SENECA STUDENT FEDERATION

SSF Clubs Manual

A GUIDE FOR CLUB EXECUTIVES AND MEMBERS

July 2026

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INTRODUCTION

Overview

The manual covers all SSF club executive and member responsibilities, club procedures and timelines to ensure you succeed as a club executive.

Executive Responsibilities

All Club executives are expected to work together to plan, organize, run club activities, events, process financial reimbursements and complete initiatives collectively. Executives, no matter their title (President, Vice-President, Treasurer) are responsible for communicating with club coordinators, staff, and members, while supporting club operations and ensuring activities run smoothly.

The executive team will make decisions collaboratively, manage club responsibilities, finances and maintain a positive and inclusive environment. All executives share responsibility for managing the allocated budget by planning expenses, prioritizing spending, tracking finances, processing reimbursements and ensuring funds are used effectively to support club goals.

Points of Contact

Clubs Department: clubs@ssfinc.ca

Clubs Manager: anna.pavicic@senecapolytechnic.ca

Clubs Policy

Clubs Policy can be accessed through the Club's Hub or the clubs website here: ssfclubs-info

CHAPTER 1

Creating a Club

1.1

The Seneca Student Federation (SSF) Clubs Department has the sole authority to create and sanction student clubs at all Seneca Polytechnic campuses. The SSF reviews all club applications for Newnham, York, King and Peterborough campuses and reserves the right to approve, deny, or withdraw club sanctioning in accordance with its policies and procedures.

Once a club's initial registration has been approved by the SSF Clubs Department, the club is granted preliminary access to Club Hub resources, staff guidance, and event-planning support to help it work toward full sanctioning. A sanctioned club is officially recognized by the SSF and, once all sanctioning requirements have been met, including completion of Executive Training (see Chapter 2, Section 9), is eligible to receive full semester funding, access all SSF resources, and independently host club activities and events.

> **DEFINITION**
>
> Sanctioned club: A club is officially registered with the SSF and receives semester funding, booking and staff support.
>
> Registered (pre-sanctioned) club: A club whose initial application has been approved and which has preliminary access to Club Hub resources and staff guidance while it completes the remaining sanctioning requirements.

2. Club Sanctioning Requirements

2.1

To become an officially sanctioned club, applicants must:

- Submit a completed Club Application through the SSF Club Hub (Club's Hub).
- Comply with all Seneca Student Federation Manuals, By-Laws, Policies, and Procedures, as well as Seneca Polytechnic policies.
- Meet all membership and executive requirements outlined by the SSF, such as:
    - having a minimum of 10 eligible student members, including the executive team of 3.

2.2

Every club must have the following three SSF recognized executive positions:

- President (1)
- Vice President (1)
- Treasurer (1)

These are the only executive positions officially recognized by the Seneca Student Federation. Club leaders have discretion to create new executive positions (for example, VP Marketing) however, these positions will not be recognized by the SSF for curriculum or reference letters.

If a club application is not approved, the applicant(s) will be notified of the reason(s) for the decision by SSF staff over email.

3. Equity, Diversity, and Inclusion

3.1

The Seneca Student Federation is committed to fostering an inclusive environment. Club applications are reviewed without discrimination based on citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex (including pregnancy), family status, marital status, sexual orientation, gender identity, or gender expression.

4. Clubs That Are Not Eligible for Sanctioning

4.1

The Clubs Policy clearly states the SSF may decline to sanction clubs that include, but are not limited to:

- Athletic groups.
- Clubs whose purpose presents legal, ethical, safety, or liability concerns that are not appropriate for a post-secondary environment.
- Clubs representing political parties or external organizations.
- Clubs that closely duplicate an existing sanctioned club. In these cases, at least 70% of the proposed club's membership must be different from the existing club.
- Clubs that have previously had their sanctioning withdrawn, where applicable.

5. Constitution Submissions

5.1

To ensure the process remains timely and efficient, each proposed club is permitted a maximum of three (3) constitution submissions, consisting of:

- One (1) initial constitution submission
- Up to two (2) revised versions, if revisions are requested by the SSF

> **IMPORTANT**
> Applicants are encouraged to carefully review their constitution before submitting it, as no additional revisions will be accepted after the third submission. Constitutions that do not meet SSF requirements after the third submission may result in the club application being closed or declined.

CHAPTER 2

Club Election / Nomination Guidelines

1. Purpose

This section establishes the procedures for club executive nominations, elections, appointments, and executive training requirements. This ensures a fair, transparent, and consistent election process in accordance with the SSF Club Policy.

2. Administration

All club nominations, elections, and executive appointments are managed by the SSF Clubs staff through the Clubs Hub Portal. For any questions related to the election process, please contact the Clubs Coordinators at clubs@ssfinc.ca.

3. Eligibility

To be eligible for a club executive position, an individual must:

- Be a current full-time student at Seneca Polytechnic.
- Be a current member of the club registered on the Clubs Hub for which they are seeking an executive position.
- Self-nominate using the official nomination form. Nominations submitted on behalf of another member will not be accepted.
- Hold an executive position in only one club at a time. Students may hold general membership in multiple clubs.
- Not be a current member of the SSF Council.

