

School Spirit Council

UNIVERSITY OF OTTAWA

SCHOOL SPIRIT COUNCIL TERMS OF REFERENCE

*Revised January 10<sup>th</sup>, 2008*



## ARTICLE 1 - MANDATE

- 1.1 The SSC promotes and supports University pride and school spirit by encouraging student involvement in selected campus activities.
- 1.2 The SSC strives to foster links between interest groups by establishing a communications network for them and, under certain criteria, allocating resources such as:
- facility costs and usage
  - technical support
  - promotional support
  - financial assistance.
- 1.3 Financial support from the SSC is meant to support projects and to give groups some leverage in attracting resources from other partners. SSC support **should never be an event's sole source of funding.**
- 1.4 The committee reserves the right to accept proposals that fall outside the Terms of Reference at its discretion provided it involves a large number of students.

## ARTICLE 2 - COMMITTEE

- 2.1 The School Spirit Council reviews and considers proposals for support regularly.
- 2.2 The Council has one chair (*i.e. Sports Services Assistant Director, Communications and Marketing*) and up to 12 other members, which is *two* (one voting, one ex-officio) for each of six specific campus constituencies:
- Sports Services
  - Student Federation of the University of Ottawa (SFUO)
  - Alumni Relations Office
  - Community Life
  - GSAED
  - Residence Association and CASPAR (Housing)

### 2.2.1 Representation

Stakeholder	Representative	Constituency
Sports Services	Assistant Director Communications and Marketing	Represents all programs, interuniversity teams and club teams in good standing, as recognized by Sports Services.
SFUO	VP Social and VP Student Affairs	represents all student associations and SFUO clubs in good standing, as recognized by the SFUO
Alumni Relations Office	Manager, Alumni Loyalty and Programs and Services Coordinator	Represent the University of Ottawa Alumni

Community Life	Manager, Events and Programming	Represents different interest groups on the University of Ottawa campus.
GSAED	VP Communications or assigned representative	Represents all graduate students and graduate student associations in good standing, as recognized by GSAED
Residence and Housing	CASPAR Coordinator and Residence Life Manager	Represents all residence groups and students, as recognized by Residence and Housing.

Note: See APPENDIX C for a complete yearly list of representatives and contact information.

2.3 The Council also has **associate members**, which are advisory or consultative organizations involved in university social life and are, as such, critical elements in the building of school spirit. Associate members do not have voting privileges, but they can attend School Spirit Council meetings and receive the minutes of these meetings. Associate members may also present funding proposals with the approval of their represented constituency.

2.3.1 The committee may appoint an associate member at any time.

2.4 Sports Services is responsible for appointing a chair to the Council. The chair keeps SSC records, receives monthly statements, calls the meetings, tracks the support awarded, manages the promotions budget and ensures continuity by keeping the new members informed.

2.5 Quorum for the SSC is 3 voting members.

2.6 All SSC decisions are made by majority vote of the voting members present.

2.7 The chair of the SSC also casts the deciding vote in case of a tie.

### **ARTICLE 3 - AVAILABLE SUPPORT**

3.1 Support allocations

The SCC funding is to be used in promoting a healthy and active lifestyle on campus. The committee will use this as a guiding principle to the allocation of funds. The total value of the support provided by the School Spirit Council is \$100,000. The funds are divided as follows:

- a) \$47,500 in facility reservations
- b) \$47,500 in financial support
- c) \$ 5,000 as an annual promotions budget for SSC

3.2 In a given year, represented groups may not request more than 25% each of the total available financial funding (\$47,500). Should there be funds available after Feb. 1<sup>st</sup> the stakeholders may submit a request for additional funding over and above their allocated 25% for their activities.

3.3 Remaining funds at the end of the fiscal year are carried over into the next year's budget.

3.3.1 The fiscal year runs from May 1 to April 30.

3.4 The SSC does not support expenses related to the following:

- The purchase of team/group uniforms and equipment)
- Parking
- Travel off campus
- Financial debt
- For-profit events (including events where profits are donated to a 3<sup>rd</sup> party charity)
- Full-time staffing
- Cancellation fees
- Accrued interest

The SSC accepts or rejects support requests at its discretion.

