

CSU CLUBS

Manual



Concordia
Student Union

INDEX

- 3 Introduction
- 4 Club Registrations
 - Registering your club
 - Updating your club registration
 - Password Retrieval
- 5 Clubs Budget Requests
 - Budget request
 - Requisitions
 - Bank accounts
- 5 Using Your Club's Budget
 - Reimbursement
 - Requisitions
- 6 Additional Sources of Funding
 - Clubs Special Project Fund
 - Dean of Students Office
 - External Sponsors
 - Faculty Associations
 - Colleges, Schools and Departments
 - COI (Concordia Orientation Initiative)
 - SAF (Sustainable Action Fund)
- 8 CSU Services
 - Posters
 - CSU Website
 - CSU Facebook Group
 - CSU Twitter
 - Mail Services
 - Mail Folders
 - Comms Office
 - Computer purchasing
- 10 Space Bookings & Rentals
 - Hospitality Concordia
 - Dean of Students Office
 - Banner Space
 - 7th Floor Lounges
 - Bakesale Space
 - The Hive
 - CSU Cafeteria
 - Modular Conference Room
 - CSU Mezzanine Information Tables
 - Kiosk
 - Food Waivers & Permits
 - Alcohol Permit
 - Deadlines to keep in mind
- 14 Frequently Requested Supplies (for events)
 - Custodial
 - IITS
 - Hospitality
- 15 Contact List for Booking Spaces
- 16 Clubs with Office Space
 - Office Keys
- 16 Sustainability
- 18 Important University Contacts
 - Dean of Students Office
 - Security
 - AV Bookings IITS
 - Facilities Management
 - Environmental Health & Safety

Introduction

A broad range of clubs can be found within the Concordia Student Union. These clubs are representative of the rich diversity contained in our student population. Clubs play a vital role in supporting a great university experience rich in opportunities for self-growth, learning and building lasting relationships.

This clubs manual includes important information that will assist executives in planning their events and organizing successful activities around Concordia. It includes information about how to register your club for the year, obtain an annual budget, find alternative sources of funding, book space, and access various services available to student groups.

The CSU is committed to supporting every club within our organization. If any executives have questions or concerns, they are encouraged to contact either the VP Clubs & Internal, or the Clubs Director for more information.

James Tyler Vaccaro

VP Clubs & Internal
clubs@csu.qc.ca
514-848-7474x8900

Gonzo Nieto

Clubs Director
clubsdirector@csu.qc.ca
514-848-7474x7802

Club Registration

At the beginning of each school year, all clubs must update their registration information to include the names, student ID numbers, and contact information for the upcoming year's club executives. Please keep in mind that club executives must be currently registered undergraduate students. If you have any questions about the registration process, send an email to clubsdirector@csu.qc.ca.

To update your club's registration information:

- Sign into the CSU website (csu.qc.ca) at the bottom of the page with your club's username and password*
- Click on Club Registration under Club Tools in the left-hand column
- Find your club from the list, click on it, and then click on Edit this at the bottom**
- Update the names, student ID numbers, and contact information for the current year's club executives, and update your booking and signing officers. Please ensure all emails are correct, as we will be using them to contact you.
- Once all your club's information is updated, click Update at the bottom of the page
- Once the VP Clubs & Internal has approved your club's registration, your club's booking and signing officers will receive an email requesting that they come to the CSU office (H-711) to sign the registration form
- When the booking and signing officers have signed the registration form, it will be sent to the Dean of Student's Office to be processed. Your club will appear on deanofstudents.concordia.ca/student-groups/complete-list-of-student-groups when the registration process is complete. It may take up to ten business days for the registration to be processed.

*Your club's previous President should know the club's username and password; however, if you're not able to find it, send an email to clubsdirector@csu.qc.ca.

**If your club has never completed a registration before, it will not appear on this list. In this case, go to registermyclub.csu.qc.ca to fill out a club registration form.

