



ExperienceBU

Event Planning & Approval Process - Risk Management

The SERMA process, also known as Student Event Risk Management, 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 organizations must adhere to the SERMA process to use University resources and to conduct/promote events and activities as a student organization.

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.

Risk Management is your responsibility as a student organization. You are expected to plan your events in advance - to consider and understand all associated risks with your event and take steps to prevent or mitigate them. You are also responsible for ensuring you adhere to Brock University policies.

The SERMA process is in place to help you navigate Brock's policies and processes and ensure your event has been well planned.

Why Risk Management?

All events have some degree of risk associated with them. The purpose of this process is to outline requirements that will seek to minimize the level of risk for and to student events while also offering open, accessible, quality events.

In addition, Brock University's insurance will cover only events which are sanctioned by the University. Your events and club activities must be approved through this process to be considered sanctioned by University.

What are the risks of an event?

Risk is not a single factor but instead is based on a set of complex variables depending on the circumstance. Variables that can affect the level of risk of an event may include:

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

It is important that you plan your event well in advance and consider all the variables.

Are you travelling with group of students to another city, province or out of country? Speak with Risk Management as soon as you have the trip details to ensure you are familiar with Brock University Emergency Guidelines for Student Trips and have approval long before your departure!

What events need to be approved?

All events sponsored by and/or organized by a Brock University recognized student club or group is required to be risk managed; including all events or activities that will make use of University or BUSU resources – such as rooms/spaces, or student organization funds.




Consider – would a participant attending the activity associate it with a recognized Brock group or Brock University? Will attendees perceive the event as being sponsored and/or organized by the student organization? Will the activity be advertised, whether on posters, social media or word of mouth in association with Brock or the student group? If the answer to either is yes, then the event should be risk managed and approved through this process.

You may not advertise or promote your event until it has been approved through this process.

How do I get event approval?

The SERMA process is built into the Event form on ExperienceBU. Your event should be submitted 21 days prior, and no later than 10 days prior to the start of your event.

To submit your event for approval, simply:

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 your club under "My Organizations"
4. Click on the menu 
5. Click on **Events** and then click 

As you complete the event submission on ExperienceBU, not only will you be submitting your event for approval through the required channels, but your event will also be advertised on ExperienceBU.

What happens if I don't get event approval?

Failure to adhere to the SERMA process is a violation of the Student Code of Conduct. As such, failure to properly risk manage your event, or holding an event without approval can result in a Class A offence notice, possible de-ratification and/or charges under the Student Code of Conduct.

Steps in a nutshell:

1. Plan your event (4-6 weeks prior to event)
2. Book your venue/room (3-4 weeks prior)
3. Submit your event in ExperienceBU and receive approval (10-21 days prior)
4. Promote your event!

For more information on the Student Event Risk Management Protocol and to access waivers and forms, visit brocku.ca/experiencebu



ExperienceBU

Experience Plus, ExperienceBU & CWC

What is Experience Plus?

Experience Plus provides Brock students with a co-curricular transcript showcasing their co-curricular involvement and participation.

What is the Campus-Wide Co-Curriculum (CWC)?

The CWC is a collection of opportunities that are designed to help students make the most of their Brock experience. Opportunities represent key experiences, events or activities that we believe will help students to gain and fosters skills in [ten different co-curricular domains](#). Students who complete the CWC are awarded the Brock University Certificate of Engagement and recognized at Convocation.

ExperienceBU, the CWC and Experience Plus – What is the difference?

ExperienceBU is Brock's online events calendar and involvement portal. Students can find ways to get involved on and off-campus such as activities, workshops, events, volunteer opportunities and clubs to join and club executive can manage their organization with helpful tools and resources.

The Campus-Wide Co-Curriculum (CWC) is a guide to help students identify co-curricular pathways and to take advantage of opportunities to gain skills in a variety of areas. The guide is accessed through ExperienceBU.

Experience Plus is Brock's co-curricular transcript program. It is the official document that tracks all a student's experiences and skills. Experience Plus is accessed on your [my.brocku.ca](#) portal

What and how do I track our activities?

As club executives, you and your members could be getting recognition and co-curricular credit for the events and activities you plan and participate in, if you **track and keep your information up-to-date in ExperienceBU**.

Event/Activity Attendance - For all events or campus activities attendance should be taken, wherever possible, to streamline the process and validate students' experiences so they can receive credit. Organizers can swipe or take attendance and then upload the attendance as soon as possible to the ExperienceBU event. Attendance can also be provided to the ExperienceBU team by emailing it to experiencebu@brocku.ca

Self-Reported Experiences - Some experiences are not event based. In this case, you and your club members can report your experience and provide some verification of completion of the item.

Lists – Credit can be given for some co-curricular items through lists provided to ExperienceBU and Experience Plus. Examples include, volunteer hours and Executive planning activities.

