Hello!

Welcome to your Clubs Manual.

This Manual is a one-stop guide on all matters related to starting or running a club on campus. Inside you will find everything from how to become a ratified club, how to re-ratify your club, acquiring club space, sanctioning your event, and more.

We’re determined and passionate about doing our best to support the clubs community here at Queen’s. Clubs have a huge influence in enhancing our student experience, and we’re dedicated to redirecting our resources so that our diverse and unique community continues to grow.

This year, we’ll be looking into upgrading as well as expanding and building on our online resources. With your feedback and ideas, we hope to implement changes that we know will benefit the clubs community.

Whether you are running a club, looking to start a club, or wanting to join a club, we want to be here for you and whatever you hope to accomplish!

This Manual will be updated periodically throughout the year as we want you to have the most up-to-date information. If there are sections that you find confusing or unclear, or feel like we’ve missed something - please let us know and we’ll be more than happy to adjust it.

We can’t wait to work with all of you, we’re ready for a great year and we hope you are too!

Marnie Myszko, Clubs Manager
2017-2018
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Clubs
An Overview
With over **270+ unique clubs** and **9,000 students** who get involved, the Queen’s community is like no other at Queen’s.

Clubs play an integral role in enriching student life and experience on campus, providing countless opportunities to create lasting relationships and learn new skills.

From publishing a magazine, learning French, putting on a theatre production, going on a volunteer trip oversea to attending a conference -

**there’s something for everyone to get involved with during their time at Queen’s!**

The Clubs Experience at Queen's
Our Office is located on the second floor of the John Deutsch University in Room 149.

Our team is available Monday to Fridays, or weekends upon request. For an up to date list of office hours, please visit our Facebook page and website for more information.

Phone: (613) 533-6000 ext. 78315
Email: clubs@ams.queensu.ca

Connect with us

@quclubs
Website:
www.myAMS.org/clubs
Meet your 17-18 Clubs Team

There are four student staff who work in the Clubs Office year-round to ensure that all clubs have a smooth and successful one. Feel free to stop by with any questions or even just to chat with any four of the team. They’re excited to help in any way they can.

Manager

Marnie Myszko
clubs.manager@ams.queensu.ca

Assistant Manager

Matthew Gledhill
clubs.assistant@ams.queensu.ca

The Director of Clubs oversees the 270+ ratified clubs on campus and is responsible for ratifying clubs, allocating space, and distributing grants. They manage the day to day operations as well as long-term planning for the Office. They act as the main liaison between the AMS, SGPS, and the clubs community.

The Assistant Director of Clubs oversees event sanctioning, finances, and spaces. They work alongside the SLC Operations Manager to manage club spaces and to ensure that they are maintained in good condition throughout the year. They also work alongside the Vice President Operations to manage clubs with student fees as well as sanctioning events.

Marketing Coordinator

Rachel Freeland
clubs.marketing@ams.queensu.ca

Logistics Coordinator

Bronwyn Vaisey
clubs.logistics@ams.queensu.ca

The Clubs Marketing Coordinator oversees the Office’s social media pages and strives to promote a cohesive image around campus. They also work alongside clubs to help with marketing club events and social media pages.

The Clubs Logistics Coordinator is here to help with each of the departments within the Clubs Office. They will act as a liaison for event planning, schedule clubs caucus meetings and updating the Clubs Portal and Directory to ensure that the information is up to date and relevant. Need help with planning a club event on campus? Reach out to Bronwyn!
Benefits of being a QU CLUB

Clubs Portal & Google Drive
As a QU club you’ll be given your own unique @clubs.queensu.ca email address. This gives you access to our Clubs Portal, where all our applications for Re-Ratification, Space Allocations, and Grants can be found. You’ll also gain access to an unlimited Google Drive that can be utilized by your club to upload important files and documents. This can ease your transition process as all the information pertaining to your club will be available for your successors on your Google account.

Bank Account
If your club is interested in opening a bank account, the Clubs Office can provide a bank confirmation letter that will allow you to open a bank account under your club name. The Clubs Office can also work with you so you understand the different fees and regulations that come with opening a community account.

Mailboxes
Each club is able to request a mailbox which is located in the main AMS offices (across from the P&CC in the JDUC). Having a mailbox makes it easier for transitioning each year as well as collecting mail in the summer when your executive team might not be here.

Insurance
All sanctioned club events are insured under the AMS which means that club members won’t face personal liability under the circumstances where something were to happen. By following our event sanctioning process, we try our best to ensure that you have the best, and safest event possible for students to attend!

Space
There are several spaces within the Queen’s Centre and JDUC that are allocated to clubs each year. These spaces can either offer storage or meeting spaces to clubs and are allocated through an application process. For more information, please visit the ‘Spaces’ section of this manual.

