TABLE OF CONTENTS

- Clubs Handbook
- Insurance
- Funding
- Storage
- Room Reservations + AV Cards
- Services
- Volunteer Hours
the clubs handbook is a governing document, all activities and clubs mandate must be respected in order to stay a registered club and continue to receive funding.
Definitions

**Associations**: 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 & Faculty of Social Sciences).

**Recognized Club**: shall refer to a club or student organization that has applied for recognition as a partner of the UOSU and has been approved.

**Signing Officers**: are the club's two main representative, point of contact and have their names attached to the Club’s and Association’s finances.
Being a recognized CVUO club, you are insured under UOSU for anything that can happen. The only exception is COVID-19. Please indicate to your participants when doing your events that they are not covered for risks related to COVID-19.
The portal is accessible via https://www.cvuo.ca/clubs-portal.
The Clubs Portal, your one stop shop for all your club needs!

You Can:

- Access Your Club ID
- Modify your Signing Officers
- Modify the Name and Description of your Club
- Modify your Social Links!
- Access all the awesome resources from other UOSU Services e.g. The Centre for Students with Disability, The Sustainability Centre, The Centre for Bilingualism and Zoom Productions
CLUB FUNDING

To Receive Club Funding you must:

1. Create a club bank account
2. Make a Budget
3. Submit your application(s)
4. Confirmed the reception of the funds
5. Return the unused funds.

You can also

• Submit a Budget Amendment
CLUB BANK ACCOUNT

You need a club bank account to receive club funding

Campus Vibez uOttawa has established a partnership with the Royal Bank of Canada in an effort to make club banking as accessible and profitable for all clubs. RBC has a branch on campus, located at UCU 102, with agents that are ready to help you create a bank account.
Opening an Account in 2 Simple Steps

Step 1: Find your Signing Officers and Treasurers

- The signing officers are the people authorized to sign on your account. The signing officers are the students whose names are included in the official application. You can always ask to add an additional signing officer on your bank letter.
- Make sure you know who your signing officers are before requesting a bank letter to save time and prevent any confusion.
- One of your signing officers should also be your treasurer (VP Finance). This person will have access to the ATM, Mobile Banking and Online Banking.

*Please ensure that all signing officers are present and bring documents indicating their full legal name, date of birth and address.
Opening an Account in 2 Simple Steps

Step 2: Obtain your Bank Letter

- Your Club needs to present a bank letter attesting to the status as an official club or association according to CVUO/UOSU
- You can request this letter by filling out this form: https://www.cvuo.ca/clubs-portal/bank-letter-request
- Please allow a few days for this letter to be completed and signed.
CREATING A BUDGET

You will be asked to provide a budget when you make a funding request, creating a budget in advance will help you understand how much money you need. You can use the budget template available on the CVUO Website. The committee tasked with club funding will be familiar with the model and easily comprehensible budget will increase the chance of funding approval.
Club funding are student funded funds collected through the UOSU Student Levy every academic year. All approved Clubs are eligible for club funding so long as they continue to follow the guidelines set out by the UOSU. Club Funding is broken down into - Basic Funding and 6 Partnership Grants! - In a Recognition Year, no club may receive more than 6,000 CAD
What is Basic Funding

Basic funding is funding used to support the general operations of the club! You can include requests for expenses you’ve already made and any that you expect within the current academic year. Basic funding goes up to a maximum of 500 dollars per year.
Some examples of basic funding include but are not limited too:

1. Website costs.
2. Banking fees.
3. Stationaries, Banners, Tablecloths, and signs.
What are the grants?

There are six grants available for funding for the academic year. All funds provided by the UOSU must be used in accordance with the terms and conditions agreed upon when a grant application is approved.

1. **Social Athletic and Academic Event Grant**: covers expenses associated with hosting social, athletic, or academic events in the given academic year. This grant may cover up to 75% of the costs associated with organizing an event, up to 3,000 CAD.

2. **Sustainability Initiative Grant**: covers expenses that aim to further sustainability goals across campus. Provides support for activities, activism, projects, and initiatives to advance sustainability at the University of Ottawa. This grant may cover up to 75% of the costs associated with organizing an initiative, up to 1,500 CAD.

