Club Exec Training

Fall 2018
Introduction

Contact Info: [https://feds.ca/feds-contact](https://feds.ca/feds-contact)

- Jake Riesenkonig, Clubs Manager: clubs.manager@feds.ca
- Rachel Lui, Clubs Assistant: clubs.assistant@feds.ca
- Dave McDougall, Director of Campus Life: jmcdougall@uwaterloo.ca
- Clubs Support Team, FB: Feds.Clubs: clubs.support@feds.ca
- Savannah Richardson, VP Student Life: vpin@feds.ca
- Alexander Kelley, Marketing Specialist - Clubs, Societies, and Market Research: alexander.kelley@uwaterloo.ca
- Cheryl Pflug, Accounting Manager: cpflug@uwaterloo.ca
- Karl Kliewer, Accounts Receivable Clerk: kkliwen@uwaterloo.ca
- Chelsea Carpio, Societies Representative: societies@feds.ca
- Mike Cimetta, Reception: recept@feds.ca
Clubs Manager Info

Typically Available:

- Office Hours: M-F 10am-12pm in the Clubs Community Center, SLC 2139
- Available by appointment outside of office hours
- Otherwise typically in SLC 1116 for emergencies
Quick/General Question?

For the Fastest Response, Message the Feds Clubs Facebook Page!

@feds.clubs
Clubs Assistant – Rachel Lui
• [Clubs.assistant@feds.ca](mailto:Clubs.assistant@feds.ca)
• Office Hours: (Tentatively) 12pm-2pm M-F in SLC 2139 (Clubs Community Center)
• Assist with cheque requests, AV forms, general inquiries, etc.

Clubs Support Team – They are here to help in any way possible!
• [Clubs.support@feds.ca](mailto:Clubs.support@feds.ca)
• FB: Feds Clubs
• Office Hours: 10am-3pm M-F in SLC 2139 (Clubs Community Center)
• Selected at the end of the previous term for next term (check out LEADS)
• Approve AV requests, club-to-club and club-to-Feds relationship building, event engagement/help, etc.
Marketing
Offices Located SLC 1116 (Feds Lower Office)

Alexander Kelley, Marketing Specialist – Clubs, Societies, and Market Research, alexander.kelley@uwaterloo.ca

• Marketing Consulting/Advice – Book a 1-on-1 meeting!
• Club branding
• Ticketing
• Graphic Design – FREE!
• Poster Printing / Banner Creation ($)
• Assistance with club promotion (ideas, swag, initiatives)
Club Marketing Requests

• Log into https://request.feds.ca/ using your WatIM and password
• Select “Marketing Request”
• Select “Marketing Request”
• Select “Create Request”

• Note: Only one attachment can be uploaded, for multiple files please upload a zipper file
Club Branding

- Club posters should include:
  - Feds Clubs logo (back to the old one)
  - Club’s own logo (optional)
  - 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.)
Feds IT
Offices Located SLC 2119 (Support Services Offices)

- Send requests through https://request.feds.ca/
  - Clubs Admin Database: IT Requests > Web Application Issue > Create Request
  - General IT Requests: IT Requests > General Request
- IT provides support for: web hosting, clubs.feds.ca emails, LAN events, etc.
Accounting

• Feds Accounting is Here to Help!
  • Email questions or swing by the Feds Main Office between 9:30am-4:30pm, Monday – Friday
• Ensure Clubs Follow Accounting Standards & Government Regulations
• Free Financial Services:
  • Cheque Printing
  • Invoicing
  • Sales and Deposits Tracking
Accounting

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 Feds signing authorities are unavailable – plan ahead, submit as early as possible
**Accounting – Money Handling**

**Deposits Safe in Drop Box**

- Located to the right of the Feds Main Office door, SLC Great Hall
- Safe and Secure
- Deposits possible 24/7/365
- Club money must be deposited IMMEDIATELY
  - DO NOT STORE CLUB FUNDS ANYWHERE
- Collected and counted by 2 Feds Accounting staff next business day
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>
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<tbody>
<tr>
<td>x $0.05</td>
<td></td>
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<tr>
<td>x $0.10</td>
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<tr>
<td>x $0.25</td>
<td></td>
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<tr>
<td>x $1.00</td>
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<td>x $2.00</td>
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<td>x $5.00</td>
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<td>x $10.00</td>
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<td>x $20.00</td>
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<tr>
<td>x $50.00</td>
<td></td>
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<tr>
<td>x $100.00</td>
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</tbody>
</table>

