

2010-2011

How to Run A SSMU Service

Everything you ever
wanted to know about
running a SSMU service



Black Students' Network

Drivesafe
Elections McGill
First Year Council
McGill First Aid Service
McGill Nightline
McGill Tribune
McGill Walksafe
Midnight Kitchen
McGill International Student Network
Mature and Re-Entry Students Association
Organic Campus
Plate Club
Players' Theatre
Queer McGill
Sexual Assault Centre of McGill Students' Society
Savoy Society
SSMU Volunteer Program
The Flat Bike Collective
TV McGill
Union for Gender Empowerment

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In an attempt to make your experience with the Students' Society of McGill University (SSMU) as glitch-free and rewarding as possible, we have compiled a Services Handbook. It's designed to answer many of the common questions you might have during the year. We know SSMU can be a maze and a hassle; this handbook should provide a map for you through the tangled web we lovingly call SSMU.

Please do not hesitate to contact the SSMU front desk, the Vice President of Clubs & Services, the SSMU accounting department, or anyone else in the SSMU office. We are here to help.

SSMU office

The SSMU office is open Monday through Friday, 9-5 and is located in suite 1200 of the Brown Student Services Building (in the corridor between Brown and Shatner). We have many resources for you: room bookings, forms, mail distribution, a paper cutter, etc. This is also where you will find all of the important people mentioned throughout this handbook.

Introduction

What is a service?

You provide a service to the entire undergraduate McGill population that is not already offered by SSMU, while focusing on support, referral, education and awareness. You are resource oriented with an end goal of supplying a tangible asset to student life for the undergraduate student community.

You are extensions of SSMU. Clubs are independent from SSMU. Services are SSMU, both ideologically and practically. Legally you are the same entity as SSMU. Financially your budget is part of SSMU's overall budget. This relationship has benefits and drawbacks. The benefits include:

- Access to all SSMU resources, including the backing of the VP Clubs and Services, the work of our entire 10-person full-time office staff (especially our accounting department) and financial backing
- The ability to have a student fee levied on behalf of your group
- Stronger protection from McGill and other external groups
- Higher priority in advanced room bookings

The drawbacks deal mostly with the financial aspect of this relationship. Services MUST know, understand, and follow SSMU account procedures. If they are not followed, service executives may not get reimbursed. Moreover because service budgets are part of the SSMU overall budget, changes in the overall budget may affect services. For those services not funded by student fees, your budget is decided by SSMU Budget Committee, which must see your budget as part of the overall budget. Your budget will be affected by changes in other areas.

Important Contacts

SSMU Front Desk frontctr@ssmu.mcgill.ca

398-6800 M-F, 9:00-5:00
General information, forms, room booking

VP Clubs and Services – Anushay Khan
398-8944 cs@ssmu.mcgill.ca
Most everything you do!

Interest Group Coordinator – Monika Fabian
igc@ssmu.mcgill.ca
Forms, lists of groups and executives, applying to become a club, clubs-services listserv

Administrative Assistant – Lisa Kirsch
398-6804 admasst@ssmu.mcgill.ca
Mailboxes, mail

Office Manager – Barbara MacDonald
398-6809 officemanager@ssmu.mcgill.ca
Booking the ballroom, getting an alcohol permit, office keys/codes

IT Support – John Campbell
398-6893 support@ssmu.mcgill.ca
Email, websites, and computers

Communications & Publications – Dallas Bentley
398- 6835 cpm@ssmu.mcgill.ca
SSMU listserv, SSMU website

Head of Security – Wallace Sealy
398-5989 secsup@ssmu.mcgill.ca
Events

Accounts Payable/Payroll – Monique Belanger
398-6805 acctpay@ssmu.mcgill.ca

Submitting a check req, P.O. or petty cash form, getting paid by SSMU

Accounts Receivable

398-6808 acctrecv@ssmu.mcgill.ca
Depositing revenue

Gerts Manager

398-8966 gerts@ssmu.mcgill.ca
Booking an event at Gerts

VP Finance and Operations

398-6802 operations@ssmu.mcgill.ca
Budgets and other financial info

Finance Committee Coordinator

fincom@ssmu.mcgill.ca
Submitting, appealing, or inquiring about a CLF/club subsidy/green fee application or decision

Important dates

- September** Office moving Day
14-15 Activities Night, fall semester
16-30 Service Executive Training meetings
Club Executive Q&A sessions with VP C&S
- October**  Fall and Full-Year Club Subsidy Applications due
Campaign/Referendum Period
General Assembly
19-23 Advance Room Booking for Winter '11
- January** Mini Courses registration and classes start
Activities Night, winter semester
19 Winter Subsidy Applications due
- February** Social Justice Days
- March** SSMU Campaigning and Elections
Advance Room Booking for Fall '09
Club Rep Elections
- April** SSMU Awards Banquet
2011-2012 Office and Locker Space Applications due
- May** **31** Year-end Audits due

(Items without exact dates have not been set yet- keep an eye out for announcements on the listserv!)

To Do

At the start of each year, there is a list of things you should do and check.

- Fill out an exec contact form to register your group as active for the year. This is on the SSMU website.
- Participate in the services workshop. This workshop will explain how to file finances through SSMU and ensure SSMU is helping services fulfill their mandates.
- Have at least two people come into the SSMU office to become signing officers.
- Have at least two people from your group sign the postering Memorandum of Agreement. This states that your group will not poster on city property, as doing so is illegal.
- If you have an office in the SSMU building, at least two people from your group must sign the Memorandum of Agreement on office space. We will not give out office codes unless this is signed.
- Ensure that at least one person is receiving the listserv emails. If no one is, please email igc@ssmu.mcgill.ca to be added.

