



Tedi's*
Clubhouse

Saitsa Clubs Handbook 2024/25

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



Tedi's*
Clubhouse

Welcome to Saitsa Clubs!

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 (SECC) at: saitsa.clubs@edu.sait.ca

All the best,

★ **Stephanie Rigodon**

Student Experience Coordinator, Clubs (SECC)

★ **Nathan Chan**

Student Services Assistant, Clubs

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



Fall 2024 Semester

September

06 Clubs Orientation

October

10 Clubs Council Meeting
15-16 Clubs Fall Showcase (Expo)



Winter 2025 Semester

January

16 Clubs Council Meeting
28-29 Clubs Winter Showcase (Expo)

February

26 Nominations open for the Club of the Year Award

March

17 Clubs Council Meeting

April

11 Submission of Annual Reports and Transition Documents
17 Volunteers and Clubs Appreciation Night



Spring 2025 Semester

June

30 End of Saitsa Clubs Fiscal Year

July

01 Re-registration opens for Fiscal Year 2025-2026



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, 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.

*Clubs must register with Saitsa each fiscal year to be formally recognized by the organization.

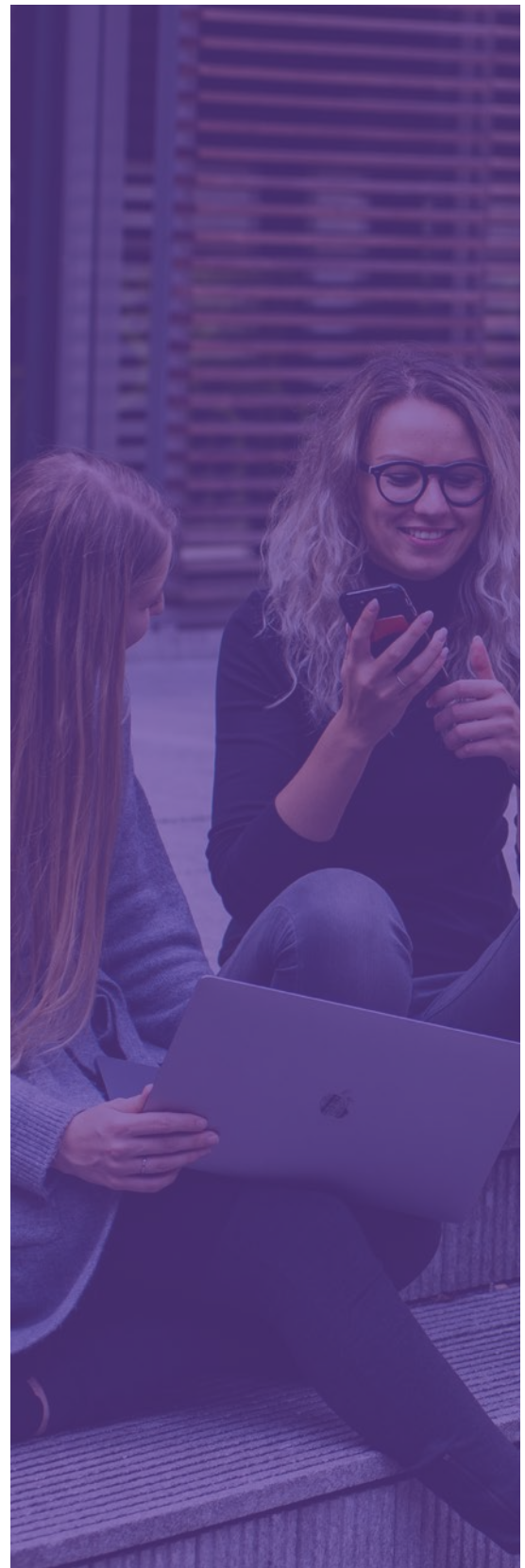
Types of Clubs

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

- ✦ Club membership shall be open and inclusive to all SAIT students.
- ✦ Members of the community, including SAIT and Saitsa staff and faculty, are eligible to become members at the discretion of the club's Executives; however, they cannot act as club executives or hold voting rights.
- ✦ Club membership must consist of a minimum of seventy-five percent (75%) of current SAIT students.
- ✦ Clubs are permitted, but not required, to charge membership fees.

