



THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

**DEPARTMENTAL OPERATING POLICY STATEMENT
STUDENT GROUP SERVICES**

Policy Number: **1.01**

Effective Date: **July 1, 2010 - Edited June 2019**

Responsibility for Policy: **Student Group Services**

Subject Matter: **Clubs Fair**

Definitions:

Clubs Fair: The display of student groups during the Students' Union's Week of Welcome in Main Quad or the Students' Union Building (SUB) at the beginning of the school year, and the display of student groups at the start of the Winter Term in SUB. Also includes any other event designated as a Clubs Fair by Student Group Services.

Recruiters: Any person who is standing or working at a Clubs Fair table affiliated with the organization at an assigned table. Does not include non-affiliated visitors to the table (i.e. Clubs Fair patrons).

SGS: Any staff member of Student Group Services (SGS), including the Program Lead, Coordinators, and SU Services Team Leads.

Student Group: Any group that is registered as such with the University of Alberta, the Students' Union, the Graduate Students Association, and/or Recreation Services.

Service: Any group (other than a registered Student Group) that has registered for Clubs Fair, including University of Alberta or Students' Union services, departments, etc.

Sponsor: Any organization sponsoring Week of Welcome or Winter Clubs Fair, who, as part of their sponsorship agreement with the Students' Union, has opted for a display in Clubs Fair.

Vehicle: Any mode of transportation used for carrying people/goods or for promoting a student group.

STUDENT GROUP POLICY

1. Claiming Spaces at Clubs Fair

- 1.1. Student Groups wishing to claim a table during a Clubs Fair shift should register at their earliest convenience, using the process specified by SGS, which will be announced publicly by SGS prior to the event.
- 1.2. Services and Sponsors wishing to claim a table during a Clubs Fair shift should contact Students' Union Staff prior to the event.
 - 1.2.1. For Fall Clubs Fair, Sponsors and Services should contact the Students' Union Conferencing & Events department.
 - 1.2.2. For Winter Clubs Fair, Sponsors and Services should contact Student Group Services.
- 1.3. Space claims for Student Groups will be made priority during Clubs Fairs.
- 1.4. Student Groups that do not show up for their reserved shift(s) by 30 minutes past the shift start time will be charged a no-show fee by SGS.
 - 1.4.1. Any unclaimed reservation tables will be made available to Walk-Up Shifts (1.5.)
 - 1.4.2. SGS will inform the group of outstanding no-show fees within two weeks of the conclusion of the applicable Clubs Fair.
 - 1.4.3. Fees will be payable to the Students' Union by cash, debit, or cheque at Student Life Central in the Students' Union Building (SUB) by a deadline specified by SGS.
- 1.5. During Clubs Fairs, Walk-up Shifts will be available to groups that do not already have a table space claimed for that shift.
 - 1.5.1. The price for a Walk-Up Shift will be specified by SGS and must be paid by cash or cheque on the spot by the group walking up.
 - 1.5.2. Student Groups cannot claim more than one walk-up shift at a time.
 - 1.5.3. Student Groups who were late to a reserved shift may claim a walk-up shift at the same cost.
- 1.6. Student Groups with outstanding fees will not be permitted to participate in the subsequent Clubs Fair event until the outstanding fees are paid in full.

2. Recruiters

- 2.1. Each recruiter must be aware of the Clubs Fair contract and Operating Policy;
 - 2.1.1. One representative from each group, preferably from the group's Executive Committee or equivalent, must have signed the Clubs Fair contract in order for recruiters to be present at a table.
- 2.2. No more than two (2) recruiters are allowed at a table, unless otherwise arranged with Student Group Services (SGS).
 - 2.2.1. Student groups who request permission to have more than two (2) recruiters at a table must outline (in writing) the reasons for the need for more recruiters and the roles of each recruiter at the table. Student Group Services must agree that these reasons are legitimate and approve the alternate maximum number of recruiters for that table.

