Club Presidents/Exec Training

Fall 2020
Contact List

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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
Club Resource: WUSA IT

- To access WUSA’s IT services, you can send requests through [https://request.wusa.ca](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 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

Dana Rethoret(drethoret@wusa.ca)

- Dana 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
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 Fall 2020 term
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
• 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

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>$ 0.05</th>
<th>$ 0.10</th>
<th>$ 0.25</th>
<th>$ 1.00</th>
<th>$ 2.00</th>
<th>$ 5.00</th>
<th>$ 10.00</th>
<th>$ 20.00</th>
<th>$ 50.00</th>
<th>$ 100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td>0.05</td>
<td>0.10</td>
<td>0.25</td>
<td>1.00</td>
<td>2.00</td>
<td>5.00</td>
<td>10.00</td>
<td>20.00</td>
<td>50.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

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

Cheques

Name on cheque

Amount on cheque

Total

Amount of Deposit

Signature

Depositor's Name

Signature

Depositor's Email

S

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
Club Marketing Requests

To access WUSA’s Marketing Services,
Log into:
•  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
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://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
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 Fall 2020, 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.
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

• 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

• 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.
Additional Funding

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)
• Fund Raisers (i.e. Bake Sales, BBQs, etc.)
Final Tips & Reminders

• 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
Important Clubs Dates

- Clubs & Societies Community
  - Share a video, picture or post about your club on our Clubs & Societies Community Facebook Page to get the word out about your club between September 14-25! >>> 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 November!
Action Items

- Fill in your Term Acknowledgment form in clubsadmin.wusa.ca to activate your club for the term
- Review the WUSA Clubs Manual, Exec Training slides and wusa.ca/clubs
- Ensure your club is subscribed to the WUSA Clubs Mailing List
- Update your Clubs Listing on clubsadmin.wusa.ca
Q&A

Thanks for coming!

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