



Acadia Students' Union

Club, Societies & Associations
Student Organization Training
Manual

2026-2027

ACADIA STUDENTS' UNION CLUBS, SOCIETIES & ASSOCIATIONS STUDENT ORGANIZATIONS MANUAL 2026–2027

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WELCOME

Welcome to the Acadia Students' Union (ASU) Clubs, Societies & Student Organizations Manual.

Student organizations play an important role in creating a connected, vibrant, and engaging campus community. Whether your group focuses on academics, culture, recreation, advocacy, wellness, or shared interests, involvement in student organizations provides opportunities for leadership, community building, and meaningful student experiences.

This manual is designed to help student leaders understand the requirements, responsibilities, and opportunities involved in operating a recognized student organization at Acadia University.

Inside this manual, you will find:

- Information on club ratification
- Constitution and governance requirements
- Financial procedures and banking information
- Event planning and approval processes
- Resources to support successful programming

The Campus Engagement Manager is available to support student organizations throughout the year.

Contact:

ASU Campus Engagement Manager

ASUcampusengagement@acadiau.ca

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SECTION 1: WHAT ARE STUDENT ORGANIZATIONS?

Student organizations are an important part of student life at Acadia University. They provide opportunities for students to connect with peers, explore interests, build leadership skills, and contribute to campus life.

The Acadia Students' Union supports and recognizes student organizations through annual ratification and provides access to resources, funding opportunities, and operational support.

Student organizations fall into three categories:

Clubs

Interest-based groups focused on social, recreational, athletic, philanthropic, or shared-interest activities.

Societies

Academic organizations that support learning, professional development, and student success within specific disciplines.

Associations

Groups connected to faculties, residences, or broader student representation.

With more than 65 active organizations on campus, there are many opportunities to get involved. If you are unable to find a group that matches your interests, students are encouraged to create a new organization through the ratification process.

Need help getting started? Contact the Campus Engagement Manager.

SECTION 2: BENEFITS OF RATIFICATION

Ratification is the formal recognition process that allows a student organization to operate as an official Acadia Students' Union organization.

Ratified organizations gain access to services and opportunities unavailable to unratified groups.

Benefits may include:

- Funding Opportunities - Apply for eligible student funding opportunities, including the Student Activities & Wellness Fund.
- Campus Space Booking - Reserve approved campus spaces at no cost where applicable.
- Liability Coverage - Access event coverage through applicable ASU insurance policies.
- Promotion & Visibility - Be featured through student union communications, websites, social media, and annual club events.

- Official Recognition - Operate under official ASU recognition and use approved naming conventions.
- Operational Support - Receive guidance and administrative support from the Campus Engagement Manager.

Additional Benefits:

- Mailbox access within the Student Union Building (on hold for the 2026-2027 academic term)
- Participation in annual club promotional events
- Access to eligible discounts and partnerships

Please note that benefits and services may be updated annually.

SECTION 3: CLUB RATIFICATION PROCESS

All clubs, societies, and student organizations must complete ratification annually to maintain official recognition through the Acadia Students' Union.

STEP 1 — Submit Required Documentation

Required:

- ☐ Club Ratification Form
- ☐ Club Constitution
- ☐ Any additional supporting documents requested

Submit all materials electronically to:

ASUcampusengagement@acadiau.ca

Once received, documentation will be reviewed and forwarded to the appropriate approval body.

STEP 2 — Attend Training

All Club Presidents (or designated representatives) and an additional club executive member are required to attend annual training sessions held each September.

Training topics may include:

- Event planning
- Financial procedures
- Club responsibilities
- Risk management
- Campus policies

STEP 3 — Participate in Club Promotion Opportunities

Student organizations are encouraged to participate in annual promotional opportunities, including Club Extravaganza.

Participation may require advance registration due to space limitations.

STEP 4 — Activate Club Operations

Following approval:

- ☐ Begin club activities
- ☐ Open banking (if required)
- ☐ Plan events
- ☐ Apply for funding opportunities

Please do not begin operations until official confirmation of ratification has been received.

Estimated Timeline:

Submit Documents



Review & Approval



Training Completion



Club Activation

Questions about your status or application should be directed to the Campus Engagement Manager.

SECTION 4: CLUB REQUIREMENTS & ELIGIBILITY

Student organizations recognized through the Acadia Students' Union are expected to operate in ways that support student engagement, responsible leadership, and positive campus experiences.