Exec Contact Form

All Students' Society services must complete an executive contact form each year in order to be acknowledged as active and eligible to make use of the resources provided by SSMU (such as book a room, pick up a check, etc.). This is *mandatory*. Only those listed on this sheet will be able to make decisions on behalf of your group. Go to ssmu.mcgill.ca in the Clubs and Services section for the form.



Resources

Building Access and Hours

| | |
|----------------|-----------------|
| Monday- Friday | 7:00am - 1:00am |
| Saturday | 9:00am - 1:00am |
| Sunday | 9:00am - 5:00pm |

Office Space

Office space is a privilege, not a right. Please be sure to know your responsibilities.

Applications are due in the spring or early summer. Room allocations are decided over the summer. Each request requires your club or service to fill out a form, explaining the need for office space and an approximation of how many hours the room will be used weekly. Groups that already have offices must fill out both an office space review and an application in order to be considered for office space the following year.

If you have an office, you MUST sign the Memorandum of Agreement regarding the proper use of office space, available at the front desk. This agreement affirms that you will not drink in your office, store money in your office, or commit other various infractions. Please share the space and amenities with the other groups in the office. Respect other groups and keep the space clean. The offices are meant for working; please do not use them just for storage.

Changes to the physical structure of the office must be approved by SSMU and made by the Porters. Furniture such as desks, file cabinets and chairs are property of SSMU and must remain in the room. Let us know if you need new furniture.

Office Combinations

If you forget your office combination, only an executive may request it. In addition, executives may also request a change of the combination. Combinations will only be changed if all groups in that office have been informed.

Combinations will only be given out at the start of the year once the group has signed the Office Space Memorandum of Agreement. If there are any problems with your lock, please let the front desk know as soon as possible.

Office Phones

To access voice mail dial 398-8227, enter the mailbox number (your group phone number) and the password. Please post voice mail passwords by the phone so that other members and groups are able to access voicemail as well.

There is a \$25 charge by McGill Telecom to retrieve lost or forgotten voice mail passwords. See the Office Manager for new installations, jacks, and troubleshooting.

Lockers

Lockers for storing group materials are available on the 4th Floor of Shatner. Applications for lockers are taken at the same time as for offices. However, some lockers wind up free or with extra space. Check with the VP Clubs & Services for availability.

To get the key to your locker, a \$25 deposit must be paid, and the key must be returned at the end of the year to get the deposit back. Make an appointment with the Office Manager to fill out the form and pay the deposit.

Mailboxes

To get a mailbox on the fourth floor, fill out the appropriate form at the front desk. If you have problems with the mailboxes, please inform the front desk.

Receiving Mail

PLEASE give your mailing address correctly. It is important for all mail to be addressed directly to your group. You would not believe how many people we direct mail for – so “help us help you.”

Your mail should be addressed to:

*Your Group Name c/o SSMU front desk
3600 McTavish, Suite 1200 + your mailbox #
Montreal, Quebec H3A 1Y2*

****** If you receive a parcel, you will get a package notification slip in your mailbox. Bring it to the front desk to pick up your parcel as soon as possible. If you are expecting a large shipment, please inform the front desk.

Our address is:
3600 McTavish suite 1200
Montreal, Quebec H3A 1Y2

Sending Mail

If you want to send mail to another club, service, or McGill entity on campus, the Front Desk can take care of it for you. Otherwise you must mail it yourself.

Cheque Pickup at the Front Desk

Bring a McGill ID to pick up checks and reimbursements. You must pick up in person and sign for all cheques. After six months, if a cheque has not been picked up or deposited, it will only be reissued upon request. If you request a payment to be stopped, the cost to do so will be deducted from the cheque (generally between \$15-20).

Bookings and Events

Table Bookings

Tables are located in the SSMU lobby, and outside the cafeteria on the second floor. These may be booked for free by all SSMU accredited groups. See the SSMU website for the request form.

Room Bookings

Rooms can be booked online as well – check the SSMU website for the calendar and request form. Rules:

- To book a room, you must be on the executive contact list on file.
- Rooms may only be booked two weeks in advance.
- No groups can book rooms for more than 10 hours per week.
- The ballroom can be booked no less than one month in advance and can be used for up to 10 hours per week.
- You must cancel a room booking at least 24 hours in advance, preferably 48 hours in advance, to give other groups the opportunity to book the room you had. In case of a ballroom cancellation, two weeks prior notice must be given

All materials, such as tables and chairs, stay within this building. Make sure to bring your confirmation sheet to all of your room bookings. If there are any issues about the room booking, the confirmation sheet is proof that you in fact booked the room.

Advance room booking period happens once per semester for the following semester. Advance booking for winter semester 2011 will be October 18 – 22 and for fall semester 2011 will be in March 2011. The priority list is as follows:

- First Day: SSMU Activities and Projects
- Second Day: SSMU Services & Publications
- Third and Fourth Days: SSMU Clubs
- Fifth Day: Dept. Associations and ISGs

There will be a reminder announcement sent on the listserv before advance room booking period.

Rooms and Capacities

B-29: 50

B-30: 50 (is also used for coat check)

Lev Bukhman: 60 (projector, screen, sound). No food or drink allowed

301 N, C, S (Ballroom): Third floor capacity 478 (meaning if there are 100 people in Players Theater, the Ballroom capacity is 378)

The Ballroom may also be booked in sections for a 1/3 capacity

302: 60

403: 20

433A: 20

Clubs Lounge: 75

SSMU Audiovisual Equipment

SSMU provides some audiovisual equipment for use in the Shatner building. You can book this equipment online when you book your room. If our equipment is not available, you may go request equipment through the library or ICS.

