

1. CALL TO ORDER

Call to Order – 10:00 AM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəyəm (Musqueam), Sk̓wx̓wú7mesh Úxwumixw (Squamish), Sel̓ílwitulh (Tsleil-Waututh), k^wik^wəłəm (Kwíkwetlem) and q̓ícəy̓ (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Committee Composition

VP Events and Student Affairs (<i>Chair</i>)	Jess Dela Cruz
SFSS President.....	Gabe Liosis
Education Councillor	Jihye (Jin) Choi
Economics Councillor.....	Sandra Pal
International Studies Councillor	Deanna Short
Philosophy Councillor (Vice-Chair).....	Tony Yu
Archeology Councillor.....	Damon Tarrant
Student At-Large	<i>Vacant</i>
Student At-Large.....	<i>Vacant</i>
Student At-Large.....	<i>Vacant</i>
Student At-Large	<i>Vacant</i>

3.2 Society Staff

Board Organizer.....	Emmanuela Droko
Campaign, Research, and Policy Coordinator	Beaty Omboga
Member Services Coordinator – Clubs.....	Melanie Ling
Member Services Coordinator – Clubs.....	Nancy Mah
Member Services Coordinator – Clubs.....	Ricky Che
Member Services Coordinator – Events	Dipti Chavan
Member Services Coordinator – Student Unions Groups.....	Anna Reva
Member Services Coordinator – Surrey	Efua Bhavnani
Operations Organizer	Ayesha Khan

3.3 Regrets

International Studies Councillor	Deanna Short
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4. CONSENT AGENDA

4.1 CONSENT AGENDA

Be it resolved to adopt the consent agenda by unanimous consent.

CARRIED

4.1.1.RATIFICATION OF REGRETS-MOTION MSA 2021-10-14:01 SUBMITTED BY: International Studies Councillor “Deanna Short”

*Be it resolved to ratify regrets from Deanna Short from the October 14th, 2021 MSA meeting.
(Work time conflict)*

5. ADOPTION OF THE AGENDA

5.1 ADOPTION OF THE AGENDA-MOTION MSA 2021-10-14:02

Jess/Damon

Be it resolved to adopt the agenda as presented.

CARRIED UNANIMOUSLY

6. DISCUSSION ITEMS

6.1 SFSS Posterboards

SUBMITTED BY: MSC-Clubs “Ricky Che”

- Ricky Che discussed the SFSS poster boards that were located in Convocation Mall, West Mall as well as outside of MacKenzie Café in the AQ. He explained that it was hassle to have student staff clear these boards and that they were often abused by groups who did not get the appropriate approval to use the boards. He added that the Convo Mall board had been redone recently and was already full. Ricky Che suggested that the SFSS needed to decide whether to keep or get rid of the boards as the approval process for flyers for these boards was no longer effective.
- Melanie Ling suggested that an appropriate course of action could be handing ownership of the boards over to SFU and having SFU Facilities staff clean the boards. She added that there were discussions about having poster boards in the SUB which might eliminate the need for these other boards.
- Chair inquired as to how and if students would be allowed to access the poster boards if the SFSS were to hand over ownership to SFU. Committee members suggested that these student groups might have to go through SFU’s application process.
- Nancy Mah added that the locked posterboards on campus belonged to specific groups like unions. She added that SFU might want to remove the posterboards to make the campus look cleaner.
- Chair inquired if this request should be sent to MECS or Facilities. She mentioned that she still wanted to have posterboards available as student groups used posterboards to share and promote their advocacy work.
- Ricky Che suggested that Chair reach out to Erin Biddlecombe to discuss. He mentioned that there was a previous informal agreement with SFU about the posterboards and would look into finding it. He explained that the agreement would need to be formalized.
- Chair discussed the possibility of posterboards within the SUB and mentioned that she would work with John Walsh to discuss where this would be possible.

