Tedi's*
Clubhouse

Tedi's Clubhouse Handbook
2023/24

Everything you need to know about joining or starting a student club at SAIT!

Welcome to Tedi's Clubhouse!

Hello! Saitsa wants to welcome and congratulate you for your involvement with clubs! Clubs provide networking and leadership opportunities, allow students to form valuable lifelong connections, and encourage enjoyment on campus. We hope you know that Saitsa is here for you, we want to be sure that you utilize all the resources that are in place to help you succeed including this handbook!

This handbook includes many answers to the questions that you might find yourself asking and will be a valuable tool in ensuring that you and your fellow club members have a seamless year.

This handbook includes all the information you will need to run a successful Saitsa Club, including conduct, grants, banking, events, and much more!

Feel free to connect with the Student Experience Coordinator, Clubs at: **saitsa.club@edu.sait.ca**

All the best,

✻ Stephanie Rigodon
Student Experience Coordinator, Clubs
(Tedi's Clubhouse Coordinator)

✻ Leonardo de Oliveira
Student Experience, Clubs Assistant

Our Vision

A thriving, inclusive community where students achieve their fullest potential, equipped with resources, support, and opportunities that inspire growth, leadership, and excellence.

Our Mission

To empower SAIT students and enrich their experience by fostering well-being, providing support, and advocating for success at every step of their academic journey.

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Important Dates

September

08   Tedi's Clubhouse Orientation

19   Tedi's Clubhouse Council Meeting- Co-Curricular Recognition Workshop

October

02-03 Tedi's Clubhouse Fall Showcase (Expo)

05   Grant Intake Period Deadline:

All Grant applications submitted after 12:00 p.m. on the 5th day of last month until 12:00 p.m. on the 5th day of current month. Funding available on the 30th day of the current month.

10   Start-up Funding Intake Deadline 1:

All Start-up Reimbursement applications submitted after 12:00 p.m. on the 5th day of last month until 12:00 p.m. on the 10th day of current month. Funding available on the 15th day of the current month.

25   Monthly Financial Report

Financial Report will only cover transactions made from the 15th day of the last month to the 15th day of the current month.

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28   Tedi's Clubhouse Council Meeting – Tedi's Clubhouse Winter Expo Planning.

December

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Winter 2024 Semester

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30-31 Tedi's Clubhouse Winter Showcase (Expo)

February

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09 Tedi's Clubhouse Council Meeting - Industry Night Planning and Grants Workshop.

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28 Nominations open for Club of the Year Award

March

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18 Nominations close for Club of the Year Award

19 Tedi's Clubhouse Council Meeting - Clubs Financial Reconciliation, Clubs Transition and Annual Report Workshop.

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12 Volunteers and Clubs Appreciation Night

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ESSENTIALS

Student Clubs

A student club can be defined as a group of students with similar interests staying connected with one another. There are two types of clubs on SAIT campus: academic clubs, and non-academic clubs. Both are equally important in encouraging a sense of community on campus.

All clubs are STUDENT DRIVEN and VOLUNTEER run and operate on a non-profit basis. Being a non-profit doesn't mean your club can't fundraise to support their activities – we greatly encourage fundraising and utilizing the privileges available to registered clubs. Running a club has proven to be a wonderful learning opportunity by which students strengthen their soft skills.

Clubs registered with Saitsa have access to its resources and services such as: **event booking assistance, equipment and locker rentals, printing services and much more.** They are also eligible for reimbursement grants and Saitsa' s liability insurance for events. Saitsa clubs are part of the few organizations that are allowed to sell to SAIT students on campus. Clubs are allowed to host events with food on campus, which is also an otherwise limited opportunity.

To maintain these special privileges, clubs must be open to all students, must register annually, and must adhere to Saitsa Clubs policies.

Types of Clubs

Academic clubs are closely linked to a department or program on campus, and they oversee student activities related to that department or program. Through events like Industry Nights and Lunch & Learns, these clubs aim to provide students with the opportunity to make meaningful connections with industry professionals.

Non-academic clubs have a social purpose and are not associated with a department or program. These clubs are formed by students to meet other students who have a similar interest, whether it is a recreational activity, culture, or religion.

Membership

Your club may choose to charge a membership fee to new members. It is encouraged that most clubs charge a membership fee as it is a great way to gain funds to start planning events.

All executive members of a club must be current SAIT students. SAIT Alumni and Staff can act in supporting roles, such as advisors.
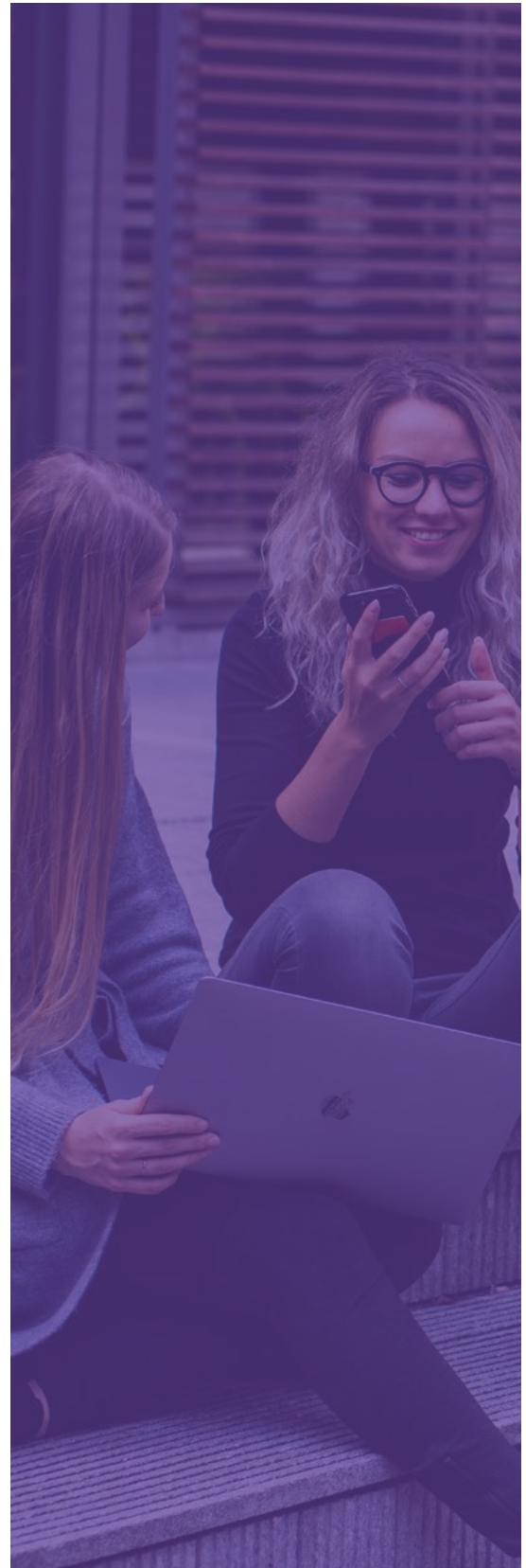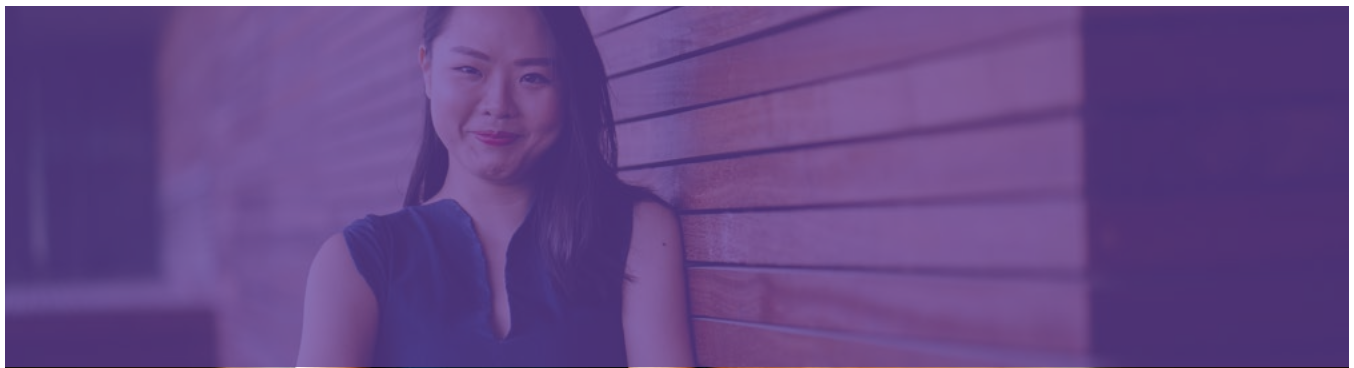
Club Executives

