

Please note that the CSA Clubs Handbook is a work in progress. If you have suggestions for additions or see information that is out of date, please don’t hesitate to email the CSA Clubs Administrative Coordinator at csaclubs@uoguelph.ca.

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# Table of Contents

**Contact List2**

**Semester Checklists3**

* Fall Semester Checklist
* Winter Semester Checklist
* End of Semester Checklist

**Clubs Accreditation Status4**

* How to Start a New Club
* How to Maintain Accreditation
* Requirements for Accreditation Application
* Types of Accreditation Status
* Accreditation Application Information

**Clubs Required Trainings & Events6**

* Student Risk Management Training
* Anti-Oppression Training
* General Clubs Meeting
* Clubs Days

**Clubs Privileges7**

* Mail
* Email/Gryph Mail
* Listservs
* Office Space
* Office Phones
* Second Floor Communal Space
* Lockers

**Finances10**

* Budgeting
* Clubs Bank Accounts
* How to Set up an External Bank Account
* Day to Day Financial Management
* CSA Financial Regulations
* Fundraising Options

**Running Club Events13**

* SRM Event Requirements
* Advertising Options
* Room Bookings
* Equipment Bookings
* Copyright Issues & Fees

**Contact List**

## Clubs Administrative Coordinator

Ext. 56941 Email: csaclubs@uoguelph.ca UC 245

Website: https://csaonline.ca/clubs/

* For all accreditation related questions and general club inquiries

## Clubs Programming Coordinator

Ext. 56941 Email: csasrm@uoguelph.ca UC 245

Website: https://csaonline.ca/clubs/

* For all event related questions and general club inquiries.

## Student Risk Management Coordinator

Email: srm@uoguelph.ca UC 212A

* For questions about SRM insurance policies, SRM guidelines or event approvals.

## Finances & Operations Commissioner

Ext. 54408 Email: csaadmin@uoguelph.ca UC 248

* For questions about finances for clubs and other CSA services in addition to questions about clubs and SRM

## Communications & Corporate Affairs Commissioner

Ext. 56376 Email: csatalk@uoguelph.ca UC 250

* For PDR form submission, to submit announcements to the CSA Listserv or for questions about referendum questions.

## Promotional Services & Graphic Designer

Ext. 54817 Email: csapromo@uoguelph.ca UC 233

* For assistance designing posters and banners, to put posters in a poster run or to book banner space.

# Semester Checklists

## Fall Semester:

* Participate in Subs and Clubs during Orientation Week
* Participate in CSA Club Days the second week of school
* Attend the General Clubs Fall Semester Meeting
* Complete Anti-­‐Oppression training
* Complete the Accreditation Application before posted deadline
* Keep an up to date record of club funding and spending

**Note**: It doesn’t have to be the same person to attend all the trainings and fill out all the forms. Share the work with other executives and club members in order to decrease stress and promote involvement!

**At the end of the semester**:

* Complete and review a record of any funding received and any club spending that occurred throughout the semester.

## Winter Semester:

* Attend the General Clubs Winter Semester Meeting
* Complete the Accreditation Application before posted deadline
* Keep an up to date record of club funding and spending

**At the end of the semester**:

* Complete and review a record of any funding received and any club spending that occurred throughout the semester.
* If any contact information is changing for next semester, let the Clubs Administrative Coordinator know.
* Inform the Club’s Coordinator if your club will be active over the summer.