SSMU Audiovisual Inventory:

- TV/VCR/DVD
- Extension cords
- Megaphone
- P.A. System
- Stereo
- Flipcharts
- Blackboard/whiteboard
- Podium
- Pianos
- Projector and screen

Gerts

Parties may also be held in Gerts Bar. These should be booked with Tanya Stevens, Gerts Manager. Open hours may be extended for events, but charges may apply. For all booking information or to make a booking request, please visit <http://ssmu.mcgill.ca/about/operations/gerts/>

There is a fund called Gerts Student Life Fund which may provide extra help with the costs of an event in Gerts. You can apply once a year. (For other funding opportunities, see the funding section under "Finances and Accounting").

Gerts hours (subject to change):

| | |
|----------------|-------------------|
| Monday- Friday | 11:30am - 11:00pm |
| Saturday | 7:00pm - 1:00am |
| Sunday | Closed |

Events involving alcohol

For parties in the building, please contact the Office Manager to discuss your needs as soon as possible. For events in Shatner but outside Gerts, all beer and wine *must* be ordered through the Office Manager. Alcohol must be served in plastic cups as no glass or bottles are allowed per municipal laws. All alcohol *must* remain in the room and all leftover alcohol must be left for the porters to pick up, so don't open bottles until they are needed! No alcohol is allowed to be stored in offices. If alcohol is going to be served, or if there are going to be a lot of people, the event may require security. The cost is \$20/hour per security guard, or \$25/hour for Head of Security. The number of security guards will be determined based on the size and type of party by the Head of Security, Wallace Sealy. Depending on the size and nature of the event, a Bar Server Coordinator will also be required at \$15/hour. They enforce building and provincial laws and regulations and coordinate between volunteer servers, security, and the porters.

Server Training

In order to serve alcohol at an event in this building or anywhere on campus, your group members that will be working the bar *must* be server trained. These workshops are provided by the First Year Office on a regular basis. Visit <http://www.mcgill.ca/firstyear/leadertraining/server/> for more information and dates of training.

Bookings Elsewhere

When you can't get the room you need in SSMU, try these resources:

- McGill Booking: This is the place to go to book rooms in most other buildings on campus, including classrooms, reception areas, lobbies, external areas, etc. Go to the website at www.mcgill.ca/eventsbookings/
- Redpath Library Tables: To book a table outside the library, pick up a form at the SSMU front desk.
- RVC Room: If someone in your organization lives in RVC, that student can request to book the reception room.
- Other Buildings on Campus: A few buildings do not book through Ancillary Services. If this is the case for the location you want, go to the building and speak to someone directly.

Advertising

DO NOT post flyers on telephone poles or other city property. You will be fined! Instead, we suggest you use...

- Facebook.
- CKUT: CKUT 90.3 FM, your campus radio station, might be willing to join with your organization for co-promotions (you help advertise the show that will advertise your event).
- The McGill Tribune and The McGill Daily: these publications offer cheaper advertising prices to student groups. You can also get a short event description into the "Campus Calendar" in the Trib, or into "What's the Haps?" in the Daily for free.

Listservs

SSMU and each Faculty Association runs their own listserv sent to all their members. It's an easy way to reach thousands of students at once. Here are the rules for some of these listservs:

| LISTSERV | Limitations | Send to | Deadline |
|----------|--------------------------|--|-----------------|
| AUS | Max 150 words | communications@ausmcgill.com | Thursday at 5pm |
| SSMU | 75 words or less | cpm@ssmu.mcgill.ca | Friday at 16h00 |
| EdUS | Biweekly | admin.edus@mail.mcgill.ca | |
| SUS | Biweekly, max. 150 words | communications@sus.mcgill.ca | |

Posters in the Building

McGill has tons of places to poster. Here are a few of the places with their approval paths:

| BULLETIN BOARDS | Approval | How Many | Notes |
|--|--|--------------------------|--------------------------------------|
| Leacock (2 boards in basement, 4 on 1st floor, 2 on 2nd floor) | AUS office (basement of Leacock) | 8 (8.5 x 11) or 4 larger | Tacks only |
| Shatner Building (between 1st and 2nd floor) | Drop off at SSMU office (Brown Building, Suite 1200) | 2 (8.5 x 11) or 1 larger | SSMU posts them for you |
| Education Building | EdUS office (B179) and SAO office | | |
| Burnside Building Bronfman stairwells | SUS office MUS office (basement) | 8 | SUS content only Sticky tack only |

By law, posters cannot advertise alcohol or alcohol prices. For example, you can mention "beverages" but not "beer". SSMU also usually does not permit advertisements for any bars other than Gert's in the building. Stickers may not be put up in the washrooms, unless specific permission is given by SSMU. If you are a service make sure to bring your stickers to the SSMU front desk so that the porters know not to take them down. Any other stickers found in washrooms will be removed.

