CLUBS
Waterloo Undergraduate Student Association
Club Presidents/Exec Training

Winter 2021
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Email</th>
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<tbody>
<tr>
<td>Rachel Lui</td>
<td>Clubs Manager</td>
<td><a href="mailto:clubs.manager@wusa.ca">clubs.manager@wusa.ca</a></td>
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<td>Dave McDougall</td>
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<td>Reception</td>
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The quickest way to reach us is sending a message to our Facebook page: WUSA.Clubs!
Quick Question?

Message the WUSA Clubs Facebook page for the fastest response!

@WUSA.CLUBS
Beginning of the Term Checklist

- Fill in your Term Acknowledgment Form to activate your club
  - Have your signing authorities verify their status in the WUSA Clubs Administration System
- Attend the Clubs Presidents/Executives Training
  - If the sessions are not being held this term, please familiarize yourself with the information in the training slides found under “Clubs Training Resources”
  - If this isn’t possible for some reason, notify the Clubs Support Team to make alternate arrangements
- Review the WUSA Clubs Manual
- Ensure your club is subscribed to the WUSA Clubs Mailing List for regular email updates
- Take a look at your club’s listing. Update the information in your club’s listing through the WUSA Clubs Administration System.
Important Club Websites

https://wusa.ca/clubs/
• Training/Meetings
• Clubs and Societies Days

Make sure to familiarize yourself with the information found in these links!
Important Club Websites

https://clubs.wusa.ca/

Current Functionalities:

• Submitting your Term Acknowledgment forms
• Request clubs.wusa.ca email
• Request/update your club listing on wusa.ca
• New Club Applications
• View Club Finances

New for Winter 2021!

• New Look and link (clubs.wusa.ca)
• Submit IT Requests
This committee oversees all club activity.

- IAC is chaired by the VP Student Life and its’ members are active students who are usually involved in clubs and/or societies
- They are the Final Authority on Clubs and review things like:
  - New club applications and constitution amendments
  - Clubs policy changes and disciplinary action against clubs
- The only full time staff member (i.e. non-student) on the committee is the Clubs Manager
  - The Clubs manager solely provides information or clarification and;
  - Does not have decision making vote
Club Resource: WUSA IT

- To access WUSA’s IT services, you can send requests through clubs.wusa.ca. To access this form go to requests > IT Request.

- They can support on the following:
  - Clubs Admin Database: IT Requests > Web Application Issue > Create Request
  - General IT Requests: IT Requests > General Request

- IT also provides support for clubs.wusa.ca emails, clubsadmin.wusa.ca, etc.
  - clubs.wusa.ca emails now has access to 1TB cloud storage and Office 365 Suite!
Club Resource: Accounting

- WUSA Accounting is Here to Help and ensure Clubs Follow Accounting Standards & Government Regulations

- Accounting offers Free Financial Services such as:
  - Cheque Printing
  - Invoicing (any invoices going to sponsors/vendors must be issued through WUSA Accounting)
  - Sales and Deposits Tracking
Accounting – Sponsorship/Invoices

If you need a invoice created on behalf of your club, contact the Clubs Manager at clubs.manager@wusa.ca

• We can issue official WUSA invoices on behalf of your club
  • Clubs should not be invoicing themselves

If your club is expecting a sponsorship cheque,

• Sponsorship Cheques to Clubs Made Payable to “WUSA [Club Name]”
  • Email Clubs Manager (clubs.manager@wusa.ca) expected cheque amount and company name for your club so we can ensure its received

*All sponsorships agreements should be approved by the Clubs Manager prior to confirmation
Ticketing Events

- Events with money changing hands require tickets (i.e. entrance fees)
- Tickets must be:
  - Online through Ticketfi (Club must be set up under WUSA Ticketfi – contact Clubs Manager)
- Ticket revenues must be deposited immediately and cannot be used directly for other club purchases
Accounting – Money Handling

Where possible, any club funds must be deposited into the Safe in Drop Box immediately after being collected

• Deposits Safe in Drop Box
  • Located to the right of the old WUSA Main Office door, SLC Great Hall
  • Safe and secure, deposit 24-7-365!
  • Collected and counted by 2 WUSA Accounting staff next business day

• Please contact the Clubs Manager at clubs.manager@wusa.ca to discuss alternate arrangements if this is not possible for the Winter 2021 term
**Federation of Students**