# Clubs Accreditation Status

## Steps to starting a new CSA Club:

1. Review CSA Clubs list to ensure a similar club does not already exist
2. Review *Forming a New Club Guide* which can be found at: <https://csaonline.ca/services/forming-new-csa-club-step-step-guide>
3. Familiarize yourself with any training and application deadlines
4. Participate in CSA Clubs Days to assist in increasing member recruitment
5. Complete CSA Clubs member list of MINIMUM of 25 members to become an accredited club
6. Complete required trainings and accreditation application by posted deadline

(refer to above guide for more information on trainings and requirements)

## Steps to maintaining your accreditation as a CSA Club:

1. In order to remain an accredited CSA Club, you will need to complete the required accreditation applications every fall and winter semester by their posted deadlines
2. In addition, each club must have at least one member complete the required trainings mentioned above (in the semester checklist) on a yearly basis.
3. You are required to abide by the rules and regulations outlined in the CSA’s Policy Manual found online at [www.csaonline.ca/clubs/](http://www.csaonline.ca/clubs/) under “File Attachments” (refer to appendix G).

## Requirements Needed to Complete the Accreditation Application:

1. Membership List
2. Primary Contact Information
3. Booking Officers Information
4. Financial Officers Information
5. External Banking Account Information Form (if applicable)
6. Minimum Internal Banking Account Deposit
7. Up To Date Clubs Constitution/ Charter Document
8. Completed Financial Report For Previous Active Semester (if applicable)
9. Proposed Event Timeline And Budget Document For The Upcoming Semester
10. Clubs Office Information (if applicable)
11. External Contracts/Agreements Documents
12. Clubs General Meeting Attendee(s) Information
13. Anti-Oppression/Inclusivity Training Attendee(s) Information

**Membership list must include:** A typed list of membership including student names and @uoguelph.ca email addresses. You need to have a list of at least 25 members in order to become a club, and 2/3 of your members must be undergraduate students at the University of Guelph. Participating in Club Days is a great way to get your list of membership.

**Minimum Internal Banking Account Deposit:** As a CSA Club you are required to submit and maintain a minimum of $25.00 balance within your clubs internal banking account to be accredited. If you are a new club, you are required to submit this deposit at the CSA Front Office prior to submitting your accreditation application. It is your responsibility to ensure that your internal banking account includes this $25.00 minimum balance at all times. **To ensure your accreditation application is processed correctly, it is strongly recommended that you visit the CSA Front Office prior to the accreditation deadline to ensure your Clubs Balance is at or above the required minimum.**

**Club’s Constitution/Charter must include:** statement of name and purpose/mandate, statement of compliance with all CSA policy, membership information (how to join, restrictions, membership privileges, etc.), list of executive positions, and their duties, meeting structure and voting procedures, procedure for elections and procedure for constitutional amendments.

**Completed Financial Report Document for the Previous Semester:** Your club is required to submit a detailed financial report outlining all income/expenditures your club experienced in the previous active semester. This includes all PDR funding received, all fundraising earnings collected, and any and all purchases. If your club does not experience any financial activity, your document should still outline the current balance of your clubs internal bank account on a monthly basis to demonstrate the lack of financial activity experienced by your club.

**Proposed Event Timeline and Budget Document for the Upcoming Semester:** This can be purely tentative and should reflect accurately what financial support your club expects to receive from outside sources.

**CSA Club Office Information:** If your club currently uses a CSA Club Office on the second floor of the UC we require your office room number, lockbox information, and proposed office hours for the upcoming semester. You are required to complete a minimum of five office hours per week from Monday to Friday

**External Contract/Agreement Documents:** If your club has made an agreement with an external organization, signed an external contract or is chapter of a larger organization, we require all official documentation regarding said agreement.

## Types of Club Status

### Full accreditation

All clubs that complete the accreditation application accurately and on time, inform the CSA of any changes to its club and comply with all CSA policies will be considered fully accredited. Clubs privileges under full accreditation include:

* + Use of space on campus subject to CSA and University Policy
	+ Eligibility for financial assistance from the CSA Board of Directors through PDR
	+ Access to the CSA photocopier and fax for a fee
	+ Mailbox in the CSA Main Office
	+ Potential use of office and storage space

### Limited accreditation

Limited accreditation is essentially the same as being put on suspension. Clubs will lose any/all privileges outlined above. See Appendix G in CSA Policy for more details regarding loss of accreditation status and punitive action policies.