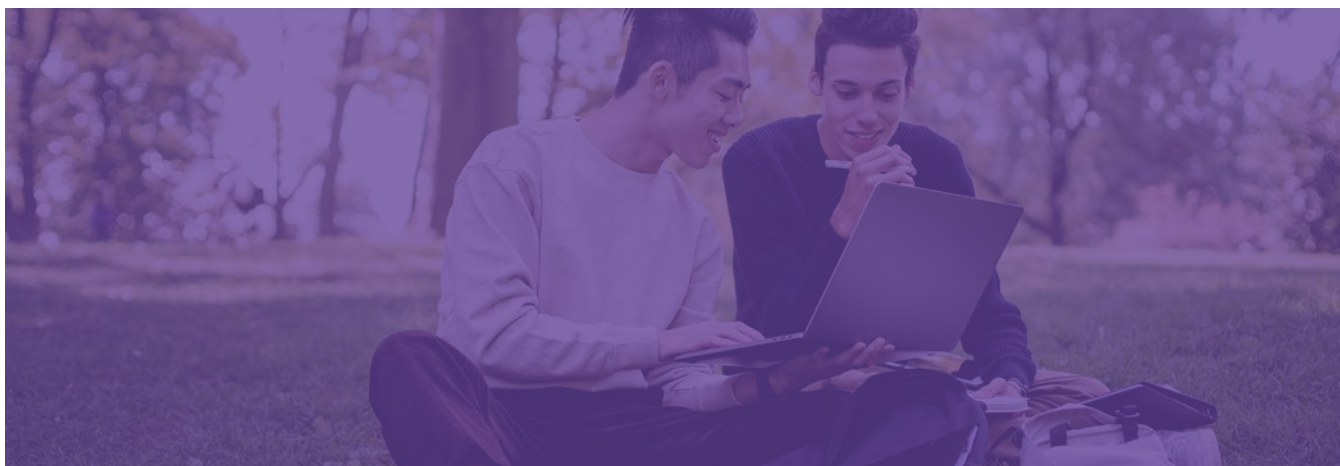




Club Executives

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

- ✓ 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 SECC must be notified.
- ✓ An email must be sent by the President with the change of executive, their position, and their email address. The SECC 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.
- ✓ Club 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 Sait's 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. | ✓ They provide technical knowledge/information relevant to the club as needed. |
| ✓ Advisors must have clear communication with club executives. | ✓ Advisors must be familiar with the club history. |
| ✓ Advisors must act as a source of general information regarding SAIT policies and procedures. | ✓ Advisors provide continuity for clubs to operate while in transition between old club members and new club members. |
| ✓ They are to encourage club members to assume responsibility for their actions and for the effectiveness of their club. | ✓ Advisors must encourage and maintain professionalism. |
| ✓ They assist clubs with organizing and planning their own events and provide guidance. | ✓ They acknowledge progress toward goals. |
| | ✓ They assist in responding to or acting upon e-mails or other communications between the club executives and the SECC. |

Saitsa Clubs Portal

Welcome to Saitsa Clubs! Join an existing club or start your own! The Saitsa Rubric Clubs Portal is a new resource for Saitsa Student Clubs, offering everything you need for club registration, events, activities, merchandise and opportunities.

Students can discover all the opportunities and events provided by SAIT departments, Saitsa departments and Saitsa Clubs, on the Saitsa website and Rubric Campus app.

Students will need to sign-in using their SAIT credentials to gain access.

How to Access the Portal

1. Visit Portal.HelloRubric.com
2. New clubs can register right away and select SAIT from the university dropdown. For existing clubs, login details will be provided due to the Campus Labs migration.



How to Start a New Club

- * Any currently enrolled student at SAIT is eligible to establish or join a student club.
- * Clubs may register at any time during the fiscal year, however, clubs are permitted to change their club name at registration only.
- * Before you register, make sure you have at least three (3) current key club executive positions filled, which is the President, a Vice-President Operations, and a Vice-President Finance. Please note that only current SAIT students who have paid their Saitsa fee may hold executive positions.

Here's how to get started:

1. Fill out the [Stage 1 Registration form](#). It will first prompt you to create a new Rubric club account which you can proceed with using your SAIT email address.
2. Once Stage 1 has been approved, you will be notified to complete the Stage 2 and 3 forms, which will both be accessible from your new Rubric Club account.

★ **Please note**, Saitsa reserves the right to refuse any club application that violates Saitsa's governing documents.

How to Re-register a Club

Re-registration is an important process to ensure your club remains recognized and supported by Saitsa.

Here are the steps to re-register your club each year:

Submit Required Documents: Ensure all necessary documents are completed with your club's updated information:

1. Login to your Rubric club account at Portal.HelloRubric.com
2. Navigate to the Forms module and select the Re-registration forms.
3. Complete the Re-registration form with your club's updated information.



4. The designated club bank account administrators need to submit the following documents separately:
 - A government-issued photo ID (e.g., Driver's License or Passport).
 - SAIT ID
 - Proof of enrolment: Any screenshot from the Student Profile section under the MyStudent tab in your MySAIT account, confirming your Active status.
5. Oath of Responsibility for all Saitsa Club Executives: Kindly ensure all club executives complete and sign this form, then return it via email to: saitsa.clubs@edu.sait.ca once done.

Kindly contact the SECC at saitsa.clubs@edu.sait.ca to secure these forms.

How to Join a Club

1. Visit Campus.HelloRubric.com
2. Select the club and membership type to join the club.
3. Sign-in using your SAIT credentials to complete the process and join the club.

