

UNIVERSITY OF OTTAWA

SCHOOL SPIRIT COUNCIL TERMS OF REFERENCE

*Revised September, 2017*



## **INTRODUCTION**

The School Spirit Council (SSC) was established in 2001 as part of a student referendum to increase the sport accessory fees. The mandate of the SSC is to promote University pride and school spirit and enhance the overall student experience.

The original amount allocated to the SSC fund in 2001 was \$25,000. In 2003, the Student Federation of the University of Ottawa approved unanimously to increase the sport accessory fee by 15% in exchange for an additional \$25,000 annually being contributed to the SSC fund. Any cash funds not disbursed in a calendar year are carried over as a surplus on an annual basis. In 2003, Sports Services also began contributing an additional \$50,000 in free facility rentals for student initiatives.

## ARTICLE 1 – MANDATE

- 1.1 The School Spirit Council (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 University of Ottawa student interest groups and services that support students 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 student groups as well as services organizing events for students some leverage in attracting resources from other partners. SSC support **cannot be an event's sole source of funding.**
- 1.4 The SSC 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 SSC reviews and considers proposals for support on a monthly basis during the academic year (September to April). Applications from May to August will be considered on a case-by-case basis. The Chair reserves the right to cancel monthly meetings if there are no applications.
- 2.2 The SSC has one chair (*Housing Manager, Financial analysis*) and nine voting members, one from each of the following Services:
  - Sports Services
  - Alumni Relations
  - Community Life Service
  - Housing Service
  - Student Services – Marketing and Communications

And two from each of the following student organizations:

- Student Federation of the University of Ottawa (SFUO)
- GSAED

### 2.2.1 Representation

Throughout this document, services refers to Sports Services, Alumni Relations, Community Life Service and Housing Service and student organizations refers to the SFUO and GSAED.

<b>Stakeholder</b>	<b>Representative</b>	<b>Constituency</b>
Housing Service CHAIR	Manager, Financial Analysis	Represents all residence groups and students, as recognized by Residence and Housing.
Sports Services	A varsity athlete or Promotions and Ticketing Officer or Alumni Relations Officer or Sports Services employee	Represents all programs, interuniversity teams and club teams in good standing, as recognized by Sports Services.
SFUO	VP Social	Represents all student associations and SFUO clubs in good standing, as recognized by the SFUO
SFUO	VP University Affairs	Represents all student associations and SFUO clubs in good standing, as recognized by the SFUO
Alumni Relations Office	Manager, Alumni Loyalty or Programs and Services Coordinator	Represents the University of Ottawa Alumni
Community Life	Manager, Events and Programming or Manager, Francophone Programming	Represents student groups on the University of Ottawa campus.
GSAED	Student Life Commissioner	Represents all graduate students and graduate student associations in good standing, as recognized by GSAED
GSAED	University Affairs Commissioner	Represents all graduate students and graduate student associations in good standing, as recognized by GSAED
Housing Service	RAUO President or Residence Life Manager or Resource Centre Coordinator	Represents all residence groups and students, as recognized by Residence and Housing.

See Appendix F for a complete list of representatives and contact information.

- 2.2.2 The voting members of each Service/student organization reserves the right to request to send an alternate voting designate as proxy if none of the representatives is available. **The request must be submitted in writing to the Chair at least two days prior to the next meeting.**
- 2.3 Student Services is responsible for appointing a Chair to the SSC. The Chair keeps SSC records, receives monthly statements, calls the meetings, tracks the support awarded, manages the SSC budget and ensures continuity by keeping the new members informed.
- 2.4 Quorum for the SSC is 4 voting members.
- 2.5 All SSC decisions are made by majority vote of the voting members present.
- 2.6 The Chair of the SSC casts the deciding vote in case of a tie.

### **ARTICLE 3 – AVAILABLE SUPPORT**

3.1 The SCC funding is to be used in promoting pride and school spirit on campus. The committee will use this as a guiding principle for the allocation of funds. The total value of the support available annually from the School Spirit Council is \$100,000. The funds are divided as follows:

- \$50,000 in facility reservations
- \$45,000 in financial support
- \$ 5,000 for Gee-Gees promotional materials

Note: The promotional materials (e.g. thundersticks, noisemakers, t-shirts) are distributed to groups that request them in support of their event to enhance school spirit.

