



BCIT Student Association

Clubs Guide
2020/2021

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WELCOME

Being part of a student club is a great way to hone leadership skills, practice organizing events, and participate in the BCIT community. Student clubs play a big role in enhancing the quality of student life for its members and the student body as a whole.

The BCIT Student Association (BCITSA) works in partnership with student clubs to provide guidance and support for them in their initiatives.

Although student clubs interact with many facets of the BCITSA, the main point of contact will be the Club Program Coordinator, whose role it is to assist and direct clubs. The Club Program Coordinator's role is to:

- Process requests for space booking
- Approve and monitor all club activities
- Advise the club funding committee
- Facilitate sanctioning of new clubs
- Provide training to clubs
- Assist clubs with accounting, events, and governance
- Work with the VP Student Experience to advocate for club's resources

WHAT'S IN THIS GUIDE

This guide is an overview of the procedures, guidelines, and resources that student leaders need to know to successfully operate a BCITSA Club. All club executives should be familiar with the material outlined here to ensure their club is operating within both BCIT's and the Student Association's guidelines. The Clubs Page at www.bcitsa.ca/campus-life/clubs/ has more detailed resources to use such as:

- Event planning documents
- Budget templates
- Executive roles and responsibilities
- Effective meeting tools
- Fundraising and sponsorship tips

Don't see a topic you need help with? Contact clubs@bcitsa.ca for support!

MANAGING YOUR CLUB AT A DISTANCE

The 2020/2021 year will look a little different for clubs, due to the effect of COVID-19 on our campus and BCIT community. Because many classes will be online in Fall 2020 and majority of students will not be physically on campus, it is more important than ever for clubs to remain active in order to continue to foster the sense of community at BCIT. As well, with the implementation of social distancing and cancelling of all large gatherings, clubs will have to be creative and versatile in planning events and activities for the 2020 year.

The Club Program Coordinator has created a resource to help clubs manage their club at a distance. This document will provide all the procedures for clubs to follow in the Fall of 2020. The document also provides information on planning events, and other tips to help successfully run your club virtually. Please head to the [BCITSA Clubs Resource page](#), or contact the Club Program Coordinator for this document.

The following information in this guide are procedures followed by clubs during a regular year. Some of these practices and procedures may not be relevant if you are running your club virtually and might not be active or in practice during this time. However, if you have questions about club policy or procedures please contact the Club Program Coordinator.

CLUBS GOVERNANCE

Effective governance is the foundation of a successful and accountable club. Clubs are subject to the policies and procedures of the BCITSA and BCIT, but they are self-governing. This means there is an elected board of executives who lead the club. Effective governance means:

- Defining proper roles for club executives
- Defining expectations for these roles
- Defining responsibilities for the club
- Accountability to the student membership, parent organization, and the BCITSA/BCIT
- Responsible management of organizational resources and finances
- Having a democratic process which allows all members to have the opportunity to run for an executive or leadership position

Regardless of the size of the club, complexity or structure, all executive boards need to incorporate key governance principles into their everyday operations. These principles include:

- Ensuring that the vision and mission of the organization is in line with the needs of the students at BCIT
- Focusing on the organization as a whole rather than a single issue or a particular member
- Working together as a whole, not as individual members practicing effective self-management, such as recruitment, orientation, development of goals, evaluation, meeting management, and teamwork

(!) Clubs that fail to follow the policies and procedures in this guide are subject to consequences determined by BCITSA

AGMs

All General and Designated Clubs are required to hold a minimum of one Annual General Meeting per fiscal year. During this meeting, clubs will discuss finances, board elections and other important matters that affect the club. There are resources available on the BCITSA website www.bcitsa.ca/campus-life/clubs to assist clubs in hosting their AGM. In general, your AGM is meant to:

- Highlight successes and achievements from previous year
- Thank club members for their work over the previous year
- Go over club's annual financial records
- Give all club members an opportunity to present any ideas and ask questions

(!) Meeting minutes from the AGM must be sent to the Club Coordinator no later than 14-days after the AGM

LEGALITY, LIABILITY AND ETHICS

Student clubs are sanctioned under the Student Association, which means they are part of the SA and are covered under the SA liability insurance and must adhere to the BCITSA Constitution & Bylaws and Policies & Procedures documents which can be found on the BCITSA website: www.bcitsa.ca/about/policies/.

