Please have your President and Treasurer sign this agreement on behalf of your Student Group. By signing this form, you are acknowledging that you have read and that your Student Group has agreed to follow the guidelines set out by the University, including but not limited to the UAPPOL Student Groups Procedure, in exchange for receiving the benefits offered to you as a registered Student Group. Individual members of your Student Group are subject to the provisions of the Code of Student Behaviour. If at any point your group does not follow the guidelines, the Office of the Dean of Students reserves the right to revoke or suspend recognition of your Student Group. Ensure that both the President and Treasurer read and sign or initial this entire document before submitting it to Student Group Services.

The undersigned Student Group agrees to indemnify and hold harmless the Governors of the University of Alberta and the University of Alberta Students’ Union or Graduate Students’ Association, their officers, directors, employees, volunteers, members, and representatives (hereafter referred to as “the University”) from any and all claims, demands, actions, and costs which might arise as a result of the activities of the Student Group which are not covered under the University’s insurance program.

We acknowledge that the information in our Student Group’s 2017-18 registration application is accurate and that we have read and understood the terms of registration.

We understand that our Student Group is fully responsible for damage to, or loss of, any University property, which might occur as a result of our Student Group’s activities, the activities of our group members undertaken on behalf of our Student Group or the activities of patrons or guests at our group’s functions.

We further understand that our Student Group is bound by the provisions of the UAPPOL Student Groups Procedure and our members are bound by the provisions of the Code of Student Behaviour, whichever Operating Policies at the University apply to Student Groups, by the Students’ Union Bylaw 5600 and 8100 series (if registered with the Students’ Union or a Student Representative Association), and/or by the Graduate Students’ Association’s Governing Documents concerning graduate Student Groups (if registered with the Graduate Students’ Association).

The acceptance of this 2017 Acknowledgement, Liability, & Indemnification Agreement (this “Agreement“) by the undersigned Student Group is a condition of recognition by the University of the undersigned as a Student Group for the 2017 academic year of the University. This Agreement shall therefore terminate at the earlier of:

1. One year after this recognition of registration, or
2. The revocation of recognition of the undersigned Student Group as a registered Student Group.

This Agreement and the list of acknowledgements set out below have been respectively signed and initialed by the undersigned individuals in their representative capacities as officers of the undersigned Student Group on behalf of said Student Group, and not in their individual or personal capacities. This Agreement, together with the list of acknowledgements set out below, is an acknowledgment of certain duties undertaken by the Student Group corporately as a whole, and nothing more. This Agreement is not intended to impose any personal duties or personal liability whatsoever upon the undersigned officers, any member of the said Student Group, or any other person.

Student Group Name: ________________________________

President (or equivalent): ________________________________ Date: __________________

Signature: __________________________________________ Date: __________________

Treasurer (or equivalent): ________________________________

Signature: __________________________________________ Date: __________________

FOR OFFICE USE ONLY: Date Received: DD/MM/YY SLC Staff Initials: __________________

STUDENT GROUP SERVICES :: CLUBS@SU.UALBERTA.CA :: 780-492-9789 :: 0-81, Lower Level SUB
DISCOVER GOVERNANCE :: SGA@SU.UALBERTA.CA :: 780-492-6675 :: 6-24 SUB
STUDENT GROUPS PROCEDURE
I understand that my Student Group is responsible for following the Student Groups Procedure. I understand my Student Group’s recognition may be subject to suspension or revocation if we violate the Student Groups Procedure.

Treasurer	President

CODE OF STUDENT BEHAVIOUR
I understand charges and sanctions can be issued against individual members within my Student Group if they violate the Code of Student Behaviour.

Treasurer	President

EVENT APPROVAL
I understand that my Student Group must submit all its events for review and receive approval before advertising or selling tickets for the event. Events are defined as activities that include, but are not limited to, alcohol, travel, physical activity and/or activities that may involve a level of risk, and/or activities a group advertises to its members and their guests. Group meetings are not considered events.

Treasurer	President

EVENT ORGANIZER TRAINING
I understand that to hold an event with alcohol, two members of my group must serve as the Primary and Secondary Event Organizers and are required to have completed Event Organizer Training. (*Event Organizer Training is valid for 2 years*)

Treasurer	President

STUDENT GROUP EXECUTIVE TRAINING
I understand that my Student Group’s President and Treasurer must complete annual training provided by Student Group Services. (*This requirement can be fulfilled by attending GovCamp*)

Treasurer	President

ALCOHOL POLICY
I understand that if my Student Group holds an event where alcohol is present, we must follow the approval process outlined in the Alcohol Policy and related procedures. This includes, but is not limited to: attending Event Organizer Training, applying for and receiving permission to hold an event with alcohol before advertising or selling tickets for the event, and following all requirements outlined in the procedures.
I confirm that I have been informed that my Student Group is not permitted to organize the following types of events with alcohol: pub crawls, drink a small town dry or similar types of events, or the provision or sale of alcohol on buses.

