

**2023 - 2024
Student Club
Handbook**



SANQC
STUDENTS' ASSOCIATION OF NORQUEST COLLEGE

**HERE FOR
YOU**

sanqc.ca



Table of Contents

About Us.....pg 3

Clubs.....pg 4

Supports for Clubspg 5

Club Responsibilitiespg 6

SANQC Responsibilitiespg 7

Club Governance.....pg 8

Club Management.....pg 9

Fundraising, Sponsorship & Donations.....pg 10

Events & Activitiespg 11 - 14

Risk Management & Liability.....pg 15

Club Finances pg 16 - 19

Communications pg 19 - 21

Club Sanctionspg 22

Student Club Formspg 23



About Us

We are the Students' Association of NorQuest College (SANQC) and we are Here For You! We are committed to advocating on behalf of all students. Governed by a Students' Council - elected by you - we work hard to ensure college policies are fair for everyone. We are here to be your voice; to advocate on the issues that affect all students at NorQuest College. Your Students' Association fees help to fund programs such as the Student Club Program itself!

Mission

We are dedicated to serving and representing students

Vision

Transforming the student experience

Values

Diversity

- We believe in including all students, respecting diverse backgrounds and creating a sense of belonging and community.
- We believe in providing a welcoming, inclusive, and safe environment for students.

Leadership

- We believe our leadership role brings democracy to the student body, empowering students to have an active role in the College.
- We believe in providing opportunities for students to gain leadership skills so they can contribute to their communities.

Fun

- We believe in improving the college experience by providing a fun and exciting atmosphere where students can connect with each other.
- We believe in leaving a lasting, positive impression with each student we interact with.

Advocacy

- We believe in acknowledging student needs and advocating on issues that are important to them.
- We believe in protecting the rights of students.
- We believe in providing a student perspective and being the voice for students.

Support

- We believe in helping students by providing access to support services and community resources.
- We are dedicated to providing services that promote the health and well-being of our students.

If you need any support with your club please email lin.wang@norquest.ca



Clubs

Student clubs come from student ideas! They are student run and led initiatives. All clubs are run through SANQC as mandated by the Post-Secondary Learning Act. They exist as groups under the umbrella of SANQC and are the only official student clubs allowed to exist at NorQuest. Your club will be ratified by your Students' Council Representatives.

The purpose of student clubs on campus is to increase leadership skills in club executives and to provide you ownership over your club success and goals. Student clubs have access to support with planning events, activities, fundraising and communicating with the general student population. SANQC provides a helping hand when and where needed.

Clubs are required to have a minimum of three (3) executives to ratify (or re-ratify) your club. These executives must be current NorQuest students and members of the Students' Association in good standing.

Type of Clubs

Note: Clubs cannot discriminate and limit membership, regardless of their mission.

Academic Clubs

- Academic clubs can be built around any courses, programs or topics.
- An academic club will need to have a faculty or staff liaison who can help with sustainability and recruitment of the club.

Interest Clubs

- Interest clubs can include any skill, talent, activity or topic related to a general group.
- You do not need to have a faculty or staff liaison, however one is recommended.
- You are required to have a student be a noted advisor and is experienced in your club topic.

Cultural Clubs

- Cultural clubs can be built to help contribute to the diversity at NorQuest. They can be built around ethnicity, culture, sexuality, age, gender, religion or other topics.
- You do not need to have a faculty or staff liaison, however one is recommended.
- You are required to have a student be a noted advisor and is experienced in your club culture.



Supports for Clubs

SANQC provides various resources for clubs to access. These services and supports are designed to help make running a club simple and fun!

Room and Space Bookings (when on campus activities are permitted)

Student clubs can fill out a form and have access to space on campus for free. You can use these rooms for club meetings, promotion tables or your club gatherings. You will need to book these spaces in advance because space fills up fast. Use the chart below for your different needs:

Club Gatherings: Fill out the Club Gatherings Form

Promo Booths: Fill out the Club Table Booking Request Form

Club Meetings: Fill out the Club Meetings Form

Start Up Package

All clubs that complete the ratification process will be given a start up package that includes a digital version of their club logo as well as club branded shirts.

