

CHAPTERS & CLUBS

HANDBOOK 2022-2023



YOUR STUDENT UNION

The Sault College Students' Union (SCSU) is an organized body of students whose purpose is to serve and represent all students of Sault College. SCSU is responsible for advocating for students' best interests, while treating every student with respect. We strive to better the quality of student life through services, employment, events and networking to help ensure that Sault College students have a memorable college experience.

At SCSU, the Board of Directors operates under set policies and by-laws to ensure the rights of students are upheld. Along with governance, the SCSU also provides students with opportunities to relax, unwind, and take a break from their studies. The Health and Wellness Centre is home to the Odeno restaurant where students find a comfortable, welcoming atmosphere for studying and hanging out with friends, while enjoying a delicious meal.

SCSU MISSION STATEMENT

SCSU Exists to Accomplish the following:

IMPROVE AND FACILITATE

To act in the best interests of all members as a means to improve their quality of life and student experience. To facilitate, promote and undertake open lines of communications with the administration, faculty and staff at Sault College and its formal partners.

PROTECT AND ADVOCATE

To protect the rights and advocate on behalf of the students of Sault College.

PROVIDE AND PROMOTE

To provide its members healthy social activities that improves their experience and augments their studies. To promote and provide means for all members to become aware and involved in the Sault College community.

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GETTING STARTED

WELCOME

Thank you so much for your involvement and engagement with Chapters and Clubs! Chapters and Clubs are an important part of Sault College Students' Union (SCSU) and without students like you, it could not be the success it is.

Chapters and Clubs provide students with the opportunity to learn and develop skills, foster lifelong connections and friendships, and make your time as a Sault College student fun and valuable! We hope you enjoy all the benefits and supports that SCSU provides and make this experience your own. This handbook will be an extremely valuable tool for you, and we wish you and your Chapter or Club a fun and successful year!

- The SCSU Team

COVID-19

While we cannot predict future policies, this handbook contains the best practices that are currently known at the date of publishing. When you are planning events for your Club, please abide by all current/active guidelines that have been imposed by Sault College, SCSU, or Health Advisory Organizations such as Algoma Public Health.

GETTING STARTED

SCSU Chapters and Clubs exist to enrich your post-secondary experience. They provide community, activity, and leadership opportunities. All Chapters and Clubs are student driven, and operate on a non-profit basis.

WHAT IS A CHAPTER?

Chapters are groups of students within the same academic program. Chapters form for a variety of reasons such as: electing a central voice for issues that affect the entire class, to raise funds and to build a sense of camaraderie amongst classmates. Chapters are responsible for informing its members of any information shared by the SCSU or other Chapters. Chapters may be called on from time to time by SCSU to help spread information about events and services (i.e. elections, Town Hall, Annual General Meeting, student issues).

WHAT IS A CLUB?

Clubs are groups of students who share the same interests but are not necessarily in the same academic program. All Clubs must be open to all students who wish to join, with no restrictions.

SCSU CHAPTER & CLUB SUPPORT SERVICES

These are some perks of starting your Chapter or Club with us here on campus!

- Banking Services – Free of charge bank account, bank withdrawal, bank deposits & cheque processing
- Liability Insurance: The purpose of Chapters and Clubs insurance is to provide Clubs with insurance protection should they, while participating in their Chapter or Club activity, cause bodily injury or property damage. Pending the type of event, the insurance company requires that each participant sign a waiver prior to participating in Chapter or Club activities as a condition of this coverage. Use of waivers are assessed on a case-by-case basis. The most common use of waivers involves sporting and transportation activities.
- Event Support: From start to finish we can help guide you through all of the tips and tricks we've learned over the years!
- Fundraising Support – including the ability to book space on campus
- Information booths for fellow students
- Access to advertise your group on the myscsu.ca website
- SCSU Executives as a resource
- Access to SCSU contacts (vendors, artists, contractors)
- Office Space
- Poster Privileges
- Movie License Privileges
- Graphic Design Services



! TIP

Movie licenses may vary from year to year, always double check with the SCSU Teams before showing a movie.

