

# DEAN OF STUDENTS OFFICE



STUDENT GROUPS AND  
ASSOCIATIONS

WHAT YOU NEED  
TO KNOW



The Dean of Students Office is dedicated to supporting and promoting all aspects of student life. We are here throughout the academic year for you whether it be assisting with elections, event planning, offering recognition of student involvement, or providing funding to special projects. We wish to ensure students have the opportunity to take full advantage of all the university has to offer and make the most of their time at Concordia. Reach out to our team any time!

## TABLE OF CONTENTS

STUDENT GROUP AND ASSOCIATION REGISTRATION .....	2
STUDENT ELECTIONS .....	3
NETNAME APPLICATION.....	4
STUDENT FUNDING .....	4
CO-CURRICULAR RECORD .....	5
TRAININGS AND WORKSHOPS .....	5
EVENT PLANNING	
BOOK A SPACE .....	6
ALCOHOL ON UNIVERSITY PREMISES .....	7
FOOD AT EVENTS .....	8
ADVERTISING .....	9
SUSTAINABLE EVENT .....	9
CONNECT WITH YOUR COMMUNITY .....	10
CONTACT US .....	10

## STUDENT GROUP AND ASSOCIATION REGISTRATION

To be recognized by the University and umbrella associations, student groups must register with the Dean of Students Office. By registering, student groups will be able to:

- Receive funding from their umbrella association
- Book spaces on campus
- Apply for alcohol and food permits on campus
- Make any other special request

### JUNE 1 REGISTRATION

At the start of each new academic year, June 1, student groups and umbrella associations must complete the [Student Group Registration form online](#), sign, get your umbrella organization approval signature (if applicable), and return to the Dean of Students along with all other documents.

All student groups, umbrella associations and Fee Levy/Independent groups must

- Read the [Policy on Student Associations and Groups](#) and the [Code of Rights and Responsibilities](#).
- Send the Dean of Students Office an updated copy of your by-laws if they have changed in the last academic year.
- For Umbrella Associations and Fee Levy/Independent groups must also include:
  - **Send us insurance:** a detailed insurance policy needs to be submitted yearly before you can be registered. If your group does not have insurance, please contact [David Baker](#).
  - **Submit a budget:** the preliminary budget you prepared at the start of the last academic year. This does not need to be an audited budget.

### SIGNING OFFICER AND BOOKING OFFICER

Each group must select and assign Signing Officer and Booking Officers. A Signing Officer (two to three students) is the person in charge of signing financial documents for your group. A Booking Officer (one student) is responsible for booking space on campus for your group events.

For details, visit: [concordia.ca/students/life/resources/register-group](http://concordia.ca/students/life/resources/register-group)

## STUDENT ELECTIONS

Student elections occur each year and the CEO/CRO's must contact our office (David Baker) in order to review the election requirements at least ONE month prior to your election dates.

### LIST OF REGISTERED CONCORDIANS

If a list of Concordia registered students is required, the president of the association is the only person who can make the request. A MINIMUM of TWO WEEKS is needed to process the request. The group must be accredited with the Quebec government to receive this list. The Form can be found [here](#).

*Note: Student groups and associations must comply with applicable privacy laws and must protect and not misuse the personal information that they hold.*

### REQUEST A DATABASE

For voting purposes, groups will need to request a database a minimum of two weeks before the elections. Please email to [david.baker@concordia.ca](mailto:david.baker@concordia.ca) with your requirements.

### REFERENDUM QUESTIONS

All referendum questions must be sent to David Baker ([david.baker@concordia.ca](mailto:david.baker@concordia.ca)) before elections start. Fee levy questions must have a start date listed in the question (ie. summer, fall or winter term). For proper wording of your fee levy question, you must speak to the Supervisor of Student Accounts.

### RESULTS

Once the election is over, results must be sent to the Dean of Students Office ([david.baker@concordia.ca](mailto:david.baker@concordia.ca)).

For details, visit: [concordia.ca/students/life/resources/election](http://concordia.ca/students/life/resources/election)



## NETNAME APPLICATION

Stay connected with your members. Our office can assist and setup zoom licenses for your student group. [Complete this form \(PDF\)](#) to get access to an Netname, ID number, Concordia email which will allow you to access your financial statements, book venues, access to wifi, and access to Adobe Suite. Email the form to David Baker ([david.baker@concordia.ca](mailto:david.baker@concordia.ca)).

## STUDENT FUNDING

There are a variety of funding resources available for student led initiatives at the university.

### CONCORDIA COUNCIL ON STUDENT LIFE SPECIAL PROJECT FUND

The Concordia Council on Student Life (CCSL) makes funds available to support projects that enhance or contribute to the quality of student life at Concordia. Events, projects or initiatives that enhance student life are ones that seek to positively raise awareness or engage the student body in a social, political, educational or cultural context. The fund is designed to support innovative and unique activities rather than on-going operating expenses of student groups and initiatives.

