

2010-2011

How to Run A SSMU Club

*Everything you ever wanted to
know about running a club under
SSMU*



Table of Contents

Notes:

INTRODUCTION

SSMU Website
SSMU Office

IMPORTANT CONTACTS

IMPORTANT DATES

TO DO

TYPES OF GROUPS

RESOURCES

Office Space and Phones, Lockers, Mail, Cheque Pickup

BOOKING AND EVENTS

Table bookings, Room bookings, Equipment, Gerts,
Events involving alcohol, Bookings Elsewhere

ADVERTISING

FINANCES AND AUDITING

Funds, Fundraising ideas, Audits, Day-to-Day, Budgets,
Bank accounts, Change/float requests

OTHER

Clubs and Services Reps, McGill Name

ENVIRONMENT

CONSTITUTIONS

CLUBS LIST

Your Executive Contact Info:

Introduction – What is How to Run a club?

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 Clubs and 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 Interest Group Coordinator, the Vice President of Clubs & Services, the Vice President of Finance & Operations, or anyone else in the SSMU office. We are here to help.

SSMU Website

The SSMU website (www.ssmu.mcgill.ca) is the best place to find forms and other information not explained fully in How to Run a Club. Check out the Clubs and Services section, and Funding and By-Laws (under "Events, Clubs, and Services").

SSMU office

The SSMU office is open Monday through Friday, 9 am – 5 pm 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.

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
cs@ssmu.mcgill.ca

Anything clubs-related not covered by someone else

Interest Group Coordinator – Monika Fabian
igc@ssmu.mcgill.ca

Club and service forms, lists of groups and executives, applying to become a club, clubs-services listserv

Office Manager – Barbara MacDonald
398-6809 officemanager@ssmu.mcgill.ca
Booking the ballroom, getting an alcohol permit, phones, mail

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

IT Support – John Campbell
support@ssmu.mcgill.ca
Club emails, websites, and computers

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

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

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

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

Accounts Payable – Monique Belanger
398-6805 acctpay@ssmu.mcgill.ca
Getting a cheque from SSMU

Accounts Recievable – Wendy He
398-6808 acctrecv@ssmu.mcgill.ca
Getting a float, depositing revenue

Gerts Manager - Natasha
gerts@ssmu.mcgill.ca
Booking an event at Gerts

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

Important dates

- September** Office moving Day
14-15 Activities Night, fall semester
Club Executive Q&A sessions with VP C&S
- October** Fall and Full-Year Club Subsidy Applications due
Campaign/Referendum Period
General Assembly



18-22 Advance Room Booking for Winter`11

- January** Activities Night, winter semester
19 Winter Subsidy Applications due

February Social Justice Days

- March** SSMU Campaigning and Elections
Advance Room Booking for Fall '11

- April** Club Rep Elections
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!)

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 Jeunes

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

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 Acapella
 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

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 can be found on the SSMU website.
- Ensure that at least one person is receiving the listserv emails. If no one is, please email igc@ssmu.mcgill.ca to be added.
- Have at least two people from your group sign the postering Memorandum of Agreement.
- 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.
- Open up a bank account if you don't already have one. If you do, ensure that your signing officers are up to date. The change of signing officer form is at the front desk and online.



Exec Contact Form

All Students' Society recognized groups (including clubs, interim clubs, services, publications, and independent student groups) must complete a club 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 club. Find it at ssmu.mcgill.ca.



Types of Groups

Interim Club: You are a group that has been approved by Interest Group Committee, but has not yet existed for at least three months, held three or more events, or gathered 25 members. You are allowed to have a SSMU bank account, mailbox, email address, and webpage, apply for Campus Life Funding, book rooms in Shatner for free, and participate in activities night at no charge.

Full Status Club: You are a group that has been approved by Interest Group Committee after getting 25 or more members, had at least three events, and existed as an interim club for three months or more. You are allowed to do everything an interim club can, as well as apply for the SSMU Club Fund and office space.

Service: You are extensions of SSMU. 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 receive funding from SSMU coffers or from a student fee referendum but are subject to more regulation than any other type of SSMU group.

Independent Student Group (ISG): You are a separately incorporated group that has a relationship with SSMU allowing you to have similar rights as SSMU clubs. ISGs all very different from one another.

Full lists of each group are at the end of *How to Run a Club*.

Starting a New Club

Check out the link on the SSU website, or email the Interest Group Coordinator at igc@ssmu.mcgill.ca.