4. Filling Vacant Positions

4.1 President Vacancy

If the President position becomes vacant:

- The position will first be offered to the current Vice President of the club.
- If the Vice President declines to take over the position, it will be offered to the Treasurer.
- If both the Vice President and Treasurer decline the position, nominations will be opened to all current club members.

4.2 Vice President or Treasurer Vacancy

If the Vice President or Treasurer position becomes vacant:

- Nominations will be opened to all current club members.

4.3 All Executive Positions Vacant

If all executive positions become vacant:

- Nominations will be opened for all executive positions.
- The clubs will be deemed unsanctioned until all positions are filled.
- Vacant positions will be filled through the standard nomination and election process on the Clubs Hub Portal.

5. Nominations

When a club executive position becomes vacant and nominations are required, the SSF Clubs team will open nominations for eligible club members.

- The nomination period will remain open for five (5) days.
- Eligible members must complete the official nomination form to self-nominate.
- If only one eligible nomination is received for a position, the nominee will be appointed (acclaimed).
- If two or more eligible nominations are received for the same position, an election will be conducted.

6. Election Process

When an election is required:

- Elections will be administered by the SSF Clubs team through the Clubs Hub Portal.
- Candidates must submit a campaign poster through the nomination form in the Clubs Hub Portal. The poster must introduce the candidate and outline their mission, goals, and vision for the club.
- The SSF Clubs team will provide current club members with the election voting link and approved candidate campaign posters via email.
- Voting will remain open for three (3) days.
- Only current members of the club are eligible to vote.
- The candidate receiving the highest number of votes will be appointed to the position.

7. Re-Elections

If an election results in a tie:

- A re-election will be conducted between the tied candidates.
- Re-elections will continue until one candidate receives a majority vote and is declared the successful candidate.

8. Campaigning Guidelines

- Direct campaigning is not permitted during club elections.
- Candidates may only introduce themselves through the campaign poster submitted with their nomination form.

- Candidates may not use club email accounts, member email addresses, or club communication channels (e.g., WhatsApp, Discord, mailing lists) to campaign.
- Club executives may not use club resources to endorse any candidate running in the SSF elections. An executive's position may be revoked if they are found using club resources to support or endorse a candidate.

> **NOTE**
> The restrictions above apply specifically to campaign promotion by or on behalf of a candidate once nominations are open. Executives reaching out to club members through existing club communication channels to make members aware of a vacancy and identify potential nominees, as contemplated in Section 4.2, is not considered campaigning and remains permitted.

9. Executive Training

All newly appointed or elected club executives are required to complete the mandatory Executive Training. A club will not be considered sanctioned until all 3 executives complete the training.

- The training consists of ten (10) questions covering key club policies, procedures, and executive responsibilities.
- Executives must achieve a minimum score of 90% on the training quiz to pass. Executives who do not achieve the required score may retake the training.
- Information required to complete the training will be provided before each question.
- Training must be completed within two (2) weeks of receiving access.
- Failure to complete the training within the required timeframe may result in the executive position being revoked.

CHAPTER 3

Social Media and Privacy Guidelines

1. Purpose

This section establishes the requirements for the management of club social media accounts, the protection of member information, and the appropriate use of communication platforms. These requirements ensure consistent club operations and compliance with SSF policies.

2. Social Media Administration

Clubs may use social media platforms to promote their club, share updates, and engage with the SSF community.

- All official club social media accounts must represent the club in a professional and respectful manner.
- Club social media accounts may only be used for official club-related activities, events, announcements, and promotions.
- Club executives are responsible for ensuring that all content shared through club accounts complies with SSF policies.
- Club accounts must not be used to promote personal, political, or unrelated content.
- Clubs must provide the SSF Clubs team with the login information for all official club social media accounts.

3. Social Media Account Management

Official club social media accounts should be created using club-related information rather than the personal account or email address of an individual.

- Administrative access may be provided to current club executives or other individuals authorized by the executive team.
- During executive transitions, the SSF Clubs team will provide the official account login information to the incoming executive team.
- Incoming executives are responsible for updating account passwords, removing access from previous administrators, and providing the updated login information to the SSF Clubs team.

4. Content Guidelines

4.1 Club Social Media Content Should

- Promote club activities, events, and initiatives.
- Reflect the values and reputation of the SSF.
- Follow respectful, inclusive, and professional communication practices.
- Comply with all applicable SSF and Seneca Polytechnic policies.

4.2 Club Social Media Accounts Must Not

- Share false, misleading, discriminatory, harmful, or inappropriate content.
- Endorse or campaign for candidates in SSF elections.
- Be used for unauthorized promotions or personal advertising.
- Share content that may negatively impact the reputation of the club, the SSF, or Seneca Polytechnic.

5. Photos, Videos, and Member Consent

Before posting photos, videos, or other media featuring club members or event attendees:

- Appropriate consent should be obtained from individuals appearing in the content.
- Individuals must have the option to decline being photographed or recorded.
- Personal information must not be shared without permission.

