

ClubHub Website Demo

- 'My Submissions' section good for entering events
 - **Need to make sure we are adding ALL of our events to the website.**
 - **If the CMSA is attached to an event, we MUST submit it to ClubHub.**
 - **Not doing so can lead to the club being locked or status removed.**
- Ensure 'Campus and Organizations' emails are enabled
- Active Status Benefits
 - Free event spaces
 - Insurance
 - Discounted rates on other campus hangouts
 - Unlimited events
 - Funding opportunities
 - SU affiliation/cross promotion

Requirements

- Two executives must complete annually
- Must pay for insurance
- All events must be submitted for approval
- Re-registration must be submitted annually
 - Member roster (**must include all undergraduate members' UCIDs and executive team list**)
 - Income and expenses report
 - Recent bank statement
 - Updates constitution
 - **Must be submitted in ClubHub between March 3, 2025 and May 15th, 2025**

Designated Bookers

- Two current UofC undergraduate members who have submitted the designated forms in ClubHub
- These are the only people that can book in MCEC- and UCAE- managed spaces
 - **O. Little and M. Makila should be our designated bookers.**

Funding

- Special Event Funding (\$1,000/year)
 - Clubs CANNOT turn a profit
 - Funding is reimbursement only
 - And is only awarded up to 75% of total spending on the event
 - Main budget and alternative budget
 - Collect supporting documents
 - Deadlines
 - May 9, 2025 (For events July 1 - August 31, 2025)
 - **Post-evaluation**
 - Submit receipts and documentation
 - Reflect on event success

- Submit evaluation
- Eligible Expenses:
 - Food
 - Non-alcoholic beverages
 - Advertising and promotions
 - Event production costs
 - Venue
 - Gear
 - Decorations
 - Club swag
- Ineligible
 - Alcohol
 - Prizes
 - Guest speaker gifts
 - Travel/accommodation
- Activities funding (\$300/year)
 - Each funding request may not exceed \$100
 - Food
 - Non-alcoholic beverages
 - Advertising and promotions
 - Start-up costs for newly registered clubs
 - Honoraria/gift for guest speakers

Club Awards

- Each award includes \$250 for each club
- Due January 31, 2025