Equipment Booking (when on & off campus activities are permitted)

Student Clubs have the advantage of accessing and borrowing SANQC equipment for on campus events. The equipment list is updated and included on the Club Event Application Form. Should you want to borrow any SANQC equipment you can sign the items in and out on the day of the event. Using SANQC equipment is a great way to save your club money. You may be able to borrow items such as the sound system, spin wheel, popcorn machine, cotton candy machine, snow cone machine, pop-up tent and AV equipment if not already in use at the requested time.

Note: *Fire regulations may impact where some items can be used.*

Funding

SANQC provides funding to clubs to plan events and activities on campus so that you do not have to spend all of your time fundraising. The Club Event Application Form is used for you to access these funds. In addition, there are opportunities for clubs to apply for awards and win additional funds for their club each year (see Finance, pg 14, or Club Award, pg 18 for more information).

Clubs Responsibilities

Each club is required to have a minimum of three (3) executives to support the leadership and management of the club. In order for your club to continue to be ratified, you must fulfill all expectations and follow all guidelines and policies as established by SANQC.

Student clubs are responsible to, and agrees to abide by the following guidelines:

- Abide by the SANQC Code of Conduct
- Submit all event forms for approval by established deadlines prior to promoting the event
- Be up to date on club policies or procedure changes
- Abide by NorQuest College policies and procedures
- Recruit new executives to have sustainability in your club
- Update SANQC with any changes in signing authorities, executives and if applicable, changes in noted advisors and/or faculty or staff liaisons
- Track all club membership information safely and securely
- Follow your own club designed constitution
- Track meeting minutes and decisions in your club
- Maintain an open and non-discriminative club
- Refrain from binding the club or SANQC into any contracts
- Complete re-ratification process
- Attend all mandatory training sessions or meetings
- Refrain from soliciting any donations or sponsorship from outside organizations without approval
- Refrain from purchasing or consuming intoxicating or illegal substances while on club time
- Refrain from speaking to media, or doing interviews, on behalf of the club without notifying SANQC prior to the interview
- Represent the club in a professional and respectful manner
- Refrain from using club identified social media for any purpose outside of the club purpose and mandate
- Be responsible for your guests at events and while on campus (if applicable)
- Refrain from using the Students' Association of NorQuest College name or logo, or the NorQuest College name or logo without prior approval
- Run elections without a conflict of interest and in a responsible way

If a club executive is unsure about any of the above guidelines, please contact us for clarification. Any violations can be subjected to sanctions of the club and possible disbandment of the club.



SANQC Responsibilities

As mandated by the Post-Secondary Learning Act, SANQC has the responsibility to support clubs with a functional, fair and transparent process.

SANQC is responsible to, and agrees to the following guidelines:

- Create a procedure for new clubs to be built that is supportive, transparent and that does not impede the interest of SANQC
- Approve events that are covered under the SANQC liability insurance to protect club executives
- Provide a process for funding that is within the designated club budget set by Students' Council
- Provide a space for clubs to be promoted on the SANQC website
- Outline the process and support clubs with free booking of space on campus during designated hours (if applicable)
- Provide a clear approval outline for all approved events or activities
- Support clubs with creating promotional materials
- Provide clubs with training opportunities on club procedures and best practices
- Hold and maintain financial accounts for each club
- Reimburse approved receipts through the financial policy and guidelines in a timely fashion
- Abide by NorQuest College policies and procedures about conduct on campus, and in campus spaces (if applicable)
- Report to Students' Council the statistics and information on clubs annually
- Set rules, guidelines or process for all clubs. These guidelines may be adjusted from time to time and SANQC will notify clubs of changes
- Communicate to club executives all procedural changes
- Provide resources (forms, handbooks, policies etc.) in multiple formats that are easily accessible to student club executives
- Provide staff support on club initiatives
- Enforce sanctions on club violations fairly
- Treat all clubs with dignity and respect
- Provide deadlines and communicate requirements to clubs

If a club feels that SANQC is not upholding their responsibilities, please contact us to bring forth your concern so that we can address any issues and determine the best way to support your club.



Club Governance

Governance within clubs helps executives decide who is responsible for decisions and how decisions are made within the group. This is the most critical component of your club and will last for the duration of its existence. We know it is not the most exciting part, that is why we are here to help.

Constitution

Each club is responsible for the creation of a club specific constitution. This document will help SANQC and your fellow executives oversee the group. The purpose of this constitution is to ensure the club has a transparent process and stable structure. You will outline components such as club objective, elections, job roles, meeting procedure, decision making, impeachment, finances, amendments and any bylaws for the group. SANQC will support you in creating a simple and easy to follow constitution.

