

2025/2026



YOUR GUIDE TO SUCCESS

STUDENT GROUP HANDBOOK

TABLE OF CONTENTS

01	SA VISION, MISSION & VALUES
02	WELCOME
03	MEET THE SA TEAM
04	ABOUT STUDENT GROUPS
05	STEP-BY-STEP: STARTING A STUDENT GROUP
06	AVAILABLE RESOURCES
07	MANDATORY TRAINING
08	CONSTITUTIONS
09	BANKING
10	PORTABLE SQUARE TERMINAL
11	FUNDING OPPORTUNITIES
12	EVENTS
13	LIQUOR & GAMING
14	EVENTS CONT.
15	FAR SIDE GRILL CATERING MENU
16	BAKE SALE GUIDELINES
17	ROOM & TABLE BOOKINGS
18	TABLE BOOKING LOCATIONS
19	STUDENT GROUP RECOGNITION
20	MARKETING
21	IMPORTANT DATES

APPENDIX ITEMS

- STUDENT GROUP POLICIES
- MEMBERSHIP LISTS
- DEPOSIT FORMS
- TRANSACTION RECORDS
- NECESSARY PAPERWORK
 - CONTACT INFORMATION
 - FINANCIAL AUTHORIZATION
 - SOCIAL MEDIA
 - MEMBERSHIP AGREEMENT
 - RATIFICATION MINUTES

STUDENTS' ASSOCIATION MISSION, VISION, AND VALUES

MISSION

The Students' Association is dedicated to elevating the student experience at Red Deer Polytechnic by offering essential services, effective political representation, and impactful opportunities to enrich their educational journey.

VISION

The students at Red Deer Polytechnic are empowered to thrive in a learning environment where access and connection inspire transformative discovery, encourage a sense of community, and provide opportunities that foster a memorable experience.

VALUES

Affordability & Accessibility

We believe that access to quality education and essential student supports should be barrier free and affordable.

Community & Diversity

We embrace and celebrate the individuality of our Members and foster an inclusive, accessible, and safe community, recognizing that diversity enriches our lives.

Transparency & Accountability

We are accountable to our Members and transparent when making decisions on behalf of our Membership.

Sustainability & Continuity

We are committed to sustaining our organizational continuity by building and maintaining strong relationships, practicing good governance, and prioritizing continuous growth.

Wellness & Inclusion

We invest in the mental, spiritual, and physical wellness of our Members and foster a culture of inclusion, belonging, and growth.

WELCOME

I am so excited that you are interested in student groups at Red Deer Polytechnic! At the SA, we understand the work and dedication it takes to start and lead student groups - it is not an easy task, but so worth it!

I am here to offer guidance and support to you in this journey. You are not alone, and I am happy to assist you with any and all your inquiries! We would also love to collaborate with your student group on any of your initiatives, so please reach out with your proposal!

Please do not hesitate to reach out if you are experiencing any obstacles in operating your student group, would like to bounce an idea off us, or want to celebrate a win for your group. We are here to provide moral, institutional, and financial support!

Good luck, and thank you for making life at RDP better!

Jessica Walker

Jessica Walker,
Member Engagement Manager

MEET THE STUDENTS' ASSOCIATION TEAM



Liz Sweiger, Executive Director
elizabeth.sweiger@rdpolytech.ca



Jessica Walker, Member Engagement Manager
same@rdpolytech.ca



Marie Evangelista, Assistant Executive Director & Operations Director
marie.evangelista@rdpolytech.ca



Conny Czarinah Galam, Accounting & Operations Support
saoperations@rdpolytech.ca



Marian Young, Governance & Student Support Coordinator
sagov@rdpolytech.ca



Rodrigo Morataya, Far Side Bar Supervisor
sabar@rdpolytech.ca



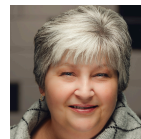
Star Clynes, Events & Inclusion Coordinator
saevents@rdpolytech.ca



Patti Drover, Far Side Grill Supervisor
sakitchen@rdpolytech.ca



Lovejeet Kaur Dhillon, Human Resources Coordinator
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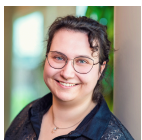
Jill Brown, The Lift Supervisor
salift@rdpolytech.ca



Candice Brown, Student Wellness Coordinator
sawellness@rdpolytech.ca



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Sam Johannson, Vice President External
savpx@rdpolytech.ca



SA Office
sageneral@rdpolytech.ca
403-342-3200
Room 2010

ABOUT STUDENT GROUPS

Student groups are groups of like-minded students with similar interests. At Red Deer Polytechnic, we have two types of student groups - academic and interest based groups. Both are equally important and play different roles for the betterment of students.

All student groups are **STUDENT DRIVEN**. This means, that current RDP students spearhead each group and are operated solely by students. Some groups may be part of community organizations; however, at RDP, all decisions and activities of student groups are student focused and the external entity does not have decision making abilities and does not have direct access to the greater student community on campus.

Student groups cannot restrict membership. Every student at Red Deer Polytechnic is welcome to join ANY student group. Groups cannot restrict membership based on program, race, gender, age, gender identity, religion, ethnicity, or any other characteristic protected by the Canadian Charter of Rights and Freedoms and the Alberta Human Rights Act.

Contact Jessica at same@rdpolytech.ca or Star at saevents@rdpolytech.ca with all your student group inquiries.



STEP-BY-STEP STARTING A STUDENT GROUP

Existing Student Groups

1. Book tables to promote your student group and generate interest from other students
2. Hold Elections, as per your student groups constitution
3. Complete the paperwork included in the appendix of the Student Group Handbook and submit to the Students' Association office
4. Update your constitution as needed and submit updated copy to the SA for approval
5. Congratulations! You are now a recognized student group under the Students' Association of Red Deer Polytechnic!
6. Executives of your student group will have 30 days to complete the following MANDATORY training on myRDP:
 - Respect in the Workplace
 - It Takes All of Us

Proof of completion must be sent to Jessica or Star

New Student Groups

1. Book tables to promote your student group and generate interest from other students
2. Write your student groups constitution with the help of SARDP. Submit final draft to the SA for approval
3. Recruit students to join your group
4. Hold Elections, as per your student groups constitution
5. Complete the paperwork included in the appendix of the Student Group Handbook and submit to the Students' Association office
6. Congratulations! You are now a recognized student group under the Students' Association of Red Deer Polytechnic!
7. Executives of your student group will have 30 days to complete the following MANDATORY training on myRDP:
 - Respect in the Workplace
 - It Takes All of Us

Proof of completion must be sent to Jessica or Star

AVAILABLE RESOURCES THROUGH THE STUDENTS' ASSOCIATION

Banking

The Students' Association holds bank accounts for all student groups. This means, banking for you is conveniently located on campus and is easy to access! Learn more about our banking services on page 8.