Clubs Caucus
Our monthly Clubs Caucus allows you to meet with other passionate individuals who are also active within our clubs community. These meetings act as a venue of discussion and collaboration with other clubs!

Clubs Directory
Each club is able to request to be added to the AMS Clubs Directory found at www.myAMS.org/clubs-directory. This is the page where we direct students interested in getting involved, so having a profile page up means being easily accessible to any student who may be interested in being a part of your club.

Grants & Bursaries
The Clubs Office offers the ‘Clubs Experience Grant’ for initiatives and/or events put on by ratified clubs. There are three allocation periods for this grant: Fall, Winter, and Summer. There are also various other grants that clubs may apply too, more information which can be found under the ‘Finances’ section of this manual.

Support Team
The Clubs Team works year-round and should be used as a support system for clubs! Whatever issue you may be facing, come in and let us know and we’ll work with you to try and make it right.
AMS/SGPS
Your Student Societies
What is the AMS?

The Alma Mater Society (AMS) is your central undergraduate student government here at Queen’s University. Comprised of 80 full-time students, 500 part-time employees, and six permanent staff, the Society oversees and advocates for student life and experience on campus.

How does it operate?

The Society is run by a three-person elected executive each year. The President, Vice-President (Operations) and Vice-President (University Affairs) make up the Executive of the AMS.

The Vice President, University Affairs oversees all campus activities from lobbying for academic issues to orientation week. They oversee the five commissions along with the Clubs Office and the Office of the Secretariat.

The President oversees the four internal offices (IT, MarComm, HR, and Advancement). They also advocate externally to the administration as well as to other group groups outside of the university.

The Vice President, Operations oversees all the student-run services on campus. They work alongside the Hospitality Services Director, Media Services Director, Retail Services Director, and the Student Life Centre Director to manage your favorite student services.
AMS Offices, Commissions, and Services

Check out the various offices and commissions within the Alma Mater Society along with some services that your club could take advantage of!

The Information Technology Office
The IT Office operates internally within the AMS to ensure continued support and maintenance of all IT equipment and services.

The Human Resources Office
The HR Office is a resource to all AMS employees and volunteers who seek assistance with recruitment, hiring, training or disciplinary procedures.

Office of the Secretariat
The Secretariat facilitates the operation of the rules and policies of the AMS as they guide the direction of the society as a whole. The Secretariat oversees all matters concerning AMS Assembly, elections and referenda.

Campus Activities Commission
The Campus Activities Commissioner leads a primarily events-based commission that is responsible for organizing events to promote school spirit and enhance student life. This commission plays a significant role in preserving and facilitating the Queen's tradition of student-run orientation.

Social Issues Commission
The Social Issues Commissioner seeks to facilitate dialogue, education, and engagement on all matters

The Marketing & Communications Office
The MarComm Office serves as the public relations channel for the AMS and engages in coordination with local/national media outlets, supervision and creation of AMS publications and web content, and marketing research.

The Advancement Office
The Advancement Office strives to build and maintain relationships with donors, sponsors, and the Queen's alumni community, and works in close coordination with the Queen's Office of Advancement.

Municipal Affairs Commission
This commission facilitates opportunities for students to connect with the Kingston community, offers extensive resources for all housing related matters, and provides services to better the University District for all community members.

Academic Affairs Commission
This commission deals with issues related to educational quality and financial accessibility of a Queen's education. The commission lobbies and advocates internally within the University and externally to the provincial government. It also provides services and administers committees that assist students in navigating academic life.

For a full contact list, please visit the AMS website at www.myAMS.org

QU Clubs Manual
Tricolour Outlet is your campus one-stop shop from Queen's apparel/merchandise, school supplies, event tickets, bus chartering, custom ordering, convenient bus services, and the opportunity to consign and make money on used textbooks.

Consider using Tricolour Outlet to sell tickets to your next event, pick up gifts for your conference speakers/guests, or order custom made clothing for your executive team or club.

| To order custom made clothing/products, contact: | Purchasing Manager |
| Purchasing Manager Email: tricolourtri.purchasing@ams.queensu.ca |

| To sell your event tickets at Tricolour Outlet, contact: | Events and Marketing |
| Events and Marketing Email: tri.marketing@ams.queensu.ca |

| To advertise at the P&CC, contact: | Marketing Manager Email: pcc.marketing@ams.queensu.ca |
| To order a custom made banner or set up a club account, contact: | Purchasing and Production Manager Email: pcc.purchasing@ams.queensu.ca |
| To order custom made clothing/products, contact: | Purchasing Manager |
| To book space within the Common Ground, contact: |
| To inquire about having Co Gro cater your next event, contact: | Purchasing Manager |

The P&CC is your on campus printing solution, offering a wide variety of printing and finishing services including black and white and colour printing/copying, scanning, faxing, business cards, booklets, brochures, binding, photo printing, and poster printing.