Examples of personal information include:

- Personal email addresses.
- Phone numbers.
- Student identification number.
- Private messages or conversations.

6. Privacy and Personal Information

Clubs must protect the privacy of their members and handle personal information responsibly.

- Member information collected for club purposes may only be used for official club activities after being approved by SSF Staff.
- Member contact information must not be shared with any external individuals or organizations without consent.
- Club mailing lists, group chats, and communication channels may only be used for club-related purposes.
- Personal information must be stored securely and accessed only by authorized individuals.

7. Club Forms and Surveys

Clubs must use SSF-approved platforms when collecting information from members.

- All club forms, surveys, and information collection tools must be created through the SSF Club Hub.
- External software or third-party platforms must not be used to collect member information or conduct club-related surveys.
- Information collected through forms and surveys may only be used for official club purposes.
- Club executives are responsible for ensuring that all information collected complies with SSF privacy requirements.

8. Use of SSF Branding

Clubs using SSF names, logos, or promotional materials must comply with SSF branding requirements.

- SSF branding must accurately represent the relationship between the club and the SSF.
- Clubs must not imply endorsement, sponsorship, or official approval by the SSF without authorization.
- Clubs are not permitted to use any Seneca Polytechnic branding, logos or slogans.

CHAPTER 4

Financial Policy

1. Purpose

This section establishes the financial policies and procedures for all SSF Clubs, including budgeting, due dates, fees, reimbursements, and financial oversight. These policies ensure transparency, accountability, and responsible use of club funds.

2. Financial Responsibilities by Role

2.1 General Club Members

- Understand and follow club's financial policies, including spending caps and reimbursement rules
- Understand what expenses are eligible for reimbursement before making a purchase
- Understand that purchases not approved in an event request will not be reimbursed.
- Be aware of the club's current budget status when proposing activities that may require club funding
- Understand the club's fundraising guidelines
- Support transparency by asking questions or raising concerns about club spending when needed
- Encourage responsible use of club funds and avoid proposing unnecessary or excessive expenses
- Respect that club funds are shared resources meant to benefit the whole club, not individual members
- Help promote a culture of accountability by reporting any suspected misuse of funds to an Executive or Clubs Coordinator

2.2 Club Executives (President, Vice President, Treasurer)

- Keep track of the club's day-to-day financial records
- Request reimbursements
- Ensure spending stays within approved budget categories and limits
- Club executives must be able to manage and document income generated through fundraising activities, merchandise sales, and donations. All fundraising revenue, merchandise sales, and donations must be processed through the storefront to ensure accurate financial tracking, record-keeping, and accountability.
- Communicate with your team, flag irregular, incomplete, or non-compliant requests before processing
- Ensure club members are aware of financial policies and procedures
- Escalate unresolved financial issues to the SSF Clubs Department

3. Fiscal Year

The financial year for the SSF beginning May 1st and ending the following April 30th, spanning the Summer, Fall, and Winter academic semesters.

4. Budgeting and Funds

4.1

Each club has access to three sources of funding:

- Semester Budget: allocated once the club is sanctioned by the SSF Clubs Department based on membership count
- Group Funds: raised through approved club fundraising activities
- SSF Funds: assigned for events organized by the SSF.

These funds are intended to support the club's operations, events, and initiatives in accordance with SSF policies.

4.2

SSF-provided budgets will not carry over each fiscal year; however, Group Funds will be kept in trust by the SSF and be carried forward for the club.

4.3 Budget Overages

Clubs are expected to operate within their approved budgets and are responsible for monitoring their spending. Any club that exceeds its approved budget may be subject to de-sanctioning by the SSF Clubs Department. De-sanctioned clubs may lose access to SSF funding, services, and other club privileges until the matter is reviewed and resolved in accordance with SSF policies.

4.4 Club Funds Cannot Be Used To

- Subsidize the cost of membership to an outside organization
- Political parties
- Fund the purchase of personal equipment or items which benefit only selected individuals
- Purchase alcohol
- Fund non-Club-related outings
- Any course, activity, or service by any person employed by Seneca Polytechnic or Seneca Departments' events
- Year-end parties

4.5 Semester Budget Allocation

Clubs are given a budget for each semester for which they are sanctioned, based on member count at the time of sanctioning:

Membership Count	Semester Budget
10 – 20 members	$300 / semester
21 – 50 members	$450 / semester
51 – 100 members	$700 / semester
101 – 150 members	$800 / semester
151 – 200 members	$900 / semester
201+ members	$1,000 / semester (maximum)

NOTE

A club's budget is based on the number of registered members at the time the club is sanctioned at the beginning of the semester. Once a Club is sanctioned, the SSF Clubs Department will record the Club's budget in the accounting book based on the Club's confirmed member count. Any remaining funds from the semester budget will not carry-over.

4.6 Clubs Membership

- Club membership fees are not permitted.
- The membership count at the time of sanctioning determines the budget allocated to your club for that semester. If your club's membership increases during the semester, the budget will not be adjusted immediately. Instead, the increased membership will be reflected in your club's budget allocation for the following semester, provided the membership records are up to date.