Operating Grant

We have made some exciting changes to the Student Group Operating Grant! Once your student group has submitted all your required paperwork and is officially recognized by the Students' Association, each student group will get \$200.00 deposited into their SA bank account.

Lockers

We offer lockers to students groups (**rent free**), in The Loft. Most student groups will have a locker from previous years that may contain transition information, event supplies, marketing items, etc. Visit the SA office to get your locker number and combination.

Table & Room Bookings

Student groups are able to book tables and rooms on campus - rent free. Learn more about the booking process and regulations on page 14.

Marketing

The Students' Association would be happy to help you advertise your upcoming events or initiatives on the SA social media accounts or on the TV at the bottom of the SA stairs. Submit your graphics to same@rdpolytech.ca one week prior to your desired start date for advertising.

Learn more about marketing on page 19.

MANDATORY TRAINING

NEW!!

All student group Executives are required to take the following **MANDATORY** training available on myRDP within 30 days of being elected:

- Respect in the Workplace
- It Takes All of Us

Proof of completion must be sent to Jessica at same@rdpolytech.ca or Star at saevents@rdpolytech.ca.

Failure to complete the required training will result in all room and table bookings to be cancelled and the student group bank account will be frozen. Bookings and access to the bank account will be reinstated immediately once we receive proof of training.



CONSTITUTIONS

Every student group **must** have a constitution in order to operate. This document will outline the purpose and functions of your group and will help guide your operations throughout the year. In addition to your constitution, all student groups must abide by **all** Association bylaw and policies and all Red Deer Polytechnic policies.

New student groups must create a constitution before they will be considered a recognize student group by the Association. It is recommended that existing student groups review and update their constitution at the beginning of each academic year.

When creating or updating your constitution, you must consult with your student group membership. Once the majority of the members are happy with the content of the document, a motion accepting your constitution must be passed. Once approved by your membership, submit a **Word Document** version of the constitution to same@rdpolytech.ca for final approval.

Student groups cannot restrict membership. Every student at Red Deer Polytechnic is welcome to join ANY student group. Groups cannot restrict membership based on program, race, gender, age, gender identity, religion, ethnicity, or any other characteristic protected by the Canadian Charter of Rights and Freedoms and the Alberta Human Rights Act.

For assistance with your constitution, contact Jessica at same@rdpolytech.ca or Star at saevents@rdpolytech.ca

BANKING

Deposits

To deposit money into your student groups bank account, a member of the group must bring all cash and/or cheques to the Students' Association and complete a Student Group Deposit form.

All cheques must be made payable to SARDP or Students' Association of Red Deer Polytechnic, with the memo on the cheque being the name of the student group. All cheques not made out to SARDP will be declined and returned back to the student group and may be subject to a NSF fee of \$20.00 from the bank.

Withdrawals

To withdrawal funds from your student groups bank account, complete a Student Group Withdrawal form that is complete with the signature of your Treasurer and one of your other signing authorities.

Cheque withdrawals take 2 business days to process and cash withdrawals take 1 business day to process. Larger cash withdrawals may take longer.

Payment for SA Services

If your student group does not bank with the Students' Association, all services (Far Side Bar & Grill bookings, catering, etc) provided by the Students' Association must be paid in advance.

Financial Records

Student groups are required to submit financial records to their membership and the Students' Association.

Financial records must be submitted to the Students' Association by December 31 and April 30 of each academic year. Financial records are submitted to your membership as per your constitution; however, we recommend providing monthly financial updates.

PORTABLE SQUARE TERMINAL

Booking

Only current, approved student groups are eligible to use the Square terminal owned by the Students' Association. The Square terminal is booked on a first-come-first-serve basis. Booking requests and Student Group Usage of Square Terminal Agreement must be submitted one week prior to use. To book, email sageneral@rdpolytech.ca.



Reporting & Fees

The student group is responsible for paying all fees associated with their use. Square charges 0.85% per debit transaction and 2.9% per credit transaction.

Pickup & Return

The student group is responsible for picking up the terminal from the Students' Association of Red Deer Polytechnic office (room 2010) at the agreed-upon time. The terminal must be returned to the SA office by 3:30pm on the day of use. If you fail to return the terminal by 3:30pm on the day of use, we will not return your \$100.00 deposit.

Damages

Student groups will be charged a \$100.00 deposit for every use of the Square terminal. Upon return of the machine, without damage or missing supplies, we will return the deposit.

If the terminal is returned damaged or missing supplies the student group is responsible for all fees associated with repairs or replacements, including pieces or a new terminal.

FUNDING OPPORTUNITIES

Operating Grant

To receive the Students' Association Operating Grant, you must be a recognized student group, have completed and submitted your required paperwork, and completed the **mandatory** training on myRDP. Student groups will receive \$200.00 when requirements are met.

Students Initiative Program (SIP)

The Students Initiative Program was launched to help fund student led initiatives and is open to all members of the Association - which includes student groups!

Students are eligible for a maximum of \$300.00 per event. The reimbursement amount is dependent on the total reflected on your submitted receipts and may not exceed the amount approved.

Successful applicants are required to submit all financial records.

For more information, visit sardp.ca/get-involved/students-initiative-program/



Cultural Activities Trust Fund (CAT Fund)

CAT Fund helps fund cultural events held on campus and any student group or Red Deer Polytechnic faculty member can apply for funding from the CAT Fund Committee - as long as the criteria is met and the application form is completed.