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Avoid the hassle of individual payments and set up an account with us! Email: pcc.purchasing@ams.queensu.ca

Visit our website for more information at: www.PandCC.ca

The Common Ground is a student-run coffee shop offering a wide variety of espresso-based drinks, iced drinks, bagels, sandwiches, and baked goods. The Common Ground proudly brews fair trade organic coffee from the Kingston-based company Multatuli. Their lounge space can be used for studying, hanging out with friends, grabbing lunch, or can even be booked for events! Co Gro is located on the second floor of the Queen’s Centre and The Brew by Common Ground is located by the Upper JDUC (by Tricolour Outlet).

Consider catering or booking space with the Common Ground for your next event.
The AMS Pub Services (TAPS) is comprised of two services on campus: Queen's Pub and The Underground.

Since opening in 1977, the Queen's Pub offers a relaxed atmosphere and great tunes will always keep you coming back. They have a delicious menu with vegetarian options, a multitude of beers, fine wines and cocktails.

The Underground is the only student operated club in the country and is open two nights a week featuring 3 young and aspiring DJs.

Consider co-hosting an event or book your own private event at the Underground.

Studio Q is a student-run service operated by the AMS. They offer professional graphic design, publications, photography, video, and livestream services. They also proudly produce the Tricolour Yearbook & Agenda and livestream the Queen's Gaels games.

Consider using Studio Q to redesign your club logo or to book photographers at your next event.

To inquire about logo or graphic designs, contact:
Graphic Design Manager Email: studioq.graphics@ams.queensu.ca

To have photographers at your next event, contact:
Photography Manager Email: studioq.photography@ams.queensu.ca

To book a private event or co-host an event at the Underground, contact:
Events Manager Email: taps.events@ams.queensu.ca
Walkhome provides safe walks to students both on campus and within the Kingston community. They are a completely anonymous and confidential service, and their staff members do not wear any clothes identifying them as a Walkhome team.

They are inclusive to all students on campus, no matter your year or faculty. When you request a walk, teams of one male and one female student will accompany you to a destination of your choosing. Whether you want enjoyable conversation, friends for your walk, or even someone to share with, Walkhome is the place to call.

Consider calling Walkhome after your evening event on or around campus!

To inquire about using Walkhome after late night events, contact:
Shannon Crooks, Head Manager
Email: walkhome@ams.queensu.ca

The Queen's Student Constables is a student safety and support service that embodies the unique idea of students being responsible for students. Our group of 95 Student Constables (more affectionately, StuCons) can be easily identified by our grey shirts, tags, or security jackets bearing our emblem. We work to uphold the AMS and University rules and regulations at sanctioned events and venues, while ensuring that students have a comfortable atmosphere in which to socialize. To sanction an even you must submit an Event Sanctioning form found on the AMS website. If you feel that your event may need StuCons fill out the QSC booking form on the AMS homepage.

Reasons for needing StuCons can be:
- A large number of people at an event
- If there is alcohol being served at the event

If you are unsure if you need StuCons, send them an email after filling out the event sanctioning form at QSC@ams.queensu.ca

To inquire about having StuCons at your event, contact:
Jesse Bell, Head Manager & Chief Constable
Email: qsc@ams.queensu.ca

The Student Life Centre is a collaboration of facilities, services, and resources dedicated to enhancing the quality of student and campus life here at Queen's. Encompassing the John Deutsch University Centre (JDUC), the Queen's Centre (QC), the Macintosh-Corry Student Street (MC), MacGillivray Brown Hall (MacBrown), and the Grey House, the SLC provides exclusive space for societies and clubs, bookable spaces for meetings and performances, and public spaces for a wide range of student and community uses.

To inquire about reservations or bookings, contact:
Julia De Angelis, Reservation Co-Ordinator
Email: slc.reservations@ams.queensu.ca

To inquire about club space keys and facility issues, contact:
Justin Karch, Operations Manager
Email: slc.ops@ams.queensu.ca

To inquire about club space keys and facility issues, contact:
The Society of Graduate and Professional Students (SGPS), was initially formed in 1998, and represents over 4,000 students in the Queen’s School of Graduate Studies, Faculty of Law, Faculty of Education and the School of Religion. The Society advocates for the interests of its members both on and off-campus, as well as providing access to numerous resources and services.

Some of these services include a Health & Dental Plan, the Student Advisor Program, and access to SGPS Social Events. The SGPS also runs a Grants program and is proud to support clubs and organizations that involve SGPS members. Eligible groups may receive up to $800.00 to fund their projects, activities, and events. See the SGPS website for more details: http://sgps.cswpnetwork.ca/sgps-services/grants-program/.

As of April 2016, the SGPS and the AMS have opted to run student clubs through the AMS Clubs Office, allowing graduate, professional and undergraduate students access to the hundreds of clubs run by students at the Queen’s.