In all cases, information uploaded to ExperienceBU will be pulled into Experience Plus. So, the more information you track and update in ExperienceBU, the easier it is to make sure you and your members are receiving their co-curricular credit!

Be proud. Talk about your accomplishments. Capture your club experiences at Brock and in the community on a transcript that highlights skills employers are seeking. As a club executive, you have an important part to play in ensuring your members, and other executives get the recognition they deserve for their engagement.

ACTIVE MEMBERSHIP LISTS

Students' membership in clubs will be tracked on the professional development section on Experience Plus. **Make sure your roster is up-to-date in ExperienceBU** for the information to get tracked on Experience Plus.

VOLUNTEER WORK

You and your members can receive credit for volunteer work you engage in, on and off-campus.

Note: Members cannot be granted volunteer hours for attending general club meetings.

There are two ways to make sure you and members receive credit:

1. Post the volunteer activity in ExperienceBU; record attendance and upload it after the event.
2. Email an excel worksheet detailing volunteer work of your members, which must include:
 - Club Name
 - Each attendee's Name and Student Number
 - Volunteer Event (i.e. Fundraising activities, community volunteer work)
 - Date of event
 - Total volunteer hours

PROFESSIONAL DEVELOPMENT

If your club is involved with organizing or hosting professional development events such as conferences, speaker events or workshops, or if your club is involved in participating in business competitions and/ or conferences these too can be listed on Experience Plus.

Make sure your event attendance is in ExperienceBU for information to get tracked on Experience Plus.

EXECUTIVE PLANNING

The amount of time you spend planning and facilitating your club activities can be tracked on Experience Plus. Please provide expplus@brocku.ca with the following information:

- Club Name
- Dates (i.e. September 2020 - April 2021)
- Executive Titles
- Student Name and Student Number
- Total number of hours

**Interested in having us come to talk to your club
about Experience Plus?**
Email us at expplus@brocku.ca

**More details about Experience Plus
can be found on
careerzone.brocku.ca**



ExperienceBU

ExperienceBU is Brock's online involvement portal and events calendar. Students can find **events** and **opportunities** happening on-campus and connect with **student clubs**, like yours! ExperienceBU can be accessed through the Brock University mobile app or online at experiencebu.brocku.ca using your Brock login.

ExperienceBU is also home to the **Campus-Wide Co-Curriculum (CWC)**.

For clubs, ExperienceBU is an incredible resource and where you will keep all your club information organized! Take advantage of all features and tools to help your club be successful.

ROSTER – The roster is where you will keep track of all your current members and accept new requests to join your club. Use the positions feature to customize your roster with appropriate titles for your officers, captains, leaders, committees, etc. and decide what level of access each position should have to your site. Through your roster, you can also message some or all your membership easily!

ABOUT – Let students know who you are! Tell them what your organization is about, where they find you and how they can contact you. Add in your social media links so that students can easily connect with you across multiple platforms. Don't forget a profile picture too – a club logo works well!

EVENTS – Let club members, students and the campus know what you are doing and how they can get involved! All events must be posted in ExperienceBU in order to promote on campus and risk manage your event. ExperienceBU makes it easy – simply create your event and the system will walk you through the risk management process step-by-step!

NEWS – Create news articles to circulate important information to your group members, the campus, or anyone who visits ExperienceBU. News will appear on the ExperienceBU homepage (if public) and on your organization homepage. Be sure to include a good picture so that you get noticed!

GALLERY – Show off your hard work! Post pictures from your events, member pictures, or even past flyers or marketing, logos, graphics for next year's executive. Simply create an album and start uploading.

DOCUMENTS – Get all your important documents in one place! Upload any word documents, PDFs, PowerPoints, pictures that you would want shared with the members or officers of your group or the public – meeting minutes, budget reports, forms, training materials...whatever you want! It is also another great way to ensure next year's team has everything they need to succeed!


FORMS – This module is a full featured forms builder – create application forms, sign-up lists, budgets or event surveys to distribute to members of your club or to the campus.

ELECTIONS - Use the elections section to run your executive elections online! Candidates can even add pictures and bios, and voting is still anonymous. Hosting a movie night and what to decide which movie to watch? Use the elections to create a poll!

BUSU Clubs Portal

The Clubs Portal is a page on ExperienceBU managed by BUSU. As a member of a BUSU Ratified Club, you can request access to the Clubs Portal - where you will find resources and request forms such as funding, room and table booking requests.

