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The Club’s Code is something to abide by during all of your activities as a registered club. This ensures that you remain a registered club and that you are approved for club funding.
Definitions

**Associations:** are student clubs and associations that are recognized by other verified governing bodies on campus (Recognized Student Governments, Sports Services & The University of Ottawa Greek Council).

**UOSU Recognized Clubs:** are all clubs who are not recognized by another government body and have been approved by the University of Ottawa Students’ Union.

**Signing Officers:** are the clubs two main representative, point of contact and have their names attached to the Club’s and Association’s finances.
By being a recognized CVUO club, you are covered for everything that could occur during an event. The only exception is COVID-19, make sure to conduct events for vaccinated individuals and follow local public health guidelines.

You could also provide your event attendees with a disclaimer that they are not covered for COVID-19 related risks.
CLUB'S PORTAL

The portal is accessible through https://www.cvuo.ca/clubs-portal.
The Club's Portal is your one-stop-shop for your club’s needs!

Here you are able to:

- Access your club ID
- Access information regarding the status of club funding for your club
- Submit budget amendments and receipts for funding
- Modify your signing officers
- Modify your club’s name and description
- Edit social links
- Access all of our wonderful resources for UOSU services like Centre for Students With Disabilities, Sustainability Centre, Bilingualism Centre, and Zoom Productions
CLUB FUNDING

In order to benefit from club funding you must:

1. Create a club bank account
2. Make a budget
3. Submit an application
4. Confirm the receipt of funds
5. Refund unused funds

You can also:

- Attend Student Services Committee meetings
- Submit budget amendments
CLUB BANK ACCOUNT

Your club must have a club bank account in order to be eligible for club funding.

Campus Vibez uOttawa has partnered with the Royal Bank of Canada to make club banking as easy and as cost efficient as possible for all our clubs. RBC has a branch on campus located at UCU 102 with agents that are prepared to help you create your bank account and will be considered the bank for uOttawa Clubs and Associations.

All clubs are highly encouraged to use RBC for all their banking needs.
The 3 Step Account Opening Process:

Step 1: Identify Your Signing Officers & Treasurer

- Your signing officers are individuals that are authorized to sign on your account. At minimum, you need to have two signing officers. The signing officers are the names of the students that you put down when you applied for club status. You can request to have more than two signing officers on your bank letter as well.
- Please make sure you know who your signing officers are before you request your letter to avoid confusion and save time.
- Within your signing officers you will need to identify the Treasurer (VP Finance) of your club. This person will be issued ATM, Mobile and Online Banking access.

*Please ensure that all individuals who are signing officers attend the account opening and bring documents that provide their full legal name, date of birth and residence address. During COVID-19 signing officers may attend the account opening at a different RBC branch in Canada.
The 3 Step Account Opening Process:

Step 2: Obtain Your Verification Letter

- Your club needs to present RBC with a letter verifying your official club or association status with CVUO/UOSU.
- You can request the letter by filling out this form: https://www.cvuo.ca/clubs-portal/bank-letter-request
- Please allow a few days to get your letter drafted and signed.
The 3 Step Account Opening Process:

Step 3: Opening Your Royal Business Community Account

The Royal Business Community Account helps you keep costs low while giving you everything you need to manage the financial side of your club or association.

Other important information:

- Monthly Fee: First 3 Months Free ($3.75/month after 3 months)
- Included Transactions: 15
- 25 Free Cheques and Deposit Slips at Account Opening
MAKE A BUDGET

You will be required to submit a budget for your club alongside your application, but making a budget ahead of time will help you better understand how much money you need from club funding and for what items. Consider using the template available to you on the club’s portal to draft your budget if you are making one from scratch. The committee approving your application will be familiar with the template, and an easy-to-understand budget increases the likelihood of approval.
Choose a tier

Tier Emerald
$5000 - $2500
INTENDED FOR
> Large scale events
> Expensive equipment
> Events with at least over 100 members/attendees

Total money allocated: $6666

Tier Ruby
$2499 - $1000
INTENDED FOR
> Medium scale events
> Covering bonus expenses
> Events with at least over 50 members/attendees

Total money allocated: $6666

Tier Sapphire
$999 - $50
INTENDED FOR
> Small regular events
> Cheap equipment or fees
> Clubs with a small membership

Total money allocated: $6666

Example of a good application

Submit Your Application

A different funding application will be opened at the beginning of each semester.