CREATING A CHAPTER

You need four current Sault College students to start a Chapter: President, VP, Secretary and Treasurer. These roles are the Chapter's signing authorities.

Chapter Requirements

- No Chapter shall limit its membership on the basis of age, color, creed, disability, ethnic origin, gender, race, sexual orientation or social status.
- Chapters will not take part in initiation activities of its members.
- All fundraising must meet all AGCO and Municipal Lottery regulations.
- When conducting a campus wide event, it must be inclusive for all Sault College students.
- Any and all funds collected by a Chapter through donations, fundraisers, selling of goods, selling of tickets, etc. **MUST** be deposited into your Chapter account held at SCSU.
- SCSU will call mandatory meetings for Chapters. The Chapter Executive will be notified no less than 15 business days in advance of such meetings. An Agenda will be distributed no less than 5 days in advance. Attendance is mandatory. If the Chapter is not represented, they will be suspended until the Chapter submits in writing a request to be reactivated and is approved by SCSU. The Chapter will be reactivated when the SCSU Executive passes a motion to re-activate the Chapter.

Application Process & Elections

1. Interested student will fill out the following forms and forward it to SCSUInfo@saultcollege.ca:
 - Chapters & Clubs Proposal
 - Chapters & Club Membership List
2. SCSU President will:
 - Approve the Proposal, class election will take place or;
 - Not approve the Proposal, no class election, reach out and explain
3. For an approved Proposal, Program Manager will:
 - Request class list from Professor
 - Email all students who are on the list provided by the Professor the following information:
 - Call out for nominations for President, VP, Treasurer, and Secretary
 - Attach positions and descriptions
 - Allow 5 business days for responses and
 - Provide date and time nominations close
 - Set up Electronic Voting which would take place 5 days after nominations close
4. Program Manager will:
 - Send an email to the list above informing the students of the election time and date
 - Inform all members of election results
 - Fill out and file Election Form
 - Upload and save all results for future reference for a period of one (1) year



❗ TIP

Did you know you can download all forms and documents from myscsu.ca/Chapters--Clubs.html#documents

CREATING A CLUB

You need four current Sault College students to start a Club: President, VP, Secretary and Treasurer. These roles are the Club's signing authorities.

Club Requirements

- Have a minimum of 6 members.
- No Club shall limit its membership on the basis of age, color, creed, disability, ethnic origin, gender, race, sexual orientation or social status.
- Clubs will not take part in initiation activities of its members.
- All fundraising must meet all AGCO and Municipal Lottery regulations.
- When conducting a campus wide event, it must be inclusive for all Sault College students.
- Any and all funds collected by a Club through donations, fund-raisers, selling of goods, selling of tickets, etc. **MUST** be deposited into your Club account held at SCSU.
- SCSU will call mandatory meetings for Clubs. The Club Executive will be notified no less than 15 business days in advance of such meetings. An Agenda will be distributed no less than 5 days in advance. Attendance is mandatory. If the Club is not represented, they will be suspended until the Club submits in writing a request to be reactivated and is approved by SCSU. The Club will be reactivated when the SCSU Executive passes a motion to re-activate the Club.

Application Process & Elections

1. Interested student will fill out the following form and forward it to SCSUInfo@saultcollege.ca:
 - Chapters & Clubs Proposal
2. SCSU President will:
 - Approve the Proposal or;
 - Not approve the Proposal, reach out and explain
3. For an approved Proposal, SCSU Program Manager will:
 - Inform the student that SCSU requires information to post on Social Media regarding welcoming members to the Club – including who to reach out to stating they want to join the Club – all must provide email contact information
 - Information will be on Social Media for 10 business days
4. Program Manager will:
 - Email all students who wish to join the Club the following information:
 - Call out for nomination for President, VP, Treasurer, Secretary
 - Attach positions and descriptions
 - Allow 5 business days for responses and
 - Provide date and time nominations close
 - Set up Electronic Voting which would take place 5 days after nominations close
5. Program Manager will:
 - Send an email to the list above informing the students of the election time and date
 - Inform all members of election results
 - Fill out and file Election Form
 - Upload and save all results for future reference for a period of one (1) year