CCSL Special Project funding is awarded twice per year and is available to any currently registered student or student group. For more details visit: [concordia.ca/offices/ccsl/special-project-funding-guidelines](http://concordia.ca/offices/ccsl/special-project-funding-guidelines)

Do you want to get involved and be CCSL Council member? [Contact us](#) and we can guide you.

### ALTERNATIVE SOURCES OF FUNDING

Other sources of funding that your group may be eligible for across the university can be found on our webpage: [concordia.ca/life/funding](http://concordia.ca/life/funding)



## CO-CURRICULAR RECORD

The Co-Curricular Record (CCR) is an official Concordia University document that highlights and validates a student's achievement and involvement in extra-curricular activities. There are a multitude of activities and positions eligible for recognition. Such as:

- student leader roles
- volunteer positions on campus
- student led initiatives



These activities encourage lifelong learning through personal growth and development, developing employability skills and enhancing transferable skills beyond what is recognized on the student's academic transcript.

The CCR official document can be used to showcase skill development to employers and it can be included as supporting documentation in portfolios as well as in application packages such as graduate school and bursaries.

For details, visit: [concordia.ca/ccr](http://concordia.ca/ccr)

## TRAININGS AND WORKSHOPS

Looking for support for your student organization? The Dean of Students office is available to offer guidance, mentorship, and training throughout the academic year.

We offer

- **Harm-reduction training:** how to recognize, prevent, and mitigate harms related to alcohol, drugs, peer pressure and sexual violence
- **Conflict styles training:** designed for people/groups to notice their approach to conflict
- **Articulate your experiential learning training:** learn to identify skills/competencies from real-world learning experiences
- **Team/Power dynamics workshop:** identify common pitfalls in group work and how to overcome them

Want to know more or schedule your next training? Email us at [deanofstudents.office@concordia.ca](mailto:deanofstudents.office@concordia.ca).

## EVENT PLANNING

### BOOK A SPACE

1. Review the event planning policies and guidelines at [concordia.ca/hospitality](http://concordia.ca/hospitality)
2. The booking officer for the association arranges the booking through the designated space administrator (DSA). Check out the complete [DSA list](#).
3. Book early – space is in great demand. All bookings are on a first-come, first-served basis. Your use of the space is not confirmed until you have received a final, written confirmation.

### MOST COMMONLY USED SPACES AND THEIR D.S.A'S

SPACE	OFFICE RESPONSIBLE	BOOKING PROCEDURE
SGW Terrace, Loyola G-Lounge, Loyola Quadrangle	Dean of Students Office	Forms available at through <a href="#">DOS website</a>
De Sève Cinema	De Sève Cinema	Phone 514-848-2424, ext. 3460
Classrooms, conference rooms, cinemas	Hospitality Concordia	Student Hub, My CU Account
CSU booths, second floor Hall building	CSU	Book through the CSU website
ASFA, CASA, ECA, FASA, GSA booths, second floor Hall building	ASFA, CASA, ECA, FASA, GSA	Contact the President or Student Affairs person of the umbrella association
CSU tables*, Mezzanine	CSU	Book through the CSU website
Faculty space		Contact the faculty administration office
Loyola Chapel	Multi-Faith Chaplaincy	Phone 514-848-2424, ext. 3588

*\*With the exception of bake sales, food, music or sales are not permitted at information tables.*



## ALCOHOL ON UNIVERSITY PREMISES

To obtain a liquor permit:

- Book the space through the [Designated Space Administrator \(DSA\)](#):
- Request the space at least twenty (20) BUSINESS days prior to the event.
- Provide the DSA with the following:
  - A completed waiver form for [alcohol-related events](#) is available.
- In order to serve alcohol, you must be Safe Server Program or SSP certified. To become SSP certified, you must register online at [concordia.ca/student/life/resource/ssp](http://concordia.ca/student/life/resource/ssp) for an in-person training session.
- The training is one and a half hours and certifies you to serve alcohol on campus for one year. After the first year, you will be prompted for an online booster test yearly.
- Ensure that you sign up ahead of time as there is limited space in each session.
- The DSA will submit your request to a Security Analyst. Once the request is approved, the Dean of Students office will prepare the letter of support and send it to the DSA.
- Pick up the alcohol letter from the DSA.
- Submit the letter, any accompanying documents and payment to the Régie des alcools a minimum of 15 days before your event.





