

## USC Student Organization Best Practices

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## ADVERTISING AND PROMOTION

- Final proof 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/](https://westernusc.ca/services/infosource/poster-patrol/)
- Once approved, the posters can be dropped off at Purple Store for stamping and distribution
- 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.

## Social Media

- Only approved events should be on a club's social media accounts - this includes any sponsorships and charitable donations
- It should be clear when promoting an event that the event is either a club event, a collaborative event with another club or it is just a promotion of someone else's event

## ANNUAL GENERAL MEETING

- Key elements include:
  - Date, time, location, attendees (sign in sheet or QR code), and purpose of the meeting
  - Agenda
  - Discussion points - events, finances, membership, by-election, etc.
  - Approval of previous meeting minutes
  - Upcoming action items
  - Signatures for approved minutes
- As per Club Policy: The President will chair all meetings and the VP Communications will record votes and minutes of all meetings and give notice for all meetings
- The AGM meeting minutes will be uploaded to Western Link in the Documents section
- <https://www.ontario.ca/page/running-effective-board-and-committee-meetings#2c> is a guideline for recording meeting minutes
- A mach form is available to track attendance <https://westernusc.forms-db.com/view.php?id=623321>

## DRINK TICKETS

- The USC will permit the distribution of 1 (one) drink (at the expense of the club) at a USC Student Organization event
- The drink must be distributed by facility staff/or USC contracted security in the form of a ticket
- Confirmation from management is required where staff is responsible for distributing drink tickets
- 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+
- 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; 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
- Bottle Service is not permitted

## 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 and may require security at the cost of the club. Please find Western's policy here:

[https://uwo.ca/univsec//pdf/policies\\_procedures/section1/mapp11.pdf](https://uwo.ca/univsec//pdf/policies_procedures/section1/mapp11.pdf)

## DONATIONS

- Donations by clubs and organizations must be made to a Canadian Registered Charity
- The club must submit meeting minutes to show the club has voted to donate said funds
- Any amounts over 30% of the clubs account will require approval from the Manager, Student Community
- Donations must be sent direct from the club account
- Donation amounts are not to be announced until approved by SOS staff

## EVENTS

### Budgets

- A budget must be submitted with an event proposal for any event involving fundraising, spending of funds or sponsorships

- 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

- **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
- For events that require contracts to be written up by the Manager, Student Community, 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.
- Student organizations can request a contract be written at any time
- 10 business days are required **per** contract
- SOS staff 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
- If a student signs a contract on behalf of the Student Organization (USC), it will be considered invalid

### Payments

- Payments to some 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 account
- Some venues and businesses do not accept Purchase Orders so we can pay them directly from the club account with a deposit (if needed)
- Deposits and payments require processing time so the requests should be sent in with at least 5-7 business days notice. These should not be done through personal bank accounts unless authorization by SOS is given
- All payments made require a Request for Payment form to be submitted with the signatures of 2 signing authorities as well as invoices

### EVENT PROPOSALS

- All USC clubs are required to submit an event proposal via Western Link for all activities including meetings, purchases and merch, trips, online events
- The proposal will be reviewed and either the SOS staff will follow up 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 Organizations Coordinator** will assist with any travel outside the City of London
- The **Student Organizations Advisor** will assist with all other events
- All proposals require 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

### **Submission Timeframes**

Meetings, tables, simple events: minimum of 3 business days prior to the date of the event.

Events with advertising, budgets, display materials or waivers: minimum of 5 business days prior to the date of the event.

Events with security, performers, contracts, venue rentals, bar events, ticket sales: minimum of 10 business days prior to the date of the event.

Trips out of the city: minimum of 15 business days prior to the date of the event.

Trips to the United States: minimum of 20 business days prior to the date of the event.

### **Event Security**

- Depending on the nature of your event, you may be required to have hired 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, 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

### **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)

- 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 a Sponsorship proposal for each
- After you have submitted the sponsorship proposal, it will be reviewed and approved by the SOS department. A contract may be drawn up depending on the value of the sponsorship

## **FOOD REGULATIONS**

### *In the Atrium*

- 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.

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 by Wave Catering.