Club Budget Request

All clubs must submit a budget request before the start of September. The budget requests will be considered by the Clubs & Space Committee, which makes the final decision on club's yearly budgets.

To fill out a budget request for your club:

1. Go to the CSU website (csu.qc.ca), click on Downloads at the top and then click on Club Related
2. Download the PDF document called How to submit your Club Budget
3. Download the Club Budget spreadsheet
4. Once all the information is filled out, send the finalized club budget request to clubs@csu.qc.ca

The criteria considered by the committee are:

- how active the club was in previous years
- amount requested in budget request (the more detailed and realistic the budget request, the more likely your club will get a good budget for the year)
- how much was spent from previous year's budgets
- any awards received in previous years

Using Your Club's Budget

There are two ways to use the money in your club's budget. The first way is to pay for something yourself, and then submit a request for reimbursement to the CSU, including the original receipt. The second way is to have the supplier invoice the CSU directly for something, making sure that they specify the name of the club that the order is for. It is important that you speak to the VP Clubs before asking a supplier to invoice the CSU directly. No cash advances can be given by the CSU to Clubs out of their budgets.

To be reimbursed for a club expense, go to csu.qc.ca, click on Downloads and then on Requisitions, and download the document titled Requisition Form (if you are an IEAC club, use the IEAC Requisition Form). For instructions on how to fill out the requisition form, consult the Requisition Form Instructions. Please be descriptive with the expenses you are requisitioning; the more details you provide, the more quickly the requisition can be approved.

Please note that you must include all original, detailed receipts (no credit or debit receipts) related to the expenses being submitted. We cannot reimburse any requisitions without the original receipt.

Don't forget to include the mailing address and name to which the CSU should make out the requisition cheque. All requisition cheques are sent out by mail, so we cannot process requisition forms that do not have a mailing address.

Requisitions can only be approved by the CSU if the both of the Club's signing officers have signed the requisition, even if another club member made the purchase.

If you are about to make a larger purchase, it is recommended that you contact the VP Clubs in order to confirm that you have sufficient money remaining in your budget and that the expense is one we can reimburse you for. We are not responsible if your club members make expenses greater than what your club budget can cover.

CSU Clubs may not keep independent bank accounts, and may only have a bank account that has been approved by the CSU VP Finance. If your club receives funding from any external sponsors, or feels they have a legitimate need for an external bank account, it is advised that you come talk to the VP Finance. If a club is found to have an undeclared external bank account, their internal bank account will be frozen until the issue is resolved.

Please note that clubs cannot spend club funding on alcohol or single-use plates, cups or utensils. For more detailed guidelines on CSU Club Funding, it is recommended that you read the Book II - Clubs section of the CSU Standing Regulations, which can be found on csu.qc.ca > Downloads > Rules and Regulations.

Additional Sources of Funding

Here is a list of opportunities for clubs to obtain additional funding for events and projects:

Clubs Special Project Fund

Any club may apply for additional funds for a project or event from the Clubs Special Project Fund. To apply, go to csu.qc.ca, click on Downloads at the top, then click on Special Projects and download Special Projects Application Form. When filling out the form, remember to indicate that the proposal is being made by a CSU Club. If you have any questions regarding the application process for Clubs SPF, send an email to clubsdirector@csu.qc.ca with your questions.

Dean of Students Office

The Dean of Students Office administers a Special Projects Fund through the Concordia Council on Student Life. From their website:

“CCSL makes funds available to support projects that enhance or contribute to the quality of student life at Concordia. Events, projects or initiatives that enhance student life are ones that seek to positively raise awareness or engage the student body in a social, political, educational or cultural context. The fund is designed to support innovative and unique activities rather than on-going expenses of student groups and initiatives”

Guidelines and application forms, and information about deadlines for the CCSL SPF can be found at dean-of-students.concordia.ca/funding-and-awards/ccsl-special-projects. Filled out application forms should be dropped off at the Dean of Students Office (AD-121 at Loyola, or H-637 at SGW).