#### **ARTICLE 4 - ELIGIBILITY CRITERIA**

4.1 Any campus group submitting an activity proposal must have the endorsement of its voting member on the SSC.

4.1.1 If the representative voting member deems that the group is ‘not in good standing’ or that the proposal does not fall within the SSC’s mandate, the proposal cannot be supported by another council member.

4.2 Proposals must clearly state the event’s objective and show how the event will help promote university pride and student participation at the University of Ottawa.

4.3 Each proposal must include a budget clearly identifying all event revenues and expenses, as well as all extra financial resources, including the School Spirit Council contribution.

4.4 Activities must take place on campus.

#### **ARTICLE 5 - APPLICATION PROCEDURES FOR SSC SUPPORT**

5.1 Students interested in submitting an SSC proposal must present the following information to their respective council member.

5.1.1 How to submit an application:

*Note: When submitting a facility request, applicants should consider how their activity’s time frame fits with the SSC’s meeting schedule. This is very important because the time frame may affect how an application is dealt with. For example, getting access to some facilities, staff or funds requires lead time and is impossible on short notice.*

a) Groups may submit an application by completing the appropriate forms, which are available through SSC representatives (APPENDICES A and B).

b) Should the request include the use of Sports Services facilities, the applicant must make a tentative booking with the Sports Services Reservation Officer at 613-562-5948 and must note the estimated costs for facilities and technical requirements.

c) A detailed budget outlining project revenues and expenses and any other relevant documents should be attached to the application for further details.

- d) Applications and supporting documentation are to be delivered to the SSC representative concerned.
- e) The SSC representative receiving the form checks that it been completed properly and that the eligibility criteria have been met; he or she then enters the date; the representative initials the application and also enters the date of the next SSC meeting. Supporting documents attached to the application are listed, and the applicant receives a photocopy of the whole application.
- f) Applicants are responsible for informing their SSC representative about the activity or project. Should they choose to, the applicant is allotted 5 minutes to present their activity to the Council. It is not mandatory to attend the SSC meetings, if the applicant cannot attend, their SSC representative will present.
- g) The SSC may review any application received no later than the deadline dates as identified in article 8.2.

## 5.2 Official forms

- a) Request for SSC Support (APPENDIX A)
- b) Request for Use of Sports Facilities (APPENDIX B)
- c) Approved Budget Forms (APPENDIX D)
- d) Evaluation Report (APPENDIX E)

## 5.3 Approval for Support

- 5.3.1 Decisions are based on a majority vote of members present at any SSC meeting.
- 5.3.2 Applicants are notified of the council's decision no later than 30 days after the application deadline date.

## **ARTICLE 6 - FINANCIAL SUPPORT**

- 6.1 All financial support granted by the SSC must be spent solely on the events or items authorized by the SSC; any transfer requires the permission of the SSC.
- 6.2 Purchases or expenses covered with SSC financial allocations must be supported by original receipts. These receipts must be submitted to the Chair of the SSC (Julie Tam, Assistant Director, Communications and Marketing, Sports Services at 801 King Edward).
  - 6.2.1 Receipts must be submitted no later than 60 days after the activity or before the end of fiscal year (April 30), whichever is closest. Receipts submitted after this deadline are not accepted, thereby forfeiting the support from the School Spirit Council.
  - 6.2.2 Sports Services' Finance and Administration Manager or Reservations Officer do not make decisions based on SSC funding; their only role is to manage the finances or facility requests of the SSC. Applicants wishing to change their financial support must seek approval from the School Spirit Council.
  - 6.2.3 The SSC cannot reimburse an individual. Only clubs or an association can be reimbursed according to the financial standards within Sports Services.
- 6.3 All approved support is subject to evaluation by the SSC. Thus, the SSC reserves the

right to hold 100% of the approved financial allocation until it receives the project report.