This section outlines the requirements for maintaining official recognition.

ELIGIBILITY REQUIREMENTS

To become or remain a ratified student organization, groups must:

Required:

- ☐ Be led by current registered Acadia University students
- ☐ Operate for purposes that support student engagement, community building, academic development, recreation, advocacy, or shared interests
- ☐ Maintain a current constitution that should be reviewed annually

- ☐ Participate in annual ratification requirements
- ☐ Follow applicable university and Students' Union policies
- ☐ Maintain active communication with members
- ☐ Demonstrate responsible financial management where applicable
- ☐ Maintain good standing with the student code of conduct

ORGANIZATION EXPECTATIONS

Recognized organizations are expected to:

- Create inclusive and respectful environments
- Operate transparently and fairly
- Promote responsible event planning
- Host safe and inclusive events
- Maintain accurate records and documentation
- Support student participation and leadership development

Recognition through the Students' Union carries responsibilities in addition to benefits.

ORGANIZATIONS THAT MAY NOT QUALIFY

Student organizations may not be ratified where they:

- Duplicate the purpose of an existing organization without sufficient distinction
- Operate primarily for commercial gain
- Conflict with university policies or applicable legislation
- Exclude participation in ways that conflict with institutional requirements
- Present unreasonable operational or financial risk
- Do not uphold the Charter of Human Rights

Questions about eligibility should be directed to the Campus Engagement Manager before submitting a ratification application.

Helpful Tip:

If your group is new, contact the Campus Engagement Manager early. Early conversations often reduce revisions during approval.

MAINTAINING GOOD STANDING

To remain active, organizations should:

- ☐ Complete annual ratification
- ☐ Respond to administrative requests
- ☐ Maintain executive continuity

- ☐ Follow financial and event procedures
- ☐ Submit required documentation when requested

Organizations that become inactive may be asked to reapply or complete additional onboarding requirements.

SECTION 5: CLUB BANKING & FINANCIAL PROCEDURES

Strong financial practices help student organizations operate responsibly and sustainably. This section outlines expectations for banking, spending, and financial oversight.

BANKING REQUIREMENTS

ASU club accounts are managed by the Bank of Montreal (BMO) to provide groups with faster access to their funds. The initial setup takes 2-3 weeks, so please don't delay submitting your paperwork. The account costs \$2.50 per month and will be deducted from your account balance. Please note that it may take up to 10 business days for funds to be deposited.

A couple of things to keep in mind:

- ASU club accounts are not mandatory for most clubs unless you plan to access funding.
- They are mandatory for Club Sports.

How do I get an account?

Fill out the appropriate section on the club ratification form or contact the Campus Engagement Manager to let them know you would like to set up a BMO account.

Choose two signing authorities (Signing Officers). The third and fourth signing authorities will be the General Manager and Campus Engagement Manager from the ASU. ASU signing officers will only sign in one of the following two situations:

- a) the club requests a signature (through e-mail), or
- b) to change signing authorities at the end of the year

Signing authorities for your club must be Acadia University students and ASU members.

Once this information is provided, BMO will notify you via email to sign the paperwork.

Club BMO Accounts

The Campus Engagement Manager will be a signing authority on your account. This is necessary to ensure the following:

- Proper transition happens at the end of the year on each account

- Should there be issues with one of your signing authorities, someone is available to provide the necessary 2nd signature
- Clubs are expected to keep track of their spending

Clubs will be issued cheques after their BMO account has been created. It can take up to 30 days for cheques to reach the Campus Engagement Manager. They will contact your club's Finance Officer.

Two signatures are needed on each cheque (two signing officers).

Electronic Money Transfers (EMT) can be set up on your online BMO account. EMTs can be sent to your club account, but your BMO account cannot send EMTs.

FINANCIAL RESPONSIBILITIES

Student organizations are expected to:

- ☐ Track revenue and expenses
- ☐ Maintain receipts and supporting documentation
- ☐ Review account balances regularly
- ☐ Communicate financial decisions transparently
- ☐ Transfer records between executive teams annually

Recommended:

- ☐ Prepare a yearly operating budget
- ☐ Complete monthly financial reviews
- ☐ Store financial records centrally

YEAR-END TRANSITION

Before executive transition:

- ☐ Transfer financial records
- ☐ Update signing authorities
- ☐ Share outstanding commitments
- ☐ Confirm balances
- ☐ Archive receipts and budgets

Effective transitions support long-term organizational success.

