



SUO

Students' Union
UBC Okanagan

WELCOME TO
STUDENT ASSOCIATION ORIENTATION

FALL 2022





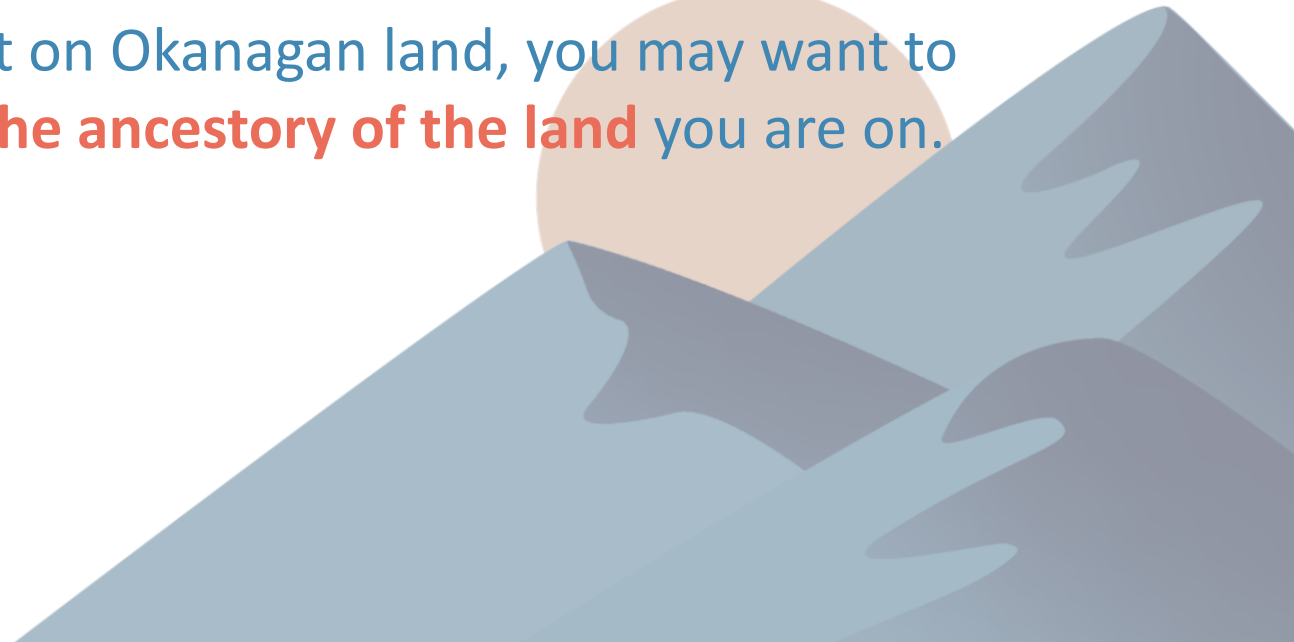
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We would like to acknowledge that we are on
**the traditional ancestral unceded territory of the
Syilx Okanagan Nation.**

We would like to recognize that learning happened here long before
this institution was established. It is important to understand the
privilege we hold to be living, working and learning on
Syilx territory.

If you are currently not on Okanagan land, you may want to
consider looking into **the ancestry of the land** you are on.



AGENDA

FIPKE 204

9:15 AM

REGISTRATION

OPEN UNTIL 9:55 AM

9:55 AM

OPENING SESSION

INTRODUCTION TO SUO

10:30 AM

SVPRO - UBCO

CONSENT, SAFETY AND MORE.

11:15 AM

SUO PROCEDURES

PRESENTED BY IZZY RUSCH

12:30 - 1:30 PM LUNCH

IN THE WELL

1:30 -2:00

FINANCES AND FUNDING

PRESENTED BY VP- FINANCE

2:00 PM

QUESTIONS PERIOD

ASK ALL YOUR QUESTIONS SO FAR!

2:30 PM

CLOSED SESSION

COURSE UNIONS ONLY

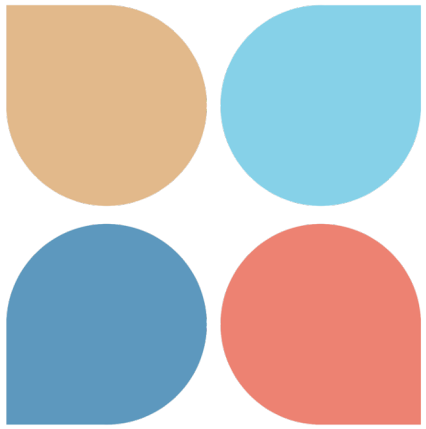
VP Internal - Dhruv

I'm Dhruv Bihani, the Vice President internal at your Student union.

I am a third year, computer science student.

Fun fact about myself- If given a chance, I would love to live in New Zealand.





Why are we here?

