



CLUBS

BROCK UNIVERSITY STUDENTS' UNION

CLUBS HANDBOOK



WELCOME LETTER FROM BUSU CLUBS TEAM

Welcome to the Brock University Students Union Clubs Handbook! BUSU is home to over 1900 students who are apart of over 85 unique clubs. Clubs are one of the most vital services offered by BUSU and are a prized part of the student experience at Brock.

As a member of our clubs' community, BUSU clubs have access to many services including room and facility booking, table booking, clubs' space, graphic design, club emails and financial management. The purpose of this handbook, similarly to a syllabus, is to help you navigate and better understand clubs' policies and procedures.

This handbook can be beneficial to both returning and new club members and executives. This handbook will include information pertaining to various aspects of the club's system, including but not limited to BUSU Clubs Policy, Funding, Risk Management and other BUSU Services.



Hibo Ahmed | *Clubs Manager*

WELCOME LETTER FROM BUSU VPSS

Hello Clubs! My name is Heidi Stricko and I am extremely excited to serve you as your Vice President, Student Services. Clubs have been a huge part of my Brock involvement as I was a Club Executive for 3 years, and the Clubs Coordinator the year following. As Clubs Coordinator I got to see a good chunk of all the amazing things that clubs do throughout the year and I am looking forward to spending this year working with the outstanding Clubs Team here at BUSU to continue supporting clubs in any way possible. I'm so excited to see what you guys have to offer the students this year and if there is any way I can help please feel free to message me on Facebook or send me an email at vpss@brockbusu.ca



Heidi Stricko | *Vice-President, Student Services*





POWER
to
Change

Helping students disc



WHAT IS BUSU

BUSU, Brock University Students' Union, is a student powered organization that aims to represent students, their issues and to advocate for them. BUSU is governed by undergraduate students and is supported by both full-time staff and student staff. Every year in February executive elections are held to fill 4 full-time positions; President, Vice President, External Affairs, Vice President, Finance and Administration and Vice-President, Student Services. Clubs largely work with the VPSS the most, as they serve as the chair of CPC (Clubs Policy Committee). Clubs always have access to the VPSS to discuss event idea, collaborations, club issues and any other matter that pertains to student services. BUSU as an organization provides transit, health and dental insurance, lobbying opportunities, events, student jobs, cheap food options and so many other things to ensure that students get the best experience while at Brock possible. The goal of BUSU is to ensure each student is well represented and is able to navigate through their university experience with all of the tools necessary to be successful. BUSU is by the students, for the students.

BUSU MISSION

It is the mission of the Brock University Students' Union to effectively represent undergraduate students to all relevant stakeholders and to enhance the benefits of attending Brock University by providing a variety of programs, opportunities, and services while creating an atmosphere and culture of acceptance, inclusion, and tolerance.

BUSU VISION

It is the vision of the Brock University Students' Union to continuously improve on the scope and delivery of our services, by initiating the implementation of the BUSU's core values both internally and through our external activities; and to also promote student involvement in their respective communities.





Instagram / Facebook: @BROCKUV



BROCKUVINYLSOCIETY@GMAIL.COM

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CLUB IMPORTANCE

The importance of club involvement is to:

Meet new people:

Getting involved with a club or association is a great way to meet new people, and it can be easier to make friends when you start with common interests.

Explore and expand your interests:

Club members will bring their unique perspectives to the table – yours included! Sharing your ideas with others will help you explore and expand your interests.

Have fun:

Partake in local, national and international competitions. This is just a small sampling of activities that you can be a part of when you join a group.

Gain co-curricular experience:

If you're looking to gain some real-world experience, look no further. Many clubs and associations have activities that can be added your Experience Plus Transcript.

CLUB CONTACTS

Brock University	(905) 688 5550
Clubs Coordinator <i>Cara Persia</i>	clubs@brockbusu.ca
Clubs Graphic Designer <i>Karyssa Chan</i>	clubsgd@brockbusu.ca
Clubs Manager <i>Hibo Ahmed</i>	(905) 688 5550 ex. 5274 hahmed@brockbusu.ca
Vice-President Student Services <i>Heidi Stricko</i>	(905) 688 5550 ex. 3750 vpss@brockbusu.ca
BUSU Reception <i>Sandra Hammond</i>	(905) 688 5550 ex. 3568 reception@brockbusu.ca
BrockTV	ed@brockbusu.ca
Student Life and Community Experience	(905) 688 5550 ex. 6321 studentlife@brockbusu.ca
Sodexo Catering	catering@brockbusu.ca
IT Audio-Visual Department	audiovisual@brockbusu.ca





WALK-IN HOURS

For any club inquiries regarding funding, request forms, graphics etc please come to the BUSU office to see us! If the below hours are not ideal for you schedule please email us to book an appointment.