**Up to date Accreditation Application information, forms, and deadlines can be found on the CSA Clubs website page at** [**https://csaonline.ca/clubs/**](https://csaonline.ca/clubs/)

## CSA Clubs Training:

### The following training sessions are required in order for your club to become accredited, and must be completed every Fall Semester. If there are additional training sessions that you would like to see take place, email suggestions to the Clubs Administrative Coordinator.

### Anti-­‐Oppression training

Your club is also required to have at least one representative complete an anti-oppression training session per academic year.

### General Clubs Fall and Winter Meetings

The CSA Clubs Administrative Coordinator will run a Clubs General Meeting in the first month of the fall and winter semesters to provide clubs with important information. It is mandatory for all clubs to send at least one representative to this meeting in order to be accredited.

**For updated info on training dates and times please review** [**https://csaonline.ca/services/clubs/**](http://www.csaonline.ca/clubs/) **or email the Clubs Administrative Coordinator.**

## CSA Club Events

**Subs and Clubs**

Every September the CSA hosts an annual Subs and Clubs event during orientation week to allow the CSA executive staff, CSA club members and first year students the opportunity to connect on campus. This is a great event to attend as a CSA club to reach out to first year students and grow your club membership!

**CSA Clubs Days**

CSA Club Days take place at the beginning of the fall and winter semesters. It is a two-day event in which clubs set up displays in the UC Courtyard to promote their club. This is a great way to gain new members for your club, promote upcoming events, and get a list of members to submit in accreditation form. Check <https://csaonline.ca/clubs/> to find out when Club Days are and how you can sign up for a space.

# Club Privileges

## Mail

Accredited clubs will be assigned a mailbox in the CSA office. All mail addressed to clubs, including memos, will be delivered to this box. Mailboxes should be checked on a weekly basis. A mailbox that is not emptied regularly may be taken as a sign that a club is not maintaining its office hours, which could result in the loss of office space.

### Sending mail and receiving mail

If you want to send mail to another club, service, or elsewhere on campus, the CSA Front Office can take care of it for you. Otherwise you must mail it yourself.

Your mail should be addressed to:

Your Club Name c/o Central Student Association

Room 274, University Centre

50 Stone Road East Guelph, ON

N1G 2W1

## Email

### Email communication

Email is the official communication method between the Clubs Administrative Coordinator and all CSA clubs. You will receive information via email about deadlines, warnings and events. It is important to assign a member of your club with the task of checking the club email account, and ensure that this is done **at least** every 48 hours. Please ensure that the correct email address is listed as your contact email on your accreditation application form to prevent missed communication from the Clubs Administrative Coordinator. If your contact information ever changes it is your responsibility to update the Clubs Administrative Coordinator as soon as possible with the updated information.

### Setting up a club email account

Most clubs choose to set up a uoguelph.ca mail account for club communications. You can request a Gryph Mail account be created within your accreditation application. If you are interested in getting a Gryph Mail account outside of the accreditation application timeline you can email the Clubs Administrative Coordinator directly. The Clubs Administrative Coordinator will be able to submit your request to CCS. Once your request is complete you will receive an email confirmation with your login information. Once your email accounts have been created, please email the Clubs Administrative Coordinator to update your contact info.

### Club Listservs

Most clubs send out periodic emails to their members with information about meetings and special events. If you are choosing to do this by simply sending a regular email to all of your members than make sure to put their email addresses in the ‘Bcc’ box. This will prevent the recipients from being able to see everyone’s email addresses and is a good way of protecting privacy. If you are interested in setting up a listserv, which is a more formal way of sending out

emails to a group of individuals, then you can find information on how to set one up here:

<https://www.uoguelph.ca/ccs/listserv-mailing-lists>

## Office Space

Office space for clubs is intended for club activities and club related purposes only. Clubs that hold office space must have a minimum of five office hours per week, which must be submitted within your accreditation application as well as posted on office doors. Office space is shared except in special circumstances.