- To understand how student associations and course unions are going to operate this academic year.
- To learn about how the SUO will support the student associations and course unions.
- To understand how you can apply for funding.
- To gain knowledge about how you can book a place for events.
- To get informed about the SUO bylaws and regulations.
- To discuss your questions and concerns

Membership Outreach Coordinator

IZZY RUSCH

izzy.rusch@suu.ca

Drop In Office Hours

Monday-Friday

11:00am – 12:00pm

Monday – Thursday

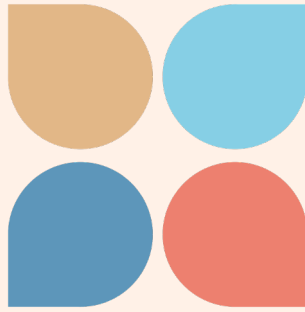
2:00pm – 3:30pm





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NEW WEBSITE AND DIRECTORY



www.SUO.ca

- Student Association information under Get Involved
- All forms are found in the Handbook under relevant topic
- FAQ's for quick answers
- If you can't find an answer to your question, let Izzy know and we will add it

Student Association Directory

- Interact with students by doing a write up of why they want to get involved
- Create a 276px x 172 px logo and have links to social media
- Add photos or videos to the landing page
- Email Izzy the content you want added

STUDENT ASSOCIATION HANDBOOK

Top 11 Things Every Student Association Needs to Know

- Full of needed information, everything from how to submit an expense reimbursement to the rules for having a fundraiser.
- It has details on how to book an event and the timelines for submitting forms.
- Check the information and plan ahead so that all your needs can be provided.



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On Campus Booking Procedures

1 of every 2 booking forms has missing information, wrong dates or no room information. This slows up the processing time and affects everyone's requests!
Don't be sloppy!

Bookings & Events

- Every event on campus must be pre-approved by submitting a safety plan to the RPCC committee
- Page 2 decides if the application is to inform only or needs approval
- There is no such thing as last minute booking request. Approval takes a minimum of 2-3 weeks.

Booking Timelines

- Bookings can only be submitted the month before the beginning of the term.
- Due to schedules for final exams, December and April can't be booked until the month before.
- Bookings cannot be submitted early and held in a queue.

EVENTS

- All booking requests are done through our website.
- CBO will not respond to booking requests directly to students
- Check the Online timetable for dates and times
- Outdoor spaces and codes are found in the Handbook
- Commons foyer and Nechako room not bookable for student associations
- COM 201 is not bookable with less than 350 attendees
- UNC 105 & 106 book through paper & supply co
- UNC 200 must include 2 hours before event for set up and a facilities work order, even with no set up needed
- You must specify which rooms you want that are available. Requests submitted without specific rooms will be rejected

EVENTS

- Off-Campus Events must be pre-approved to be able to submit ERF's.
- Off-Campus events involving physical risk or alcohol require signed waivers for all attendees.
- Insurance companies will not provide insurance for halls or gathering spaces that do not have their own alcohol license.



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EVENT ADD-ON'S

- Moneris machine to do in person sales at tabling on campus.
- Fold up tables that you can borrow during office hours (Monday-Friday 8:30am – 4:00pm) for tabling in foyers or outdoors
- 10'x10' canopy tent and 2 branded 6' tablecloths for fold up tables
- Eventbrite for online ticket sales
- Barbeque — must have space booked, a person with Food Safe Certification and a fire extinguisher beside the BBQ at all times
- Portable PA System (only for spaces without built-in sound systems such as outdoors or Collegiums)
- [Event Calendar](#) to promote event

SECURITY

- Regular weekly events that require special room and building access need saltos which takes a few days to organize.
- For random events, security will open doors with proof of booking (confirmation email) and ID. Due to shift change they won't open doors between 6:00-7:00 AM & PM.
- Evening and weekend bookings for the UNC 200 Ballroom is accessible by an outside door on the second floor between UNC and Nechako
- ***Facility Work Orders must be submitted 2 weeks prior to the date for event set up.***



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Lockers and Storage

- We do still have a few available half lockers
- There is one bank of half lockers that are 6" deeper than the rest
- Email Izzy if you need one
- The lockers are good for year round however if your student association doesn't renew each year, the items will be removed and given to a thrift store
- Space Centre is close to campus and has 5' lockers if you need more storage
- If you get an invoice, we can pay directly from the SA account
- SUO funding cannot be used to buy capital purchases however you can raise funds through membership fees or fundraising
- Items bought with SA funds of any kind belong to the SA and must be passed on year to year
- Don't purchase stuff expecting future execs to have to deal with storage in their homes



Gift Cards



- Pre-paid Gift Cards can only be used as prizes at events.
- Pre-paid gift cards are the equivalent of cash and cannot be used as a means to buy event attendees food or items at an event.
- All students who receive a pre-paid gift card must sign a form that they received it as a prize.
- Reimbursement of pre-paid gift cards for any other means will not be reimbursed, no exceptions. Include the form with receipts and an ERF.
- Pre-paid Gift Card Purchasing Record Form