Elections

Clubs can decide what their election process will look like as long as the process is fair and established prior to ratification. As an example you could choose:

Affirmative Vote: A vote, where in a group of candidates voters are given a single vote to cast for their preferred candidate. The candidate with the most votes will win.

Preferential Ballot: All nominated officials are selected using a ranking system where each candidate is ranked 1, 2, 3, etc. The nominee with the best ranking score will be elected.

Acclamation: Candidates are acclaimed when they run uncontested and/or are given a yes or no vote. If they receive the majority of yes votes, they are acclaimed.

Appointment Process: Application package is created, deadlines are set and announced, create process to collect submitted applications, set up who would review the submissions and establish a scoring system to select candidates fairly.

Membership

As club executives it is important to know who is a part of your club. While SANQC forbids clubs from discriminating against, or limiting membership from NorQuest students within your club, you have a right to maintain your membership lists and know who is a part of your group. Membership lists are important for club discounts, special events, voting and elections. SANQC will require data from you regarding the number of members you have for things like club awards, and re-ratification. Membership lists should be kept confidential and all executives who have access to that information should protect it. Any members who wish to be removed from your club membership should be done so promptly. Clubs cannot charge membership fees to be a part of their group because the Students' Association provides funds to clubs from already collected student fees.



Club Management

Managing a club is work, but it should not feeling like an extra job. SANQC wants you to be able to have fun and be proud of where you have taken this club, but we know that your time at NorQuest is limited. To ensure that you can make an impact, and that your club still exists when you are finished, it is important for you to have strong club management skills. This will lighten the work load for each executive and ensure new executives are able to contribute.

Club Meetings

Running a meeting is an essential part of being a club! Meetings allow for your group to plan and make decisions. You can coordinate your efforts and be sure you are on the same page.

When you are running a meeting you should:

- Do a call out for agenda items in advance to be discussed
- Have a prepared agenda and send it out in advance with the time and location of your meeting
- Start the meeting on time and end on time (stay on task)
- Have someone dedicated to taking meeting minutes
- Conduct your meeting in a respectful way and encourage discussion

Ratification Renewal (Re-Ratification)

In order for your club to be eligible for future funding and to continue as a group, you must be sure that you are aware of who will be in charge of filling out our your Club Re-Ratification Package. These documents will help keep your club functioning. The Club Re-Ratification Package will be emailed to ratified clubs and is available online at www.sanqc.ca. Deadlines will be sent to all ratified clubs.

Annual General Meeting (AGM)

All clubs are encouraged to hold a yearly annual general meeting. Any large changes that affect your membership should be brought to these meetings. An AGM is the perfect place to hold elections, bring forward any constitutional changes or to re-ratify.

An AGM is a meeting of your membership. You will want to note how the AGM will take place and how decisions are made in your constitution.

Transition Binder

Your club should always have your transition binder up to date. It should include things such as your passwords, a copy of the logo, previous event plans and term end reports. This should be handed off to the new incoming club executives or left with SANQC to hand off for you.

Fundraising, Sponsorships & Donations

SANQC wants to provide you with enough funding that you do not need to spend your time soliciting sponsorship or fundraising. Only the Students' Association, ratified student clubs under the Students' Association and the NorQuest College foundation are allowed to fundraise on campus. In the event that you require additional support, any sponsorship and fundraising efforts must be pre-approved by SANQC before they are able to be conducted.

Fundraising and Sponsorship

All clubs that are interested in fundraising or obtaining sponsorship would need to fill out the Club Fundraising & Sponsorship Form. Clubs can fundraise for themselves or an external organization. Clubs should note that the Alberta Liquor and Gaming Commission has strict rules on hosting a raffle and the eligibility for that. Clubs cannot do a raffle for their own internal club but may be eligible to purchase a raffle license for external charity fundraising efforts. If you are interested in fundraising on campus and would like some support, please see your Campus Experience Coordinator.

Donations

Your club might receive donations from someone you know. Donations of monetary value must be deposited to your club using a Club Funds Deposit Form. Donations of tangible value need to be accompanied by a letter from the donor that includes who they are and what they are donating to your group. This letter is required by SANQC for any donations received by a club.