There are currently 19 club offices in the University Centre and over 100 CSA Clubs, so office space is in high demand. Failure to maintain office hours will result in a warning from the Clubs Administrative Coordinator. Continual failure to upkeep office hours can result in eviction in order to allow other Clubs who desperately need and will use the office space effectively with the opportunity to do so.

If your club has an office it is also your responsibility to keep it clean and organized. Any clubs with messy, unsanitary or unsafe office space will receive a warning from the Clubs Administrative Coordinator and be requested to resolve the mentioned issues by requested deadline to avoid further punitive action.

Requests for office space can be emailed to the Clubs Administrative Coordinator but due to high demand in office space please expect a very slow process in obtaining club office space.

## Office Phones

If you require assistance in using your club office telephone, please inform the CSA Clubs Administrative Coordinator or the Front Office Manager. If you need to use a phone and do not have an office, please contact the CSA Clubs Administrative Coordinator with your request.

## Second Floor Communal Space

There is a space on the UC second floor with tables, couches and chairs that is open for all clubs to use. Please use this space respectfully and clean up after yourself.

## Lockers

The CSA has half and quarter sized lockers on the UC second floor that are open for clubs without office space to use for storage. Lockers must be cleaned out every April. Any items left in lockers at the end of the year will become the property of the CSA. If you’re interested in obtaining a locker contact the Clubs Administrative Coordinator.

# Finances

## Budgeting

You will need to set up a budget at the beginning of the school year to submit as part of your accreditation application. It is also a good idea to have a budget so you have an idea of what events you want to run, how much they are going to cost and how much revenue they will bring in. Whenever you are applying for funding you will be asked to present a budget, so it’s a good idea to make them as detailed as possible.

Your budget should be divided into sections for different campaigns, events, or ongoing financial activities. There should be a column for revenues (the money that you make) and expenditures (the money that you spend), as well as additional columns for the estimated amount that you think you are going to spend/make and the actual amount. If you would like to use a budget template, one can be found online at <https://csaonline.ca/clubs/>

## Club Bank Accounts

One of your privileges as an accredited club under the CSA is having a club bank account. You must keep a minimum of $25 in this account in order to remain accredited. The CSA will hold money for you so long as there are less than **10 transactions total** per year. Only signing officers may access funds in your CSA account.

If your club deals with large sums of money or has more than 10 transactions per year, you will need to open a bank account with a financial institution. Email the Clubs Administrative Coordinator for more information on how to set up an external bank account.

### Steps to opening a bank account for your club:

1. CSA works with Meridian Credit Union so we recommend setting up an account with this bank. They will be familiar with the entire process which will make the set up much more efficient.
2. You will be required to have a minimum of two signing officers on your bank account. These are the people that will be able to withdraw money from the account, and will in effect be responsible for the bank account. If you can, it’s a good idea to choose signing officers that will be around for a few years.
3. Email the Clubs Administrative Coordinator to request a letter confirming your status as a CSA club to submit to the bank. You will need to tell the Clubs Administrative Coordinator the name of the bank, as well as the names of your two signing officers.
4. Make an appointment with the bank to discuss opening an account. All signing officers will need to be present. Your bank account should have your full club name (Example: *Central Student Association Clubs,* not *CSA Clubs.* I.e. **DO NOT INCLUDE ACRONYMS IN YOUR BANK ACCOUNT NAME**).
5. Once you open the bank account you must inform the Clubs Administrative Coordinator of your account information including the names and signatures of your signing officers, the branch name and address, transit number and account number.
6. You must keep detailed and complete financial statements at all times and be prepared to submit them to the CSA upon request.