It is extremely important that all club executives familiarize themselves with this handbook and the Saitsa Club Policies and Procedures, as it is the Student Experience Coordinator, Clubs' expectation that the executives uphold these guidelines. Any questions or concerns regarding this document can be directed to the Student Experience Coordinator, Clubs.

- ✔ All Student Clubs must have three (3) current key club executive positions filled, which is the President, a Vice-President Operations, and a Vice-President Finance. These positions will serve as the Club Signing Authorities. Club executives who have signing authorities are designated to handle financial matters on behalf of the club and sign documents and agreements.

- ✔ It is essential that a vacancy in one of the key positions be filled before the club can continue to operate.

- ✔ Should an executive member change throughout the academic year, the Student Experience Coordinator, Clubs must be notified.

- ✔ An email must be sent by the President with the change of executive, their position, and their email address. The Student Experience Coordinator, Clubs will then inform the President if they are required to submit paperwork i.e. financial signing authority form.

- ✔ Club executives are encouraged to participate

in events hosted by Saitsa that are designed to promote networking and training, such as: Club Workshops and Club Expos.

- ✔ Club executives are not authorized or permitted to sign an agreement in SAIT or Saitsa's name.

- ✔ Club executives acknowledge they are not to undertake unsanctioned alcohol related activities (i.e., pub crawls) and activities not approved by Saitsa.

- ✔ Student executives must be in good academic standing.

- ✔ Only current SAIT students who have paid their Saitsa fee may hold executive positions.

- ✔ A person in the club may have many duties within the club, however, they can only hold one executive title. Varied duties can be captured under their role description.

- ✔ All Student Clubs shall be non-profit and cannot pay salaries or other stipends to any club executives or members.

Club Advisors

Whether external or a SAIT staff member, advisors have key experience that may help you with connections within SAIT and beyond in the industry. Advisors are selected and updated at the club's discretion. It is not the advisor's role to manage the club, plan arrange club activities, or control the club, but to solely offer mentorship. Advisors cannot be Saitsa full-time or student staff.

All registered student clubs are encouraged to find a Club Advisor who is a SAIT community member that takes on a mentorship role with a club. Academic Clubs are encouraged to find a SAIT faculty Club Advisor.

✔ Advisors must be aware of the purpose and activities of the club.

✔ Advisors must have clear communication with club executives.

✔ Advisors must act as a source of general information regarding SAIT policies and procedures.

✔ They are to encourage club members to assume responsibility for their actions and for the effectiveness of their club.

✔ They assist clubs with organizing and planning their own events and provide guidance.

✔ They provide technical knowledge/information relevant to the club as needed.

✔ Advisors must be familiar with the club history.

✔ Advisors provide continuity for clubs to operate while in transition between old club members and new club members.

✔ Advisors must encourage and maintain professionalism.

✔ They acknowledge progress toward goals.

✔ They assist in responding to or acting upon e-mails or other communications between the club executives and the Student Experience Coordinator, Clubs.

Tedi's Clubhouse Portal: Anthology

Welcome to the Tedi's Clubhouse Portal! Join an existing club or start your own! The Tedi's Clubhouse Portal is a new resource for club registration, events, activities, and opportunities to you as Saitsa Student Clubs.

Students can sign-in using their SAIT credentials. Once logged in, students will have access to all the opportunities and events provided by SAIT departments, Saitsa departments and Saitsa Clubs.

Visit **sait.campuslabs.ca/engage** to learn how to make the most out of your club!