All student clubs must create their own constitution and bylaws, and may also create their own operational policies, which can include requirements that have been laid out by the governing parent organizations (i.e. American Marketing Association, Institute of Electrical and Electronics Engineers Canada).

It is important to note, however, that the BCITSA's Constitution & Bylaws and Policies & Procedures supersede all other documents relating to the club and its parent organization. As a club, there is a moral responsibility to the student body as well as a responsibility to maintain public trust. A club does not represent only its members but rather the people it serves: the students.

In serving the students, a club must realize and heed potential liability issues. Personal liability can be minimized when club members are acting prudently, within their own authority, and are not negligent.

Actions can affect students, the club, BCITSA, and BCIT.

Primary concerns with liability would include:

- **Student clubs signing contracts:** Clubs must have contracts or agreements signed by an authorized Student Association representative.
- **Bringing third party organizations on campus:** Clubs can invite industry professionals as guests onto campus, but special permission is needed to bring companies who are selling or promoting themselves.
- **Events being held both on and off campus that involve physical activities or alcohol:** Special permission for these events is needed in case extra insurance is needed and risk management protocols must be followed.

(!) Clubs MUST inform the Club Program Coordinator of activities involving contracts (venue agreements etc.), third party organizations on campus, physical activities, and alcohol.

CLUBS EXECUTIVE FORUM

This forum is used as a discussion channel to discuss policy or operational changes to the Club Program. The VP Student Experience will schedule two meetings a year and invite clubs' executives to provide feedback on proposed changes or suggestions to improve the program. Clubs will be notified 30 days prior to the meeting date.

FUNDING

Event Funding (see application at www.bcitsa.ca/campus-life/clubs)

BCITSA provides funding for clubs to be used in addition to their own fundraising efforts. Funding considerations are made on an event-by-event basis. There is a deadline each month of the regular school year (August - April) in which clubs can apply for funding for their upcoming events.

- The monthly application deadlines are posted to the calendar on the club's page of the website: www.bcitsa.ca/campus-life/clubs, and reminders are emailed to the club's executives.
- Event funding applications must be completed at least two weeks prior to the event and must be submitted by the monthly deadline to be considered for that intake.
- Applications will be reviewed by the Clubs Committee once a month following the application deadline, and funds will be issued based on the decision of the committee.
- The maximum amount a club may receive for a single event is \$1000.
- The maximum amount a club may receive from Event Funding over the entire fiscal year (August - April) is \$2500.
- Events that are hosted by two or more Clubs only require a single Funding Request Form and the clubs hosting will be responsible for separating the Club Funding amongst themselves.
- Clubs will receive the full amount granted up front.
- Should a club fail to comply with the accounting procedures in a timely manner after an event that has received funding, the club may not be considered for further funding until they are in good standing.

(!) Event Funding cannot be used to cover competition, conference or fees for students to attend workshops. See applications for SIF and Competition Funding on the website www.bcitsa.ca/student-services/programs-services/awards/

Membership Fees

Collecting membership fees is a great way to kickstart funding for clubs each year and ensures commitment from participating students. All General Clubs are required to have a mandatory yearly membership fee of a minimum \$1.00 and maximum \$50.00. Clubs that use membership fees to pay for ties with an external membership, must have it stipulated in their club constitution and notify the Club Program Coordinator. (see information on Parent Organizations)

The Clubs Committee

The Clubs Committee meets once a month following the monthly deadline for Clubs to submit their funding requests. The committee ensures that funds are distributed fairly in consideration of what the club has contributed to enhancing the lives of the student body in terms of academic opportunities as well as social events, and whether the club is in active, good standing. Decisions are final and cannot be appealed. The Clubs Committee also hears proposals for new clubs from the student body. The committee recommends to Student Council whether to formally sanction the club under the Student Association.