4.7 Group Funds

- In addition to the budget allocated for the academic term, clubs may maintain Group Funds, which consist of funds raised through club-organized fundraising activities.
- Clubs may organize fundraising initiatives to increase their Group Funds, provided that all fundraising activities comply with SSF policies, procedures, and any applicable requirements.
- Funds generated through approved fundraising activities will be credited to the club's Group Funds account and may be used to support the club's operations, events, and other approved initiatives in accordance with SSF financial policies. Group funds in the club account will continue each semester.

4.8 SSF Events Funds

- Clubs may receive SSF Event Funds, which consist of funds allocated by the Seneca Student Federation (SSF) for participation in specific SSF-organized events (e.g., Clubs Fest).

- SSF Event Funds are provided on a per-event basis, with the amount and allocation determined by the SSF campus Operations Manager. Communication regarding fund availability, allocated amounts, and usage guidelines will be issued by the SSF as each event is organized.
- Funds provided under this category must be used strictly for the purpose and scope of the specific event for which they were allocated, in accordance with SSF financial policies.

4.9 Carry Over Policy

- SSF-provided budgets do not carry over from one fiscal year to the next. Any unused portion of an SSF-provided budget will expire at the end of the fiscal year and cannot be transferred to the following year.
- Club-raised funds, however, will be held in trust by the SSF on behalf of the club and will be carried forward from one fiscal year to the next. These funds remain available for approved club expenditures, provided the club remains in good standing and complies with all SSF financial policies.

6. Reimbursement Policy

6.1 Eligible Expenses

- Reimbursable expenses include approved club supplies, food and items for approved events, and other purchases that align with the club's approved budget and activities. Personal items, alcohol (unless explicitly budgeted and permitted), and unapproved purchases are not reimbursable.
- The SSF Clubs Department reserves the right to make the final determination regarding whether a purchase is eligible for reimbursement. All reimbursement decisions are made at the discretion of the SSF Clubs Department and in accordance with SSF financial policies.

6.2 Submission Process

To request reimbursement, members must:

- Submit a completed Reimbursement Request Form that must:
    - Combine all original itemized receipts and invoices into a single PDF, with each one clearly showing the company's name, date of purchase, GST/HST number, item descriptions, and a full breakdown of the total amount.
    - Contain a brief description of the purchase and its connection to club activities
    - Include the name of the event the purchase was made for, along with the date of the event.
    - Match the items and totals previously requested and approved by the SSF Clubs Department.
    - Be submitted within 30 days of the purchase date
    - Follow the step-by-step instructions provided in the SSF Clubs Department website.

6.3 Processing

- Under normal conditions, approved reimbursement requests will be processed within 10 business days from the date of approval. If processing is expected to take longer than this timeframe, the requesting club will be notified by email of the delay and provided with an updated timeline.

- Approved reimbursements are issued by cheque and processed on a weekly basis. Once available, cheques may either be held by the Clubs Managers on each campus (Newnham, York and King) for pickup or mailed to the recipient, as requested or deemed appropriate.
- Incomplete requests (missing receipts, no pre-approval) will be rejected and are not considered "received" until resubmitted properly
- Reimbursement requests will only be reviewed after the event has taken place. Submission of a request before the event does not guarantee approval, as all reimbursements remain subject to review following the completion of the related activity.

6.4 Gift Cards

- Gift card purchases are capped at $50 per card and must be pre-approved regardless of the event or situation.
- In lieu of individual signed receipts from recipients, proof of distribution is satisfied by sending a mass email to all recipients announcing respective winners and confirming receipt of the gift card (date, amount, and purpose); a copy of this email is submitted to the SSF Clubs Department via email as the official record

6.5 Denials

Reimbursement may be denied if:

- The expense was not pre-approved
- Receipts are missing, altered, or illegible
- The expense falls outside approved categories
- The request is submitted after the deadline
- The SSF Clubs Department determines that the reimbursement request does not meet approval requirements.

7. Fundraising

7.1

All fundraising activities must be approved by the SSF Clubs Department before being carried out.

7.2

Clubs may conduct fundraising activities either through a designated Point of Contact (POC) system, where a club Executive is responsible for collecting and recording funds in person, or through approved online payment platforms.

7.3

Regardless of the method used, all funds raised must be properly documented and reported to the SSF Clubs Department in accordance with club financial policy.

7.4 Fundraising/Group Funds

Fundraising proceeds are deposited into the Group Funds within 5 business days of the event.

7.5

A short report (amount raised, method, date) is submitted to the Clubs Coordinators for record-keeping.

CHAPTER 5

Event Request Guidelines

Preamble

This procedure establishes the requirements for planning, requesting approval for, and hosting SSF Club events. All recognized clubs shall follow this procedure when organizing events under the SSF.

1. Event Approval

1.1 General Requirements

All club events must receive SSF approval before proceeding.