3. **Conferences & Travel Grant**: covers expenses associated with travel and getting club members and/or equipment to and from official events and conferences where they are representing the club in a professional context. This grant may cover up to 50% of the costs associated with sending club representatives to an event, up to 1,000 CAD.
What are the grants?

There are six grants available for funding for the academic year. All funds provided by the UOSU must be used in accordance with the terms and conditions agreed upon when a grant application is approved.

4. **Equity & Accessibility Initiatives Grant**: covers expenses associated with initiatives and events promoting and advancing the goals of equity, diversity, inclusion, and accessibility on campus. This grant may cover up to 75% of the costs associated with sending club representatives to an event, up to 2,000 CAD.

5. **Arts & Music Grant**: covers expenses associated with visual and performing arts. This grant may cover up to 75% of the costs associated with executing an initiative, up to 1,500 CAD.

6. **Mental Health Grant**: covers expenses associated with initiatives and events that promote Mental Health Awareness on Campus. This grant may cover up to 75% of the costs associated with executing an initiative, up to 2,000 CAD.
Submitting your Application

Funding Applications are open all throughout the year

Funds provided to a club by the UOSU in anticipation of a future expense must only be granted after a contract has been written and signed by two signing officers from both parties which clearly stipulate how the funds will be used and/or returned. The UOSU, at its discretion, may attach additional terms and conditions to an individual funding application prior to its approval. For all single purchases exceeding one thousand dollars ($1,000), You will be required to submit 3 different quotes (Proof) of similar value.

For each grant the level of accessibility and sustainability will be calculated based upon the Accessibility and Sustainability checklist. Application for grants will receive 50% of the requested amount after the application has been approved and will receive the rest of the allocation pending submission of proof of expenses/receipts.

Grants may be approved retroactively for expenses already incurred by a club, such applications are not encouraged due to the possibility that they may not be approved.
Submitting your Application

A different funding application request will be opened at the beginning of each cycle. Here are the new dates for submitting your application:

For September - October: Sept 3- Sept 16.
For December-January: Nov 1 - Nov 15
For February: Jan 9- Jan 20
For March: Feb 1 - Feb 15
For April: Mar 1 - Mar 15
For May- June: Apr 1 - Apr 15
Submitting your Application

You can submit your application on smart simple through this link: https://uottawastudentunion.smartsimple.ca/s_Login.jsp

For your application you'll need to provide information on your club, the budget and the banking information and a list of all the events and items you are requesting funding for.
Confirm Receipt of Funds

If your club is approved for funds, the UOSU Finance Department 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 you plans change throughout the year, you can always make a budget amendment. Clubs can ask for new items or modify the cost of items but cannot request more funds through a budget amendment. Clubs are also advised to only spend the funds once the amendment is approved. You can submit your amendment through smart simple.
SUBMIT RECEIPTS AND THE LIST OF PARTICIPANTS

Clubs need to provide proof of purchase for all items that are bought. Clubs also need to provide a list of participants for all events. Receipts can be submitted at any point in the application process.

If you have not used all the funds, your club will be asked to return the funds to the student union through electronic transfer. This will be done once receipts are sent.
CLUB STORAGE

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 and Chicken storage. 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.
Recognized student clubs and associations must provide the following to receive an AV card:
- Club ID
- Signing officer's name and email

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.
- Booking confirmation from C&R
- Event date and time

Clubs and associations can only be in possession of one AV card at a time
AV Cards

Clubs and associations can only retrieve the AV card the day of their event.

- 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 the day following the event (Unless it's a weekend)

6. Signing officers will be sent reminders to return the card on the day of their event, a day after and all the days until the card is returned.

7. Losing an AV card will result in a penalty to the club.
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

- Log in to uoZone
  - In the Applications section, click on Community Engagement Navigator. This will activate your account.
- Hover over "Placements" in the navigation bar at the top and select EV (Extracurricular Volunteering)
- Look for your placement by entering the placement number that corresponds to it. Then click on "Search" at the bottom of the page.
- Click on the placement title.
- 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.
- 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
uovolunteer@uottawa.ca
THANK YOU!

TWITTER
CampusVibezUO

FACEBOOK
CampusVibezUO

INSTAGRAM
CampusVibezUO