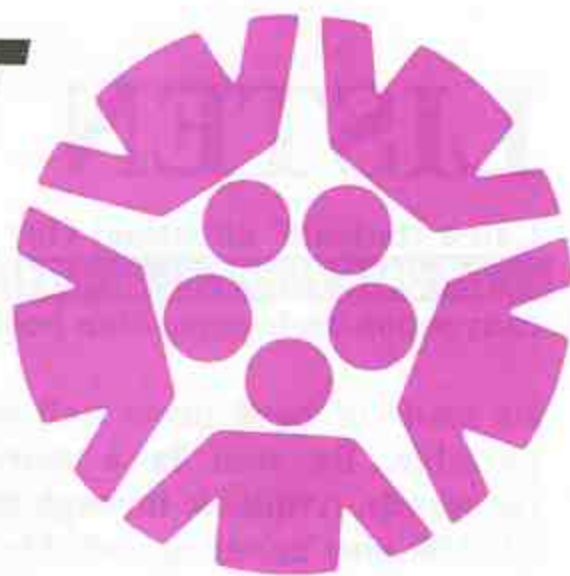


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# **STUDENT GROUP CENTRE**



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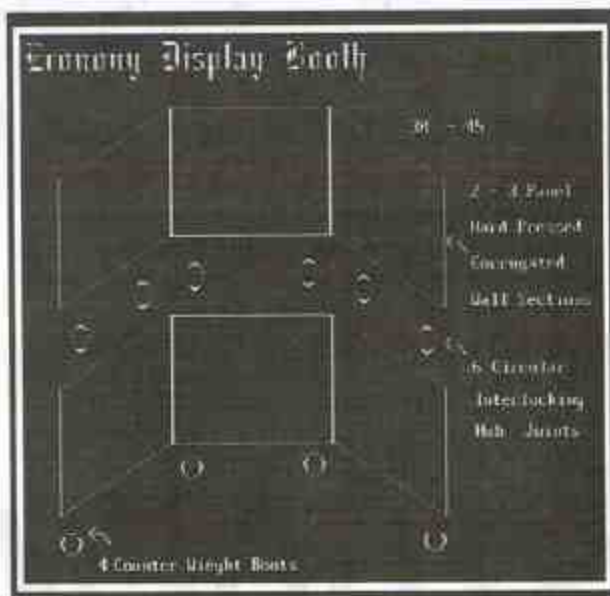
- LOWERS GROUPS' OPERATING EXPENSES**
- CENTRALIZES RECRUITMENT EFFORTS**
- PROMOTES COLLECTIVE EVENTS**
- ENHANCES COMMUNICATIONS AND**
- FOSTERS COOPERATION / COMMUNITY**

*To be presented in Orlando, Florida, USA at NCSS'91:  
ESTABLISHING A STUDENT GROUP CENTRE: A Canadian Perspective*

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**FALL, 1991**

**TO: ALL STUDENT COUNCIL LEADERS RESPONSIBLE FOR STUDENT GROUPS  
ALL CAMPUS STUDENT GROUP EXECUTIVE MEMBERS  
ALL EXECUTIVE DIRECTORS OF STUDENT AFFAIRS/STUDENT LIFE**

**RE: REVITALIZING STUDENT LIFE ON YOUR CAMPUS**

*Dear Colleagues,*

*A focus for student group activity on campus ... a communication headquarters to quickly contact campus groups ... an administrative bee hive stocked with ALL standard office resources ... a production mill to create wonders and a coordinator to bring it all together for the students of your campus. In a nut shell, these statements capture the essence of the UMSU Student Group Centre, an inexpensive, creative solution for servicing campus student groups.*

*Since attending both the Canadian Student Services Conference (CSSC'90) and the American National Conference on Student Services (NCSS'90), I have received several requests for information regarding the Student Group Centre concept.*

*The following report (manual) walks readers through the development stage of preparing a proposal to build a Student Group Centre. The report is supported by three (3) additional documents, one of which is appended. The report, along with the appended 1991-92 Budget, the Guide to UMSU Recognition and Benefits and an issue of THE STUDENT GROUP TIMES, provide the readers with a variety of ideas and examples that they may use to develop their own Centres.*

*The services suggested in the appendix are independent of one another. Therefore, the development of your Centre may be as fast (or slow) as your financial and space constraints permit. Large institutions with available resources and a high need for the Centre may be able to support all the ideas suggested (and more) in their first year. More moderate universities may choose to develop their Centres at a slower pace. THE CHOICE IS YOURS!!!*

*It is my sincerest wish that each campus may find the space and resources to establish a Student Group Centre. The benefits that such a Centre can provide your students are invaluable and the results will make themselves readily apparent as you witness the fast paced expansion of your campus student group network.*

*Academic, Cultural, Recreational, Political and Religious groups alike will find that the Centre's resources help their group run more efficiently, aid in the success of events and effortlessly attract new members. Efficient operations, successful events and more members -- what else could be better.*

*The beauty of the Centre is that its growth rate is flexible and controllable. Your Centre may even SAVE your organization money by administering your present programmes for student groups in a more cost effective manner.*

*I hope you will find the ideas presented thought-provoking, if not enlightening. After you have read this report, please feel free to copy it in its entirety (or in part; double-sided) and pass it on to a colleague who may also be interested in the concept. I simply ask that this report and its supporting documents are not sold; I wish for them to be circulated freely.*

*The report has been prepared for a seminar at NCSS'91. It may still contain textual and typographical errors. For this I apologize, but I would appreciate your assistance in locating such errors and inconsistencies. If you have any questions or contributions regarding the contents of this publication or the development of the SGC concept, please write the UMSU at the above address. You may address the inquiry to myself until April '92 and thereafter, to the current Director of Student Services or the Student Group Centre Coordinator.*

Regards,

Jeff Hurst

Director of Student Services, 1990 - 91  
Vice President of UMSU, 1989 - 90



1. PLEASE BE ADVISED THAT THE AUTHOR IN NO WAY CLAIMS OR INTENDS THAT THE INFORMATION FOUND IN THIS REPORT BE APPLIED DIRECTLY TO ANY GIVEN CAMPUS ENVIRONMENT. FACTS, FIGURES AND POLICIES VARY FROM LOCATION TO LOCATION. READERS ARE RESPONSIBLE FOR APPLYING THE INFORMATION FOUND WITHIN THIS REPORT TO THEIR OWN SITUATIONS WITH DUE CARE AND CAUTION FOR THEIR LOCAL ENVIRONMENTS. ANY DEVELOPMENT ENCOURAGED AND SPONSORED BY THIS MANUAL IS INTENDED TO BE APPROVED AND SPONSORED BY THE HOST ORGANIZATION OF THE DEVELOPER.
2. THE UNIVERSITY OF MANITOBA IS LOCATED ON THE SOUTH SIDE OF WINNIPEG IN THE PROVINCE OF MANITOBA, CANADA. ITS STUDENT POPULATION IN 1991 IS APPROXIMATELY 23,000. THE UoM STUDENTS' UNION IS PROUD TO SPONSOR THE CENTRE'S SECOND YEAR AND IS VERY PLEASED WITH ITS SUCCESS.