FALL SEMESTER

Monday: 9-10am
Tuesday: 3-4pm
Wednesday: 1-2pm
Thursday: 3-4pm
Friday: 10-11am

WINTER SEMESTER

Monday: 4-5pm
Tuesday: 10-11 am
Wednesday: 2- 3:30pm
Friday: 10am - 11:30am



CREATING A STRONG TEAM

Lynda.com

Lynda.com is a great resource for clubs as it provides hundreds of professional development presentations such as Communication with Teams, Think Like a Leader, Inclusive Leadership, Managing Stress for Positive Change and many more. Please use your Brock ID to access the presentations.

Goal setting

When creating goals be sure to keep in mind the mandate of the club as well as the perspectives of the club members. Some goals can be geared towards specific events, campaigns, recruitment etc

When discussing goals with your executive team include the following

- How will the club measure success?
- Are these goals achievable?
- What is our general expectation for the year?
- Note: the best time to create annual club goals during the club ratification period as club executives explore ideas for the upcoming academic year.
- Do not forget to review these goals in both Fall and Winter semester.

Transitional document

The transitional document is a form which will assist the incoming executive members of the club to better understand how to manage a club.

This document oversees areas such as: the outgoing/incoming executives, banking information, locker details (location and code), social media passwords, advice for incoming executives, and additional club operations.

The document can be found in your ratification package, for more information contact the clubs department.





ORIENTATION WEEK

Clubs can get involved throughout Orientation Week in so many ways! By volunteering during Move-In Day, clubs are able to secure themselves a table at Vendor Fair where they have the opportunity to promote their club to over 4000 incoming first year students. Clubs have the chance to interact with first year students, recruit new members and host events during Orientation Week to help build positive relationships with new and existing Brock students. More information regarding Move-in day and Clubs Fair will be released in the Summer months.



RATIFICATION

What is Club Ratification?

To exist as a BUSU club all student clubs must complete a BUSU Club Ratification Package which includes the following

- Ratification form
- Club Constitution
- Club Membership List

Below are the ratification periods

November

- Is intended for clubs interested in ratifying mid-year.

March/April

- Is intended for clubs interested in the fiscal year of May 1st 2019- April 30th 2020.
- For more information regarding club ratification expectations please refer to the BUSU By-law 500 (Clubs).

Interested in club ratification? Please email clubs@brockbusu.ca



FUNDING

BUSU provides clubs with funding to purchase items for an event, conference costs, promotional merchandise and much more. To request a funding presentation please follow the below steps.

1. Fill out the club funding request form on the Clubs Portal on Experience BU.
2. Once submitted, you will be contacted by the Clubs Manager with a time to present your funding presentation to the Clubs Policy Committee (CPC).
3. If your request is under \$1500.00 you will receive a notice from the Clubs Manager regarding the status of your request.
4. If your request is over \$1500.00 you will receive a notice from the Clubs Manager as you are required to present a second time to the Brock University Students' Administrative Council (BUSAC).

Clubs who wish to bank externally to must bank with only Scotiabank. Two signing officers from the club must complete the Scotiabank Application provided by the BUSU Clubs Team.





FUNDRAISING

Looking to generate funds for you club? Try fundraising, many clubs have great success with fundraising for their club or a charity. Please be sure to connect with the Clubs Manager for fundraising approval.

PARTNERSHIPS

Partnerships is another great way to raise funds for your club. Below are some tips and tricks to assist you when seeking partnerships.

- Understand what you have to offer
- Create a wish list of partners, once created send to Clubs Manager
- Contact the right person from the company
- Build a relationship with your partner
- Know the partner's marketing objectives
- Keep your proposal short and sweet
- Be sure to get any transaction in writing
- Follow up with partners
- Be sure to say Thank You!



EVENTS

Interested in planning an event? Do not know how to get started? The below steps will assist you with planning and executing an event.

1. Answer the 5 Ws and How
2. Budget the event
3. Once time, date, location and budget are secured risk manage the event
4. Promote and market the event once risk management is approved
5. Organize addition Event Needs (audio/visual, security, itinerary etc)
6. Event Wrap Up
 - a. Be sure to allocate tear down time for you event.
 - b. Outstanding invoices/payments should be completed immediately after the event.
 - c. Send out a Thank You to attendees and organizers.
 - d. Debrief the event as this may improve your next event.

CLUBS GRAPHIC DESIGN AND MARKETING

Banner

- All BUSU ratified clubs are offered 1 free banner per year
- Banner designs can be either landscape (60 inches wide, 30 inches tall) or portrait (30 inches wide, 30 inches tall)
 - Landscape banners are useful for displaying across the front of a table
 - Portrait banners are useful for display using x-frames (clubs can sign out x-frames from the clubs department)
 - Club logo, email, and social media information are all worth including on a banner
- Banner requests can be submitted through the banner the request form on the ExperienceBU clubs portal
- Banner designs should be submitted as properly sized PDFs
- Banners can take up to 10 business days to print

Printing

- All BUSU ratified clubs are offered 250 free prints per year
- Printing dimensions: 8.5 by 11 inches, or 11 by 17 inches
- All events must be risk managed on ExperienceBU before clubs advertise them with posters
- Printing requests can be submitted through the printing request form on ExperienceBU



- Poster designs should be submitted as properly sized PDFs
- Posters can take up to 5 business days to print
- All posters must be approved and stamped at the Student Life Office in Mackenzie Chown A-Block 204 before they are circulated around campus