Students from any year of any program can now either start or join a student club with members from other degrees, years, departments and faculties. SGPS members are welcome to either contact the Vice President Campaigns & Community Affairs (vp.community@sgps.ca) or the AMS Clubs Office for more information on ratifying clubs, grant applications, clubs space and listings of existing student clubs. For more information, please go to the www.myams.org/get-involved or www.sgps.ca.
Starting a New Club
Starting a New Club

Are you interested in starting a new club on campus? Wondering what it means to ratify under the Clubs office? Read more to learn about what it means to be an official club on campus and the benefits that it comes with.

Ratifying with the Clubs Office

Clubs that are ratified under the Clubs Office means that they are recognized as an official club on campus. This means that they are supported by both student societies (AMS and SGPS) and are given access to the many resources provided by the Clubs Office. Although the Clubs Office provides oversight on areas like insurance, event sanctioning and finances, clubs can operate semi-autonomously meaning that they have the freedom to operate however they would like, within the Queen’s Code of Conduct.

If you’re interested in starting a club that is athletic in nature, it may be a better fit to be sanctioned with Queen’s Athletics & Recreation. Get in touch with the Clubs Manager to see which office would be better suited for your club.

Criteria

Before beginning the Ratification process, it’s important that your new club meets the criteria below to be considered for eligibility. Any clubs who do not meet the three requirements will not be reviewed for approval.

1. You must have at least five members who will act as members of your club and keep this number to maintain club status. All club members must be current Queen’s students (either undergraduate or graduate).
2. Your club mandate and mission must be unique and cannot overlap with any existing clubs on campus. A full list of clubs and their description can be found on www.myAMS.org/clubs. You may alternatively contact the Clubs Manager to discuss any potential conflicts.
3. Your club must be open to both undergraduate and graduate opportunities. If you are a club with a membership that is mainly graduate and/or professional students, and undergraduate student opportunity could be to have an undergraduate liaison on your team. To discuss more options, get in touch with the Clubs Office.

Ratification Process

1. New Clubs Package
   The New Clubs Package can be found under the Clubs section of the AMS website. Please fill out both the application and the constitution to the fullest and email it back to clubs@ams.queensu.ca by the deadline. Only electronic submissions will be accepted. Late or incomplete packages will not be accepted.

2. Interview
   Once the Clubs Manager has reviewed your package, an interview will be set up between the Clubs Manager and the five members of your club. This happens usually one week after the New Club application deadline.

3. Ratification Committee & AMS Assembly Approval
   After your interview with the Clubs Manager, the Ratification Committee will meet to discuss and determine the status of your club. If approved by the Committee, it will proceed to AMS Assembly to be passed. If not, you will get the opportunity to meet with the Clubs Manager to discuss possible solutions.

4. Welcome to Queen’s Clubs!
   If you successfully obtain club status, the Clubs Manager will be in touch shortly to set up an introductory meeting where you will learn of all the resources and tools available as a newly ratified club! This is when you will gain access to the Portal, your @clubs.queensu.ca email address as well as setting up a bank account if your club is interested.
Re-Ratifying Your Club
Re-Ratifying Your Club

What does this mean?

Clubs are officially ratified under the Clubs Office for one year (starting May 1st and ending April 30th of the following year) and must re-apply at the end of each school year if they wish to maintain their status. This process allows the Office to keep track of clubs that no longer wish to be active, no longer wish to be affiliated with the Office, as well as any changes made within clubs throughout the year. Re-ratifying as a recognized club means continued access to all the resources provided by both the AMS and SGPS.

The Re-Ratification Package is uploaded onto the Clubs Portal. Clubs will be able to fill it out as early as then if they know for sure that they would like to continue as a club.

Early February

The Re-Ratification Packages are due, completed in full and submitted in on time.

Early March

Emails will be sent out to let you know of your club’s status for the upcoming year.

Mid March

Co-Chairs and Presidents will have most of their information available from past Re-Ratification forms (which can be found on your Google Drive). It is okay to use the same information as past years, however please ensure that any changes made within the club throughout the year is reflected accurately in your package.
Re-Ratification Process

Clubs must complete the Re-Ratification Package and submit it before the deadline each year to maintain club status. If you are unable to meet the deadline, it’s crucial to contact the Clubs Office to make alternate arrangements. Only completed applications will be accepted and reviewed. Late, incomplete, or applications submitted on paper will not be accepted.

1. Re-Ratification Package Part 1: Application
   This application covers general club information as well as the different events that you’re planning on holding throughout the year.

2. Re-Ratification Committee & AMS Assembly Approval
   The Re-Ratification Committee will meet and review your Re-Ratification application and then send it to AMS Assembly for approval. This process will take around two-three weeks from the Re-Ratification Package deadline date.