3.2 In a given year, applications from student organizations are allocated up to 75% of the total available yearly financial funding and facility reservations. Applications from Services are allocated up to 25% of the total available yearly financial funding and facility reservations.

3.2.1 A maximum allocation of \$5,000 in financial support can be allocated per application.

3.2.2 A maximum amount of 60% of the total available yearly financial funding and facility reservations can be allocated to events occurring between May 1 and December 31 each year with the remainder being available for events occurring between January 1 and April 30.

3.3 Remaining funds at the end of the fiscal year are carried over into the next year's budget. Remaining facility allocations are not 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, but not limited to, the following:

- The purchase of team/group uniforms and equipment
- Alcohol
- An event's net loss
- For-profit events (including events where profits are donated to a charity)
- Full-time staffing
- Cancellation fees
- Accrued interest

The SSC accepts or rejects support requests at its discretion.

### **ARTICLE 4 – ELIGIBILITY CRITERIA**

4.1 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.

4.2 Any campus group submitting an application must submit it directly to the Chair for consideration by the SSC.

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

- Groups must submit an application by completing the appropriate forms which are available online at [www.geegees.ca](http://www.geegees.ca). Click on the School Spirit Council button on the bottom right-hand side of the web page to download a copy of the Terms of Reference and the application form.
- Groups should refer to Appendix A: Application for SSC Support Checklist when preparing their application.
- 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 submit a copy of the contract with the application for funding support (Appendix C).
- A detailed budget outlining project revenues and expenses and any other relevant documents must be attached to all applications. (Appendix D).
- Applications and supporting documentation are to be submitted to the SSC chair at least 3 (three) working days before the next SSC meeting.

#### 5.2 Official forms

- Application for SSC Support Checklist (Appendix A)
- Request for SSC Support (Appendix B)
- Event Budget for SSC Support (Appendix C)
- Event Evaluation Report for SSC Support (Appendix D)
- SSC Members (Appendix E)
- SSC History (Appendix F)

#### 5.3 Approval for Support

5.3.1 Decisions are based on a majority vote of members present at SSC meetings.

5.3.2 Applicants are notified of the SSC's decision no later than seven days after the SSC meeting.

### 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 (Benoit Séguin, CPA auditor, CGA, Manager, Financial Analysis, Housing Service at Stanton residence room 128-100 University.).

6.2.1 Receipts must be submitted no later than 14 days after the activity or before the end of fiscal year (April 30), whichever is sooner. Receipts submitted after this deadline will not be accepted, thereby forfeiting the support from the SSC.

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 SSC.

- 6.3 SSC funding support is only awarded to the group/organization in the form of a cheque **after** the event takes place and if it is deemed a success. All approved support is subject to evaluation by the SSC. Thus, the SSC reserves the right to withhold 100% of the approved financial allocation until it receives the detailed event evaluation report, final event budget and original receipts no later than 14 days after the event.

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

- 7.1 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.
- 7.1.1 The SSC does not help pay cancellation fees for cancelled activities. The organizers are fully responsible for such penalties.
- 7.2 Event organizers must pay for any additional facility costs not covered by the SSC.
- 7.3 Requests for facility reservations are subject to Sports Services special event priorities.
- 7.4 The SSC Chair will confirm with the Reservations Officer that the application for funding has been approved.

#### **ARTICLE 8 – RECOGNITION OF SSC SUPPORT**

- 8.1 Any group that is approved for SSC support is required to acknowledge this support by including the SSC logo on printed materials (e.g. posters, programs, flyers, banners) as well as verbal acknowledgment in any scripts or presentations.
- 8.2 Proof of recognition of SSC support must be provided in the final report (e.g. samples of printed materials with the SSC logo).
- 8.3 To obtain a copy of the SSC logo, please contact the Chair of the SSC (Benoit Séguin CPA auditor, CGA, Manager, Financial Analysis at Stanton room 128-100 University [bsegui3@uottawa.ca](mailto:bsegui3@uottawa.ca) or 613-562-5800 ext. 3974).