ACCOUNTING

All General Clubs are eligible to have a chequing account through the BCITSA if a need is demonstrated.

Each bank account will have at least one club representative as a signing authority for the club, which by default, falls on the President or the Treasurer. The VP Student Experience and the Controller are the two signing authorities that represent the BCITSA on the club's account.

Deposits

- All funds (from membership fees, ticket sales, sponsorship and donations, fundraising, bake sales, et cetera) must be deposited in the club's account. **It is important to remember that funds must be deposited before the club is eligible to use them.**
- Funds must be deposited seven days after the day of the event.
- The BCITSA does weekly deposits to Vancity.
- If a club provides services to a company/organization, the club must send an invoice to the company and provide a copy to the Club Program Coordinator. Invoice templates are available on the website or from the CPC.
- The club must provide the Club Program Coordinator with details regarding sources of the revenue and funds, i.e. ticket sales from the Fall Mixer event. This information is used to keep accurate records of club transactions.

Issuing Reimbursements

- An internal reimbursement form must be filled out and signed by at least one club executive.
- Reimbursement forms can be found online www.bcitsa.ca/campus-life/clubs/clubs-resources/ or with the Club Program Coordinator
- Original backup documents (receipts, invoices marked PAID) must be attached to the internal reimbursement form and submitted to the Club Program Coordinator. **Note: Only originals (no photocopies) are permitted.**
- The President or the Treasurer must fill out a cheque for the person being reimbursed and sign the cheque.
- Receipts must have itemization of the purchased items and a line for GST. **A credit/debit transaction slip may not be used in place of an actual receipt.** You must sometimes request this at places such as restaurants.

- Submit documents and cheque to the Club Program Coordinator, who will have the VP Student Experience or the BCITSA Controller review and sign the cheque.
- The cheque will be available for pick up from the Club Program Coordinator or the BCITSA main office. The original backup documentation will be filed in the BCITSA office.
- This process should take a minimum of four days.
- Additional cheques can be reordered through the Club Program Coordinator at clubs@bcitsa.ca.

Issuing Payments Directly

To avoid the reimbursement process, clubs are encouraged to pay directly to the company/firm that is executing an order for a club (business cards, t-shirts, venue booking, etc.) Invoices must be made out to the club and will serve as backup document in order to approve the payment cheque. The invoice may be sent by email to the Club Program Coordinator.

(!) If a club has an event and needs to reimburse someone, they must make sure the money is deposited first and then the reimbursement may be issued by cheque.

Changing Signing Authority

Changing a signing authority, such as when a new executive takes a position, requires a few pieces of information and is handled by the BCITSA Club Program Coordinator. It is recommended that there be two signing authorities from the club, though one is allowed. The Club Program Coordinator will need the following:

- Photocopies of two pieces of the new signing authority's ID (Student ID, and one piece of picture ID), which can be made by the Club Program Coordinator.
- A copy of club meeting minutes in which the proposed signing authority was voted into their position.
- The following details for both the President and the VP-Finance/Treasurer:

Name/Position
 Birthday
 Address
 Email(s)
 Telephone

Any deferral of signing authority to a member of the executive other than the Club President or Treasurer/VP-Finance must come with the written approval of the President and Treasurer of that club, stating the change and the reasoning behind the switch.

(!) Club Executives who will have Signing Authority of their club's bank account must provide meeting minutes showing they were elected to their positions.

PARENT ORGANIZATIONS

If a club is part of a parent organization and would like to send the membership fees to this organization, the club must present the following documents in order for their request to be processed:

- Meeting minutes, according to which the club has agreed to send the membership fees to the parent organization
- A list of the full names of those (preferably in an Excel spreadsheet) from whom the money was collected via club membership fees
- The sum of money (including which currency – usually CAD or USD) as indicated by the parent organization
- A cheque with the letter to the parent organization asking the parent organization to submit a receipt with confirmation that specifies the sum of money it has received and the number of people that were accepted as new members.