UMSU COLLECTS APPROXIMATELY \$600,000.00/YEAR IN STUDENT FEES, HAS CAMPUS CORPORATE EARNINGS (NET) OF NEARLY \$300,000.00/YEAR AND RETURNS APPROXIMATELY \$750,000.00/YEAR DIRECTLY TO THE STUDENT BODY IN TERMS OF SERVICES, PROGRAMMES AND ADVOCACY.

***SHOULD YOU ENDEAVOUR TO DEVELOP A CENTRE AND RUN INTO PROBLEMS, PLEASE CONSIDER THE CONSULTATION SERVICE OFFERED BY THE AUTHOR. IT'S REASONABLE & WILL SAVE YOU TIME & MONEY DO NOT WASTE YOUR TIME "RE-INVENTING THE WHEEL"!!!***

# TABLE OF CONTENTS

<b>THE NEED FOR SOMETHING NEW</b>	
WHAT IS A STUDENT GROUP CENTRE .....	2
WHY DOES ANY CAMPUS NEED A STUDENT GROUP CENTRE .....	3
<b>ASSESSING YOUR CAMPUS ENVIRONMENT</b>	
DOES YOUR CAMPUS NEED A STUDENT GROUP CENTRE .....	4
<b>DEVELOPING A SOUND PROPOSAL</b>	
DREAM A LITTLE .....	5
SET THE GOALS OF THE CENTRE .....	6
SELECT THE SERVICES .....	7
PRIORIZATION CHART .....	8
MONEY, MONEY, MONEY .....	9
WHERE TO HOUSE THE CENTRE: SPACE NEEDS .....	10
<b>PHYSICAL CONSIDERATIONS</b>	
EQUIPMENT AND FURNISHINGS .....	11
ACQUISITION TECHNIQUES .....	11
FINDING A GOOD LOCATION .....	12
PICTURES OF THE UMSU STUDENT GROUP CENTRE .....	13x
<b>OPERATIONAL CONSIDERATIONS</b>	
STAFFING OPTIONS .....	14
JOB DESCRIPTION .....	15
SALARY .....	15
EXAMPLE OF DUTIES AND RESPONSIBILITIES .....	16
HIRING .....	17
HOURS .....	18
POLICIES .....	18
DELIVERY OF THE SERVICES .....	19
CORRESPONDENCE .....	19
<u>THE POWER STRUCTURE: DEVELOPMENT CONTROL &amp; POLICY CREATION</u> .....	20
<b>BUDGETING; A suggested process</b> .....	21
<b>OPEN THOSE DOORS AND OPEN THEM WIDE!!!</b>	
PROMOTION OF THE CENTRE .....	23
<b>CLOSURE</b>	
A NATIONAL STUDENT GROUP NETWORK .....	24
CONSULTATION SERVICES .....	24
CONTACT INFORMATION .....	25
LETTERS FROM GROUPS .....	26
<b>APPENDIX</b>	
THE 1991-92 UMSU SGC PROPOSED OPERATING BUDGET .....	ATTACHED

## CREDITS

I would like to sincerely thank those who helped me prepare this manual and attend NCSS'91. Expressly, Darcie Davidowich, Mark Anderson, Andre Kriening and Tracey Stadnyk; thank you for your assistance with production and proof-reading. Thanks to The UofM Alumni Association and the UofM Students' Union for their generous contributions of funds to promote and share the concept of developing a Student Group Centre. A warm thank you to Carole-Ann Ball, the UMSU SGC Coordinator, for making the Centre's first year so successful and appearing on the cover.

Last, but certainly not least, I wish to acknowledge the work of two very good colleagues of mine. They suffered through some of the most fierce and bitter times that UMSU experienced with the campus groups while searching for a working solution. Their struggles, researched and recommendations truly initiated the movement which built the Centre for the students of the UofM to enjoy today. To Rob Parker, UMSU-DSS 1987-89 and Karen Taraska, UMSU President 1987-89, a very special, heart felt thankyou.

## ***THE NEED FOR SOMETHING NEW***

For many years, UMSU has maintained a policy of Recognizing and supporting campus student groups which enhance campus life for the students. Such groups normally promote Academic, Recreational, Political, Cultural, or Religious pursuits.

Prior to the Fall of 1990, UMSU failed to be able to adequately satisfy the needs of its Recognized student groups. Recognition is UMSU's way of acknowledging that a group has a role to play on campus and that the Union is willing to help the group fulfil its role. Unfortunately, even though the number of groups seeking Recognition dwindled during the 1980's, UMSU remained unable to appease their collective demands. Grant money and campus office space were the biggest demands of the groups. Since UMSU could not fulfil the groups' demands, these two issues, coupled with ineffective regulations, became the greatest barriers between UMSU and the groups it strived to serve.

Over the years, programmes were developed to satisfy the groups' demands. The Special Event Fund was established to stimulate and subsidize campus events hosted by the groups. Office Space Allocation policies were developed and General Services were implemented to help the groups operate efficiently. Even with set programmes in place, UMSU found itself drowning in a sea of controversy and conflict because the demand for programmes was far beyond what the Union was able to support.

It became evident that the state of imbalance which existed between supply and demand of programmes (services) was not going to be satisfied by UMSU's conventional line of thinking. As the 'old' had proven itself to be ineffective, UMSU started to look for something new. At the Canadian Student Services Conference, CSSC '89, UMSU became aware of the Club Centre concept through casual conversation with some of the delegates. With the seed planted, UMSU started to develop what would become known as *The UMSU Student Group Centre*.

### **WHAT IS A STUDENT GROUP CENTRE**

The Student Group Centre (SGC) is a facility which offers resources, information and support programmes for campus student groups. The UMSU Centre is set up in two major components.

The first component's goal is to improve communications among a variety of bodies including: the groups, the students, UMSU, the University, outside organizations and the media. Pamphlet racks, notice boards, mail services, telephone messaging and a very informed and friendly Coordinator are all tools the Centre uses to ensure information can easily travel from party "A" to party "B". Typical information includes recruitment literature, event preparation documents, meeting times/minutes and daily group administrative information among group Executives. Most of the above activity occurs in the front area of the Centre, in its lobby and around the reception desk.