- 6.4 The SSC grants financial support for only one project per group per session, except for campus-wide activities organized by SSC stakeholders.

### **ARTICLE 7 - FACILITY AND TECHNICAL REQUIREMENTS**

- 7.1 Applicants must make a tentative booking with the Sports Services Reservation Officer and must note the estimated costs for facilities and technical requirements.
- 7.2 Organizers of SSC-supported events must comply with all contracts involving sports facility rentals. These contracts must be signed by the person responsible for the event.
- 7.2.1 The SSC does not help pay cancellation fees for cancelled activities. The organizers are fully responsible for such penalties.
- 7.3 Event organizers must tend to any additional facility costs not covered by the SSC.
- 7.4 Requests for facility reservations are subject to Sports Services special event priorities.
- 7.5 The SSC Chair will confirm with Reservations that the application for funding has been approved.

### **ARTICLE 8 - COUNCIL MEETINGS**

- 8.1 Meeting dates: The SSC meets monthly as convened by the Chair
- 8.1.1 Meeting theme or priority
- |                    |  |
|--------------------|--|
| May – June         | Major events and introduction of new members |
| July               | Facility planning                            |
| August             | Facility reservations and request analysis   |
| September          | Request analysis                             |
| October            | Project update and analysis                  |
| November           | Project update and request analysis          |
| January – February | Project update and request analysis          |
| March – April      | Membership and policy review                 |
- 8.1.2 During the summer months the SSC will review the Terms of Reference and other administrative duties.
- 8.2 The deadline for applications is 3 working days preceding the meetings.
- 8.3 The meeting dates and times for the full year are set at the beginning of the fiscal year. The SSC reserves the right to add or cancel meetings.

## **ARTICLE 9 - REPORTS/EVALUATIONS**

9.1 Each project or event is subject to evaluation by the SSC.

9.2 All applicants or projects receiving SSC support must submit a report no later than 15 days after the project or activity has concluded. This report is used by the SSC to evaluate the fund allocations from the current year.

*Note: ARTICLE 6.3 All approved support is subject to evaluation by the SSC. Thus, the SSC reserves the right to hold all of the approved financial allocation until it receives the project report.*

9.3 Applicants must use the SSC template (APPENDIX E)

## **ARTICLE 10 - YEARLY COUNCIL EVALUATION**

10.1 At the end of each fiscal year, the Chair must submit an annual report to the SSC that includes financial activities.

10.2 Changes to its terms of reference require a 2/3 majority of the voting members present.



## Appendix A – Request for School Spirit Council Support

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

Project/Event Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Organization's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

To be eligible, your project must meet the following criteria:

- Be endorsed by your respective SSC member
- Help boost university pride and student participation
- Take place on campus
- Support the School Spirit Council's mandate

Project supported by: \_\_\_\_\_

Member Name

Member Organization

Next SSC Meeting: \_\_\_\_\_

Type of Request:  facility rental and/or  cash funding (total \$ \_\_\_\_\_)

All requests must include the following information:

- A project or event description, including
  - How the event will help promote University pride and student participation
  - The number of participants expected at the event or involved in the project
- A budget showing event expenses and revenues (see Appendix D) as well as all extra financial resources including the SSC contribution
- If necessary, a complete "Request for the use of sports facilities" form (See Appendix B)
- A completed "Request for School Spirit Council support" form (see Appendix A)

**School Spirit Council Mandate:** The SSC promotes and supports University pride and school spirit by encouraging student involvement in selected campus activities.