### *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 or approved by Western Hospitality Services.

## **FUNDRAISING EVENTS & DONATIONS**

- 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 (must be Registered Canadian Charity)
  - 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
- Please note that donation boxes, jars, etc. are not permitted on campus
- All funds raised and collected from the fundraising event must be deposited into the student organizations USC finance account the next business day
- The club must submit meeting minutes to show the club has voted to donate said funds
- Any amounts over 30% of the clubs account will require approval from the Manager, Student Community

## **GIFTS AND HONORARIA**

- Information about the Speaker (website, full name, contact information) is required before the speaking engagement
- Gift of appreciation to executives is not included and would be part of executive compensation (see Club Policy)
- Payment for honoraria will come from the account and not through personal e-transfers or cash - for the Request for Payment, include a signed document to confirm the speaker name, date of event, event proposal, and agreed amount.

## **GIVEAWAYS AND PRIZES**

- Giveaways and prizes are available by chance
- No money buy-in (including membership payment to receive a ticket for a draw) is permitted
- Mentoring or tutoring cannot be offered as a valued prize
- For prizes resulting from a competition, prize payout must come directly from the club account and additional information is required:
  - Social media or public announcement promoting the competition and prize amounts to be won
  - Social media or public announcement of winning team or persons and the allotted prize amounts
  - A signed document (two signing officers) stating all individual prize allotments (i.e. winner name and amount per winner)

## **ONLINE PAYMENTS**

Student organizations are not permitted to set up any 3<sup>rd</sup> party account or use e-transfer 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](mailto:helpdesk@westernusc.ca)

*Student Organizations must use their club account for all online payments and e-transfers. The use of third-party accounts or personal bank accounts are not permitted. E-transfer payments made between students are not permitted. Online sales must be collected through the USC Storefront, Squares or Bounce. To set up online sales, please email the IS Department at [helpdesk@westernusc.ca](mailto:helpdesk@westernusc.ca). To arrange e-transfer payments or receiving of funds through your club account please email [clubs@westernusc.ca](mailto:clubs@westernusc.ca)*

## **SALES ON CAMPUS**

### **Bake Sales**

Bake sales are not permitted on campus due to health and safety reasons.

### **Merchandise Sales**

Merchandise sales cannot include any items that are sold on campus.

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 USC Reservations staff.

## Raffles

Due to regulations set out by Ontario Lottery and Gaming Act, no form of raffles are permitted at Western unless a license is acquired from OLG. This includes 50/50 draws, selling tickets to win a prize.

## SCAVENGER HUNTS

- 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.
- This includes but is not limited to clues which lead to/are:
  - o Risk taking activities;
  - o Sexually suggestive, derogatory, and/or offensive activities;
  - o Potential for property damage (i.e. Take a photo on a red car)
  - o No clues which require the participant to take, keep, or borrow items from other places (regardless of their cost or lack thereof) are 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, Club Space, Community Room, concrete beach, table bookings in the atrium (USC Space) bookings will be done through forms found on <https://westernusc.ca/services/reservations/>.

## SPONSORSHIP AGREEMENTS

- 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** online which will then be reviewed by the SOA. **Note: The Sponsorship Proposal does not constitute an agreement or imply approval**
- Once all terms and conditions have been negotiated, the Manager may draft a contract 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.



- **IMPORTANT:** Please note that the USC cannot give charity receipts.
- Sponsorship invoices can be provided by contacting SOS Staff

## STUDENT PUBLICATIONS

Student Organization 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."

## 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. 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
- 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)

### Renting U-Hauls and vehicles

- Renting U-Hauls or vehicles to transport items for club events are done so at the renters own risk and expense. This will **not be** reimbursed from a club account. The USC does not accept any liability for bodily injury or property damage arising from the operation of any vehicle, including rented vehicles.

## TRIPS OUTSIDE LONDON

- Refer to the How-to guide for trips outside London on [westernusc.ca/clubs](http://westernusc.ca/clubs)
- The event proposal budget must account for accommodation, transportation, food, networking events, venue and vendor information, insurance and travel medical coverage

- A safety evacuation plan will be required for review
- A detailed itinerary is required for review
- Waivers for all attendees must be submitted three to five business days prior to trip approval
- Networking events involving drink tickets must be reviewed (??)
- Trips to the United States will require an additional mandatory general liability insurance to be paid by each attendee as per our insurance policy
- Each attendee will email to the SOS office proof of travel medical coverage prior to the trip
- Only paid registered club members are eligible to participate in trips

## **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 affect 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
- 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 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.**