Approval is required before:

- Advertising or promoting the event
- Purchasing any items
- Confirming external vendors or speakers
- Accepting sponsorships
- Conducting fundraising activities

> **IMPORTANT**
> Failure to obtain approval may result in disciplinary action, loss of funding, or rejection of reimbursement requests.

2. Event Request Submission — Club Hubs

2.1

Event Requests must include complete and accurate information before they can enter the approval process.

Every request **must** include:

- Event name and Event description
- Date and time
- Expected attendance
- Event location preferences
- Budget breakdown
- Purchasing requirements
- Any external vendors or speakers
- Sponsorship information (if applicable)
- Fundraising information (if applicable)

Incomplete requests will not proceed to approval until all required information has been provided.

3. Location Requirements

3.1

Every Event Request must include the proposed event location.

4. Booking Timelines

4.1

SSF Spaces — Will require a minimum booking notice of 1 business week

- SSF Clubs Room and Senecentre

4.2

Seneca Classrooms — Minimum booking notice 3 business weeks

Please note:

- Booking timelines begin only after the Event Request has been submitted with all required information.
- Missing or inaccurate information will delay the booking process.
- SSF will not begin booking locations until the Event Request has been reviewed and all required details have been received.
- Delays in providing information may result in the preferred location becoming unavailable.
- The three-business-week review and processing timeline for event requests begins from the date the most recent update is made to the form.

4.3 Location Preferences

Always provide:

- First and second location preference
- Additional acceptable alternatives (if available)

Providing multiple location options allows SSF to secure an alternate space if the preferred location is unavailable.

4.4 Open Classroom Policy

Students are welcome to use any unoccupied classroom in accordance with Seneca's Open Classroom Policy. Classrooms may be used as long as they are not scheduled for a class or other approved activity. If a class or event is about to begin, you may be asked to leave and are expected to vacate the room promptly. Please note that some classrooms may be reserved for co-curricular activities or other events that may not appear on the regular class schedule. Otherwise, you are welcome to use an available classroom, provided you are willing to leave when the room is needed.

5. Budget Requirements

5.1

Before submitting an Event Request:

- Confirm your club's available budget by looking at the Accounting book.
- Plan the event according to the available funding.
- Do not request funding that exceeds the club's approved allocation.

> **NOTE**
> Please leave some buffer funds available to cover miscellaneous or unforeseen expenses that may arise during the event. This helps ensure that any additional costs can be accommodated without exceeding the club's approved budget.

5.2 Budget Template Requirements

Your budget breakdown must include:

- Current available club budget, including a summary of expenses and revenue.
- Item name
- Quantity
- Cost per item
- Store or purchasing location
- Total cost for each item
- Overall event expense total

> **NOTE**
> Budget requests that do not include sufficient detail or a complete budget breakdown will require additional clarification before they can be reviewed. This may delay the review and approval of your event request.

6. SSF Purchases

6.1

If SSF is purchasing items on behalf of the club, the Event Request must include:

- Complete list of requested items
- Quantity required
- Estimated cost
- Purchasing location (Amazon, Walmart, etc.)
- Total purchase amount

SSF approved vendor list - Catering must be done in advance + vendor form.

6.2 Following Approval — Food Purchase Order

- Uber vouchers will be issued based on the approved purchase amount.
- One executive will be responsible for making the purchase and organizing delivery.

To receive the Uber voucher, the designated executive must email **clubs@ssfinc.ca** at least 3 business days before the event with:

  - Full name
  - Seneca email address
  - Club name
  - Executive position

6.3 Mandatory — After the Purchase

- The Uber receipt must be emailed to clubs@ssfinc.ca.

> **IMPORTANT**
> Failure to submit the receipt may affect future funding requests.

SSF will also purchase items through approved vendors where applicable.

7. Event Date Changes

7.1

Once an Event Request has been submitted, the event can be rescheduled for an earlier date with pre-approval from the clubs department.

> **NOTE**
> Only one event change can be requested per event request.

Requests to move an event to an earlier date will only be considered if:

- The event is taking place in an SSF-managed space and the requested date is available.
- No SSF purchasing, vendor arrangements, or other approvals are required.

> **IMPORTANT**
> Approval is not guaranteed.

8. External Vendors & Guest Speakers

8.1

If your event includes any external individuals or organizations (such as guest speakers, DJs, performers, entertainers, vendors, or service providers), the Event Request must include:

- Full name
- Email address

- Business or organization name
- Description of services

8.2 Please Note

- The SSF may require a signed contract and proof of insurance before the individual or organization can participate in the event.
- Students are not authorized to sign contracts on behalf of the SSF or their club.
- Any student who signs a contract personally may be held solely responsible for any obligations, fees, penalties, or liabilities outlined in that agreement.
- All contracts related to club events must be reviewed and signed by the Clubs Manager.

9. Reimbursement for External Vendors

9.1

If reimbursement is requested, the vendor must provide:

- An official invoice
- Valid HST/GST information
- E-transfers are not permitted for club purchases or reimbursements.

> **IMPORTANT**
> Reimbursements will not be processed without the required supporting documentation.