For more information, visit sardp.ca/cat-fund/



EVENTS

Looking to host a large event on campus? Consider booking the Far Side Bar & Grill or The Loft, **RENT FREE.**

If you are hosting a smaller event, the Far Side Bar & Grill and The Lift are available to provide you with light refreshments such as coffee, cookies, etc at a low cost.

To inquire about booking the Far Side Bar & Grill or make a catering request, contact Marie Evangelista at marie.evangelista@rdpolytech.ca or 403-342-3200.

Charitable Fundraising

All charitable fundraising **MUST** be pre-approved by the Students' Association office and **MUST** be organized through a recognized charity and/or relief fund such as the Canadian Red Cross, Ronald McDonald House, Central Alberta Child Advocacy Centre, etc.

Contact same@rdpolytech.ca or saevents@rdpolytech.ca to get your charity efforts approved.



Far Side Bar & Grill

Available to host or cater your event



The Lift

Can provide coffee, tea, or hot water for your meetings



The Loft

Book your next event or meeting in The Loft. Available spaces - Council Chambers, Executive Lounge or the main space

Far Side Bar & Grill, The Lift and The Loft are all owned and operated by the Students' Association!

LIQUOR & GAMING

Liquor & Student Groups

SARDP holds a liquor license for the Far Side Bar & Grill, this license is restricted to its members only. Only students, staff, faculty, alumni, and their invited guests are permitted. Red Deer Polytechnic holds a liquor license which only allows alcohol in specific spaces on campus. All events with liquor **MUST** adhere to all AGLC regulations, and SARDP and RDP policies and guidelines.

Student groups are prohibited from hosting official student group events off-campus if alcohol is being served.

Gaming Licenses

SARDP does not hold a Gaming License which means that by law you are unable to host activities such as 50/50's, sport drafts, prizes draws when someone pays money at a chance to win a prize, poker tournaments, and more without applying for a Gaming License from AGLC.

To learn more about Gaming Licenses, visit aglc.ca.



EVENTS CONT.

Event Ideas

- Bottle Drives
- Bake Sales
- Flower Sales
- Game Nights
- Guest Speakers
- PD Sessions
- Paint Nights
- Parties held in the Far Side Bar
- Potlucks
- Ornament Decorating
- Movie Nights
- Pie-A-Prof
- Study Groups
- Volunteering
- Textbook Sales/Exchanges
- Rummage (Garage) Sales
- Swag Sales
- Debates
- Book Clubs
- Campus-Wide Scavenger Hunt
- Giveaways
- Virtual Cooking Classes
- Art Sales
- Free Food Handouts
- Silent Auctions

Prohibited Activities

- 50/50
- Grey Cup/NHL/Sports Draft Pools
- Whitewater rafting
- Downhill Skiing or Snowboarding
- Rodeos
- Demolition derbies
- Mountain, Rock, or Wall Climbing
- Chuckwagon Racing
- Scuba Diving
- Para-sailing
- Kick Boxing
- Mechanical Bull Riding
- Pub Crawls
- Sky Diving

FAR SIDE GRILL STUDENT GROUP CATERING MENU

*prices are subject to change

Small Group Trays

Veggie Tray	\$35.00
Fruit Tray	\$50.00
Chips & Salsa	\$25.00

Large Group Trays

Veggie Tray	\$60.00
Fruit Tray	\$70.00
Cheese & Meat Tray	\$95.00

Pizza

Cheese	\$20.00
Pepperoni	\$23.00
Hawaiian	\$23.00
Veggie	\$23.00
Meatlovers	\$25.00
Supreme	\$25.00

Bakery Items

per item

Muffin	\$2.25
Cookie	\$1.75

Coffee Cart

Coffee Pot	\$18.00/pot
Tea (8 bags)	\$18.00/pot

Popcorn Machine

Box (24 bags)	\$102.00
Per bag	\$4.25

Price includes the use of the popcorn machine and all the supplies. Machine must be returned **CLEANED** by 3:30pm on the day of rental and is for on-campus use **ONLY**.

To make arrangements for catering or to inquire about additional items, contact Marie Evangelista at marie.evangelista@rdpolytech.ca or 403-356-4973.

Cancellations must be made 24 hours prior to your booking.

All items are subject to 5% GST

Bake Sale Guidelines

Bake sales raise money for non-profit organizations by selling home-baked food items. Environmental Public Health requires all home-baked foods offered for sale are low-risk, which means foods that do not support bacterial growth or require refrigeration.

What guidelines do I need to follow when planning a bake sale?

- Sell only low-risk baking items (see list below).
- Buy baking ingredients from approved sources, like a grocery store.
- Wrap all baked goods with new, clear plastic to protect it from contamination, dust, and pests. You should label wrapped goods with the source of the product (e.g. baker's name, address and phone number, or an identification number that could be linked back to a baker).
- Bring a list of ingredients in case of allergy inquiries.
- Prepare, store, display and sell baked items in a sanitary manner.
- Keep bake sale area clean and sanitary.
- Do not prepare baked items at home if you or someone at home is ill.

Low-Risk Foods and Allowed for Sale	High-Risk Foods and Not Allowed for Sale
√ Bread or buns	X Beef jerky, cabbage rolls, perogies
√ Cakes, squares, muffins	X Cakes or pies with cream, cheese, egg or pudding fillings
√ Cookies	X Cream éclairs or cream puffs
√ Fruit pies	X Dairy products such as milk, cream, yogurt, cottage cheese, or butter
√ Jelly rolls	X Home canned/processed food items
√ Sweet dough items like doughnuts	X Icings made with eggs or dairy products

If your group would like to prepare food items beyond the “allowed for sale” list, please contact your local Environmental Public Health Office to discuss your plans with an Environmental Health Officer/Public Health Inspector.

ROOM & TABLE BOOKINGS



Tables

Table Booking requests must be submitted no later than Wednesday of the week prior to your booking. Table locations are available in a variety of locations across campus, including the Trades wing, SA stairs, the Forum, and the Gary W Harris Canada Games Centre.

To submit a table booking request, complete the request form on the SA website or in person in our office.

For a map of locations, see the Table Booking Locations map on the following page.