Student Practical Nurse Society - Valentine's Day Event



Events & Activities

Planning events or activities are a fun way to bring your club together. Any assembly of your group in an official capacity is considered an activity. All club activities must be pre-approved by SANQC so that it is covered under our liability. We are a great resource to help you organizing your planning and give you tips. All club events will have a SANQC staff member assigned to help with emergencies.

Restrictions on Activities


You came to NorQuest to be a student, and now you are expanding that to leadership! SANQC has developed a guideline that all clubs use to plan successful events and balance work and school.

Club Events - 2 per term

- These are fun or support events.
- A fun event is anything put on for the purpose of socializing and community building. These can be inclusive events, cultural events or seasonal events. A support event is one that promotes awareness, information, fundraising, or community volunteer opportunities for the club
- These events must have a Club Event Application Form filled out and be approved by SANQC a **minimum of 3 weeks in advance**, however with larger events that might require an insurance review we recommend 30 business days
- Be scheduled no earlier than 8 am and no later than 9 pm, Mon - Fri only. Events on a Sat may be approved occasionally
- May be held virtually.
- All virtual club events will require a SANQC staff member in attendance
- Can include outside partnership or sponsorship upon approval
- Can include prizes or giveaways and can have multiple activities designed to support the goals of your event
- Activity can be fundraising for club or external charity
- May have promotion – follow promotion approval guidelines
- Can be eligible for SANQC event funding

Promotion Days - 2 tables per month (when on campus activities are permitted)

- A promo day consists of a simple booth set up to promote your club or club initiatives. You can do this twice a month. You must submit your completed Club Table Booking Form at least 3 business days in advance and all promo days must be pre-approved

- 
- Be scheduled for no more than two hours in duration
 - Be designed around a single table with two chairs format
 - Be held on campus
 - May include prizes or giveaways with a single small activity that is contained to your table
 - Should be manageable without SANQC staff or support (other than space booking)
 - May request handbills in advance. 5 business days for previously created ones; 10 business days for a new design
 - Shall not contain music that is considered louder than background noise
 - Shall not promote un-approved events
 - Cannot be SANQC event funded, however previous club funds can be used for supplies

Club Meetings - 1 meeting per week

- A meeting is one where the club gathers without any additional resources. This could be for planning, information sharing, decision making or elections
- Be scheduled for no more than two hours in duration
- Requires no additional resources (including supplies other than when approved by SANQC)
- You must submit your completed Club Meetings Form at least 3 business days in advance
- Shall not include members of the public (club members only)
- Should be manageable without SANQC staff or support although you can request SANQC staff be present to provide information
- Meeting notes – referred to as minutes should be taken and available to SANQC

Club Gatherings - 2 per month (either biweekly or monthly)

- Gatherings are strictly for club membership only. They allow you to practice, discuss or partake in the main purpose of the club
- Gatherings follow different guidelines than events
- Must be predictable and pre-approved at the beginning of the term
- Be booked at the beginning of the term, for the entire term, using the Club Gatherings Form
- Requires no additional resources (including supplies other than when approved by SANQC)
- Shall not include members of the public (club members only)
- No individual advertising other than on your private club membership lists or social media
- Funding for Club Gathering supplies must be done using the Club Event Application Form



Event Planning

SANQC will help you with the do's and don'ts of event planning. All new clubs will be required to plan their first event in collaboration with the Campus Experience Coordinator. This support acts like a job shadow training so that you are better prepared to plan events independently in the future.

Event Do's

You should:

- Come up with new events and ideas that will be fun for your group
- Create an annual plan to stay on track
- Work with your Campus Experience Coordinator to execute your plans
- Fill out all appropriate forms or applications and submit by required deadlines
- Divide the work amongst club executives
- Have a lead for each event/project
- Keep strong financial records
- Apply for SANQC funding to reduce number of fundraisers
- Have SANQC book all of your spaces (virtual or in person)
- Plan events far enough in advance
- Submit a list of all guests/vendors or presenters for pre-approval by SANQC
- Complete a risk assessment and discuss emergency plans with SANQC
- Debrief and leave a summary of what went well for future executives

Event Don'ts

You are not able to:

- Purchase or consume intoxicating or illegal substances while on club time
- Conduct events & activities without approval
- Give money without receipts
- Spend more money than the available amount approved
- Bind the Students' Association or your club into any contracts or agreements
- Advertise events that are not yet approved
- Purchase hard goods or large items that need to be stored without approval
- Make significant changes after event approval
- Solicit donations without approval
- Plan activities that are not covered by SANQC liability insurance
- Plan activities that violate NorQuest College Policy



Event Checklist

Here is a quick checklist for events to help you make sure you have completed all of the components to a standard event. This is just a guideline and may need to be adjusted to fit logistics of your events.