# of Unsold Tickets
Cheques Name on cheque Amount on cheque

Total Amount of Deposit $ 

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 denomination and the total
- Place the money in the envelope and have number, 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
Accounting – Non Cash Payments

Chase Wireless Debit/Credit Machine

• Booked via Reception (x84042 recept@feds.ca) up to the week prior to the event
• Government ID or $400 deposit required
• Must be returned next business day
Accounts Receivable
Karl Kliewer kkliwer@uwaterloo.ca

• Reconcile physical ticket sales through Karl
• Karl can issue official Feds invoices on behalf of your club
  • Clubs should not be invoicing themselves
• Sponsorship Cheques to Clubs Made Payable to “FEDS [Club Name]”
  • Email Karl expected cheque amount and company name for your club
Accounts Receivable Cont.

• Poster Runs: https://uwaterloo.ca/feds/clubs-services/poster-run
  • Booked though Karl or Reception, posters approved by Clubs Manager
    • Due Thursdays at 10am for Friday distribution (weekly)
    • Posted for maximum 2 weeks
    • Large Run (127 Posters Fall/Winter Term, 83 Posters Spring Term)
    • Small Run (27 Posters Fall/Winter/Spring Term)
    • Cost varies by space size and run type, $8-$24 for Clubs, $15-$36 for Societies
  • 3 Public poster kiosks and Faculty Society poster boards available
Important Club Websites

https://feds.ca/clubs
Training/Meetings
Clubs and Societies Days
Office Hours
https://clubsadmin.feds.ca/
Term Acknowledgement forms
Club Email/Web Site Requests
New Club Applications
**Digital Term Acknowledgement Forms**

[https://clubsadmin.feds.ca/](https://clubsadmin.feds.ca/)

- Have one of the previous signing authorities log onto [https://clubsadmin.feds.ca/](https://clubsadmin.feds.ca/) using their Quest credentials

- Select the club 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 Acknowledgement Forms

https://clubsadmin.feds.ca/

• Don’t see your club in the Database?
  • Email clubs.support@feds.ca or clubs.assistant@feds.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 acknowledgement form info to clubs.assistant@feds.ca
  • If you are not, please put in a new club application
    • Main Page > “Your Club Applications” > “New Club Application”
Clubs Database Cont.

https://clubsadmin.feds.ca/

- **Current Capabilities:**
  - New Club Applications
  - Term Acknowledgement Forms
  - Request your free clubs.feds.ca email
    - Request updates to email (i.e. user access)
  - Request your club listing to be featured on feds.ca
  - Request free web hosting
- **Have a suggestion for the Clubs Admin Database?**
  - Email the Clubs Support Team clubs.support@feds.ca
Important Forms

- Event Forms
- Event Calendar Forms
- BBQ Forms
- Region of Waterloo Food Vendor Forms
- Ticket Request Forms
- Cheque Requests
- Locker Request Forms
- Key List Forms
- LIABILITY Waiver Forms
Event Forms

Submit a form for all club activities (meetings, socials, on and off campus events…)

- 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 event’s 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 Feds insurance – leaving you personally liable for damages

*Are you willing to give up your life savings and potentially ruin your life?*
Event Form Warning

Any club found not submitting an event form will be forwarded to IAC for disciplinary action

When in doubt – submit an event form!

https://feds.ca/clubs/clubs-important-forms
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
• Clubs form for Feds clubs, Societies Forms for Societies and Society Clubs
Ticketing Events

• Events with money changing hands require tickets (i.e. entrance fees)
• Tickets can be:
  • Physical tickets (through marketing) [https://uwaterloo.ca/feds/clubs/clubs-important-forms](https://uwaterloo.ca/feds/clubs/clubs-important-forms)
  • Online through Ticketfi (Club must be set up under Feds’ Ticketfi – contact Clubs Manager)
• Ticket revenues must be deposited immediately and cannot be used directly for other club purchases
Cheque Requests

Things to Keep in Mind:

- Itemized receipt/invoice and proof of payment or registered charity numbers
- Be Descriptive in Purpose
  - Event id # required if expense for event
  - Don’t just put “reimburse club member”
- Two signing authorities needed
  - A signing authority cannot approve their own request
- No alcohol

- Mail vs pick up at Feds reception
- Not enough funds in account = no cheque
- Requests must be made in Canadian Dollars
- Processing Time:
  - Invoices processed Wednesdays
  - Regular cheque requests processed Tuesdays and Thursdays
  - Allow about a week to process once sent to Accounting
Cheque Requests