FINANCES

LET'S TALK MONEY

Chapters and Clubs banking setup by SCSU offers all Chapters and Clubs financial transparency and accountability. It ensures that student-volunteers and Club members are never put in a position of personal financial responsibility. This helps protect all Chapters and Clubs against fraudulent behavior.

CHAPTER AND CLUB'S FINANCIAL RESPONSIBILITY:

- All finances must be completed through SCSU Chapters and Clubs services and bank account.
- External bank accounts are an extreme violation of Chapter and Club policy.
- One week after holding a fundraiser or event that involves collecting funds, Chapters and Clubs must deposit all the collected funds with the proper documentation and post fundraiser summary.
- Money raised through Chapter and Club activities must go back to the Club or be donated to recognized non-profit organizations or charities.
- No Chapter and Club executive or member may receive a wage or salary for their role in the Chapter and Club – this is not to be confused with reimbursements or sponsorships for the Chapter and Club.
- SCSU reserves the right to retract/freeze funds should concerns arise regarding the Chapter and Club financial practices.
- Signing authorities assume responsibility to ensure funds are spent appropriately.
- The SCSU Finance Department may undertake random audits on various Chapters and Clubs in which case the Treasurer must produce all financial documents to the SCSU Financial Department. Failure to do so or discrepancies in the documents will result in a bad standing. It is advised that you hold on to the receipts for the full term of your positions, a minimum of one year in case of audits.
- Due to financial transparency, the only approved methods of electronic payment include Square, and Eventbrite; all set up by SCSU. E-transfers can only be used to send direct deposit(s) to SCSU. Do not use your personal bank account to store Chapter and Club funds or to reimburse students.

DEPOSITS

After completing an event or initiative, all collected funds must be sent to SCSU as a whole. Do not send in money from individual customer sales. SCSU is not responsible for lost/stolen funds. To ensure that your deposit is credited to your Chapter and Club account, you will need to submit the Chapter and Club deposit form. The Chapter and Club deposit form can be found:

[Myscsu.ca](#) ➤ [Get involved](#) ➤ [Chapter & Clubs](#) ➤ [Forms](#) ➤ [Deposit Form](#)

Cash

- Fill the deposit form and specify the monetary amount and the “Funds Raised From” field, enter your Chapter and Club’s name and sign the form.
- Cash must be brought to SCSU office (F1200) alongside the cash raised and needed to be deposited.
- SCSU will provide you with a receipt of your deposit. Ensure you keep this for your records.
- Allow 1-2 business days for SCSU Finance to verify your deposited amount and to be reflected on your Chapter and Club’s financial statement.

E-Transfer

- Send your e-transfer to **SCSUFundsInTrust@saultcollege.ca** and note your Chapter /Club name in the memo section of the e-transfer, failure to do so will result of the funds being deposited in the SCSU Food Bank account.
- Submit the Chapter and Club deposit form.
- Fill the form and specify the monetary amount and the “Funds Raised From” field, enter your Chapter and Club’s name and sing the form.
- Send the deposit form to SCSUInfo@saultcollege.ca alongside a screenshot of your e-transfer as evidence or drop them off at SCSU office (F1200).
- Allow 1-2 business days for SCSU to verify that your e-transfer deposit was received by SCSU Finance.

Cheques

Cheques must have “Student Administrative Council” in the payable line. Cheques with only the Club’s name cannot be deposited. Place the Club’s name in the memo line.

Virtual Drop-Off

- Mail the cheque to SCSU.