#### **ARTICLE 9 – COUNCIL MEETINGS**

- 9.1 The SSC meets on the second Thursday of every month at 1:00 pm or as convened by the Chair. The Chair of the SSC reserves the right to add or cancel meetings.
- 9.2 At the end of each fiscal year (March or April) the SSC will review the Terms of Reference and other administrative duties.
- 9.2.1 The Terms of Reference will be in effect from May 1 to April 30 each year.
- 9.3 Changes to the SSC terms of reference requires a 2/3 majority of the voting members present.

#### **ARTICLE 10 – FINANCIAL REPORTS**

- 10.1 The Chair will provide SSC members with a detailed accounting of all disbursements electronically prior to each meeting.
- 10.2 At the end of each fiscal year, the Chair will present a summary of all disbursements including whether or not there is a surplus that will be carried over to the next fiscal year.



## **APPENDIX A**

### **Application for School Spirit Council Support Checklist**

#### **Part 1: Applying for SSC Support**

Please submit the following when applying for SSC support.

- Appendix B: Request for School Spirit Council Support including:
  - The name of the organization/group requesting SSC support
  - Contact information for the organization/group including phone number, email address and mailing address (Note: if we cannot contact you or do not have an address where we can send the cheque, we cannot approve your application)
  - The name of the event
  - The date and times of the event
  - The number of uOttawa student participants
  - The number of non-uOttawa student participants
  - The location of the event
  - A description of the event
  - The objectives of the event including how the event contributes to university pride and student participation
  - The FOAP if the SSC support is to be paid by internal budget transfer
  - Check if you require Gee-Gees promotional materials for the event, indicate quantities
  - Check if you require a facility subsidy, cash support or both. Please indicate the amount you are requesting.

- Copy of a Tentative Sports Services Facility Reservation (if applicable)

If you are requesting a facility subsidy, submit a copy of your contract for the facility booking. Please contact the Sports Services Reservation Officer at 613-562-5948 to tentatively reserve the facility for your event. This ensures that the facility is available for your event prior to awarding SSC support.

- Appendix C: Event Budget including:
  - The name of the organization/group requesting SSC support
  - Contact information for the organization/group
  - The name of the event
  - The dates and time of the event
  - A summary of all event revenues (actual and anticipated) including the requested amount of SSC support
  - A summary of all event expenses (actual and anticipated) including the requested facility subsidy if applicable
  - The event's net profit/loss





## APPENDIX A cont'd Application for SSC Support Checklist

### Part 2: Acknowledging SSC Support

Please acknowledge the support you received from the SSC.

- Received electronic copy of SSC logo
- Acknowledgement of SSC funding included in scripts/presentations
- SSC logo included in the production of all printed and web materials as well as visual presentations (e.g. PowerPoint presentations)

### Part 3: Receiving your SSC Support

Please submit the following within 14 days of your event's conclusion in order to receive your SSC funding.

- Appendix D: Event Evaluation Report including:
  - The name of the organization/group requesting SSC support
  - Contact information for the organization/group
  - The name of the event
  - The date and times of the event
  - The final number of uOttawa student participants
  - The final number of non-uOttawa student participants
  - The location of the event
  - A description of the event's highlights and lessons learned/areas that need improvement
  - A description of how the SSC support contributed to the event
- Copies of printed materials, web screen shots, PowerPoint slides or photos of the event that demonstrate how the SSC was recognized for its support.
- A final event budget outlining the event's actual revenues and expenses as well as the net profit/loss.
- Original receipts for approved items equal to or greater than the amount of SSC funding that was approved.

Please submit all forms and supporting documentation to  
Benoit Séguin, CPA auditor, CGA, Manager, Financial Analysis – Housing Service,  
(613) 562-5800 ext. 3974  
100 University 128, Ottawa ON K1N 1H3  
or to [bsegu3@uottawa.ca](mailto:bsegu3@uottawa.ca)



**APPENDIX B**  
**Application for School Spirit Council Support**

**Group/Organization Contact Information:**

Name of group/organization:	
Phone number:	
Email address:	
Mailing address: (please provide a complete mailing list including room number and postal code)	
FOAP (for internal budget transfers only)	

**Event Information:**

Name of event:	
Event dates and times:	
Number of uOttawa student participants:	
Number of non-uOttawa student participants:	
Location of the event:	
Event description: (attach separate document if you require additional space)	
Event objectives: (attach separate document if you require additional space)	