Finance

Types of services

There are two types of services: those funded by a student fee levy, and those who are funded by a SSMU base fee allocation. The breakdown is as follows:

Fee levy

These services are funded by a fee levied on all SSMU members. This money is either paid on top of the base fee, or subtracted from the total amount collected from the base fee. These were the fees approved by referendum:

Safety Networks Fee

MFAS, Walksafe, and Drivesafe

Taken from the base fee totals collected

\$.50/semester

Referral services Fee

Queer McGill, UGE, and Nightline

On top of SSMU base fee

\$1.75/semester

Midnight Kitchen Fee

Midnight Kitchen

On top of SSMU base fee

\$1.25/semester

TVMcGill Fee

TVMcGill

On top of SSMU base fee

\$.50/semester

Breakdown by service:

Drivesafe - \$.10/semester

McGill First Aid - \$.23/semester

McGill Nightline - \$.40/semester

McGill Walksafe - \$.17/semester

Midnight Kitchen - \$1.25/semester

Queer McGill \$1/semester

UGE - \$.35/semester

TVMcGill - \$.50/semester

No fee levy

These groups do not have a fee levy. Their budget is decided by SSMU Budget Committee on a year-to-year basis.

BSN

Elections McGill

First Year Council

MISN

Mature and Re-Entry Student Association

Organic Campus

Plate Club

Players' Theatre

SACOMSS

Savoy Society

The Flat

SSMU Volunteer Program

TV McGill

SSMU's budget

SSMU's annual budget amounts to approximately 3.5 million dollars. Services account for 10% of that budget. Here is how the SSMU budgeting process works and how this affects services:

Timeline - SSMU's financial year ends on May 31 and begins on June 1st. The budget is set for the next year in April. Over the summer, SSMU must use savings to cover its operating costs. SSMU then receives its first cheque from the University in September once students have paid their fees. At this time, SSMU does a budget revision to reflect the actual enrollment numbers. This process happens again in January.

In March or April, Budget Committee is convened. Budget Committee is composed of three councilors and the VP Finance and operations. Its purpose is to work out the entire SSMU budget for the next year. As discussed above, Budget Committee must work out the variable parts of the budget. Budget Committee works out a recommendation to present to

Council, which approved the final budget for the following year.

SSMU has many consistent costs. SSMU pays rent for the Shatner Building and for Haven Books, salaries for 6 executives plus over 10 permanent staff, etc. Everything else in the budget is variable and dependent on one another.

SSMU is a not-for-profit. This means that any money remaining in its operating account cannot be used for its operations the next year. Moreover SSMU has been mandated by SSMU Council to allocate \$50,000 of its totally budget towards long-term savings, in order to maintain the long-term financial stability of the SSMU.

What this means is, on May 31, any money left over in ANY department (including both fee-funded and non-fee funded services) plus \$50,000 is deposited into CERF (Capital Expenditure Reserve Fund). This money can only be used for assets such as building renovations. It cannot be used for operations.

The SSMU budget runs on a "money pot" system. Any revenue over the bottom line (money that is not budgeted to be spent by the department) in one department does NOT stay in that department. It is not tagged for any specific use by that department. Revenue is distributed generally and able to be used by other departments. Some departments (such as Frosh and the Handbook) generate revenue, which is then put into a general money pool. Others (such as the club fund and the GA promotion budget) then dip into that pool to fund their activities.

Non-fee funded services are just like any other department. If money in that department is not allocated to be spent (for operations, a donation, a stipend, etc.), it will go into the general SSMU money pool and be used by other departments.

Funding

Services may also apply for two types of funding:

- Campus Life Funding
- Green Fund

Application forms can be found online at:

<http://www.ssmu.mcgill.ca/index.php/benefits-for-you/funding>.



Who is eligible?

All groups (SSMU clubs, services, ISGs, athletic teams, departmental associations, etc.) can apply for CLF and Green Fund.

Campus Life Fund (CLF)

The Campus Life Fund exists to support events on campus being thrown by or in conjunction with McGill student groups. Money from the SSMU Campus Life Fund may be issued to projects, events, conferences, publications, productions or activism consistent with the existing policies of SSMU and happening on campus. Applications are per-event.

To apply for CLF, please submit a CLF request form, a comprehensive budget overview, showing all revenues and expenses, and a letter of introduction, clearly detailing the initiative and its goals. This may be submitted to the front desk to the attention of the VP Finance and Operations. The form is available at the front desk and online (<http://www.ssmu.mcgill.ca/index.php/benefits-for-you/funding>)

Green Fund

The Green Fund of SSMU was created to fund sustainable initiatives by student groups and promote a culture of sustainability on campus. The initiative must adhere to the SSMU Sustainability Policy and must strive toward the minimization of the group's environmental impact.

To apply for the Green Fund, please submit a request form, a comprehensive budget overview, showing all revenues and expenses, and a letter of introduction, clearly detailing the initiative and its goals as well as the environmental impact. This may be submitted to the front desk to the attention of the VP Finance and Operations.

The Sustainability Policy is on page 12 of the SSMU Policy Manual, which can be found here: <http://www.ssmu.mcgill.ca/index.php/your-students-society/policies-aamp-research>. For more information regarding what constitutes an environmental initiative, please contact the SSMU Environment Commissioners at environment.ssmu@gmail.com.

Fundraising Ideas

SSMU also greatly appreciates when groups try to raise their own money. Here are some ideas of how to do so.

- Sales: Bake sales, samosa sales, or any other kind of sales are a very easy way to make some money. This is also a great way to advertise your group. Book a table in a building on campus during classes, or have a table at an event.
- Faculty Associations, Departments, and other student groups: Almost all sections of the University and student government have discretionary funds that you can apply for on a case-by-case basis. Lots of student groups are also willing to co-sponsor events or donate money to causes with similar mandates.
- Sponsorship: Almost every activity that has an expense has the opportunity for sponsorship. You can also sell advertising space in any printed material (including posters, t-shirts, etc.).