Treasurer	President

OFF-CAMPUS ACTIVITY & TRAVEL POLICY
I understand that my Student Group must comply with the UAPPOL Off-Campus Activity and Travel Policy and related Procedure and that my Student Group must apply for and receive permission for travel outside of the Edmonton area prior to advertising the event.

Treasurer	President

TRADEMARKS & LICENSING POLICY
I understand that my Student Group cannot use the University name or logo without first receiving permission to do so.

Treasurer	President

BOOKING SPACE
I understand that my Student Group can book space on campus in accordance with the Space Management Policy.

Treasurer	President
RISK MANAGEMENT
I understand that my Student Group must follow appropriate and applicable risk management strategies when planning events.

COLLECTION OF PERSONAL INFORMATION
I understand that my Student Group may only collect the personal information from members that is necessary for the operation of the Student Group and its activities. Personal information includes home address, phone number, and email address, and other personal information defined in the Alberta Freedom of Information and Protection of Privacy Act, and that under no circumstance will my Student Group be permitted to collect student ID numbers, Social Insurance, Health Care, or Passport numbers, or other sensitive information.

CONTRACTS
I understand that my Student Group cannot enter into legally binding contracts in the name of, or on behalf of, the University and, therefore, must ensure that its members do not purport to enter into any such agreements.

GAMING EVENTS
I understand that my Student Group must receive permission in advance if my Student Group wishes to conduct a raffle, 50/50 draw or other activity that requires the issuance of a gaming license by the Alberta Gaming and Liquor Commission (AGLC).

OTHER GOVERNING DOCUMENTS
I understand that my Student Group must follow Students’ Union Bylaw 5600, GSA Governing Documents, and Campus and Community Recreation’s Club Sports Handbook and policies, as applicable.
As a member of the executive of a student Faculty Association at the University of Alberta, I additionally acknowledge the following.

**STUDENTS’ UNION BYLAWS 8100 & 8200**
I understand that my Faculty Association’s base membership includes all undergraduates enrolled in a program of study in my faculty, or, in the case of a campus association, all undergraduates enrolled in a program of study located at the campus. I understand that the Students’ Union has specific requirements for how my Faculty Association is governed in Students’ Union Bylaw 8100 and Bylaw 8200, and I will ensure that any changes we make to our bylaws and structure comply with these requirements.

**REPORTING REQUIREMENTS**
I understand that my Faculty Association is required to report the following information to the Students’ Union on an annual basis:
- A summary of organizational and financial goals for the year.
- A roster of our current executive board, and a declaration that the executive board was selected in a legitimate process that follows my Faculty Association’s rules.
- A list of any recognized student department associations and affiliated student groups (if applicable).
- Confirmation that my Faculty Association is aware of and fulfilling its responsibilities to select undergraduate representatives to serve on Faculty Council, Dean Selection and Review Committees, and any other department or faculty level governing bodies we are responsible for.
- Finances, as required by Bylaw 8200, unless another arrangement has been made with the SU VAP, the SU Audit Committee, or Discover Governance.

**COUNCIL & SELECTION COMMITTEE REPRESENTATION**
I understand that my Faculty Association has responsibilities under University rules to provide for the selection of undergraduates to serve on Faculty Council, and that we must complete that selection process before September 30. I understand that my Faculty Association may have responsibilities under University rules to provide for the selection of undergraduates to serve on Dean Selection and Review Committees taking place in a given year, and we will comply with University rules respecting selection and review processes.

**PROBATION**
I understand that failure to meet the expectations respecting Faculty Associations in Students’ Union or University rules may result in my Faculty Association being placed on probation.

**STUDENTS’ UNION & FACULTY ADVISOR SUPPORT**
I understand that my Faculty Association is a member of the Council of Faculty Associations (COFA), and that we will endeavor to attend meetings of COFA regularly in order to advise the Students’ Union, connect with other student Faculty Association representatives, and access the support available to members of COFA. I understand that my Faculty Association is supported by the Students’ Union through the Vice President Academic and the Discover Governance Office, and that I should report any problems with my Faculty Association to them as soon as possible so that they can assist us in resolving the situation. I understand that my Faculty Association is supported by the University through our faculty advisor, and that we should report any problems with my Faculty Association to our faculty advisor as soon as possible so that they can assist us in resolving the situation.