**School Spirit Council Members:** Sports Services, Community Life, SFUO, GSAED, Housing Services/CASPAR, Alumni and Development (See Appendix C for a complete list of voting members)  
For School Spirit Council only:

Request: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected	Meeting Date: _____
Details:	Chair's Initials:





## Appendix C – Committee Members, School Spirit Council

Stakeholders	Position	Representative		
Alumni Relations Office	Programs and Services Coordinator	Marie-Hélène Brisson	562-5800 x. 2879	<a href="mailto:marie-helene.brisson@uottawa.ca">marie-helene.brisson@uottawa.ca</a>
Alumni Relations Office	Manager, Alumni Loyalty	Danielle Bennett	562-5800 x. 2878	<a href="mailto:dbennett@uottawa.ca">dbennett@uottawa.ca</a>
Community Life Services	Manager, Events and Programming	Jane Cyr	562-5800 x. 2150	<a href="mailto:jane Cyr@uottawa.ca">janecyr@uottawa.ca</a>
Graduate Student Association	President	Philippe Marchand		
Residence Association	Residence Life Manager	Raynald Audet	562-5800 x. 3785	<a href="mailto:raudet@uottawa.ca">raudet@uottawa.ca</a>
Housing Services	CASPAR Co-ordinator	Alex Lacasse	562-5800 x. 3165	<a href="mailto:caspar@uottawa.ca">caspar@uottawa.ca</a>
SFUO	VP Student Affairs	Danika Brisson	562-5800 x. 4139	<a href="mailto:vp.studentaff@sfuo.ca">vp.studentaff@sfuo.ca</a>
SFUO	VP Social	Joel Larose	562-5800 x. 4572	<a href="mailto:vp.social@sfuo.ca">vp.social@sfuo.ca</a>
Sports Services	Assistant Director, Communications and Marketing	Julie Tam	562-5800 x. 6753	<a href="mailto:jtam@uottawa.ca">jtam@uottawa.ca</a>
Sports Services	Director	Luc Gelineau	562-5800 x. 4336	<a href="mailto:Gelineau@uottawa.ca">Gelineau@uottawa.ca</a>



## Appendix D – School Spirit Council Event Budget

Project/Event Name:

Applicant's Name:

Organization's Name:

Type of Request:  facility rental and/or  cash funding (total \$ \_\_\_\_\_)

Date of activity or project:

Number of student participants:

Location of the activity:

<b>REVENUES</b>	
Ticket sales/Participant costs	
Sponsorship and Partnerships	
Other on campus funding (such as requests to CLS, SFUO, faculty, etc.) – Please indicate if funds are requested or approved.	
Other:	
Other:	
<b>TOTAL REVENUES</b>	
<b>EXPENSES</b>	
Sports Services facility rental costs (please ensure contract is attached)	
Marketing materials	
Food and beverage	
Other:	
Other:	
Other:	
<b>TOTAL EXPENSES</b>	
<b>Total Revenues</b>	
<b>minus Total Expenses</b>	
<b>NET PROFIT/LOSS</b>	



## Appendix E – Evaluation Report, School Spirit Council

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Project/Event name: \_\_\_\_\_

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Applicant: _____	Organization name: _____
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Type of request:     Facility rental                      and / or                       Cash funding (total \$ \_\_\_\_\_ )

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Date of the activity or project: \_\_\_\_\_

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Number of student participants: \_\_\_\_\_

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Location of the activity: \_\_\_\_\_

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### ***How did the event or project support the School Spirit Council Mandate?***

#### *School Spirit Council Mandate*

The SSC promotes and supports University pride and school spirit by encouraging student involvement in selected campus activities.

### ***Activity Highlights:***

Please submit the following documents along with the evaluation form:

- a final budget showing event expenses and revenues, as well as all extra financial resources, including the School Spirit Council contribution
- a one page summary outlining the details of the SSC contribution to the activity or project

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*The report must be submitted to the SSC representative concerned no later than 15 days after the project or activity or before the end of the fiscal year (April 30), whichever is closer.*

Please submit the evaluation form and all pertinent information to  
Julie Tam, Assistant Director, Communications and Marketing – Sports Services,  
(613) 562-5800 ext 6753  
801 King Edward Ave. room E-212, Ottawa ON K1N 6N5  
or to [jtam@uottawa.ca](mailto:jtam@uottawa.ca)