



CLUBS

Handbook

2023-2024

This is your guide to all things clubs for the upcoming year! If you are looking to unlock the world of clubs at Huron, this document is perfect for you! Dive into the realm of the HUCSC's vibrant club ecosystem and discover all the information and solutions to your club related inquiries.

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Welcome!

Dear HUCSC Ratified Clubs,

HUCSC is home to over 38+ clubs serving our 1800+ strong student community. Clubs are one of the most important services that HUCSC provides, and clubs are an integral part of the Huron student experience and community. On behalf of the entire Huron community, we thank you for building a campus culture and helping to build a better campus life for our fellow students.

At the HUCSC, we firmly believe that clubs are the heart of our university, providing students with invaluable opportunities for personal growth, skill development, social interactions, and meaningful connections. Through your dedication, passion, and hard work, you create spaces where individuals can come together, share their interests, and make lasting friendships. The impact of your clubs reaches far beyond the boundaries of our campus, extending into the wider community, and shaping the lives of those who are fortunate enough to be a part of it.

Each club brings a unique aspect to our university, representing a wide array of passions, causes, and interests. From academic and professional organisations to cultural and recreational societies, you all play a vital role in enriching the campus experience for everyone. Your commitment to organising events, hosting workshops, and initiating projects that cater to diverse interests fosters a sense of belonging, encourages collaboration, and instills a spirit of lifelong learning within our student body.

I want to take this opportunity to highlight the commitment of the HUCSC in building a robust club system and enhancing clubs' support. We recognise the importance of providing the necessary resources, guidance, and infrastructure to ensure the smooth functioning of your clubs. We understand that organising events, managing finances, and catering to the diverse needs of our student body can be challenging tasks. Therefore, the HUCSC's Finance and Administration portfolio is dedicated to working hand in hand with each club to streamline processes, providing the necessary tools for success during the 2023-24 academic year.

Looking ahead to the 2023-24 school year, the HUCSC is filled with excitement for all that our clubs can achieve. We believe that this upcoming year holds immense potential for bringing a wide array of events, learning opportunities, socials, and much more to our vibrant campus community. We encourage our clubs to think creatively and ambitiously, pushing the boundaries of what has been achieved in the past. Whether it's organising thought-provoking workshops, hosting socials, planning captivating performances, or initiating impactful community service projects, we are eager to see the breadth and depth of experiences that our clubs will offer.

As we embark on this exciting journey together, I invite all clubs to embrace this opportunity to make a lasting impact on our campus community. Let us strive to create an environment that fosters growth, enriches learning, and cultivates lifelong connections. The HUCSC is here to support you every step of the way, and we cannot wait to witness the incredible contributions that our clubs will make in the 2023-24 school year.

Warm Regards,
Shivansh Mohan



VP Finance & Administration (HUCSC)

MEET *The Team*

Shivansh Mohan

He is this year's Vice President of Finance and Administration. He is going into his fourth year with an Honors Specialisation in Accounting. Please feel free to reach him by emailing: vpfinance@myhuron.ca



Anvita Seth

This year's Associate Vice President of Clubs is Anvita! She is going into her final year at Huron with an Honors Specialisation in Psychology. Please feel free to reach out to her by emailing: clubs@myhuron.ca



Have questions about clubs?

Feel free to reach out to our dedicated team – whether it's about finances or club matters, our Vice President of Finance and Clubs Commissioner are here to assist you every step of the way!

Huron Clubs



Huron Black Student Association



Huron BMOS Students' Association



Huron Indian Cultural Association



Huron Mock Trials Club



Huron Underground Dramatic Society



Multicultural Music Club



Japanese Culture Club



World University Service of Canada



Huron Soccer Club



Huron History Society



Huron Investment Club



Huron Literary Society



Young Women in Business Club



Huron Chinese Students' Society



Huron Debate Team



Huron Psychology Association



Huron Political Science Students' Association



Huron Green Club



Huron Cinema Club



Centre for Global Studies Association



Volunteer Ya!