- All gift card recipients must give the following information before being given the card:
  - Full Name
  - Address
  - Phone Number
- Gift cards are only intended for specific purposes, such as prizes or appreciation
Region of Waterloo Food Vendor Forms

No need to submit a special event form if:

• Sale or distribution of non-perishable food or prepackaged items only (cookies, cake, muffins, Krispy Kreme donuts, coffee, tea, popcorn)
• A club meeting where there is food served
• A departmental or club member only potluck
• A catered event or meeting with food intended for immediate consumption (ie. Food Services or an inspected facility)
• A charity food sale with food purchased from inspected facility (eg. Pizza sale with pizza supplied from Campus Pizza, Krispy Kreme donut sale)
• BBQ’s on campus where only precooked burgers and/or precooked hot dogs are served

Note: Where forms are submitted under the above circumstances, ROWPH will not reply regarding any approvals.
Region of Waterloo Food Vendor Forms

Please submit a special event form if the event is open to the general public and:

• Food preparation is occurring on site of event or at the Feds Prep Kitchen for the event (ie. Night Market)
• Hot or cold holding AND service of hazardous foods for more than 2 hours

For more information on properly serving food at events on-campus, please explore Health Services’ webpages on Food Safety:

https://uwaterloo.ca/occupational-health/food-safety
FEDERATION OF STUDENTS A.V. AUTHORIZATION FORM

Submission of Form: Upon receipt of authorization this form must be submitted, in person, to FEMS Equipment Stores (MC 1663) at least 48 business hours in advance of the date when the equipment is to be picked up. Advanced notice is mandatory.

Equipment Pick-Up: It is the responsibility of the person(s) named on this form to pick up the equipment from the FEMS Equipment Store Room (MC 1663) at the agreed time. For evening events, the equipment can be picked up after 3:00pm and before 8:00am. FEMS Equipment Store is open M-F from 8:45-4:30pm, unless otherwise posted.

Equiptment Use: The equipment is to be used on campus and is not to leave the campus at any time, for any reason. If left overnight, store equipment in a secure, dry location. Failure to comply with on campus use or storage is cause for termination of the A.V. use for your club. Repair or replacement costs for equipment will be recovered by the club using the equipment.

Equipment return: The equipment is to be returned at the agreed time: immediately after use, or no later than 8:30am on the next business day. A $50/day fee will be charged to the club if equipment is returned late, charges start on the day it was to be returned. Failure to return the equipment on time is cause for termination of the A.V. use for your club.

Equipment availability and Types of Events: A wide range of equipment is available for use for FEDS Club events (see the short checklist below). Details regarding the specific equipment used, and the type of event for which it is used, must be listed out on this form before it can be authorized and submitted. Any changes need to be reauthorized and resubmitted (again, 48 hours prior to the pickup time). Please contact us in advance if you have any questions about equipment and its use.

Portable Equipment for General Events and Presentations: Portable equipment is available at NO CHARGE for most types of general presentations and events. This includes data projectors for PowerPoint presentations, public address equipment, etc. If a club is charging an admission fee to the event, then rental fees will be charged for the equipment.

Data projectors used for Entertainment: Our budget is directed for classroom use. Data projector bulbs wear out and are expensive to replace. As a result a minimum $40 fee will be charged when a portable data projector is used to show a movie or for other similar entertainment purposes.

Note: YOU MUST HAVE COPYRIGHT PERMISSION TO SHOW MOVIES ON UW VIDEO EQUIPMENT.

Use of Projectors/equipment in Classroom: To use the podium and/or projector in an e-Classroom we require Clubs to check out one of our projectors. A minimum $5 fee will cover the use of e-Classroom equipment and the cost of our operator for 3 hours (this fee includes the use of the equipment if a movie is shown). Additional hours will be charged at $15.00/hr. Operators are only allowed to work up to 10:00am.

Club Name: [Blank]

<table>
<thead>
<tr>
<th>Type of Event (Meeting, Movie, etc.)</th>
<th>Location (Building/Room)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Start Time:</td>
<td>End Time</td>
</tr>
</tbody>
</table>

The person(s) named above is authorized to borrow and sign for the following equipment:

- Data Projector
- VCR/DVD
- Public Address Equip.
- Screen (Self-Standing)
- Other items

T.V.
Overhead Transparency Projector
Speakers
Microphones
Micro Stands

Authorization: Signature of General Office
Date Authorized
Federation of Students Stamp

RELEASE OF LIABILITY, WAIVER OF ALL POSSIBLE CLAIMS AND ASSUMPTION OF RISK

Warning: By signing this you are waiving your legal rights and you give up the right to sue.