SECTION 6: CONSTITUTION REQUIREMENTS

As a ratified student organization with the ASU, it is important to have an up-to-date constitution. This is designed as a guide for creating a new constitution. Your constitution may have additional items, but all items listed are mandatory for ratification.

Article 1: Club Name

- List your club's name, including any applicable acronyms

Article 2: Purpose of the club

- Outline your club's purpose and objectives; this should be a general statement and not specific to your goals for the year

Article 3: Membership

- Specify that only ASU student members may hold executive positions
- Be sure not to limit membership by age, gender, race, religion, language, or disability
- Specify what the membership fee will be for the year (if applicable)

Article 4: Executive Officers

- List the executive officers (names and student numbers) for your club and describe each of their duties in detail

Article 5: Meetings

- Specify the different types of meetings your club will have (general meetings, executive meetings, or Annual General Meetings)
- State the quorum for each type of meeting ("quorum" is the number of members required to attend the meeting and pass motions)
- State that voting motions must go before the general membership (not just the executive members)
- Outline the process for voting on motions at the meetings (I.e., Show of hands, secret ballot)
- Outline what constitutes a winning vote (i.e., 50% +1, or two-thirds, etc., to pass)
- State that advance notice of all meetings will be sent out to all members

Article 6: Elections

- List the person who is responsible for overseeing your elections (your Chief Returning Officer, President, or other designated person)
- List the person who will oversee the elections if that person decides they want to run
- Outline the process for submitting nominations
- State the type of meeting at which elections are held
- Outline the process for voting in elections (secret ballot, show of hands, email, etc.)

- List the percentage that is required to declare a winner
- State that each member can only hold one executive position
- State that the election must occur every year

Article 7: Impeachment and Membership Removal

- List the conditions/behaviors that would warrant impeaching an executive member
- State the process for moving a motion to impeach (i.e., written notice signed by 5 members)
- State the type of meeting at which a motion to impeach will be addressed (the option to impeach must be put to the general membership and cannot occur at an executive meeting)
- Outline the process for voting on motions to impeach (secret ballot, show of hands, email, etc.)
- List the percentage required to declare a motion to impeach passed (ex. 50%, +1, two-thirds, the most votes, etc.)
- State that the member facing impeachment will be allowed to speak in their own defense at the meeting before the vote

Article 8: Constitutional Amendments

- Outline the process for a member to propose an amendment to your constitution
- State the type of meeting called to vote on a proposed amendment (amendments must be voted on by the general membership and cannot be passed at executive meetings)
- Outline the process for voting on constitutional amendments adopted (secret ballot, show of hands, email, etc.)
- List the percentage required to declare a constitutional amendment adopted
- (ex. 50%, +1, two-thirds, the most votes, etc.)

Article 9: Finances

- List a minimum of two executive members who will have signing authority on any financial paperwork
 - Include the student's full name, student number, and Acadia email
- State that at least two signing officers must sign a reimbursement form
- State that an executive cannot sign a reimbursement form for themselves
- Outline the procedure for passing the club or society budget (can be done by the executive or the general membership)
- State that the ASU General Manager and Campus Engagement Manager will be the third and fourth signing authorities.
 - The above-mentioned individuals will only sign if an executive member is unable to or when an email has been provided to the Campus Engagement Manager from the two clubs' signing officers requesting a cheque be issued.

All information included in the invoice or reimbursement request must be submitted with the request.

SECTION 7: EVENT PLANNING GUIDE

Events are among the most visible and rewarding aspects of student organization involvement. Successful events begin with clear planning, realistic timelines, and early communication.

This section provides a practical framework to help organizations move from an idea to implementation.

START WITH YOUR EVENT GOAL

Before making bookings or purchases, define the purpose of your event. Ask:

- What experience are we creating?
- Who is the intended audience?
- How does this connect to our organization's purpose?
- What resources will we need?

A clear objective helps guide decisions throughout the planning process.

STEP 1 — DEFINE YOUR EVENT

Identify the basics:

- Event Name
- Date and Time
- Target Attendance
- Location
- Primary Organizer
- Budget Estimate
- Event Type

Determine early whether your event includes:

- Food service
- Travel
- External guests
- Performers or vendors
- Physical activity
- Alcohol service

These elements may require additional approvals.