The club must indicate in the letter that all receipts should come to:

BCITSA [name of the club]
ATTN: Accounting Supervisor
3700 Willingdon Ave., SE2 bldg.
Burnaby, B.C. V5G 3H2

or by email to: accounting@bcitsa.ca

DONATIONS TO CLUBS

These are some points regarding donations noted directly in the BCITSA Policies & Procedures document (found on www.bcitsa.ca/about/policies/):

- Only individuals require tax receipts, not businesses or organizations, when making a donation
- A donation is defined as money given to the club with no value exchanged
- To receive a tax receipt as a result of a donation to a club, executives of that club must contact the Club Program Coordinator to obtain approval.
- No student may do anything that leads a potential donor, who requires a tax receipt, to believe that a donation has been accepted until the approval from the Director or Controller is received.
- Only the BCITSA may issue tax receipts for cheques, cash, or gifts. NOTE: The BCITSA does not issue tax receipts for services.
- If a donor requires a tax receipt, the cheque must be written for the BCITSA, and not for a student club. Cash must be deposited to the bank account of the BCITSA and then transferred to the clubs account without any fee.

- Student club executives may participate and solicit donations on behalf of the student club to which they belong.
- If a third party sends a cheque to a club, the address must be correctly indicated. The BCITSA is not BCIT or any of its departments. The address must be written in the following way:

ATTN: [CLUB NAME HERE]
STUDENT ASSOCIATION OF BCIT
3700 WILLINGDON AVENUE
SE2 3RD FLOOR
BURNABY, BC
V5G 3H2

DONATIONS FROM CLUBS

In the event that a club would like to donate money to a charitable organization, the backup documentation should be the clubs meeting minutes. The minutes should state the following:

- That the club is going to donate money
- A list of the people who attended the meeting, their signatures, the name of the organization, and the amount of money which is going to be donated
- The cheque must be sent with a letter to the charitable organization asking for a tax receipt. No cheque will be approved without the letter for a tax receipt. Receipts can be emailed or mailed.

Bursaries From Clubs

Many clubs offer bursaries and scholarships as part of their projects. If a club would like to give a bursary or scholarship to a student, the following process must be in place:

- Meeting minutes that state the club is giving this bursary (including amount, regulations of receiving bursary, etc.)
- A list of people who attended the meeting and their signatures
- The receiver of the bursary will fill out a T4A and return it to the Club Program Coordinator

Monthly Reports

The Student Association has online account viewing for all club accounts and keeps accounting records as per the requirements of the Canada Revenue Agency.

The following information can be requested at any time by executive member of the club:

- Balance sheets
- Income statements
- Copies of bank statements
- Online account history
- Balance of accounts

Requests should be sent to the Club Program Coordinator at clubs@bcitsa.ca

(!) If there is any doubt about procedure or the best way to deal with a situation, please, contact BCITSA Club Program Coordinator and/or BCITSA Accounting Supervisor.

EVENTS

Events are a great way to engage members, connect the BCIT community, and fundraise for future initiatives. The Club Program Coordinator must be aware of all club events, not including club meetings. When planning an event, it is best to have as much lead time as possible. Event request and space booking request forms are available online or with the Club Program Coordinator. Event Request forms must be filled out a minimum of 4 weeks before an event. Event Requests for large-scale bookings submitted later than this will not be approved.

Equipment and AV Rentals

All clubs have access to materials and equipment needed to host events, free of charge. Clubs must first contact the Club Program Coordinator to fill an event request form and book equipment for their event. All equipment is subject to availability, but examples of equipment that the SA can provide are;

- Tables
- Chairs
- Skirting
- Pipe & drape
- Cash boxes
- Stage

AV rentals can be booked through BCIT AV Services with the assistance of the Club Program Coordinator.

Food at Events

There are several options for food providers at your on-campus events. SA Catering and Chartwells are the catering options on campus, but you can also source outside food for your events. Catering requests should be made at least two weeks prior to all events.

