



## Brock University Students' Union Student Club Contact Form

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Please print all information clearly

### Name of Student

Group/Club/Organization: \_\_\_\_\_

### Contact Person

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Student number: \_\_\_\_\_

Email address: \_\_\_\_\_

Website: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Proposed Events: \_\_\_\_\_

Through BUSU, is your club  
(check one):

- Re-Ratifying
- Ratifying for the first time

### To ratify or re-ratify a club you must include:

- Club contact form (this page)
- Club executive contact information form
- Club Description
- Members list
- Wavier forms (signed by all paying members)
- Sign indemnity form
- Signing officer's form
- Read the Club handbook, New Respectful Work and Learning Environment Policy, Code of Student Conduct & the Brock University Campus Alcohol Policy
- Financial records (i.e. bank statement with membership dues deposited)
- Club Constitution (This only needs to be submitted if it is not available on [www.busu.net/clublisting](http://www.busu.net/clublisting))
- Club Email (either resetting, or creating a new one)
- Agreement Liability Acknowledgment
- Read and signed removable sheet: Perks of a ratified BUSU Club



## Brock University Students' Union BUSU Student Club Executive Contact List

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Please print all information clearly

Club Name: \_\_\_\_\_

Date submitted: \_\_\_\_\_

### **President**

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

School address: \_\_\_\_\_

\_\_\_\_\_

Student number: \_\_\_\_\_

Signature: \_\_\_\_\_

### **Vice President**

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

School address: \_\_\_\_\_

\_\_\_\_\_

Student number: \_\_\_\_\_

Signature: \_\_\_\_\_

### **Secretary (if any)**

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

School address: \_\_\_\_\_

\_\_\_\_\_

Student number: \_\_\_\_\_

Signature: \_\_\_\_\_

**Treasurer (if any)**

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

School address: \_\_\_\_\_

\_\_\_\_\_

Student number: \_\_\_\_\_

Signature: \_\_\_\_\_

**Executive Position (insert title:\_\_\_\_\_)**

Name:\_\_\_\_\_

Email address:\_\_\_\_\_

Phone number:\_\_\_\_\_

School address:\_\_\_\_\_

\_\_\_\_\_

Student number:\_\_\_\_\_

Signature:\_\_\_\_\_

**Executive Position (insert title:\_\_\_\_\_)**

Name:\_\_\_\_\_

Email address:\_\_\_\_\_

Phone number:\_\_\_\_\_

School address:\_\_\_\_\_

\_\_\_\_\_

Student number:\_\_\_\_\_

Signature:\_\_\_\_\_





## Brock University Students' Union BUSU Student Membership list

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Please print all information clearly  
(note: minimum 10 members are needed to start the club)

Club Name: \_\_\_\_\_

#	Name	Email address	Student Number	Signature	Other
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					



## Brock University Students' Union BUSU Waiver Forms

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(note: there are two on this page, and every paying member must sign one)

### WAIVER FORM

I, the undersigned release Brock University Students' Union Inc., and all persons for whom it is in law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of any damage to property including loss of use thereof, any personal injury including death, arising from cause whatsoever which shall be sustained by myself, any of the participants, spectators or any other person who may be in the vicinity of any event carried on by

\_\_\_\_\_ (club name).

\_\_\_\_\_  
(Club exec)

\_\_\_\_\_  
(Signature of Member)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)

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\_\_\_\_\_ (club name).

\_\_\_\_\_  
(Club exec)

\_\_\_\_\_  
(Signature of Member)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)



## Brock University Students' Union BUSU Indemnity Form

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Please print all information clearly

Note: Indemnity form must be signed by the Club President.

### INDEMNITY FORM

\_\_\_\_\_, on my own behalf and as an authorized representative of \_\_\_\_\_, which is a club at Brock University, ratified by the Brock University Students' Union Inc., indemnify and forever save harmless BUSU, its officers, directors, employees and assigns, from all costs, damages, causes of action and actions, however caused, arising from our club's ratified or approved activities as stipulated in the Club Handbook.

This indemnification shall be considered binding on myself, and all officers, directors, and members of \_\_\_\_\_.