Rooms

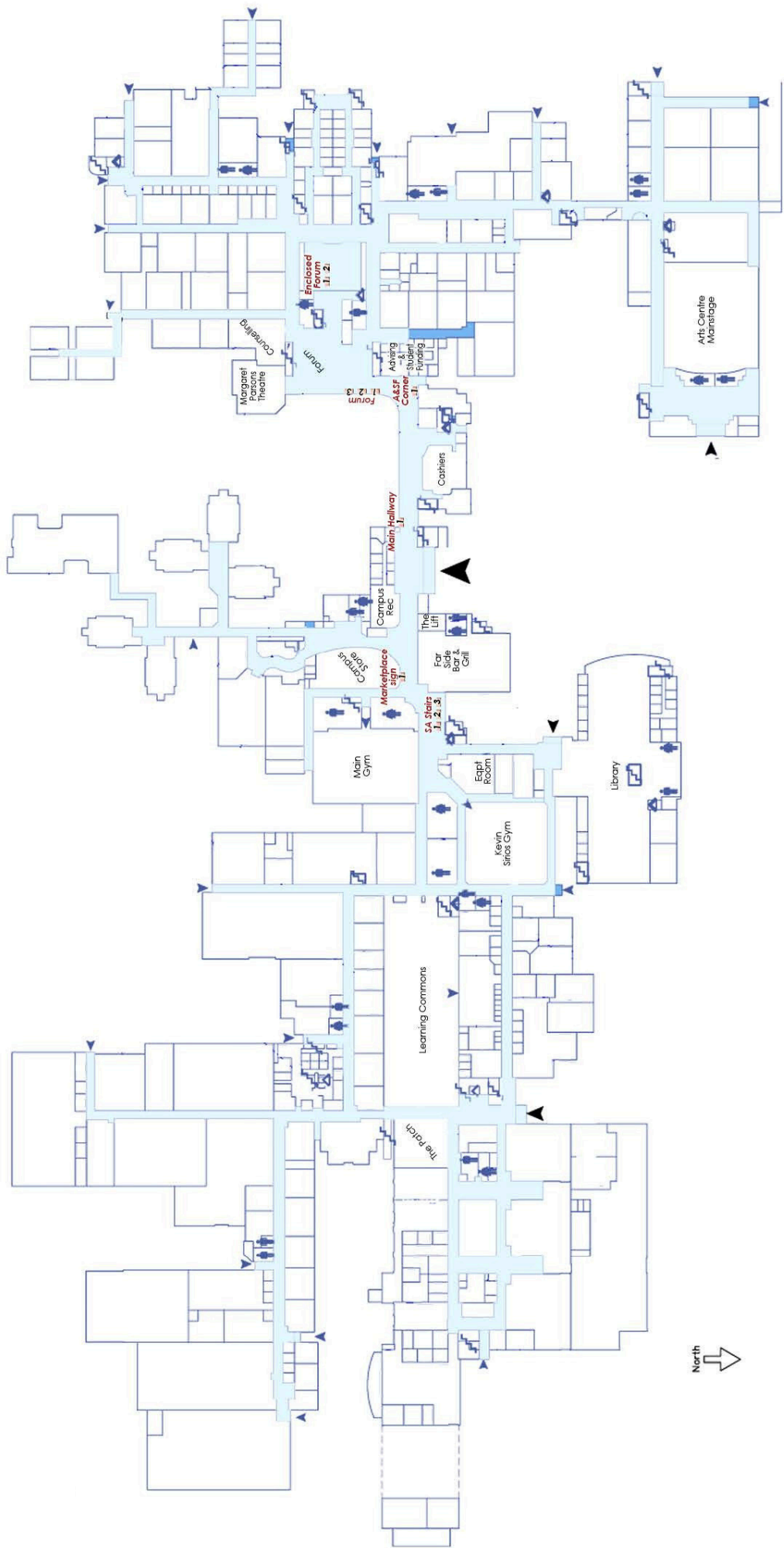
Just like table bookings, room booking requests must be submitted no later than Wednesday of the week prior to your booking. Student groups receive rent-free space on campus; however, select locations may require set-up and security fees (i.e Main Stage, Wek Centre)

To submit a room booking request, complete the request form on the SA website or in person in our office.

*Note: Classes are the priority and you may not receive your preferred meeting location or time.

Visit sardp.ca/bookings/ to book a room or table!





STUDENT GROUP RECOGNITION

Awards & Scholarships

Each year, the SA celebrates student leadership with over 30 awards and scholarships worth over \$50,000. Awards and scholarships include the Mental Health Initiative Award, Student of the Year, Student Volunteer Award, Outstanding Dedication Award, and more.

learn more about the awards and scholarships available to you at sardp.ca/scholarships-awards/

Student Group Award

At the end of each academic year, the Students' Association will award 2 nominated student groups with a cash award. Students can nominate groups they feel are deserving, self-nominations are encouraged! The Student Group Awards are presented at the Students' Association Annual Awards Ceremony in April.

For more information, visit sardp.ca/scholarships-awards/

Co-Curricular Recognition

Receive Co-Curricular Recognition on your transcript for your involvement in student groups. The acknowledgment recognizes your time and effort in being involved in non-academic experiences. To receive Co-Curricular Recognition, you must have spent a minimum of 20 hours within the academic year working in your student group, student governance, residence or student life, publication, or athletics.

Contact same@rdpolytech.ca for more information.



MARKETING

Posters

Student groups can promote and advertise their events on all 20 of SARDP's bulletin boards.

- Maximum poster size 11" x 17"
- 20 bulletin boards across campus
- All posters must meet the approval of the Association and must have the SA approval stamp on each poster
- External entities cannot advertise

Review the Association Bulletin Board Policy included in the appendix

Social Media

Each group may have social media accounts; however, they must make the SA aware of ALL accounts and must follow @yoursardp on Facebook, Instagram, and TikTok.

The Students' Association would be happy to help you advertise your upcoming events or initiatives on the SA social media accounts or on the TV at the bottom of the SA stairs. Submit your graphics to same@rdpolytech.ca one week prior to your desired start date for advertising.

Graphic Sizes

Instagram Story	TV
1080 x 1920 px	1080 x 1826 px



IMPORTANT DATES

It is **MANDATORY** for at least one representative from each student group to attend every Student Group General Meeting.