(!) Clubs are prohibited from bringing outside food to events at Downtown Campus. All catering for events at BCIT Downtown Campus must be provided by the exclusive food provider. Contact the Club Program Coordinator to book space and catering downtown.

Ordering On-Campus Catering

- Catering orders must be placed a minimum of two weeks (10 Business days) before the event
- The club must specify their catering needs to the Club Program Coordinator to get a quote.
- Menus are available with the Club Program Coordinator and at the BCIT and BCITSA websites.

- The club may not request any last minute or previously undeclared food, facilities, or services on the day of the event.
- Invoices must be paid a maximum of two weeks after the event occurs

Ordering Off-Campus Catering

Clubs are welcome to source their own food from off-campus for events, such as ordering sandwich or veggie platters from a grocery store., but no external catering company can be brought on campus. Food from off-campus must be placed and managed by the club. If a club decides to purchase food from an off-campus source, the club is responsible for cleaning and properly disposing of all items. In town squares, the clubs will still be required to pay for room set up charges.

(!) Clubs will be fined \$500 + for cleaning charges if rooms and event spaces are left unclean.

PREPARING FOOD

Bake Sales

To save money or raise money in the case of a bake sale, clubs can bring prepared food for their events. Clubs must follow the proper food-safe procedures outlined by Fraser Health:

- A sign must be displayed that is clearly visible to the consumer/attendees that says “THIS FOOD HAS BEEN PREPARED IN A KITCHEN THAT IS NOT INSPECTED BY A REGULATORY AUTHORITY” or equivalent wording
- Food products should be protected from sources of contamination at all times
- Proper handwashing procedures, along with utensils and/or gloves should be used when serving food to consumers

BBQ's

Clubs wanting to host a BBQ must obtain a temporary permit from Fraser Health. Permits must be submitted no later than 14 days prior to the event date, so proper planning is necessary. All students cooking must have their Food Safe Certification and provide scanned copies of their certificates to the Club Program Coordinator prior to the BBQ. A BBQ and propane can be rented from the SA. Please contact the Club Program Coordinator to book.

OFF-CAMPUS EVENTS

All events held at off-campus venues must have a signed contract or memorandum of understanding with clearly defined expectations of the vendor and the club involved. This contract must be signed by one of the BCITSA signing officers. Only BCITSA signing officers (President, VP-Finance, and/or Controller) can legally endorse a contract or agreement.

(!) No student club is authorized to sign an event contract on behalf of the BCITSA or the club itself.

Events Involving Alcohol

Events where alcohol is served are governed by – and must adhere to – B.C. Liquor regulations and the BCITSA Policies & Procedures manual. Student clubs must ensure that companies providing rental space during events serving alcohol off-campus have procedures to prevent underage drinking, servers with Serving It Right certification, non-alcoholic drinks available, and designated drivers or other safe means of transportation accessible to attendees.

All on-campus events involving alcohol must take place at Habitat Pub or in Town Square conference rooms. If a club is wanting to host an on-campus event with alcohol, that does not take place in the pub, the following must be in place:

- Approval from BCITSA Event Manager
- Approval from BCIT Director Corporate Liability and BCIT Director Safety and Security
- Approved Special Occasion License for the space (i.e Town Squares)
- Servers that have valid Serving it Right Certificates
- A detailed Security Plan, approved by BCIT Director Corporate Liability and BCIT Director Safety and Security
- Event Insurance

Events Involving Gambling

Raffles, bingos, 50/50s and draws are a popular form of fundraising for clubs. Prior to hosting an event that involves gambling of any kind, clubs must apply and receive a Gambling Event License. Gambling Event License applications must be submitted no later than 10 days prior to the event. Contact the Club Program Coordinator to find out if your event requires a license and how to fill out an application.