Important Links

| | | |
|-----------------------------------|-----------------------------|---|
| Clubs Forms and Documents | Link | <ul style="list-style-type: none"> • Clubs Policy • Communications/Promotion Form • How to start a club |
| Grants Application | Link | <ul style="list-style-type: none"> • Apply for Additional Funding Other Than the Budget |
| Expense Reimbursement Form | Link | <ul style="list-style-type: none"> • Apply for Reimbursement for Expenditure Incurred |
| Beaver Dam Booking Form | Link | <ul style="list-style-type: none"> • Book Beaver Dam For Events |
| HUCSC Clubs Budget Format | Link | <ul style="list-style-type: none"> • Request Budget For the Academic Year |

Member Sign-Up Information

Starting this year, HUCSC has collaborated with the Career Development Department at Huron to establish a standardized signup process for students to join clubs. This collaborative effort aims to streamline the membership registration across all clubs and facilitate effective data management.

Additionally, the standardized process will assist the Career Development Department in ensuring accurate submission of Co-Curricular Records, which will duly reflect your involvement throughout your university journey and be highlighted upon your departure from the institution.

Clubs can use the following QR code:



Club Budget & Finance 101

What is a budget?

A budget is a list of all the planned revenues and expenditure a club is planning to incur over the year. A good budget is thoughtful, planned and incorporates the action plan for the upcoming academic year and is used to plan how money will be spent.

Why do we budget?

Budgets act as a guideline to ensure that clubs do not exceed their available funds. When clubs organize multiple events concurrently or frequently, there is a risk of executives losing track of their spending. Budgets serve as a tool to provide a clear overview of the club's financial resources for each event.

By examining budgetary requirements, clubs can identify potential collaborations, resource sharing opportunities, or dependencies on other departments to ensure seamless coordination and efficient use of resources. Overall, budgets play a crucial role in financial management, accountability, and coordination within clubs. They help maintain fiscal discipline and promote effective decision-making by providing a transparent view of available funds and fostering collaboration with other departments or entities.

How to Build a Budget? (Using the HUCSC Clubs Budget Template)

Building a budget is split into three main essential parts:

- 1.Revenues
- 2.Expenses
- 3.Bottom Line (Net Surplus or Deficiency)

The following guide will provide you with exact instructions on how to prepare the budget for your club using the [HUCSC Clubs Budget Template](#) :

1. Download the Excel template (link provided above). This template is the only way to request a format budget for your club/event for the upcoming year.

2. After opening the excel template, the first worksheet you will see is the Calendar. This Page helps the club to link their events to a proposed calendar date.



| 2023 | | August | | | | |  |
|--------|---------|-----------|----------|------------------------|----------|--------|---|
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY | |
| 31 | 01 | 02 | 03 | 04 <i>Example A</i> | 05 | 06 | |
| 07 | 08 | 09 | 10 | 11 | 12 | 13 | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 28 | 29 | 30 | 31 | 01 | 02 | 03 | |
| 04 | 05 | Notes: | | | | | |

Note: It is not necessary to project exact calendar dates, you can add projected dates or estimates.

3. The second excel worksheet named 'Example- Budget' shows an example of an event budget filled out for your assistance.

- **Revenue Table:** Fill out the expected revenues (if any) from ticket sales, donations, etc. There is no need to fill out the actual revenues column and it can be left blank.
- **Expenses:** Like revenues table fill out the expected expenses such as decoration, food, venue booking etc. The actual revenues section can be left blank for the budget request purposes.
- After you have filled this information out, it will auto populate the **'expected budget required'** line for the event.
- In the **'Event Notes'** table please add all the links/information about the expenses for the clubs committee/VP Finance to make an informed decision about the event finances required.

| Revenue | | | | Expenses | | | |
|--------------|--------------------|------------------|------------------|--------------|--------------------|--------------------|--------------------|
| Item Name | Expected | Actual | Difference | Item Name | Expected | Actual | Difference |
| Tickets | \$ 1,500.00 | \$ 500.00 | \$ 300.00 | T-Shirts | \$ 300.00 | \$ 750.00 | \$ 50.00 |
| | \$ 500.00 | \$ 450.00 | \$ 50.00 | Venue | \$ 1,000.00 | \$ 1,000.00 | \$ - |
| | | | | Food | \$ 500.00 | \$ 450.00 | \$ (50.00) |
| | | | | Decorations | \$ 100.00 | \$ 100.00 | \$ - |
| Total | \$ 1,500.00 | \$ 950.00 | \$ 550.00 | Total | \$ 2,400.00 | \$ 2,500.00 | \$ (100.00) |

| | |
|--------------------------|---------------|
| Expected Budget Required | \$ (900.00) |
| Actual Budget Required | \$ (1,300.00) |
| Difference | \$ 400.00 |