- Review previous events
- Plan current event (theme, date, time, location, ideas)
- Divide the work load
- Research idea costs
- Create a budget
- Complete a risk assessment and discuss emergency plans
- Fill out and submit forms before stated deadlines
- Get approval
- Invite vendors/book logistics/order supplies
- Create communication (social media)
- Create any signage/registration sheets/surveys
- Recruit volunteers
- Promo event/sell tickets
- Gather all event day supplies
- Host event
- Complete financial tracking and reconciling and debriefs

Funding

SANQC wants to support you in planning successful events that contribute to campus life. While outside sponsorship for events is possible, SANQC helps to lighten the financial load by providing internal funding to each club. We will provide up to \$600 of event funding per Fall and Winter terms to each club. Event funding is applied for through the Club Event Application Form. A club who submits all of their term end reports, has no sanctions and has no outstanding reconcile on their club accounts may be eligible for additional funding in a future term. Each event that is planned will be accompanied by a Club Funding Form which will include your overall budget, track receipts and expenses, as well as total the amount left in your club (See Finances, pg 16-17 for deposits and withdrawals).



Risk Management & Liability

As a club, you are responsible for your members and their behaviour while they are participating in any club activities. It is the responsibility of the club to identify risks, and plan to mitigate those risks. In collaboration with SANQC, all club liability and risk will be assessed. The key is to make sure that your club has done everything reasonable to keep all attendees and spaces safe.

Insurance

Club events must be approved by the SANQC insurance policy. Any event that is outside of a typical SANQC event will require an insurance underwrite. This process takes significantly longer to approve. Plan far in advance for events that include: off campus locations, traveling or transportation, athletics or sports, water activities or are partnered with an outside agency.

In Person Off Campus Events

Where possible events should be held on campus. The purpose of clubs is to enhance campus life. Occasionally an off campus location may be more suitable. Any off campus events must still follow the outline as established under the Club Event Guidelines. Off campus events are significantly more expensive to host because clubs will be responsible to provide transportation options and may be subjected to an increased insurance fee. Clubs are responsible for the behaviour of all attendees during off campus events.

Waivers

For specific events, whether virtual, on or off campus, a SANQC waiver form may be required. A copy of the waiver form will be provided and the club is responsible to ensure all attendees have signed the form prior to participation. A club that has participants who have not signed a waiver form for an event that required them may be subjected to the event being shut down and the club being sanctioned.

Transportation

Clubs are not permitted to use their personal vehicles to arrange event logistics. If a club needs to purchase items for an event it can be easily arranged with SANQC. Where a club member chooses to use their own transportation to pick up event items or attend an event, they are doing so on their own accord and SANQC is not responsible for any injury or loss.

Food Handling

Clubs are required to use a licensed caterer service for all food orders being distributed on campus. In order to ensure that food handling safety is being upheld, all clubs should have food items delivered to campus and are subjected to the cost of that delivery. There is on campus catering that is bookable to avoid delivery charges. Any pre-packaged snacks such as granola bars or chips etc are able to be brought to campus by the club. All food items should be accompanied by, or have available, an ingredient list in case of allergies. In the event a club is hosting a bake sale, a sign that states these items were made at home are required to be visible during the sale. Clubs must obtain the Alberta Health and Safety guidelines for bake sales from the Campus Experience Coordinator.

Club Finances

Club finances are the money that your club uses to support itself through different ventures. SANQC helps clubs with financial management, providing budgeting support and overseeing your account balances. Our role is to act like your banker and help give you guidance on the best ways to spend your money. Finances should be tracked in a ledger document that shows all money, incoming and outgoing, of the club. All money that your club works with should be accompanied by a deposit, withdrawal or funding form. Each club is responsible to have signing authorities who can access club finances and help conduct financial business on behalf of the club.

Signing Authorities

Each club is required to have a minimum of three (3) signing authorities on their club account. Only signing authorities are able to withdraw money from a club account or pay club expenses. Signing authorities will be added to the account list that SANQC will use to verify eligibility to withdraw money. For this purpose, signatures and student identification will be required to have on file for this verification.

