

GEE-GEES GAME FUND

Revised November 2008



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HISTORY

This fund was created in 2003 through an agreement between Sports Services and the Student Federation of the University of Ottawa inc. (SFUO). After an increase in the Sports Services Referendum levy, it was decided that a portion of the money would be returned to students through sports related activities created by their respective student associations. This is in effort to increase student participation in campus life through athletic activities.

Article 1 – MANDATE

- 1.1 The Gee-Gees Game Fund promotes and supports University pride and school spirit by encouraging student involvement, through organized events by student federated bodies, Sports Services and/or the Student Federation of the University of Ottawa in Gee-Gees Interuniversity sporting events on the U of O campuses.

Article 2 – THE FUNDS

- 2.1 The Gee-Gees Game Fund is funded entirely through the Sports Services levy. The funds are divided in the following manner: 40% reserved for the Student Federated Bodies and 60% reserved for SFUO (VP Social) and Sports Services joint events.
 - 2.1.2 Sports Services Assistant Director, Communications and Marketing will manage the distribution of the funds.
- 2.2 The funds are only available for not-for-profit events held in conjunction with or in support of Gee-Gees interuniversity home games.
 - 2.2.1 If the event generates profit for the Student Federated Bodies, Sports Services and the SFUO reserves the right to deny the remittance of funds to the association.
- 2.3 When dealing with Sports Services, the liaisons for each Student Federated Body shall hold the position of VP Social, President, or a relative equivalent.
- 2.4 All funds must be used between May 1st and April 30th of the current academic year (fiscal year).
- 2.5 The Gee-Gees Game Fund will not support expenses related to the following:

- Alcohol purchase
- Financial Debt
- Cancellation Fees
- For-profit events
- Accrued Interest
- Travel not related to Gee-Gees games

Article 3 – FUNDING CRITERIA

- 3.1 Only Student Federated Bodies in good standing with the SFUO may make a request to use the Gee-Gees Game Fund.
- 3.2 The Student Federated Bodies must contact the Sports Services Assistant Director, Communications and Marketing to discuss possible events and dates.
- 3.3 Funding by the Gee-Gees Game Fund will only be handed out for events centered on a Gee-Gees interuniversity sporting event. Any funding for other events is left to the approval and discretion of a Sports Services Assistant Director, Communications and Marketing and the SFUO VP Social.
- 3.4 All requests must include a completed copy of the Gee-Gees Game Fund application form, a brief event description including the number of participants and its relevance to a Gee-Gees interuniversity sporting event, and a detailed budget clearly identifying all event revenues and expenses. (Appendices 2 & 4)
- 3.4.1 The application form must be signed by a VP Social, President of the Student Federated Body, or an agreed upon representative, and must be approved by the SFUO VP Social and Sports Services Assistant Director, Communications and Marketing.
- 3.5 The Gee-Gees Game Fund will support, but is not limited to, expenses related to the following:
- tickets to the sporting event
 - Gee-Gees paraphernalia
 - catering
 - rental of U of O facilities
 - publicity material
 - Sports Services fees
- 3.5.1 Sports Services Assistant Director, Communications and Marketing and SFUO VP Social shall accept or refuse proposals at their discretion.

3.6 Any application for funding must be made to the Sports Services Assistant Director, Communications and Marketing.

3.6.1 Any unused tickets for a Gee-Gees interuniversity sporting event must be returned to Sports Services at least two days after the event or the Student Federated Body will be responsible to pay for all of them.

Article 4 – FUND SURPLUS

4.1 If the allocation of funds is not exhausted throughout the fiscal year, the funds will be carried over to the next year's budget.

Article 5 – REPORTS/EVALUATIONS

5.1 Each project or event is subject to an evaluation by Sports Services and the SFUO.

5.2 All applicants or projects receiving the Gee-Gees Game Fund support must submit a report once the project or activity has concluded. This report is used by Sports Services to evaluate the fund allocations from the current year.

5.2.1 The report must be submitted to the Sports Services Assistant Director, Communications and Marketing or the SFUO VP Social no later than one month after the project or activity.

