



BUSU CLUBS

RESOURCE GUIDE

This guide is designed to support club executives through each step of the club, from getting ratified to securing funding, planning events, and ensuring smooth transitions for future executives.

CLUB TIMELINE

SEPT.

Badgerfest: Community Fair

Beginning of September

Fall President Meeting

Beginning of September

First period Special Event Funding Request Opens

Beginning of September

Activity Funding Request Opens

Beginning of September

Start a Club Info Session

End of September

First period Special Event Funding Request Closes

End of September

Clubs Advisory Committee (CAC) Special Event Funding Approval Meeting

Beginning of October

Clubs Week

Mid October

Fall Ratification period

End of October to beginning of November

Second Special Event Funding Request Opens

Beginning of November

Second Special Event Funding Request Closes

End of November

Clubs Advisory Committee (CAC) Special Event Funding Approval Meeting

Beginning of December

JAN.

Winter President Meeting

Beginning of January

Frost week: Clubs Fair

Beginning of January

Start a Club Info Session

End of February

Clubs Summit Training

Beginning of March

Winter Ratification period

End of March

Activity Funding Request Closes

End of March

Clubs Year End Awards Dinner

Beginning of April

APRIL



RATIFICATION

Club ratification means having an official agreement between BUSU and your club to become a recognized entity of BUSU and Brock University. All active clubs are required to complete re-ratification each March for the upcoming academic year.

The required documents for ratification include:

- i Membership list (first and last name and Brock email of each member)
- ii Club email and social media pages
- iii Executive names and Brock emails
- iv Club Guide

<https://www.brockbusu.ca/resources/6027/Club-Guide>

- v Most recent monthly Scotiabank statement (for re-ratifying clubs)

EXPERIENCEBU & BUSU CLUB PAGE

ExperienceBU is Brock University's online events calendar for students to find and connect to various campus resources like BUSU clubs, events, workshops and other extracurricular experiences.

Your club has a dedicated page on the BUSU website where you can share information, connect your social media accounts, and much more. View your club page here:

<https://www.brockbusu.ca/clubs/browse/>

CLUB FINANCES

SCOTIABANK ACCOUNT

All clubs are required to open a Scotiabank account to manage membership fees, revenue, club funding, and donations. This ensures transparency and accountability in club finances.

To begin the process, two club executives, typically the President and Treasurer, must complete the Opening or Renewing a Club Scotiabank Account Form available on the BUSU website.

<https://www.brockbusu.ca/surveys/ScotiabankAccount2526/>

FUNDING & FUNDRAISING

BUSU provides financial support through Activity Funding and Special Event Funding, clubs are also encouraged to raise money independently. All funds, whether from BUSU or fundraising, must be managed through the club's Scotiabank account and used to benefit all club members.

Learn how your club can access funding through BUSU and explore strategies to raise additional money through fundraising:

Special Event Funding

Each club may submit a Special Event Funding Request Form on the BUSU website to apply for Special Event Funding once per academic year. This funding is intended for one-time or infrequent events outside of the club's usual activities, such as a gala/banquet, conference/travel, or show/performance. To be eligible, clubs must also plan to host at least one club activity during the same academic year.

Funding periods:

1. Opens after the Fall Presidents' Meeting, and closes Sept. 30

2. Opens after the conclusion of the Fall Ratification Period, and closes on Nov. 30.

Activity Funding

Clubs may request Activity Funding once per semester or for the full academic year to help cover the cost of events like workshops, networking sessions, and socials.

Fundraising

Clubs are encouraged to raise funds through approved methods like donations, ticket sales, or merchandise. All fund raised must be deposited into the club's Scotiabank account and used to benefit the club's as a whole.

MONTHLY RECONCILIATION

Club Treasurers are required to complete the reconciliation process every month. This includes submitting the monthly reconciliation form on the BUSU website and uploading all relevant receipts and the monthly bank statement to the club's designated Google Drive receipt folder.

Failure to complete this process monthly may result in the suspension of all club events, activities, and access to funding until the requirement is fulfilled.

brockbusu.ca/clubs/toolbox/funding



CLUB EVENTS

ROOM & TABLE BOOKINGS

Clubs can host events free of charge in BUSU and Brock University spaces, following the respective rules.

BUSU Space

The Club House located in Thistle (TH252A) can be used for a club event or meeting during the Fall and Winter semester. It can be booked at [brockbusu.ca](https://www.brockbusu.ca).

<https://www.brockbusu.ca/surveys/183/>

Brock University Spaces

Walker Complex (Includes Fitness Studio, Dance Studio, and the Alumni Turf Field)

Book via the Facility Rental Request Form

<https://brocku.ca/recreation/facility-rental-form/>

Seminar & Lecture Rooms

Club Presidents and Vice Presidents can book via the Self Service Portal. Up to two executives may have portal access. Email clubsmgr@brockbusu.ca to request a change in whom has access.

clubsmgr@brockbusu.ca

Specialty Event Spaces (Includes Pond Inlet, Fire Pit, and Cairns Atrium)

Submit a request to book these spaces via the Brock Specialty Room Bookings Form. Can be booked up to 6 months in advance, subject to availability.