Event Notes:

Club Name: Note:

If you have any additional comments/links/anything else to support your event and the budget request please add it below:

Bridge Financing

Upon request, the HUCSC may provide a club with bridge financing in the form pre-payment for certain high-ticket items (Over \$650). This financing will financially assist clubs in meeting their mandate through events or programming. An event description, expenses summary with links and quotes to be submitted with a written application submitted to the Clubs Commissioner and approved by the Vice-President (Finance). Clubs will not be allowed to apply for bridge financing as a subsidy for their overall budget.

Reimbursements

Expenses under \$650 must be paid for by the club and reimbursed after completing a reimbursement form ([Link](#)). All receipts for reimbursements shall be attached and a failure to provide adequate receipts will lead to the club not receiving any reimbursement. In order to receive reimbursement, it is mandatory to attach all receipts for expenses. Failing to provide sufficient receipts will result in the club being ineligible for reimbursement. The finance portfolio will process reimbursements on the 15th and 30th of each month.

Instructions:

Adding New Event

- 1 Copy this template by right clicking on the tab, Selecting "Create a Copy", then Rename the tab to the event name
 - 2 Enter the Event into the Calendar Tab for the day it's scheduled for
 - 3 Still in the Calendar Tab, hyperlink the Event to the corresponding Event Budget by right clicking on the Event cell, selecting "Hyperlink" from the drop down menu, and choosing the new Event Tab
- * If you have any questions about how to implement this or in planning an event, contact clubs@myhuron.ca or vpfinance@myhuron.ca

1 Planning an Event

- 2 Fill out expected revenues. Please include notes on sales assumptions in the notes section
 - 3 Fill out expected expenses. Please include links to quotes / websites links in the notes section
- * Ensure you have not gone over remaining budget in you portfolio. The amount of budget your event will use is shown in M9
More lines can be added to the tables by dragging down the bottom right corner

After the Event

- 1 Work directly with VPFA to calculate actual revenue/expenses and compile invoices or fill reimbursement forms

Follow the instructions below to add more events and your budget is complete

NOTE: The VP Finance and Admin. Portfolio also has an option to apply for a grants which is additional funding on top of your clubs budget. You can find the link to apply and related policies [here](#).

Planning an Event

Events play a crucial role in defining what a club is and the kind of experience it provides to its members. They provide an opportunity to draw in potential members and keep current members engaged. As a HUCSC club you can also reach out to vpevents@myhuron.ca for assistance and advice on organising successful events.

Define the Purpose of your Event

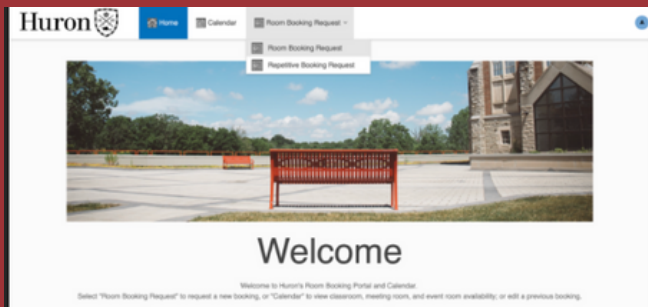
Meet with your executive team and start brainstorming the purpose of your proposed event. Will this event financially help your club or fundraise for a charity? Is it to promote your student group or engage the campus community? Who is your event targeted towards and what resources will you need to successfully organize this event?

Booking a venue

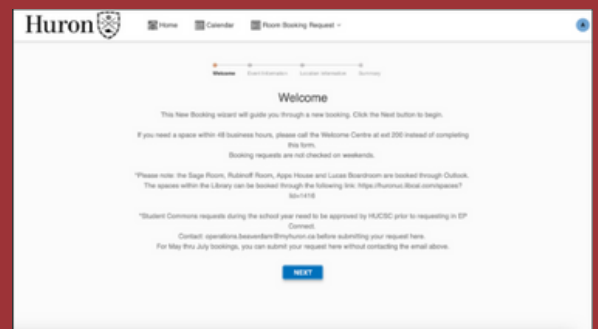
All Presidents are given access to “EP Connect” – the platform through which you are able to book venues or classrooms around the Huron campus.