Sault College Students’ Union, c/o “Your Chapter and Club name”
443 Northern Avenue
Sault Ste. Marie ON, P6B 4J3
- Fill the deposit form and specify the monetary amount and the “Funds Raised From” field, enter your Chapter and Club’s name and sign the form.
- Send the deposit form to SCSUInfo@saultcollege.ca alongside a photo of your cheque as evidence.
- Allow up to 1 week for SCSU to verify that the cheque was received by SCSU Finance.
- SCSU will deposit the monetary value of the cheque into your Chapter and Club account within one week of receiving the cheque.

In-Person Drop Off

- Fill the deposit form and specify the monetary amount and the “Funds Raised From” field, enter your Chapter and Club’s name and sign the form.
- Bring the physical cheque to SCSU Office (F1200) alongside the filled and signed deposit form.
- SCSU will provide you with a receipt of your deposit. Ensure you keep this for your records.
- SCSU will deposit the monetary value of the cheque into your Chapter and Club account within one week.

! TIP

Any and all funds collected by a Chapter through donations, fund-raisers, selling of goods, selling of tickets, etc. **MUST** be deposited into your Chapter account held at SCSU.

WITHDRAWALS & REIMBURSEMENTS

Withdrawal

SCSU recommends paying venues and suppliers via the Chapter and Club's account through cheques payments. The Chapter and Club withdrawal form can be found:

[Myscsu.ca](#) > [Get involved](#) > [Chapter & Clubs](#) > [Forms](#) > [Withdrawal Form](#)

How to make a withdrawal:

1. Ensure you have enough money in your Chapter and Club bank account before you spend and or request a withdrawal.
2. Complete the required withdrawal request form.
 - Both the President and the Treasure will need to sign the withdrawal request.
 - Reason For Withdrawal: Including subject, description of the event, Date and the purpose of the activity.
 - Amount: should match the invoices and/or receipts.
3. Drop off the withdrawal request form with all supporting documents (i.e., invoices, receipts, etc....) at SCSU office (F1200). Or email them to SCSUInfo@saultcollege.ca
 - Receipts and/or Invoices are mandatory requirements for all withdrawal or reimbursement request.
4. SCSU Finance requires 7 days to process a cheque providing all documentation is received and approved by SCSU.

Reimbursement

SCSU recommends purchasing items upfront and having the Chapter or Club “pay back” the amount to the individual who purchased the items using the Chapter or Club's account. Reimbursements are provided via cheques only (no cash).

Receipts or invoices must be attached to the withdrawal form for all requests. No reimbursements will be made in case of a missing receipts or invoice.

Just a reminder that cheques are deemed stale-dated after six months and the Chapter or Club will no longer have access to these funds after this time.

To request a Reimbursement, follow the same steps of requesting a withdrawal.

GENERAL FINANCE TIPS

1. Attend the training provided by SCSU at the beginning of the academic year
2. Budget conservatively by underestimating revenue and overestimating expenses.
3. Good practice for Clubs is to do internal audits. Treasure should share financial records with other Club executives and ensure the books are accessible if requested.
4. When taking cash, track the amount of money given.
5. Get receipts for all payments and deposits. Write what the expense was for!
6. Keep the original receipts (take pictures in case they get lost), you will need to provide these for any withdrawal requests.

YEAR END AUDIT

Unless special arrangements have been made at SCSU, a Chapter and Club Audit (an official inspection of the account and transfer of funds) must be completed by May 31st of the current academic year. Funds remaining in a Chapter and Club without an Audit will automatically be transferred to the SCSU Food Bank account.