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'
Liberal McGill
Making Waves
Malaysian and Singaporean Students' Association (MASSA)
MANABA
Mauritian Students' Association
Mc-III Freestyle
Medicins 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

Daraja
 Debating Union
 Democratics Abroad
 Dignitas 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)

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. All groups, even those with offices the previous year, must apply. Applications are decided over the summer. Each request requires your club to fill out a form, explaining the need for office space and an approximation of how many hours the room will be used weekly. 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 club phone number) and the password. Please post voice mail passwords by the phone so that other members and clubs are able to access voicemail as well. See the Office Manager for new installations, jacks, and troubleshooting.

Lockers

Lockers for storing club materials are available on the 4th Floor of Shatner. Applications for lockers are taken at the same time as for offices. 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 club 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 club. You would not believe how many people we direct mail for – so “help us help you.”

Your mail should be addressed to:

Your Club 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:

ALL GROUPS UNDER SSMU

March 17, 2010

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

at igc@ssmu.mcgill.ca. All proposed changes must go through the Interest Group Committee and Council before they go into effect.

Sustainable SSMU

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 club, 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 – email them at plateclub@gmail.com.
- 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 clubs run greener events. Find it online at ssmu.mcgill.ca.

Student Society of McGill University
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 in the SSMU Building

Tables are located in the SSMU lobby and outside the cafeteria on the second floor. We cannot book outside our building. These may be booked for free by all SSMU accredited groups. The request form and calendar are on the SSMU website under "Events".

Tables outside the building (like at the y-intersection) must be booked through McGill – check mcgill.ca/eventsbookings/ for more info.

Room Bookings in the SSMU Building

You may request a room booking through the SSMU website, under "Events". We only deal with rooms in this building. Rules:

- To book a room, you must be on the executive contact list on file at the front desk.
- Rooms may only be booked two weeks in advance.
- No clubs 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 clubs 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.

Advance room booking period happens once per semester for the following semester. Advance booking for winter semester 2011 will be October 18-22, 2010 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. Fac. Associations and ISGs

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:

Maggie Knight
Max Ziedel
(one to be elected in the Fall)

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

there is no activity in your account for that month. (See "Mailboxes" above for information on how to get a mailbox).

Change/Float Request

If your group is having an event that will need change for admissions or sales, please contact Accounts Receivable as soon as possible. Requests for float should be 4-5 days in advance. Request forms must be received on Wednesday before 9:00 am for delivery on Friday or on Friday before 9:00 am for delivery on Tuesday. Please understand that last minute requests will not be considered because the SSMU does not keep cash on hand for such purposes.

Change is only available in full rolls. In addition, when returning the float, it has to be in bills or complete rolls of respective denominations.

Cash Boxes

We have a limited number of cash boxes; they are issued on a first come first served basis.

Security and Money

Be safe with your money! Often times clubs lose money raised at an event or have it stolen. Always follow these tips:

1. Count and recount your money often during and after an event to ensure no money has gone missing.
2. Do not flash money around. Do not show others who is transporting cash and where they are keeping it.
3. Do not store money in your club office. You may always drop money into the safe deposit box in the hallway to the SSMU office with a note telling us who's money it is – we will store it in our secure safe overnight. You can then pick it up the next morning from the SSMU Front Desk.

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 it when you book a room. Otherwise, you must arrange for your own equipment. If we don't have what you need, visit McGill Equipment Loans in the Redpath Library, room 22, or call 514-398-8833.

SSMU Audiovisual Inventory:

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

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 almost every other room and space outside Shatner on campus, including classrooms, reception areas, lobbies, outside spaces, the y-intersection, 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.

Gerts

Parties may also be held in Gerts Bar. These should be booked with the Gerts bar manager. 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.

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.

Expense Accounts

6100	Material and Supplies
6109	Purchases – Food/Beverages
6111	Food and Beverages – Non saleable
6130	Administrative Costs
6131	Miscellaneous Expenses
6133	Fundraising Events
6140	Books and Publications
6160	Membership Training
6180	Publishing
6330	Tournament & Conferences
6340	Event Costs/ Entertainment
6411	Donations
6420	Bank Charges & Interest

Club Bank Accounts

All SSMU accredited groups have the right to a bank account under SSMU's at Scotia Bank. More importantly, to receive any money from SSMU, SSMU clubs *must* have an account under SSMU. Groups under SSMU may *not* have bank accounts open at any other institution.

To open an account, pick up the Change of Signing Officers form at the front desk or print it online. Once the form is submitted, the VP C&S will write the group a letter to bring to the bank. It should be ready to be picked up at the front desk within a week. Then, make an appointment at the ScotiaBank on Sherbrooke and Metcalf to open the account. Every person who is going to be a signing officer must be present when the letter is brought to the bank, with two pieces of ID and proof of residence.