Given below are the steps to follow to ensure your bookings are successful.

EP Connect Site: <https://eventproconnect.huronu.uwo.ca/EventProConnect/default.aspx>



1. You will first be directed to the “Home” page. To begin your venue request, select the “Room Booking Request” tab under the main “Room Booking Request” drop-down option.



2. From the main page, you will now be redirected to the “Welcome” page. This section gives you important information about your booking before you begin the process. Ensure you are reading this carefully before all your requests.

3. Once you have ensured that using EP Connect is the right way for you to continue your room booking request, you will be asked to fill in information about your event.

- Event/Room Booking Name: Add the name of your event (e.g., Social Mixer, Trivia Night, Annual General Meeting, etc.)

- Booking Request By: The current President’s full name (since they are the only ones with access to the site)
- Requested by Email: Current President’s UWO email
- Requested For/Requested For Email: Typically you would not be advised to use this section, since clubs are encouraged to submit requests for their own bookings
- Estimated Attendance: An approximate number to ensure that the attendance number does not exceed capacity limitations of your requested venue

Planning an Event

SUPPORT REQUIRED

Do you require a staff member on-site from the IT department? Yes No

Please list the specific IT equipment used for your event:

Will you require a specific room setup for your booking? (Details to be put on the next page.) Yes No

Are additional security services required for your event? Yes No

Will you be needing food/beverage catering service for your event? Yes No

BACK **NEXT**

4. On the same page, you will be provided with a section pertaining to help required from Housekeeping and IT. In case you require such support, please follow a format like the one provided above.

It is likely that you will be contacted by the respective department to discuss matters further once your request is approved.

Click “Next” to be directed to the “Edit Location” page

BOOKING INFORMATION

Room Booking Date Start: 7/21/2023
Room Booking Date End: 7/21/2023
Booking Start Time: 5:00 PM
Booking End Time: 6:00 PM
Requested Room: GREAT HALL

Setup Requirements: How do you want the furniture setup in the room. Note specific tables & chairs:

| Location | Description | Max Capacity |
|-----------------------------------|---|--------------|
| GREAT HALL | 42 seated with tables, 100 without tables | 100 |
| KINGSMILL ROOM | 208 - floor depends on layout | 208 |
| Old Student Activity Centre (SAC) | | 80 |
| A1 | Capacity 40 - Floor - Moveable | 40 |
| FIRE TABLES (FATC) | Patio outside Elving Hall | 0 |
| GREEN SPACE - QUAD (RHM) | Quad outside Kingmill | 0 |
| 9010 | Capacity 40 - Horseshoe - Fixed | 40 |

BACK **NEXT**

5. In this section, you will be required to input the Date and Time of the venue. From the “Requested Room” dropdown list, you will be able to select the venue or classroom you require for your event.

Please take into account the maximum capacity given beside each room for your event before submitting your request, since exceptions to exceed capacity are not entertained.

Please note that submitting a request does not necessarily guarantee that your room has been booked. You will receive a confirmation email if your request has been accepted. If no confirmation is received after 1-2 business days, please reach out to the AVP Clubs.

BOOKING INFORMATION

Room Booking Date Start: 7/21/2023
Room Booking Date End: 7/21/2023
Booking Start Time: 5:00 PM
Booking End Time: 6:00 PM
Requested Room: GREAT HALL

Setup Requirements: How do you want the furniture setup in the room. Note specific tables & chairs:

5 tables with seating for 6 people on each table where necessary, if available

Please provide a few notes on what the booking is for/important of the event.

Our first official event of the year to introduce our clubs, our mission and our events to new, potential members as well as a mixer to reconnect with current members.

CANCEL **NEXT**

6. On the same page, you will be asked to provide additional details about set-up assistance required from Housekeeping (if applicable, as indicated by choosing “Yes” for set-up requirements on the previous page)

You may leave this section blank if inapplicable. Please also provide a brief description of your event in the space provided at the end of the page.