Day-to-Day Financial Management

You should keep track of all transactions your organization incurs. Doing so will not only give you a clear idea of available cash balances on a daily basis, but will also help you in compiling your year-end income statement. One simple way of tracking transactions is by keeping a transaction log and updating it as soon as transactions are incurred. A typical log would include the following information:

- Date
- Entry Number
- Amount
- Description
- Account Number
- Bank Account
- Running Balance

Also be sure to keep all receipts, invoices, and bank statements. This will all make doing your audits far easier, and will provide us with a better picture of your finances.

Budgets

Services will work together with SSMU to compose a budget. Please use the budget worksheet found on the SSMU website to help plan your budget.

One of the key reasons some groups fall into financial difficulty is because of neglecting the planning and budgeting process at the beginning of the year. Budgets are easy to prepare if you are organized and have a clear picture of what your group wants to accomplish in the year. Your budget should include your group's proposed events, and the expected expenses and revenues.

Budgets:

- Help you to plan
- Provide a framework to better understand and utilize resources and your group's financial performance

- o Promote communication and coordination between executives

Revenue

Services which are not funded by a student fee are funded by a portion of the base fee every SSMU member pays. This is SSMU's main source of funds. It funds almost everything in SSMU, including the club fund, events, salaries, the building operations, etc. To get their desired portion of this money, these services must defend their budget to Budget Committee. Budget Committee will allocate money to services as part of the entire SSMU budget.

Services which are funded by a student fee receive the majority of their revenue from this fee. They must also account for other fundraising and commercial revenue.

Expenses

A budget must cover every dollar that is handled by the department. Every dollar that is collected for revenue should be shown as such, as should every dollar that is spent. Services should always break even; every dollar collected in revenue should then be spent on activities.

Managing your budget

Every service's budget is decided in April. The service must follow this budget for the year. It will be revised in September and January as a part of the overall SSMU budget revision. Thus SSMU will be able to include more accurate enrollment numbers and other such information to make the budget more accurate.

Each budget has departments for revenue and expenses. You should follow these closely. Thus if you are budgeted to fundraise \$1,000, you should do so. If

you don't, you will have \$1,000 left to spend! Likewise you should try not to go over in any particular department within your budgeted expenses.

You should keep track of all of your expenditures in your own records. You must do all your transactions through SSMU and cannot access any of your services money without going through SSMU. However you should not rely on SSMU to always tell you about your budget and expenditures. Since often decisions for spending are made by services but take days to be processed in the SSMU accounting department, you often have more information about your budget than we do!

Procedures

Purchase Order (Blue Form)

- This form is used to obtain goods or services on credit from supplier.
- A quotation or any other relevant supporting document must be attached to the form.
- This form must be signed by 1 signing officer of the group and brought to an executive for approval.
- The executive and general manager must sign and then forward the request to A/P dept.
- A/P will verify your budget and if funds are available a purchase order (P.O.) will be filled out.
- When you have the P.O. on hand, you can call your supplier and give them your order.
- When you receive your merchandise, you must sign the packing slip (sometimes the invoice is included) and forward it to A/P.
- When the invoice comes in (if it was not included with the delivery) forward it to A/P, so we can process the payment.

Cheque Requisition (Blue Form)

- This form is used to reimburse expenses **over \$50.00** incurred by the individuals.
- The **original** receipts must be attached to the form.
- No reimbursements will be given based only on payment slip without a detailed original receipt attached.
- If the individual paid expenses by debit card, they should attach payment slip; if paid by credit card, they should attach payment slip with the individual's signature on it or credit card statement showing that expense.
- This form must be signed by 1 signing officer of the group, 1 executive and the general manager.
- **Any expenses incurred by an individual cannot be approved by the same individual.**

Petty Cash Requisition (Yellow Form)

- This form is used to reimburse expenses **under \$50.00** incurred by the individual.
- The **original** receipts must be attached to the form.
- No reimbursements will be given based only on payment slip without a detailed original receipt attached.
- If the individual paid expenses by debit card, they should attach payment slip; if paid by credit card, they should attach payment slip with the individual's signature on it or credit card statement showing that expense.
- This form must be signed by 1 signing officer of the group.
- **Any expenses incurred by an individual cannot be approved by the same individual.**

Payroll Procedures

PREAMBLE

In the area of employment remuneration there are very strict guidelines that S.S.M.U. must follow, due to various government regulations.

BEFORE hiring anybody, the following documentation must be provided and/or duly filled out:

- 1- Proof of possession of a Canadian Social Insurance card (S.I.N.)
- 2- Completion of a PERSONAL DATA FORM
 - a. If the employee is eligible for tax credits in excess of basic personal amount, a Federal Source Deductions form (TD1) from Canadian Revenue Agency and a Provincial Source Deductions form (MR-19-V) from Revenue Quebec. The completion of these forms will enable the payroll department to deduct less income tax off the gross pay

BEFORE any pay is processed for employees, the following must be followed:

- 1) Hourly (Casual)

A weekly time sheet must be filled out and prepared by the officer in charge of the service and submitted to the General Manager for approval.
- 2) Coordinators
 - a) Those who are not hourly (casual) but are eligible for stipends must abide by the requirements as indicated under the "BEFORE hiring anyone," section. The exception, when filling out the PERSONAL DATA FORM, is that the question regarding tax credits need not be answered. The reason for this is that stipends are not subject to statutory deductions.

b) A cheque requisition must be issued and signed by the authorized signing officers for any stipend payment. An original of the duly signed contract has to be attached to the request. Please note that all signed contracts must bear the approval and signature of the General Manager. NO STIPENDS WILL BE PROCESSED WITHOUT THE PROPERLY COMPLETED CHEQUE REQUISITION.

c) If an authorized stipend is to be paid in increments as stipulated in the contract, cheque requisitions for all installment payments must be filled out (without the approving signatures) and dated for when they are due. The payroll department will insure that all the necessary authorizing signatures are obtained and verify that no change has been made to the timing of this installment before payment is to be processed.