ACTIVITIES & EVENTS

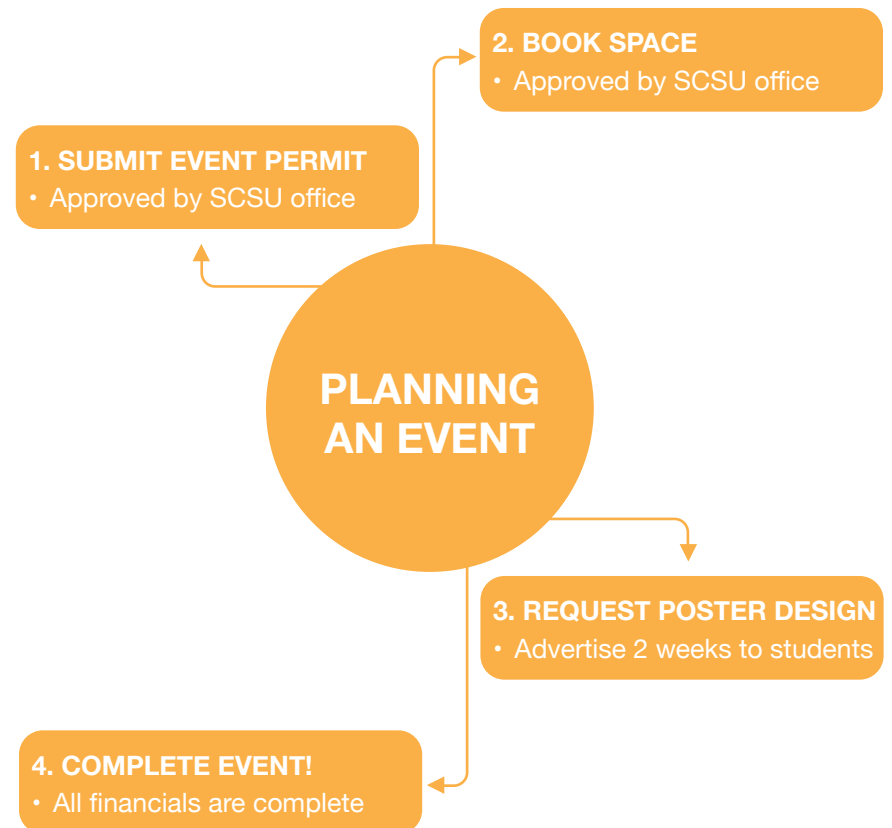
ACTIVITIES AND EVENTS

Chapters and Clubs are responsible for notifying SCSU each time an activity or event planned and hosted. An event permit form must be submitted for all activities both on and off campus (including meetings and graduation celebrations)

We highly suggest you read through this entire section and then reach out for clarifications or questions afterwards - we worked very hard to put all the information in one area to make it easier for you!

Make sure you give your Chapter or Club a lot of time to plan. We suggest minimum 3 weeks before your tentative event date to submit your permit.

Below is a typical flow for planning an event:



SUBMITTING AN EVENT PERMIT

The first step to any event is submitting your Event Permit to the SCSU office. This can be found at myscsu.ca/Chapters--Clubs or drop in at the SCSU office at F1200.

Though you don't need all the details to submit an event permit, it is important to consider these aspects:

- What is the expected attendance
- What location would you like to hold the event
- Will there be paid entrance fees
- How will you collect fees (cash, credit, Eventbrite)
- Will you need additional sound or Audio visual equipment
- Will travel be involved with this event

Feeling overwhelmed even starting there? Bring in the Event Permit and we can walk through the event with you!

BOOKING SPACE ON CAMPUS

Booking space is a first come first serve basis. We have lots of options on campus, so if you don't see a space that suits, feel free to contact SCSU or put it on your Event Permit.

F-WING

ODENO

120 max capacity
Food services, AV,
projector and sound

COMMON LINK

300 max capacity
16 tables

ROSE NOLAN ROOM - F2420

10 max capacity

M-WING

CLASSROOMS

M-Wing, B1170,
M1030
30-100 max capacity
Booked around class
times

G-WING

ENJI MAAWNJIDING

LITTLE ENJI G1090



Looking for just a table to sell or promote an event?

SCSU has two tables that are reserved in the Common Link. You must book these tables through the SCSU Office. All tables are stationed in the Common Link unless otherwise specified.