10. Fundraising Events

10.1

Fundraising Event Requests must include:

- Items being sold
- Selling price of each item
- Expected fundraising activity
- There is the creation of the Square PS / clubs storefront

This information is required so SSF can configure the POS system for the purchases.

10.2 Note

- All fundraising sales must be processed through the SSF Point-of-Sale (POS) system.
- E-transfers or other personal payment methods are not permitted.
- The required fundraising information must be submitted and approved before the SSF can configure the POS system for your event. Failure to provide this information may delay the review and processing of your Event Request.

11. Sponsorships

11.1

All sponsorship arrangements must be disclosed as part of the Event Request submission. A sponsorship agreement or contract is required and must be reviewed by the SSF prior to the event. All contracts must be signed by the Clubs Manager.

Sponsorship details must include:

- Sponsor name
- Contact information
- Sponsorship agreement or contract details
- Sponsorship benefits
- Marketing commitments or promotion requirements
- Goods, services, or funding being provided

> **IMPORTANT**
> Failure to disclose sponsorship arrangements may result in the cancellation of the request, loss of sponsorship privileges, or further action involving the club and its executives.

11.2 Note

- Any purchases related to club activities must be processed through the SSF Point-of-Sale (POS) system.
- E-transfers or personal payment methods are not permitted for club purchases.

11.3 Difference Between Sponsorship and Donation

11.3.1 Sponsorship

A sponsorship is a formal agreement between a club and an external organization or individual where the sponsor provides funding, goods, or services in exchange for specific benefits. These benefits may include brand recognition, advertising opportunities, promotional mentions, logo placement, or other marketing commitments. Sponsorships require a documented agreement and must be disclosed in the Event Request.

11.3.2 Donation

A donation is a contribution provided voluntarily with no expectation of promotional benefits, marketing exposure, or other returns. Donations may include monetary contributions, goods, or services provided to support a club or event. While donations do not involve an exchange of benefits, they must still be disclosed and may require approval or documentation depending on the nature and value of the contribution.

If there is any expectation of promotion, recognition, advertising, or other benefits provided to the contributor, the arrangement should be treated as a sponsorship rather than a donation.

12. Gift Cards

12.1

Gift cards issued for approved events are subject to the following requirements:

- Gift cards are limited to a maximum value of $50 per card.
- Gift cards exceeding this value require prior approval from the SSF.
- A mass email must be sent to all club members outlining the purpose and details of the gift cards before they are distributed.
- If a gift card is being provided to a specific individual as a gift, the recipient's name must be included in the communication.

13. Event Visibility

13.1

Club events must remain open to all eligible SSF members.

Requirements:

- Events must be visible to all SSF members.
- Clubs may not restrict members from attending events
- All eligible students must be allowed to register and participate.

14. Event Rejections

14.1

Event Requests may be rejected or returned for revision if:

- Accurate and complete information has not been provided
- Budget details are incomplete or insufficient
- Required location information is missing.
- Supporting documentation has not been submitted
- SSF policies and procedures have not been followed
- The requestor does not respond to clarification requests within the required timeframe

14.2

If an Event Request is rejected:

- A new Event Request can be submitted with the corrected or updated information.
- The resubmitted request must follow the applicable booking timeline set out in Section 4 (a minimum of 1 business week's notice for SSF Spaces, or a minimum of 3 business weeks' notice for Seneca Classrooms) and be submitted for a future event date.

15. Event Request Communication

15.1

All communication regarding Event Requests will take place through the **Clubs Portal Chat**.

15.2

Club executives should:

- Check the portal regularly.
- Respond promptly to coordinator requests.
- Monitor the approval status of their Event Request.

> **NOTE**
> Important updates may be delayed if portal messages are not reviewed.

15.3 Email Communication

For club-related inquiries, contact: clubs@ssfinc.ca

When emailing SSF Clubs, always include:

- Club name
- Executive position
- Full name
- Clear description of the inquiry

15.3.1 Response Time

- Up to 4 business days
- Please do not send multiple emails regarding the same inquiry during this period.
- If no response has been received after 4 business days, a follow-up email may be sent.

16. Clubs Participation (Clubs Fest & International Day)

16.1

Clubs are encouraged to participate in activities, events, and initiatives organized by the Seneca Student Federation (SSF). Participation helps strengthen club visibility and fosters collaboration across the student community.

16.2

Clubs that participate in SSF-organized events will be eligible to receive an event budget to support their participation. Budget allocations are provided at the discretion of the SSF Clubs Department and are subject to available funding and event requirements.

16.3

Budget allocations are made on a campus-specific basis. Clubs participating at multiple campuses may receive separate allocations for each campus.

16.4

Additional budget guidelines, eligible expenses, spending limits, and submission deadlines will be communicated by the SSF Clubs Department prior to each event.

16.5

Clubs that confirm their attendance at an event organized by the SSF are expected to participate as committed.

16.6

> **IMPORTANT**
>
> Any club that confirms its participation but does not attend the event and does not notify the SSF Clubs Department in advance, will be subject to a $50 deduction from its semester budget. This deduction will be applied to the club's allocated funding for the current semester.

