

<b>SUBJECT:</b> Services for Student Societies	<b>POLICY NO:</b> SOC – 3	<b>LAST REVISED:</b> April 27, 2021
<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 that a successful student societies program involves support systems and services for ratified student societies.

**Procedure**

1. Website Link
  - a. All ratified student societies have the option of being listed on the SPSA website along with their contact information for interested parties.
  - b. All external student society websites, after being approved by the SPSA Marketing Manager or designate, in accordance with posting of information guidelines, will be linked to the main SPSA website.
  - c. No student society shall post any offensive material on any website.
  
2. Photocopying
 

Each student society will have access to 50 photocopies per month and may access through the SPSA Office.
  
3. Posters
  - a. Each student society will be offered 25 posters per month, maximum size 11x17, created by the student society, and printed by the SPSA upon approval by the SPSA Marketing Manager or designate in accordance with the posting of information guidelines.
  - b. Student societies will be permitted to post advertising posters on campus, on designated SPSA posting boards once the posters have been approved by the SPSA Campus Manager.
  - c. Student societies are responsible for taking down their advertising posters. All advertising posters must be removed within two days of event completion.
  
4. Campus Newspaper
 

Student societies will be offered free space in the campus newspaper for advertising of events, promotion of student society and recruitment of members, after being approved by the SPSA Marketing Manager or designate in accordance with the publications guidelines.
  
5. TV Communication System
 

Student societies will be permitted to advertise on the SPSA's TV communication system, after being approved by the SPSA Marketing Manager or designate in accordance with the posting of information guidelines.
  
6. Banking
 

In accordance with the Banking for Student Societies Policy, student societies will receive on-campus banking.
  
7. Booking Space/Tables
 

Student societies 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.



**8. Event Recognition**

In accordance with the Student Societies' Fundraising Events Policy, student societies will register their events through the SPSA Office.

**9. Event Planning Assistance**

The respective SPSA Campus Manager will assist student societies in planning for their events and will provide assistance in obtaining permits, insurance, security, licenses and in accessing Saskatchewan Polytechnic services in accordance with the Student Societies' Fundraising Events Policy.

**10. Tickets**

The SPSA will sell tickets for approved student societies events if the society requests this assistance. The approval process will be facilitated by the respective SPSA Campus Manager or designate.

**11. Equipment Loans**

- a. Student societies may access loaned equipment through the SPSA including audio visual aids, BBQ, camera, etc. based upon availability.
- b. Subject to availability, student societies may utilize SPSA sandwich boards for posting of information. Boards may be signed out through the SPSA Office.

**12. Grants & Loans**

- a. Student societies may have access to grants which are designed to encourage student societies to become active and conduct activities to benefit members and the student body, build resources for the society's community, to enhance the student society experience and to student societies initiatives.
- b. Student societies' grants and loans will follow the policy on Student Societies' Grants and Sponsorship Policy.

**13. Training in Meeting Decorum**

Student societies will have access to basic training through their respective SPSA Campus Office, to assist in running meetings and keeping proper record of meeting minutes and decision items.