STEP 2 — BUILD YOUR TIMELINE

Suggested Planning Timeline:

Four to Six Weeks Before

- ☐ Select date and location
- ☐ Confirm event objectives
- ☐ Develop preliminary budget
- ☐ Submit room requests if needed
- ☐ Have the ASU sign any contracts (Clubs are unable to sign contracts for themselves)

Two to Four Weeks Before

- ☐ Complete required approvals
- ☐ Confirm vendors and speakers
- ☐ Begin promotion
- ☐ Recruit volunteers

One Week Before

- ☐ Finalize logistics
- ☐ Confirm attendance
- ☐ Prepare materials and signage
- ☐ Review responsibilities

Event Day

- ☐ Arrive early
- ☐ Assign event contacts
- ☐ Monitor attendance and safety
- ☐ Document successes and lessons learned

After the Event

- ☐ Complete financial reconciliation
- ☐ Send follow-up communications

Archive event materials

STEP 3 — CREATE A BUDGET

Even simple events benefit from basic budgeting. Include:

Expected Expenses:

- Venue
- Food
- Equipment
- Decorations
- Marketing
- Transportation

Expected Revenue:

- Ticket Sales
- Fundraising
- Sponsorship
- Organization Funds

Build contingency space into your budget for unexpected costs.

STEP 4 — ASSIGN RESPONSIBILITIES

Avoid placing all event responsibilities on one executive. Suggested Roles:

- Event Lead
- Operations Support
- Finance Lead
- Communications Lead
- Volunteer Coordinator

Document responsibilities before event day.

STEP 5 — PROMOTE YOUR EVENT

Promotion should begin only after required approvals have been received. Suggested Promotion Channels:

- Student organization social media
- Campus newsletters
- Digital signage
- Partner organizations
- Word of mouth

Promotional Checklist:

- ☐ Confirm date and location
- ☐ Include accessibility information
- ☐ Include registration details
- ☐ Communicate attendance expectations

EVENT SUCCESS CHECKLIST

Before Launch:

- ☐ Event approved
- ☐ Budget confirmed
- ☐ Volunteers assigned
- ☐ Promotion complete
- ☐ Supplies prepared
- ☐ Emergency contacts available

Successful events are usually built through thoughtful preparation rather than complexity.

SECTION 8: EVENT REQUIREMENTS & APPROVALS

Student organizations are responsible for ensuring events are appropriately reviewed and approved by the Campus Engagement Manager before proceeding. An Event Risk Assessment form must be filled out and approved before proceeding.

Any contract that a club may enter into, whether for an event location, a speaker, or catering services, cannot be signed by the club itself. All contracts must be reviewed and signed by the ASU General Manager. Please contact the Campus Engagement Manager to arrange for the review or signing of the contract.

This section outlines the approval expectations for student-led programming.

WHEN APPROVAL IS REQUIRED

Approval is generally required for events that:

- Use campus space
- Use space off campus
- Include food service
- Include travel
- Include alcohol
- Involve external participants
- Require staffing or security
- Include fundraising activities

When uncertain, contact the Campus Engagement Manager before proceeding.

EVENT APPROVAL PROCESS

Step 1 - Complete required planning documentation – Event Risk Assessment Form.

Step 2 - Submit documentation within required timelines.

Step 3 - Participate in review discussions if adjustments are needed.

Step 4 - Receive confirmation before advertising or proceeding.

Approval is intended to support safe and successful events.

EVENT RISK ASSESSMENT

Some events require additional review. Examples include:

- Travel
- Large attendance
- Physical activity
- Off-campus activities
- Alcohol service
- Special equipment
- Factors considered during review may include:
 - Participant safety
 - Operational complexity
 - Emergency planning
 - Resource requirements

Higher-risk events generally require more planning time.

ROOM BOOKINGS

To ensure a successful event, it is recommended to reserve spaces as early as possible. Room bookings are managed by the Campus Engagement Manager, who will review the event risk assessment form. There are no fees for clubs, societies, and associations to reserve a space; however, please note that some venues may charge for set-up, teardown, and security services.

Before booking a space:

- ☐ Capacity fits attendance
- ☐ Accessibility has been considered
- ☐ Setup requirements identified
- ☐ Cleanup responsibilities understood

Room bookings require at least 72 hours' notice, and sometimes even longer. Be prepared, plan, and make your reservations early.

