

Welcome To The SGA!

Our team is excited to see what your club brings to the table for the students at Laurentian and we look forward to fostering a strong relationship. Please take your time to read through the following handbook that outlines information pertinent to your club. This will also serve as a resource guide should you have any general questions.

Club Banking:

Clubs have the opportunity to bank through the SGA should they choose. This ensures that your club's funds are handled professionally and efficiently, eliminates the hassle of third-party banking institutions, and ensures appropriate succession of your club's funds from one year to the next.

Club executives would have received access to their accounts through Google Docs so they are able to view their accounts at any time. Banking with the SGA involves using 3 forms.

- 1) **Reimbursement Form:** This is the primary form clubs will use to reimburse any club member for club purchases.
- 2) **Withdrawal of Funds Form:** This form is used anytime money is withdrawn from the account, either in cash or for online purchases.
- 3) **Deposit Form:** Clubs will need to complete this form when depositing money into the account.

Any cheques to the club need to be written out to the Students' General Association with the club name in the memo.

• Note: Clubs will require two signatures from executives from the club for any banking procedures.

Clubs that do not hold their funding in their SGA account will be required to submit financial reports on the first of October, December, February, and April. This is to ensure transparent and responsible accounting practices are standardized across all clubs. The SGA Finance Manager will make themselves available to assist clubs in bringing their accounting practices into compliance wherever required.



Club Events:

Clubs must submit events they plan to host by completing the Event Approval Form which can be found on our website [Clubs | SGA/AGÉ \(sga-age.com\)](https://sga-age.com). Prior to event marketing and promotion, the SGA must approve of the event. To ensure sufficient time for the Vice President of Student Life and your Club's Executive Committee to review and approve your events, please submit them at least 3 weeks in advance.

For information regarding booking events on campus please review the document outlined [Booking Space At Laurentian](#) on the SGA website.

Inside the Student Centre clubs are encouraged to use Zena Cafe or St.Louis Bar and Grill as they are SGA preferred providers. For food catering outside of the Student Centre and on Laurentian University property clubs must use Chartwells for catering purposes. Visit [Chartwells at Laurentian University - Sudbury, ON \(catertrax.com\)](https://catertrax.com).

Additional Club Funding:

If you are looking for extra funding to host an event, complete the Additional Funding Request Form and submit it to vpstudentlife@laurentian.ca. Requests are taken on a case-by-case basis by the Board of Directors' Clubs Committee.

SGA Spaces for Clubs:

The SGA has two main spaces for our clubs:

1. The SGA Student Centre

Our Student Centre has a large atrium which can be used for high-volume events. This space is highly versatile and can be customized to suit your event's specific requirements. It is also the only location on campus that allows for catering by any company. In order to book this space you must email vpstudentlife@laurentian.ca.

2. Clubs' Storage Room (located within the Student Centre)

This room is exclusively accessible to our clubs and is equipped with a dual lock system to ensure the safety of your belongings.



Other Information:

Pizza - Clubs affiliated with SGA are eligible for a substantial discount on pizza. If you would like to order pizza for a club meeting, please complete the form located on the SGA Website labeled [Great Lakes Pizza Order](#). *NOTE: pizza for events held on campus (except the SGA Student Center) AND held before 9pm must be ordered from Chartwells. The SGA pizza discount does not apply to Chartwells orders.*

Posters - Posters are a great way to advertise events for your club. Before you put posters up around campus be sure to get them approved by Laurentian University. Postering Guidelines at [Laurentian University | Postering Guidelines](#). If you would like to hang posters in the Student Centre bring them to the V-Desk to have them approved. Posters can only be put up on designed bulletin boards both in the Student Centre and throughout Laurentian University.

VDesk - Should you ever need to sell tickets, clothing or other items for your club you can feel free to utilize the VDesk as your point of sale. Stop by the office to learn more about this or email sga@laurentian.ca.

LUCERT - Our Laurentian Campus Emergency Response Team is a fantastic presence to have at any events you may plan to host. To get in contact with them, email lucert@laurentian.ca.

Campus Security - Security is also a great resource in terms of ensuring your event is safe for all students. You can use them to consult about risk management or just keep them informed that your event is taking place for their information. Their phone number is (705) 673-6562.

For any other questions or inquiries please contact the Vice President at vpstudentlife@laurentian.ca or the Executive Director at sgacoo@laurentian.ca

All the best with your events this year! Thank you for your efforts toward improving our campus culture!