Post Event Reports

All clubs are required to submit a Post-Club Event Form to the Club Program Coordinator no later than 14 days after the completion of the event. Event reports are a helpful tool to have during the transition of club executives and are a good way to track your clubs progress and activity over the year. Events hosted by multiple clubs only need one event report submitted. The Post Event Report Form can be found on the website at www.bcitsa.ca/campus-life/clubs

Annual Reports

General and Designated Clubs are required to submit an Annual Report to the Club Program Coordinator, by the end of their Fiscal Year. The Annual Report is designed to be a transition document to help keep clubs sustainable.

The Club Program Coordinator will keep an up to date Annual Report template which can be found on the website www.bcitsa.ca/campus-life/clubs. At minimum a club's annual report MUST include:

- The names and contact information of the outgoing and incoming Club Executives
- A list of all Members current to the end of the Fiscal Year
- A summary of all Club Events
- Current Copy of the Club Constitution

CAMPUS PRINT & COPY | GEARED-UP

Clubs are encouraged to use BCITSA's facilities for their printing and administration needs. To avoid extra paperwork and to streamline processing times between the clubs and the BCITSA, the following must be in place:

- A designated club member must be selected to liaise with the Campus Print & Copy Supervisor
- Clubs must inform the Print & Copy centre that the items they are printing are for a club purpose
- The Campus Print & Copy centre will get the club to fill out and sign a receipt slip
- The same process will take place when purchasing any Geared-Up items
- After the order is complete, the club's Treasurer/VP-Finance must write a cheque to the BCITSA based on an invoice from Campus Print & Copy and/or Geared Up

Discounts

Clubs get:

- 10% off Geared Up purchases \$100 or more
- 10% off BCITSA Catering purchases \$100 or more
- 25% off Campus Print & Copy purchases
- 25% off Chartwells catering

Club Storage Room

In SE2 there is a storage room accessible for all clubs to use. Clubs are encouraged to use the room responsibly and be mindful of cleanliness, ensuring there is room for all Clubs to use the space. The following guidelines are in place and must be followed by clubs:

- Clubs have access to a maximum of one locker per club and two boxes of shelving space
- Items left on the floor of the room or stacked precariously may be removed
- Spills and other messes must be cleaned up immediately
- Storing of personal items is prohibited
- No alcohol or liquor is permitted to be stored or consumed in the Club Storage Room
- At the end of the school year, clubs are asked to do an inventory and clean-up of their storage items
- Locks may be cut, and items removed, if a club neglects the management of their property or items and lockers are left unattended or unclaimed for a prolonged period

CLUBS SPACE

CLUBS MEETING ROOM (SE2 ROOM 258)

The clubs meeting room is a space specifically designated space for clubs. Student Clubs can book the meeting room through the Club Program Coordinator.

BCITSA COUNCIL CHAMBERS

The BCITSA Council Chambers is a formal space that can be converted for a number of different uses. Student clubs may book this space for their events through the Club Program Coordinator.

THE GREAT HALL

The Great Hall (SE2) at the Burnaby campus is designed as an informal student space, and is shared by BCIT and BCITSA. Student clubs primarily use the Great Hall for:

- Membership drives
- Ticket sales or fundraisers for upcoming events
- Building awareness and support for fundraisers

HABITAT

Student Clubs may use Habitat Pub for events. Arrangements and scheduling is limited due to the regular operation of the pub. The Club Program Coordinator will be the point of contact when booking this space.

TOWN SQUARES A, B, C, OR D

Student clubs may book Town Square A, B, C, or D for their events. This space is in high demand and at least 4 weeks lead time is needed for bookings. Please contact the Club Program Coordinator for more information.

ACADEMIC SPACES

Academic spaces, such as the SE6 TELUS Theatre or other classrooms are available for clubs to book, and at least 72 hours lead time is needed to make bookings.

DOWNTOWN CAMPUS

There are classrooms and formal conference space at the downtown campus available to rent for a discounted fee. Please inquire with the Club Program Coordinator.

MARKETING AND PARTNERSHIPS

Clubs have many avenues to promote their events and recruit members:

Promotion on the BCITSA website/social media

Send the Club Program Coordinator posters, blurbs, or share postings on the SA social media channels.

