Returning Group Overview
2015 Returning Group Registration

Contact Information:

In case of emergency, please supply your group President's phone number: (required)

If your group has a general group email address, please enter it here:

Group Registration Level:

Please select the level of registration with which you wish to register your student group. Note: Each registration level comes with various privileges and requirements. Click here for more information. (required)

- The University of Alberta
- The University of Alberta & the Students' Union
- The University of Alberta & the Graduate Students' Association

Affiliations:

Is your group affiliated with an external organization? Note: If you are a chapter of a larger group or otherwise have essential ties with an outside organization, you are likely affiliated. (required)

- Yes
- No

Is your group affiliated with a Faculty or Department on campus? (required)

- Yes
- No

Financial Information:

What budget range does your student group fit into for the upcoming year? (required)

- No budget/we don’t do anything that requires any financing
- Less than $500
- $500 - $1,000
- $1,000 - $3,000
- $3,000 - $5,000
• $5,000 - $10,000
• $10,000 - $20,000
• $20,000 - $50,000
• $50,000 - $100,000
• $100,000 or more
• I don’t know

I verify that, if asked, my group would be able to provide detailed financial records for auditing.

Note: Please note that you should have complete financial records of your group on hand, including annual budgets. If you plan to apply for any funding in the upcoming year, you’ll also be asked to provide budgets in your application. You can get a head start on this by using SGS’s Budget Templates, if you’d like!

Does your group currently have a bank account?  Note: As part of demonstrating financial responsibility, your group is required to possess a student group bank account. (required)

• Yes
• No

Additional Insurance:

Does your group have additional insurance coverage by satisfying any of the below statements? Note: The majority of groups will not possess their own insurance policy, and are already covered to some extent by the University insurance coverage. Some groups are required to obtain additional insurance based on their level of operations or risk. Contact SGS if you have any questions about this step. (required)

• My student group is an incorporated non-profit society with the Province of Alberta, registered under the Societies Act.
• My student group is a registered charity with Revenue Canada.
• My group currently possesses its own insurance policy.
• None of the above apply to my group.
Group Membership Information

How many members does your student group have?
*Note: All student groups need a minimum of 10 student members. (required)*

How many of your members are:
*Note: Please use EXACT numbers, not percentages, when filling in this section. (required)*

- U of A Undergraduate Students?
- U of A Graduate Students?
- Non-students (Faculty, Staff, Alumni, not affiliated with the U of A)?

I verify that, if asked, my group would be able to provide a roster of our group’s membership.

As per the [Student Group Procedure](#), your group’s voting executive membership must be 100% U of A students. If your group currently has non-student executive members or roles, they must be specified as non-voting executives. Please contact Student Group Services, should you have questions about this requirement.

Please upload a completed Executive Roster for your student group using our [Executive Roster Template](#) (required)

[Upload File](#)

In what month does your group hold its elections? *Note: Your group will be required to re-register each year according to your election month. Please make sure this information is transitioned. (required)*

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December
New Bank Account

If your group needs to set up a bank account, please fill in your signing authority names below and continue to fill out the registration form. SGS will write you a letter to take to the bank and will contact you when it is ready. Once you have set up your bank account, you will need to update that information with SGS by editing your registration form and indicating that you now have an account.

For a list of banks that provide student group banking accounts and more information on financial best practices, take a look at our Financial Handbook.

The Bank Letter will specify the name of your group and the names of your signing authorities – you need at least two, but we’ve left space for three below. Your signing authorities will all need to be present to set up a bank account.

Signing Authority 1 (Full Name) *(required)*
Signing Authority 2 (Full Name) *(required)*
Signing Authority 3 (Full Name)

Note: Student group funds are no longer allowed to be held in University accounts - contact SGS if this is a concern.
Existing Bank Account

Branch Information:

Please enter the following information for your group's bank account. For financial risk management purposes, your account should not have withdrawal privileges – so if you have a debit card that has withdrawals enabled, talk to your bank immediately to change that. Student groups are under no circumstances allowed to have credit cards.