6.2 Funding Guidelines Revisions

SUBMITTED BY: MSC-Clubs “Melanie Ling”

ATTACHMENTS: Funding Guidelines - Suggested Revisions October 1, 2021

- Melanie Ling discussed changes that had been made to the submission guidelines for grants. She mentioned that grants must be submitted at least two months before the date of the event or the project if the amount requested for the grant is over \$3,000. She explained that because grants for over \$3,000 needed to pass through either Executive Committee or Council, there was more time needed for this to occur.
- Melanie Ling discussed changes to the Sustainability Section sustainability of the funding guidelines. She mentioned that it had previously stated that the SFSS would not allow grant money to be used for disposable cups, plates, cutlery, napkins, and had to purchase environmentally and sustainable items instead or contact the student centre to order in these supplies. Melanie Ling mentioned that this wasn't currently available and, since SFSS was currently focusing on safety, disposable items were safer during the pandemic. Removing this section was one of the suggested revisions.
- The final suggested revision was adding that grants would not be approved if the event/project/associated costs have occurred prior to the grant being approved. This meant that retroactive expenses would not be reimbursed.
- Chair highlighted that VP Finance and Services should be notified of any changes to the Funding Guidelines.
- Chair suggested that students would be able to use funds out of their own core interest funding for cups, plates, cutlery, napkins, etc. and replacing the Sustainability Section with a clarification that the SFSS would be providing COVID-19 safety supplies like masks. She added that the previous guidelines could be brought back when COVID was over. She suggested adding the SFSS Issues Policies to the Community and Inclusivity Section, in particular IP7, Indigenous Inclusion on Campus. She added that, even if the Sustainability Section was removed, it could be included as long as the Issues Policies on Sustainability was included under the Community and Inclusivity Section.
- Ricky Che clarified that student groups were not able to buy COVID supplies from their Core Funding.
- Chair mentioned that Anna should be consulted on the Travel, Accommodation, Conferences, and Competition section.
- Melanie Ling mentioned that the Funding 101 document summarized all of the changes, particularly temporary COVID Funding Adjustments. Chair asked to review this document at the next MSAC meeting.
- During a review of the funding for items for items for Student Groups, Chair mentioned that if Clubs and Unions were asking for funding with their merchandise, they could not order from designer or luxury brands. In response to a question about Chair about including posterboards and banner under bigger items, Melanie Ling and Nancy Mah explained that these expenses were included under resource costs and printing costs.
- Archeology Councillor discussed an event held by the Archeology Student Union called the Paeleo Olympics, a large annual event. He mentioned that they had a 4 foot by 2 foot piece of styrofoam used for this event to throw spears at which was not in the best shape and inquired as to what category this would fall under.
- Chair clarified that the previous discussion was exclusively related to merchandise and that a piece of styrofoam would likely fall under items required for a single event.
- In response to Archeology Councillor's inquiry as to if face masks could be included in small

- items for merchandise, Nancy Mah explained that face masks had been acquired by clubs through grant funding. Melanie Ling added that it was possible to do this through equipment and supply purchases.
- Chair highlighted that, logistically, some of the COVID guidelines clashed with other guidelines such as Food guidelines. She added that these should be fixed. Melanie Ling agreed and mentioned that they had not wanted to get rid of pre-COVID guidelines.

6.3 Semester At-A-Glance

SUBMITTED BY: VP Events and Student Affairs (Chair) “Jess Dela Cruz”

- Chair mentioned that the focus for October 2021 was continuing to oversee funding changes as well as changes to the Room Booking System for Tier 1 and Tier 2.
- For November and December 2021, Chair referenced discussion in Council regarding policies and processes regarding sexual violence and assault, bullying, harassment and reviewing the Club Terms of References that had to do with the aforementioned. She highlighted that this work would be in conjunction with the SVSPO.
- Dipti Chavan mentioned that Clubs Days would be held in person in the Spring 2022 semester for the first time since the pandemic. Students and Clubs will be made aware of this once it is finalized. She explained that the Building Coordinators and Building Manager had agreed that it would be possible to hold Clubs Days in the SUB. She mentioned that Shelley Durante had suggested closing the SUB for one day, allowing only one entrance to allow for vaccine passports to be checked for the event, but there were concerns about the student reaction to a SUB closure. Dipti Chavan explained that a previous plan had entailed a 3-day-long Clubs Days which used Conference Rooms and other bookable space to hold clubs, but there were concerns about room capacity limits. She added that if it was possible to close the SUB, work orders would have to be sent to Facilities and Communications.
- Nancy Mah mentioned that since only Club Members and Executives would be allowed in the room and the table would be blocking the entrance, there would be no concerns about room capacity limits.
- Chair suggested including a Discussion Item for Clubs Days during the next MSAC meeting and inviting Shelley Durante.
- Efua Bhavnani mentioned that she would have details about Surrey Clubs Days closer to the end of October. Dipti Chavan suggested hosting Surrey Clubs Days during the 3rd week of January 2021.