External Sponsors

If you are hosting an event around the University, there are always stores, hotels, cafes and restaurants that are looking for ways to advertise to students. Offering them a sponsorship package and free advertisement during your event will encourage these companies to give you money and invest in your club. Please talk to the VP Clubs if you need any help making a sponsorship package.

Faculty Associations

Some faculty associations, like ASFA, have a Special Projects Fund. For further information, check out the faculty association’s website or contact one of their representatives.

Colleges, Schools, and Departments

For a speaker of an academic nature, it is possible to obtain funding through a department related to the topic of the event. For example, if you are hosting a speaker on an environmental issue, the Department of Geography could contribute funding. Apply by handing in a plan for your project to the department. Remember, if your project touches on more than one issue, you may be able to apply to more than one department.

Concordia Orientation Activities (COI)

This is part of the New Student Program, and collects a fee from all new students (approximately \$200,000 each year). The money is spent on orientation projects. Although a lot of it is used internally, about \$80,000 is set aside for student initiatives. You can apply to the NSP fund in June for projects aimed at the whole Concordia community. The projects don't need to happen during orientation, but as stated before, the whole Concordia community must be an intended audience. Apply by handing in a plan for your proposal to H-440 or AD-103.

Sustainability Action Fund (SAF)

Are you looking for funding to make our campus more sustainable?

As youth and global citizens, Concordia University undergraduate students are striving to ensure that our common future will be a prosperous one. SAF seeks to better the ecological and social system by allocating resources to sustainable development at Concordia; with the aspiration of our actions in Montreal resounding globally.

The Sustainability Action Fund is funded by a 25-cent per-credit fee levy, and totals approximately \$150,000 per year. This amount goes to support sustainable infrastructure, student-driven projects, and inspire a culture of sustainability at Concordia.

To apply for special projects funding from the Sustainability Action Fund, visit safconcordia.ca.

CSU Services

This section provides an overview of the services made available to clubs by the CSU.

Posters

The most direct way to promote your club's events is by putting up posters on the poster boards distributed throughout each campus; all posters must have a valid stamp on them, and a maximum of 75 posters can be put up for any event*. Posters can be stamped at the CSU office, or by the GSA or any of the faculty associations at their respective offices. It is advisable to leave a small blank area on the poster for the stamp to be placed. All posters must have the name and logo of the club visible, and must not exceed a size of 11x17". Posters of a commercial nature will not be stamped.

*During CSU elections (throughout March), the number of posters for approved events is reduced to 25.

For more information on posters, it is recommended that you make yourself familiar with Concordia's Policy on the Display of Posters, which can be found at concordia.ca/web/policies-sector.html#VPS.

CSU Website

The CSU website is a great resource for clubs. The front page of our website features a calendar that displays upcoming events, including club events. To add your event to the calendar:

Sign into the CSU website with your club's login information

On the CSU homepage, click on the tab that says "Add event" on the right-hand side of the page

Fill out the necessary information for the event template

Click save, and you're done!

CSU Facebook Group

The CSU communicates with a large portion of the student body on Facebook, so making use of the CSU Facebook page is a great way to reach out to thousands of students! If you'd like us to promote an event through our page, please email communications@csu.qc.ca with the subject heading "(Club Name) event for Facebook" and include the relevant links and information. Your club can also post on the CSU page at any time! Head on over to facebook.com/csu.qc.ca if you haven't liked our page yet.

CSU Twitter

If you'd like an event promoted through the CSU Twitter account, tag [@csuconcordia](https://twitter.com/csuconcordia) in your tweets!

Mail Services

If you need to send any mail to other university departments, place your mail in an internal mail envelope (available at the CSU office) and leave the mail in the mail bin found at reception. This service is free of charge.

Mail Folders

The CSU provides space for each club and association to receive mail, faxes, and messages at either the SGW or Loyola campus. You may indicate which campus you'd like to pick up your club's mail from on your club's online registration form. Mail folders for CSU clubs are located at the CSU office on each campus. Uncollected mail will be discarded periodically, so it is important for all clubs to check their mail often.