Once these steps are completed, you will be redirected to the final page. Please ensure all the information provided is correct and proceed to submit your request.

Booking Calendar View: Timeline, All Rooms Location Group: Group Location: Location

Showing locations 1 to 10 of 40 STATUS LEGEND

July 24 - 30, 2023

| | 24 Mon | 25 Tue | 26 Wed | 27 Thu | 28 Fri | 29 Sat | 30 Sun |
|-------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| CLASSROOMS | | | | | | | |
| A1 | Available | Available | Available | Available | Available | Available | Available |
| A11 | Available | Available | Available | Available | Available | Available | Available |
| A12 | Available | Available | Available | Available | Available | Available | Available |
| A13 | Available | Available | Available | Available | Available | Available | Available |
| A14 | Available | Available | Available | Available | Available | Available | Available |
| A15 | Available | Available | Available | Available | Available | Available | Available |
| A16 | Available | Available | Available | Available | Available | Available | Available |
| A17 | Available | Available | Available | Available | Available | Available | Available |
| A18 | Available | Available | Available | Available | Available | Available | Available |
| A19 | Available | Available | Available | Available | Available | Available | Available |
| A20 | Available | Available | Available | Available | Available | Available | Available |
| A21 | Available | Available | Available | Available | Available | Available | Available |
| A22 | Available | Available | Available | Available | Available | Available | Available |
| A23 | Available | Available | Available | Available | Available | Available | Available |
| A24 | Available | Available | Available | Available | Available | Available | Available |
| A25 | Available | Available | Available | Available | Available | Available | Available |
| A26 | Available | Available | Available | Available | Available | Available | Available |
| A27 | Available | Available | Available | Available | Available | Available | Available |
| A28 | Available | Available | Available | Available | Available | Available | Available |
| A29 | Available | Available | Available | Available | Available | Available | Available |
| A30 | Available | Available | Available | Available | Available | Available | Available |
| A31 | Available | Available | Available | Available | Available | Available | Available |
| A32 | Available | Available | Available | Available | Available | Available | Available |
| A33 | Available | Available | Available | Available | Available | Available | Available |
| A34 | Available | Available | Available | Available | Available | Available | Available |
| A35 | Available | Available | Available | Available | Available | Available | Available |
| A36 | Available | Available | Available | Available | Available | Available | Available |
| A37 | Available | Available | Available | Available | Available | Available | Available |
| A38 | Available | Available | Available | Available | Available | Available | Available |
| A39 | Available | Available | Available | Available | Available | Available | Available |
| A40 | Available | Available | Available | Available | Available | Available | Available |

7. It is always a good idea to check the “Calendar” tab before booking your desired room. This tab gives you information about all booked rooms to help you better plan your event date, time and venue.

NOTE: Access to EP Connect is only given to club Presidents. If you do not have access to EP Connect, you should reach out to clubs@myhuron.ca and CC vpfinance@myhuron.ca stating that you need access to the portal.

Risk Management at Events

Importance of Risk Management

As exciting as it may be to plan and organise event, it is important to prioritise the safety and well-being of all participants. Implementing a comprehensive risk management strategy can help identify the potential risks and mitigate them effectively.

Here are a few important steps that should be included in the planning process:

1. Identification

- Conduct a thorough assessment of potential risks specific to the event, considering the scale and nature of the event well in advance.
- Consider factors such as the event venue, crowd management, equipment usage and alcohol consumption
 - It is encouraged that participants restrict their events to only students from Western main campus, Huron, Brescia and King's
- It is important to address potential hazards related to large gatherings, such as overcrowding, damage to Huron property, excessive alcohol consumption and security concerns.
- To ensure that all potential areas of concern are adequately addressed, kindly reach out to the AVP Clubs for events with more than 60 attendees.
 - They will be responsible for connecting you with other departments around Huron to assist you with any special requirements

2. Assessment

- Evaluate the **likelihood and potential impact of each identified risk**, especially with larger-scale events or events with alcohol supply.
- **Prioritise risks** based on severity and likelihood of occurrence, with special attention given to risks related to alcohol consumption.