POSTERS



- Our new logo is on our website for posters! It must be included on all posters
- If you receive more than \$2000 in funding for your Student Association, our logo must be on all of your promotional material, Regulation **
- Using Heat or UBCO branding **is not allowed**. Student Associations are part of the SUO, not UBCO
- [REQUEST A POSTER](#) found on same page as [SUBMIT A BOOKING](#)
- Limit of 20 posters free from SUO per event
- Posters are allowed on bulletin boards only campus wide (university regulation)
- UNC 1st floor is SUO space – We allow posters on the round cement pillars! You must use painter's tape or masking tape or the poster will be removed. (all other tapes contain acid and destroy the cement)



PRINTING NEEDS

paper &
supply co.
e s t . 2 0 2 2

- Formerly the GreenText Bookstore & More
- You can still consign your used textbooks and borrow cash boxes for ticket sales or selling Krispy Kreme donuts.
- Deposit any cash into your student association account.
- Can print business cards and posters, or spiral binding for presentations. They even make buttons for campaigns!
- Direct billing to your SA account if +\$10
- Book the UNC theatre and boardroom



a student food bank
est.2019

Pantry Food Bank and Picnic Wellness Hub

How you can get involved!

The Wellness Hub will be an inclusive, dynamic space available for presentations, talks, and events that contribute to student Wellness.

PICNIC

Picnic will be the location of the Food Hub, which will hold weekly events providing meals, food workshops, breakfast programs, and a variety of other events to address food insecurity on campus.

Email our Food Security and Nutrition Manager at stephanie.patterson@suo.ca, to discuss how you can book the space or get involved in food security programming!

Expense Reimbursements



New Form

- Page 2 does the math for you!
- Person being reimbursed cannot authorize their own reimbursement.
- Signatures of signing authorities must match what is on file or I will email for a new form which delays reimbursement
- Do not send personal banking information with ERF
- You must have a Canadian bank account.

Do's & Don'ts

- The biggest delay on processing ERF's is the person answering email from our Finance Manager to provide banking information
- Send ERF with file name: letter of first name/last name_Student association initials_month_year

Example JSmith_MSA_Sept_2022 (if you have similar SA initials expand such as MuslimSA)

Don't send .docx or .heic Do send .pdf, .jpeg or .png

FUNDING PROCESS

- The funding form is now online and we will email out the link this weekend.
- The deadline for submitting applications is September 26th, midnight.
- The Student Association Funding Committee will review all funding applications
- Our VP Finance may reach out to meet in person with student associations asking for more than \$1500
- The funding will be presented to our board of directors at the October 11 board meeting and emails will go out the next day with funds in the account by the weekend.
- If your student association account is less than \$500 and you need funds now, submit your application by September 23rd and we will process your request and have funds in the account before October 1. Do not submit two application forms



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AD-HOC FUNDING COMMITTEE

Consists of

- Vice-President Finance (chair of committee)
- Vice-President Internal
- Membership Outreach Coordinator
- General Manager
- 1 Director-at-Large



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Points for a good funding form

- Are you aware of the regulations for spending on SUO funding?
- Are you relying solely on SUO funding or are you supporting your student association with fundraising, member fees or ticket sales?
- Track spending and keeping records for End of Term reports due in December for January funding
- Email Izzy if you want an itemized pdf of the SA account. – We email pdf's to SA email account only for security purposes.

Townhall

- *Thank you for listening to us
and all of our information!*

**Now it is your turn! What
questions do you have for us!**



Course Unions

- We are improving our support system for our growing campus and course unions.
- All graduate and undergraduate students within your faculty are automatically voting members of your course union.
- Non-faculty students can be honorary members and attend events, however they can't run or vote for executive positions.



COURSE UNION ELECTIONS

- Connect with your members, ask professors if you can do a 5 minute classroom talk.
- Make sure you and all the executives know the regulations that are specific to course unions
- One meeting to make plans a month
- Hold study sessions for your members
- An AGM must happen every Term 2 and you must inform the VP Internal.

ELECTION PROCESSES

- Elections must be done in partnership with us at the SUO and we use Simply Voting as an online voting platform
- Election planning should ideally happen at the beginning of Term 2 and elections in March and April
- Engage with your membership through email or social media to advertise candidacy. Every member is allowed to run for a position. Do you have a faculty advisor or professor who would help promote on Canva?
- We will help promote on SUO and SA_SUO Instagram

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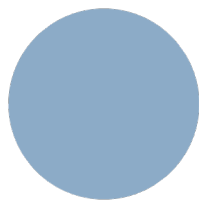
ELECTION PROCESSES

- We need 2 weeks to receive information, set up ballots and emails
- The ballot shows the name, photo and platform of each candidate
- Each candidate can only run for one position
- Candidate positions should be the same year to year unless changed in a motion at the AGM
- Students get an email sent to their personal inbox with a ballot to vote that is completely private and secure
- Voting period needs to start on weekday, preferably end too. If there are issues, we can't fix it after business hours
- Results are sent to us within minutes of voting ending



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***THANK
YOU***