6.4 Room Booking Updates

SUBMITTED BY: VP Events and Student Affairs (Chair) “Jess Dela Cruz”

- Chair mentioned that requests to changes to the Room Booking system would be sent to Gravity which was the platform which would be used for booking. She explained that the goal was to have it ready for November 2021.

6.5 MSA Google Drive

SUBMITTED BY: VP Events and Student Affairs (Chair) “Jess Dela Cruz”

- Chair mentioned that she would share the new updated link to the MSA drive with the Committee which contained information from informal and formal meetings.

7. ATTACHMENTS

7.1 Funding Guidelines - Suggested Revisions October 1, 2021

8. ADJOURNMENT

8.1 MOTION MSA-2021-04-17:03

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Be it resolved to adjourn the meeting at 10:59 AM.

CARRIED /NOT CARRIED/CARRIED AS AMENDED

Last Updated: 2021-03-05



SFSS Club and Student Union Funding Guidelines

Simon Fraser Student Society

simon fraser

student society

July 20, 2015

GENERAL FUNDING POLICIES

Submission Deadlines

Grants must be submitted at least 10 business days before the date of the event/project if the amount requested is under \$1000 (not including the date of submission).

Grants must be submitted at least 20 business days before the date of the event/project if the amount requested is over \$1000 (not including the date of submission).

Grants must be submitted at least 2 months before the date of the event/project if the amount requested is over \$3000 (not including the date of submission).

Changes to Grants

Only one grant revision request from the group will be allowed after the grant request is submitted, but the request must be made within 24 hours of submission, otherwise it will not be considered.

Changes to the types of items being requested, the quantity of items, dollar amounts requested, number of attendees, and the revenue reported are considered to be revisions. Notifying Coordinators of changes to the location or date of the event will not count as revisions.

If the nature of the event changes entirely, the grant will be rejected/revoked and groups must submit a new request within the appropriate deadlines.

Changes to grants will not be permitted after they have been approved.

Grants for External Projects/Events

For events with external guests, only costs associated with external guests who provide services directly related to the event will be covered (e.g. guest speakers, judges).

Costs for external attendees will not be covered (e.g. students from other schools, other members of the public who are not SFU students).

Projects that do not directly engage SFU students (e.g. care packages for charities, events geared toward high school students/children, etc.) will receive limited funding and grants will be decided on a case by case basis.

Alcohol and Drugs

No SFSS funding can be used for the purchase of alcohol and/or any controlled substance(s).

Lost, Stolen, or Damaged Items

The SFSS will not be held liable for items purchased with funds from an approved grant if they are lost, stolen, or damaged. Groups must pay out of pocket for replacements.

Sustainability

Burnaby Events: For the purposes of promoting environmental sustainability, money will no longer be granted for disposable cups, plates, cutlery, napkins, etc. Groups will be responsible to purchase the previously mentioned items or they are welcomed to contact the Student Centre for alternatives.

//Re: alternatives, we no longer offer the supplies for pickup; we don't have the capacity for that along with the COVID safety supplies. Also, disposable supplies are better for sanitation/safety; it's a tradeoff. We should remove this part.

Conflict of Interest

A conflict of interest exists where a club or student union executive directly benefits or profits from decisions made in their role as executive. Conflicts of interest may also arise when the benefit is being given to executives of other clubs and student unions, SFSS Board Members, or Council Members. SFSS executives should not personally benefit directly from SFSS funding. Where there is a conflict of interest, funds will not be approved; this applies to but is not limited to honorariums, speaker gifts, and prizes. Group trust account funds or personal funds can be used.