Which bank do you currently have your group account with? *(required)*

- BMO (Bank of Montreal)
- RBC (Royal Bank of Canada)
- Servus Credit Union
- Scotiabank
- TD Canada Trust
- ATB (Alberta Treasury Branch)
- CIBC
- Other (Please Indicate)

If you selected "Other" please indicate which bank your group has an account with.

What is the branch location of your bank account? *(required)*

Signing Authorities:

Groups are required to have at minimum two (2) signing authorities on their bank account. Please list their names below.

Signing Authority 1 (Full Name) *(required)*
Signing Authority 2 (Full Name) *(required)*
Signing Authority 3 (Full Name)
Insurance Information

Please give us some more information about your group's additional insurance coverage. If you are registered as a society or non-profit, you must have your own insurance coverage; please contact SGS for more information.

What company is your current insurance provider? *(required)*

When does your insurance policy expire? *(Day/Month/Year)* *(required)*

Please upload a copy of your group's insurance policy.  
Note: The policy should list "*the Governors of the University of Alberta, the Students' Union, and the University of Alberta*" as additional insured; if it doesn't, you will be asked to go back to your insurance company and have this added. *(required)*
Faculty/Departmental Affiliation

Note: If your group is an official Faculty Association, please contact SGS instead of continuing this registration form. You will need access to a different registration form that is tailored for your group.

Faculty Contact Verification:

Student groups who work closely with their faculties and departments are asked to provide a Faculty Contact. This person is responsible for, first and foremost, being aware that the group exists and is operational. The role of the Faculty Contact may include: operational advice, constitutional/bylaw advice or revision assistance, election assistance, trouble-shooting, assistance with room-booking or general operations, liaising between the group and the larger faculty or department, communications help within the faculty or department, updates on the group's activities, assistance with event planning or risk management, and more. The student group is responsible to find a Faculty Contact and maintain a relationship with that individual.

Which Faculty or Department is your group affiliated with? (required)

Name of Faculty Contact (required)

Faculty Contact Title/Position (required)

Faculty Contact Email (required)

Faculty Contact Phone Number (required)
**External Affiliation**

Please enter the name of the external organization you are affiliated with. *(required)*

Who is your contact person in the above organization? *(required)*

**Contact Phone Number** *(required)*

**Contact Email Address** *(required)*

Please describe the nature of your relationship with this external organization. In other words, why do you partner with this group? What are the roles and responsibilities of each partner? Is there a financial relationship? Does the external organization have any input in your group's decision-making process? *(required)*
Events & Training

**Required Training:** As per the Student Group Procedure, all student groups must have their President and Treasurer (or equivalent positions) attend required training sessions as part of the registration process. These sessions will cover pertinent policies, contact information, and information related to their specific roles, designed to make their time in the position easier. Please make sure that the following information is sent to your President and Treasurer.

- President and Treasurer Training information and sign-up links can be found on our [website](#). Session dates are updated frequently; if you have any questions please contact Student Group Services.

I verify that I will pass this information along to the President and Treasurer of my group so that they will be aware of the training requirements. *(required)*

**Event Organizer Training:**
All student groups are required to have their Primary Event Organizer complete Event Organizer Training, which includes ProServe if the members do not already have it.  

*Note: If your student group is holding any alcoholic events, two executive members must complete Event Organizer Training.*

- Event Organizer Training information and sign-up links can be found on our [website](#). Session dates are updated frequently; if you have any questions please contact the Student Event Risk Management Coordinator in the Office of the Dean of Students, at sgevents@ualberta.ca

**Events:**

*Note: All events & activities (outside of regular meetings) that you officially hold as a student group need to be submitted and approved at least 10 business days before your event. Bookmark this page for event information once your group is approved. Failure to submit student group events may result in group sanctions.*

I verify that I have read and understood the above information regarding submitting all of my student group events for approval. *(required)*

Are you planning activities that involve the following? *(required)*

- Travel outside of the greater Edmonton area (or Camrose, for Augustana groups)
- Alcohol
- Physical activity (participating)
- Physical activity (instruction)
- Minors
- None of the above
Do your group's operations involve the following? *(required)*

- Food events
- Guest speaker events
- Community outreach *(off-campus)*
- Sponsorship and contracts
- Paid staff members for your student groups
- Group transportation within the greater Edmonton area *(or Camrose, for Augustana groups)*
- None of the above