The second component's goal is to provide the group leaders with the resources and support programmes they need to be as effective as possible while discharging their duties. A well-equipped common office and a reference library, complimented by targeted funding (grants) programmes, comprise the main features of this second component. By designing the second component of the Centre to meet the needs of the groups' leaders and activists, the group as a whole becomes more productive and efficient resulting in long term, successful groups.

Physically, The Centre is simply an enclosed area approximately 30 feet wide and 40 feet deep. It has a very wide entry with a sliding door. The entrance is always left wide open to be very inviting, ensuring new students know they are welcome. See the appended budget for a listing of the Centre's services, their objectives, features and inventories.

### WHY DOES ANY CAMPUS NEED A STUDENT GROUP CENTRE

The Centre has proven itself to be a most effective way of distributing benefits to legitimate student groups and attracting new students to the student group network. Many campuses offer groups benefits in some manner, but they are normally administered by part time or term appointed or elected officers. The difficulty with having part time or term officers administering a programme directly is that they require too much training time to become truly familiar with their responsibilities. As such, they often make changes before they fully understand the intent and purpose of the programme. By having a full time, permanent Coordinator, the groups can establish ties with you, the host organization, which can last four or five years, rather than one. Further, the Coordinator offers an effective means of relaying background information to new officers and educating them in the current methods of fulfilling the Centre's role.

One point which needs to be highlighted is the issue of offering groups PRIVATE OFFICE SPACE. Prior to the opening of the Centre, UMSU was inundated with requests for private/semiprivate office space. The Centre alleviated much of the demand by offering a valuable alternative to their request, the common space. Most groups found the resources of the common office more valuable than the simple privacy of an office. This is just one example of how the Centre can meet the collective needs of the groups by offering a service in an alternate and efficient way.

The value of the Centre can also be seen in terms of its effect on the growth of the student group network. By establishing a well planned Centre, the host organization helps the groups run better and channel new students to the groups. As a result, the groups build their memberships and are able to take on larger and larger projects. Groups with sufficient volunteers and effective leadership tend to remain active. The point is, the Centre helps each group develop. As groups develop they take on more students and serve more students through campus events and activities. Collectively, the groups can be called a NETWORK, a network vital to enhancing and sustaining student life. The size of the network reflects the number of students being served by the Centre and should be kept in mind when questioning the cost related to the operation of such a facility.

Once the value of the Centre becomes common knowledge and the network begins to build, the host organization can tap into this network when it is time to show the students' solidarity at underfunding protest rallies and similar student demonstrations. By having the infrastructure in place, student leaders organizing an event, can easily inform and encourage groups (and all their members) to attend, quickly increasing the events participation level.

In short, the Coordinator strengthens the host organization's ties with the student groups and provides a buffer to the problems associated with ever-changing executive leadership. The Centre provides a central focus and an infrastructure for groups to utilize. In doing so, the host organization can operate a consistent, efficient and effective support programme for all of its campus groups.

The following information is intended to be a stimulus for creative thought in proposal development; it is not the one and only formula for a successful Student Group Centre. The pool of information on services, programmes and administrative procedures is to be read and acknowledged as a guide. The information is provided to help student leaders recognize the inherent value of fostering student life with their own campus Centre. Each leader developing their own Centre in a unique style, to meet the needs of their own campus community.

Most of the ideas presented can be executed independently, that is they may be implemented on their own or in conjunction with one, some or all of the other ideas presented. This allows the host organization, be it the University or the students' association, to develop their Centre at a pace compatible with the financial, space and policy constraints of their campus. It also allows the host organization to experiment with the initial concept and assess the net need on the campus for such a facility and the services it may provide. Collecting data based on the demand for services over a set period of time, (say one year), is often a good way to propose and justify expansion of such a facility.

Once your organization has evaluated the current environment, it must then ask itself at least four questions:

1. "IS THERE A NEED FOR CHANGE?", if so
2. "WHAT ARE THE MOST SEVERE PROBLEMS?", summarize them
3. "CAN THESE PROBLEMS BE ALLEVIATED BY DEVELOPING SOLID GROUND RULES?"
4. "CAN SOME FORM OF STUDENT GROUP CENTRE HELP TO ALLEVIATE THESE PROBLEMS?"

If you answered number three (3) with "I think so" or "yes" but found a solid "No" dribbling off your tongue for question number four (4), **STOP READING THIS MANUAL!** and review its supporting document, "UMSU's HANDBOOK FOR RECOGNIZED STUDENT GROUPS". You may find it of greater value at this time. However, hold on to this book, you may be reading it again!

If you answered question four (4) with anything less hopeful than "I don't know?", stop reading. If you did answer "yes", "maybe" or "I don't know", read on you may be pleased with what you find.

## DEVELOPING A SOUND PROPOSAL

Once your organization has evaluated the current practice of delivering services and has defined the main obstacles, you must start planning a workable solution.



### DREAM A LITTLE

Step one is easy and fun. Dream a little, BRAINSTORM! Compile a list of ALL the potential services that your organization may support. Use the Budget in the appendix of this manual as a source of inspiration, review the input provided by student group leaders and talk to University personnel who work with student groups.

Forget about how much it costs, forget about University regulations, physical constraints and all restrictive factors. Marvel at a growing list of services being tallied. Say yes to every demand any group has ever conjured up, list them down under the heading "YOU GOT IT, BUD". Get a real feeling for what can be offered if you were to work in a constraint free environment.

**SCRATCH DOWN EVERYTHING THAT YOU CAN THINK OF THAT YOU BELIEVE THERE IS A NEED FOR ON YOUR CAMPUS.**

Enjoy the pleasure of saying "YES, YES, YES!!!!!" and use that as your motivation not only to resolve the current problems, but to establish an infrastructure to ensure ongoing, long term support for the groups. If you work through this manual you will soon be saying "YES!" to the student group leaders requests and satisfying their needs. You will be offering services that just could not be offered before.

Type the list in alphabetical order. This will help you keep track of everything on your "DREAM LIST".  
(You may want to read ahead a little before you start typing.)

### SET THE GOALS OF THE CENTRE

Now that you have assessed the past and you have seen the future (with a little bit of dreaming), you need to set the GOALS of your Student Group Centre. WHAT DO YOU WANT TO ACHIEVE BY BUILDING THIS CENTRE? Define the needs it may fulfil and the role it is to play on your campus.

Through its review of the historical demands of the groups, UMSU defined the following goals for the UMSU Student Group Centre.