Signing Authorities can be changed at any point within the term by submitting the Club Signing Authority Add-on and/or Removal Forms. A signing authority can only be removed by their own accord, or if accompanied by documentation (club minutes) showing the removal of the signing authority. A club cannot conduct any financial business until they have three (3) active signing authorities on their account.

Receipts will not be reimbursed without two signatures from signing authorities and signing authorities are the only authorized members able to conduct financial business.

Deposits

All club finances that are collected through fundraising, donations or sponsorship must be deposited using the Club Funds Deposit Form. On the form there is an area to calculate the amount of monies being deposited. All cheques being deposited must be written to the Students' Association of NorQuest College with the club name in the memo. SANQC cannot deposit a cheque that is made out to the club name directly. Any cheques that are submitted will not be issued to the club account until the cheque has cleared. Deposits require one signing authority but it is recommended that multiple people verify the deposit prior to submitting to SANQC.

Where a club wins the Club Award for the term, SANQC will complete the Club Funds Deposit Form for you and once a signing authority has confirmed the amount and signed the form, the funds will be deposited.

Make an appointment with the Campus Experience Coordinator to coordinate the drop off of a completed deposit. They will give you a copy of your deposit form. Club Executives should retain all copies of deposit forms for verification into your club accounts.



Withdrawals

Any time your club has expenses they need to pay, or donations they would like to make, you are required to fill out a Club Funds Withdrawal Form. Clubs cannot withdraw more money than what is in your club account. SANQC will reimburse whichever receipts are submitted on a first come, first serve basis and/or only those that are listed on your approved event budget.

A withdrawal can be made for petty cash, for creation of a cheque or for SANQC to make a payment with the company credit card. You will be required to provide the details of the purchase and receipts will need to be attached. Any missing receipts cannot be reimbursed. All receipts need to be from a company with an itemized list of purchases. You should fill out a withdrawal form for each individual payee. Example: If Lisa and Mohammed both have expenses to be reimbursed, one form will need to be completed for Lisa and the second form for Mohammed.

Petty Cash: Clubs can receive up to \$25 of petty cash per club executive/per event. Contact the Campus Experience Coordinator to schedule your petty cash reimbursement. SANQC will need to approve any additional petty cash reimbursements beyond this amount.

Cheque: Clubs who require more than the allowed amount of petty cash or need to make payment to an external organization are required to submit a cheque request. Cheques are only created once per month, at the end of the month. Please see payment deadlines with the companies you are using. Individuals without a corporate invoice cannot be issued a cheque for service.

SANQC Credit Card Payment: Items that you wish to buy may be able to be purchased with the SANQC credit card in our office. This is the ultimate option because it allows you to have us to double check shipping times, costs and total amounts. We then take responsibility to make sure your items are delivered on time. Receipts will be saved and provided to the club for their accounting.

Note: *If you are withdrawing money that is not a part of an approved event budget, the withdrawal form is required to be accompanied with meeting minutes for the approval of those disbursements.*

Make an appointment with Lin (lin.wang@norquest.ca) to coordinate the drop off of a completed withdrawal form. They will verify your receipts and total amount, then give you a copy of your withdrawal form. Club Executives should retain photocopies of all receipts in the event that a form were ever to go missing.



Eligible Purchases

- Vendor fees (ex: hosting cost for presentation)
- Services from individuals (ex: Activity Facilitator)
- Online services (ex: TriviaMaker, JackBox)
- Prizes (ex: gift cards)
- Club branded items
- Registration costs
- Others approved by SANQC.

Ineligible Purchases


- Intoxicating substances
- Honourarium for executives or event volunteers, outside of performers
- Cash
- Duty fees
- Hard goods (items that require long term storage)
- Personal expenses for club executives such as parking or phone bills
- Other expenses not approved by SANQC in advance

Prizes and Giveaways

All prize giveaways have a monetary value. Regardless if they are items or gift cards, they are worth money! SANQC has a Prize Claim Form that must be accompanied by any receipts for items that are designated to prizes. Small giveaways where a club purchases a large quantity and the value of each item is less than \$5 are not required to be accompanied by a prize claim form but should be tracked using an inventory system.