If the student group is not represented at the Student Group General Meetings, without sufficient and appropriate notice, the student group may be reprimanded at the discretion of the Students' Association.

Student Group General Meetings

All meetings will be held in The Loft at 5:00pm

- September 25
- November 27
- TBD

Student Group Jeopardy Night

Exclusive event held for student groups. Registration required by October 28

- November 4 from 3:00pm - 5:00pm in The Loft

Student Group Daze

Contact Star by 4:00pm on Friday, October 10 to book your table

- October 21 & 22 from 9:00am - 4:00pm in the Forum

Student Group Riddle Event

Exclusive event held for student groups. Registration required by January 29

- February 5 from 1:00pm - 4:00pm in The Loft

Student Council Meetings

Attendance is optional. Open to all our student members

All meetings are held in the Council Chambers in The Loft at 5:30pm

- September 8
- September 15
- October 6
- October 27
- November 3
- November 17
- December 1
- December 8
- January 12
- January 26
- February 9
- February 23
- March 2
- March 23
- March 30
- April 13

Students' Association Annual General Meeting

Attendance is optional. Open to all our student members

- November 19 @ 1:00pm in The Loft
Free Taco in a Bag lunch for attendees

SERVICE POLICY

STUDENT GROUPS: CHARITABLE FUNDRAISING

Amended August 13th, 2024

POLICY STATEMENT

Student Groups may be permitted to fundraise on campus for registered charities.

PROCEDURE

1. All charitable fundraising events and initiatives must be approved at least one week in advance by the Association's Membership Engagement Manager.
2. All charitable fundraising events must be organized through a registered charity and/or relief fund (ex. The Canadian Red Cross). The Student Group must follow all rules, regulations, and protocols of the registered charity.
3. There shall be no fundraising through online applications, including, but not limited to, social media and/or crowd funding platforms.
4. The Membership Engagement Manager shall approve the length of the charitable fundraising initiative and all advertising shall indicate the end date.
5. All funds raised must be submitted to the Association Finance Office by 3:00 p.m. each day. Any donations in the form of a cheque must be made payable to the charity or organization benefiting from the fundraiser.
6. The funds raised through charitable fundraising shall not be split. All proceeds must go to the registered charity.
7. Once the charitable fundraiser is complete, the Student Group shall request that a cheque be issued to the registered charity.

Related Policies:

Student Group - General Policy

Student Group – Financial Accountability Policy

Student Group – Financial Services Policy

SERVICE POLICY

STUDENT GROUPS – FINANCIAL ACCOUNTABILITY

Council
Amended
Motion #:

Policy Statement:

Student Groups shall be accountable and transparent to their Membership and the Association regarding all matters of finance.

Procedure:

1. Each Treasurer is encouraged to make an appointment with the Association's Membership Engagement Manager or Finance Office to discuss financial accountability and financial reporting.
2. Each Student Group must maintain an accurate account of all financial activity and keep all financial records. All Student Group expenditures must be recorded in the group's meeting minutes.
3. Each Student Group must maintain an accurate account of all meeting proceedings and keep all meeting minutes.
4. Treasurers must submit a statement of Revenues/Expenses to their membership 4 times per year (October 31, December 31, February 28, and April 20).
5. Each Student Group must submit at least two (2) financial statements to the Association each year – the first due no later than December 31st, the second due no later than April 30th.
Financial statements must include:
 - a) A Banking Account ledger showing:
 - i. Opening balance
 - ii. Monies received
 - iii. Monies expended
 - b) A statement of revenue and expenditures (income sheet)

Note: See attached appendices for samples.

6. The Association reserves the right to examine the books, records, and meeting minutes of all Student Groups at any time deemed necessary by the Association's Executive Director or designate.

Related Policies:

Student Group - General Policy
Student Group – Financial Services Policy
Student Group – Charitable Fundraising Policy

SERVICE POLICY

STUDENT GROUPS: FINANCIAL SERVICES

Amended August 13th, 2024

POLICY STATEMENT

The Association shall offer operating grants and banking services to recognized Students Groups.

PROCEDURE

Operating Grant

1. The Association offers each recognized Student Group an operating grant.
2. The annual operating grant shall not exceed \$200 per recognized Student Group.
3. Grants shall be released once all necessary documents are submitted and approved by the association.
4. How each group expends such funds is at the discretion of its membership.

Banking Services

1. Recognized Student Groups must use the Association banking services.
2. Student Group accounts shall not be used for course and/or curriculum-related purposes.
3. Each group must submit the following:
 - a. A list of elected Executives
 - b. A list of Executives who have been appointed as signing authority
 - c. The name of their faculty advisor, if applicable
 - d. Contact information of all Executives and Faculty Advisors
 - e. A copy of the meeting minutes at which the Student Group's election results are ratified and Executives are appointed as signing authority
 - f. An electronic copy of their current constitution, which must be submitted to the Association for approval
 - g. A signed copy of the Student Group agreement form
 - h. A membership list including names and student ID numbers of RDP students and the full names and contact information of any associate members.
4. The Association requires the signatures of two appointed or elected signing officers to authorize the release of funds or account information. One of these signing officers must be the Treasurer.
5. Cash withdrawals require at least one (1) business day advanced notice. The preparation of cheques requires at least two (2) business days.
6. Deposits may be made during the Association's regularly scheduled office hours. Any cheques received on behalf of a Student Group must be made payable to the **Students' Association of Red Deer Polytechnic** (not the Student Group). Funds in the form of a cheque deposited shall be withheld for 10 business days to allow time for the cheque to clear.

7. Account statements will be printed upon request with 24 hours advanced notice.
8. It is the responsibility of each Student Group to maintain an accurate account of all deposits and expenditures. Any discrepancies should be brought to the attention of the Association as soon as possible.

Related Policies:

Student Group - General Policy

Student Group – Financial Accountability Policy

Student Group – Charitable Fundraising Policy

SERVICE POLICY

STUDENT GROUPS - GENERAL

Amended: August 13th, 2024

Policy:

As per Bylaw, it is the responsibility of the Executive Director or designate to oversee all Student Groups. All Student Groups recognized by the Association must comply with Association Policies.