Dissemination of materials to Set & Class Representatives

These are monthly meetings are attended by students from certain schools, and clubs can present at these meetings to inform the class reps of upcoming events.

25% discount on all printing related to student club initiatives

Clubs can print posters, leaflets, banners, business cards and more at Campus Print and Copy on campus and receive a discount.

Posting boards across campus to advertise on (see guidelines on next page)

The SA has designated boards to post advertising on.

Promotional tables on campus in high-traffic areas

Contact the Club Program Coordinator to book a table in the Great Hall, Campus Square, or other areas on campus in order to sell tickets or other items, advertise events, or recruit members.

Sponsorships

Partnerships with external companies are a great way for clubs to attain sponsorship, find industry speakers and guests for events, and create collaborative relationships.

- Clubs are encouraged to seek out relevant third parties for incoming donations and sponsorships
- Clubs must notify the Club Program Coordinator of all received donations and sponsorships from third parties no later than 14 days after a commitment is made or secured

Conflicts of Interest

BCIT Foundation and the SA Marketing department have established relationships with external companies, and there are existing contracts on campus with some companies that must be enforced. Clubs should check with the Club Program Coordinator to find out about any conflicts of interest with existing relationships or contracts.

Resources

SA Career Services and Marketing staff can share knowledge about building relationship building with external groups. However, they can not directly give contact information for companies out to students. Please speak with the Club Program Coordinator about developing your club's strategy around external relationships and related resources.

(!) No club has the authority to bring an external group on campus without the knowledge and consent of the BCITSA.

ADVERTISING

BCITSA POSTING GUIDELINES

All printed materials posted at BCIT are required to adhere to the guidelines below.

- Materials may not be posted on painted or glass surfaces, on exterior surfaces (including but not limited to buildings, pillars, signage, and maps), on doors, on cement, over existing posters or signage, in washrooms, on floors, or on light fixtures.
- In all buildings, printed materials may be posted on BCITSA bulletin boards only.
- Posting on interior pillars covered with a posting surface is permitted (i.e. bulletin board wrap).
- Only the BCITSA, BCITSA-approved clubs, and students may post the BCITSA bulletin boards, which are painted red. Third-party materials must be pre-approved by the BCITSA Marketing Department.
- Printed materials may be posted on BCIT bulletin boards for BCIT staff and BCIT activities. Contact BCIT separately for access/permission to use these boards.
- Students and third-parties are not permitted to post on the BCIT Rec Services boards.
- BCIT and BCITSA materials must have the BCIT and/or the BCITSA logo included in their design. Their logos may not be used without permission, including by clubs.
- Printed materials from organizations other than BCIT and the BCITSA must be pre-approved and date-stamped by the BCITSA offices.
- Materials may only be affixed with masking tape, unless they are posted on bulletin boards, at which time thumbtacks must be used. Staples are not permitted on the bulletin boards.
- There is a maximum of one 11" x 17" poster per bulletin board per group/event/club.
- Affiliated groups are responsible for the removal of their posted materials. Failure to remove materials will result in a loss of future posting privileges.
- Failure to adhere to these guidelines may result in an assessment of costs associated with the removal of posted materials and cleaning/repair fees.

BCIT Facilities Management and the BCITSA reserve the right to remove materials that do not adhere to these guidelines without notice or reimbursement. Further, BCIT Facilities Management and the BCITSA reserve the right to move printed materials as needed.