Faxes

Clubs are able to send or receive faxes from the CSU office. Fax cover sheets are also available at the CSU reception. Received faxes will be placed in your clubs mailbox at reception. Your clubs name needs to be marked clearly on the received fax, otherwise it will be considered junk and will be discarded.

Fax prices:

Received faxes: \$0.10 per page

Local faxes: \$0.25 per page

Canada & US \$0.50 per page

International \$2.00 per page

Note: clubs will need to pay for faxes upfront at reception.

The Comms Office

The Clubs Communications office is located in H-725, adjacent to the CSU office. The office contains computers, professional printers, photocopiers, scanners, and cutters. The computers are updated with document-processing and design software.

Log in to these computers with your club's username and password (see the Club Registration section for what to do if you don't know your login info). For printing, all clubs are given a unique printing & photocopying code that automatically deducts the cost of what you print from your club budget.

Printing/photocopy prices:

Black & white: \$0.05

Colour 8.5x11": \$0.30

Colour 11x17": \$0.30

Additionally, you can print on cardstock that can be purchased from reception at a price of \$0.50 per 11x17".

Computer Purchasing

Clubs with offices that do not have a computer in their office or would like to purchase a new computer may do so through CSU's IT. Please note that any computers purchased without consulting IT will not be reimbursed from your club budget. If you would like to inquire about purchasing a new computer for your club's office, send an email to clubsdirector@csu.qc.ca.

Space Bookings & Rentals

University-administered spaces

Hospitality Concordia

The university has a multitude of spaces available, including classrooms, conference rooms, and lobbies, for clubs to use for events throughout the year. All bookings of these university-administered spaces are done through Hospitality Concordia's My Events service, which can be found at connect2.concordia.ca/concordia/myEvents.do. Keep in mind that only your club's booking officer make a space request through My Events.

For all the necessary instructions and information about the space booking process, visit Hospitality Concordia's event planning site at concordia.ca/hospitality/event-planning.html

Dean of Students Office

The Dean of Students Office is responsible for administering space bookings for a few spaces on Concordia's campuses.

The Terrace is located in SGW behind the Hall building between Mackay and Bishop. This space is very useful for big outdoor events in the centre of downtown.

The Quadrangle, also called the quad, is a huge open space located in the heart of the Loyola campus and can fit up to 6000 people. This space is ideal for concerts, winter fests, all kind of outdoor activities and much more.

The Guadagni Lounge, also called the G-lounge, is a large space on the 4th floor of the CC building on the Loyola campus that includes a small snack bar run by Concordia's Inter-Fraternity Council (IFC).

In order to book one of these spaces, fill out a "Request for Space Reservation" form found on deanofstudents.concordia.ca/planning-an-event/space-bookings/ and submit it to the Dean of Students Office at least twenty (20) business days before your event. If plan on serving food at your event, you should bring them the form and food waiver twenty-five (25) business days before your event. Any additional information about booking these space can be found through that same link.

CSU-administered spaces

Below is a list of the spaces administered by the CSU that clubs can book for their events:

Banner space

Located on the Mezzanine level of the Hall building, overlooking the lobby, the CSU banner spaces are available to registered groups, Concordia departments, and for student projects. The dimension of each space are:

- Space B (on the brick wall, top row): 3" x 15"
- Space C (on the brick wall, middle row): 3" x 15"
- Space D (on the brick wall, bottom row): 3" x 15"

To reserve a banner space, requestors must complete and return the “Request for Banner Space” form a full ten (10) business days prior to the requested period. This form can be downloaded from the CSU’s website -- go to csu.qc.ca, click on Downloads at the top, then click on “Bookings” and download the document titled “Banner Space Bookings”.

7th Floor Lounges

There are two lounges located on the 7th floor of the Hall building and administered by the CSU.

The Large Lounge, located in front of the CSU reception, has 180 sq. m. of floor space (18m x 10m) and a maximum standing capacity of 450 students or a maximum seating capacity of 150 students.