The SECC 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](https://saitsa.com/Poster-Boards)

- For Poster Board Locations -

- ✓ All posters must be approved by the SECC.
- ✓ Send a copy of your poster to saitsa.clubs@edu.sait.ca. The SECC will then provide approval and printing instructions.
- ✓ 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. For a vector file of the Saitsa Clubs logo, please click [here](#) or email the SECC.
- ✓ 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.

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 on the Saitsa Lockers website, send an email request to saitsa.clubs@edu.sait.ca containing the following:
 - Club Name
 - Club President Name
 - Club President ID #
 - Club President SAIT Email Address
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 SECC to receive external mail/packages or cheque payments from sponsors.

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

✉ **SAIT Students' 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 SECC, coverage will not be provided by Saitsa.

Club Rentals for Events

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



Event Essentials Kit
(Pens, Scissors, Tape,
Clipboards, Emergency Kit)



Bluetooth Speaker



Microphone



Spinwheel



**Mini Popcorn
Machine**



Cashbox

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



Staging




Podiums



Pipe & Drape



**Tables, Chairs,
Linens**



Clubs should specify their rental needs in the event proposal form to reserve the item for them, and they can pick up their items from the SECC in MB216, Stan Grad Centre.

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 last year opened on February 28, 2024 and closed on March 18, 2024. Submit your nominations during this period in 2025 at: [Saitsa.com/Awards](https://saitsa.com/Awards)



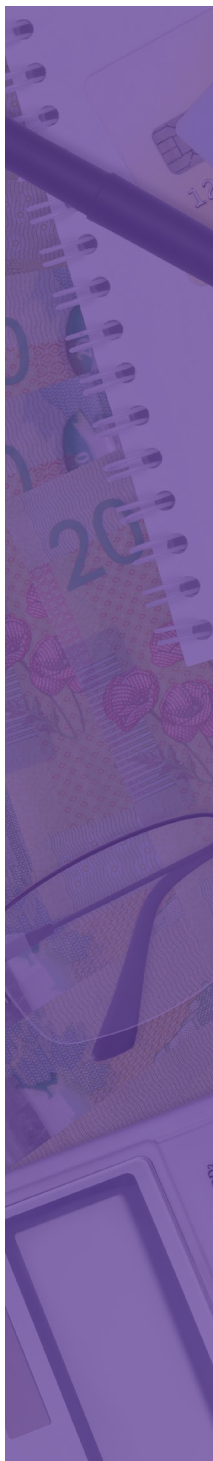
[Saitsa.com/Awards](https://saitsa.com/Awards)

- 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. Money raised through club activities must go back to the club.
4. Saitsa reserves the right to retract/freeze funds on any Saitsa issued club bank account should concern arise regarding the club financial practices.
5. Random audits may be performed by the Manager, Student Experience and SECC throughout the year, in which case the VP Finance must produce all requested financial documents to the SECC. Failure to do so or discrepancies in the documents will result in freezing of club funds, pending investigation. It is advised that receipts are kept throughout the full club year.
6. All Clubs that receive monetary sponsorships from external sources must inform the SECC.
7. 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 Admin Users.

All designated Club executives to administer their club's bank account are required to complete the Club Banking Form and submit the

following upon club registration or re-registration:

- ✓ Copy of a government-issued photo ID (e.g., Driver's License or Passport)
- ✓ Copy of SAIT ID
- ✓ Proof of enrolment: Any screenshot from the Student Profile section under the MyStudent tab in your MySAIT account, confirming your Active status.

Please Note: After the club bank account signing officer signs the bank documents, the SECC will update the student on the progress of the bank account opening.



Please contact the SECC to secure the Club Banking Form.

Start-Up Reimbursement Funding

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 SECC.

- ★ 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 SECC 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 Saitsa Clubs 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.

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 Saitsa Clubs 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 Saitsa Clubs Grant.

Club Grants

- ✱ 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

Saitsa Clubs 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 SECC to discuss event strategy is required before application.

The Saitsa Clubs Grant Does 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.

Saitsa Clubs 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 SECC 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 SECC 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 SECC at: saitsa.clubs@edu.sait.ca containing the email subject "Grant-Review Student Committee Participation Request".

Before Applying for Saitsa Clubs 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 12 p.m. 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 the Saitsa Clubs 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. Complete the Grant Funding Application Form in the Clubs Portal.
2. Submit well before 12:00 p.m. on the grant intake deadline date. Refer to the Clubs Grant Application Deadline and Fund Disbursement Schedule for reference.
3. The SECC will notify grant applicants through an email, once a status is reached.

Note:

- ✗ 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.

After Applying for Saitsa Clubs 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 SECC 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 Saitsa Clubs 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 SECC 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 SECC for the grant close out date to be changed.

Saitsa Clubs 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 = No 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 SECC at saitsa.clubs@edu.sait.ca before the deadline passes. Saitsa Clubs is not responsible to remind grant club awardees of their deadlines.

- ✗ 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.