Please Read Carefully

To: Federation of Students, University of Waterloo

Participant Name: Signing this form as a Participant:

ACTIVITY: (Please print name of event or activity)

I desire to participate in the above event/activity sponsored or organized by:

I understand that in order to participate in this Federation of students sponsored event/activity, I must agree to be bound by this Release, Waiver and Assumption of Risk. (This form must be also signed by a parent or guardian if the participant is a minor. In some cases, proof of age may be required and be kept on file with the Federation of Students.)

In consideration of Federation of Students accepting this form, and my being permitted to participate in the above event/activity, I must agree to this Release, Waiver and Assumption of Risk.

I waive any and all claims I may now and in the future have against, and release from all liability and agree not to sue the Federation of Students and its employees, executives, volunteers, agents or representatives (collectively its "staff", for any personal injury, death and property damages, expenses or loss sustained by myself as a result of my participation in the above activity due to any cause whatsoever, including, without limitation, negligence, breach of statutory duty including duties arising from occupier's liability legislation, on the part of the Federation of Students or its staff.

I am aware that there are serious dangers and risks inherent in:

1. TRAVEL
2. WEATHER - Weather conditions may be extreme and can change rapidly without warning.
3. EQUIPMENT - Any equipment used during an event or activity as an aid or safety measure may fail or break.

I accept all the inherent risks of the above activities and the possibility of personal injury, death, property damages or loss resulting therefrom. I agree that I will be fully responsible for all costs and expenses that may be incurred in providing any special services to myself, outside of regular services agreed to or provided by the Federation of Students in connection with the activity, and without limiting the generality of the foregoing, I agree to be responsible for and to pay for all and any costs of special travel, medical attention or other special courtesy for me personally, and to reimburse the Federation of Students and its staff for all costs of these services as may be incurred by them for my benefit or at my request.

In entering into this agreement, I am not relying on any oral, written or visual representations or statements made by the Federation of Students. I confirm that I am fully aware of majority or, in the alternative, I have indicated that I am the guardian of the minor participant named, and that I have read and understand this agreement prior to signing it and agree that this agreement will be binding upon myself (as a participant or guardian), my heirs, next of kin, executors, administrators and successors.
Club Allotment

- Up to $75.00 per club, per term
- Based on eligible spend
- Calculated based on the club’s account transactions that term
  - Expenses processed late roll into next term’s allotment calculation
- Automatically paid out at the beginning of the next 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.
Club Allotment - Eligible Purchases

Examples:

- A club wants to hold a fundraiser and donate the proceeds to a charity. Feds will not count the charity cheque amount in the allotment calculation, but Feds will count all the expenses related to the fundraiser event itself (i.e. food, materials, etc.).

- A club wants to send a delegation to a conference. Since the entire club is not able to go to the conference, Feds will not count the conference expenses in the allotment calculation. The club has a few options, namely:
  - Charge the attendee(s) the cost of attending (typically through setting up a Ticketfi event)
  - Hold fundraisers open to everyone to attend (those expenses would be considered for the allotment)
  - Subsidize or completely cover the cost of sending the delegate(s) out of the club’s budget (i.e. the club has a surplus)
  - Reach out to sponsors (pending confirmation of the sponsorship terms and conditions by the Clubs Manager)
Additional Funding

- [https://feds.ca/funding](https://feds.ca/funding)
- 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.)
Endowment Fund Process

- Club members apply to the endowment fund (i.e. MEF)
- The endowment fund managers will contact Feds to verify legitimacy of the club and the club activity/event
- Club submits reimbursement request directly to endowment fund manager
- Endowment fund managers CANNOT make any exceptions for incomplete supporting documentation (i.e. missing itemized receipts or proof of payment etc.)
- Allow at least 3 weeks for processing (up to 3 months if submitted 4 months after event)
- The reimbursements can only be mailed to you
Tips For Success and Longevity

• 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, Feds, and UW
Other Things:

- Clubs Community Center
  - Your Space! 10am-3pm M-F
  - Clubs Support Team Office Hours M-F 10am-3pm
  - CCC Lounge Bookable
  - Adding and Using Library Materials

- Deposits Drop Box
  - Available 24/7/365
  - Club Events Tied Into Portal Through Event Calendar Form
Q&A

Thanks for Coming! Any Questions?