

Club Banking:

Clubs must bank through the SGA club banking system. No outside bank accounts permitted. Clubs executives would have received access to their account through google docs so they can view their account at any time. Banking with the SGA involves using 3 forms.

- 1) The main form clubs will be using is the Reimbursement Form which they submit to reimburse any club member for club purchases.
- 2) The second form is the Withdrawal of Funds Form is used anytime money is being taken from the account either cash, to pay invoices, to purchase items online etc.
- 3) When depositing money into the account clubs will need to complete the Deposit Form. 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.

Club Events:

Clubs must submit their events by completing the Event Approval Form which can be found on our website <http://sga-age.com/campus-life/#clubr> . Events must be approved prior to marketing and promotion of the event. Clubs should submit events 3 weeks in advance at minimum.

For information on booking events on campus, refer to the Laurentian Student Groups Booking Space document located <http://sga-age.com/campus-life/#clubr> and email conferenceservices@laurentian.ca for any inquiries.

For food catering for club events, visit <https://laurentianu.catertrax.com/>

If you are looking for extra funding to host an event, complete the Additional Funding Request Form. Requests are taken on a case by case basis by the SGA executive.

SGA Spaces for Clubs:

The SGA has two main spaces for clubs on campus; the Clubs Room and the Pub Downunder. The Clubs Room is located in P308 and can be booked through the SGA V Desk. Stop by the office or email vdesk@laurentian.ca. The Clubs Room is great for storage too.

The Pub Downunder is a great spot to host events and run the SGA pizza and coat check fundraiser to earn some extra cash for your club. To book an event in the Pub Downunder complete the Pub Event Form and to sign up for the Pizza and Coat Check Fundraiser keep an eye out for emails from the Director of Outreach. First come, first serve.

Other Information:

Pizza- The SGA receives a great discount for clubs on pizza. If you would like to order some pizza for a club meeting complete the Pizza Form located <http://sga-age.com/campus-life/#clubr>

Posters- Club should submit posters electronically when completing the event form. Clubs can drop off 16 posters at the conference service office located in W120 to Sandra Frappier. Affiliated residences will also accept posters at the main office.

VDesk- If you ever need to sell tickets, clothing or other items for your club, you can sell through the SGA Vdesk, drop by the office or email vdesk@laurentian.ca

LUCERT/Safewalk- The First Response team at Laurentian would love to be at your event to keep everyone safe. Email safewalk@laurentian.ca to book or for any emergencies call 705- 562-5456

For any questions or inquiries email Jenna Thornber, the Director of Outreach at sgaoutreach@laurentian.ca, visit the office located in A116 or call 705-675-1151 ext 1350.

For event assistance or other questions also contact Whitney Simpson, the VP Student Life at vpstudentlife@laurentian.ca or call 705-675-1151 ext 1081

*All Club Resources mentioned in can be found here <http://sga-age.com/campus-life/>