The UMSU Student Group Centre's goals are:

1. To provide a functional, open office environment stocked with all the necessary office amenities which the groups may need and collectively share.
2. To provide an environment which groups without an office could use as their campus base.
3. To provide additional resources and equipment to help the groups operate more efficiently. To greatly reduce the investment required to run a successful group, in terms of both time and money.
4. To provide a central, high profile campus location:
  - to promote the groups to the average student for recruitment purposes and/or to profile upcoming events.
  - to be reasonably close and accessible to all schools, faculties and residences.
  - where University personnel and outside agents can readily contact all groups for business purposes or media coverage.
5. To provide general promotions and facilitate collective events to aid in the groups' efforts in recruiting new members and/or hosting campus events.
6. To help group leaders develop strong leadership skills.
7. To aid in the annual changeover of group leadership and the transfer of information pertinent to the groups' long term success.

The above stated goals of the Centre were foreseen to reduce the demand for semi-private office space by offering the groups more office resources in lieu of complete office privacy. Further, the goals were foreseen to reduce the operating and activity expenses of the groups by providing many of the resources the groups' leaders would require to operate efficiently. Providing such resources collectively removed a significant amount of burden from the UMSU by satisfying a large component of the groups' traditional (funding & space) demands.

Based upon the goals that you have developed, will this Centre benefit your groups and foster a sense of community on campus? Will achieving the goals satisfy the demands placed on your organization? If so, how will you actually achieve the goals? ... You will achieve the goals you have set by offering practical, desired services and opening stronger, bilateral channels of communications.

**SELECT THE SERVICES**

Once the assessment has been compiled, the "Dream List" has been brainstormed and the goals of the Centre have been defined, you must start to consider the kinds of services that the Centre should first offer. Take your "Dream list". It is time to bring reality into the picture. Establish, to the best of your ability, the constraints that you'll be working with to establish this Centre and every service it will offer. MONEY, SPACE, DEMAND, IMPACT, UNIVERSITY REGULATIONS, are most likely the big five (5). (*IMPACT is simply the number of students being served, either through groups or individually.*)

At this stage it is convenient to consider all the constraints except money and space. This method of approach is based on the belief that should a service be deemed to be of value to the students:

1. Money may be reallocated or generated to finance it, and
2. Space can be shuffled or otherwise made available to house it.

One can extend this argument to University Regulations and attempt to change policies which constrain your objectives, but for this discussion we will not discuss such endeavours.



One way to complete this exercise is to type your Dream List up in a table like the one shown on the following page.

In addition to your Dream List and its constraints, you will have to consider the constraints imposed upon the location, size, and quality of the space which will house your Centre. Notwithstanding, one must know the potential space needs related to the services to be offer both initially and in the years to come, before one can look for a space. A little like the chicken and the egg scenario, isn't it?

Constraints on the space to house the Centre will be considered later.

Once you have entered the services, space needs, expected impact and constraints into your chart, you will have to prioritize each service based upon its inherent value and potential for implementation. Use a pencil, because this is not a one shot deal. To begin, try grouping services based in broad categories, such as: HIGH, MEDIUM, FAIR, LOW and NO VALUE. Or you could assign them a value from one (1) to ten (10), and then group them. Once you have made some initial groupings, repeat the process within each group, until each item in each group and sub group can be placed in an ordered list of descending value (priority).

**REMEMBER, DO NOT CONSIDER COST OF DELIVERY OR SPACE NEEDS**

Label your most valuable service number one (1) and continue down your list of "n" services to your lowest priority service, number "n". Enter the services' priority numbers in the chart. I will now refer to this listing as your WISH LIST, as you always wish for the best things first.

**DO NOT DELETE ANY SERVICES AT THIS POINT,  
YOUR WISH LIST IS SIMPLY YOUR DREAM LIST IN A NEW ORDER.**

The Wish List now reflects your organization's will, with neither money nor space issues constraining your objectives. Record and file this list, it will prove to be useful as time marches on in two (2) ways:

1. It will serve as a source of well thought out services that the Centre may undertake given time.
2. It will serve as a tool to monitor the growth of the Centre and the changing needs of both your groups and the students being served.



**MONEY, MONEY, MONEY**

It is now time to find out how big of a dreamer you really are. For each service on your WISH LIST, research its cost of delivery. That is, find out how much each component or feature of each service costs and whether revenue can be generated from it through group (or student-at-large) user fees. Earmark features of the service which could be eliminated, should the bottom-line be excessively large. Should you reference the budget appended to this document for dollar values, keep in mind that the amounts shown are in 1990 Canadian Dollars in the context of a Canadian economy, adjust your values accordingly.

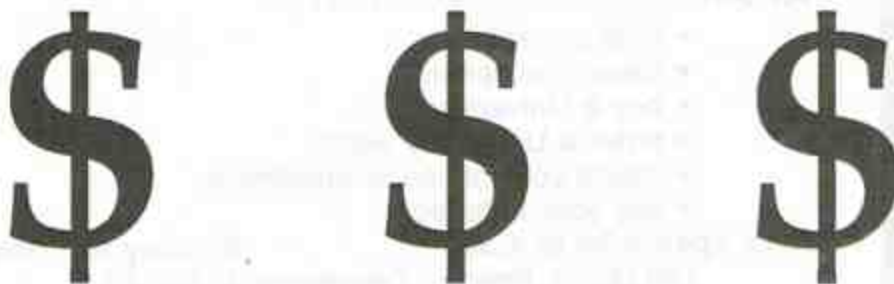
*Retain the information you compile, it will be useful in writing up the annual operations budget for your Centre.*

Enter the net subsidy (or profit) for each service in the chart. To provide a rough value index, divide the dollar amount in each line (profit being negative) by the number of students served. This will give you a cost/benefit ratio in terms of dollars/student. Although, such an index should not be used as the only indicator, it is useful in re-priorizing your services to reflect what you can afford.

It is important to realize that your Centre does not have to open with every single service that you have managed to compile. The Centre needs to grow and change, to do this freely it cannot be bound by tight fiscal margins. When considering your cut off point, ensure that sufficient funds remain available for unexpected expenditures. Sound budgeting is still at best an educated guess and erratic expenses do arise.

Remember, the beauty of the Centre is that most services are independent. This means that the Centre can start by offering a few vital services and grow a little each year incorporating new and perhaps more elaborate services. It is very easy to introduce a new service for the groups to use; HOWEVER it is not always as easy to discontinue a service. This seems to be especially so with well used, but heavily subsidized services. Groups may object strongly to such cuts. Such negative movements should be avoided.

You may wish to repeat the prioritization process at this point, or evaluate the space needs of each service and introduce this factor into your prioritizations. It is recommended that you first re-priorize based on the cost of delivery alone. Let us call this list "FRED". Note: Should a low priority service make money, it should be offered in the Centre provided there is sufficient space. The Centre needs to generate as much revenue as possible to become self-sufficient and free subsidy politics.