3. Re-Ratified for the next year!
   Once you’ve successfully re-ratified, you can begin planning your transition process, as well as apply for club space (if your club is interested in acquiring space for the year).

   If you are an outgoing executive, here are some things that you may want to include in your transition:
   - **Bank Signatories:** If your club has a bank account, the end of the year would be the prime time to obtain a bank letter that transfers signing authorities from you onto your incoming team.
   - **Google Account:** Pass on your @clubs.queensu.ca email account and password so that your incoming team has access to the Portal. This is important if they’re interested in applying for summer grants or wish to remain active during the summer months.

4. Part 2: Financial Information
   If your club has a bank account: You will need to submit an up to date budget with projected numbers for the following year. The Clubs Office can provide you with an easy budget template if you wish.

   If your club does not have a bank account: You will need to sign a Proof of Financial Accountability form that will be found within the Re-Ratification application on the Portal.

5. Part 3: Constitution
   All clubs are required to have a living constitution that accurately reflects their club practices and structures. Having an updated constitution each year allows your club to follow rules and policies that will ensure that your goals and mandate are being met.

6. Part 4: Executive Contact List
   Please only include your executive team for the following year. If you have not concluded hiring by the time that re-ratification applications are due, please make note of it and send the Clubs Office an updated copy by October of the same school year.

7. Part 5: Queen’s Clubs Contract
   This is to acknowledge that you have read the contract and are okay with terms and conditions of being affiliated with the Office. One of two Co-Chairs/directors must sign this document.
Spaces
Allocated Spaces & Room Bookings
There are lots of different spaces available on campus, whether you’re looking for a space to hold weekly meetings to planning larger scale events. Read on to find out about the different rooms available and how you can book them.

**Clubs Office Allocated Spaces**

The Clubs Office has several spaces in the JDUC and Queen’s Centre that are allocated through an application process at the end of each year. All ratified clubs are eligible to submit an application, following the completion of their re-ratification.

The Office offers single office spaces, shared office spaces, shared meeting rooms and lockers that are allocated to clubs. Allocations for the space last one academic school year from May 1st to April 30/31st. Allocations are made every year based on need, frequency of use, and size of inventory which is assessed through information provided on the application form as well as space audits performed by the Assistant Clubs Manager throughout the year.

*Please note that clubs are not guaranteed the same space each year.*

**Recurring Bookings**

Looking to book recurring space for your club? The Student Life Centre manages recurring bookings for clubs and requests can be submitted in mid-August for the Fall Semester, and late November/early December for Winter Semester. Recurring bookings can be made for any room within the JDUC or Queen’s Centre, but may be affected some weeks due to conferences and special events. Clubs will be able to request a recurring booking up to 4 hours/week throughout the year.

For more information or inquiries, please contact SLC Reservations at slc.reservations@ams.queensu.ca

**Club Space Allocation Process**

1. **Space Allocation Application**
   - Fill out and complete the Space Allocation Application found on the Portal, and submit it before the deadline.
   - The application will ask about the size of your club inventory, which type of space you are requesting (shared or office) as well as how often you intend to use the space each week.

2. **Space Allocation Committee**
   - The Space Allocation Committee will meet to review all applications and allocate spaces accordingly. Due to the limited spaces available for allocations, it is not guaranteed that all clubs receive space.

3. **Move in May 1st!**
   - Your space will be available to move in May 1st. You will be able to sign out a permanent key for the year for your space. To sign out a permanent key, you will have to sign a Stewardship agreement in the Clubs Office before obtaining your key at SLC.
   - If you have been allocated a locker, you will receive your locker number and combo via email by May 1st.
   - If you have been allocated a shared meeting space, you will receive your FACES log in and password via email by May 1st. FACES is our internal booking system using only to book the following rooms: A617, A618, A619, A620.
Booking rooms in the JDUC/Queen’s Centre

There are many meeting rooms as well as a few bigger spaces available to book in either the JDUC or the Queen’s Centre. Bookings for these two buildings can be done through the SLC Online Booking System found on their website (www.studentlifecentre.ca). Additionally, you are able to book U&U street corners through the Student Life Centre for outdoor fundraising events and/or initiatives.

Booking Queen’s Centre A617, A618, A619, A620

If your club has been allocated shared space on the third floor of the Queen’s Centre, you are able to book hours through our FACES booking system. Your log in info and password will be sent to you following space allocations. If you are unable to access your FACES account or have lost your log in, you can contact the Clubs Assistant Manager at clubs.assistant@ams.queensu.ca.

Booking the Isabel Bader Centre

To book the Isabel Bader Performing Arts Centre, more information can be found here: http://www.theisabel.ca/facility%20rental/facility-rental

For a link of available rooms, prices, and capacity, please visit this link here:


**CLUBS FALL UNDER RATE CATEGORY B**

Booking halls, rooms, and atriums on campus

The rest of the buildings on campus can be booked through Queen’s Event Services. This includes lecture halls, classrooms, banquet halls and bigger event venues.