Payroll is processed every 2 weeks. To insure proper and timely processing of payment, all necessary requests for payroll MUST be submitted by Monday morning of the pay week.

Deposits and Revenues

PREAMBLE

Services and groups rely heavily on events to raised funds in order to achieve their goals and objectives.

It is therefore very important that these events and the subsequent monies raised are protected, properly accounted for and safeguarded.

In order to facilitate the initial financial requirements for these events, the accounting department has in place certain procedures that, when strictly adhered to by the clubs and services, will ensure proper handling of deposits and revenue.

In order to assist in the success of various events organized by the various services, the accounts receivable department has made available petty cash by way of cash boxes and floats (change) therein.

Floats

BEFORE a request for a float may be considered, the following must be followed:

- 1) Request for a float for an event should be submitted to accounts receivable a minimum of 5 working days prior to the event taking place.
- 2) A change request form must be duly filled out by an authorized person of the club or service.
- 3) Please note that change is provided in full rolls, i.e. no opened rolls are given. The following tables denotes rolls that are available:

| | | |
|----------------|---|---------|
| 1 Roll of 0.01 | = | \$0.50 |
| 1 Roll of 0.05 | = | \$2.00 |
| 1 Roll of 0.10 | = | \$5.00 |
| 1 Roll of 0.25 | = | \$10.00 |
| | | 0 |
| 1 Roll of 1.00 | = | \$25.00 |
| | | 0 |
| 1 Roll of 2.00 | = | \$50.00 |
| | | 0 |

- 4) For security purposes, a minimal amount of change is kept in the vault in accounting. If there is an insufficient amount of change,

please note that the bank requires a full 2 business days notice to process a change order. Also keep in mind that the bank through Securicor, only deliver change orders once a week on Wednesdays. So gauge yourself accordingly.

Deposits

It is very important that funds raised by services during events are protected and properly accounted for.

Pre-numbered deposit envelopes are available for use in the accounts receivable department to facilitate and help protect cash raised.

- 1) Each deposit must be accompanied by an activity report form duly completed. For detailed guidelines see the section on ACTIVITY REPORTS.
- 2) If depositing more than one deposit envelope, 1 activity report form can be used. However, please list each deposit envelope with all appropriate information. The flap(s) of the deposit envelope(s) must be stapled to the **back** of the activity report.
- 3) Various denominations must be listed *clearly* on the face of the deposit envelope.
- 4) To insure proper handling of the deposits by the accounting department, please **PRESS DOWN HARD** when writing on the deposit envelope.
- 5) All information should be written clearly and legibly in appropriate sections.
- 6) It is strongly recommended that there be **two** signatures on the envelope (one preparing the deposit and the other verifying it).
- 7) Please remember to write your department # or name of group/service in appropriate box.
- 8) To process any cheques payable to SSMU, they must be brought to accounts receivable to be stamped with our bank information, **before closing the deposit envelope.**
- 9) When accepting cheques, make sure that they are *not post-dated*, that they are signed and dated, with the amount etc., is properly filled in and that they are drawn on a Canadian or US bank.
- 10) Please make sure that you do not accept US coins as the bank will refuse this,
- 11) All deposits for an event must be deposited ***the same night in the night deposit safe.*** TO PROTECT YOUR HARD EARNED MONEY, ABSOLUTELY NO MONIES SHOULD BE HELD OVER NIGHT IN YOUR OFFICES.
- 12) Some groups/services are provided with a key for the night safe depending on the usage.
- 13) If you do not have a key and depending on how big your event is you can always get a key on loan from the Office & Services Manager on payment of a nominal deposit which will be refunded when you return the key.

Receipts

You can take a receipt book from accounts receivable in the morning, in case somebody requires receipts for cash payment. You need to return the receipt book to the accounting department at the end of the day with all cash received.

Activity reports

- 1) All information should be written clearly and legibly in appropriate sections. For deposit description, please put as much detail as possible. This will help in properly recording the type of revenue.
- 2) If anybody is donating your group some money, please write the name of the Organization or individual that is giving you the donation under the section called "deposit description". Please attach supporting document (such as a contract) if applicable.
- 3) If any money was collected under a specific event please also state how the revenue was generated (i.e. garage sale revenue, bake sale revenue, read-a-thon, etc.). Please attach supporting document if there is one.
- 4) When submitting an activity report, please make sure that you have filled in the section asking to which account the revenue is to be allocated to, along with your department # and deposit envelope #.
- 5) If you are depositing cheques, please indicate # of cheques in the appropriate section and if **any US \$ is enclosed please list total of same where indicated.** No conversion of US currency to Canadian currency is required; any exchange differences will be credited to your account when the deposit has been processed.
- 6) US currency deposits should be enclosed in separate envelopes.
- 7) PLEASE DO NOT put the Activity Report in the deposit envelope.
- 8) Activity report forms can be left at the front desk for accounts receivable between 9:00 a.m. and 5:00 pm Monday to Friday.

- 9) During off hours there is an activity report box located by the side of the MISN Office (across from the night safe) which is located in the Brown building.