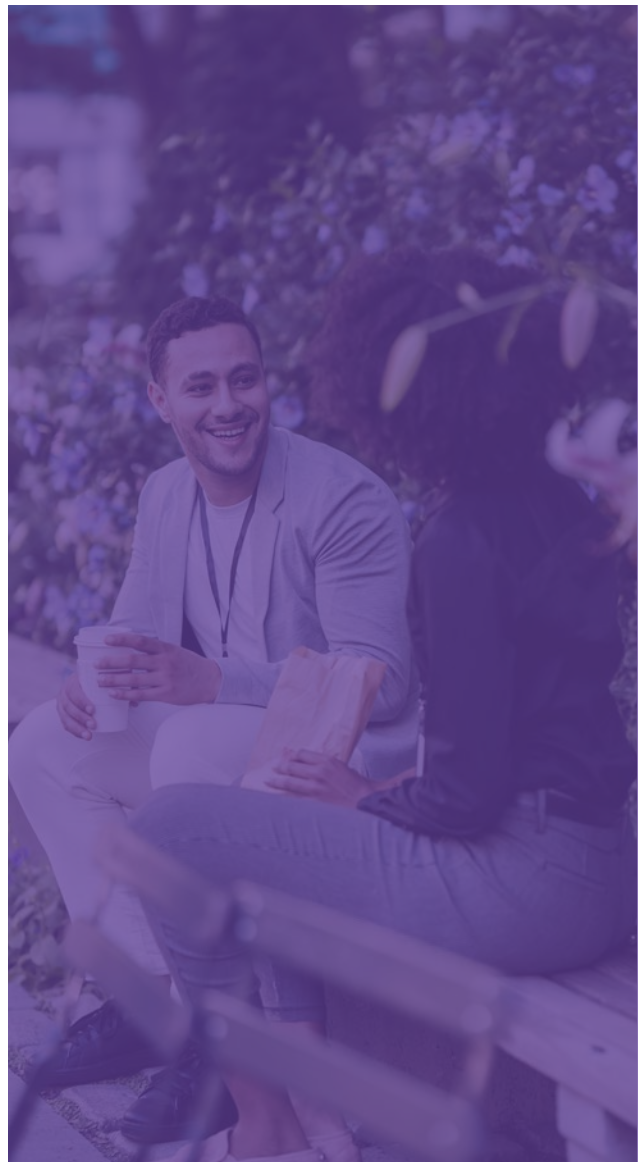
After Close Out Date

- ★ 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 Saitsa Clubs 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.



Saitsa Clubs Grant Application Deadline & Fund Disbursement Schedule

Grant Requested On:	Club Funds Release:	Date of Event/ Project Launch:
* September 5, 2024 before 12 p.m.	* September 30, 2024	* October 1, 2024 - December 31, 2024
* October 5, 2024 before 12 p.m.	* October 31, 2024	* November 1, 2024 - December 31, 2024
* November 5, 2024 before 12 p.m.	* November 30, 2024	* December 1, 2024 - December 31, 2024
* December 5, 2024 before 12 p.m.	* December 20, 2024	* January 1, 2025 - January 30, 2025*
* January 5, 2025 before 12 p.m.	* January 31, 2025	* February 1, 2025 - June 30, 2025
* February 5, 2025 before 12 p.m.	* February 28, 2025	* March 1, 2025 - June 30, 2025
* March 5, 2025 before 12 p.m.	* March 31, 2025	* April 1, 2025 - June 30, 2025
* April 5, 2025 before 12 p.m.	* April 30, 2025	* May 1, 2025 - June 30, 2025
* May 5, 2025 before 12 p.m.	* May 30, 2025	* June 1, 2025 - June 30, 2025

*Event budget cut-off; special permission is required to use approved funding for February 1, 2025 - June 30, 2025



ACTIVITIES & EVENTS

Club Events

Approval from the SECC is mandatory for all club events. Unapproved events are not insured and club funds cannot cover related costs.

A club cannot plan an event, without having or acquiring sufficient funding.

The SECC will assess the bank accounts of every club submitting an event proposal. Event proposals from clubs lacking adequate funding for their event will be automatically declined.

An event proposal must be submitted to the SECC through an event proposal form, that can be found in the Saitsa Clubs Portal.

Clubs must adhere to the event guidelines and submission timeline detailed below:

Meetings

- ★ Clubs must submit an event proposal to hold a meeting.
- ★ A completed event proposal form must be submitted at least two (2) weeks in advance of the meeting.
- ★ The SECC is responsible for coordinating all room and space bookings on the SAIT campus for club

meetings.

- ★ On campus meeting rooms are available after 6 p.m. on weekdays and at any time on weekends, excluding holidays.
- ★ The SECC will let you know if your meeting proposal has been approved or denied.
- ★ The SECC will confirm room booking for meetings that are approved and held on campus.