To submit a room reservation booking form:

http://eventservices.queensu.ca/venues

Please keep the following in mind before submitting a room booking form with Event Services:

- **AMS Event Sanctioning:** Make sure that you’ve submitted an Event Sanctioning form (found on the AMS website) if your event is open for the public to attend.
- **Audio-Visual Equipment:** If you need arrangements for audio-visual equipment and/or Custodial Services will be assessed and you will be provided with an estimate of all charges when your request has been processed.
- **Alcohol:** If you are planning an event that includes serving alcohol, you must go through Queen’s Events Services to serve. This request should be submitted at least two weeks prior to your event.
- **Cancellations:** Cancellations must be made within five (5) working days prior to the scheduled event. You will also need to notify the Student Constables Office and Queen’s First Aid if services were arranged through these offices at least 48 hours in advance. You will be charged for any services that have not been cancelled.
- **Music:** If your event is planning on playing music, Sound and SOCAN music tariff fees will be applied to your rental. For more information on tariff fee compliance, please visit this page: http://eventservices.queensu.ca/about-us/socan-and-resound-compliance/.
- **Food:** If you are providing food from an off-campus food provider, please fill out the Food Request Form [http://dining.queensu.ca/contact/food-request-forms/]

**To inquire about booking the Isabel, contact:**

Kathryn Palaic, Booking & Financial Assistant
Email: ibcpabook@queensu.ca
Events
Sanctioning, Planning, Risk Management, and Accessibility
Thinking of holding an event?

Events on campus can vary from holding a bake sale in the Queen's Centre to planning a three day conference around campus. No matter what event your club is planning, below are resources and information to make your event planning process a smooth and easy one.

Event Sanctioning Process

If you are planning on holding an event, on campus, that will be open to students and/or community members, you will need to submit an Event Sanctioning form. You will not need to submit a form for weekly meetings and private club team events.

The purpose of Event Sanctioning is to ensure that all Queen's students are able to have fun and be engaged while under the protection of their student government. This process allows us to work with event organizers to manage and mitigate any risk to ensure safety and security at your event, and removes any personal liability on the event organizers.

For more information on the process or to access the form, click here: https://myams.org/event-sanctioning-form/

Event Sanctioning Forms must be submitted three weeks prior to your event date.

Events Involving Food

If you are planning to distribute food on campus at your event, a Food Request Form through Queen's Hospitality Services must be submitted two weeks prior to the date of your event. This includes barbeques, bake sales, self-catered events, and off-campus caterers that are open to the public & people outside of your club membership.

To access food request forms, click here: http://dining.queensu.ca/contact/food-request-forms/

Bake Sales

Bake sales on campus must only offer non-hazardous baked goods (will not spoil without refrigeration). This includes:
- Brownies
- Cookies
- Cakes/cupcakes (no cream cheese icing, puddle filling or cheesecakes)
- Fruit pies (no cream, custard or meringue)
- Granola bars
- Muffins

Please ensure that you are being extremely cautious when serving food to the public. Transport food in sealed containers and make sure to wash your hands before handling food. If possible, try and have two members of your club at your bake sale (one to handle food, one to handle cash) to ensure cleanliness!

To inquire about the event sanctioning process, contact:
Matthew Gledhill, Clubs Assistant Manager
Email: clubs.assistant@ams.queensu.ca
Special Events with Food

If you intend on distributing food to members of the public (students and community members) that are not classified as non-hazardous foods (bake sale items), the food must be prepared or provided by a commercially licensed and inspected kitchen.

Please review the Food Request Packages found on the Queen's Hospitality Website to ensure that you are handling and providing food in the safest way possible.

To inquire about the event sanctioning process, contact:
Matthew Gledhill, Clubs Assistant Manager
Email: clubs.assistant@ams.queensu.ca

Event Checklist

<table>
<thead>
<tr>
<th>Type of Event</th>
<th>Steps required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Club Meetings</td>
<td>• No additional action required</td>
</tr>
<tr>
<td>Events without food</td>
<td>• Book space either through Queen's Event Services or the Student Life Centre</td>
</tr>
<tr>
<td></td>
<td>• Submit an Event Sanctioning Form on the AMS website (three weeks prior)</td>
</tr>
<tr>
<td>Events involving food</td>
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</tr>
<tr>
<td></td>
<td>• Submit an Event Sanctioning Form on the AMS website (three weeks prior)</td>
</tr>
<tr>
<td></td>
<td>• Submit a Food Request Form on the Queen's Hospitality website (two weeks prior)</td>
</tr>
<tr>
<td>Conference (event taking place over multiple days in multiple locations)</td>
<td>• Follow one of the two options above (depending on if you are serving food)</td>
</tr>
<tr>
<td></td>
<td>• If you have the same type of activity (ex: workshop) in the same location over multiple days, you may submit one Event Sanctioning Form.</td>
</tr>
<tr>
<td></td>
<td>• Ex: If you are planning to hold workshops on campus during the day, and then a networking social at a restaurant downtown during the night, you will need to submit two different Event Sanctioning Forms. This is so that we can assess the risk in both situations.</td>
</tr>
</tbody>
</table>
Accessible Event Planning

Here are some guidelines and tips to consider when planning your event, to ensure that it is accessible to all your participants.