**Request for SSC Support:**

- Facility subsidy \$ \_\_\_\_\_
- Cash funding \$ \_\_\_\_\_
- Gee-Gees promotional materials Quantity \_\_\_\_\_



**APPENDIX C**  
**Event Budget for School Spirit Council Support**

**Group/Organization Contact Information:**

Name of group/organization:	
Phone number:	
Email address:	
Mailing address: (please provide a complete mailing list including room number and postal code)	

**Event Information:**

Name of event:	
Event dates and times:	

**Revenues**

Item	Description	Estimated	Actual
<b>Total Revenues</b>			

**Expenses**

Item	Description	Estimated	Actual
<b>Total Expenses</b>			

**Net Profit/Loss**

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**APPENDIX D**  
**Event Evaluation Report for School Spirit Council Support**

**Group/Organization Contact Information:**

Name of group/organization:	
Phone number:	
Email address:	
Mailing address: (please provide a complete mailing list including room number and postal code)	
FOAP (for internal budget transfers only)	

**Event Information:**

Name of event:	
Event dates and times:	
Number of uOttawa student participants:	
Number of non-uOttawa student participants:	
Location of the event:	
Event highlights and lessons learned/areas that need improvement: (attach separate document if you require additional space)	
Describe how the SSC support contributed to the event: (attach separate document if you require additional space)	

- Copies of printed materials, web screen shots, PowerPoint slides or photos of the event that demonstrate how the SSC was recognized for its support.
- A final event budget outlining the event's actual revenues and expenses as well as the net profit/loss.
- Original receipts for approved items equal to or greater than the amount of SSC funding that was approved.



**APPENDIX E**  
**School Spirit Council Members**

**Group/Organization Contact Information:**

<b>Group</b>	<b>Representative</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Housing Service CHAIR	Manager, Financial Analysis	Benoit Séguin	613-562-5800 ext. 3974	Bsegui3@uottawa.ca
Sports Services	Varsity athlete, or Promotions and Ticketing Officer or Alumni Relations Officer or Sport Services employee	Julie Tam	613-562-5800 ext. 6753	jtam@uottawa.ca
SFUO	VP Social		613-562-5966 ext. 4579	vp.social@sfuo.ca
SFUO	VP University Affairs		613-562-5966 ext. 4074	vp.university@sfuo.ca
Alumni Relations Office	Program Coordinator Alumni Benefits and Services or designate	Hilary Rose	613-562-5800 ext. 9081	Hillary.Rose@uottawa.caa
Community Life	Manager, Events and Programming	Pierre Desjardins	613-562-5800 ext. 2150	pierre.desjardins@uottawa.ca
GSAED	Student Life Commissioner		613-562-5800 ext. 4309	studentlife@gsaed.ca
GSAED	University Affairs Commissioner		613-562-5800 ext. 3011	university@gsaed.ca
Housing Service	Residence Life Manager, Residence Life Coordinator, Programming or RAUO President	Raynald Audet  Caroline Blouin  Hamilton O'Dea	613-562-5800 ext. 3785  613-562-5800 ext. 3041  613-564-5400 ext. 5055	raynald.audet@uottawa.ca  cbloui2@uottawa.ca  president@aruo-rauo.com
Student Services (Marketing and Communication)	Manager, Strategic Initiatives, Marketing Officer or Communications Officer	Marcelle Kimberley	613-562-5800 ext. 3918	mkimberl@uOttawa.ca



## **APPENDIX F**

### **School Spirit Council History**

In the mid-2000s, demand for SSC funds was low and Sports Services and the SSC members made a concerted effort to promote the fund to students. Presentations were made to the faculties and the terms of reference and application forms were made available online.

In 2009-10, the SSC began to see the fruits of its labours as more applications for SSC funding began to come in. More and more events were being organized on campus and more and more students were having a positive student experience as a result.

In 2008-09, 29 applications for SSC funding were approved for a total of just under \$18,000. In 2009-10, the disbursements were just over \$54,000 for the same number of applications. In 2010-11, the number of applications increased to 33 with total disbursements of nearly \$94,000. The overall surplus has been reduced from over \$100,000 to approximately \$50,000. At the current rate, the surplus will be completely eliminated within two years and only \$50,000 will be available to sustain a wide range of very positive and successful events on campus that promote and support University pride and school spirit.