16.7

Exceptions may be considered in cases of unforeseen circumstances at the discretion of the SSF Clubs Department.

CHAPTER 6

SSF Club Executive Health & Wellness Guide

1. Purpose

The Health & Wellness Guide is designed to help club executives lead successfully while maintaining their own well-being. Leadership is a rewarding experience that fosters personal and professional growth; however, it can also bring challenges such as balancing responsibilities, decision-making, and teamwork. This guide provides various strategies and activities to help club executives build healthy habits, strengthen their teams, and maintain a positive club environment.

2. Executive Planning Session

Take 2–5 minutes to check in with your team before meeting with your club executives.

2.1

Ask questions such as:

- How is everyone feeling today?
- What has been a recent success?
- Does anyone need support this week?
- Is our workload balanced?

A quick check-in helps create a supportive and connected executive team.

3. Monthly Executive Wellness Activity

To promote a healthy, connected, and engaged executive team, clubs are encouraged to incorporate one wellness activity into a monthly executive meeting, preferably during the meeting where upcoming events and club initiatives are planned.

Setting aside just 5–10 minutes each month for a wellness activity can help reduce stress, strengthen team relationships, improve communication, and support executive well-being throughout the semester.

3.1 Mind & Body

Choose one activity that best suits your team:

- 2-minute breathing exercise
- Stretch break
- Short mindfulness activity
- Outdoor walk and talk

3.2 Team Building

- Appreciation circle

- Icebreaker game
- Team trivia
- Rose, Bud, Thorn — Share one recent success (Rose), one opportunity or goal you're looking forward to (Bud), and one challenge you're currently facing (Thorn).

3.3 Creativity

- Vision board activity

4. Healthy Leadership Habits

Great leaders are stronger when they have healthy habits. Leadership skills and habits to focus on developing include:

- Communicate openly.
- Delegate tasks fairly.
- Respect everyone's time.
- Celebrate achievements.
- Ask for help when needed.
- Encourage teamwork.

> **NOTE**
> Remember: You don't have to do everything on your own.

5. Health & Wellness Resources

Supporting your well-being is an important part of being an effective student leader. If you or a member of your executive team needs support, Seneca offers a variety of free and confidential health and wellness services.

5.1 Counselling Services

Provides confidential mental health support for students experiencing stress, anxiety, personal concerns, or other challenges.

Services include:

- Individual counselling
- Crisis support
- Group workshops
- Peer support
- Community referrals

Email: senecacnas@senecapolytechnic.ca

5.2 Student Health Centre

The Student Health Centre provides medical care and health services for eligible students.

5.3 Services Include

- Medical appointments
- Treatment for minor illnesses and injuries
- Immunizations
- Sexual health services
- Health education

Location: Newnham Campus — Room A3000

Phone: 437-312-0370

Email: seneca.health@senecapolytechnic.ca

5.5 Service Hub

The Service Hub can connect students with a variety of campus supports and services.

Services include:

- Student services referrals
- Academic support resources
- Financial aid information
- Accessibility services
- General student inquiries

Phone: 416-764-9900

Email: theservicehub@senecapolytechnic.ca

5.6 WeConnect — 24/7 Mental Health Support

Free, confidential mental health support available 24 hours a day, 7 days a week.

> **CRISIS SUPPORT**
>
> Phone or Text: 1-888-377-0002
>
> Available: 24 hours a day, 7 days a week

6. Additional Student Supports

6.1 Accessibility Services

Supports students with disabilities by providing academic accommodations and accessibility resources.

Career Development

Offers support with:

- Resume and cover letter reviews
- Interview preparation

- Career coaching
- Job search resources

6.2 Academic Advising

Academic advisors can help students with:

- Program planning
- Course selection
- Academic success strategies
- Graduation planning

Campus Security (Emergency)

Emergency: 911

Campus Security (Non-Emergency): Contact your campus Security Office for immediate on-campus assistance.

6.3 Wellness Reminder

> **NOTE**
> You don't have to navigate challenges alone. Seeking support is a sign of strength, and Seneca's health and wellness resources are available to help you succeed both academically and personally.

7. Recognizing Burnout

7.1

You may need to slow down if you notice:

- Feeling overwhelmed most days.
- Losing motivation.
- Feeling constantly tired.
- Increased stress or frustration.
- Difficulty balancing school and club responsibilities.

7.2

If this happens:

- Talk with your executive team.
- Revisit your priorities.
- Delegate tasks.
- Take a short break when possible.
- Reach out to campus supports if needed.

8. Monthly Wellness Challenge

To encourage healthy habits and support executive well-being, clubs are encouraged to participate in one wellness challenge each month. Challenges can be completed individually or as an executive team and provide a fun way to promote balance, connection, and self-care throughout the semester.

8.1 Challenge Ideas

- Drink more water.
- Go for a daily walk.
- Practice gratitude.
- Get enough sleep.
- Host a wellness-themed executive meeting.
- Compliment a teammate each week.
- Take a screen-free break.