FOOD & CATERING

If serving food:

- ☐ Confirm catering requirements
- ☐ Consider dietary accommodations
- ☐ Verify food handling expectations
- ☐ Communicate allergens where applicable
- ☐ Large food orders may require additional lead time.

Catering in the Student Union Building (SUB)

To arrange catering within the SUB, please contact:

Mike Sutherland
Retail & Food Services Manager, Acadia Students' Union
Michael.sutherland@acadiau.ca

Catering Outside of the SUB

For catering services elsewhere on campus, please contact:

Order: [Chartwells at Acadia University - Wolfville, NS](#)

Questions: Brendon Nichols - brendan.nichol@compass-canada.com

External Food Vendors

Please note that external food vendors are generally not permitted on campus.

Exceptions may apply in certain circumstances. If you would like additional information or to request an exception, please get in touch with the Campus Engagement Manager.

TRAVEL REQUIREMENTS

Will your event involve travel?

- ☐ Arrange safe transportation
- ☐ Determine if participants will travel by:
 - Rental vehicles - total daily driving distance may not exceed 500 kilometers, regardless of the number of approved drivers. Buses/Chartered vehicles are required for trips beyond 500 kilometers.
 - Bus
 - Personal vehicles - It is advised that this be restricted to 100 km from Acadia University
 - Carpooling – If carpooling, each vehicle's driver must have \$2 million in liability insurance. Proof of insurance must be submitted to the Campus Engagement Manager before travel occurs.
- ☐ Ensure travel waivers are completed and emailed to the Campus Engagement Manager at least one day before the event
- ☐ Confirm there is enough transportation for all attendees

Please note:

- For rental and personal vehicles, no travel may occur between the hours of 12:00 a.m. (midnight) and 6:00 a.m.
- For rental and personal vehicles, no single driver may drive more than three (3) hours without a 15-minute break
- For trips over 300 km from Acadia University, at least two authorized drivers are required in each vehicle

ALCOHOL SERVICE

Events involving alcohol require additional review and planning.

Alcohol service for most campus events is coordinated through the Acadia Students' Union or the University Food Service provider.

To arrange bar services, contact:

Reed Power Grimm, ASU Bar Services Manager
 reed.powergrimm@acadiau.ca

Organizations should:

- Follow venue requirements
- Communicate expectations

- Support responsible participation
- Coordinate with approved providers
- Approval requirements vary depending on venue and event type.

Clubs are not permitted to sell, serve, promote, or otherwise facilitate the consumption of alcohol in any shape or form. This includes alcohol-related fundraising activities, promotions, or partnerships with drinking establishments.

Clubs may assist with activities such as **coat check or working the door**, where appropriate, but club members and volunteers are **not permitted to sell or serve alcohol**.

Clubs should not have an affiliation or partnership with a business that involves the promotion or sale of alcohol. If a business is promoting a fundraising initiative or event and using your club's name, logo, or association to promote alcohol consumption, this is not permitted.

”
As a club, you are responsible for ensuring that activities and promotions associated with your organization follow Acadia Students' Union policies and procedures. Anything connected to your club can reflect on your organization and the Students' Union, both on campus and within the broader community.

Clubs found to be selling alcohol or participating in activities that violate these expectations may face consequences, including the potential loss of their club status and/or club privileges.

BOOKING THE AXE BAR & GRILL

Clubs need to complete an Event Risk Assessment Form, listing the Axe Bar and Grill as the location. The Campus Engagement Manager will work with the Axe Bar and Grill Manager to approve the event. Clubs can only book one Friday and one other event per year. On the Event Risk Assessment Form, it is recommended that you choose three different dates and three different themes for the Axe Bar and Grill Manager to choose from.

Friday/Saturday Bar Nights:

Choose 3 dates and 3 themes on the Event Risk Assessment Form. Note that there are no guarantees regarding attendance.

For fundraising events, a cover charge of \$1 will be collected per person, with a minimum of 50 entries required before any payout.

One Club Volunteer Leader must be present and sober throughout the event.

You will need 2-4 volunteers to assist with cleaning throughout the night and at the end of the event. The more volunteers you have, the quicker the clean-up will be.

Absolutely no drinking while working. All staff must remain sober. If any volunteers are found consuming alcohol before or during the event, all payouts will be forfeited.

Your team must arrive 30 minutes before the start time and identify themselves to the Manager on Duty.

Only the 2-4 volunteers working the event will be granted free entry; all other club members must pay the cover charge.