Fundraising Events

- ★ Clubs must submit an event proposal to organize a fundraising event.
- ★ A completed event proposal form must be submitted at least two (2) weeks in advance of the fundraising event.
- ★ The SECC is responsible for coordinating all venue and space bookings on the SAIT campus for fundraising events.
- ★ The SECC will let you know if your fundraising event proposal has been approved or denied.
- ★ The SECC will confirm space booking for events that are approved and held on campus.

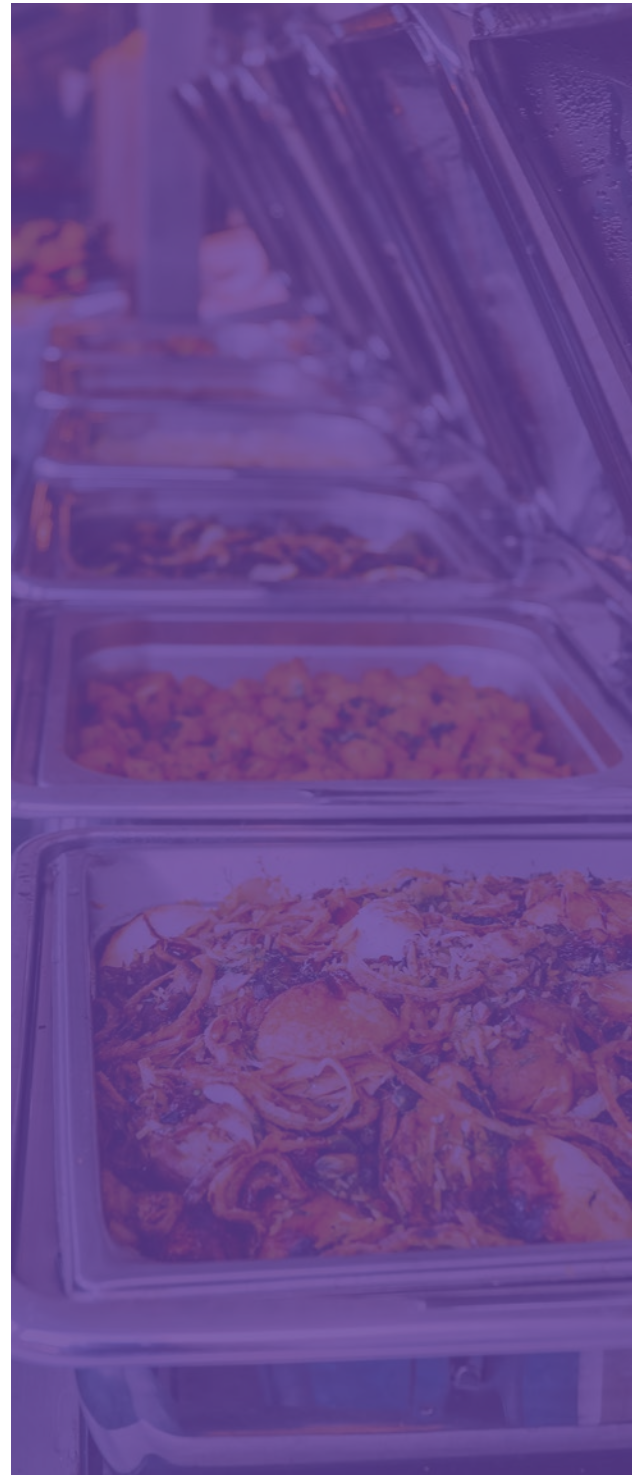
Clubs should come up with creative fundraising ideas that are not requiring a license (not lottery).

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 drugs/alcohol.



Lunch & Learns

- ★ Clubs must submit an event proposal to host a lunch and learn event.
- ★ The completed event proposal form must be submitted at least two (2) weeks in advance of the lunch and learn event.
- ★ For on-campus lunch and learn events, all food and beverage orders must be placed through SAIT's approved catering vendor.
- ★ The SECC is responsible for coordinating all room and space bookings on the SAIT campus for lunch and learns.
- ★ Clubs may use Heritage Hall classrooms for lunch and learn, depending on availability.
- ★ The SECC will let you know if your lunch and learn event proposal has been approved or denied.
- ★ The SECC will confirm room booking and will arrange lunch orders for events that are approved and held on campus.

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

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.

Please note that the SECC will not be reaching out to industry partners on your behalf.

Industry Nights

- ★ Clubs must submit an event proposal to host an industry night.
- ★ A completed event proposal form must be submitted at least one (1) month prior to your industry night.
- ★ A club cannot plan an industry night, without having or acquiring sufficient funding.
- ★ The SECC will assess the bank accounts of every club submitting an industry night event proposal. Event proposals from clubs lacking adequate funding for their event will be automatically declined.
- ★ For clubs applying for the Saitsa Clubs Grant to cover all/some expenses of their industry night, the club must apply first, and complete the Saitsa Clubs Grant process and ensure funds are already in their club bank account before submitting an Industry Night Event proposal.
- ★ For on-campus industry night events,

all food and beverage orders must be placed through SAIT's approved catering vendor.