**Pre-Event**
- Give ample notice for your upcoming event (including potential costs, accessibility feature, etc.)
- Include the duration of the event and the organizer(s)’s contact information on posters and other advertisements
- Include space for participants to identify accommodations in a timely fashion
- If food is being served, give participants a chance to request dietary preferences
- Plan for trigger-support (Peer Support Centre volunteers, counsellors, etc. if the event may include triggering material)
- Make sure the event does not fall on a religious holiday

**Travel**
- Transport options for getting to the event should be realistic for people with disabilities
- Wheelchair access should be via the main entrance, or accessible entrances should be clearly posted
- Building has adequate elevators and ramps

**At the Event**
- Wheel care or scooter users can easily navigate the space
- Plenty of space around tables
- Make sure any presenters are well lit, easily visible, and have good acoustics
- Accessible washrooms should be within a reasonable distance
- Activities associated with the event are physically accessible, or alternatives are provided that are meaningfully connected to the event
- All parts of the event are smoke-free

**Financial**
- Cost of participation is affordable
- Alternative funding is available for people who cannot afford participation costs

**Other Services You Can Provide**
- Book English/American Sign Language (ASL) interpreters or computerized note taker/real time captioning, if these services have been requested
- Arrange for Assistive Listening Devices if requested
- Know the location of accessible public telephones
- Promote a scent-free environment
- Produce written materials in large print (16-point type or larger) and have electronic copies available
- Be sure any evaluation forms, etc. include a section about the accessibility of the event

**To inquire about further accessible event planning, contact:**
Ramna Safeer, Social Issues Commissioner
Email: social.issues@ams.queensu.ca
Sustainable Event Planning

Here are some guidelines and tips to consider when planning your next event. Making these small changes during your event planning process can make a big difference in the end!

**Participation and Accountability**

- Ensure the recognition of having read regulations on AMS Event Sanctioning Form
- Appoint one member of event planning to be accountable for sustainability
- All correspondence should be done online or in person
- Completion of regulations that are denoted with an asterisk (*) will lead to an AMS Green Event Certification with increasing levels of completion.

**Marketing and Promotion**

- Prioritize the use of online marketing over physical marketing*
- All forms of registration and polling should be completed online*
- All documents and promotions must be made available electronically
- All posters and papers must be printed on paper with some recycled content*
- All papers should be printed double sided unless there is a specific need for single side
- All promotional products must to include the specific year to allow for reuse
- All promotional products must serve a clear purpose*
- Participants will be made aware of the sustainability features of the event/group
- Participants will be encouraged to bring their own stationary and materials to minimize materials

**Travel**

- Prioritize alternative transportation*
- Encourage participants to utilize carpooling and alternative transportation
- Purchase carbon off sets it is financially feasible

**Cutlery**

- Must use recyclable or compostable cutlery at a minimum*
- Prioritize the use of reusable cutlery
- Ensure the proper disposal of cutlery*
- Provide cutlery based upon the amount of food
- All left over cutlery will be reused*

**Food and Drink**

- Order food based upon the expected number of people*
- All sit-down/plate meals will be pre-ordering for individuals*
- Provide vegetarian, vegan, gluten-free, and dairy-free options upon request at events with more than 50 participants
- Prioritize foods that contain in-season options
- Prioritize fair-trade options
- Prioritize foods that are locally grown
- Prioritize fair-trade options
- Do not serve or provide bottled water*
- Ensure the proper disposal of food into the organics bin*

**Waste Bins**

- Ensure labelling of products on waste bins
- Provide waste bins that directly relate to the materials provided*
- All bins will be placed in the same accessible location*
- The locations of bins will be communicated to participants*
- Attempt to have an individual monitoring the disposal of waste

**Venues**

- Prioritize venues that are within walking distance of Queen's campus
- All lights and equipment will be turned off when not in use*
- Prioritize hotels that are close to the venue
Finances
Banking, Grants, Fundraising, and Student Fees
Finances

Bank Accounts

Clubs that are seeking financial accountability, handle large amount of sums, or are interested in applying for grants should consider opening a club bank account. The Clubs Office can provide all clubs with a letter that allows you to open a community account under the club’s name. When it’s time to switch over the account to your successors, the Clubs Office can provide a bank letter that will allow you to change over your account signatories to them. All club bank accounts will need two members on as the account signatories at all times.