*Please write legibly*

**Date:**

**Club/Service:**

*(No abbreviations please)*

**Purpose of Deposit**

*(Membership fees, event, bake sale, donations etc.)*

<table>
<thead>
<tr>
<th>Number of notes or coins</th>
<th>x $0.05</th>
<th>x $0.10</th>
<th>x $0.25</th>
<th>x $1.00</th>
<th>x $2.00</th>
<th>x $5.00</th>
<th>x $10.00</th>
<th>x $20.00</th>
<th>x $50.00</th>
<th>x $100.00</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th># of Unsold Tickets</th>
<th>Cheques</th>
<th>Name on cheque</th>
<th>Amount on cheque</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Total</th>
<th>Amount of Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
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</tbody>
</table>

**Depositor’s Name:**

**Signature:**

**Signature:**

**Depositor’s Email:**

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**CLUBS / SERVICES DEPOSIT PROCEDURE**

- If a float was taken from FEDS office, deposit it in a separate envelope not with any other money and indicate float in the purpose line.
- Please place **all unsold** tickets in a separate envelope from cash and fill in the number of tickets in the cell provided.
- Complete the deposit envelope ensuring you fill in the number of coins or bills for each denomination and the total.
- Place the money in the envelope and have turnkey date and time stamp envelope.
- Two people from each club or service must **count and sign** the envelope.
- Place the envelope in the safe.
- Return **empty** cash box to Feds office (if office is closed, return next business day).
- Please ensure you fill in the email address legibly as Feds accounting will send an email confirming the deposit amount within 2 business days.
- In case of any deposit discrepancy, FEDS accounting’s count will be considered correct.
WUSA Marketing offers the following services to Clubs free of charge:

- Club branding
- Graphic design
- Poster and banner printing
- Assistance with promotion
To access WUSA’s Marketing Services,
Log into:
• [https://request.wusa.ca/](https://request.wusa.ca/)
• Select “Marketing Request”
• Select “Create Request”
If your club decides to create posters this term,

• Club posters should include:
  • WUSA Clubs Logo (can be found on [https://wusa.ca/clubs/clubs-important-forms](https://wusa.ca/clubs/clubs-important-forms))
  • Club contact info
  • Clear event info (if applicable)
    • Who is involved (hosts/sponsors/etc.)
    • Date/time/location
    • Ticket info (how much, where to buy, etc)
Important Forms

• Event Forms
• Event Calendar Forms
• BBQ Forms
• Region of Waterloo Food Vendor

• Cheque Requests
• Locker Request Forms
• Key List Forms
• Risk Waiver Forms
Club Forms: Term Acknowledgment

Each term, your club must do the following to activate your club:

- Have one of the previous signing authorities log onto https://clubs.wusa.ca
  - Submit Signing Authority Form for ‘[Term] [Year]’
  - Input your 15 members’ WatIMs and Student Numbers
- The three signing authorities for the current term will need to log in and verify they are a signing authority to be considered active
Club Forms: Event Forms

An Event Form must be submitted for *all* club activities (meetings, socials, on/off campus events..)

- Events online or in person
- Events Open to General Public:
  - Anyone from anywhere is allowed to attend (i.e. non-club members, non-students, non-UW)
  - Approved Food Vendor Form needed for events open to general public with food
- Events Closed to UW Community at Large:
  - Open to alumni and community members either involved in University of Waterloo campus activities or associated with the University of Waterloo
- Events Closed to Club Members Only

*As of the beginning of Winter 2021, clubs are only permitted to hold online events. Please contact the Clubs Manager at clubs.manager@wusa.ca for updates if your club is hoping to hold an in-person event.*
Event Form Warning

• All events involving the club (held on or off campus, big or small, just attending or hosting) require an event form submitted and approved

• What if I don’t submit an event form or not follow a previously approved events’ details?
  • Without approval, the event is not officially sanctioned and the club is officially not involved
  • Club funds cannot be used (i.e. cheque requests cannot be processed)
  • You are not covered under WUSA insurance – leaving you personally liable for damages

*Are you willing to give up your life savings and potentially ruin your life?*
Club Forms: Cheque Requests

Submitting Cheque Requests will look a little different this Fall term.