How to Access the Portal

1. Go to **Sait.campuslabs.ca/engage/**

2. Click *Sign In* (blue button top-right corner)

3. Sign in using your SAIT email address and password.

Sait.Campuslabs.ca/ Engage
- Tedi's Clubhouse Portal -
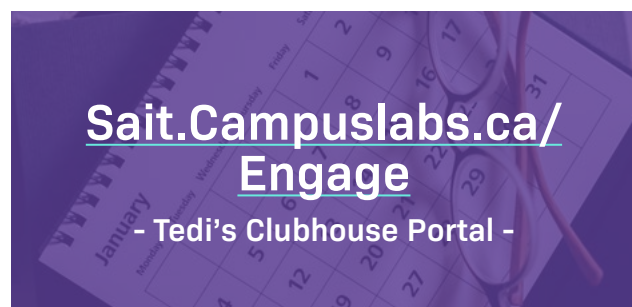
How to Start a New Club

1. Access Saitsa Tedi's Clubhouse Portal through: **Sait.campuslabs.ca/engage/** using SAIT Email address and password.

2. Go to *Organization* tab.

3. Click on *Register an Organization.*

4. Click *Register a New Organization*.

5. Follow the steps on *How to Register.*

6. Click *Submit*.

How to Re-register a Club

1. Access Saitsa Tedi's Clubhouse Portal through: **Sait.campuslabs.ca/engage/** using SAIT Email address and password.

2. Go to *Organization* tab.

3. Click on *Register an Organization*.

4. Under the *Re-Register Existing* Section, click on the organization to re-register.

5. Click *Re-register*.

How to Join a Club

1. Access Saitsa Tedi's Clubhouse Portal through: **Sait.campuslabs.ca/engage/** using SAIT Email address and password.

2. Go to *Organization* tab.

3. Choose the club you're interested in.

4. Click *Join/Contact*.

The Student Experience, Coordinator Clubs is available to help you establish your club. For questions, contact:
saitsa.clubs@edu.sait.ca

Club Resources

Saitsa Resource Centre

MC107, Stan Grad

The Saitsa Resource Centre is located at MC 107 in the Stan Grad Centre. It provides services and resources that students need to reach optimal student-life balance. Visit the Resource Centre to find out how Saitsa supports and enhances the student experience, and how we can help your club.

Club Posters

Clubs can promote and advertise their events through club posters!

All clubs must follow SAIT and Saitsa' s poster policies below:

Saitsa.com/Poster-Boards
- For Poster Board Locations -

- ✔ All posters must be approved by the Student Experience Coordinator, Clubs.

- ✔ Must upload a copy of your poster to the event submission on Tedi's Clubhouse Portal for approval.

- ✔ All posters must include the Saitsa clubs' logo. The Saitsa clubs' logo must remain in its original form and must not be altered in any way. Please email the Student Experience Coordinator, Clubs for a vector file of the Saitsa clubs' logo.

- ✔ It is preferred that club posters be designed and printed in tabloid size (11" x 17").

- ✔ Club posters may only be placed on Saitsa poster boards.

- ✔ Offensive material is not permitted on posters.

- ✔ Each club is responsible for posting and removing posters after events.

- ✔ Each registered club is eligible for **30 free prints** per month, per activity

Lockers

Steps to register for a club locker:

1. The club locker must be rented under the Student Club President's name. The Club President needs to create an account at **Saitsa Lockers**.

2. For registration you will need:

   - Valid SAIT student ID number
   - SAIT email address
   - Phone number

3. Once the Club President is done creating an account in Saitsa Lockers website, complete the Club Locker Rental Request Form. This form is available in the Tedi's Clubhouse Portal.

4. Once approved, a locker receipt containing the locker combination will be sent to the Club President, confirming the rental for the term.

Mailing Address

Student Clubs can check in with the Student Experience Coordinator, Clubs, to receive external mail/packages or cheque payments from sponsors.

Please use the following address for your cheques or external mail/packages:

SAIT Student Association Clubs – Club Name
MC 107, Stan Grad Bldg.
1301 16 Ave NW
Calgary, AB T2M 0L4

Lockers Policy:

❌ Only club resources can be stored inside a locker, not personal belongings.

❌ No illegal substances, weapons or other prohibited offensive or dangerous materials are to be placed in lockers.

❌ Student Clubs are responsible to pay a fine of $25.00 if a locker is deemed excessively dirty or damaged when vacated at the end of term.

❌ Student Clubs cannot use their own lock – Saitsa will provide each club a lock.

Saitsa.Clubs@edu.sait.ca
- to Rent a Locker -

Liability Insurance

Registered clubs that abide by all policies and procedures are covered under Saitsa's insurance. This is to provide student clubs with bodily injury or property damage insurance protection, while participating when an approved Saitsa Club event, on or off campus.

If your club event/ activity has not been approved by the Student Experience Coordinator, Clubs, coverage will not be provided by Saitsa.

Club Rentals

The following equipment is available for clubs to use at no charge, subject to availability:

| Laptop | Bluetooth Speaker | Cashbox | Projector | Spinwheel |

The following equipment for rent comes at an additional cost, subject to availability.
Please contact the Student Experience Coordinator, Clubs for more details:

| Button Maker | PA System/Mic | Podiums | Staging |

| Popcorn Machine | Pipe & Drape | Tables, Cairs, Linens |

Please keep in mind that if equipment is not returned promptly to MC107, in exactly the way your club received it, the expenses incurred will be the sole responsibility of the student club.

Club Awards

✳ Club of the Year Award - $750 – 1 club/year

One of the challenges SAIT students face is meeting new people with common interests outside of the classroom; Saitsa clubs provide an opportunity for students to come together to learn, develop skills, network, meet new people, and have fun. Since 2001, Saitsa has been recognizing one club a year that demonstrates outstanding dedication to improving student life on campus.

Application Criteria:

This award is only available to Saitsa-registered clubs. Clubs that demonstrate a commitment to being actively engaged and involved with Saitsa may be given preference.

A Club Executive must be the applicant and must provide the following information in a brief summary:

- Number of club events held, type of events and attendance
- Events planned for remainder of academic year
- Succession plan to ensure continuity for the club
- List of Saitsa events the club participated in
- Funds raised (if applicable) either for donations to other causes, or funds for club use.

Clubs who have received this award in the past three years must demonstrate how the award benefited the club.

Please Note:

Nominations this year open on February 28, 2024 and closes on March 18, 2024 Submit your nominations during this period at: **Saitsa.com/club-of-the-year-award**

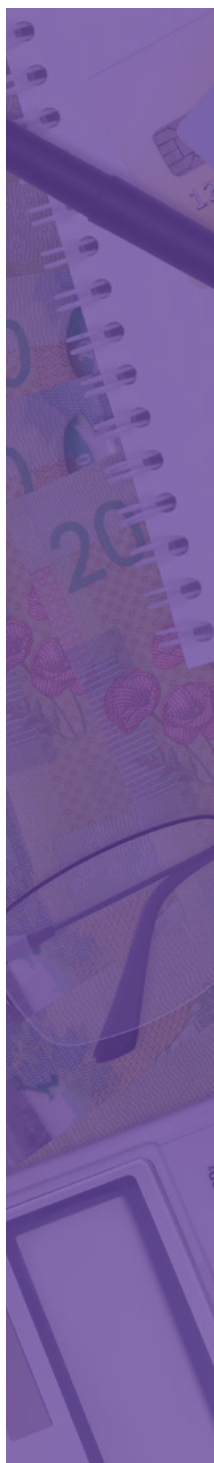## Saitsa.com/Club-of-the-Year-Award
- To Apply Online -

FINANCES

Club Financial Responsibility

1. All Finances must be completed through your Saitsa issued club bank account.

2. The Manager, Student Experience is also a signing authority of all Saitsa Clubs bank accounts.

3. The VP Finance is required to submit a Monthly Financial Report, detailing the revenue and expenses associated with their Saitsa issued club bank account. Kindly refer to the "Important Dates" page of this handbook for the Monthly Financial Report due dates, and on the **Tedi's Clubhouse Banking Appendix** for steps on how to submit a Monthly Financial report.