Groups may change signing officers at any time, also using the Change of Signing Officers form. Always be sure to write every signing officer down, even if only one of them is being changed. Bank statements are sent to SSMU monthly, so be sure to check your mailbox! You will not receive a bank statement if

As soon as the school year starts, sit down with your executive and plan out the year (including events, meetings, publications, regular operations, outreach, fundraising, etc). Once you have decided what you want to do, research the costs for the events and initiatives. Try to think of all the costs needed and find ways of cutting costs and saving money. Write down what these costs are going to be. These will be your expenses for the year. There is a sample budget on the website to help you plan this out.

As an executive, sit down and brainstorm where you are going to get the funds to pay for your events. This will be your revenue for the year. Don't overestimate the amount of revenue – it is better to be conservative.

Include as much detail as possible in your budget. Provide support for each expense and revenue. Do not pad your budgets. Your financial requests should realistically reflect the objectives and needs of your organization.

Account Numbers

Here is a description of what kinds of transactions should be coded to specific account numbers. This can be found in greater detail at the Front Desk or by asking the VP Clubs & Services or Accounts Payable.

Revenue Accounts

4902	Interest Income
4908	Event Revenue/ Admissions
4910	Advertising
4913	Membership Dues
4914	Donations
4915	Fundraising Events
4917	Tournament/Conference Revenue
4929	Sales – Food and Beverage
4939	Miscellaneous Revenue
6994	Campus Life Fund
6999	SSMU Subsidy

If alcohol is going to be served, or if there are going to be a lot of people, the event may require 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 club 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.

Advertising

Want to advertise your club event? 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	Limits	Send to	Deadline
SSMU	75 words or less	cpm@ssmu.mcgill.ca	Friday at 16h00
AUS	Max 150 words	communications@ausmcgill.com	Thursday at 5pm
EUS		vpcomm@mcgilleus.ca	
EdUS	Biweekly	admin.edus@mail.mcgill.ca	
MUS		vpcomm.mgmt@mail.mcgill.ca	
SUS	Biweekly 50 words	communications@sus.mcgill.ca	

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
- 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

Budgets are easy to prepare if you are organized and have a clear picture of what your club wants to accomplish in the year. Your budget should include your club's proposed events, and the expected expenses and revenues.

Budgets:

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

Promote communication and coordination between executives

All clubs will need the information contained in a budget for CLF or Club Subsidy applications and the year-end audit. One of the key reasons some clubs fall into financial difficulty is because of neglecting the planning and budgeting process at the beginning of the year.

Fundraising Ideas

- 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 club. 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.).

Audits

Each club must submit a financial report of activities undergone by the club at the middle and at the end of the academic year. An income statement lists the year's revenues and expenses and shows whether your club made a profit or loss for the year.

Year-end audits are due on May 31st. Clubs that do not submit an income statement may lose their good standing with the SSMU and be ineligible for funding from SSMU. You must submit the following:

- An income statement covering the mid-year and year-end transactions
- A copy of your transaction log for the year
- A copy of receipts for all expenditures
- A list of any amounts receivable, payable and petty cash.



Posters inside

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	
Education Building	EdUS office (B179) and SAO office		
Burnside Building	SUS office		SUS content only
Bronfman stairwells	MUS office (basement)	8	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 in Shatner, 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.

Finances and Accounting

Funding

There are five types of funding available from SSMU:

- Club Fund
- Campus Life Funding
- Ambassador Fund
- Green Fund
- Space Fund



All decisions on these applications are made by the SSMU Funding Committee. This committee is chaired by the Funding Committee Coordinator, who can be reached at fincom@ssmu.mcgill.ca. Applications usually take 2 weeks to be processed. Decisions are delivered via email.

All information and application forms for all three can be found online under Clubs and Services → Club Funding.

Who is eligible?

All groups (SSMU clubs, services, ISGs, athletic teams, departmental associations, etc.) can apply for CLF, Ambassador Fund, Green Fund, and Space Fund. Only full-status clubs can apply for SSMU Club subsidy.

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/per-project.

Ambassador Fund

The Ambassador Fund supports McGill students' travel to conferences and competitions. The Fund is meant to promote

student involvement and competitiveness at other universities and cities. Applications are per-event.

Green Fund

The Green Fund of SSMU was created to fund sustainable initiatives by student groups and promote a culture of sustainability.

Space Fund

The Space Fund was created to improve student space in the Shatner Building and around campus.

SSMU Club Fund

The Club Fund is the annual fund to support club activities year around. It is allocated to SSMU's Full Status Clubs. Applications may be submitted for the Fall Semester, Winter Semester, or the full academic year.

A more extensive application showing all planned events and activities for the year is required.

The SSMU Funding Committee will review your application and determine funding according to the following criteria:

- Contribution and relevance to the McGill community and the group's mandate.
- Number of students involved in the club.
- Club's financial performance and level of activity in the previous year.
- Financial soundness of the proposal.
- Revenue-generating capabilities, history, and previous audit scores.