



SUBJECT: Student Clubs Fundraising Events	POLICY NO: CLUBS – 5	LAST REVISED: January 20, 2019
APPROVED BY: General Council	NO. OF PAGES: 2	DATE ORIGINATED: February 15, 2009

Policy

The Saskatchewan Polytechnic Students' Association Inc. recognizes the need for a student club 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 advise of 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 names 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.



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 General Council. The Executive Council may recommend that a student club be de-ratified should these regulations not be adhered to.