**WHERE TO HOUSE THE CENTRE: SPACE NEEDS**

The final step assesses the physical space needs of each service. This is a more difficult task and is best performed with scaled drawings and scaled cut-outs to represent each service (where applicable).

Once the square footage of each required by each service is determined, enter the amount in your chart. You may wish to get a "ball park" figure of your space needs by simply adding up all the values entered in the chart under "space needs".

Hopefully by this point of the process, you will have some idea as to where your organization may house the Centre. Foregoing the constraints of actually using the space (to be discussed later), draw a rough sketch of each potential facility. Detail every significant change in perimeter wall space and record permanent fixtures, such as non removable walls and columns. Pick up a measuring tape and record the relevant dimensions. Draw up a scaled floor plan for each potential location. Prepare scaled cut-outs of the major furnishings and equipment for the Centre, such as desks, chairs, filing cabinets, computers, printers etc. If you can prepare your cut outs using the sticky end of a "Post-It" scratch pad, you will find it very easy to alter and set your designs many times. Play with the models. Determine which facility would best serve the role of the Centre and which services could be offered. *(This may seem like a lot of work, but its a lot easier than moving furniture around)*. Use this information to re-priorize "FRED" and compose your final ordered list of services.

You now have developed a list of services which you can offer in a designated facility given a sum of money. The only remaining direct variable, with regard to the services, is the money. The size of your overall subsidy will dictate how far down your list you get and the extent to which each service will be offered, that is to say, the scope and quality of your services.



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## **PHYSICAL CONSIDERATIONS: EQUIPMENT AND SPACE**

### EQUIPMENT AND FURNISHINGS

Equipment and furnishings will make up the largest component of your start up costs, provided you do not have to rent or purchase floor space. To provide the reader with an indication of the equipment housed in The UMSU STUDENT GROUP CENTRE, the Centre's inventory has been detailed in the attached budget, service by service. Items are detailed in the "Inventory" clause and their collective capital costs are stated in the "Budget" clause for each service.

Again, realize that all the equipment and furnishing mentioned are not set in stone, nor are they a requirement for your Centre. Your organization can start out with a minimum number of items and add to your inventory as time and finances permit.

### ACQUISITION TECHNIQUES

**DO NOT ATTEMPT TO PURCHASE ALL THE EQUIPMENT NEW!!!!**

The cost of items required to set up a new office environment as well as a reception area and poster/pamphlet display are staggering if you buy them new. This is where you have to get creative and use the resources of those around you, namely the University.

Nearly every faculty on our campus had a storage room with old office furnishings that had not been used in years. A little sweet talking with the Dean and acknowledgement of their donation in the Centre can go a long way to furnishing the Centre with desks, chairs, pamphlet racks, notice boards and filing cabinets. Chances are you can accumulate much of your furnishings in this way. Check with your Admissions Office or High School Recruitment Office to see if they have an old convention style display system you can have or purchase. Such freestanding display units make excellent notice boards if your Centre has little wall space. Unfortunately, office equipment like typewriters, staplers and holepunches are usually useless when they are tossed into a storage closet, so such items require a slightly different angle, you have to buy them.

Should you wish to offer equipment such as computers, one method of acquisition is to upgrade the computers in a different area of your organization, and transfer the older equipment to the Centre. Of course, this method only deflects the cost of setting up the Centre to other departments but can prove useful. Further, this method only works if your organization has the equipment and money to upgrade. Its more or less a sneaky budgeting move to lessen the capital cost of setting up the Centre. Do not discount the University's ability to help you out with computer equipment. Normally, Computer Services is constantly upgrading computer labs. Work with your administration to see if there is a possibility of the University donating some computer equipment to your Centre.

Lastly, provided you have the money, you can buy what items your lacking; but before you buy them new, check out the second hand office supply stores.

### FINDING A GOOD LOCATION

Before you start looking for a space to house the Centre, you must have a rough idea of how much space is required. The required space will be a function of the number and types of services the Centre is expected to initially offer, with some extra room thrown in for future growth.

It is assumed that you have gone through the prioritization exercise detailed in depth earlier in this document to assess the space each service requires. Add to the number you determined, a reasonable square footage for aisle lanes, the lobby, reception area and the Coordinator's office. Multiply the total required floor space by 15% to allow for potential growth. Now, go look for a space to meet your needs. Take note that the lay out of the floor plan will dictate the actual usefulness of the space as a whole. One must keep the dimension of the furnishings and equipment in mind while hunting for a space. As an example, review the UMSU Centre's floor plan on the opposite page.

Of course, the above considerations are only valid if you have the luxury of more than one location to choose from. A key factor in selecting a room is its proximity to active facilities and its relative position to the faculties. There is little point in setting up a Centre that is difficult to find, hard to get to and/or not readily obvious to the average student.

The Centre should be housed in its own individual space in a high traffic corridor on campus. If your campus has an area reserved for businesses such as the Bookstore, pub or cafeteria try to acquire a store space to house the Centre. In this way the Centre can always promote itself to the students who pass by with its very existence. If your student organization does not control such space on campus, try lobbying your University administrators to support the programme by providing low or rent free space.

The very nature of the Centre makes it a difficult project not to support. If your organization is able to support a significant operating budget for the Centre, but can not afford to rent a space, try challenging the Administration to make a real commitment to your campus student life. Ask them to provide a high profile space *rent free*. You can use the fact that your organization is investing "x" amount of time and money to establish the Centre when justifying your request for a cooperative agreement. The University is a big winner when the student are satisfied with their campus environment. The Administration should be open to helping your organization mount this project. A good bargaining tool is to recognize all donors, including the University, for their contributions to the Centre in any acknowledgements or statements of appreciation. This recognition helps to improve the University's image in the eyes of the students, should it be lacking.