## Day-­‐to-­‐Day Financial Management

You should keep track of all transactions your organization incurs. Doing so will not only give you a clear idea of available cash balances on a daily basis, but will also help you in compiling your financial and events statements that are a required aspect of accreditation applications. One simple way of tracking transactions is by keeping a transaction log and updating it as soon as transactions are incurred. A typical log would include the following information:

* + Date
	+ Entry Number
	+ Amount
	+ Description
	+ Account Number
	+ Bank Account
	+ Running Balance

Also be sure to keep all receipts, invoices, and bank statements.

## CSA Financial Regulations

* If your club receives funding from any sources outside of its membership, the CSA, and/or other student organizations, you must inform the Clubs Administrative Coordinator immediately.
* Any revenue or expense over $250 a month requires you to submit a report to the Clubs Administrative Coordinator. Failure to do so will lead to loss of accredited status.
* Your financial records must be made available to any member of the University of Guelph Community upon request.
* You must provide a photocopy of account statements upon request from the CSA.

## Fundraising Options

### CSA

An accredited club is eligible to apply for funding from the CSA. Forms for PDRs are available at [www.csaonline.ca](http://www.csaonline.ca). Please read Appendix B, Section 3.3 of the CSA Policy Manual for information about the requirements for applying for funding. Completed forms can be submitted to the Communications & Corporate Affairs Commissioner at csatalk@uoguelph.ca. Make sure to submit a PDR form prior to your event. You may submit multiple PDRs throughout the year, however there's a yearly maximum of $1000.

### College Governments

You can PDR college governments for funding, similar to the process at the CSA. The Student Affairs website mentioned below provides a list of college governments and contact information.

### Student Affairs

Check out the Student Affairs website for information on funding opportunities: <https://www.uoguelph.ca/studentaffairs/funding-opportunities>

The *Special Grants Fund* and *Special Speakers’ Fund* are both designed for providing funding for special events. If you are planning on running an ongoing event or campaign throughout the year that requires funding, consider applying for the *Student Life Enhancement Fund*.

### Referendum Questions

Clubs can run a referendum question during the election period in the Winter semester in order to get some student fees directed towards your club. Further information about running a referendum question can be found in CSA policy manual. For questions about the referendum process contact the CSA Chief Electoral Officer at csaceo@uoguelph.ca or Communications & Corporate Affairs Commissioner at csatalk@uoguelph.ca.

### Membership Fees

Some clubs choose to charge a membership fee as a way of acquiring funding for their club. If you are planning on charging a membership fee, make sure to indicate this in your accreditation application in the fall semester prior to collecting said fees. The University of Guelph has a policy that does not allow the charging of membership fees that will prevent individuals from participating in any given organization. Please keep this in mind when setting your membership fees, and consider having them on a sliding scale or pay-what-you-can basis. Any questions regarding the policies surrounding membership fees can be directed to the Clubs Administrative Coordinator.

# Running Club Events

## Student Risk Management Event Requirements

It is recommended to get all your events approved by SRM **BEFORE**you start advertising. If you advertise prior to SRM approval you are required to include “pending SRM approval” on all advertisement materials and will be responsible for communicating any changes to your event if necessary. Submission of an event to SRM must be done at least two weeks prior to the event to allow SRM to review and approve your event. Keep this in mind when planning your events throughout the semester and plan accordingly to allow adequate time for SRM approval as well as time for advertising prior to your event. Any questions about event approval and deadlines should be directed to the Clubs Programming Coordinator at csasrm@uoguelph.ca

## Advertising

### Below are some options available to clubs for advertising.

**CSA Listerv**: These regular emails are sent to all CSA members. Email the Communications & Corporate Affairs Commissioner at csatalk@uoguelph.ca to have your event publicized in the next listserv email.

**CFRU:** CKUT 90.3 FM, your campus and community radio station, might be willing to join with your organization for co-­‐promotions (you help advertise the show that will advertise your event). They can also help you set up a Public Service Announcement

**The Ontarion**: Published every Thursday, they will list community events or allow you to buy advertising space ontarion@uoguelph.ca

**Postering across campus**: The CSA offers a poster run that covers 55 places on campus. Please contact the CSA Promotional Services & Graphic Designer csapromo@uoguelph.ca about pricing and how to submit your posters.