Request Access to the Clubs Portal:

1. Log in to ExperienceBU at experiencebu.brocku.ca
2. Using the search  look for 'Clubs Portal'
3. Once on the Clubs Portal page, click on Forms and select the Clubs Portal Access Request form
4. Complete the requested information and submit. You will receive a notification on ExperienceBU once you have been given access

Tips for Clubs

- When submitting forms, such as the Room Bookings request, you can check the status of your submission from your [profile > Submissions](#) page
- The [Campus Promotions](#) procedures can be found at brocku.ca/student-life or on the Clubs Portal. Make sure you are familiar with the procedures for promoting your club and events around Campus.
- [Track attendance](#) at your events and consider including them as part of the [Campus-Wide Co-Curriculum](#) and providing students credit on [Experience Plus](#). Did you know that Student Life has card readers you can borrow to help you track attendance?
- Keep on top of [requests to join](#) your group on ExperienceBU.
- Take advantage of features in ExperienceBU, such as the [Forms](#) and [Documents](#) sections. Use forms to build applications, create surveys, event registrations, and so much more. The Documents section can help you to organize marketing materials, posters, meeting minutes, bylaws or any other file you need some or all of your members or the public to access.
- Check your [notification settings](#). Consider turning email notifications on so that you can be aware of activity on your page and receive updates on forms you have submitted (such as room bookings requests). Always remember to check your system inbox.



Have a question?

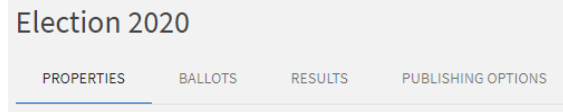
Check out brocku.ca/experiencebu for helpful resources
Email experiencebu@brocku.ca or come by Involvement Commons, MC A204

All steps below require you to be signed into experiencebu.brocku.ca and have access to **manage** your organizations page.




Elections

All steps below require you to be signed into experiencebu.brocku.ca and have access to **manage** your organizations page. Once logged into ExperienceBU:

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 **your club** under *My Organizations*
4. Click on the menu 




Update Your Roster

1. From the  menu click on **Roster**
2. To remove past members who are no longer part of your club, use the checkbox to select the users and then click the **End Membership** button
3. To add members, click the  button at the top of the Roster page
 - a. Enter the member's **Brock e-mails**
 - b. Click 
 - c. You can invite the users as a "Member" or as a specific role, such as "President"
NOTE: you can only select one position for all members added at a time


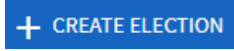
Assigning the Election Reviewer Role

Once your roster is up to date, you can select the two members that will be Election Reviewers. The members cannot be executives or candidates in the election, as per item 103 in the Clubs Bylaw 500.

In the roster, click on the  next to the member's name, select **Election Reviewer** and click SAVE.

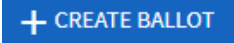
NOTE: this is how you can assign other roles to members, like President or Vice President.

Create an Election

1. From the  menu click on **Elections** and Click on 
2. Name the election – for example *2020 Club Executive Election*
3. If you'd like to include instructions to voters: Checkmark *Include Instructions* and type in any instructions
4. *Do not select **Active** until your election is ready to publish.*

5. Input the Start Date and Time and End Date and Time of the election
6. Select “Display an alert on the home page when the election is active, and voting is open”
7. Select “Only allow users listed on the roster of this organization to vote” and select SAVE



Create Ballots

1. In the Election you just created, click BALLOTS
2. Click on 
3. Name the ballot (for example ex. President Ballot) and *Enable General Access*
4. Select SAVE

On this page you can customize your ballot, adding instructions, text fields or various other questions. We recommend using the **Radio Button List** question type for candidate selection, as described below:

5. Select the **Radio Button List** question type
6. Question Text: Type in your question, ex. Who would you like to vote for President for 2020-2010?
7. Answer Text: Type in the candidates’ names (one per line)
8. Select OK

You can now add additional information about the candidates to the question, for example a photo and/or a biography, if you choose.

1. Selection the question and click on the 
2. On the *Properties* tab, you can make the question *Required* or you can uncheck the box to make the question optional
3. On the *Answers* tab, click a candidate’s name, and select **Include Additional Text**
 - a. Here you can add in the candidate’s platform points
 - b. You can also use the  button to add a candidate photo using a web link (to insert the images, you must have a direct URL to the image - meaning the image needs to have been uploaded or hosted on a site, like your club page Gallery)

Once you are done creating a ballot, click  where you can create additional Ballots if needed.

When you have created all your ballots and are ready to activate your election, click on PROPERTIES of your election, and set the **Election Status to Active**

View Your Results

1. Click the RESULTS tab at the top of the page in your election
2. You can view results based on *total number of votes cast*, or the *total number of voters*. Click on the [blue !](#) for more information



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3. For each ballot you created, you can view the voting results and the percentage of votes each candidate received.
4. You can also EXPORT ALL VOTES to Excel to view the votes in an Excel spreadsheet or EXPORT BALLOT VOTES to export the votes just for that specific ballot