Student Club Award

Each Fall and Winter term an application is sent to all eligible clubs to apply for a Student Club Award of \$250, as an additional funding bonus. Each club is eligible to win one Student Club Award per fiscal year (Jul 1 - Jun 30). Applications must be filled out and returned to SANQC for review prior to the stated deadline each term. A committee of Students' Council Members will review each application anonymously and will score them based on contribution to student life on campus, showcasing leadership, governance, membership management and the need for additional funding. To qualify for this award, a club must have been ratified or re-ratified and have completed their mandatory training during that school year as well as having no sanctions on their club. There is an application form that is required to be filled out which will include the intended purpose of the of the funds.



The winner of the Student Club Award will be announced at the end of the Fall and Winter terms. The award will be distributed in the same format as event funding to the club account and will be subject to the same financial guidelines. Once an award has been issued, the intended purpose for the funds cannot be reallocated at a later date.

Student Club Executive Leadership Award

Each Winter term every student who takes on a leadership role as a student club executive will be eligible to apply for the Student Club Executive Leadership Award. This award is separate from the award given to a club as a whole. Executives of ratified clubs are eligible to apply for the personal Student Club Executive Leadership Award of \$500!

Eligible club executives will be sent the application process and applicable deadlines. The award is scored anonymously and based on contribution to student life, showcasing leadership, personal growth, and growth in the executive role. The award is handed out at the annual SHINE Awards.

Communications

Every club wants to be able to successfully promote their events and attract great new members to their group. Communications are your brand and identity which help you send your information and message to your members and the college community. Communications are often the last thing a club plans. However, without effective communication no one will know what you are doing.

Logos

Each club is able to design a logo that SANQC will pay using designmantic.com. Executives of a club will build a logo during their club training time. This logo will be used by your club for the duration of its existence. It is a good idea to consider what type of logo you would like ahead of time. A strong logo will be simple and easy to read at big or small sizes.

If a club chooses to build their own logo, SANQC will not pay for that creation. Keep in mind, there are guidelines that must be followed for printing purposes, such as your logo must be available in one solid colour with no gradient. Please see SANQC for approval of your logo.



Branding

Clubs should consider what type of branding they will be using overall. How can you take your logo apart and use different design elements? Will there be a specific font you will use consistently? What does each part of your logo mean and what does your club stand for? Guidelines for branding can be created to help each executive communicate with the same voice. They should be simple, but still creative for your club.

Club Email

Providing students a means of contacting a club representative is important. Whether it is to ask a question, join the club or inquire about something, it is important to be available to answer these questions efficiently. Your club email cannot be a specific student email. At this time, we are not able to register your club using a NorQuest email. You can choose any of the other email hosts to register your club an official email such as, Gmail, Outlook etc.

SANQC Website

SANQC will post all ratified clubs on our website (www.sanqc.ca) in the club directory. It is your responsibility to update that information by sending us an email with any new content. We will post your club picture, email, name and logo with any additional details about your club purpose or mission. All club events will be hosted on our website for you. You are not required to have external registrations or sign-up pages for your events.

Social Media

Social Media is a fantastic tool to advertise events and to recruit members. We recommend that you consider making a Facebook account using your new club email. SANQC is required to be included as a member on all social media platforms that SANQC has available.

A club should not express content on social media that is unrelated to the purpose of the club's stated mission. A club that has posted content that is inappropriate, is discriminatory, violates anyone else's rights or expresses the opinion of an individual rather than that of the club may be asked to remove the post, or could be sanctioned.



Handbills (when on & off campus activities are permitted)

Handbills are a great way to promote your club or club events. You can use them to hand out to students as well as electronically to communicate to your members. SANQC will print handbills for you for free in our office. There are limits on the number of handbills that we will print based on the type of activity they are being used for. Please work with SANQC on your specific needs.

You can create handbills in one of two ways:

Option 1

You can make an appointment at least 10 business days in advance of when you'll need the handbills through the Lin (lin.wang@norquest.ca) and we will book you a time to do handbill design with a staff member who is trained in graphic design. For this meeting, please bring general ideas and be open to suggestions. You should have all the information for the event/activity that you are planning.

- Date, Time, Location
- Any attractive things happening (free food, prizes, games)
- Costs (ticket prices, donations requested etc.)
- Critical information (Must be a registered club member, must sign up prior by emailing club etc.)
- Design/Theme elements requested – ex: snowflakes – wintertime/Christmas

Option 2

You can create your own handbill and send it to SANQC for approval at least 5 business days ahead of when you'll need the handbills. We will attach our logo prior to printing so consider consulting ahead of time so that you are following SANQC branding guidelines.

