

<b>SUBJECT:</b> Student Clubs Fundraising Events	<b>POLICY NO:</b> CLUBS - 5	<b>LAST REVISED:</b> November 3, 2017
<b>APPROVED BY:</b> General Council	<b>NO. OF PAGES:</b> 2	<b>DATE ORIGINATED:</b> February 15, 2009

**Policy**

The Saskatchewan Polytechnic Students' Association Inc. recognizes the need for Student Clubs to hold events and will be required to follow the appropriate procedures.

**Procedure**

1. No fundraising events can be held during the same time slot in which the respective Campus SPSA is holding a similar function.
2. Student Clubs will register their events through their respective SPSA Office to advertise competing events.
3. If a fundraising event is held outside of the Club's respective Campus, and is not sanctioned by the appropriate body, the Saskatchewan Polytechnic and SPSA name may not be used.
4. Student Club advertising must adhere to Posting of Information Guidelines.
5. A Student Club may obtain free table rental privileges within the Campus in order to sell their product/service provided the fundraising regulations are adhered to. If funds are to be raised by selling products or services on a commission basis for a profit-generating business of any kind, the free table rental privilege is suspended for that fundraiser.
6. Student Clubs are required to leave any equipment the way it was found and clean up any area that they use for an event.
7. No Student Clubs will be permitted to hold an alcoholic event on any Campus.
8. The SPSA is not responsible or liable for any damages, costs, suits or claims arising solely through the unapproved actions of any Student Club.
9. The SPSA holds adequate insurance coverage for most events Student Clubs wish to hold on Campus. In some extraordinary circumstances, the SPSA may require a Student Club to supply proof of additional insurance coverage before an event will be approved.
10. All fundraising events must be in accordance with any and all provincial and/or federal laws.
11. Should a Student Club wish to host off-campus events, the Student Club will be required to purchase a one-time liability insurance policy. A copy of the insurance policy must be submitted to the SPSA at least five (5) business days prior to the event.



**SPSA**  
SASKATCHEWAN POLYTECHNIC  
STUDENTS' ASSOCIATION INC.

## **GOVERNANCE SERIES**

12. If the Student Club hosts an event at a venue that has its own insurance, the SPSA must see proof of insurance at least five (5) business days prior to the event via fax/hardcopy.

These regulations apply to all students of Saskatchewan Polytechnic's Campuses including the Executive Council. The Campus Council and/or Executive Council may recommend that a Student Club be de-ratified should these regulations not be adhered to.