## Brock University Students' Union BUSU Signing Officers Form

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### SIGNING OFFICER FORM

- All clubs are required to have THREE (3) signing officers. The Secretary-Treasurer must sign each and every cheque.
- Each cheque must be signed by two different signing officers.
- Any charges against the club will be the responsibility of the club and will not be reimbursed by Brock University Students' Union Inc.
- Any outstanding charges held against the club at the end of the year will be the responsibility of that particular executive and will be treated as such by the Brock University Students' Union Inc. accountant.

**BUSU WILL NOT BE RESPONSIBLE FOR ANY CLUBS WHO OPERATE AT A DEFICIT AT THE END OF THE YEAR!**

Any violation of these rules will be cause for de-ratification.

Please print:

SIGNING OFFICER	STUDENT #	PHONE #	EMAIL
_____ (President)	_____	_____	_____
_____ (Vice-President)	_____	_____	_____
_____ (Secretary-Treasurer)	_____	_____	_____

We fully understand the responsibilities which accompany the assignment of signing officer and we are prepared to accept full responsibility for our actions.

Signed: \_\_\_\_\_, (President)  
\_\_\_\_\_, (Vice President)  
\_\_\_\_\_, (Secretary-Treasurer)

Date: \_\_\_\_\_



## Brock University Students' Union BUSU Handbook & Alcohol Policy

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Please print all information clearly

### BUSU Club Handbook

Once signed this confirms that I \_\_\_\_\_ on behalf of \_\_\_\_\_ have read, understood and commit to adhere to BUSU Code of Conduct (By-law 50) and the contents outlined in the BUSU Club Handbook.

\_\_\_\_\_  
Club Executive Member (signature)

\_\_\_\_\_  
date

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### Alcohol Policy

Once signed this confirms that I \_\_\_\_\_ on behalf of \_\_\_\_\_ have read, understood and commit to follow the Alcohol Policy.

\_\_\_\_\_  
Club Executive Member (signature)

\_\_\_\_\_  
date



## **Brock University Students' Union BUSU New Respectful Work and Learning Environment Policy and Code of Student Conduct**

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Please print all information clearly

### **New Respectful Work and Learning Environment Policy**

Once signed this confirms that I \_\_\_\_\_ on behalf of \_\_\_\_\_ have read, understood and commit to adhere to New Respectful Work and Learning Environment Policy and the contents outlined in it.

\_\_\_\_\_  
Club Executive Member (signature)

\_\_\_\_\_  
date

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### **Code of Student Conduct**

Once signed this confirms that I \_\_\_\_\_ on behalf of \_\_\_\_\_ have read, understood and commit to follow the Brock University Code of Student Conduct policy.

\_\_\_\_\_  
Club Executive Member (signature)

\_\_\_\_\_  
date



# Brock University Students' Union BUSU Club Financial Status Forms

## BUSU Club Financial Status Forms: Steps to Complete.

- 1). Step 1: Collect membership dues, each club must collect a membership fee from members ranging from \$3 to \$25.
- 2). Step 2: Go to Scotiabank to open a Bank Account. Remember, you will need to bring three of your executives with you, to sign in as signing officers.
- 3). Step 3: Once the account is open and all the membership fees have been deposited, you will need to attach a copy of the bankbook statement to this package. I.e. as seen below.

**TD Canada Trust** Bank's Address  
 YONGE & BRIDGEC  
 14055 YONGE ST  
 NEWMARKET, ON L3X 1V6 Tel: 1-800-975-3387

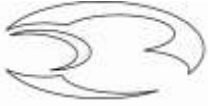
Your Name and Address  
 John Smith  
 123 Main Street  
 Your Town ON  
 L0A 1B2

Account # and Balance

Statement of Account		Account Type	Statement From - To	
Branch No.	Account No.			
1234	0012-1234	SELF SERVE 5	DEC 31/05 - JAN 30/04	
			Page 1	