- 2.2.2. Student groups who require more than two (2) recruiters at a table must submit their requests no later than one (1) week prior to the first day of Clubs Fair.
 - 2.3. Any recruiter during Clubs Fair must be a student at the University of Alberta. While recruiting, a recruiter's identification, in the form of a student ONEcard or other proof of membership in the student group may also be requested at any time during Clubs Fair by SGS.
 - 2.3.1. If a recruiter cannot provide proof of their student status (in the form of a student ONEcard or similar), SGS reserves the right to ask that person to leave Clubs Fair.
3. **Solicitation & Distribution**
 - 3.1. No monitor is permitted to approach other patrons at Clubs Fair in order to promote their group, unless approached first. In other words, solicitation is prohibited during Clubs Fair. For more on solicitation, please see the Students Union Operating Policy 2.12.
 - 3.2. No food or beverages for distributions are allowed of any kind.
 - 3.2.1. Student Groups may apply for permission to distribute food or beverages by completing a request to SGS no later than one week prior to Clubs Fair.
 - 3.2.2. At no time will the distribution of non-Coca-Cola products be allowed, as per the Single-Source Cold Beverage Agreement.
 - 3.3. All regular University of Alberta and Students' Union policies apply during Clubs Fair, including regular advertising policies.
 - 3.4. Student groups wishing to sell items (including swag, memberships) from their table, can request permission to do so by submitting a request to SGS at least one (1) week prior to the first day of Clubs Fair.
 - 3.5. Student groups are responsible for all items brought to Clubs Fair.
 - 3.5.1. Any items left behind by the student group are subject to disposal by SGS and/or Students' Union Staff at the end of each day of Clubs Fair.
 - 3.5.2. Student groups repeatedly leaving behind garbage or mess at Clubs Fairs may be asked not to return to subsequent Clubs Fair events.
4. **Noise Levels**
 - 4.1. Student groups are expected to keep the sound level at their table at an appropriate level that is not disturbing to the tables nearby.
 - 4.2. Student groups wishing to play music or other media at their table during Clubs Fair must submit a request no later than one week prior to the first day of Clubs Fair.
 - 4.2.1. SGS staff will set the sound level and the student group must comply with that level. Groups may be asked to control the sound/noise coming from their table if it is deemed disruptive/inappropriate.
5. **Sponsorship & Advertising**
 - 5.1. Student Groups with sponsorship agreements with organizations external to the University of Alberta and Students' Union may display their sponsor's name,

logos, or materials, provided the sponsor's identifiers are not the most prominent object on the group's table at Clubs Fair.

- 5.1.1. Student Groups must disclose the name(s) of their sponsor(s) prior to Clubs Fair to SGS, to ensure no conflicts with Week of Welcome or Winter Clubs Fair sponsors.
- 5.1.2. Student Groups sponsored by competitors to Week of Welcome or Winter Clubs Fair Sponsors may be barred from displaying the competition's name/logo/branding for the duration of the event, but will not be barred from participating in the Clubs Fair.
- 5.2. A student group may not hand out items solely branded with sponsor names or logos at Clubs Fair (such as promotional stickers or swag).
- 5.3. A student group may list the sponsor name and logo on small handbills or pamphlets relating to the student group.

6. Student Group Benefits

- 6.1. Each student group will be provided with a table, and are responsible for providing their own display that should fit on the table provided and within the space provided, which will be the size of the table provided.
 - 6.1.1. Student Groups wishing to use or display any materials that will take up more space than is initially allotted to them must submit a request to SGS at least one (1) week prior to the first day of Clubs Fair. This includes, but is not limited to, tents, large wire displays, and over-sized table displays.
 - 6.1.1.1. Applying for extra space does not guarantee that it will be available.
 - 6.1.1.2. Requests will be approved at the discretion of the SGS Program Lead or more senior staff in the Students' Union.
 - 6.1.2. Chairs may be requested and provided by SGS. If a student group has an appropriate reason for needing a chair at their table, they can make a request at least one (1) week prior to the first day of Clubs Fair.

7. Staging Area and Performances

- 7.1. Student Group Services may provide a performance/exhibition space ("staging area") to student groups during Clubs Fair.
- 7.2. Student Groups wishing to perform or set up an exhibition in the staging area must submit an application to SGS at least two weeks before the first day of Clubs Fair.
- 7.3. Groups not tabling at Clubs Fair may still be allowed to perform/demonstrate, provided they are a registered student group in good standing with the University and/or Students' Union.
 - 7.3.1. SGS will not approve performances/demonstrations that present an adverse risk to property or persons in attendance at Clubs Fair.
 - 7.3.2. Groups that are approved to perform will be responsible for setup and take-down of any equipment belonging to the group within the allotted time given.

8. **Miscellaneous**

8.1. No vehicles of any kind operated by a student group are permitted to be in Clubs Fair.

9. **Complaints**

9.1. Any complaints a student group may have during Clubs Fair must be made to the Program Lead or the Coordinators of Student Group Services.

10. **Refunds**

10.1. Refunds to payments for Clubs Fair may be given if a student group cancels its attendance prior to the refund deadline specified by the Students' Union.

10.1.1. Other refunds may only be given at the discretion of the Student Group Services Program Lead or more senior staff of the Students' Union.