Recognition & Incentives

The SSF recognizes clubs that actively participate in monthly wellness challenges through initiatives such as:

- Monthly wellness giveaways or prizes for participating clubs or executive teams.
- Wellness Recognition as a category at the annual SSF Clubs Gala Awards, celebrating clubs that demonstrate an ongoing commitment to executive well-being and a positive club culture.

These initiatives are designed to recognize clubs that prioritize the health, wellness, and success of their executive teams while fostering a supportive and inclusive club community.

9. Campus Supports

Remember that support is available. If you are struggling academically, emotionally, or personally, don't hesitate to access campus resources such as counselling services, accessibility services, recreation and fitness facilities, academic advising, or student success services.

10. Remember

> **NOTE**
>
> Healthy leaders build healthy clubs.
>
> Taking care of yourself allows you to better support your team, make thoughtful decisions and create welcoming spaces where members can thrive.

CHAPTER 7

Safety and Risk

All club events must be planned and conducted in a manner that protects participants, volunteers, executives, SSF staff, Seneca Polytechnic, and the public. Club executives are responsible for identifying potential risks, following safety requirements, and taking reasonable precautions before, during, and after each event.

1. Risk Assessment & High-Risk Events

1.1

Before submitting an Event Request, executives must identify and plan for potential risks, including:

- Physical injuries or activities involving increased risk
- Weather-related hazards
- Food safety concerns
- Fire, electrical, or equipment hazards
- Transportation risks
- Crowd management and capacity limits
- Accessibility and emergency requirements

1.2

Events requiring additional review may include:

- Off-campus events, trips, or excursions
- Outdoor events
- Physical activities or high-risk recreation
- Events involving animals, rented equipment, inflatables, cooking equipment, or open flames

> **IMPORTANT**
> Additional approvals, documentation, or safety measures may be required. Approval is not guaranteed.

2. Executive Responsibilities

2.1

Club executives are responsible for:

- Maintaining a safe and respectful event environment
- Following SSF and Seneca Polytechnic policies and staff instructions
- Monitoring participant behaviour and addressing hazards
- Ensuring event spaces remain clean and free of hazards

- Reporting incidents, injuries, or safety concerns immediately
- Restoring venues after events

3. Emergency Procedures & Incident Reporting

Executives should be familiar with emergency procedures, including assembly points and Campus Security contacts.

3.1 In an Emergency

- Contact Campus Security or 911 immediately when required
- Notify SSF as soon as possible
- Complete any required incident documentation

> **IMPORTANT**
> Incidents involving injury, illness, property damage, theft, aggressive behaviour, fire, medical emergencies, or police involvement must be reported to SSF immediately. Failure to report incidents may result in disciplinary action.

3.2 Food Safety & Allergies

When providing food:

- Food must come from approved vendors or approved sources
- Food must be stored and handled safely
- Expiry dates and safe temperatures must be monitored
- Common allergens should be identified whenever possible

Executives must not guarantee that food is allergen-free, diagnose medical conditions, or administer medication. For severe allergic reactions, contact 911, Campus Security, and SSF immediately.

3.3 Alcohol, Drugs & Transportation

Alcohol, cannabis, illegal drugs, and controlled substances are prohibited at club events. Club funds cannot be used to purchase alcohol.

SSF is not responsible for personal transportation to or from events unless transportation has been approved. Any arranged transportation must use approved providers, with appropriate licensing and insurance requirements.

3.4 Equipment, Weather & Capacity

Before using equipment, executives must:

- Inspect equipment for damage
- Follow setup and manufacturer instructions
- Keep walkways clear of hazards

Outdoor events must consider weather conditions, including extreme heat, rain, lightning, wind, snow/ice, and air quality. Events may be postponed or cancelled if conditions create safety concerns.

Executives must ensure events do not exceed room, venue, or fire code capacity limits.

3.5 Participants, Photography & Conduct

If participants under 18 are expected, SSF must be notified in advance as additional approvals may be required. Participants should be informed when photography or video recording will occur. Requests from individuals who do not wish to appear in promotional materials should be respected.

All events must maintain a respectful environment. Harassment, discrimination, bullying, violence, threats, intimidation, and hate speech are not permitted.

3.6 Property Damage & Prohibited Activities

Clubs may be responsible for:

- Damage caused during their event
- Lost or damaged SSF equipment
- Failure to leave venues clean and restored

3.6.1 The Following Activities Require Written SSF Approval

- Fireworks or pyrotechnics
- Open flames or candles
- Smoke or fog machines
- Hazardous chemicals
- Live animals
- High-risk sporting activities

3.7 Event Cancellation & Liability

SSF reserves the right to cancel or suspend events due to:

- Safety concerns
- Policy violations
- Weather conditions
- Missing approvals
- Security or public health concerns

> **IMPORTANT**
>
> Club executives must not sign contracts, accept liability on behalf of SSF, waive participant rights, promise insurance coverage, or make commitments outside their authority. Only authorized SSF representatives may enter into legal agreements on behalf of SSF.

For any inquiries, please email clubs@ssfinc.ca