The Small Lounge, located between the Large Lounge and the Zest cafeteria, has 62 sq. m. of floor space (6.2m x 10x) and a standing capacity of 155 students or a maximum seating capacity of 62 students.

The Small Lounge is often utilized as storage space for furniture when large events are hosted next door in the Large Lounge, but the two lounges can also be connected by pivoting that display cases that divide the lounges in order to open up the space.

Food and alcohol can be served in both of these lounges as long as your group has the appropriate permits, and music is allowed as long as it does not disturb nearby offices, classes, and events. The lounges are available to registered groups and departments at Concordia.

To reserve one of the lounges, requestors must complete and return the “Request to Book CSU Space” form a full ten (10) business days prior to their event. This form can be downloaded from the CSU’s website -- go to csu.qc.ca, click on Downloads at the top, then click on “Bookings” and download the document titled “CSU Space Bookings”.

Bakesale space

Located on the 7th floor of the Hall building next to the Zest cafeteria and in front of the small lounge, the bakesale space was created to allow registered groups at Concordia to fundraise for their association or for a cause that falls in line with the club’s mandate. The bakesale space is only available to registered groups and departments at Concordia.

To reserve the bakesale space, requestors must complete and return the “Request to Book CSU Bakesale Space” form a full ten (10) business days prior to their event. This form can be downloaded from the CSU’s website -- go to csu.qc.ca, click on Downloads at the top, then click on “Bookings” and download the document titled “7th Floor Bakesales”.

The Hive

Located at Loyola, SC-2nd floor, the Hive has a standing capacity of 350 students and a seating capacity of 120 students. Food and alcohol can be served on the premise, provided that a food waiver is filled out (and if necessary, a MAPAQ permit is obtained) and an alcohol permit is obtained. The Hive is equipped with a basic surround sound system. It is best to familiarize yourself with the equipment before your event, and request from IITS or rent additional equipment from an external provider as necessary.

To reserve the Hive, requestors must complete and return the "Request to Book CSU Space" form a full ten (10) business days prior to their event. This form can be downloaded from the CSU's website -- go to csu.qc.ca, click on Downloads at the top, then click on "Bookings" and download the document titled "CSU Space Bookings" (Note: this is the same form used to book the lounges on the 7th floor of the Hall building).

CSU Cafeteria

Located on the 7th floor of the Hall building, the CSU Cafeteria (13m x 10m) has a standing capacity of 327 students and a seating capacity of 109 students. The cafeteria is NOT AVAILABLE during lunch hours, i.e. from 11:00 to 15:00. Food and alcohol can be served on the premise (food waiver and permit required), and music is allowed as long as it does not disturb nearby offices, classes, and events. The cafeteria is available to registered groups and departments at Concordia.

To reserve the CSU cafeteria, log in to csu.qc.ca, then go to csu.qc.ca/bookings, select "Events Facilities" and then select "Cafeteria". Requests must be submitted ten (10) business days prior to the event date.

Modular Conference Room

Located within the CSU office (H-711), the modular conference room is available to all registered groups during office hours (10:00 to 18:00). Clubs may hold meetings in this 15-seat room. Food, refreshments, and alcohol are prohibited.

To reserve the modular conference room, log in to csu.qc.ca, then go to csu.qc.ca/bookings, select "Meeting Facilities" and click on "Modular Conference Room".

CSU Mezzanine Information Tables

Located on the 2nd floor of the Hall building, the CSU information tables are available to registered student organizations and university departments. Each organization may request up to four (4) days per month for activities in line with the objective of the organization. Bookings can be made a maximum of fifteen (15) days in advance.

The following are not permitted on these tables:

- Serving and selling food or beverages
- Music
- Projector and screens
- Transferring reservation to groups external to Concordia
- Publicizing beliefs that do not support an environment of tolerance and mutual respect
- Flyering away from the table

To reserve a CSU Information Table, log in to csu.qc.ca, then go to csu.qc.ca/bookings, and select "Mezzanine Tables".