Risk Management at Events

3. Assessment

- **Develop a comprehensive risk mitigation plan** that addresses the specific risks associated with larger events and events with alcohol availability.
- **Establish clear guidelines** with your executive team with designated responsibilities set for each team member to deal with crowd management while addressing entry and exit, attendee registration, food and health safety plans (as per applicability).
 - **Ensure your club is properly trained** and aware of their duties well in advance by conducting regular meetings/briefings.
- For events with alcohol, the Beaver Dam is the only venue on the Huron campus that can be used due to licensing technicalities. The bartenders are completed qualified and required to check IDs before serving any attendee.
 - However, **implementing strict protocol** such as age verification at the entry point and practicing and reiterating responsible drinking practices would add an extra layer of security to your event.
 - It is strongly advised that along with the bartenders, the club's executive team maintains **vigilant observation** to overly intoxicated attendees.
 - Your club is responsible for any damages to **Huron facilities**, including the bathrooms closest to and around the venue. It is mandatory for you to leave the venue as well as the surrounding areas exactly how you found them.
 - You are strongly encouraged to request for additional trained security personnel with such events to prevent and manage potential incidents such as altercations or fights.
 - Issuing a "Code of Conduct" to your attendees might be an effective way of ensuring guests are aware of what is expected of them

It is important to note that throughout your event planning and preparation process, the **VP Finance along with the AVP Clubs must be kept informed** as they will assist you with the proper resources you require for your events and connect you with Brown's Catering, Huron Community Safety, Paladin Security and the Huron Security Team to provide additional help when required.

Risk Management at Events

Events Involving Alcohol

- Alcohol Waivers are required for all events involved alcohol.
- Alcohol must be served by a licensed bartender (if off-campus)
- If there are multiple venues, there may only be alcohol served at one of the venues.
- If there are multiple venues, there may only be alcohol served at one of the venues (no bar/pub hopping). Walking/HSR may only be used within distance of 10.0km from campus. If your event is further in distance, you MUST provide buses from the event to bring students back to campus.
- Event security must be present if the number of participants for an off-campus event involving alcohol is expected to exceed 100.
- London Police Services must be notified if the number of participants for an off-campus event, not being held at a bar or nightclub and involving alcohol is expected to exceed 300.
- A certificate of insurance is required for all off-campus events involving alcohol.

Event Risk Levels

The risk level must be assessed of your proposed club event and similar should be communicated to the Clubs Commissioner.

- Low Risk Events
 - Non- alcohol, on campus, no guest speaker, general meetings, small group events, etc.
 - Automatically approved, no wait time!
- Medium Risk Events
 - Involve guest speakers, off-campus locations etc. (may vary)
 - Require Clubs Commissioner approval only
- High Risk Events
 - Involve alcohol, guest speakers, large event audience, off-campus locations, physical activity, international trips, overnight stays, etc.
 - Require Clubs Commissioner and VP Finance approval
 - Waivers Required

NOTE: To ensure a safe environment for high-risk events like camping or off-campus activities, it is vital for your club to consult with vpfinance@myhuron.ca to arrange necessary waivers. Waivers are of utmost importance as they protect both organizers and participants. Failure to identify high-risk events and secure signed waivers may lead to disciplinary action against your club.

Promoting Your Event

Once you have received confirmation of your space booking, it is time to promote your event. Events can be promoted around campus in multiple ways, listed below.

Posters

Clubs are permitted to promote their activities by posting posters on campus. However, it is important for clubs to adhere to the guidelines and restrict the placement of posters solely to designated areas, avoiding any posting on walls or unauthorized spaces.

Social Media

Clubs are encouraged to utilize their owl social media channels, email channels to promote the events. Clubs are also encouraged to use HUCSC social media platforms as an effective means of promoting their events and initiatives. By leveraging these channels, clubs can effectively reach a wider audience and maximize their exposure. It is important for clubs to follow the designated protocols and guidelines provided by the HUCSC for social media promotion to ensure a consistent and professional representation of their activities.

To promote your event through HUCSC channels please use the following link:

<https://www.myhuron.ca/clubs-promotion-form>

It is important to note that throughout your event planning and preparation process, the **VP Finance along with the AVP Clubs must be kept informed** as they will assist you with the proper resources you require for your events and connect you with Brown's Catering, Huron Community Safety, Paladin Security and the Huron Security Team to provide additional help when required.