MOVIE EVENTS

All movies that are shown on campus must be under the SCSU license or approved through the library copyright. You can find a list of all movies covered by visiting: Audio Ciné Films Inc. (acf-film.com)

Chapters and Clubs will need to secure the movie locally (purchase, have at home, etc.) to show for the event. SCSU does not provide the physical copy of the movie, but you must notify us via event form you showing the movie.

Please note: if you show a movie on campus that is not approved under the Audio Cine films or pre-approved by SCSU and a fine is received, the fine will be the Chapter or Club's responsibility to pay (Fines range from \$100 to \$1000).

50/50'S, RAFFLES & LOTTERIES

SCSU and Sault College do not hold a lottery license with the Alcohol and Gaming Commission of Ontario (AGCO). This means that 50/50's, paid entry bingo, and paid entry raffles are not permitted.

Chapters and Club's are able to apply for a lottery license if all proceeds are going to a registered charity. Chapters and Club's nor SCSU are registered charities themselves. SCSU can aid the Chapter or Club with the application process to obtain a lottery license for their event, there is a cost associated, as well as a 2 month period for potential approval.

BUT HAVE NO FEAR!

There are other options to raising money!

Silent Auctions have been immensely popular and there are many sites online which will make it more accessible for your group.

If an event or game is based on skill you can charge for entry, such as a jellybean guessing game, or trivia nights.

Door prizes do not fall under the lottery license restrictions.

TICKET AND MERCH SALES

There are multiple ways in which your Chapter or Club can sell tickets and or merchandise (e.g. class sweaters) in person or remotely. Each of the below payment methods has it's own required set up and processing time so please ask questions if you're not sure!

NOTE: Do not create an account on any of the below platforms listed. SCSU will create the ticket/merch on your behalf which will deposit directly into your Club account.

NOTE: A float is a loan of a certain amount of money in specific change loaned for Chapters and Clubs so that when you're selling items you can give change. You return this float to the SCSU immediately after each day of sales. E.g. For your bake sale you request a \$20 float of quarters, loonies and toonies to give change. When you've finished your bake sale you return the float of \$20 and keep the remainder as your profit from the bake sale.

Selling tickets in the hallway:

Just enter an Event Permit to request your table in the Common Link. You can easily have a laptop of yours available for those to purchase online or request a cash float if you're accepting cash. You can deposit the cash into your account after each selling session.

SCSU Eventbrite:

SCSU uses Eventbrite for online ticket sales. Your Club or Chapter is responsible for all administrative fees associated with your sales. (As of August 1 2022: Eventbrite Service Fee: 2% + CA\$0.59 per sold ticket & Eventbrite Payment Processing Fee: 2.5% per order)

SCSU Square:

SCSU is available to C&C's to sell tickets and merchandise using debit, and credit options in the absence of cash. A virtual store front with custom link can be set up on the SCSU website for your merchandise or ticket sales. Your Club or Chapter is responsible for all administrative fees associated with your sales. (As Of August 1, 2022: 2.9% + 30¢ for Square Online sales).

FOOD EVENTS

Odeno and Chartwells has first right of refusal for catering any events on campus. This means no outside catering can come on campus for events unless both parties agree. But no fear- there are lots of options and flexibility with Odeno. You can reach out to our Food and Beverage manager Mohammed Bilal Anwar Mohammed. BilalAnwar@saultcollege.ca.

Bake Sales

Bake sales are an exception permitted on campus. Please make sure all products that contain nuts are clearly labeled with signage. As well that all items are individually wrapped, and any dairy products are kept on ice at all times.

Advertising

There are lots of ways to advertise with SCSU and on campus about your event!

Poster Design

SCSU hires a graphic designer each year and can help you design what you need. Even if it's not a poster, a logo can be created for your Chapter or Club or even for your graduating class! You can fill out a design request at the office at any time, but please give 2 weeks notice as our designer is a hired student.