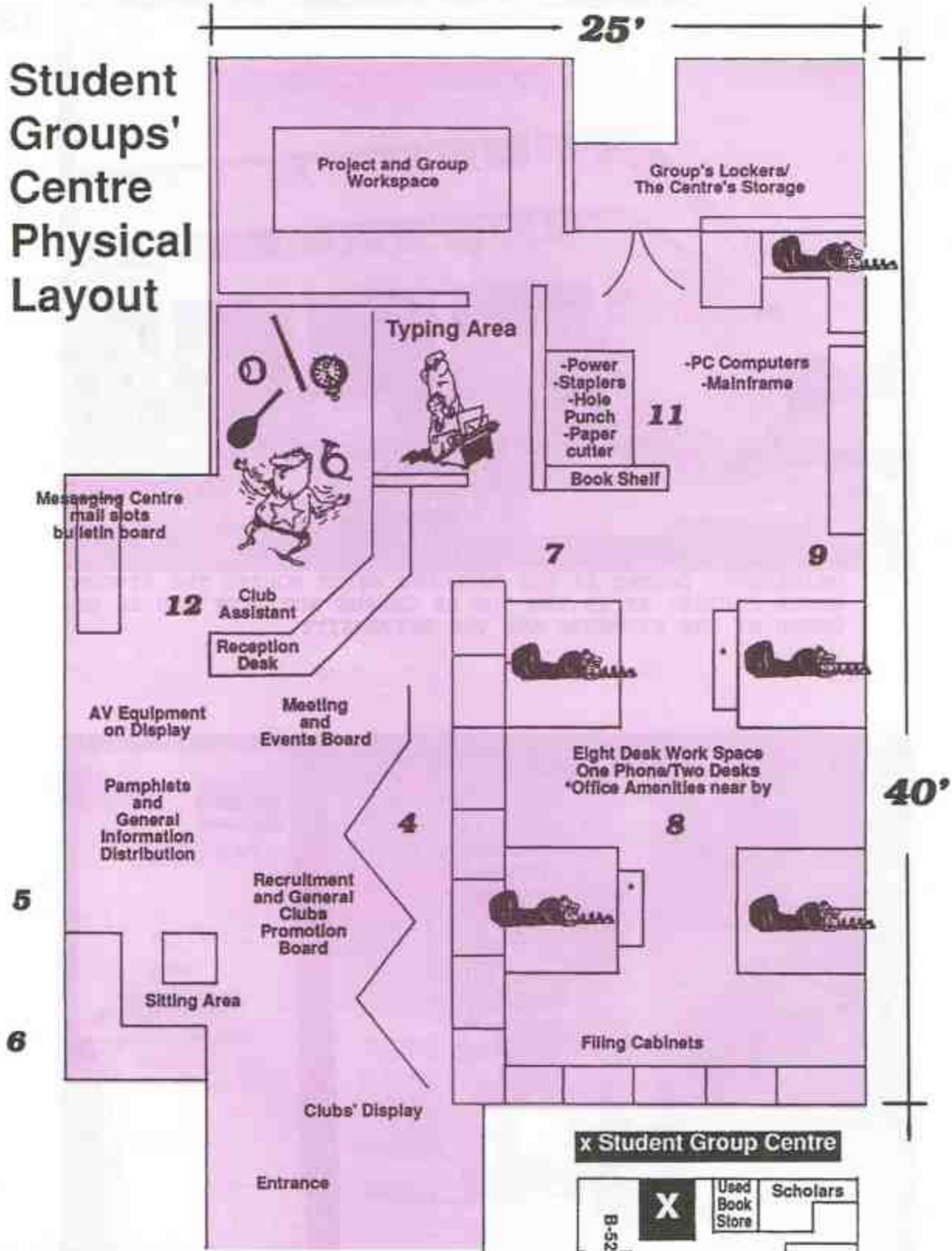
The fact that rent is a revenue rather than an expenditure for the Administration also works to your advantage as it seems more palatable to not make money than to spend it.

Finally, when selecting a space, try to minimize potential renovations by choosing a space with an existing decor and floor plan suitable for use without major renovations. Renovations are an expense which add up far too fast. Avoid renovations.

UMSU was fortunate to be able to shuffle some of its own space in the University Centre Building to make a retail store available to house the Student Group Centre. The Centre is neighbours with the student Pub and the Used Book Store. It also shares the corridor with the Pool Hall, Arcade, Copy Centre and Scholars, a sit down, full-service restaurant.

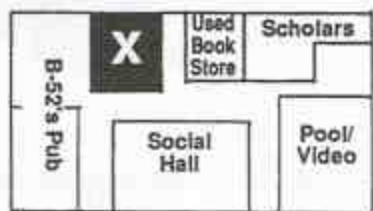
The following pictures illustrate the layout of the Centre. NOTE: The picture are correlated by number, with the floor plan shown on the opposite page.

# Student Groups' Centre Physical Layout



SCALE: 1" = 5 feet

## x Student Group Centre



3rd Floor 2



#1. UNIVERSITY CENTRE IS THE BUILDING WHICH HOUSES THE STUDENT GROUP CENTRE. IT IS THE HUB OF CAMPUS ACTIVITY AND IS CO-OWNED BY THE STUDENTS AND THE UNIVERSITY.



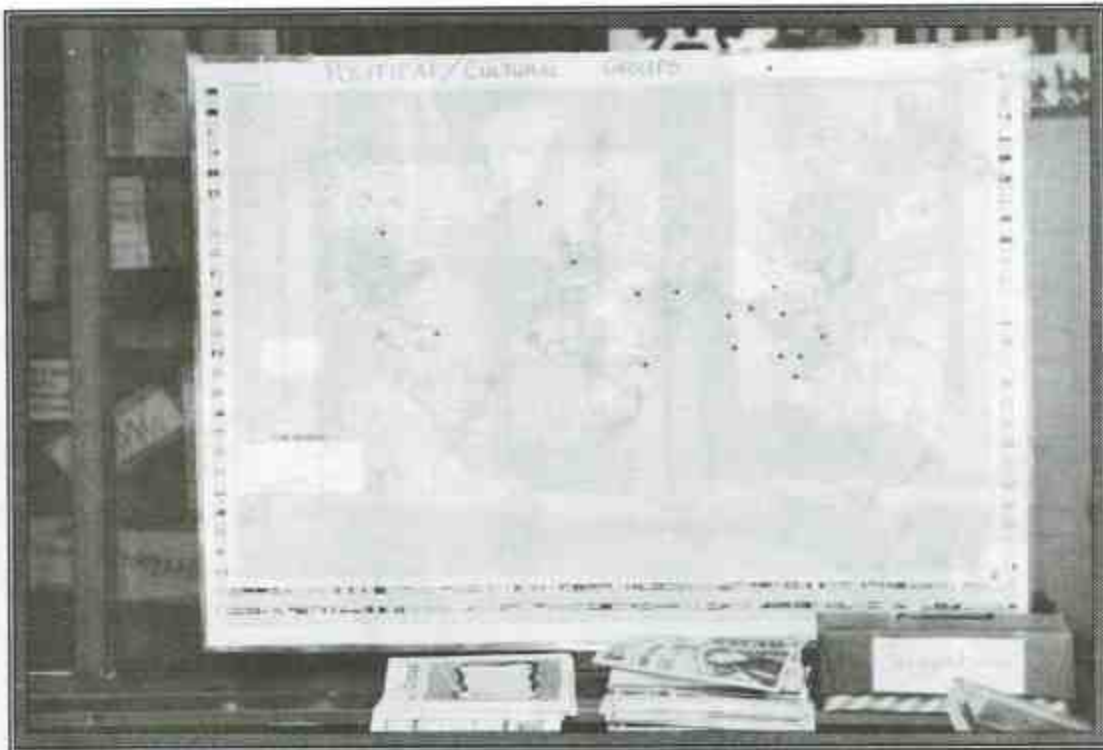
#2. THE SGC IS LOCATED ON THE THIRD FLOOR OF UNIVERSITY CENTRE. THE CAMPUS PUB IS SEEN IN THE BACKGROUND. THE PUB AND SGC SHARE THE FLOOR WITH THE USED BOOK STORE, CAMPUS COPY CENTRE, THE POOL HALL/ARCADE, SCHOLARS RESTAURANT AND A MICRO COMPUTER FACILITY.



