Club Presidents/Exec Training

Spring 2020
Contact List

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Accounting Clerk  
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Reception  
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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
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://clubsadmin.wusa.ca/

Current Functionalities:

• Submitting your Term Acknowledgment forms
• Request clubs.wusa.ca email
• Request your club listing to be featured on wusa.ca
• New Club Applications
• View Club Finances
Internal Administration Committee (IAC)

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
To access WUSA’s IT services, you can send requests through https://request.wusa.ca. 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 email now has access to 1TB cloud storage and Office 365 Suite!
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

Dana Rethoret (drethoret@wusa.ca)

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

Mike Cimetta (mcimetta@wusa.ca)

- Sponsorship Cheques to Clubs Made Payable to “WUSA [Club Name]”
- Email Mike expected cheque amount and company name for your club
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 Spring 2020 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>
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</tbody>
</table>

# of Unsold Tickets

Cheques

Name on cheque | Amount on cheque

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

Depositor’s Name ______________________

Signature ______________________

Signature ______________________

Depositor’s Email ______________________

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 denominiation 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.
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
Marketing

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)
  • 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
Digital Term Acknowledgment Forms

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

- Have one of the previous signing authorities log onto https://clubsadmin.wusa.ca/ using their Quest credentials
  - Select the clubs listed under “Your Club Memberships”
  - Select “Submit Signing Authority Form for [Term] [Year]”
  - Input your 15 members’ WatIMs and Student Numbers
- The three signing authorities will need to log in and verify they are a signing authority to be considered active
Digital Term Acknowledgment Forms

• Don’t see your club in the Database?
  • Email clubs.manager@wusa.ca to confirm if you are in the database
  • If you are in, please contact the previous active signing authorities to input the information for you
    • If the previous active signing authorities are not responsive, email your acknowledgment form into to clubs.assistant@wusa.ca
  • If you are not, please put in a new club application
    • Main Page > “Your Club Applications” > “New Club Application”
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
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?
Event Forms

- Things to keep in mind:
  - The main club email under “Email Address” (personal email optional in description)
  - The name of the person filling out the form under “Contact Name”
  - Double check the correct date and time is inputted before submitting
  - Click submit button once – give it time to process
  - Clearly and concisely explain details in description
  - Use the Clubs form for WUSA clubs, Societies Forms for Societies and Society Clubs
Cheque Requests

Submitting Cheque Requests will look a little different this Spring 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.
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
- Alcohol cannot be reimburse with club funds
- 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 (i.e. missing payable name, amounts don’t match, “legal name” vs “nickname”, etc.)

• 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
  • “Fake” invoices

• 2 of 3 WUSA signing authorities are unavailable – plan ahead, submit as early as possible
Cheque Requests

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
Club Allotment

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.
Additional Funding

Visit [https://wusa.ca/funding](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*)
- Fund Raisers (i.e. Bake Sales, BBQs, etc.)
Important Clubs Dates

Keep posted for information about the following happening in July!

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

• Volunteer Appreciation
Tips for Success

• Know Your Constitution!
  • Executives are elected not hired
  • Executive transitions and training
• Be Proactive
  • Book 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
Action Items

• Make sure your club is in the database (https://clubsadmin.Wusa.ca/)
• Transition to clubs.wusa.ca emails
• Review the clubs manual, exec training slides, and https://wusa.ca/clubs/
• Submit event forms early and any time the club is involved
• When in doubt ➔ ASK
Q&A

Thanks for coming!

Email clubs.manager@wusa.ca if you have any questions!