Invoicing

- 1) NO ONE, INCLUDING TEAM LEADERS – COORDINATORS – EXECUTIVES HAS THE AUTHORITY TO ISSUE AN INVOICE ON BEHALF OF SSMU FOR ANY OF THE SERVICES (EG: SAVOY, FROSH, SPONSORSHIP, PLAYERS, ETC... ONLY THE ACCOUNTS RECEIVABLE DEPARTMENT HAS THE AUTHORITY TO ISSUE INVOICES.
- 2) From time to time certain requests are made by some services for invoices to be issued. If you need to issue an invoice, come and see the Accounts Receivable department with the following information (neatly typewritten):
 - a. Full name of Group/Service/Organization that is to be invoiced.
 - b. Amount of invoice – taxes included or excluded.
 - c. The account & department # to be charged to.
 - d. Full postal address, street name, suite #, City, Province, Postal code
 - e. Telephone and/or fax number.
 - f. Name of contact person.
 - g. Description of reason for the issuance of the invoice.
 - h. When can SSMU expect receipt of payment of the invoice.
- 3) Each leader/coordinator is supposed to drop off WEEKLY their respective billing requests to the Accounts Receivable department with all the above mentioned information.

Other

Clubs and Services Reps to Council

These students represent clubs and services to SSMU legislative council. They often bring motions in order to benefit SSMU's clubs and services. They can also ensure that the clubs and services' rights are being protected by SSMU's decisions. Thus these reps ensure the SSMU's accountability to all clubs and services.

Please feel free to contact these reps if you have any questions or concerns regarding your group, how to bring a concern to the attention of the VP C&S or Council, or anything else.

Your Club Reps for 2010-2011 are:

Cathal Rooney-Cespedes

Max Ziedel

Maggie Knight

The McGill Name

Official SSMU student groups are only allowed to use the McGill name if they have permission from the McGill Secretariat. To apply for permission, visit <http://www.mcgill.ca/secretariat/ceremonial/permission/>.

Please do not use "McGill" in your name, even if it is "at McGill" or "McGill Chapter" until you know for certain that you have permission from McGill and SSMU.

Constitutions

While the SSMU constitution and by-laws have the final word on how things should be governed and how they function, every group must have their own constitution detailing the group's mandate, who will be in charge, how decisions will be made, who can be a member, and generally outline how the group will work.

To change your existing constitution and/or by-laws, you must submit proposed changes to the interest group coordinator at igc@ssmu.mcgill.ca. All proposed changes must go through the Clubs and Services Committee and Council before they go into effect.

Environmental Audits

SSMU is committed to sustainability. Maintaining an environmentally-friendly building and club structure is instrumental to achieving our vision. Some environmentally-friendly practices to keep in mind:

- Messes are likely to turn into waste if they are disposed of hastily and improperly.
- Appliances should always be turned off when not in use.
- If you have broken appliances that belong to either SSMU or your group, please let us know and we will help you dispose of them properly.
- Paper should be 100% post-consumer recycled when possible. Also, reuse paper and always keep one-sided paper around for your printer or for notepaper.
- Use your recycling bins! If you don't have one, let us know.
- Reusable mugs and dishes are a great investment for use in the office or for events. The Plate Club is happy to supply groups with these for events.
- When you order merchandise (t-shirts, mugs, etc), ensure that they are fair labour and preferably organic/made of recycled materials/etc. Apply to the Green Fee to make these products more affordable for your group.
- The Environment Commissioners are here to help! If you have questions or would like some more resources, contact them at environment.ssmu@gmail.com

SSMU also has created the Greening Events Guide to help groups run greener events. Find it online or in the SSMU office.