#3. A VIEW FROM THE CORRIDOR LOOKING THROUGH THE LOBBY TO THE RECEPTION DESK.



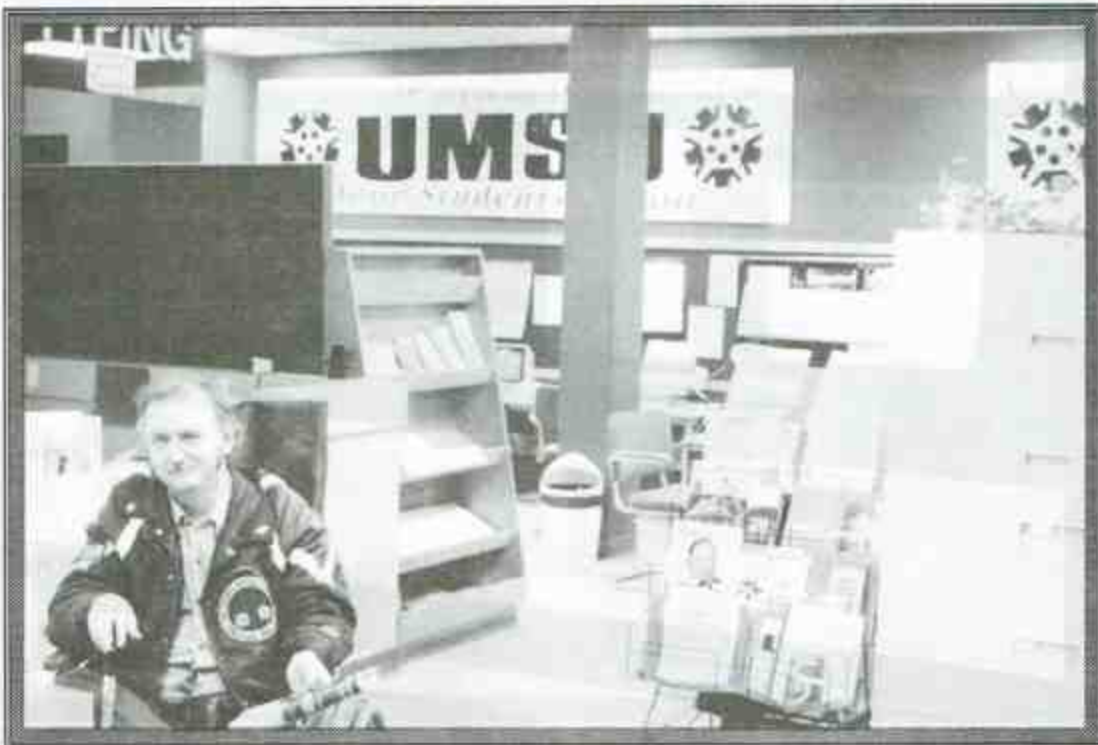
#4. UPON ENTERING THE CENTRE, STUDENTS MAY READ THE LATEST INFORMATION POSTED ON NOTICE BOARDS.



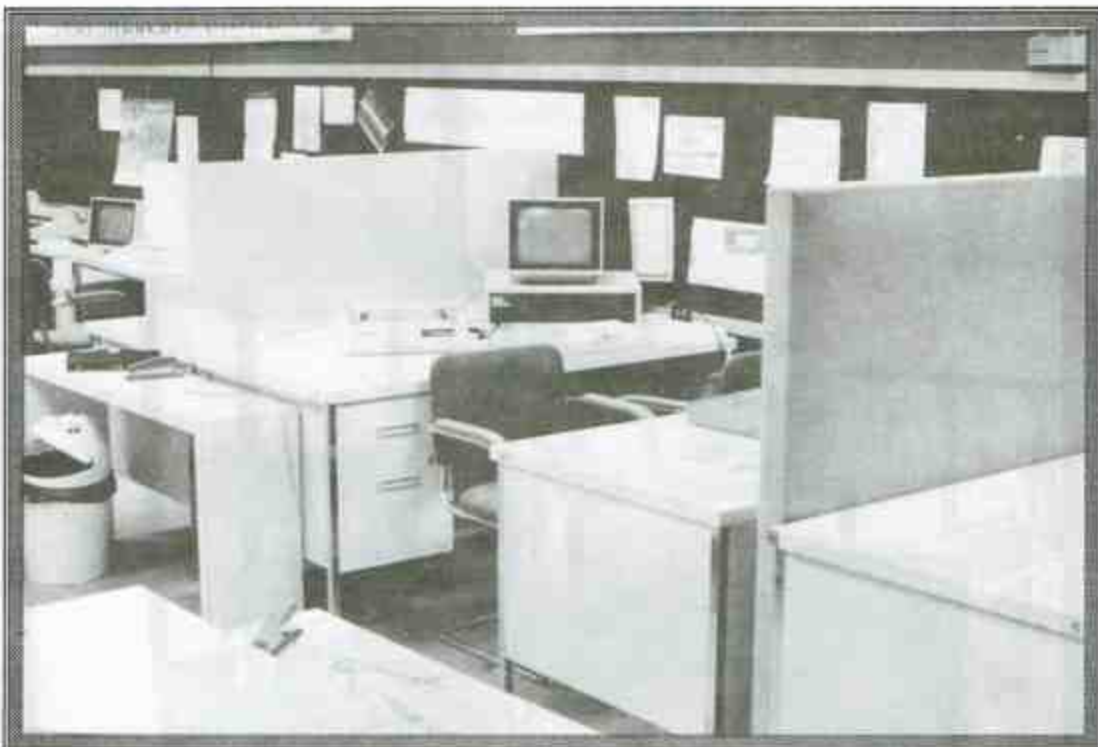
#5. THE DOTS ON THIS MAP OF THE WORLD REFLECT THE HOMELANDS OF MANY OF THE RECOGNIZED CULTURAL GROUPS ON CAMPUS.