- ✱ Clubs may use available venues on the SAIT campus, depending on availability.
- ✱ The SECC is responsible for coordinating all rentals, venue and space bookings on the SAIT campus for industry night.
- ✱ For industry night events involving alcohol service, an in-person meeting with the SECC should be arranged to request special permission. The following criteria and rules must be met:

On-Campus Industry Night Events with Alcohol:

- ✓ Alcoholic beverages must be provided by the commercial Services' food provider, Hotel Arts.
- ✓ Alcohol service and consumption are allowed only at locations pre-authorized by SAIT's current liquor license or approved through the liquor license extension process, and only during the times specified in the permit for that location.
- ✓ Individuals who are already intoxicated cannot attend the event.
- ✓ Request taxi chits from the SECC at least one (1) week before the event. You need one taxi chit for every four attendees. While it is not mandatory to

use the chits, they must be available for emergencies. If used, the taxi company invoices Saitsa, and the cost will be deducted from your club's bank account.

- ✓ The club must manage a registration/check-in area at all on-campus events where alcohol is served. This area will verify attendees' IDs to confirm they are of legal drinking age. Once verified, attendees will receive a hand stamp. Bartenders will also have the responsibility to reconfirm age as needed.
- ✓ A waiver is required from your club, and your club must use the Saitsa waiver that is provided by the SECC following event proposal approval.

Catering Contacts

Please contact the SECC to coordinate all food and beverage orders with SAIT's approved catering vendor for on-campus industry nights:
saitsa.clubs@edu.sait.ca

Off-Campus Venues for Industry Night Events with Alcohol:

- ✓ The SECC will evaluate venue eligibility

based on the venue's liquor license and its role as the sole provider of socially responsible liquor service.

- ✓ The venue should handle all aspects of food and liquor service, including purchasing, serving, and sales.
- ✓ The SECC may disapprove venues deemed unsafe for industry night events.
- ✓ The club and alcohol providers must establish serving practices to prevent patrons from being served beyond their level of intoxication.
- ✓ Individuals who are already intoxicated cannot enter the event.
- ✓ Request taxi chits from the SECC at least one (1) week before the event. You need one taxi chit for every four attendees. The availability of taxi chits should be communicated to attendees, but their use is optional. If used, the taxi company invoices Saitsa, and the cost will be charged to your club's bank account.
- ✓ A waiver is required from your club, and your club must use the Saitsa waiver that is provided by the SECC following event proposal approval.
- ✓ 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.
- ✓ The SECC will let you know if your

industry night event proposal has been approved or denied.

- ✓ After approval, schedule an in-person meeting with the SECC to discuss the overall strategy for your industry night event.

Social Events

- ✱ Clubs must submit an event proposal to host a social event.
- ✱ A completed event proposal form must be submitted at least two (2) weeks prior to your event.
- ✱ A club cannot plan a social event, without having or acquiring sufficient funding.
- ✱ The SECC will assess the bank accounts of every club submitting a social event proposal. Event proposals from clubs lacking adequate funding for their event will be automatically declined.
- ✱ For clubs applying for the Saitsa Clubs Grant to cover all/some expenses of their social event, the club must apply first, and complete the Saitsa Clubs Grant process and ensure funds are already in their club bank account before submitting an event proposal.
- ✱ For on-campus social events, all food and beverage orders must be placed through SAIT's approved catering vendor.
- ✱ Clubs may use available venues on the

SAIT campus, depending on availability.

- ✱ The SECC is responsible for coordinating all rentals, venue and space bookings on the SAIT campus for social events.
- ✱ For social events involving alcohol service, an in-person meeting with the SECC should be arranged to request special permission. The following criteria and rules must be met:

On-Campus Social Events with Alcohol:

- ✓ Alcoholic beverages must be provided by the commercial Services' food provider, Hotel Arts.
- ✓ Alcohol service and consumption are allowed only at locations pre-authorized by SAIT's current liquor license or approved through the liquor license extension process, and only during the times specified in the permit for that location.
- ✓ Individuals who are already intoxicated cannot attend the event.
- ✓ Request taxi chits from the SECC at least one (1) week before the event. You need one taxi chit for every four attendees. While it is not mandatory to use the chits, they must be available for emergencies. If used, the taxi company invoices Saitsa, and the cost will be deducted from your club's bank account.
- ✓ The club must manage a registration/

check-in area at all on-campus events where alcohol is served. This area will verify attendees' IDs to confirm they are of legal drinking age. Once verified, attendees will receive a hand stamp. Bartenders will also have the responsibility to reconfirm age as needed.

- ✓ A waiver is required from your club, and your club must use the Saitsa waiver that is provided by the SECC following event proposal approval.