Full List of Student Groups as of April 2009

Full Status Clubs

Abhilasha
 Advanced Canadian Entrepreneurs
 Aerospace Medical Association
 African Students Society, MASS
 Amnesty International
 Animal Liberties
 Anime Club
 Anti-Racist Coalition (MARC)
 Arab Students' Association
 Armenian Students Association, McGill
 Art of Living Club
 Ashraya Initiative for Children
 Baha'i Studies Association (ABS)
 Bangladeshi Students' Association
 Best Buddies, McGill Students
 Best Buddies Tutoring
 Borderless World Volunteers
 Bridge club
 Buddhist Discussion and Meditation Group
 Burma Solidarity Collective
 Campus for Christ
 Cancer Society McGill
 CANFAR
 Car Tuning Club
 Caribbean Students' Society
 Challah for Hunger, Montreal
 China care
 Chinese Students and Scholars Association
 Chinese Students' Society, McGill
 Choral Society, McGill
 Christian Fellowship, McGill
 Classical Music Club
 CNSA McGill Chapter
 Compassion United
 Conservative Society of McGill University
 Cricket Club
 Cystic Fibrosis Society
 Daraja
 Debating Union
 Democratics Abroad
 Digital Youth Club
 Dragon Boat Z Club
 Dream Corps Canada
 East Asian Students' Association
 Effusion Acappella
 Egyptian Students' Association
 Enfants Du Mekong
 Engineers Without Borders
 Epilogue
 Ex-Yugoslav Society
 Fantasia
 Feel Good Day
 Filipino Asian Student Association
 Financial Markets Group
 Fine Arts Club
 Flintknappers Club
 Free the Children (Youth in Action)
 Freethought Association
 French Students' Community
 Fridge Door Club
 Friends' of MSF at McGill
 Fridge Door Gallery
 Friends of MSF
 Gamers' Guild
 Global Aids Coalition, McGill
 Greenpeace
 Green Party
 Habitat for Humanity
 Healthy Minds
 Hellenic Students' Association
 Hillel Jewish Student Society, McGill
 Hong Kong Students Network
 I*Create
 I.C.O.N. St. Cyril Coptic Orthodox Association
 I*Create
 Improv McGill
 Indian Students' Association
 Indonesian Students' Association
 Indo-Pak Student Association (MIPSA)
 Inertia Modern Dance Collective
 Inter Greek Council
 Iranian Students' Association
 Ismaili Students' Association
 Italian Students' Association
 Japanese Student Association
 Jewish Experience
 Journalists for Human Rights
 Junior Hong Kong Canada Business Association
 Karate Club
 Korean Students' Society
 Korle-Bu Neuroscience Club
 Lebanese Students' Association
 Liberal McGill
 Making Waves
 Malaysian and Singaporean Students' Association (MASSA)
 MANABA
 Mauritian Students' Association
 Mc-III Freestyle
 Medics Sans Frontieres (MSF)
 MUPS
 Med-Specs
 Montreal Children's Hospital Alliance at McGill
 Mosaica
 MRSA
 Muggle Quidditch Club
 Musicians' and Performing Artists' Network
 Muslim Students' Association
 National Society of Black Engineers
 New Democratic Party of McGill
 New Earth Voices
 Newman Students' Society
 North Korea Freedom Network
 Orthodox Christian Fellowship
 Our House Music Society (OHM)
 Outdoors Club, McGill
 OXFAM
 Pakistani Students' Association
 Peace by PEACE
 Pearson House
 Photography Society, McGill
 Undergrad(MUPS)
 PLQ Youth
 Polish Students' Association
 Political Issues Club
 Pre Dental Society
 Pre Law Society
 Red Herring, The
 Redpath Museum Club
 Right to Play
 Rotaract Students' Club of McGill University
 SLASA
 Salseros
 Santropol Roulant, McGill Students'
 Save A Child's Heart
 Scottish Highland Dance Society
 Simply Sweetly Choir
 Ski Team
 Snowboard Club
 SOAR
 Socialist Society
 Soka Gakkai International Student Club (SGI)
 Solidarity for Palestinian Human Rights (SPHR)
 Soulstice Acappella
 South Asian Women's Aid
 Speed Dating Club
 STAND
 Students' Association of Cognitive Science
 Students for Literacy, McGill
 Students Offering Support (SOS)
 Sustainable McGill
 Swiss Club
 Symphonic Band
 Syrian Students' Association
 Taiwanese Students Association
 Tamil Association of McGill
 Theatre De La Grenoville
 Think Pink
 Tonal Ecstasy
 Trivia Club
 Turkish Students' Society of McGill University
 Ukrainian Students' Association
 Ultimate Club
 UNICEF
 Universities Allied for Essential Medicines
 Urban Groove Hip Hop Dance Ensemble
 V-Day
 War Child
 Water Polo Club
 WaterCan
 White Ribbon Club

Women Without Borders
WUSC (World University Service of
Canada)
Youth Action International
Youth Jeures

Interim Status Clubs

Ahmaddiya Muslim Students'
B.Refuge
Baltic Students' Society
Body empowerment
Bilingual Improv Team
CHAMANGA
Cinema Politica
Contra Dance Club
Cuisine on Campus
Deca U
Education Beyond Borders
End Poverty Now
Equal Voice(Youth Chapter)
Europe Club
Extreme Sport Club
Fencing Club
Fetish and Kink Enthusiasts
Fight Band
Get Fit
Global Agents for Change
Global China Connection
Gorilla Composting
Ingredients: The Food Club
Iraqi Student Society
Karaoke Club
Keep a Child Alive
Maghrebin Students' Community
Magic Club
Make-A-Wish McGill

Mastermind Club
Meal Exchange
Montreal Children's Hospital
Alliance at McGill
Montreal Heart of the City Piano
Program
MonWHO (Montreal World Health
Org, Stimulation)
Nelson Mandela's Children Fund
Open Minds
Painting Club
People's Liberated Knitting Front
Pre-Law Society
Red Thunder
Sketching Club
Society for a Pluralistic Middle East
Spiritual Awareness Fellowship
Sri Lankan Students' Association
Steak and Grill
Students' Association of Cognitive
Science
Students for Alternate Software
Society
Students' Network for Econ
Development
Students' Supporting Disabilities
Students supporting the Heart and
Stroke foundation
Students' Supporting Wikipedia
Students with Buduburam Youth
Supporting Parents and Reaching
Kids (SPARK)
Tango Society
Traditional Chinese Martial Arts
Club
Ultimate

World Vision
YOUTHs Leadership Conference
Committee
19th Century Culture Club

Services

Black Students' Network
Elections McGill
First Aid Service
First Year Council
McGill Drivesafe
McGill First Aid Service
McGill Nightline
McGill Tribune
McGill Walksafe
Midnight Kitchen
MISN
MRSA
Organic Campus
Plate Club
Players' Theatre
Queer McGill
SACOMSS
Savoy Society
SSMU Volunteer Program
TV McGill
Union for Gender Empowerment

ISGs

AIESEC
Daily Publications' Society
Ghetto Shul
Golden Key Society
Gorilla Composting
IRSAM (International Relations
Students at McGill)

Karate Club
McGill Daily
MLIC (McGill Legal Information
Clinic)
QPIRG
SOAR

**Thank you for
reading! How to
Run a Service is a
flexible manual
open to suggestion
and clarification – if
you see mistakes or
omissions, or have
ideas, please email
cs@ssmu.mcgill.ca**