4. Money raised through club activities must go back to the club.

5. A Post-Fundraiser Summary Form should be submitted after holding a fundraiser or event that involves collecting funds. You may find this form in the **Tedi's Clubhouse Portal Forms**.

6. Saitsa reserves the right to retract/freeze funds on any Saitsa issued club bank account should concern arise regarding the club financial practices.

7. Random Audits may be performed by the Manager, Student Experience and Student Experience Coordinator, Clubs, throughout the year, in which case the VP Finance must produce all requested financial documents to the Student Experience Coordinator, Clubs. Failure to do so or discrepancies in the documents will result to freezing of club funds, pending investigation. It is advised that receipts are kept throughout the full club year.

8. All Clubs that receive monetary sponsorships from external sources must inform the Student Experience Coordinator, Clubs

9. Signing authorities assume responsibility to ensure funds are spent appropriately.

Saitsa Issued Club Bank Account

Every Club will be given a Saitsa Issued Club Bank Account through ATB, following club's registration. To establish a Saitsa issued club bank account, clubs need to identify two (2) Club Executives who will act as Club bank account signers.

All club bank account signing officers are required to present the following requirements to the Student Experience Coordinator, Clubs to sign bank documents:

✔ 1 Government issued photo ID (Driver's License, Passport etc.).

✔ SIN #/ Provincial Health Card/ Birth Certificate.

✔ Contact information - Phone number & Email address.

✔ Mailing address - with 2 years history of living in the mailing address.

Please Note: *After the club bank account signing officer signs the bank documents, the Student Experience Coordinator for Clubs will update the student on the progress of the bank account opening.*

CLICK HERE
Tedi's Clubhouse Banking Appendix
- For all the additional banking information you need -

Start-Up Reimbursement Funding

This year, Tedi's excited to announce that he'll be giving start-up funding to both New and Returning Cubs!

Start-up Funds Reimbursement Application

* New clubs can request up to $500.00 as start-up funds within a fiscal year.

* Returning clubs can request up to $200.00 as start-up funds within a fiscal year. Clubs that have been active for less than three years will be given priority for financial assistance.

* This support can be utilized for new club start-up, other club activities, returning club assets, or approved administrative expenses at the beginning of the semester or when starting a club.

* The allocation of funds is limited within each fiscal year, and therefore, financial assistance will be provided on a first-come, first-served basis, as approved by the Student Experience Coordinator, Clubs.

* Start-up reimbursement funding application should be made within one (1) month from the time purchases and/or administrative expenses were paid. Applications beyond one (1) month after the event/purchases were made will not be accepted.

* The Student Experience Coordinator, Clubs shall review and approve eligible applications for start-up funding requests.

How to apply for Start-up Funds Reimbursement

1. Spend up to $500.00 for new clubs, and $200.00 for returning clubs, upfront, either in increments or the entire amount at once.

2. Submit the Club Start-up Funding Application Form found in the Tedi's Clubhouse Portal within one (1) month from the time purchases and/or administrative expenses were paid.

3. Upload a copy of the receipt as proof of purchase. A receipt is mandatory, not optional. Any receipts beyond one (1) month will not be accepted.

4. The amount spent will be deposited into your Saitsa Issued Club Bank Account on the 15th or on the 30th of the month, depending on the intake period, to which the club has applied for reimbursement.

5. The Club VP Finance will transfer the funds from the Saitsa Issued Club Bank Account to reimburse the purchaser.

Club Grants

Tedi's giving more grants to Student Clubs this year that need funds to achieve their visions/ goals! Saitsa realizes that some assistance can go a long way to get your activity off the ground.

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* Saitsa registered student clubs are eligible to receive up to $5,000.00 of grant funding per term, with terms running from July 1 to December 31 and from January 1 to June 30. Additional funding may be provided to a club each term, pending approval and review of the Manager, Student Experience.

* Promotional/branded items may be covered up to 50% of the total ordered cost.

* Funding is prioritized towards running events and initiatives that build an experience over the purchase of swag/ merchandise. Clubs must meet Club Funding Eligibility requirements in order to be approved for.

* All Student Clubs are expected to do external fundraisers throughout the year, aside from relying solely from Saitsa Grants.

* The utilization of Tedi's Clubhouse Grant is intended to complement with external monetary sponsorships received by the club.

* Clubs who have received external monetary sponsorship for an event and/or project should fully utilize the external monetary sponsorship funding first, before applying for Tedi's Clubhouse Grant.

Tedi's Clubhouse Grant Eligibility

✔ Student Clubs seeking grant must be officially recognized and registered with Saitsa.

✔ Student Clubs must demonstrate a clear mission, goals, and activities that align with the educational objectives and values of Saitsa and SAIT.

✔ Eligibility is earned when at least one club signing authority attends the Student Club's Orientation and/or club council meetings.

✔ Additionally, an in-person meeting with the Student Experience Coordinator, Clubs to discuss event strategy is required before application.

Tedi's Clubhouse Grant Do Not Cover

✖ Direct donations to charities.

✖ The purchase of alcohol.

✖ The purchase of cannabis.

- ✗ Repayment of loans.
- ✗ Purchase of bid items for silent auctions.
- ✗ SAIT hosted activities – activities must be hosted and run by the student club.
- ✗ Items purchased prior to grant funding approval.
- ✗ Gifts for club members.
- ✗ Gifts for graduation and Year End Celebrations.
- ✗ Subsidies for merchandise or attendance fees for SAIT Staff, Alumni and non-SAIT guests.