DESCRIPTION	CHEQUE/DEBIT	DEPOSIT/CREDIT	DATE	BALANCE
BALANCE FORWARD			DEC31	472.73
VISA STM DEC BPAD	27.32		JAN02	
MCO	10.00		JAN02	
CHQ00003-00351 BPAD	478.36		JAN02	62.9500
GM DEPOSIT 0		11,500.00	JAN05	
GM DEPOSIT 0		2,074.95	JAN05	
ZELLERS #475	68.97		JAN05	
PRESENTMENT CHARGE	5.00		JAN05	
ENBRIDGE X	307.10		JAN05	
HONDA LEASE LOAN	399.99		JAN05	12,750.94
CHQ00000	339.00		JAN07	
CHQ000034	11,500.00		JAN07	931.94
ORIENTAL DELIGHT	34.44		JAN08	897.50
MARLYN'S FLORE	57.49		JAN12	
WAL-MART #5062	117.55		JAN12	722.48
PETRO-CANADA	15.63		JAN13	708.85
KOKEE RESTAURANT	45.50		JAN20	663.35
SUNOCO 1514 RAV	46.74		JAN21	616.61
TD VISA20220901		443.67	JAN22	
BUSINESS DEPOSIT			JAN22	
Y000A1 TFR-TO BRUCE	5,000.00		JAN22	
PERS PAYEE DELETED		5,000.00	JAN22	912.89
HARVEY'S 8 SMES	38.69		JAN23	
GM DEPOSIT 0		5,000.00	JAN23	
GM DEPOSIT 0		816.95	JAN23	6,691.13
MCR079680015		48.10	JAN24	
VIIISH TFR-TO BRUCE	5,000.00		JAN26	1,759.23
GM DEPOSIT 0		1,000.00	JAN27	
GM MFD 0	180.00		JAN27	
CHQ00041-00370	750.00		JAN27	1,909.23
GM DEPOSIT 0		5,000.00	JAN28	
DC 0552-TRANSFER	5,990.00		JAN28	1,009.23
* CHECKS ENCLOSED				
NEXT STATEMENT DATE IS FEB 27/04				No
MONTHLY AVER. CR. BAL.	82,514.49		Credits	9 50,885.65
MONTHLY MIN. BAL.	342,950.00		Debits	22 50,347.15

Approved Issued By: THE TORONTO DOMINION BANK  
 1/1/06



Brock University Students' Union

## Brock University Students' Union BUSU Club Email

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As a ratified club of BUSU you will receive a BUSU email address specific to your club. It will be a “\_\_\_\_\_@busu.net” email address

If your club is re-ratifying and already has an email address, please check this box if you need the password reset.

If your club does not have a club email, please provide the name of the email address you wish to have.

**Email requested:** \_\_\_\_\_@busu.net

**The existing email address you would like your new password sent to:**

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## Brock University Students' Union BUSU Club Agreement Liability Acknowledgment

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Each club must submit a (1) completed Agreement Liability Acknowledgment form. The representative signing on the Agreement Liability Acknowledgment must be the club's President.

### CLUB LIABILITY ACKNOWLEDGMENT

This document, once signed, expresses acknowledge and understanding to the below guidelines and regulations in regards to clubs, organizations or persons entering into or signing any agreements with Brock University or any other organization, institution, company or a division of the Brock University Students' Union.

1. No person other than a duly authorized officer of the Brock University Students' Union shall be empowered to sign any agreement on behalf of the Brock University Students' Union.
2. All room bookings within the University must be done through the Brock University Students' Union.
3. All club executives are to have read, signed and dated this document and include it in their Club Ratification Package before said club can be considered for Ratification.
4. Any and all agreements brokered by a club must have the agreement approved, reviewed and signed by a duly authorized officer of the Brock University Students' Union with no exceptions.
5. Club executives acknowledge and understand that they personally assume responsibility for loss or damages in the event that they are in breach of this agreement.

I, \_\_\_\_\_ the undersigned have read the above document, acknowledge and understand the terms within it and by signing agree to follow these guidelines as outlined above to the letter of the document with no exceptions.

Signed the \_\_\_\_\_ day of the \_\_\_\_\_ month of the \_\_\_\_\_ year

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Officer of BUSU Inc. Printed Name)

\_\_\_\_\_  
(Officer of BUSU Inc. Signature)



## Brock University Students' Union Perks of being a ratified BUSU Club

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There are MANY perks and privileges to being a ratified BUSU Club. This sheet will allow you to refer to the benefits that you will be able to receive all school year long. This can be found under the Club Privileges section of the Clubs Bylaw (Bylaw 2550), number 64.