Kiosk

Located on the 2nd floor of the Hall building, the CSU Kiosk is available to registered student organizations, university departments, and external groups. To inquire about or reserve the kiosk, you must send an email to kiosk@csu.qc.ca with all the details of your booking. Our Executive Administrative Assistant will get back to you with the shortest delay possible.

Food Waivers & Permits

If you would like to serve food at your event, please consult Hospitality Concordia's website at concordia.ca/hospitality/event-logistics/food-at-events.html to find out what type of food waiver you need for your event. Note that Concordia provides a list of University Approved Caterers, which can be found through the link provided above. If you are using one or more of these caterers to provide food for your event, then a food waiver is not necessary. If not, clear instructions are provided on Hospitality's site as to the requirements for self-catered events.

Alcohol Permit

An alcohol waiver is required for all events where alcohol will be served, and must be submitted twenty (20) days prior to the event date. Visit Hospitality Concordia's website at concordia.ca/hospitality/event-logistics/alcohol-at-events.html for all the necessary information, including the costs and responsibilities associated with obtaining an alcohol permit for your event.

Deadlines to keep in mind

Ten days:

All space requests must be submitted at least ten (10) business days prior to the event date.

Twenty days:

If your event involves one or more of the following, your request must be submitted at least twenty (20) business days prior to the event:

- Large events
- The use of public space
- The use of amphitheatres
- Where alcohol is to be served or sold
- Where media is expected
- High-profile speakers
- An external event being hosted on campus

Twenty-five days:

If your event involves food, your request is due at least twenty-five (25) business days prior to the event date. Exceptionally, CSU spaces do not follow this rule. The CSU requires your request and waiver ten (10) business days in advance, unless you are required to apply for a MAPAQ permit.

Frequently requested supplies for events

Custodial

- Tables
- Chairs
- Easels
- Risers (4x8 feet)
- Movable cork boards
- Set-up (billable item)

To reserve one of these items, you need to include the items in the space request form.

IITS

- Microphone (wired and wireless)
- Mic stand, table stand
- Speaker
- Projector
- Screen
- Laptop
- Set-up (for \$25.00)

To reserve one of these items you need to email IITS at least seventy-two (72) hours before your event at sgwbooking-IITS@concordia.ca if your event is on the SGW campus, or loyolabooking-IITS@concordia.ca if your event is on the Loyola campus. The IITS office on the SGW campus can be found at H-417, and at Loyola the IITS office is at CC-207.

Hospitality

- Stanchions (\$150.00 for 10)
- Cocktail table (\$10.00)
- Black table cloth (\$10.00)
- Burgundy table cloth (\$15.00)
- Podium (\$50.00)

To reserve one of these items, indicate so on the MyEvents booking for your event. For instructions on how to do so, follow the steps outlined in the 'MyEvents Manual' provided by Hospitality Concordia, found on <http://www.concordia.ca/hospitality/event-planning.html>.

Note for space reservations

When filling out a space request form, it is recommended that you anticipate and specify:

- furniture and IT equipment requirements
- hours these items are required
- if set-up is necessary, describe
- for IT equipment, if they are to be picked up, identify the name of the person that will pick up the equipment and at what time they will do so
- reservation hours should include set-up and take-down time
- garbage and recycling disposal needs