Tedi's Clubhouse Grant Compliance Agreement

- ✓ The clubs will fulfill the required Club Orientation attendance and in-person event proposal before applying for a grant.
- ✓ Expenses incurred that are not listed in the grant funding request will not be covered by the grant. These expenses are the club's responsibility.
- ✓ All receipts relating to the grant must be submitted to the Student Experience Coordinator, Clubs on or before the close-out date indicated on the grant approval email, or the club will be held financially responsible.
- ✓ Clubs must adhere to attendance tracking for grant funded events.
- ✓ Lost receipts will not be honoured, only

approved expense with receipts that have been submitted to the Student Experience Coordinator, Clubs will be covered by the grant.

- ✓ Accept the funding status and the Grant Reviews Committees' decision as final.
- ✓ Any Saitsa Club Executive, or Saitsa Club member can participate on the Grant review, given that your club does not have an application submitted for that grant intake.
- ✓ The Grant Review Committee is made up of Saitsa Club Executives and Saitsa club members at large.
- ✓ To express interest in participating on a Grant Review Committee, submit an email request to the Student Experience Coordinator, Clubs at **saitsa.clubs@edu.sait.ca** containing the email subject "Grant-Review Student Committee Participation Request"

Before Applying for Tedi's Clubhouse Grant

- ✱ Consider the amount of money being requested and the number of students that benefit from it. These funds come from Saitsa student membership fees. We suggest when considering for grant funding if your fellow students would benefit/approve this request.
- ✱ Each activity/project is its own separate grant proposal. Clubs may submit more than one application per intake period.

* It is the club's responsibility to ensure the application is complete and all required attachments are submitted by the deadline dates.

* Grants must be submitted by 12pm for each intake deadline. Late applications are not accepted, no exceptions.

* Research your event/initiative and all the expenses you may encounter. Approved grants will only cover what is listed in your application, make sure it is detailed and specific.

* During your application, you are required to provide pricing screenshots or initial quotes to back up your budget research. These are key decision-making documents. A submission with attention to detail that reflects cost research increases the chances of funding.

* Pay attention to and plan your events accordingly. Events should take place in three months, to a minimum of one month after the intake deadline. This allows proper timing to receive notification of fund transfers and event promotion/sales if applicable for your event.

How to Apply for Tedi's Clubhouse Grant

When applying for grants, consider the timeline to effectively organize and promote your activity. It is the club's responsibility to ensure the application is complete and all

required attachments are submitted by the deadline.

1. Go to the Tedi's Clubhouse Portal at: **Sait.campuslabs.ca/engage/**

2. On the Left Navigation Menu, Select Forms.

3. Choose the Grant Application Form

4. In the Grant Application Form choose only one Budget header that best identifies your type of request from the following list:

   a. Event Funding

   b. Branded Merchandise

   c. Conference/Competition Attendance

1. Give your application a title and provide a brief description.

2. Complete the Additional Information Section of the form. Give the event/project information, logistics, risk management, agreements, etc. Be specific and detailed on this section.

3. Complete the Budget Section. Give an estimated budget on this section. Upload quotes and pricing screenshot. Provide details. You may choose to use a spreadsheet image to capture pricing if it involves numerous entries.

4. Complete the Club Contribution Section. This area is designed for you to indicate funds that the club is going to use from other resources (club funds, ticket sales, sponsorship, partnership)

for the project/activity. If your club does not have any club contributions you will still need to fill it out indicating a zero. The "Club Contribution" section subtracts from the main total to accurately reflect the amount of grant funds being requested.

5. Ensure to put and correctly calculate the amount you are requesting for, in the Total Requested section of the application form.

    a. Submit well before 12:00 pm on the grant intake deadline date.

    b. Late applications are not accepted, no exceptions.

After Applying for Tedi's Clubhouse Grant

All grants will be reviewed by the Grant Review Committee.

*   Applications will only be reviewed for clubs in good standing and completed criteria for grant eligibility.

*   The Grant Review Committee is made up of Saitsa Club Executives and Saitsa club members at large.

*   The Grant Review Committee will meet approximately one week after the grant application deadline, and decide whether to award full, partial, or decline funding.

*   All funding requests are subject to the availability of funds, the application information, and the number of grants submitted for the intake.

*   The Student Experience Coordinator, Clubs will notify grant applicants through an email, once a status is reached.

*   Do not spend any funds for your grant project until you are approved.

*   Do not proceed beyond a quote and/ or collect funds until you have received grant approval.

Approved Tedi's Clubhouse Grant

✓   Once an approval has been received, the approved amount will be deposited to the Saitsa Issued Club Bank Account. Within 2 weeks from the grant application deadline.

✓   Clubs can then spend the money for their initiative.

✓   Ensure all members of your club are aware of grant procedures and inform them of what funds were awarded and what receipts need to be submitted.

✓   All receipts relating to the grant must be submitted to the Student Experience Coordinator, Clubs on or before the close-out date indicated on the grant approval email, or the club will be held financially responsible.

✓   Expenses not listed in the grant budget section of the application will not be covered.

✓   Lost receipts will not be honoured, only

approved expense receipts that have been submitted on or before the grant close out date will be covered by the grant.

✔ If the date of a club event involving grant funds changes, it is the responsibility of the club to notify the Student Experience Coordinator, Clubs for the grant close out date to be changed.

Tedi's Clubhouse Grant Close Out Date:

✱ Pay attention to your close out date! This is the date that you have submitted all invoices and receipts relating to the grant. The Close-out date will be indicated on the grant approval email.

✱ This is an important date that must not be missed. If the deadline passes and receipts and payments are not completed by your deadline, funds are automatically reclaimed. No exceptions. No receipts = reclaim of funds.

✱ If your project or activity date changes and impacts timelines, ensure you request close out date extensions. You can change your close out date by emailing the Student Experience Coordinator, Clubs at **saitsa.clubs@ edu.sait.ca** before the deadline passes. Saitsa Clubs is not responsible to remind grant club awardees of their deadlines.

After Close Out Date

✱ Clubs that come under budget do not get to keep unused funds in their account. An automatic reclaim of unused grant funds will occur after the close out date.

Denied Tedi's Clubhouse Grant Applications

Declined funding occurs if:

✖ There is insufficient information and/or missing information in the application. All student club applicants must be specific and correct in calculating requested amount.

✖ The club did not fulfill eligibility requirements by the grant deadline.

✖ There is no Event Proposal submitted/ if Event Proposal was unapproved.

✖ The project/activity is considered less beneficial than other applications in an oversubscribed grant intake.

✖ The club is not in good financial standing.

✖ The request is not something that Saitsa would approve (cannabis, alcohol, etc).

If your grant has been denied, clubs may re-apply in a future grant intake. Please note that the project/activity timeline will have to be changed to at least a month after the grant intake, if approved.

