rooms



STEP 1:

Submit your event proposal on WesternLink and then fill out the reservation form found here: <https://westernusc.ca/services/reservations/spaces/>

STEP 2:

The Reservations Team will review the application, ask further questions on the event and either approve or decline the application based on if it meets the USC's policies.

STEP 3:

The Reservations Team requires club check in on the day of event. We will assign the table for your club based on availability. Tables are reserved from 9am to 4:30pm.

We kindly ask that if you are unsure about something just ask us! We are here to help and support you where we can.

USC Catering - what we offer

Mustang Lounge, McKellar Theatre, The Wave, USC Clubs Space, UCC Community Room



- Menu to fit your budget and cuisine tastes
- All-in-one quote (wait service, napkins, cutlery, labour, equipment, set-up and clean-up)
- Access to caterer on-site
- Direct billing to club account
- We staff students!



Food in USC Spaces Approval Process



- Food in the Mustang Lounge, McKellar, Club Space and Community Room is approved by The USC Catering as part of the Request Process: the-wave.ca/plan-your-event
- Outside food such as pizza delivery, fully-packaged snacks, and bottled soft drinks are easily approved.
- Outside catering requests require a minimum of 14 days notice. The **Outside Catering Guideline** lists the procedures for bringing external food into the UCC and meets our agreement with Western, food safety, and quality standards. Outside catering must be within a 30 km radius of campus, in London.

Contact: Courtney Cromwell, USC Catering Manager
courtney.cromwell@westernusc.ca






USC Grants Fund



What is the USC Grants Fund?



The USC Grants Fund awards money to initiatives that seek to improve the student experience at Western University.

The Grants Committee is chaired by the Grants Coordinator, who, alongside six students-at-large, decide and evaluate the merit of each submitted grant application.



The USC Grants Fund has approx. \$100 000 allocated to supporting initiatives on campus aligning with the diverse personal, cultural, social, and economic values of the USC.

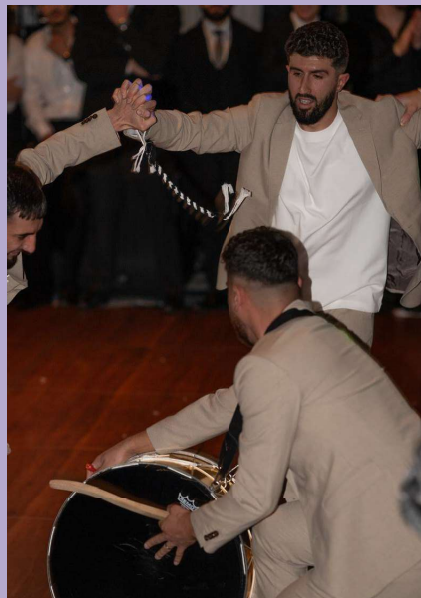
Examples of Events Grants Support

Professional Development



(Physics and Astronomy Students' Association Conference)

Cultural Celebration



(Arab Students' Association Annual Gala)

Community Development



(UWO Rotoract Juvenile Diabetes Camp)

Social Gathering



(Tea Club Annual Tea Party)

... AND MORE!

How To Apply

All applications are submitted through the USC Grants and Recognition website:

A screenshot of the USC Grants and Recognition website. At the top, there is a list of links: '+ Application Deadlines', '+ What Are The Goals of the USC Grant System?', '+ What Are Categories of Activities Eligible for USC Grants?', '+ General Terms and Concitions of USC Grants', and '+ Grant Applications Involving Collaboration Between Individuals and/or Organizations'. Below this is a section titled 'APPLY NOW!' with two buttons: 'Application Form' and 'Grant Budget Template'. Two large red arrows point towards these buttons. Below the buttons is the heading 'Awards Applications'. A paragraph states: '30 awards are available for a total value of \$20,000. USC student employees (including Coordinators, Associates, Interns, and Board of Directors) are eligible to apply for the USC Student Awards.' Below this is a list of awards: 'Future of Western Award (Value: \$300.00)', 'Student Artist Award (Value: \$250.00)', 'Tracey Knight Memorial Award', and 'Honour W Award'. A speech bubble icon is in the bottom right corner of the screenshot.

+ Application Deadlines

+ What Are The Goals of the USC Grant System?

+ What Are Categories of Activities Eligible for USC Grants?

+ General Terms and Concitions of USC Grants

+ Grant Applications Involving Collaboration Between Individuals and/or Organizations

APPLY NOW!

Application Form Grant Budget Template

Awards Applications

30 awards are available for a total value of \$20,000. USC student employees (including Coordinators, Associates, Interns, and Board of Directors) are eligible to apply for the USC Student Awards.

► Future of Western Award (Value: \$300.00)

► Student Artist Award (Value: \$250.00)

► Tracey Knight Memorial Award

► Honour W Award

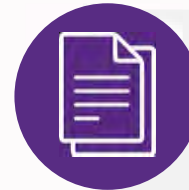
<https://westernusc.ca/services/grants-and-recognition/#grants>



Tips for a Good Application



Accurate, complete, and clearly defined budget using the template provided!



Carefully reviewing application guidelines and granting principles.



Ensuring the initiative aligns with both Western and the USC's Code of Conduct and values.



Be prepared to answer further questions from the committee.

Who To Contact

<https://westernusc.ca/services/grants-and-recognition/>



Shari Bumpus

Student Community Manager
shari.bumpus@westernusc.ca



Alex Baier

Grants and Recognition Coordinator
grantsandrecognition@westernusc.ca



Wade Masse

Vice President Student Services
studentservices@westernusc.ca

For grant writing assistance and questions about the application, please read the FAQ on the website. You may also reach out to Shari Bumpus at shari.bumpus@westernusc.ca

Free club promotion ideas

What happens after Clubs Week?

- Book a table in the UCC to promote your club
- Collab with USC social media @clubsusc @westernusc
- Use the USC club marketing services - points system for graphic design, photography, and video - creative@westernusc.ca for more details
- Use USC Poster Patrol services to have your posters on the UCC boards - see InfoSource for details



Clubs Space

Drop-in 9am-5pm,
Monday - Friday

Bookable from 5pm-9pm,
Monday - Friday

Room 260 UCC

Follow our Instagram for
deadlines and updates!

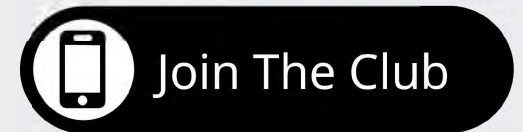
@clubsusc

Clubs Training slides on westernlink.ca

Additional training session:

October 2nd

- Finances
- Event proposals
- Out of town trips
- Grants



USC Clubs Calendar of Events

SEPTEMBER

9-10 Clubs Training

15-19 Clubs Week

**Execs - don't forget to pay for your club membership*

DECEMBER

10 Submit reimbursements for first term

19 First day of Winter Break

MARCH

Club Elections

**Review your year-end financials and ensure all reimbursements and revenues are in the club account*

OCTOBER

2 Events, Trips & Finances Workshop

15 Annual Budget due

15 New club applications due (January 2026)

31 Last day for club membership refunds

JANUARY

5 Classes resume

12-15 Clubs Week II

APRIL

15 Exec transition due

30 Club membership ends

**All reimbursements to be submitted for the year*

NOVEMBER

3-9 Fall Reading Week

30 New club applications due (for Sept 2026)

**AGM to be held in first semester*

FEBRUARY

16-20 Spring Reading Week

MAY TO AUGUST

During the summer, the Student Organizations Support office remains open to work with incoming club execs and new clubs.