Other Communications

SANQC creates a monthly digital ad for student club events for the digital boards around the college. If there are a limited number of club events that month we will include your club in the SANQC event ad and note that the event is hosted by your club.

SANQC also prints event handbills that will include events hosted by your specific club. If you require these, please work with SANQC to make sure you meet printing deadlines.

Club Sanctions

As clubs exist under the umbrella of the Students' Association, it is our responsibility to ensure that clubs are conducting themselves in a professional and appropriate manner. The following is a guideline for sanctions on clubs, however SANQC has the authority to impose alternative sanctions to clubs, or individuals of the club, at SANQC's discretion.

Minor Infractions

A club that is deemed to be responsible for committing a minor infraction (such as not following a process or guideline) will be given a verbal warning where possible, followed by a written documentation of that warning. The written documentation will include outlined expectations for changes and a deadline for making any adjustments. There would be minimal sanctions imposed on a club for a minor infraction.

Moderate Infractions

A club that is deemed to be responsible for a moderate infraction (such as violating a previously issued minor infraction) will be given a verbal and written warning immediately. The warning may or may not include sanctions. If a sanction is applied, the warning will include the outlined infraction. There will be a clear outline of prohibited behaviour for the duration of the sanction and further consequences for not abiding by the imposed sanction. The severity of the sanction will be in line with the severity of the infraction as determined by SANQC.

Major Infractions

A club that is deemed to be responsible for a major infraction (such as an event where physical damage to SANQC or NorQuest College property has occurred, where SANQC determined there was no perceived malicious intent) will be suspended immediately until a review of the incident can be completed. The club will be given a written notice of the suspension and terms during the review period. Once a review is complete, a written warning will be issued and any sanctions will then be applied. The severity of impact from the infraction will determine the sanctions.

Code of Conduct Infractions

Anytime an infraction is deemed to violate the SANQC Code of Conduct an individual, or the entire club, will be subjected to a Code of Conduct violation proceeding. All involved will have an opportunity to submit their account of the occurrence. A committee of Students' Council representatives will then review all information provided and determine sanctions for the violation. Any violation of the Code of Conduct superseeds all other infraction processes.

Note: *Where a sanction requires a specific individual to be removed from executive status, a club is still required to have a minimum of three (3) executives before they can host any activities and be considered ratified.*



Student Club Forms

Below is a list of forms that student clubs have access to and what each is used for.

New Club Start Up

This form is required to start up a club. After submission your club may receive conditional approval.

Club Event Application

Event Application Forms must be filled out for any events, or any funding requests for gatherings. All events require a risk and liability review before being approved. This must be submitted at least 3 weeks prior to the date of your event.

Club Faculty or Staff Liaison Agreement

This form can be used to help you recruit a faculty or staff member to support your club.

Club Fundraising & Sponsorship

This form is used for two purposes: 1) If you are fundraising, or 2) If you are soliciting donations and sponsorship. Please complete the appropriate section and email or drop off to SANQC.

Club Funds Deposit

This form is required to make all deposits into your club account. All monies that come to your club must be deposited before being reimbursed.

Club Funds Withdrawal

This form is used to withdrawal money from your club account. This can be used for petty cash reimbursements, creating cheques or to use the SANQC credit card for a pre-payment.

Club Gatherings

This form is used to request a room for your scheduled gatherings of club members that allows you to practice, discuss or partake in the main purpose of the club.

Club Meetings

This form can be used to request a room with at least 3 days notice. A room will be assigned to you that fits your criteria.

Club Signing Authority Add on

This form is used to add signing authorities to your student club. Student ID and signatures are required.

Club Signing Authority Removal

This form is used to remove yourself or a signing authority from your student club. Meeting minutes are required to be attached with the submission of this form.

Club Table Booking Request

Form must be submitted 3 days in advance. Email lin.wang@norquest.ca and they will send you back an approved space confirmation.

Club Re-Ratification Package

This yearly form will need to be completed by any existing clubs that are going to continue into a new school year. Documents need to be attached. Deadlines apply.



SANQC
STUDENTS' ASSOCIATION OF NORQUEST COLLEGE

sanqc.ca