ACTIVITES & EVENTS

Club Events

All proposed club events must be approved by the Student Experience Coordinator, Clubs. Unapproved/unauthorized club events will not be insured by Saitsa; club executives are liable for any loss or damage incurred during such events. Club funds cannot be utilized to cover any costs related to unapproved/unauthorized events.

All Student Club events must have a Primary Event Organizer (PEO) listed. The PEO is responsible for the event and must be in attendance the entire time. This person cannot be a SAIT employee, member, non-club participant, or member of your parent organization.

If your club wants to host an off-campus activity such as a graduation dinner, most venues will require a contract or agreement. Contracts are to be made in the name of the organizer (club executive or club name), not Saitsa. If you need help reviewing avenue or service contract, the Student Experience Coordinator, Clubs will gladly assist you. The club personally assumes responsibility for loss or damage in the event that they sign an agreement.

Event Proposal

Here are the steps to propose an event:

1. Access Saitsa Tedi's Clubhouse Portal through: **Sait.campuslabs.ca/engage/** using SAIT Email address and password.

2. In the left navigation pane click Events.

3. Follow instructions on how to submit your event as shown on the screen. Fill-out the form as detailed and complete as possible.

4. By completing the Event submission, your club is registering their event with Saitsa (therefore getting credit for hosting the event), as well as being covered by Saitsa liability insurance

Coordinating an Event at SAIT

Many of the services that Tedi's Clubhouse provide can only be requested via the Event submission in the Tedi's Clubhouse Portal.

Saitsa encourages all student clubs to first consider Saitsa locations for their events.

Booking an on campus space with SAIT Conference and Event Services

All SAIT spaces MUST be booked by the Student Experience Coordinator, Clubs. The Student Experience Coordinator, Clubs acts as a liaison between student clubs and all campus departments.

Large-Scale Events

If you are considering a large-scale event on campus, the Student Experience Coordinator, Clubs can coordinate venue booking, event space layout design and set up, equipment rental, linen selection, audiovisual booking and consultation.

Following your event proposal approval, the Student Experience Coordinator, Clubs will contact you to for event strategy and rentals.
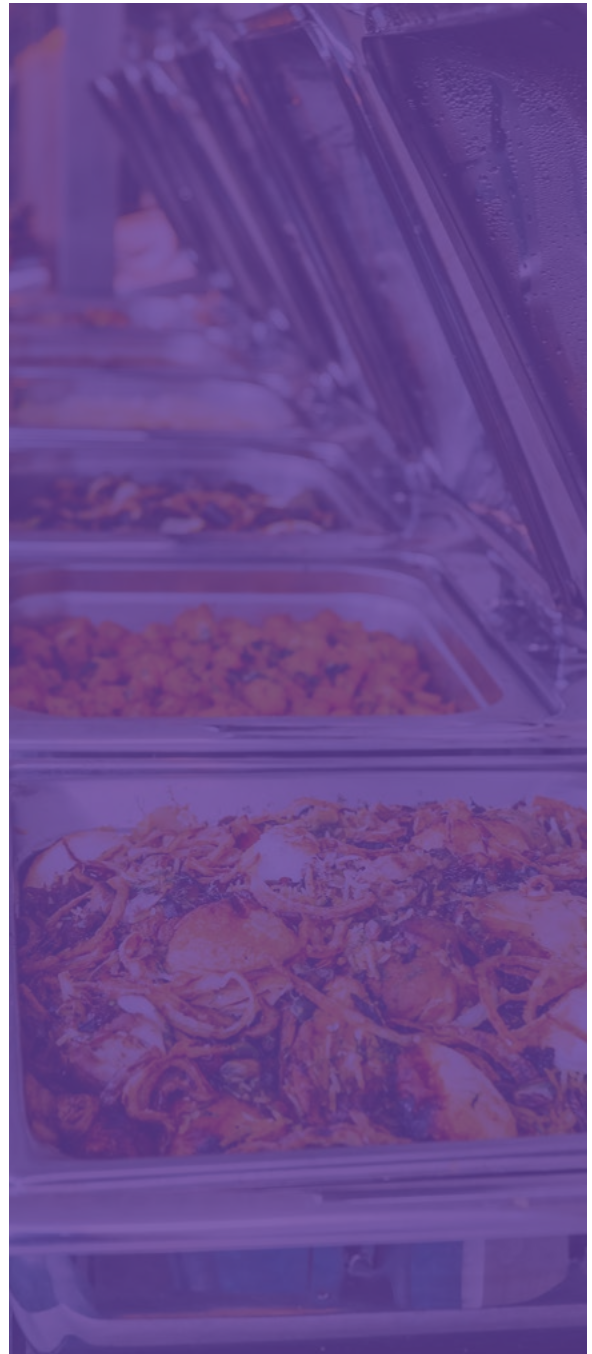
Several atrium areas throughout campus can also be blocked off and used for large scale events. Examples include the **Johnson Cobbe first-floor atrium** (outside Starbucks), **Aldred Centre first floor atrium** (outside Bento Sushi), etc. Please contact the Student Experience Coordinator, Clubs for more details.

Available Spaces

Here's a list of the rooms available for clubs to rent on campus, their capacities, and whether or not they're licensed.

Stan Grad Atrium
Stan Grad Centre

Capacity: 400 (theatre style, half atrium) or 1149 (full atrium)

Catering: Hotel Arts

Compatibility: Licensed for food and drink

Costs: Set-up and tear-down, equipment rentals.
Estimate $1000

MacDonald Hall
Stan Grad Centre

Capacity: 150 (theatre style) + 50 (with balcony)

Catering: Hotel Arts

Compatibility: In-house PA System, microphone, projector screen, projector, podium with PC hookup, licensed for food and drink

Costs: Set-up and tear-down.
Estimate $500

4Nines
John Ware

Capacity: 300 (theatre style)

Catering: Hotel Arts

Compatibility: Licensed for food and drink

Costs: Room rental fee, set-up, tear-down, equipment rentals.
Estimate $500

Meeting Room Spaces:

MB202, NK109, NH101, KA338, AA113, AA109, AA110, AA128, Senator Burns Penthouse, etc.

Please Note: *all of these rooms are used by SAIT Academic Services for classroom bookings and are subject to availability.*

✖ *Academic rooms are only available after 6 pm and on weekends*

On-Campus Event Catering

When organizing an event on campus, all food must be ordered through Hotel Arts Catering.

Please make your catering requests at least one (1) month before your event. Contact the Student Experience Coordinator, Clubs for catering inquiries on your events on campus.