Constraints on Approval

Grants will not be approved until the room booking for the event venue is confirmed, if the venue is on SFU campuses. If contracts need to be signed for off-campus event venues, this should be provided to the SFSS for review and approval prior to the submission of a grant. Club and Student Union Executives have no signing authority.

Grants will not be approved for events or projects that have already taken place before the grant is approved. Retroactive expenses will not be reimbursed. Funds will only be reimbursed for expenses incurred after the grant is approved.

SFSS Community & Inclusivity

Grant applications must demonstrate a link to the SFSS Mission: "To improve the health and wellbeing, academic conditions, social experience, and financial conditions of its members". Events and projects must be open to all SFSS members. Applications must be complete or they may not be considered.

Revenue

If the event/project is generating revenue, it cannot benefit a private group or individual. This means that the funds cannot be used for something or someone that does not benefit the group members — it cannot be for your own business or personal profit. The entire estimated revenue amount must be reported in the "Budget" section of the grant form, and any

remaining revenue should be deposited into the group Trust Account or reported to the Coordinators and deposited into the group's external bank account after the event is over. Executives members should not be placing group funds into their own personal bank accounts. SFSS funds should always be placed in the group's Trust Account provided by the SFSS or the group's external bank account.

Funding Vs. Orders

Grants are not a means for submitting actual orders - they are just a means of getting funding approved. This means that if you request funding for AV equipment and venue costs in the grant, additional steps will have to be taken to request the AV equipment or the venue itself. Grant approval means that funding for the event has been approved, but does NOT mean that your orders have been submitted or confirmed. Those orders must be submitted to the SFSS Student Centre within the appropriate deadlines.

POLICIES FOR STUDENT UNIONS ONLY

Grant applications under \$100 will not be approved and must be paid from Core.

Core contribution of 10% of the grant amount is required from larger SUs and CGs, 5% from smaller DSUs.

POLICIES FOR CLUBS ONLY

Club Resource Funding

Definition: A set amount of funding that every club gets every semester to fund certain costs.

Policy/Guidelines:

- What is covered: venue rental costs, audio visual equipment rental (SFU A/V, and L&M, or other credible external companies), printing costs, and locker rental from SFU Recreation (with valid invoice and receipt).
- Cannot be used for purchasing items; can be used for rental/service costs only.
- Printing must be done from an approved commercial print shop; excludes all printed merchandise, printing at any libraries or from home printers.
- All other items will not be covered.
- Max. \$400 every semester. Unused amounts will not carry over.

Club Petty Cash

Definition: A set amount of funding that every club gets every semester to be spent on almost any club expense, except for items not covered (e.g. alcohol, gasoline, etc.)

Policy/Guidelines:

- Max. \$100 every semester. Unused amounts will not carry over.
- Itemized receipts are required for reimbursement
- Cannot be used to pay any individual where there is a conflict of interest (see definition).

Travel, Accommodations, Conference, Competitions

Definition: Entrance fees for workshops, events, conferences, and competitions related to the mandate of the student group, and accommodations and travel costs associated with attending these events.

Policy/Guidelines:

- Re: alternatives, we no longer offer the supplies for pickup; we don't have the capacity for that along with the COVID safety supplies are covered: airfare, chartered bus, public transportation, taxis, Also, disposable supplies are better for sanitation safety, it's a Sh
- Travel costs that are covered: airfare, chartered bus, public transportation, taxis, licensed ride-shares (E.g. Uber, Lyft), trains, ferries, or other insured commercial driving services.
 - Travel costs that are not covered: any costs associated with the use of a personal vehicle, private transportation for local events in the Metro Vancouver area, or car rental, car shares (e.g. Evo, Modo, Car2Go), charging stations, gas. Parking fees will not be covered.
 - Accommodations that are covered: hotels, motels, licensed establishments.
 - Accommodations that are not covered: Airbnb rental, private residences.
 - Up to \$150 per person per semester; max. \$1000 per semester per club.
 - Cannot be combined with student union Travel and Conference funding unless approved by the SFSS Council.

CLUB AND STUDENT UNION FUNDING GUIDELINES

Grants will not be approved for events or projects that have already taken place before the grant is approved. Retroactive expenses will not be reimbursed. Funds will only be reimbursed for expenses incurred after the grant is approved.