Procedure:

1. The Executive Director or designate is responsible for overseeing all Student Groups.
2. Recognized Student Groups are considered active from September 1 to April 30 each year.
3. Each year, all existing and new Student Groups must provide the Association with the following:
 - a. A list of elected Executives
 - b. A list of Executives who have been appointed as signing authority
 - c. The name of their faculty advisor, if applicable
 - d. Contact information of all Executives and Faculty Advisors
 - e. A copy of the meeting minutes at which the Student Group's election results are ratified and Executives are appointed as signing authority
 - f. An electronic copy of their current constitution, which must be submitted to the Association for approval
 - g. A signed copy of the Student Group agreement form
 - h. A membership list including names and student ID numbers of RDP students and the full names and contact information of any associate members.
4. Any amendments to Student Group constitutions must be submitted to the Executive Director or designate for approval.
5. Voting members of Student Groups must be Members of the Association. Non-voting members may come from the community at large.
6. Executives for each Student Group must be Members of the Association and such persons shall be elected in accordance with the Constitution of said Student Group.
 - 1 Student Groups may appoint a Returning Officer to oversee their election.
 - 2 Detailed minutes shall be submitted to the Association following each Student Group election and/or change in signing authority. These minutes must be signed by Student Group Executives and, if applicable, the Returning Officer.
 - 3 Members of the Association's Executive Council shall NOT be Executives of any Association Student Group.
7. Student Group membership shall be open to all Members of the Association. As per the *Alberta Human Rights Guidelines*, Student Groups shall not discriminate against any person or class of persons because of their race, religious beliefs, colour, gender, gender identity, gender expression, physical abilities, cognitive abilities, age, ancestry, place of origin, relationship status, source of income, socio-economic family status, or sexual orientation.
8. Each Student Group has an obligation to its membership to manage the financial affairs of said Student Group effectively and according to Association policy. Each Student Group must comply with the Association's Financial Accountability Policy and maintain an awareness and understanding of all other Association and Institution policies.
9. Each Student Group must maintain an accurate account of all meeting proceedings and keep all meeting minutes.
10. Each Student Group must have at least one (1) member in attendance at the Association's

- Student Group General Meetings. For regular meetings, Student Groups will be given at least two (2) weeks notice.
11. Each Student Group must inform the Association Executive Director or designate of all group-associated online and social media accounts.
 - a. Actions when using online and social media platforms are considered public. Student Groups are held responsible for any and all related activities.
 - b. Student Groups' online and social media conduct is subject to all Association and Institution policies.
 12. Student Groups shall not engage in any activities that are not covered by the Association's liability insurance policy.
 13. Student Groups shall be permitted to book spaces, including rooms and tables, through the Association office as per policy. Only students registered in the current semester shall have booking privileges.
 14. At the discretion of the Association's Executive Director, failure to comply with the above conditions may result in:
 - 14.1 The revocation or removal of the following privileges:
 - a. The Association operating grant
 - b. Rent-free use of Institution rooms as per the RDP booking policy
 - d. Right to establish dues and sponsor fundraising projects
 - e. Right to book Association space (the Far Side Bar and Grill or the Loft) and/or equipment.
 - 14.2 The Students Group being dissolved.

Dormant Student Groups:

15. If a Student Group has been inactive for a period of at least two (2) years, the Student Group will be dissolved, and any funds held on their behalf will be used to support Association initiatives as determined by the Students' Association Executive Council. A copy of the dormant student group constitution will be kept at the Association office for a period of at least 5 years to be used as reference if students have interest in reviving the group.

Related Policies:

Student Group – Financial Accountability Policy
Student Group – Financial Services Policy
Student Group – Charitable Fundraising Policy

TITLE: SALES, CANVASSING, PROMOTION, AND ADVERTISING ON CAMPUS

POLICY STATEMENT:

Third party advertising is generally not permitted on the Red Deer College (RDC) campus. Individuals, groups, or organizations are generally not permitted to canvass or to sell merchandise or services on campus except as outlined below. Requests for any exceptions are submitted to the Director, Marketing and Communications.

PURPOSE:

The purpose of this policy is to provide guidelines for individuals, groups, and organizations wishing to conduct advertising, canvassing, promotion, or the sale of merchandise or services on campus.

SCOPE:

This policy applies to all internal and external individuals, groups, and organizations who wish to conduct advertising, canvassing, promotion, or the sale of merchandise or services on campus at RDC. The policy applies to all RDC campus facilities (including, but not limited to: main campus, downtown campus, residence buildings, Welikoklad Event Centre) except areas occupied by the Students' Association of Red Deer College.

PRINCIPLES:

1. The College is committed to providing a safe environment conducive to teaching and learning.
2. The College is sensitive to the impact that advertising, canvassing, promotion, and the sale of merchandise may have on the aesthetics and purpose of RDC facilities.
3. Advertising, canvassing, promotion, and the sale of merchandise are conducted in keeping with the educational needs or experiences of students, faculty, staff, and the institution.
4. The College encourages the free exchange of ideas and opinions.
5. The College cannot be seen to favor any particular political party, charity, religious orientation, or organization.

DEFINITIONS:

Canvassing: visiting a building or outdoor area for the purpose of requesting or seeking charitable donations, votes, or support from, or promoting services or products to RDC employees, students, or visitors.

Designated public space: space on the RDC campus that is open to the general public and bookable through RDC Facilities Booking Office or the Window and Table Bookings Policy of the Students' Association of Red Deer College.

Experiential Learning: students are given opportunities to learn in and from authentic situations on campus.

Promotion: the advancement of a product, idea, or point of view through publicity and/or advertising to RDC employees, students, or visitors.

Sponsorship: is a contracted financial alliance between a vendor and RDC. Sponsorships provide RDC with a fee or financial consideration and the sponsor benefits from market exposure (brand recognition).

Third party advertising: Advertising by an external group, organization or individual that can generate revenue for RDC.