11. **Non-Compliance**

11.1. Violation of any part of this policy by a student group during Clubs Fair will result in the following consequences.

11.1.1. First violation: Verbal warning from Student Group Services followed by a written warning at the end of the day to the group president or primary contact.

11.1.2. Second violation: Removal from Clubs Fair for one day (either immediately or the next day that the group is signed up for, at the discretion of Student Group Services), OR, if the group has no further days of tabling, a \$20.00 fine.

11.1.3. Third violation: Removal from Clubs Fair for the remainder of the week, OR, if the group has no further days of tabling, a \$60.00 fine and potential for further consequences at the discretion of Student Group Services.

11.2. No refunds will be given for any days missed by groups due to violation of Student Group Services' policies.

11.3. Student groups who have had three violations recorded in one academic year will not be allowed to table for more than two days of the next Clubs Fair event.

POLICY REGARDING STUDENTS' UNION SERVICES

12. Claiming Spaces at Clubs Fair

12.1. Students' Union Services, Departments, and Dedicated Fee Units have the right to reserve one table per unit at Clubs Fair, at no up-front cost.

13. Recruiters

13.1. Services and departments who have signed up to monitor a table for the Students' Union must ensure that there is at least one and no more than two staff or volunteers at their table assigned table throughout Clubs Fair.

13.2. If a service/department is unable to fulfill the time slot they signed up for, they must notify SGS and the Manager of Student Services (MSS) at least one (1) week in advance of Clubs Fair.

13.3. If a service/department is unable to fulfill the time slot they signed up for, and does not inform SGS or the MSS by the specified deadline, their table may be given away to another organization wishing for the space at Clubs Fair.

14. Solicitation

14.1. No monitor is permitted to approach other patrons to Clubs Fair in order to promote their service, unless approached first. In other words, solicitation is prohibited during Clubs Fair.

15. Noise Levels

15.1. Services are expected to keep the sound level at their table at an appropriate level that is not disturbing to the tables nearby.

15.2. Services wishing to play music or other media at their table during Clubs Fair must alert organizing staff prior to Clubs Fair.

15.2.1. For Fall Clubs Fair, managers should contact C&E staff.

15.2.2. For Winter Clubs Fair, managers should contact SGS staff.

15.3. Organizing staff will set the sound level and the service must comply with that level. Services may be asked to control the sound/noise coming from their table if it is deemed disruptive/inappropriate.

16. Services Benefits

16.1. Each service will be provided with a table, and are responsible for providing their own display that should fit on the table provided and within the space provided, which will be the size of the table provided.

16.2. If a service wishes to provide any materials that will take up more space than is automatically allotted to them, Student Group Services must receive notice of those materials at least one (1) week prior to the first day of Clubs Fair. This includes, but is not limited to, tents, large wire displays, and over-sized table displays. Applying for extra space does not guarantee that it will be available.

17. Complaints

17.1. Any complaints a sponsor/service may have during Clubs Fair must be made to a manager in SGS or Conferencing & Events department.

SPONSORS POLICY

18. Recruiters

18.1. Student Group Services strongly recommends that sponsors maintain a two (2) recruiter per table ratio.

18.2. Student Group Services reserves the right to request fewer recruiters be present should the sponsor's presence be disruptive and result in complaints from student groups tabling nearby. No fewer than two (2) monitors would be recommended.

19. Solicitation

19.1. No recruiter is permitted to approach other patrons to Clubs Fair in order to promote their organization, unless approached first. In other words, solicitation is prohibited during Clubs Fair.

20. Noise Levels

- 20.1. Sponsors are expected to keep the sound level at their table at an appropriate level that is not disturbing to the tables nearby.
- 20.2. If a sponsor wishes to play music or other media from their table during Clubs Fair, SGS may require the sponsor to control the sound/noise coming from their table if it is deemed disruptive/inappropriate.

21. Sponsor Benefits

- 21.1. Each sponsor will be provided with a table and two chairs, and are responsible for providing their own display that should fit on the table provided and within the space provided, which will be the size of the table provided.
- 21.2. If a sponsor wishes to provide any materials that will take up more space than is automatically allotted to them, Student Group Services must receive notice of those materials at least one (1) week prior to the first day of Clubs Fair. This includes, but is not limited to, tents, large wire displays, and over-sized table displays.

22. Complaints

- 22.1. Any complaints a sponsor may have during Clubs Fair should be made to the Sponsorship Coordinator of the Students' Union, and referred to Student Group Services as appropriate.

Links to Relevant Policies:

- [SU Operating Policy: Solicitation](#)
- [Single-Source Cold Beverage Agreement](#)