Being a ratified BUSU club lets you:

- Reserve a room for meetings/functions without room rental charges
- A BUSU.net email address (i.e. clubname@busu.net). All email addresses must be approved by the Vice President Student Services.
- Use of a BUSU mailbox
- Access to the Vice President Student Services for assistance regarding events or any other general inquiries during the year.
- Access to other club executives during “President Summit Meetings” (Note: Other club presidents are a great way to get feedback on ideas or issues your club may be having.)
- Posting on the BUSU Bulletin Boards free of charge.
- Access to the Community Announcement section of the Brock Press, with a maximum of 75 words
- Supplemental Grants upon discretion of the Club Policy Committee and/or BUSAC and/or BUSU Board of Directors.
- Free Locker for each club to be used to store club related materials.

I have read and acknowledged the following privileges of being a BUSU ratified Club

\_\_\_\_\_  
Club Executive Member (signature)

\_\_\_\_\_  
Date

Keep a copy of this for your own records!



## **Brock University Students' Union** **Fundraising Opportunities available ONLY for BUSU clubs!**

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### **Movie Nights with SSAN [Up to \$300 in one night!]**

Clubs now have the opportunity to fundraise for themselves through volunteering at the SSAN Movie Nights. SSAN (Student Support Activities Network). These movies happen three times a week: Sundays at 8:30pm, Thursdays at 10:30pm, and Fridays at 7pm. Admission for these movies is \$2 at the door, or students have the option of purchasing a season's pass for \$15.

An agreement has been set up so that *clubs can work the door* at these events, and are able to *earn \$1 from every student that attends*. Clubs can participate in these fundraisers as much or as little as they want. There is *no prep work required*, unless clubs wanted to promote these movie nights to increase the number of students attending their movie night [Certain restrictions apply, contact SSAN]. Daryl Paulin, the organizer will provide you with all of the supplies and tech equipment for the evening, so the responsibilities of the clubs will be staffing the actual event by working at the door and playing the movie itself. A *minimum of 2 club representatives must be present* in order to work these events. Clubs also have an opportunity to speak in front of the movie attendees before the movie begins, to provide them with more information about their club, or even their upcoming club events.

So in return of receiving \$1 for every person who attended the movie, it is asked that clubs maintain a high level of professionalism and commitment. If a club has agreed that they will be working a movie night, it is expected that they will be there to maintain that consistency and dedication.

If your club is interested in working with SSAN, please contact Daryl Paulin at [ssan@brocku.ca](mailto:ssan@brocku.ca).

**Weekly Movie nights:** Sundays at 8:30pm, Thursdays at 10:30pm, and Fridays at 7pm

**Number of students who attend each night:** 0-300 people. Average is 75

**How many people does your club need to bring?** Minimum 2

**Can you choose to do a date outside the weekly Sunday, Thursday, Friday.**

- Of course you can! Just contact SSAN and let them know what date.

**How will this help other than raising money?**

- You have more leverage when asking BUSU/BUSAC for club funding request (You have attempted to raise money)
- You have the option to promote your club to how many ever students show up at the movie night, prior to the movie!



## **Brock University Students' Union**

### **Fundraising Opportunities available ONLY for BUSU clubs!**

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### **Locker Sales [Earn Money for your Club based on Locker Referrals!]**

Clubs now have another fundraising opportunity provided by Brock University Students' Union. As you many know, BUSU sells lockers to students, at the cheapest rate found on campus. These lockers are located in Schmon Tower, Welch Hall, and Thistle Hallway. The prices are as follows:

Schmon Tower, lower level:	\$45
Welch Hall, floors 2 and 3:	\$40
Thistle, lower level:	\$35

Clubs can earn money for their clubs by promoting and selling BUSU lockers. For every one locker sold, a club will earn \$5 towards their fundraising campaign. Attached is the locker referral sheet; you can print as many as you want, and have a student who is interested in buying a locker bring the filled out sheet to BUSU's reception, where they will be able to purchase their locker rental. With your club name filled out on the bottom of the referral sheet, the \$5 will be allocated towards your club.

**WHY LUG IT? LEAVE IT!**

Why bring your stuff back and forth every day?  
Leave it on campus.



Brock University Students' Union

Rent a locker from your Students' Union

**Locations:**

- Schmon Tower, lower level \$45
- Welch Hall, 2nd & 3rd floor \$40
- Thistle, lower level \$35

Referring Club:



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