Definition: Clothing or items that have the club/student union logo on it (t-shirts, hoodies, pens, etc.). Items must not be for single-use/specific events; they must be intended for long-term/multi-purpose use. Items must be of a reasonable cost; designer brands and luxurious brands will not be approved.

Policy/Guidelines:

Bigger items (e.g reusable water bottles, tote bags)	Will fund up to \$300 per year.
Smaller items (e.g. lanyards, post-it notes, pens, hand sanitizer)	Will fund up to \$250 per year.
T-shirts	\$10 per person, to a maximum of \$200 per year.

Hoodies	\$30 per person, to a maximum of \$300 per year.
Jerseys	\$40 per person, to a maximum of \$400 per year.

Audio Visual Equipment & Instrument Rental

Definition: Audio visual equipment and instrument rental provided by SFU and Long & McQuade, and any other approved external rental companies.

Policy/Guidelines:

- Not covered: smoke or fog machines.
- Funding for external AV will be subject to approval by the SFSS/SFU.
- For instrument rentals, 80% of the cost will be covered.
- The rental amount must be reasonable for the scope of the event.
- Total amount approved will be discretionary, but groups are encouraged to use their Resource Funding first.

Campsites

Definition: A licensed campsite where groups will be camping overnight.

Policy/Guidelines:

- Up to \$10 per person, per night for campsite fees; max. \$200 per night; max. \$1000 per semester.

Clubs Days

Definition: Materials purchased for use during SFSS Clubs Days, such as art supplies, decorations, candy, snacks, etc.

Policy/Guidelines:

- Maximum of \$50.00.
- No additional funds for free giveaway swag.

Decorations

Definition: Any materials that are used to visually enhance the appearance of the venue.

Policy/Guidelines:

- Up to a maximum of \$50 per standard event. Decorations for large scale events will be covered under “Large Scale events”.

- Not covered: Any materials that do not adhere to the SFSS values; no photo booths, no decorations for meetings - must be for events.

Equipment & Supply Purchases

Definition: Equipment and supplies are items that are purchased. Equipment must be essential to the operation of the club and a proposal must be submitted (e.g. walkie talkies, tools, microphones, arts and crafts, sporting goods, hardware, software).

Policy/Guidelines:

- These items will be provided on a case by case basis and the items will remain the property of the SFSS. Items must be securely stored with the SFSS, SFU, or approved external storage sites.
- A letter of agreement must be signed by a coordinator and executive of the group for certain items.
- Maximum of \$1000 per fiscal year.

Facilities

Definition: Equipment, furniture, and services provided by SFU Facilities or a licensed external provider (e.g. tables, chairs, cleaning, electricity, rolling boards, fencing, etc.).

Policy/Guidelines:

- For Burnaby and Vancouver events, all necessary costs for furniture, equipment and services provided by SFU Facilities will be covered on a case by case basis.
- If an external provider is used, then the costs must be included in a grant request.
- For Surrey events, groups must include all facilities costs in their grant request.
- For larger events where a group incurs costs that are a lot larger, the funding will be decided by looking at the event as a Large Scale Event.

Food

Definition: Any meal component, eaten at any of the regular occasions in a day when a reasonably large amount of food is eaten, such as breakfast, lunch, or dinner; including drinks, but not including non-alcoholic beverages.

Policy/Guidelines:

- Covers meals that are ordered from any restaurant with a valid “Operating Permit”
 - This includes groceries for cooking as long as there is a valid “Food permit”, and at least one member who is assisting with the food preparation must possess a valid “Food Safe” certification.
- Alcohol is not covered, or any items included in the *Controlled Drugs and Substances Act*.
- For events: Funding is heavily based on the number of confirmed members in the student group, and other attendees will be taken into consideration.

- \$8 per person for up to 2 events per semester. \$6 per person for each event thereafter. Max. 5 food events per semester.
- Snacks and drinks, combined will be granted up to \$3 per person.
- For meetings: Up to \$25 per week for weekly meetings; up to \$50 for monthly meetings.

Fundraising

Definition: Raising money for a charity or the group's future events/projects through selling products or hosting events.