**Postering in the University Centre:** A Clubs Board is available for advertising right outside the CSA main office. The University Centre Administration will poster for you in 6 locations. Bring your posters to their offices, UC 266.

### Banner space in the UC

Booking banner space in the UC can be done through the Promotional Services & Graphic Designer at csapromo@uoguelph.ca.

**CSA Promotional Services & Graphic Designer**: can help you to design posters and banners. Email to inquire about prices.

### Residence

All posters put up in residences must be approved by Student Housing Services and comply with the residence postering policy. The full policy can be found here: <http://housing.uoguelph.ca/about-us/university-policies>.

## Room Bookings

### Remember: Contact the appropriate people to book space or equipment as soon as you know when you will need it. If you leave it too late you may find yourself without a location for your event!

**CSA Boardroom**

Booked through your Gryph Mail by making an appointment and inviting the ‘CSA Board Room’ (csaboardroom1@uoguelph.ca ) to attend. If you have booked the CSA Boardroom for outside of regular CSA office hours (9:00 - 4:30 Monday to Friday), you need to sign out a key from the CSA Front Office.

### The Bullring

Contact the General Manager at ext. 58115 or thering@uoguelph.ca. The capacity of the Bullring is 200 people inside and 40 people on the patio.

### University Centre rooms and Courtyard

Contact the University Centre administration. Room Bookings office is located just inside UC Room 266. Hours: Monday – Friday 8:30am – 11:45am Extension 58384 ucreserv@uoguelph.ca

### Branion Plaza and War Memorial Hall

In order to book out Branion Plaza or War Memorial Hall please email the Special Events Clerk at Hospitality Services at spevent@uoguelph.ca. Spots fill up quickly when the weather is nice so book as far in advance as you can.

### Brass Taps

Contact the Brass Taps directly at ext. 52928 or brasstaps@uoguelph.ca

### Science Complex Atrium

Call the Science Complex Atrium directly at: Ext. 52991

### Peter Clark Hall

Call Peter Clark Hall directly at: Ext. 58384

### Classrooms Across Campus

Classrooms across campus can generally be booked by emailing Cathy Tutton at ctutton@registrar.uoguelph.ca. Ensure to email Cathy as soon as possible in order to guarantee you get classroom space for your event and/or meeting.

Please include the following information:

* Name of Club
* Date and Time Room is Required
* Room Capacity Required
* Campus Location or Building Preferred
* Main Contact Person’s:
* Name
* Phone Number
* Gryph Mail Address

\*You can book the same room for meetings that run throughout the semester (on a weekly or biweekly basis). If this is what you intend on booking, please ensure you specify this request in your email. In addition, if any of the weeks throughout the semester result in a missed meeting (due to holidays or reading week) please ensure to specify this in your email as well.

## Equipment Bookings

### CSA Equipment

The CSA provides some equipment for club use at no cost. You must book this equipment ahead of time in the CSA front office.

**CSA Inventory includes:**

* + LCD Projector
	+ DVD Player
	+ Extension cords
* Megaphone
* Portable projector screen
* Button maker

\*Please note that use of the button maker requires a $20.00 security deposit and a purchase of buttons for $0.10 each.

### Need other A/V Equipment?

Contact Classroom Technical Support in Day Hall, or at ext. 52778, or cts@uoguelph.ca. There are costs associated with these rentals.

**Inventory includes:**

* + Projectors,
	+ Sound Systems
	+ Laptops
	+ Microphones
* Video cameras
* Audio recorders
* DVD/VCR players
* Access to classroom equipment

## Copyright Issues and Fees

If you would like to show a movie as part of an event or club meeting, a public performance license may be required. For copyright-­‐related questions, contact the University of Guelph Library's Multimedia Specialist: Krys Mooney at extension (x52313) or kmoon@uoguelph.ca.