The funding application for the Summer/Spring semester will open on June 1st and close on June 15th. Applications made during the Summer/Spring semester may only be accepted if they cover events hosted or materials purchased for use in the same Summer/Spring semester and/or the following Fall semester.

The funding application for the Fall semester will open on September 1st and close on September 15th. Applications made during the Fall semester may only be accepted if they cover events hosted or materials purchased for use in the same Fall semester and/or the following Winter semester.

The funding application for the Winter semester will be open on January 6th and close January 20th. Applications made during the Winter semester may only be accepted if they cover events hosted or materials purchased for use in the same Winter semester and/or the following month of May for that year.

Any funding requested for materials and equipment for the club that will stay with the club for extended periods of time may be requested in any of the funding applications.
Submitting

You can apply with the link that will be provided to you on the Clubs Portal main page. For your application, you will need to submit your club information, club budget, banking information, and a list of all the events and items you are requesting money for. Currently, the list of events and items is collected through a Spreadsheet that you download and submit. This Spreadsheet will be your “main application” for the remainder of the process.
ATTEND THE SSC MEETINGS

The Student Services Committee (SSC) is composed of up to 6 members from the UOSU Board of Directors. This committee makes all the final decisions on which clubs receive funding and which don’t. All SSC meetings are public and currently hosted on the Clubs Discord. It is recommended that clubs attend these meetings when their club funding application is being discussed so that if the committee has any questions, they can be answered. Due to the need for speed, the committee is unable to do follow-ups if the application they receive isn’t complete or unclear.
Confirm Receival of Funds

If your club is approved for funds, the UOSU Finance Director will directly transfer your funds to your bank account within a few weeks of your approval. When you receive your funds, you can let us know and if you don’t receive them by the specified date, we can figure out what went wrong (things go wrong often).

Submit Budget Amendments (Optional)

If your plan changes throughout the year on what you want to spend money on, you can always submit a Budget Amendment. Clubs can request new items or change the cost of items, but can’t request more money through a budget amendment. Clubs are also required to wait for their amendment to be approved before going ahead and spending their money on something they were not approved for.
A club can submit a budget amendment by downloading their “Main Application” Excel sheet and editing or adding items.
SUBMIT RECEIPTS & ATTENDEES LIST AND RETURN UNUSED FUNDS

Clubs are required to provide proof of purchase for all the items they bought using club funding. Clubs are also required to provide a list of attendees for all the events they were approved for. Receipts are collected for every semester’s spending, meaning that they are collected twice for the Fall Funding as the Fall Funding covers both Fall & Winter spending.

Receipts can be submitted by preparing a PDF of all the receipts with a number label and then matching each item on the “Main Application” Excel sheet with the corresponding label.

If you have not used all of the funds provided to you, your club will be required to return them to UOSU via e-transfer. This can be done after your receipts have been audited.
 Clubs get access to a limited storage space on campus located at UCU0025. Clubs storage is broken down into two different sections. T-rex storage is for all clubs that require storage for large items that wouldn’t fit inside of a 21-7/8”x15-1/4”x12-7/8” box and Chicken storage is for clubs that will use the 21-7/8”x15-1/4”x12-7/8” boxes for their storage needs.
Storage

You can apply for storage at any point during the year, if there is still space available. Once you do get storage, you will be required to reapply for storage every semester to maintain access. Priority will be given to clubs that currently occupy storage space or those who apply at the beginning of the year and include pictures of the items that will be placed in storage.