When ordering from Hotel Arts, you must adhere to the Quote Approval process.

The steps include:

1. Following your on-campus event proposal approval, email the Student Experience Coordinator, Clubs and provide your:

   * Full Club Name
   * Club Event Name
   * Email and Phone Number of the designated direct contact
   * Requested pick-up date and time
   * Requested food order including any allergies and/or dietary restrictions.

2. Await an incoming email from Hotel Arts, including your attached BEO.

3. Read over the email and quote carefully and look for any errors or changes that should be noted. Follow up with the Hotel Arts if you require a reissue of the quote with necessary revisions.

4. Once your club and Hotel Arts agree with the quote proceed by signing the BEO and submit to Hotel Arts.

5. Should your club request for Saitsa Student Clubs Grant Funding for your event Catering, upload the quotes provided by Hotel Arts for approval. Please note that once the approved Saitsa Student Clubs Grant Funding has been granted to your event, no further changes will be accommodated.

Catering Contacts

Hotel Arts:
Events@hotelarts.com

*Please CC the Student Experience Coordinator, Clubs on any communication with the emails

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Please Note: Cancellations less than seven days to first event start date will be subject to 100% of all estimated charges. An invoice settled to the payment details on file will be sent upon conclusion of the event.

When organizing an event on campus all food must be ordered through Hotel Arts Catering. Please make your catering requests at least one (1) month before your event.

Important Event Guidelines & Tips

Career or Employment Events (Including Lunch and Learns and Industry Nights)

- ✓ If your club is planning a career or employment event you check in with SAIT's Career Advancement Services at least a month before the event, for best practices for engaging and hosting industry partners.

- ✓ With SAIT's Career Advancement Services can support your club with these events by sharing best practices for planning career and reaching out to industry partners by offering guidance and tips for contacting and inviting employers and professionals via phone, email, and LinkedIn.

- ✓ The Student Experience Coordinator, Clubs will not be reaching out to industry partners on your behalf.

- ✓ Set an in-person appointment with the Student Experience Coordinator, Clubs to discussing the overall event strategy including catering and rental at least a month for on campus Career or Employment Events with less than 50 attendees and at least two months for events with more than 50 attendees.

- ✓ Clubs are encouraged to cross-promote relevant events to other clubs as they see fit.

Fundraising Events

Clubs are encouraged to come up with creative fundraising ideas that are not requiring a license. There are three combined factors that make a lottery:

1. An entry fee.
2. A prize.
3. An element of chance (i.e. any form of a draw).

If you eliminate one of the three factors, you do not require a license. Therefore, if you make it a competition of some sort where skill determines the winner, the element of chance is removed. Door prizes and silent auctions do not fall under raffle license. However, the door prize cannot exceed $500, and cannot be associated with alcohol.

Tickets & Merchandise Sale Events

Selling tickets in Hallways:

If you intend on selling tickets prior to your club event, you will need to create a ticket sale event on the Tedi's Clubhouse Portal. Your main event must be approved before you can begin selling tickets.

Events with Alcohol

Alcohol and Club Funds: Clubs cannot purchase alcohol with funds from their club bank account. Funds can only be used to purchase the labor costs associated with hiring a bartender.

Admission to approved events with alcohol is restricted to club members and the guests that have completed the event waiver.

Promotion or advertising of a licensed function's activity that relates specifically to the drinking of alcoholic beverages May refer to the fact that it is licensed, but must not specifically refer to the type, brand and/or manufacturer of the alcohol to be served; b) Must indicate that admission is restricted to members and the guests of the sponsoring organization, group or individual; and c) Must refer to the availability of non-alcoholic beverages. Positive slogans or icons promoting responsible drinking are to be visible on ads. Alternatively, messages and/or slogans that promote overconsumption such as "cheap booze" and "get blitzed" are not permitted by AGLC advertising laws.

TYPE 1: Venue Operated Alcohol Service

Events that take place at a pub, nightclub, restaurant or hotel that holds a liquor license and is the sole "provider" of socially responsible liquor service for the event.

The venue handles all the food and liquor service (purchasing, serving and sales) for the event.

Guidelines:

1. The event must be submitted two weeks prior to event date, and an in-person meeting between the Primary Event Organizer (PEO) listed and the Student Experience Coordinator, Clubs should be arranged.

2. The club and alcohol providers must set up serving practices to ensure that patrons are not served past the point of intoxication (intoxicated people do not enter).

3. Already Intoxicated people cannot enter the club organized event.

4. Request Taxi Chits from the Student Experience Coordinator, Clubs. You need to have at least one taxi chit for every 4 people attending your event. The people attending your event need to be informed that the taxi chits are available, but by no means do you have to use them. They must be provided for any emergency that may arise. If they are used, the taxi company invoices Saitsa, and that money will then come out of your club bank account.

5. The club will man a registration/check-in area at all club meetings or events (on-campus) where alcohol will be provided. The registration area will be responsible for checking

each attendees ID to confirm they are of age, once confirmed, the attendee will receive a stamp on their hand to indicate that their ID has been checked. Even if a stamp has been issued, bartenders will still have the ability and responsibility of reconfirming a patron's age as the situation warrants.

TYPE 2: On-Campus Events with Alcohol Service

On campus events with alcohol that utilizing the SAIT Liquor license and this is arranged by the Student Experience Coordinator, Clubs and Conference Services.

Guidelines:

1. The event must be submitted two weeks prior to event date, and an in-person meeting between the Primary Event Organizer (PEO) listed and the Student Experience Coordinator, Clubs should be arranged.

2. Alcoholic beverages must be obtained through Commercial Services' food service Provider – Hotel Arts.

3. Alcohol service and consumption may occur only at a pre-authorized location indicated on SAIT's current liquor license or at a location approved through the liquor license extension process, and only during the times specified on the permit for that location.

4. Already Intoxicated people cannot enter the club organized event.

5. Request Taxi Chits from the Student Experience Coordinator, Clubs. You need to have at least one taxi chit for every 4 people attending your event. The people attending your event need to be informed that the taxi chits are available, but by no means do you have to use them. They must be provided for any emergency that may arise. If they are used, the taxi company invoices Saitsa, and that money will then come out of your club bank account.

6. The club will man a registration/check-in area at all club meetings or events (on-campus) where alcohol will be provided. The registration area will be responsible for checking each attendees ID to confirm they are of age, once confirmed, the attendee will receive a stamp on their hand to indicate that their ID has been checked. Even if a stamp has been issued, bartenders will still have the ability and responsibility of reconfirming a patron's age as the situation warrants.