To submit, simply do the following:

1. Fill out a Cheque Request Form found on wusa.ca.
2. Attach the necessary documentation to the form
3. Send the form and documentation in an email to clubs.manager@wusa.ca

*Please send one cheque request per email
Club Forms: Cheque Requests

Things to keep in mind when filling out the Request:

- Make sure you include the Itemized receipt/invoice and proof of payment
- If making a donation to a charity, the registered charity number needs to be included
- Be descriptive in Purpose
  - Event id # required if expense for event
  - Don’t just put “reimburse club member”
- Two signing authorities needed
  - Signing authority cannot approve their own request
- Not enough funds in account = no cheque
- Requests must be made in Canadian Dollars
- Processing Time;
  - Please allow for about 2 weeks to process the requests once submitted
Cheque Requests

Here are some Common Issues Causing Cheque Request Delays:

• Incomplete form or inaccurate information
• Form is not legible or spelling is incorrect
• Proper receipts are not attached
  • Just a debit/credit slip or bank statement isn’t acceptable
  • Itemized receipts require: name, address, phone number, and HST number
• 2 of 3 WUSA signing authorities are unavailable – plan ahead, submit as early as possible
If submitting a reimbursement for a gift card or gift purchase, the following information must be provided from the gift card recipients and included on the Cheque Request:

- Full name
- Address
- Phone Number
- Gift cards are only intended for specific purposes, such as prizes or appreciation
Clubs are allotted up to $75 per club per term, based on eligible spend

- This amount is calculated based on the club’s account transactions that term
  - Expenses processed late roll into the next term’s allotment calculation
- The allotment is automatically paid out at the beginning of the following term
Club Allotment – Eligible Purchases

- Purchases considered for the club’s termly allotment (up to $75 per term) must:
  - Be directly related to fulfilment of the club purpose; and
  - Are available for use by and/or open to all club members

- Examples of ineligible purchases (i.e. the club must budget for, not repaid by the allotment):
  - Fees and/or penalties (i.e. ITMS late fee, conference fees, etc.)
  - Exec only events and/or materials (i.e. meals, swag, etc.)
  - Donations, payments to the club’s affiliated organization (if applicable), etc.
Visit https://wusa.ca/funding for information about other sources of funding for your club including:

• Enterprise, Opportunity, and Innovation Fund
  • Special Projects Fund
  • Student Life Endowment Fund (SLEF)
• Faculty Endowment Funds (i.e. Math Endowment Fund, etc.)
• Corporate Sponsorships (*Must be approved by Clubs Manager)
• Fundraisers (i.e. Bake Sales, BBQs, etc.)
Final Tips & Reminders

• Know Your Constitution!
  • Executives are elected not hired
  • Executive transitions and training

• Be Proactive
  • Plan events in advance
  • Better spending an hour asking questions, than 10 hours fixing problems

• Be Open, Respectful, and Cooperative!
  • Co-host events with other clubs, be open and welcoming
  • Remember: you represent your club, the clubs system, WUSA, and UW
Important Clubs Dates

• Clubs & Societies Community
  • From Jan. 25 – Feb. 5 promote your Club and engage with members by sharing videos and events and interacting with potential members and the WUSA Clubs community. You can join personally and also connect your Club! We welcome all new members! >>> bit.ly/WUSAClubsCommunity

• WUSA Awards
  • Nominate someone for the WUSA Awards, found here: https://wusa.ca/clubs/clubs-important-forms/feds-awards-nomination-form

• Volunteer Appreciation
  • Stay tuned for more information about this event in March!
Action Items

- Fill in your Term Acknowledgment Form to activate your club
  - Have your signing authorities verify their status in the WUSA Clubs Administration System
- Attend the Clubs Presidents/Executives Training
  - If the sessions are not being held this term, please familiarize yourself with the information in the training slides found under “Clubs Training Resources”
- Review the WUSA Clubs Manual
- Ensure your club is subscribed to the WUSA Clubs Mailing List for regular email updates
- Take a look at your clubs’ listing. Update the information in your clubs’ listing through the WUSA Clubs Administration System.
Q&A

Thanks for coming! If you have any questions, you can refer to the Clubs Exec FAQ here: https://wusa.ca/clubs/exec-faq

You can also email clubs.manager@wusa.ca if you have any further questions!