

SUBJECT: Services for Student Clubs	POLICY NO: CLUBS - 3	LAST REVISED: June 24, 2015
APPROVED BY: General Council	NO. OF PAGES: 2	DATE ORIGINATED: February 15, 2009

Policy

The Saskatchewan Polytechnic Students' Inc. recognize that a successful Student Clubs Program involves support systems and services for ratified Student Clubs.

Procedure

1. Website Link
 - a. All ratified Student Clubs have the option of being listed on the SPSA website along with contact information for interested parties.
 - b. All external Student Club websites, after being approved by designated SPSA employee, in accordance with Posting of Information Guidelines, will be linked to the main SPSA website.
 - c. No Student Club shall post any offensive material on any website.
2. Photocopying

Each Student Club will have access to 50 photocopies per month, and may access through the SPSA Office.
3. Posters
 - a. Each Student Club will be offered 25 posters per month, created by the Student Club, and printed by the SPSA upon approval by the designated SPSA employee in accordance with the Posting of Information Guidelines.
 - b. Student Clubs will be permitted to post advertising posters on campus, on designated SPSA posting boards.
4. Campus Newspaper

Student Clubs will be offered free space in the Campus Newspaper for advertising of events, promotion of Student Club and recruitment of members, after being approved by the designated SPSA employee in accordance with the Publications Guidelines.
5. TV Communication System

Student Clubs will be permitted to advertise on the Campus closed circuit TV communication system, after being approved by SPSA staff in accordance with the Posting of Information Guidelines.
6. Window Displays

Student Clubs may promote their Club through the use of the window display cabinets, subject to Campus availability.
7. Mailboxes

Each Student Club will have access to a mailbox located at the respective Campuses designated locations.

8. **Banking**
In accordance with the Banking for Student Clubs Policy, Student Clubs will receive on-campus banking through the SPSA Office statements.
9. **Booking Space**
Student Clubs requiring space on Campus for holding meetings, events, or activities may have space booked on Campus through the SPSA Office who will work with the Facilities Department of Saskatchewan Polytechnic, based on Campus availability.
10. **Event Recognition**
In accordance with the Student Clubs Fundraising Events' Policy, Student Clubs will register their events through the SPSA.
11. **Event Planning Assistance**
Designated SPSA employees will assist Student Clubs in planning their events and will provide assistance in obtaining permits, insurance, security, licenses and in accessing Saskatchewan Polytechnic services in accordance with the Student Clubs' Fundraising Events Policy.
12. **Tickets**
The SPSA Office will sell tickets for approved Student Clubs' events if the Club requests this assistance.
13. **Equipment Loans**
 - a. Student Clubs may access loaned equipment through the SPSA including audio visual aids, BBQ, camera etc. based upon availability.
 - b. Subject to availability, Student Clubs may utilize SPSA sandwich boards for posting of information. Boards may be signed out through the SPSA Office.
14. **Volunteer Database**
Student Clubs will have the ability to request assistance, through a designated SPSA employee to access to SPSA volunteers to assist in set up, take down and running events and activities.
15. **Funding Opportunities**
Once ratified, a Student Club has access to \$100 in startup funding and will have further opportunities to apply for grants or loans.
16. **Grants and Loans**
 - a. Student Clubs may have access to grants which are designed to encourage Student Clubs to become active and conduct activities to benefit members and the student body, build resources for the Clubs community, to enhance the Student Clubs experience and to Student Clubs initiatives.
 - b. Student Clubs may be eligible for a short term, interest free repayable loan, which are designed to make cash available to get an activity off the ground.
 - c. Student Clubs' grants and loans will follow the Policy on Student Clubs' Grant, Loans and Sponsorship.
17. **Training in Meeting Decorum**
Student Clubs will have access to basic training to assist in running meetings and keeping proper record of meeting minutes and decision items.