Please do not instruct the Axe bar staff on how to perform their duties or allow anyone entry to Axe. The door volunteers are responsible for collecting payments and distributing bracelets after Axe staff have approved the entry.

Creating a poster or flyer for Instagram is your responsibility. It must be submitted to the Bar Services Manager for approval at least 1 week before the event. Do not post anything until it has been approved. Once approved, invite Axe as a collaborator on the grid post.

Your poster should include: age restriction (19+), start time, cover charge, drink special, theme, and attractive imagery. No AI-generated content is allowed.

Booking a DJ or band is the responsibility of Axe; however, if you have requests or input, please communicate them as soon as possible.

Decorations for themed events are encouraged, and Axe has a limited supply available.

Trivia, BINGO, Karaoke:

Every Wednesday is Trivia night, and every Thursday features BINGO, music bingo, or another similar event.

The Axe is 19+ after 9 PM but may be wet/dry up to that time.

A cover charge of \$1 will be collected, with a minimum of 25 entries required before any payout.

You will need 2-4 sober volunteers.

Having two fun hosts is often better than one. Your club must provide the questions, PowerPoint presentation, hosts, and additional prizes.

We have a selection of generic alcohol-branded prizes available.

Your team must arrive 60 minutes before the start time and check in with the Manager on Duty.

Only the 2-4 volunteers working the event get in for free; all other club members must pay.

We provide a projector and 2 microphones with a sound system; you will need a laptop with an HDMI port to connect (an Apple dongle is available with notice).

Including a music round is a great addition.

Please remind customers to order food and drinks between each round.

Creating a poster or flyer for Instagram is your responsibility. It must be submitted to the Bar Manager at least one week in advance for approval before posting. Once approved, add Axe as a collaborator on a grid post. Also, post on your club's story and encourage your members to share it daily.

The Axe and Grill would love to keep the venue open for karaoke afterward, so feel free to include that in your promotion if desired.

For ASU Banquets/Clubs Booking out Space:

All attendees must be over 19 after 9:00 pm. We do have the option of a wet/dry event before 9 pm.

Rather than a fee, the Axe has a bar minimum (minimum amount of drinks sold) of **\$375**.

The kitchen can be open, no extra charge. We only have one kitchen staff member working normally, so don't expect all 50 people to be served at the same time.

For banquets, we suggest getting Chartwells or another company to cater for it. If they need to use our kitchen, there is a \$250 rental fee.

We can make microphones/sound systems and the projector available; you just need a laptop with an HDMI port to hook up and a 1/8" audio jack for sound.

FUNDRAISING LOTTERIES AND BINGO

Fundraising is a great way for clubs to raise money to support events, activities, and initiatives throughout the academic year. Certain types of fundraising, including 50/50 draws, raffles, and bingo events, require a Games of Chance Lottery Licence before they can be advertised or held.

50/50 Draws and Raffles

If your club plans to host a 50/50 draw or raffle, you must first obtain a Lottery Licence Application by contacting the Campus Engagement Manager.

Once the application has been completed, email it back to the Campus Engagement Manager, who will submit the application on your club's behalf. Lottery licences are typically processed within 24 hours; however, processing times are not guaranteed. Clubs are encouraged to apply well in advance of their event.

Bingo Events

Clubs wishing to host a bingo event, including merchandise or come-and-go bingo, must complete the same Lottery Licence Application and submit it to the Campus Engagement Manager for processing.

Please note that bingo licence applications may take up to 10 business days to be processed. Be sure to plan accordingly when scheduling your event.

Important Information

- Clubs must not advertise or conduct a 50/50 draw, raffle, or bingo event until they have received a copy of their approved Games of Chance Lottery Licence.
- There is no fee to obtain a licence for a 50/50 draw, raffle, come-and-go bingo, or merchandise bingo.
- Each Games of Chance Lottery Licence is valid for one event only. Licences cannot be renewed. If your club is planning another event, a new application must be submitted.

SECTION 9: EVENT IDEAS & PROGRAMMING

Strong programming creates opportunities for students to connect, learn, and build community. Events do not need to be large or expensive to be successful. Use this section as inspiration while adapting ideas to your organization's goals.