Off-Campus Social Events with Alcohol:

- ✓ The SECC will evaluate venue eligibility based on the venue's liquor license and its role as the sole provider of socially responsible liquor service.
- ✓ The venue should handle all aspects of food and liquor service, including purchasing, serving, and sales.
- ✓ The SECC may disapprove venues deemed unsafe for social events.
- ✓ The club and alcohol providers must establish serving practices to prevent patrons from being served beyond their level of intoxication.
- ✓ Individuals who are already intoxicated cannot enter the event.
- ✓ Request taxi chits from the SECC at least one (1) week before the event. You need one taxi chit for every four attendees. The availability of taxi chits should be communicated to attendees,

but their use is optional. If used, the taxi company invoices Saitsa, and the cost will be charged to your club's bank account.

- ✓ A waiver is required from your club, and your club must use the Saitsa waiver that is provided by the SECC following event proposal approval.
- ✓ 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.
- ✓ The SECC will let you know if your social event proposal has been approved or denied.

Physical or Sporting Events, Club Tours & Trips Off Campus

- ★ Clubs must submit an event proposal to host physical or sporting events, club tours, and trips off-campus.
- ★ A completed event proposal form must be submitted at least two (2) weeks prior to your event.
- ★ A club cannot plan an event, without having or acquiring sufficient funding.
- ★ The SECC will assess the bank accounts of every club submitting an event proposal. Event proposals from clubs lacking adequate funding for their event will be automatically declined.

- ★ For clubs applying for the Saitsa Clubs Grant to cover all/some expenses of their event, the club must apply first, and complete the Saitsa Clubs Grant process and ensure funds are already in their club bank account before submitting an event proposal.
- ★ 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 club.
 3. Saitsa and SAIT policy.
 4. Legal restrictions (e.g. AGLC rules and regulations).
- ★ The SECC will let you know if your event proposal has been approved or denied.
- ★ 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.
- ★ A waiver is required from your club for, and your club must use the Saitsa waiver that is provided by the SECC following event proposal approval.

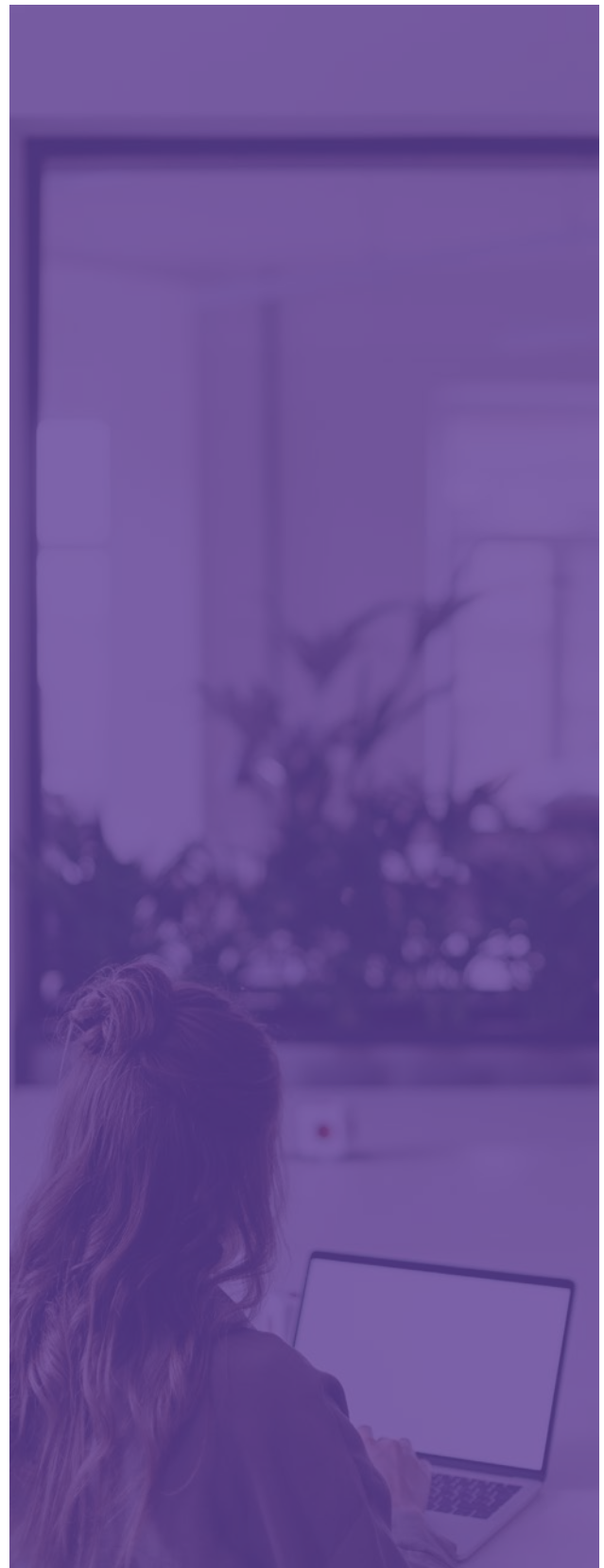
Event Insurance

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 SECC, coverage will not be provided by Saitsa.