5.3 Sports Services reserves the right to hold **all** of the approved financial allocation until it receives the event report.

5.4 Reports must include the following information (please keep the report to less than two pages in length):

- The applicant and the frequency of requests (e.g. First time using the fund this year)
- Details of the Gee-Gees Game Fund contribution to the activity or project
- Number of participants
- Final budget indicating other resources and financial support for the event or project (other sponsors)
- Location of the activity
- Activity description (which sporting event and all adjacent events)
- Activity highlights and successes

Article 6 - REVIEW

- 6.1 The funds available, the process by which they are allocated, and the terms of the financial support to the Student Federated Bodies will be reviewed annually by Sports Services and the SFUO before the end of the fiscal year.
- 6.2 This review will produce a financial and procedural report on activities and processes for the past year.

APPENDIX 1: Gee-Gees Game Fund Application Form

Request date:	
Faculty or Association:	Representative:
Address:	
Phone number:	E-mail:
Gee-Gees Varsity Home Game (e.g. Men's hockey vs Toronto):	Date of Gee-Gees Game:
Event Description (include event description, number of participants and describe how event will increase school spirit and support the Gee-Gees):	
Requested Items (indicate amount e.g. \$200 and 50 thundersticks):	
Cash _____	Thundersticks _____
Face paint _____	T-shirts _____
Tickets (min 20) _____	

To be eligible, the application must meet the following criteria:

- The proposed event supports the University of Ottawa Gee-Gees and occurs in conjunction with a Gee-Gees home game
- The application is received at least two weeks prior to the event
- The Association or Faculty must be in good standing

Note: Funds cannot be use to pay for the purchase of alcohol.

All requests must include the following information:

- An event description including how the event will increase school spirit and support the Gee-Gees as well as the number of people expected to participate.
- A budget showing event expenses and revenues, as well as all extra financial resources (including the Game Fund contribution);
- A completed Gee-Gees Game Fund Application Form.

Faculty/Assoc. Representative

Sports Services Representative

SFUO VP Social

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Request: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
Details:	Initials:

APPENDIX 2: Sample Budget

Revenue

	<u>Qty</u>	<u>Cost</u>	
Ticket Sale	100	\$3.00	\$300.00
Game Fund Contribution			\$900.00
Faculty Contribution			\$500.00
			Total: \$1,700.00

Expenses

Tickets	100	\$3.00	\$300.00
Pizza and Pop	100	\$5.00	\$500.00
Gee-Gees T-Shirts	100	\$5.00	\$500.00
Gee-Gees Thundersticks	100	\$1.00	\$100.00
Posters and flyers			\$200.00
Room rental			\$100.00
			Total: \$1,700.00
			Grand Total: \$0.00

APPENDIX 3: Event Ideas (Suggestions and Examples)

Event 1

- 1 hour of free skating for all participants prior to a Men or Women's Gee-Gees hockey game;
- Attendance at a hockey game with their very own Gee-Gees hockey jerseys and Thundersticks;
- Rental of the Gallery as a VIP lounge;
- After-game pizza party. Everyone gets a slice of pizza and a pop.

Event 2

- Student-Teacher Basketball Tournament in a Montpetit Gym;
- Tickets to the Men AND Women's basketball games;
- Pizza for all of the participants;
- Gee-Gees T-Shirts to wear at the game;
- Thundersticks to make noise at the game;
- Announcement of the tournament results from the announcer;
- Obstacle course during the game half times pitting students against teachers once more.

Event 3

- Round Robin Volleyball Tournament in a Montpetit Gym;
- Tickets to the Women's volleyball game;
- Pizza and pop for all participants at the game;
- Presentation of the winning team and their prizes during a time out in the Women's game

Event 4

- Pre-game party – free hot dogs and pops for all participants;
- Free bus ride to Lansdowne Park to watch a Gee-Gees football game;
- Gee-Gees t-shirts for all participants;
- A private suite at Lansdowne for VIPs and/or contest winners.

**These events are merely suggestions. Feel free to be creative and find the best way to get your Faculty involved!*

APPENDIX 4 : Important Contacts

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