ACADEMIC & PROFESSIONAL

- Speaker series
- Networking events
- Career panels
- Research showcases
- Case competitions
- Study sessions
- Skill-building workshops
- Peer mentorship programs

COMMUNITY & CONNECTION

- Game nights
- Trivia competitions
- Community service initiatives
- Volunteer opportunities
- Club collaborations

- Welcome events
- End-of-term celebrations

ARTS, CULTURE & CREATIVITY

- Open mic events
- Creative workshops
- Photography outings
- Film screenings
- Cultural celebrations
- Collaborative art projects

HEALTH & WELLNESS

- Walking groups
- Mindfulness sessions
- Outdoor recreation
- Fitness challenges
- Wellness discussions
- Low-cost social programming

LOCAL EXPERIENCES

- Student organizations are encouraged to explore opportunities available locally and seasonally.
- Examples may include:
 - Farm visits
 - Outdoor recreation
 - Local markets
 - Community events
 - Seasonal activities
- Organizations should review transportation and approval requirements when planning off-campus activities.

PROGRAM PLANNING QUESTIONS

Before choosing an event:

- Will members enjoy this?
- Can we deliver this well?
- Does this align with our mission?
- Can we sustain it annually?

- The strongest events often prioritize participation, connection, and thoughtful planning over scale.

SECTION 10: FREQUENTLY ASKED QUESTIONS

The following questions address some of the most common inquiries received from student organizations. If you cannot find the information you need, please get in touch with the Campus Engagement Manager.

I have an idea for an event. Where should I start?

Start by contacting the Campus Engagement Manager. They can help determine what approvals are required, answer planning questions, and provide guidance before you begin booking spaces or advertising your event.

When should I submit my Event Risk Assessment Form?

Event Risk Assessment Forms should normally be submitted a minimum of ten business days before your event.

Some events, including those involving travel, alcohol, catering, or external service providers, may require additional planning time, up to 20 business days. Organizations are encouraged to begin planning as early as possible.

Can student organizations work together on an event?

Yes. Collaboration between student organizations is encouraged and often results in stronger programming.

When planning a joint event, organizations should clearly identify:

- The Primary Event Organizer.
- Financial responsibilities.
- Volunteer responsibilities.
- Promotional responsibilities.
- Post-event reporting expectations.

Documenting these expectations before planning begins helps prevent misunderstandings later.

What happens if my event needs revisions before approval?

Receiving feedback does not mean your event has been denied.

Some events require adjustments before approval can be granted. You may be asked to revise your event plan, strengthen safety measures, provide additional information, or consider an alternate date.

The review process is intended to support successful and well-planned events.

What if I miss the submission deadline?

Submit your documentation as soon as possible.

Depending on the complexity of your event and available resources, it may still be possible to proceed. However, late submissions may result in delayed approval or the need to postpone your event.

Organizations should also remember that room bookings and service requests often have their own booking deadlines.

Can we serve food at our event?

Yes, provided all applicable university and Students' Union requirements are followed.

Depending on the event, additional approvals or catering requirements may apply. Contact the Campus Engagement Manager early if food service is part of your event.

Can we hold fundraising events?

Yes.

Student organizations are encouraged to organize fundraising initiatives that support their goals.

Some fundraising activities may require advance approval depending on the event type or location.

What if I have concerns about a service provider during my event?

If issues arise involving security, catering, facilities, or another service provider, notify the Campus Engagement Manager as soon as possible after your event.

Constructive feedback helps improve future services for all student organizations.

How far in advance should we begin planning?

Although approval requires a minimum submission timeline, successful events often begin planning four to six weeks.

Large-scale events, conferences, banquets, and travel-based programming should begin planning even earlier.

Who should I contact if I have questions?

The Campus Engagement Manager is your primary contact for all questions related to:

- Club ratification
- Event planning

- Funding
- Risk assessments
- Policies and procedures
- Room bookings
- Student organization support

If you are unsure where to start, contact the Campus Engagement Manager—they will help connect you with the appropriate campus partner or service.

SECTION 11 – RESOURCES & CONTACTS

- Campus Engagement Manager – ASUcampusengagement@acadiau.ca
- Reservations Office - reservat@acadiau.ca
- Facilities Management - physical.plant@acadiau.ca
- Security Services - security.office@acadiau.ca
- Catering Contacts - brendan.nichol@compass-canada.com
- Bar Services - reed.powergrimm@acadiau.ca
- Athletics - kim.wallace@acadiau.ca
- Club Sports - liam.heelis@acadiau.ca
- Student Activities & Wellness Fund - asuvpfo@acadiau.ca