It can take up to 2-3 school weeks for your storage applications to be approved so plan ahead as much as you can.
All clubs get a limited number of free room and table bookings on campus. Your club’s signing officers are emailed the VEMS login information for your club a few weeks after you are registered. VEMS allows you to book spaces and rooms and the Conventions and Reservations department will assist you with all your bookings. It can take around 2 weeks for your booking to be in effect, so refrain from doing any last minute bookings.
In order to have access to audio and visual equipment in the rooms that you booked you must also request an AV card from CVUO.
AV Cards

1. Recognized student clubs and associations must provide the following to receive an AV card:
   a. Club ID
   b. Signing officer’s name and email
2. The signing officer doesn’t have to retrieve the card, however, the student retrieving the AV card must provide the name and email of one of the signing officers of the club.
   a. Booking confirmation from C&R
   b. Event date and time
3. Clubs and associations can only be in possession of one AV card at a time
AV Cards

4. Clubs and associations can only retrieve the AV card 3 weekdays before the event or less.
   a. Clubs and associations will NOT receive an AV before this timeline under no circumstances (our system will not allow it)
5. Clubs and associations MUST return the AV card no later than 3 weekdays after the event.
6. Signing officers will be sent reminders to return the card on the day of their event, a day after and three days after.
7. Losing an AV card will result in a penalty to the club as well as a very serious slap on the wrist.
CVUO SERVICES

- Advertising and Club Funding
- Club's Fair
- Club's Conference
- Student Life Awards
The Community Engagement Navigator allows students to obtain a Co-Curricular Record (CCR). This official document from the University of Ottawa tracks all your volunteer activities carried out on campus and in the community. The CCR bolsters students’ resumes and their academic records. In order to obtain a Co-Curricular Record (CCR), you must complete certain steps.

To register as a Volunteer Coordinator or Volunteer Supervisor you must create your contact in the Navigator. Please use the Community Partner link to access the Navigator and to create your contact.
How to create and account

Video tutorial on how to create an account: https://www.youtube.com/watch?v=tfK4E6I5DNk

To register as a Volunteer Coordinator or Volunteer Supervisor you must create your contact in the Navigator. Please use the Community Partner link to access the Navigator and to create your contact.

How to create a placement

Video tutorial on how to create a placement: https://www.youtube.com/watch?v=kEpXjJUI4UM

DEADLINE: Placements are created only once for the entire academic year. If we meet with you only in the Fall or Winter, placements created will be valid for the entire academic year as well.
How to approve timesheets

Video tutorial on how to approve timesheets: https://www.youtube.com/watch?v=a0ZB7YRX8Zc

DEADLINE: Timesheets must be approved by the end of the academic year, no later than May 31. It is your responsibility to meet the deadline.

Transition at the end of the term

It is your responsibility to forward the information associated with your account on the Navigator (email and password) to your successors. Without this, they will not be able to connect to the Navigator to create placements.
Responsibility of the student (volunteer)

How to register to your placement

1. Log in to uoZone
   a. In the Applications section, click on Community Engagement Navigator. This will activate your account.
2. Hover over "Placements" in the navigation bar at the top and select EV (Extracurricular Volunteering)
3. Look for your placement by entering the placement number that corresponds to it. Then click on "Search" at the bottom of the page.
4. Click on the placement title.
5. To match to your placement, please click on "Select" in the "Options" menu at the top left of the page. Then read the consent form carefully and click on the check box to indicate that you agree with the terms and conditions.
6. Click "Confirm" in the "Options" menu at the top left of the page. You will receive an email confirming your registration.

DEADLINE: Students must match to their placements as soon as possible and within one month of their creation, otherwise you are at risk of having the placements be selected by other students accidentally. It will no longer be possible for you to match to your placement if the academic year is over. It is your responsibility to meet the deadline.
How to fill out your timesheet

Video tutorial on how to enter hours into your timesheet: https://www.youtube.com/watch?v=CM2DNrXwm9M

DEADLINE: All volunteer hours must be entered in the Navigator before April 30. It is your responsibility to meet the deadline.

Contact the Michaëlle Jean Centre for Global and Community Engagement with any questions
Tel.: 613-562-5945
Toll free: 1-877-868-8292
servingothers@uOttawa.ca
THANK YOU

TWITTER
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