Types of media we can post

| | | |
|---|---|-------------------------|
|  | SCSU has Facebook where we can share your promotions | 1080px x 1080px |
|  | We can print these in house. We have a max. of 10 boards on campus | Max 11"x17" |
|  | We can embed your checkout, Microsoft Form, or just put your poster on here | 1080px x 1080px |
|  | These are TV's around the campus that rotate through various slides | 1018px x 574px 72ppi |

SIMPLE EVENT PLANNING CHECK LIST

2 months prior to event:

- Submit Event Proposal to SCSU
- Secure your time, date, and location
- Determine your budget for the event
- Explore Sponsorship options (if applicable)
- Request posters and advertising materials from SCSU Graphic Designer (or make your own!)

1 month prior to event:

- Sign up and organize volunteers
- Begin selling tickets or advertising in hallway (if applicable)
- Begin posting promotional materials
- Submit any invoices to be paid to SCSU

1 Week prior to event

- Review itinerary of event
- Collect all prizes ad donations and organize (if applicable)
- Send out reminder emails to attendees and volunteers

Day of Event

- Enjoy yourself!

After event:

- Deposit all funds raised to your SCSU Chapter or Club Bank account
- Pay any remaining invoices

MEET THE TEAM

SCSU EXECUTIVE



Olamipo Ogunnote (he/him)

SCSU President

705-759-2554 *2707

SCSUPresident@saultcollege.ca

As SCSU President, Olami is responsible for advocating on behalf of the Sault College student body.



Xylene Tandoc (she/her)

VP Student Life

705-759-2554 *2594

SCSUVPSL@saultcollege.ca

As your VP Student Life she organizes fun events/activities and to advocate for the needs of the student body. She is passionate about social justice, intersectional feminism, and community development.



Liz Lovell (they/them)

VP Student Life

705-759-2554 *2708

SCSUVPCC@saultcollege.ca

As your VP of Campus Connections they manage the social media accounts for SCSU, organize the awareness weeks on campus, and are a source for information for students at Sault College.

Ask them about their button maker.

SCSU BOARD OF DIRECTORS

The SCSU Board of Directors consists of 7 elected students at large. Of these 7, one is elected Chairperson, and another is elected Secretary. Each Board member carries a single equal vote. The Board of Directors meet on a bi-weekly basis. Chapter Executives are encouraged to attend SCSU board meetings to gather information and pass it along to its members.

Members:

Ahmad Algouthani
Leena Carolen
Angelica Melchor-Garcia

By-elections in the Fall will fill the remaining 4 roles.

SCSU PROFESSIONAL STAFF



Sue Misasi (she/her)
Executive Director

705-759-2554 *2755

sue.misasi@saultcollege.ca

Keeps SCSU in tip top shape. Office Mom. Spooks easy. Can answer questions about almost anything but will direct you to Tiff anyway.



Ahmad Alkosani (he/him)
Finance Manager

705-759-2554 *2663

ahmad.alkosani@saultcollege.ca

Office Rookie. Loves to say 'Awesome!' Your go to for any questions related to finance managements for your Chapter or Club! Ask him about cult documents ;)



Jamie Rogers (she/her)
Program Manager

705-759-2554 *2745

jamie.rogers@saultcollege.ca

Event planner extraordinaire. Somehow always pregnant, produces humans, not results. Ask her for help running any activities or events for your Chapter or Club!



Office Assistant & Graphic Designer
Tiffany Agliani (she/her)

705-759-2554 *2767

tiffany-jo.agliani@saultcollege.ca

Draws pretty pictures while administrating the office. Lover of Taylor Swift, video games and D&D. A wealth of general SCSU knowledge, ask her anything and she'll (probably) know.



Food & Beverage Manager
Mohammed Bilal Anwar (he/him)

705-759-2554 *2854

mohammed.bilalanwar@saultcollege.ca

Manager of good eats at Odeno, SCSU's student owned and operated pub! Ask him for any help arranging an event for your Chapter or Club in Odeno.