## FOOD AT EVENTS

Student groups may serve food at their event. There are different methods for serving food on campus, which include:

### SELF- CATERED EVENTS

An event held on University space where the event organizer (or its representatives) comes into contact with food (preparing, handling, manipulating) either on or offsite. There are different types of self- catered events, each with their own guidelines. For more information, visit: [concordia.ca/hospitality](http://concordia.ca/hospitality)

#### A. SELF- CATERED EVENTS WHERE LOWER RISK FOODS ARE SERVED/SOLD

- A Food Waiver is not required for Self-Catered Events where Lower Risk Foods will be served or sold. A list of what constitutes as lower risk foods can be found on the waiver.

#### B. SELF- CATERED EVENTS WHERE HIGHER RISK FOODS ARE SERVED

- The University must receive a completed Food Waiver at least twenty-five (25) business days prior to the event date.

#### C. SELF- CATERED EVENTS WHERE HIGHER RISK FOODS ARE SOLD

- The Designated Space Administrator must receive a completed Food Waiver at least twenty-five (25) business days prior to the event date.
- Special Events Permit is required by MAPAQ (Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec). A completed Special Event Permit application must be received by MAPAQ at least twenty (20) days prior to the event date.

### CATERED EVENTS

These are events held on University space where the event organizer(s) (or its representatives) comes into contact with food (preparing, handling, or manipulating), either on or off-site. For more information, visit: [concordia.ca/hospitality](http://concordia.ca/hospitality)

- A Catered Event will be approved and provided by food service caterers who are on the University's Approved Caterers list. Anyone wishing to host a Catered Event on University space **must** select a caterer from the [University's Approved Caterers list](#).
- A Food Waiver is not required for Catered Events, however if the event organizer chooses to handle or manipulate food that is delivered by the Approved Caterer, the event organizer must abide by the Procedures for the Sale or Service of Food and the Guide for Food Handlers.

## ADVERTISING: POSTERS AND FLYERS

### POSTERS

The University allows registered student groups to place posters on bulletin boards in the Hall building, AD and CC buildings. However, only stamped posters are permitted on boards.

To find out how you can poster around the University, follow these steps:

1. Read the [Postering Guidelines](#)
2. Activities taking place off campus must have the student groups/club logo on the poster.
3. Visit the office of your Umbrella Association (Ex: CSU, ASFA) and ask them to stamp your posters.
4. Hang up your posters on designated bulletin boards around campus.
5. Take down your posters after the expiry date.

Posters that have not been stamped will be taken down.

### FLYERS

The distribution of printed material by student associations on campus is only allowed when done at a reserved table, following the existing University policy on publications. For more details on distributing flyers on campus, refer to the [Flyer Guidelines](#).

## SUSTAINABLE EVENT PLANNING

There are many ways in which you can make your event sustainable. The [Sustainable Event Guide](#) offers some tips on hosting an event in an environmentally, socially and economically responsible way.

### COMPOSTING

To have composting at your event, please call extension 2400 and indicate the date, location, and time of your event. If your event falls outside normal business hours, contact [zerowaste@concordia.ca](mailto:zerowaste@concordia.ca)

### THE DISH PROJECT

Reusable tableware is available through [Zero Waste Events](#). Details about your event and your need at least 5 business days before your event.

## CONNECT WITH YOUR COMMUNITY

Connecting with Concordia community fosters belonging, collaboration, and growth, enriching experiences and promoting diversity, inclusion, and support for all.

### NOULA

[NouLa](#) offers programming, services, and resources for Black Concordia students to support our collective success and wellbeing.

### LE CENTRE POUR ÉTUDIANT·ES FRANCOPHONES

[Francophone Student Centre](#) connects other French-speaking students who are undertaking post-secondary studies in English for the first time.

### OTSENHÁKTA STUDENT CENTRE

[OSC](#) is an on-campus resource for First Nations, Inuit and Métis students. A place where Indigenous students can find community, support and assistance by creating inclusive and culturally rich spaces for students to study when away from home.

### MULTI-FAITH AND SPIRITUALITY CENTRE

[MFSC](#) is a safe, community-focused space for all students religious, secular and/or spiritual.

## CONTACT US

Website: [concordia.ca/dos](https://concordia.ca/dos)

Email: [deanofstudents.office@concordia.ca](mailto:deanofstudents.office@concordia.ca)

### SIR GEROGE WILLIAM CAMPUS

Phone: 514-848-2424, ext. 3517

Office: [H-659 \(see map\)](#)

Address: 1455 De Maisonneuve Blvd. W.

Monday to Friday

9 a.m. to 5 p.m.

### LOYOLA CAMPUS

Phone: 514-848-2424, ext. 4239

Office: [AD-115 \(see map\)](#)

Address: 7141 Sherbrooke St. W.

Monday to Friday

9 a.m. to 5 p.m.