



CONCORDIA STUDENT ASSOCIATIONS WHAT YOU NEED TO KNOW

REGISTER YOUR ASSOCIATION

1. Your association must be registered in order to book space.
 - a. At the start of each new academic year, complete a registration form.
 - i. CSU groups: stop by Hall 711.
 - ii. All other groups: Fill out the online form at www.concordia.ca/students/clubs/registration.html, print, sign, get umbrella organization approval, and return to the Dean of Students.

CONCORDIA COUNCIL ON STUDENT LIFE SPECIAL PROJECT FUND

The Concordia Council on Student Life (CCSL) makes funds available to support projects that enhance or contribute to the quality of student life at Concordia. Events, projects or initiatives that enhance student life are ones that seek to positively raise awareness or engage the student body in a social, political, educational or cultural context. The fund is designed to support innovative and unique activities rather than on-going operating expenses of student groups and initiatives. CCSL Special Project funding is awarded twice per year and is available to any student or student group. For more details visit: www.concordia.ca/students/beyond-the-classroom/ccsl/special-project-fund.html

CO-CURRICULAR RECORD

STAND OUT AND GET RECOGNIZED!

The Co-Curricular Record (CCR) is an official Concordia University document that highlights the extra-curricular activities you were part of at Concordia and the skills you have acquired from participating in them.

In addition to being an official record of your involvement at Concordia, having a CCR offers you many benefits such as:

- A tool to demonstrate and communicate your acquired skills
 - Standing out to potential employers
 - Differentiating your Graduate school Application

For details, visit:

www.concordia.ca/students/records/co-curricular

BOOK A SPACE

1. Review the event planning policies and guidelines at www.concordia.ca/hospitality/event-logistics.html.
2. The booking officer for the association arranges the booking.
3. Book early – space is in great demand. All bookings are on a first-come, first-served basis. Your use of the space is not confirmed until you have received a final, written confirmation.

SPACE	OFFICE RESPONSIBLE	BOOKING PROCEDURE
SGW Terrace, Loyola G-Lounge, Loyola Quadrangle	Dean of Students Office	Forms available at deanofstudents.concordia.ca or in-person at SGW H637 or Loyola AD121
De Sève Cinema	De Sève Cinema	Phone 514-848-2424, ext. 3460
Classrooms, conference rooms, cinemas	Hospitality Concordia	My Concordia Portal
CSU booths, second floor Hall building	CSU	Book through the CSU website
ASFA, CASA, ECA, FASA, GSA booths, second floor Hall building	ASFA, CASA, ECA, FASA, GSA	Contact the President or Student Affairs person of the umbrella association
CSU tables*, Mezzanine	CSU	Book through the CSU website
Faculty space		Contact the faculty administration office
Loyola Chapel	Multi-Faith Chaplaincy	Phone 514-848-2424, ext. 3588

*With the exception of bake sales, food, music or sales are not permitted at information tables.



ALCOHOL ON UNIVERSITY PREMISES

To obtain a liquor permit:

- Book the space through the Designated Space Administrator (DSA):
www.concordia.ca/content/dam/concordia/services/event-planning/docs/Concordia-DSA-List.pdf
- 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, available at the Dean of Students Office or download at www.concordia.ca/hospitality/event-logistics/alcohol-at-events.html
- Proof that you have taken the Server Intervention Programme (SIP) test. The booklet and test are available on your “MyConcordia” portal.
- 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.

- Take the letter, any accompanying documents and payment to the Régie des alcools (1 Notre Dame East, 9th floor) 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: www.concordia.ca/hospitality/event-logistics/food-at-events



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.

B. SELF-CATERED EVENTS WHERE HIGHER 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 HIGHER 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: www.concordia.ca/hospitality/event-logistics/food-at-events

- 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. www.concordia.ca/content/dam/concordia/services/event-planning/docs/Concordia-Approved-Caterers-List.pdf

- 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

The University allows registered student groups to 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: www.concordia.ca/content/dam/concordia/offices/dean-students/docs/posting.pdf
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. www.concordia.ca/content/dam/concordia/offices/dean-students/docs/flyers.pdf

THE DEAN OF STUDENTS OFFICE

The Dean of Students Office is where you can go to enhance your student experience at Concordia! Whether you are looking for help with a group, you want to get involved in Concordia's rich life out of the classroom, or start your own initiative we are here to support you.

In addition to the programs and services catered to helping student groups, the Dean of Students has many other programs and services available to students such as:

- The Concordia Council on Student Life
- LIVE Centre (for volunteering opportunities)
- Alternative Spring Break
- Peer Tutors
- Commissioner of Oaths
- Resource Library
- Loyola Info Centre
- Music Room

To find out more about the Dean of Students Office visit: www.concordia.ca/offices/dean-students

CONTACT US

Email: deanofstudents.office@concordia.ca

SIR GEORGE WILLIAMS CAMPUS

Phone: 514-848-2424, ext. 3517

Office: H-637

Address: 1455 De Maisonneuve Blvd. W.

Monday to Thursday

9 a.m. to 7 p.m.

Friday

9 a.m. to 5 p.m.

LOYOLA CAMPUS

Phone: 514-848-2424, ex. 4239

Office: AD-121

Address: 7141 Sherbrooke St. W.

Monday to Friday

9 a.m. to 5 p.m.



STUDENT SERVICES

YOUR CAMPUS,
YOUR SUCCESS,
**YOUR STUDENT
SERVICES**