Event Insurance

Registered clubs that abide by all policies and procedures are covered under Saitsa' s Club insurance when having a fully approved event on or off campus. If your club event/activity has not been approved by the Student Experience Coordinator, Clubs, coverage will not be provided by Saitsa.

## Sponsorship Application & Approval Process

1. Clubs seeking sponsorship must apply to the Student Experience Coordinator, Clubs at the beginning of each academic year.

2. The application should include details about the club's mission, goals, planned activities, budgetary requirements, and how the sponsorship will benefit the club and the broader campus community.

3. The Student Experience Coordinator, Clubs will review all applications and evaluate them based on the eligibility criteria and available resources to Saitsa and SAIT institutional policies and guidelines.

4. The decision regarding sponsorship will be communicated to the club leadership within a reasonable time-frame.

CLICK HERE
Tedi's Clubhouse Sponsorship Appendix
- For additional sponsorship information -

Sponsorship Levels & Resources

Student Clubs are to prepare different levels of sponsorship packages based on the club's size, activities, and demonstrated impact on the campus community

Below are examples of typical contents for sponsorship proposals:
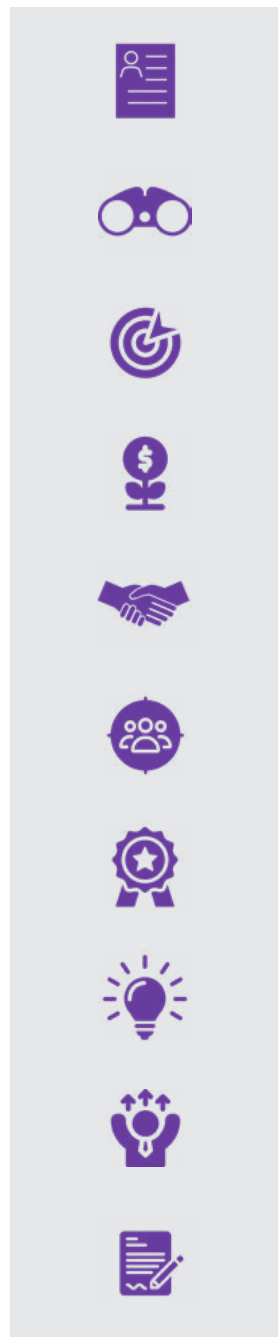
Cover Letter - Address the proposal to the most appropriate person in the sponsor's organization.

Overview - Provide an outline of the project and/or the club. What is the purpose of the sponsorship? What and where does the event happen? Relevant statistical information in sponsorship proposals can help the assessor get a picture of the club or event and identify cost benefits. Define your membership, public and audience. Identify niche markets the club can deliver to. This makes it easy for a product or company to be matched to a particular audience.

Objectives - Outline the objectives of the project and/or the club.

The investment - Outline the funding amount or in-kind support being sought. What is it going to cost the sponsor and for how long (i.e., period of agreement)?

Sponsorship benefit - This is a critical component. For 99% of companies, media exposure is an important part of sponsorship. Wherever possible, outline how you can get radio, TV, or newspaper coverage, as well as community access in the sponsorship proposal.

Target market - Outline who the project is aimed at or provide a membership profile. Identify how it matches the target market of the proposed sponsor or how it could benefit them. A successful outcome is more likely if the proposal is tailored to a specific sponsor.

Exclusivity - Detail other sponsors and/or supporters of the project or the club. Ensure that sponsors are not in competition with each other.

Servicing the sponsors' needs - Outline how you will cater to the sponsor's needs. Identify a designated employee or volunteer to be the sponsor's contact.

Evaluation strategy - Outline how you plan to evaluate and measure the success of the agreement.

Conclusion - Summarize the proposal, identify next steps, and supply contact details.

RISK MANAGEMENT

All About Risk Assessment

The Primary Event Organizer (PEO) is responsible for assessing and implementing risk management for their event and must be in attendance until the activity/event is completed.

Your future is as much at risk as your present, so pay attention to risks associated with your events.
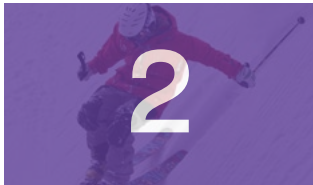
Events Risk Assessment Criteria

When you complete the Event Form you will be asked risk questions associated with your event.
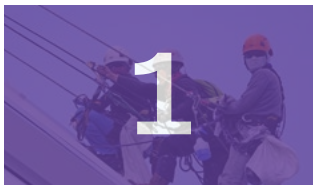
1 Risk Identified
Identify risks and hazards that are associated with an activity. Risks are not always limited to physical hazards. These can also be event logistics, weather, money matters, volunteers, event setup, etc.
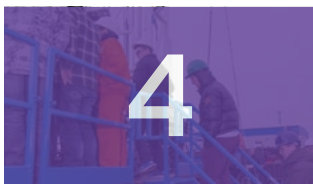
2 Severity Of Risk
If this risk occurs, how severe would it be? Low, medium, or high?

3 Likelihood Of Risk
What is the likelihood of this risk occurring? Low, medium, or high?

4 Plan To Manage Risk
How will you manage the risk identified? Define methods to reduce the frequency or severity.

High Risk Activities

For activities that are deemed to be very high risk, the Student Experience Coordinator, Clubs will contact Saitsa's Insurance Officer to review the event at least two weeks prior to the activity. Documents are sent to the insurance company by Student Experience Coordinator, Clubs and approval or rejection of activities will be based on the following:

1. Adherence to risk management policies.
2. Level of risk associated with the event and the level of precautions taken by organizer.
3. Saitsa and SAIT policy.
4. Legal restrictions (e.g. AGLC rules and regulations).

Transportation

If your club is arranging transportation for an event, please note the following:

Carpooling: Driver must have a minimum of one-million-dollar liability on insurance.

Rental Vehicle: Your club will need to get the extra insurance provided by the rental company.

Waivers

Waivers are only required if your event is considered a high-risk activity by the Student Experience Coordinator, Clubs.

Typically, events with a significant amount of physical activity will require waivers. Bowling is not considered an event that requires a waiver. If a waiver is required your club must use the Saitsa waiver that is provided by the Student Experience Coordinator, Clubs following event proposal approval. If waivers are required for your event you will be notified.

One waiver per person and per event. The waivers Saitsa provides to student clubs dictates that upon signing the form, the student is "releasing liability, waiving all possible claims and assumption of risk".

Email Saitsa.Clubs@edu.sait.ca to receive a waiver form

Tedi's*
Clubhouse