<https://www.brockbusu.ca/surveys/187/>

International Centre

Email isa@brocku.ca to book or request collaboration.

isa@brocku.ca

Marilyn I. Walker School of Fine and Performing Arts

Email mwsbookings@brocku.ca for booking inquiries.

mwsbookings@brocku.ca

STUDENT EVENT RISK MANAGEMENT & APPROVAL

The Student Event Risk Management and Approval (SERMA) process has been established to create an awareness of planning/safety issues and to protect both the attendees and the organizers of the event. All student clubs must adhere to the SERMA process to use University and BUSU resources and to conduct/promote events and activities as a student organization. SERMA must be completed 10-21 days in advance prior to your event/meeting. Events/meetings cannot be advertised until SERMA approval is received.

<https://brocku.ca/experiencebu/serma/>

CATERING

All food served at events must be from a licensed kitchen or grocery store. You must ensure food can be stored at appropriate temperatures, especially if it will be served over a long period of time.

Events being held in the Brock University Students' Union Student-Alumni Centre or BUSU space shall be subject to food restrictions as determined by BUSU. Clubs who wish to bring food from off-campus must provide a kitchen license. Clubs should email clubsmgr@brockbusu.ca to receive further information.

clubsmgr@brockbusu.ca

Events being held on the main University campus in any building other than in the BUSU Student-Alumni Centre or BUSU space are subject to food restrictions as determined by Brock University Hospitality Services. To have food provided by a caterer outside of Brock University, please email Brock Dining for permission. Be sure to include the event's date and time, the on-campus location, and details about the food being served, including the name of the caterer. To request for food and beverage, please email Catering Services.

dining@brocku.ca

catering@brocku.ca



More booking information can be found here!

<https://www.brockbusu.ca/clubs/toolbox/clubevents/>

CLUB RESOURCES

INVENTORY ITEM RENTAL PROGRAM

Clubs can borrow a variety of shared items from BUSU free of charge to support events, tabling, and club activities. Available resources include banner stands, cash boxes, tablecloths, and game tools like the Spin the Wheel and Plinko board. Any large-scale purchases made using approved club funding may be added to the shared Clubs Resource Inventory for future use by all clubs.

To reserve items, clubs must submit the Clubs Resources Inventory Rental Request Form at least 5 business days before the intended pickup date. Most items may be borrowed for up to 5 business days, unless special arrangements have been made. Clubs are responsible for returning all items in clean, functional, and intact condition. Fees may apply for any items that are lost, damaged, or returned improperly.

<https://www.brockbusu.ca/surveys/ClubsRental/>

PROMO & MARKETING MATERIALS

BUSU clubs have access to a wide range of resources to help promote their events, activities, and overall presence on campus. Ratified clubs can take advantage of design and printing services for materials such as posters, banners, stickers, and Spin the Wheel inserts. Clubs may submit requests for design support or upload ready-to-print files using the appropriate forms available in the Clubs Toolbox.

<https://www.brockbusu.ca/clubs/toolbox/clubforms/>

In addition, each club is eligible to create one (1) promotional video per academic year with the support of BrockTV. This is a valuable opportunity to showcase your club's initiatives and create digital content for event promotion, storytelling, or recruitment. Please use the Video Requests page on the BrockTV website to arrange your club promo video.

<https://www.brockbusu.ca/brocktv/videorequests/>

YEAR-END AWARDS

Each year, the Clubs Advisory Committee (CAC) meets in late February to determine the categories for the annual Clubs Year-End Awards. Award categories are announced in March, and the nomination period officially opens at that time.

All club members are encouraged to submit a Year-End Awards Nomination to recognize the clubs they believe have demonstrated excellence during the 2025-2026 academic year. Award winners will be announced and celebrated at the Clubs Year-End Dinner.

LEADERSHIP TRANSITION

There is a week of training sessions for incoming club executives, covering key areas essential to successfully and responsibly managing a student club. Here's a summary of each session and its importance.

SERMA/Risk Management

Teaches how to use ExperienceBU, the central platform for managing club events, memberships, and activities. Understanding SERMA is crucial for protecting both event attendees and organizers, and ensuring club events are approved and run safely.

Clubs Training


Provides a comprehensive overview of resources available to clubs. Equips executives with the tools and knowledge to run an effective club, access campus resources, and maximize benefits.

Leadership Training

Develops personal leadership skills and explores different leadership styles. Enhances leadership capability, helping club executives build strong, successful teams and improve club impact.

HRE (Human Rights & Equity) Training

Offers training on human rights, harassment, discrimination, and sexual violence prevention. Helps executives understand their role in fostering a safe, inclusive, and respectful club environment, and directs them to appropriate support resources.



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