Student Life poster regulations:

- 1-5 posters can stay up around campus for 56 days
- 6-10 posters can stay up around campus for 28 days
- 11-20 posters can stay up around campus for 14 days
- 21-30 (maximum) posters can stay up around campus for 7 days
- Clubs may only hang posters on Student Life bulletin boards with red posting notices
- If a club wishes to hang their poster on the clubs board in Mackenzie Chown A-block, they should contact the Clubs Graphic Designer directly

Table cloth

- All BUSU ratified clubs can sign out a table cloth and runner from the clubs department for the purposes of tabling

Buttons

- All BUSU ratified clubs are offered 100 free buttons per year
- The Clubs Graphic Designer will assist clubs with designing their buttons, however clubs are responsible for assembling the buttons themselves
- Clubs can contact the Clubs Graphic Designer to book an appointment to make buttons

Class room talks

- Talking to fellow students in classes is an effective way to recruit new members to your club
- Choose classes to speak to that align with the interests of your club
- Email professors well in advance to arrange a talk, be brief but formal
- Email your script to BUSU Clubs Manager Hibo Ahmed
- Arrive on time for the talk, dress professionally, and be courteous to the professor
- Keep your talk concise

Tabling

- All BUSU ratified clubs are able to book tables in hallways at Brock for promotional purposes
- Table booking requests can be made through the table booking request form on the ExperienceBU clubs portal
- Tables must be booked by Tuesday 4:00pm for the following work week due to Conference Services regulations Clubs Coordinator

The Clubs Coordinator is your first point of contact for all thing's clubs! Clubs Coordinator can help with all things ExperienceBU, event planning, club funding presentations and so much more! Please stop by during walk-in hours or email your availability to clubs@brockbusu.ca





CLUBS COORDINATOR

The Clubs Coordinator is your first point of contact for all things clubs! Clubs Coordinator can help with all things ExperienceBU, event planning, club funding presentations and so much more! Please stop by during walk-in hours or email your availability to clubs@brockbusu.ca

EXPERIENCE BU

ExperienceBU is your gateway to the Brock experience. Find and connect to student clubs and organizations, events, workshops, communities, services and supports, and co-curricular experiences.

If it is happening at Brock, it is on ExperienceBU!

Please visit experiencebu.ca Clubs Portal to request the following;

- Room bookings
- Table bookings
- Funding Request
- Isaac's Bar and Grill
- Club Portal Access
- Banner request
- Printing request



RISK MANAGEMENT

What is risk management?

Risk management is the process of planning, leading, organizing and controlling your activities to minimize risks, including injury or harm to students, event participants, or property. All club events must be risk managed.

What are the risks of an event?

- Number of, and age of participants
- Level and type of activity
- Food & alcohol
- Time of the event
- Event venue
- Transportation
- Weather conditions
- Etc

How do I submit a risk management form?

The risk management form is found on your organization page. Only the primary contact of the club has access to said form and can follow the steps below.

1. In the top right, click on the waffle icon, which will bring up the Explore/Manage menu
2. Click on Manage
3. Click on Student Organized Events under “My Organizations”
4. Click on the drop-down menu
5. Click on events and then click “+ Create Event”

For more information on Experience BU and Risk Management be sure to watch the how-to videos on the Brock Student Life and Community Experience YouTube page or email your clubs team.





POLICIES/ BY-LAW

All clubs must abide by BUSU and Brock Policies, be sure to review the below materials. If you have any questions please let us know.

- BUSU By-law 500
- BUSU Code of Conduct
- Brock University Code of Conduct
- Brock University Alcohol Policy
- Accessibility (AODA)
- Respectful Work and Learning Environment
- Sexual Assault and Harassment



CLUB PERKS

Lockers

- Clubs are entitled to a club locker where they can store club merchandise (posters, banners, supplies, etc.)
- To receive your locker please stop by the BUSU office to speak to our reception.

Camera loan

- Clubs are able to sign out the BUSU clubs camera to take pictures at club events, meetings, etc.
- Camera loan is done on a sign out basis through a member of the clubs team, to gain access to the camera one must contact the BUSU Clubs team.

Spin wheel/ plinko board

- If your club is partaking in prizes/giveaways, there is the option to get access to the spin wheel or plinko board

Cashbox

- Upon requesting to use the cashbox a member of the clubs team can permit you access to sign out the cashbox for club initiatives



BUSU CLUB YEAR IN A GLANCE

Summer

- Place events, recruitment, promotions and budgets.

September

- Orientation Week
 - Move-in day
 - Clubs Fair

October

- President Meeting
- Starting a New Club Session

November

- Clubs Week

December

- Exams/ Holiday Break

January

- Frost Week
 - Clubs Fair

February

- Elections (all clubs must host executive elections please refer to BUSU By-law 500)
- Election Session

March

- Clubs Summit
- Clubs Banquet
- Ratification 2020-21

April

- Exams





Your BUSU Clubs Team wishes you a successful 2019-2020!

@**BUSU**CLUBS



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