

STUDENT GROUP AND ASSOCIATION REGISTRATION

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

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

JUNE 1ST REGISTRATION

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

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

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

SIGNING OFFICER AND BOOKING OFFICER

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

For details, visit: concordia.ca/students/life/resources/register-group

ALCOHOL ON UNIVERSITY PREMISES

To obtain a liquor permit:

- Book the space through the [Designated Space Administrator \(DSA\)](#):
- Request the space at least twenty (20) BUSINESS days prior to the event.
- Provide the DSA with the following:
 - A completed waiver form for [alcohol-related events](#) is available.
- In order to serve alcohol, you must be Safe Server Program or SSP certified. To become SSP certified, you must register online at concordia.ca/student/life/resource/ssp for an in-person training session.
- The training is one and a half hours and certifies you to serve alcohol on campus for one year. After the first year, you will be prompted for an online booster test yearly.
- Ensure that you sign up ahead of time as there is limited space in each session.
- The DSA will submit your request to a Security Analyst. Once the request is approved, the Dean of Students office will prepare the letter of support and send it to the DSA.
- Pick up the alcohol letter from the DSA.
- Mail the letter, any accompanying documents and payment to the Régie des alcools (560 boul. Charestest Quebec, QC G1K 3J3) a minimum of 15 days before your event.

FOOD AT EVENTS

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

SELF-CATERED EVENTS

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

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

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

B. SELF-CATERED EVENTS WHERE HIGH RISK FOODS ARE SERVED

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

C. SELF-CATERED EVENTS WHERE HIGH RISK FOODS ARE SOLD

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

CATERED EVENTS

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

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

ADVERTISING: POSTERS AND FLYERS

POSTERS

Groups can place posters relating to their club activities on bulletin boards in the Hall building, AD, and CC buildings. However, only stamped posters are permitted on boards. Interested in finding out how you can poster around the University, follow these steps:

1. Read the Postering Guidelines, found here: concordia.ca/posteringrules
2. Visit the office of your Umbrella Association (Ex: CSU, ASFA) and ask them to stamp your posters.
3. Hang up your posters on designated bulletin boards around campus.
4. Take down your posters by the date stamped on your posters.

Posters that have not been approved and stamped will be taken down.

FLYERS

The distribution by student associations of printed material on campus is governed by the existing University policy on publications. Flyers can be distributed at booked information tables only. Information can be found [here](#).

SUSTAINABLE EVENT PLANNING

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

COMPOSTING

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

THE DISH PROJECT

Reusable tableware is available through the Dish Project. Fill out the request form at dishproject.ca/book-dishes at least 5 business days before your event.

CONTACT US

Website: concordia.ca/dos

Email: deanofstudents.office@concordia.ca

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STUDENT SERVICES