Here is a list of contact info for the following spaces on campus

NAME OF SPACE	CONTACT INFO
Reggie's	reggiesbar@csu.qc.ca
The Hive	CSU Executive Administrative Assistant, 514.848.7474 x8908, office@csu.qc.ca
F.C. Smith Auditorium	Theatre Department, 514.878.2424 x4705
Guadagni Lounge (G-Lounge)	David Baker, Dean of Students Office, 514.848.2424 x3517, david.baker@concordia.ca
GSA Lounge (2030 Mackay)	Graduate Students Association, 514.848.2424 x7900
D.B. Clarke Lounge (Hall Bldg, SGW)	John Davis, 514.848.2424 x7927, john.davis@concordia.ca
Oscar Peterson Concert Hall (shares an entrance with Vanier Library, Loyola)	John Davis, 514.848.2424 x7927, john.davis@concordia.ca
Hall Building Mezzanine Tables	CSU Executive Administrative Assistant, 514.848.7474 x8908, office@csu.qc.ca
Hall Building Terrace	David Baker, Dean of Students Office, 514.848.2424 x3517, david.baker@concordia.ca
LB - Atrium	Hospitality Concordia Reservation Centre, 514.848.2424 x4999
De Seve Cinema	Mandy Morgan, Booking Coordinator for IITS Cinemas, 514.848.2424 x3440 deseve@concordia.ca
H-110	Hospitality Concordia Reservation Centre, 514.848.2424 x4999
VA-114 (Cinema)	Mandy Morgan, Booking Coordinator for IITS Cinemas, 514.848.2424 x3440 deseve@concordia.ca
VA Lobby Tables	Art Supply Store, 514.848.2424 x4609
Mezzanine	CSU Executive Administrative Assistant, 514.848.7474 x8908, office@csu.qc.ca
Conference Rooms / Classrooms	Hospitality Concordia Reservation Centre, 514.848.2424 x4999
CSU Modular Conference Room	CSU Executive Administrative Assistant, 514.848.7474 x8908, office@csu.qc.ca

Office Space

Office space for clubs under the CSU is scarce. There are over 85 student clubs, with more groups applying every semester, yet there are only 23 offices. If any offices should become available, the Clubs and Space Committee selects a new club to fill the space based on:

- how long the club has existed
- the club's level of activity
- consistency in club's activity and presence on campus

Clubs that have office space are expected to:

- Maintain a minimum of three office hours per week; a schedule with your club's office hours **MUST** be posted on the door of the office
- At least one club member (preferably an executive) available in the office during office hours to answer questions and meet with interested students
- Maintain an orderly and clean office throughout the school year

Please note that office checks will be performed throughout the year to ensure that club office hours and office cleanliness are being enforced. Clubs not abiding by the expectations outlined above will be given a written or verbal warning, and a week will be given to resolve the issue. In the face of persistent issues with a club's office space, the CSU reserves the right to re-allocate the office space to another club.

If you would like to inquire about new furniture for your club's office, send an email to clubsdirector@csu.qc.ca.

Office keys

If your club has been assigned an office, your key will be available at the Security desk and your executive will be able to access the office during regular operating hours. In order to have access to the key, your club must submit a key list to security@concordia.ca detailing the name and student numbers of the club members that should have access to this key.

Sustainability

Clubs should always be thinking about the impact their events will have on the environment. By planning in advance, it is possible to mitigate the amount of waste produced, while recycling and composting a significant portion of the remnants.

For more information, and to look at Sustainable Event Guide log onto the Sustainable Concordia website for more info. <http://goo.gl/xbgH9K>

If you need more information, or if you would like some guidance, you can contact either Sustainable Concordia or the CSU's VP Sustainability.

Important Contact Points

Sustainable Event Guide: suscon.seg@gmail.com

VP Sustainability: sustainability@csu.qc.ca

Key Points to remember

1. Clubs purchasing disposable tableware (ex. Styrofoam, plastic #6, or any plastic dishes and cutlery) will NOT be reimbursed for their purchase. Tableware includes table cloths, plates, cups, cutlery, etc.
2. Clubs purchasing non fair-trade coffee will NOT be reimbursed for their purchase.
3. Clubs purchasing bottled water will NOT be reimbursed for their purchase.
4. Get Familiar with Annex E or the CSU's Standing Regulations. It encompasses the CSU's sustainability policy. Reimbursement and budget regulations can be found here and will be important to know.
5. Ask questions! If you are not sure about how to move forward when planning an event, remember that you can always ask for support.