Budgeting

A key tool in financial accountability and transparency is a properly formatted budget. Having this not only allows you to understand where your funds are being used, but it allows you to plan for the year so that you are able to well plan events and initiatives that you may wish to hold.

A properly formatted budget is required when submitting your re-ratification applications and grant applications. The Clubs Office can provide you with a budget template if you wish.

Student Fees

Ratified clubs are eligible to apply for an opt-out student fee through the AMS. All student fees are established by majority votes in campus-wide referenda. For your fee to appear on the referendum ballot, you must collect signatures in support from 2% of AMS members and/or be approved for the ballot by the elected legislative branch of the student government (AMS Assembly).

Student fees are subject to review by referendum every three years, giving students the opportunity to either confirm or reject support for individual fees.

To inquire about financial planning and budgeting, contact:
Matthew Gledhill, Clubs Assistant Manager
Email: clubs.assistant@ams.queensu.ca

To inquire about student fees, contact:
Secretariat
Email: secretariat@ams.queensu.ca
What is the AMS Advancement Office?

The AMS Advancement office aids in the sponsorship, donations and alumni relations of the AMS including clubs, conferences and committees. This office can help you with crafting a sponsorship package from the ground up, reviewing an existing package, connecting you with sponsors, giving you cold-call advice and connecting you with the Universities Advancement Department. The director can also connect you with donors, help create donation pages (if eligible), review your club or event to see if you are eligible to receive charitable tax receipts, help you to send out thank you cards and gifts to donors and aid your group in creating lasting partnerships (stewardship). The office can also help you with connecting with alumni, sponsors and donors through newsletters and calls to action. Essentially, the AMS Advancement Office via the Director of Advancement can help you with sponsorship, donation/fundraising, alumni and stewardship needs you may have. It is also the first step to connect with University Administration and the University alumni data bank and connections. The Office will hold specialized club office hours throughout the year on Fridays from 10am to 12pm or by appointment.

To inquire about reaching out to alumni, contact:
Cliff Lerebours, Director of Advancement
Email: advancement@ams.queensu.ca

How can my club reach out to alumni?

To reach out to your alumni it is essential that you are working through the proper channels. It is best if you can reach out to the AMS Advancement office who can either connect you with alumni directly or connect you to the University’s Advancement department. The first step before reaching out is to determine why you are trying to connect with alumni, are you wanting to get in contact with past members of your club, are you looking to send out information or newsletters, or are you trying to gain alumni donations or sponsorship for your club? – This will determine the path you will take with the Director of Advancement.

Secondly you need to determine who your target audience of alumni will be; are you looking to connect with past members of the club or are you looking for general alumni who may be interested in the initiatives you are trying to promote?

Thirdly look into past lists of club members and pass them along to the Director of AMS Advancement or to the Clubs Manager. Any information you can give them will be very helpful in creating alumni lists for future club members as well as yourselves. By providing a list you can aid the Director in finding alumni and connecting with them.

Fourthly if you know of past club members it can be very helpful to reach out to these individuals as they may have stayed in contact with other members and can aid you in expanding messaging and connections. (Any connections that you have should be placed on your list of members labeled with the year)

Finally, bringing this information to the Director of Advancement can be helpful to aid in your connections as the Director can help you to reach out to alumni and friends of Queen’s.
Additional Sources of Funding

There are various sources on campus that your club may be able to acquire additional funding for. Be sure to read carefully through what exactly the grant is able to be used for.

**AMS Grants & Bursaries**
The AMS gives multiple grants and bursaries out each year. Although not all of them are geared towards student groups, your club may be eligible for the following grants:

- Accessibility Queen's
- Equity Grants
- Student Art Initiative Grant
- New Events Bursary
- Sustainability Action Fund
- Special Projects Grant

Click the link below to learn more about the criteria and to see if it fits with what your club is looking to fund.

Link to AMS Grants & Bursaries: [https://myams.org/grants-bursaries/](https://myams.org/grants-bursaries/)

**Queen’s Student Affairs Funding and Awards**
The Division of Student Affairs here at Queen’s University runs several funding opportunities for clubs throughout the year. Some of the grants your club may be eligible for are:

- Eilidh Balkwill Fund
- The [jack.org](http://jack.org)/Queen’s Student Initiative Fund
- Student Initiative Fund
- Team-Building Activity Fund
- First Year Experience Fund

Click the link below to learn more about the criteria and to see if it fits with what your club is looking to fund.

Link to Student Affairs Funding: [http://queensu.ca/studentaffairs/funding-and-awards](http://queensu.ca/studentaffairs/funding-and-awards)