Policy/Guidelines:

- For large scale fundraising events that are raising money for a charity, only hard costs (e.g. machine rentals) will be covered as long as they are necessary for the functioning of the event. Consumables and variable costs in charity fundraisers will need to be covered by the funds raised.
Re: alternatives, we no longer offer the supplies for pickup; we don't have the capacity for that along with the COVID safety supplies. Also, disposable variable costs in charity fundraisers will be covered by the funds raised.
- For small scale events that are raising money for a charity, or any event that is raising money for the group's own funds, hard costs and a portion of variable costs may be covered.
- Profits generated from the fundraising event must be deposited into the group's trust account or external bank account and reported to the Member Services Coordinators; if donated directly to a charity, a donation receipt must be sent to the Member Services Coordinators.
- Events that are "by donation" will be considered to be events that are not generating any revenue, since revenue is not guaranteed.
- For fundraisers where the money earned will more than cover the costs and allow enough "profit" to be donated to charity/to be saved, we will not cover the costs (e.g. Krispy Kreme donuts).

Games

Definition: Video games, board games, supplies for event games.

Policy/Guidelines:

- Games must be kept and stored and reused.
- Board Games:
 - Maximum \$50 per semester for groups that are not centered around gaming.
 - Maximum \$150 per semester for groups that are centered around gaming.
- Video Games:
 - Maximum \$50 per semester for groups that are not centered around gaming.
 - Maximum \$150 per semester for groups that are centered around gaming, as long as the game relates to their mandate and can be reused.
 - Will not fund video games for individual use/personal accounts.
 - Not covered: Aesthetic upgrades for video games; Pay-to-Win (games where benefits/skills are gained from payment).

Honorariums

Definition: An honorarium is a payment given for professional services that are rendered nominally without charge. The honorarium is like a “thank you” gift. There is no liability or legal obligation to pay the honorarium for the services; the services provided are voluntary and the student group should not be invoiced for them. The person/group receiving the honorarium should not be asking for money in exchange for their services.

Policy/Guidelines:

- Maximum of \$400 per semester.
- If the honorarium is for paying a DJ or photographer or any other professional providing similar services, the maximum is \$300 for the first event, \$200 for the second event, and \$100 for the third event.
- Honorariums cannot be paid to any individual where there is a conflict of interest (see definition).
Re: alternatives, we no longer offer the supplies for pickup;
 Disposable supplies are better for sanitation/safety; it's a tradeoff.

Large Scale Events

Definition: Defined on a case by case basis. In general, an event with a large number of attendees that might be hosted at an upscale venue. (e.g. Galas, networking events, conferences, festivals, concerts, etc). Factors that may result in an event being designated as “Large Scale” may include, but are not limited to, the number of attendees, the venue being utilized, the amount of funds being requested or provided, the activities included in the event, the duration of the event, special guests in attendance, and amount of administrative support.

Policy/Guidelines:

- We would consider covering reasonable costs for items **excluding** (but not limited to) alcohol, gasoline, car rental.
- Dollar amounts/thresholds: **\$5,000** before this request needs to be brought to the SFSS Board/Council, processing times will be subject to review times required by the SFSS Board/Council.

Leisure Entrance Fees

Definition: Fees that are paid to enter an establishment for recreational purposes (e.g. PNE, aquarium, Science World, etc.).

Policy/Guidelines:

- Will fund up to 50% of the cost to a limit of \$400 per semester, unless it is directly tied to the group’s mandate.
- If it is necessary for the group to function and is at the core of their mandate, up to 75% of the cost will be funded, to a maximum of \$800 per semester.
- What is not covered, including but not limited to: gun ranges, archery, go-karting, any establishment involving controlled substances.
- May not be approved based on SFSS insurance coverage.

Printing

Definition: The costs associated with the production of books, posters, newsletters, and other printed materials.