A few things to consider

R4 is a dish lending program run through Sustainable Concordia. They can be contacted if you would like to reserve and borrow cutlery and utensils. To make a reservation contact r4dishproject@gmail.com or call 514-848-2424 x 5829. If they are already booked, check out the event guide for other places to rent dishes or consider investing in your own reusable tableware.

Buy food in bulk to minimize individual packaging. Items that will be reused for recurrent events like sugar or coffee can be stored in reusable containers. Keep in contact with your fellow club executives and discuss making bulk purchases together. This saves both packaging material and reduces cost

Ensure that trashcans and recycling bins are available at your events. Bins are ordered through Custodial Services (ext.3840). Ensure that bins are clearly labeled.

Visit this link for detailed information on composting at your events, in your office or at home. The link also has information on recycling, compost and garbage signage. <http://goo.gl/C1u3qp>

Think Global, Act Local:

Choose local or seasonal food and always have vegetarian or vegan menu options. CSU regulations require all CSU events (this includes clubs events) to offer both vegetarian and vegan options. If you have any questions as to what is or is not vegan, again, you can contact sustainability@csu.qc.ca

Utilize local and or native flowers and plants as decorations and centerpieces. These can be raffled off at the end of the event. Talk to the Concordia Greenhouse or its affiliates if you're looking for plants for your event, they can point you in the direction of local and native options. They're located on the roof (13th Floor) of the Hall Building.

Accessibility

- Make sure off-campus events are easily accessible through public transportation.
- Be mindful of people with disabilities and the comfort level of LGBT members without prejudice. The CSU and its clubs are there for all students. Keep this in mind when planning events and activities.
- Utilize the experience of your VP Sustainability and those at Sustainable Concordia. Explore the Sustainable Event Guide for an expansion of all the ideas presented here. Be creative and don't be afraid to ask for help!

Important University Contacts

Dean of Students Office

Website: deanofstudents.concordia.ca

Email: deanofstudents.office@concordia.ca

SGW: H-637, 514.848.2424 x3517

LOY: AD-121, 514.848.2424 x3535

The Dean of Students Office is the principal resource for the interpretation and regulation of policies and procedures as these apply to the non-academic aspects of student life. The Dean of Students Office is responsible for space bookings for the Terrace at SGW and the G-Lounge and Quadrangle at Loyola. They also process club registrations, food waivers and alcohol permits. The Dean of Students is also the Chairperson for CCSL (Concordia Council on Student Life) which among other functions distributes funding for student life-related projects. See the Additional Sources of Funding section of this manual for more information

Security

Website: security.concordia.ca

Email: security@concordia.ca

SGW: H-109, 514.848.2424 x3717

LOY: 514.848.2424 x3707

Security assesses all on-campus events, ensuring that they are executed safely. You will have to visit security for space bookings and obtaining alcohol permits.

AV Bookings IITS

Website: concordia.ca/iits.html

Email: help@concordia.ca

SGW: H-925, 514.848.2424 x7613

LOY: CC-207,

Facilities Management

Phone: 514.848.242 x2400

This is a basic list of some of the services offered. Some of these services are free however, you will have to call facilities management to make sure what you would need to pay for.

- Basic cleaning
- Garbage removal
- Recycling

- Lighting and light bulb replacements
- Banner hanging
- Regular maintenance
- Custom and major carpentry
- Assembly of furniture
- Painting (if the area is in need of painting)
- Tables, chairs, podiums, extension cords, power bars, etc for events
- Special event cleaning
- Individual lock changes

Environmental Health and Safety

Website: ehs.concordia.ca

Email: ehs@concordia.ca

SGW: GM-1100-53, 514.848.2424 x4877

LOY: PS-201, 514.848.2424 x4877

EHS provides services to individuals, departments and groups to assist them in carrying out the responsibilities assigned to them through legislation and university policy. They are responsible for maintaining a safe and healthy environment. Check out their website listed above for more information.



This Clubs Manual was edited from previous years
and updated on October 8th, 2013.



**Concordia
Student Union**