Sponsorship Application & Approval Process

1. Clubs seeking sponsorship must apply to the SECC 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 SECC 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.



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.

SAIT Crowdfunding Information

What is Crowdfunding?

Crowdfunding is a way to raise money for a specific cause or project by asking lots of people to donate in small amounts, usually over a short period of time (like a few months). It's all done online, often through social networks, making it super easy for your supporters to share your cause with their friends and followers.

At SAIT, our Alumni & Development department helps students use crowdfunding to bring their ideas to life. The team assists students in creating an online page to highlight their project or cause and receive donations. By sharing your project widely on social media and other platforms, you can reach out to friends, family, classmates, and other supporters. Many student projects have benefited from crowdfunding, helping to cover costs that other funding sources couldn't. It's a great way to enhance your learning, research, and engagement.

How Much Can You Raise?

You can raise anywhere between \$500 and \$15,000 for your projects, depending on your team size. Plus, all your donors will get a tax receipt!

Eligible Projects

Projects should aim to enhance learning, research, and the overall student experience at SAIT. This includes projects focused on athletics, capstone projects, travel for credit, and faculty-specific initiatives. Check out more about eligibility [here](#).

How Does It Work?

1. **Apply:** Your student club applies to collect donations through the SAIT crowdfunding platform.
2. **Setup:** The crowdfunding team in Alumni and Development will assist you in creating a page to describe, promote, and post updates about your project or campaign.
3. **Share:** You and your team share the page on social media and ask folks in your personal networks to chip in (think family, friends, work colleagues, associations/affiliations/groups).
4. **Collect:** Your donors make tax-deductible contributions through the website during the active campaign, which is 30-45 days.
5. **Thank & Update:** After the campaign, you thank your donors and keep them updated while you put the funds toward your awesome project!

How To Apply

When applying for a SAIT crowdfunding campaign, it's important to consider the timeline to effectively organize and promote your activity. Remember, it's your club's responsibility to make sure the application is complete.

Here's how to apply:

- Visit the [Crowdfunding at SAIT page](#).
- In the navigation bar at the top, click on Apply.
- Click on the application form or the Apply here button.
- Fill out the form and submit it.

You will receive a confirmation email and if your application meets the criteria, SAIT's crowdfunding committee will reach out to you within 10 business days to discuss the next steps.

Recent Crowdfunding Projects (2024):

- SAIT Supernovas raised funds to participate in the Canadian Reduced Gravity Experiment Challenge (CAN-RGX).
- SAIT Electrical Engineering Technology (EET) students raised funds to install a solar power system in a remote area of Peru.
- SAIT Film and Video Production

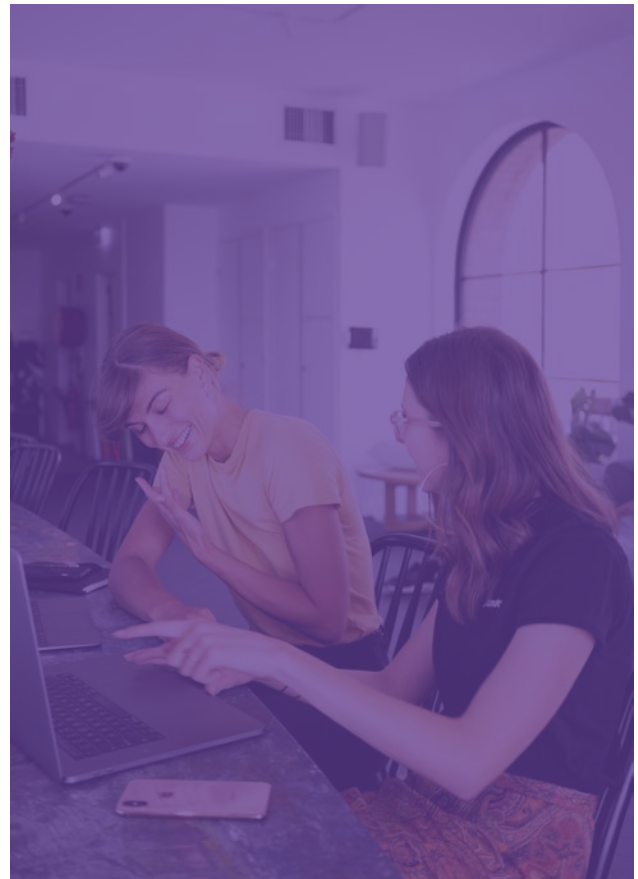
students raised funds to host screening sessions for their capstone projects.

Crowdfunding campaigns help cover costs that traditional funding sources might not, giving students like you, opportunities that might otherwise be out of reach.

Need More Info?

We're here to help! Feel free to contact us at crowdfunding@sait.ca with any questions. You can also visit [SAIT.ca/Crowdfunding](https://sait.ca/Crowdfunding) for more information.

Crowdfunding at SAIT is managed by the Alumni & Development department.





Tedi's*
Clubhouse