Policy/Guidelines:

- **Banners:** Up to \$300 for any banner, used for promotion. Banners must benefit all group events and cannot fund a banner for one-time use.
 - A maximum of 1 banner per group can be covered by SFSS funding every 5 years (exceptions: theft/rebranding, etc.). In the case of requesting a replacement banner for a stolen banner (before 5 years is up), the proper evidence and supporting documentation must be submitted, including police and SFU Security incident report numbers. Approval for the replacement banner is discretionary. Re: alternatives, we no longer offer the supplies for pickup; we don't have the capacity for that along with the COVID safety supplies also, disposable supplies are better for sanitation/safety; it's a
 - Lost/damaged replacement banners will not be granted.
 - Clubs may only rebrand every 5 years.
- Maximum \$250 per semester for any other general printing costs.
- Printing must adhere to the SFSS Branding Guidelines and Policies.

Prizes

Definition: Gift cards and/or other small items which are given away to the attendees of an event.

Policy/Guidelines:

- Not covered: gambling, controlled substances.
- No cash prizes.
- Maximum \$50 per event; Maximum \$150 per semester.
- Prizes cannot be given to any individual where there is a conflict of interest (see definition).

Projects

Definition: Ongoing, long term, joint activity that the group has chosen to initiate, that is not related to the group administration. The project must be in line within the group's mandate. The scale of the project must be reasonable for the group that requests it.

Policy/Guidelines:

- The group must fund a minimum of 25% of the project through self-funding or external sponsorships. A maximum of \$2,000 will be granted per semester for projects.
- Personal projects and projects for class projects will not be covered.
- The assessment of whether a project falls within a group's mandate will be subject to the discretion of a coordinator.

Promotional Material

Definition: Using different media for promotions of the group, an event, or project.

Policy/Guidelines:

- Maximum \$80.
- Will cover social media ads and print ads.
- Separate from printing their own posters; that will be covered under “Printing”.

Religious/Spiritual Texts

Definition: Religious/spiritual literature that promotes specific religious beliefs.

Policy/Guidelines:

- Will fund if it is a necessary resource for club functioning. Maximum allowance \$400 per SFSS fiscal year.
- Will not fund if distributing.

Security

Definition: Costs of security services from SFU Campus Public Safety (SFU CPS) as well as external providers under the discretion of SFU CPS. Also includes extra security services from the JRG group for pub nights at The Study.

Policy/Guidelines:

- Up to a maximum of \$500 for the entire event.
- We will not cover the cost of security for external providers who are not approved by SFU CPS or the SFSS.

Speaker Gifts

Definition: Speaker gifts are any (non-monetary) gifts given to thank guest speakers/professionals invited to events.

Policy/Guidelines:

- Alcohol cannot be given as a speaker gift.
- Speaker gifts cannot be paid to executives of a club or student union, or any individual where there is a conflict of interest (see definition).
- Maximum \$100 per event; \$250 per semester.

Streaming/Casting Services

Definition: Gaming clubs often require streaming services so that their gaming events can

be broadcast and shared online to multiple viewers. Casting services may be included, which means the provider speaks to the audience and adds commentary, directs the in-game camera and entertains the audience.

Policy/Guidelines:

- Maximum \$400 per event.
- Maximum \$800 per semester.
- Service fees cannot be paid to executives of a club or student union, or any individual where there is a conflict of interest (see definition)

Training Costs for Classes/Workshops

Definition: Classes or workshops that will enhance peoples' skills and knowledge or provide a certification. Not including workshops/classes subsidized by SFU and SFSS.

Policy/Guidelines:

- Maximum of \$50 per person per semester. Maximum of 5 people per semester.
- The training must be aligned with the group mandate. Must explain what value it brings to the individual/group.

Venue

Definition: Location where an event or project is taking place - on or off campus. Must be a legitimate establishment with a license.

Policy/Guidelines:

- Rental costs on-campus will be fully covered for small meeting rooms and event spaces. Rentals for large events will be assessed under Large Scale Events.
 - Hotel facility bookings would fall under Large Scale Events.
- Rental costs off-campus will be funded to a maximum of \$500 per event, this includes the setup/staffing in the space.
- Not covered: Airbnb rental, private residences.
- Due to higher rates and low staffing, Surrey bookings on Sundays from 4:30pm-10:00pm, or statutory holidays, will be covered up to 50% of the internal rate, including staffing charges and AV.

Website Hosting and Domains

Definition: The costs associated with hosting a website and purchasing domain names.

Policy/Guidelines:

- Maximum \$200 per year for both.
- Limit one funded website and domain per group.