ADDITIONAL RESOURCES

Please visit the SA website (www.bcitsa/campus-life/clubs) or contact the Club Program Coordinator for assistance with:

GOVERNANCE

- Transitioning the incoming executive to takeover club operations
- A list of common Executive positions and their roles
- Meeting minute templates
- How to conduct an effective meeting
- Meeting facilitation tips
- Constitution template

EVENT MANAGEMENT

- Event checklist
- Event planning document
- Catering menus and contacts
- Event insurance and Special Occasion Licenses (liquor licenses)
- Risk assessment

ACCOUNTING

- Budget template
- Reimbursement form
- Accounting reports
- Invoice template

CONTACTS

Vice President of Student Experience

vpexperience@bcitsa.ca

Club Program Coordinator; Carly Watson

778.331.1328 | Fax: 604.434.3809

clubs@bcitsa.ca

Accounting Supervisor; Anna Bratslavskaya

604.432.8335

accounting@bcitsa.ca

Administrative Assistant; Carol Liberalino

604.451.7087 | Fax: 604.434.3809

services@bcitsa.ca

Director; Caroline Gagnon

604.432.8600

director@bcitsa.ca

AV Services - AV services loans various types of audio/visual equipment

Circulation and support SE12-104

BCIT_AudioVisual_Services@bcit.ca

604-412-7444 (Option 3)

www.bcit.ca/avservices

BCITSA Catering

604.431.4918

catering@bcitsa.ca

Chartwells Catering

604.451.6720

catering@bcit.ca

APPENDIX

STUDENT COUNCIL

The governing body of the BCITSA that represents all BCIT students.

ASSOCIATION BYLAWS

The governing rules and regulations approved through the annual general meeting concerning powers and duties of the BCITSA, all officers, committees, and clubs.

POLICIES & PROCEDURES

The prescribed matters of procedure not covered in the Societies Act or the BCITSA's bylaws generally dealing with operational standards and practices of the BCITSA.

VICE PRESIDENT, STUDENT EXPERIENCE

The student executive position responsible, among other duties, to oversee and provide assistance to all student clubs and report to the Executive and Student Council on clubs related activities.

STUDENT CLUBS

Subsidiary student groups of the BCITSA that work to enhance the experience of the student body by meeting untapped needs and opportunities for BCIT students. These needs can come in the form of support, recreation, or even just social aspects.

CASUAL CLUB

Casual Clubs are less regimented and require fewer responsibilities from its members than General Clubs. Casual Clubs receive limited access to Club Resources and no access to funding of any kind.

DESIGNATED CLUB

Designated Clubs bear the name and profess policies of a political party, religious organization or similar. Designated Clubs receive all the rights and responsibilities as General Clubs but have no access to funding of any kind.

GENERAL CLUB

General Clubs have all the rights and responsibilities as a club outlined in the BCITSA Policies and BCITSA Bylaws. General Clubs also have full access to funding and all Club Resources.

BCITSA EVENT

Any activity which is led by students and approved and/or insured by the BCITSA that is open to students.

BCIT EVENT

Any activity which is led by faculty and or staff for educational purposes and approved and/or insured by BCIT that is open to students.

INSURANCE

Third Party Liability Insurance, in respect of any injury sustained by any member or other person participating in any BCITSA activity.

EXTERNAL GROUP

Any company, agency, proprietor, not-for-profit, et cetera wishing to gain access to BCIT students to promote products and/or services.

DEVELOPMENT

Any activity including but not limited to the sourcing, procurement, and stewardship of funds relating to advertising, sponsorship, donations, and direct marketing strategies.

FISCAL YEAR

A fiscal year is a 12-month period that an organization bases its finances and accounting off of. The BCITSA's fiscal year runs from June 1 – May 31st the following year and club's fiscal years normally align with this. Clubs with a different fiscal year must have outlined it in their Club Constitution and notify the Club Program Coordinator.

BCITSA PREMISES

Any space exclusively managed by the BCITSA. These spaces include services and operations, offices, Council Chambers, Clubs Meeting Room, SA Centre etc.

COMMON SPACES

Spaces jointly managed by the BCITSA and BCIT, including but not limited to the Great Hall.

ACADEMIC SPACES

Spaces used primarily for academic purposes that are exclusively managed by BCIT, including but not limited to classrooms, theatres, and labs.

BCIT CORPORATE SPACES

Spaces used primarily for revenue generation through external use that are exclusively managed by BCIT, including but not limited to BCIT cafeterias and Town Square meeting rooms.