GUIDELINES:

1. RDC student or employee groups may recruit members, promote the group's activities, accept donations, and pursue fundraising, including selling merchandise or services, by booking space according to the Window and Table Bookings Policy of the Students' Association of Red Deer College. Booths or displays are staffed by someone from the RDC student or employee group, not an external vendor. Booths or displays are identified by clear signage describing the fundraising activity and indicating to whom the proceeds will be directed.
2. Schools may conduct sales in conjunction with educational activities.
3. The President's Office may approve college-wide participation in community fundraising campaigns.
4. RDC staff may book designated public space for post-secondary recruitment. Post-secondary institutions that have a transfer or collaborative agreement with RDC are allowed to recruit on campus. Recruitment competitors are not permitted to recruit or promote programs on campus.
5. RDC staff may book designated public space, through the Career and Employment Coordinator, for career fairs and employers presenting opportunities for students.
6. Individuals and groups who rent campus facility space for a specific event may conduct sales and canvassing activities within the enclosed, defined rented space,.
7. Distribution of printed advertising and promotion (including, but not limited to: sales brochures, flyers, handbills, tentcards, etc.) is not permitted on campus facilities, internally or externally.
8. All sponsors are coordinated through Community Relations with sponsorship terms and conditions captured in an approved sponsorship agreement.

PROCEDURE:

1. Individuals, groups and organizations book designated public space through the Students' Association of Red Deer College or the Facilities Booking Office depending on specific requirements.
2. Request for sales or canvassing beyond activities outlined in this policy are referred to the Director, Marketing and Communications.
3. The Students' Association of Red Deer College approves posters and other items for display on designated bulletin boards only. Posters and other items cannot appear on other wall space throughout RDC campus facilities.
4. Concerns regarding sales, canvassing, promotion, and advertising on campus are referred to the Director, Marketing and Communications.

OFFICER RESPONSIBLE: VP College Services

RECOMMENDING AUTHORITY: Service Council

CONSULTATION FOR REVIEW: Service Council, President's Office, Students' Association, Campus Management, Facilities Booking Office, Community Relations, Marketing and Communications

POLICY REVIEW DATE: June 2020

EFFECTIVE DATE: June 1, 2016

REVISION HISTORY: November 12, 2001 Vendors On-site Standard Practice
October 1, 2010 Vendors On-site Standard Practice rescinded

July 1, 2004 Employers On-site Standard Practice
October 1, 2010 Employers On-site Standard Practice rescinded

February 15, 2007 Advertising and Sponsorships on Campus
June 1, 2011 (revised and renamed Sales, Canvassing and Advertising on Campus)
June 1, 2016 (revised and renamed Sales, Canvassing, Promotion, and Advertising on Campus)

RELATED POLICIES:

- [Facility Booking and Rental](#)
- [Partnerships with External Organizations](#)
- Students' Association of Red Deer College Window and Table Bookings Policy

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.

Internal Operations Policy

ASSOCIATION BULLETIN BOARDS

Council

Amended January 21, 2019

Motion #: 18-19-131-C

IOP

The Association shall monitor and control the use of Association Bulletin Boards.

Procedure

1. The Executive Director or designate shall monitor all bulletin boards.
2. All notices/posters etc. must meet the approval of the Association and must bear the SA approval stamp.
3. Notices/posters shall be posted on the designated bulletin boards only.
4. Posters shall remain on display no more than 30 days.
5. Maximum poster size is 11 X 17 inches. A maximum of 20 posters (one per board) will be approved.
6. External entities may NOT advertise for commercial purposes.
7. In the event a recognized student group chooses to hold an event off campus, they may include the name of the venue on their posters; however, the use/display of logos for external venues and/or sponsoring groups is prohibited.
8. The Association shall maintain one board for individuals (non-commercial) to advertise buy/sell items. These notices are not to appear on any other Association board.
9. The Association shall maintain one board for Red Deer and area community events and volunteer opportunities outside the College. Registered not-for-profit and charity organizations are permitted to post one notice for a period of no more than 30 days. These notices are not to appear on any other Association boards.
10. Posters/notices that are not approved by the Association and do not follow these guidelines will be removed.
11. The Association reserves the right to refuse approval on postings.

Internal Operations Policy

FAR SIDE BOOKINGS

Council

Motion #: 18-19-133-C

Amended January 21, 2019

IOP

In order to ensure a non-conflictive schedule the Far Side Bar must be booked through the Association's Executive Director or designate.

Procedure

1. All dates shall be secured on a first come first serve basis.
2. The Far Side booking calendar will be maintained by the Executive Director or designate, who reserves the right to accept or reject any booking.
3. All functions taking place in the Far Side must be staffed by Far Side members. Staffing requirements for each event shall be determined by the Far Side Bar and Grill Manager.
4. All liquor functions will adhere to AGLC (Alberta Gaming and Liquor Commission) and Fire Regulations.
5. The Far Side liquor license is restricted to members only. Only students, staff, faculty, alumni, and their invited guests are permitted.
6. All invitations, including social media announcements, to Far Side liquor events must read "Students, Staff, Faculty, Alumni and their invited guests ONLY."
7. The Far side Bar Manager must approve all advertising for Far Side events. Off-campus advertising for Far Side events is strictly prohibited.

Internal Bookings:

8. Recognized students groups are not required to pay a room rental fee. However, student groups are required to pay a damage/security deposit of \$300 prior to their event. A cancellation fee of \$200 will be charged if the student group cancels within 7 days of their function.

External Bookings:

9. External groups may rent the Far Side for private functions. External groups shall be charged the following:
 - i. Room Rental fee of \$300 plus GST
 - ii. Damage/Security deposit of \$300 (refundable)
 - iii. Food Deposit (if applicable) of \$300

All rental fees and deposits are due in full 30 days prior to the function. A cancellation fee equivalent to the sum of the damage/security and food deposits will be charged if the sponsoring group cancels within 7 days of their function.

Internal Operations Policy

TABLE BOOKINGS

Council
Motion #: 18-19-139-C

Amended January 21, 2019

IOP

The Association shall be responsible for all table bookings in spaces as designated by Association and College policy.

Procedure

DISCLAIMER:

The Association shall not be responsible for any loss, theft, damages or vandalism to table displays.

1. Any student, student group, or member of the College community shall be eligible to book a table on a first come, first serve basis.
2. Booking requests must be submitted by Thursdays at 4:00 p.m. for table bookings the following week.
3. Students and/or College members wishing to book a table must present their iCard.
4. Only one table booking shall be issued per request.
5. Table bookings are valid for the duration of one week (Monday to Sunday). Bookings may be renewed for an additional week, if no other booking request has been made.
6. All displays must be removed by the end of the booking period. Failure to do so may result in the Association's denying further bookings of tables to the individual and/or group.
7. Unauthorized displays will be removed.
8. The Association may deny a booking request, or remove the display if the content is:
 - In conflict with Association and/or College policy
 - Non-school related
 - Commercial
 - OffensiveAppeals regarding disallowed material may be made to Executive Council.
9. The Association will dispose of any content that has not been removed.
10. The Association reserves the right to make use of priority booking during Association Elections, Student Group Membership Drive, and other instances as deemed fit by the Association.
11. No materials of any sort are permitted on the windows. The Association has a variety of display units available for rent.
12. Reserved tables must be occupied at least two (2) hours per day.
 - i. With the exception of Association Elections, unattended displays are prohibited.

- ii. Unattended registration, sign-up, survey, and petition sheets or displays are prohibited.
- iii. Unattended hand-out or distributable materials, such as flyers, hand bills, brochures, and business cards, are prohibited.



Student Group Membership List

Students' Association of Red Deer Polytechnic

Student Group Name: _____

Date: _____

Membership Fee Amount: _____

	Name	Student ID	Email Address	Paid (Y/N)
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				
29				
30				

Your Privacy is important to us. Any personal information collected by this organization will only be used for the purpose for which it was originally collected.



Student Group Contact Information

Students' Association of Red Deer Polytechnic

Name of Student Group

Year

Mission & Purpose: _____

Public Contact Information

Email: _____

Phone: _____

Social Media Accounts: _____

List of Elected Officials:

Name: _____

Position: _____

Email: _____

Phone: _____

Signature

Name: _____

Position: _____

Email: _____

Phone: _____

Signature

Name: _____

Position: _____

Email: _____

Phone: _____

Signature

Name: _____

Position: _____

Email: _____

Phone: _____

Signature

Name: _____

Position: _____

Email: _____

Phone: _____

Signature

List of Elected Officials Continued:

Name: _____
Email: _____

Position: _____
Phone: _____

Signature

Name: _____
Email: _____

Position: _____
Phone: _____

Signature

Name: _____
Email: _____

Position: _____
Phone: _____

Signature

Name: _____
Email: _____

Position: _____
Phone: _____

Signature

Name: _____
Email: _____

Position: _____
Phone: _____

Signature

Name: _____
Email: _____

Position: _____
Phone: _____

Signature

Name: _____
Email: _____

Position: _____
Phone: _____

Signature



Student Group Financial Authorization

Students' Association of Red Deer Polytechnic

Name of Student Group

Date

The Fine Print:

In order to comply with bylaws & policies of the Association, each group must register a list of signing authorities. The Students' Association then acts as a bank releasing and depositing funds into your account. Only the people declared on this form will have access to the group's banking information.

To withdrawal funds a Withdrawal Form must be completed with **TWO** signatures, the Treasurer's and one other signing authority.

Cheque withdrawals take **TWO** business days and cash withdrawals take **ONE** business day.

List of Elected Officials:

Name: _____	Position: _____
Email: _____	Phone: _____

	Signature

Name: _____	Position: _____
Email: _____	Phone: _____

	Signature

Name: _____	Position: _____
Email: _____	Phone: _____

	Signature

Name: _____	Position: _____
Email: _____	Phone: _____

	Signature

We, the signing authorities of the _____ have read and understood the bylaws, Student Group Policies and Procedure Manual, and other related materials, do hereby agree to abide by the terms and conditions of ratification by the Students' Association.

_____	_____
Signature	Signature
_____	_____
Signature	Signature



Student Group Social Media Accounts

Students' Association of Red Deer Polytechnic

Name of Student Group

Date

Each group must make the Students' Association aware of all social media accounts, including by not limited to, Facebook, Instagram, TikTok, X, Snapchat, and YouTube.



Facebook: _____



TikTok: _____



Instagram: _____



Snapchat: _____



Youtube: _____

Other Accounts: _____

Contact Email for Students' Association updates & events:



Student Group Agreement

Students' Association of Red Deer Polytechnic

Name of Student Group

Date

We, the undersigned, do hereby agree to abide by the terms and conditions of ratification as listed below.

- We agree to conduct our activities on campus under the direction of the Students' Association.
- We agree to abide by the Students' Association's Bylaw & Policies, which include the Association Student Group, Student Groups - Financial Accountability, Student Groups - Financial Services, Charitable Fundraising, and other relevant policies.
- We agree to abide by any applicable Red Deer Polytechnic policies.
- We agree to adhere to the Constitution and duly instituted rules or motions of the Student Group of which we are officers.
- Due to provisions of the Students' Association liability insurance policy, we agree to not engage our student group in the following activities.
 - Downhill skiing or snowboarding
 - Whitewater rafting
 - Rodeos
 - Demolition derbies
 - Mountain, rock or wall climbing
 - Chuckwagon racing
 - Scuba diving
 - Para-sailing
 - Kick boxing
 - Mechanical bull riding
 - Pub crawls
 - Sky diving
 - Unlawful alcohol consumption (note: all student group liquor-related activities must be held on campus under the direction of the Students' Association or off-campus at a **closed** event with a licensed establishment which carries adequate liability insurance)

Failure to abide by these provisions may result in de-ratification.

Student Group President signature

Student Group Executive Officer signature

Student Group Executive Officer signature

Students' Association Member Engagement Manager signature



Student Group Election Ratification Minutes

Students' Association of Red Deer Polytechnic

Name of Student Group

Date of Meeting

Meeting called to order at _____ (insert time), chaired by _____ (insert name).

Nominations were put forward for the following positions:

- President
- Vice President
- Treasurer
- Secretary
- _____
- _____
- _____
- _____
- _____

A vote, by _____ (secret ballot, show of hands, etc) took place.

_____/ _____ (insert names) move to ratify the following results of the _____ (insert student group name) election.

President: _____

Vice President: _____

Treasurer: _____

Secretary: _____

CARRIED

The meeting was adjourned at _____ (insert time).

Chairperson signature

President signature

Vice President signature

Treasurer signature

Secretary signature