#6. DURING RECRUITMENT DAYS, A "GRAFFITI WALL" WAS BUILT BY A FEW GROUPS TO MARK THEIR ATTENDANCE AT THE FAIR.



#7. THE COMMON OFFICE IS LOCATED IN THE BACK HALF OF THE CENTRE. NOTICE THE UMSU SPONSORSHIP BANNER IN THE BACKGROUND. GROUPS HANG THE BANNER AT THEIR EVENTS TO ACKNOWLEDGE UMSU'S SUPPORT IN PRODUCING AND FINANCING THEIR EVENTS.



#8. THE COMMON OFFICE OFFERS A VARIETY OF OFFICE AMENITIES AS WELL AS ACCESS TO EQUIPMENT LIKE COMPUTERS, TYPWRITERS AND TELEPHONES. FREE TO RECOGNIZED GROUPS.



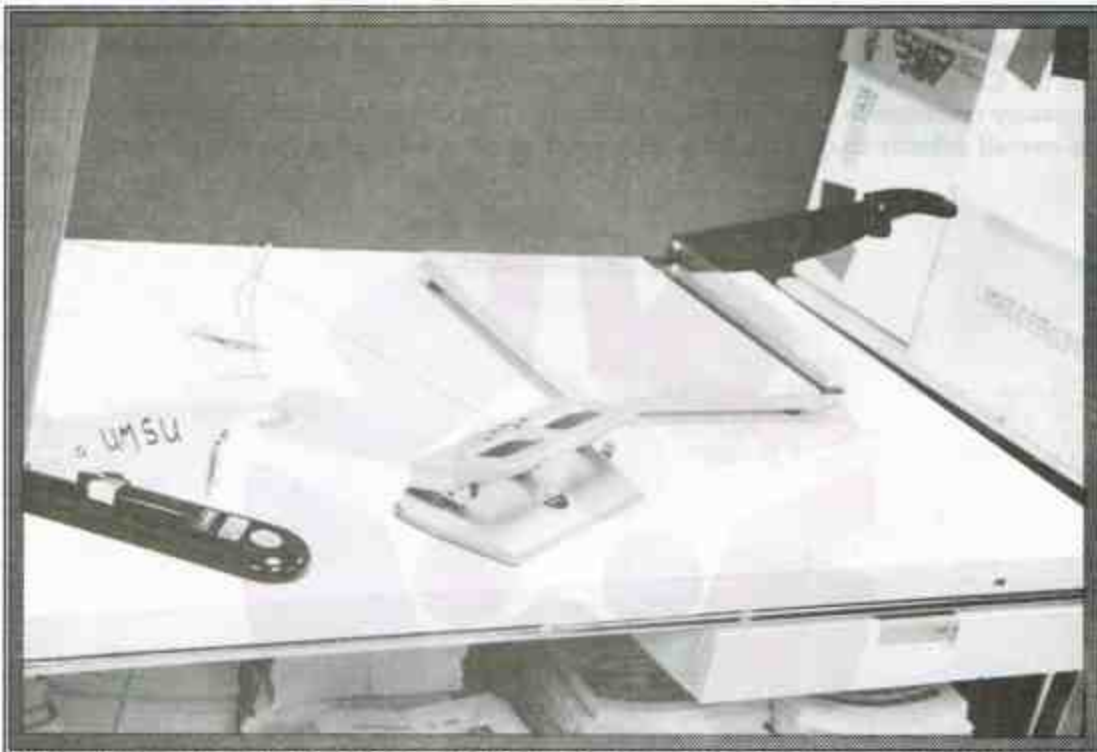
#9. THE COMPUTER NETWORK IS LOADED WITH PROMOTIONAL SOFTWARE LIKE PRINTSHOP AND BANNERMANIA IN ADDITION TO WORDPROCESSING, SPREADSHEET AND DATABASE PROGRAMMES.



#10. THE CENTRE MAINTAINS AN A/V FREE LOAN PROGRAMME WITH A VARIETY OF EQUIPMENT. THE PORTABLE, AMPLIFIED LECTURE IN THE FORE GROUND IS EXTREMELY WELL UTILIZED.



#11. SIMPLY THINGS LIKE BOTH REGULAR & HEAVY DUTY STAPLERS, HOLE PUNCHES AND CUTTERS ARE OFTEN APPRECIATED MORE THAN EXTRAVAGANT SERVICES WHICH THE GROUPS USE LESS OFTEN.



#12. THE FULL-TIME COORDINATOR HAS REALLY LET THE CENTRE EXPLODE IN TO FULL FORM IN ITS FIRST YEAR. GREETING NEW STUDENTS, HELPING NEW GROUPS GET GOING, HELPING EXPERIENCED STUDENT LEADERS AND PROMOTING THE CENTRE, CAROLE-ANN DOES IT ALL!

## OPERATIONAL CONSIDERATIONS

### STAFFING OPTIONS

When your organization reaches this point of developing a proposal, you may start to wonder, "Who is going to staff the Centre?". Staffing is a quintessential component of any successful Centre.

The best, most effective solution is, of course, the most expensive; hire a full-time Coordinator to run the Centre during the Regular session. A full-time staff person provides the much needed continuity, stability and permanency for the Centre and its users. A full-time Coordinator eliminates the need to schedule part-time employees and/or volunteers, reducing the need to supervise the Centre's daily operations. However, should your organization not be able to hire a full-time Coordinator, other options do exist.

One option is to staff the Centre for a limited number of hours using part-time student employees. This option keeps staffing costs down, but increases employee management and training burdens. The quality of service offered may also suffer if proper training is not systematically provided to every employee. Further, a resident manager or director with existing duties would be required to ensure that the students using the Centre are receiving the information and assistance they are seeking.

Similarly, establishing a pool of volunteers to staff the Centre is an option but added to the disadvantages of using part-time staff, one must then consider the reliability of the volunteers. A combination of volunteers and part-time student employees is also an option.

As the number of people staffing the Centre increases, the barriers to effective communication become greater, thus creating a lack of continuity and a lower quality of service. Students seeking assistance may become discouraged when dealing with several people over the course of a week or so.

Although the cost of creating a new position may seem prohibitive, the benefits a full-time Coordinator can bring to the Centre are truly invaluable. It is **STRONGLY RECOMMENDED** that your organization seek the necessary resources to hire a full-time Coordinator. The Centre's inherent value increases ten-fold, making the overall subsidy to operate the facility much more feasible on a cost/benefit basis.



## JOB DESCRIPTION

Regardless of the method of staffing, it is imperative to develop a solid job description detailing the duties and responsibilities that the Coordinator is to execute. As most Centres develop over the course of a few years, it is important to hire staff with the understanding that the Job Description they are first given is expected to change and grow as the Centre develops. It is useful to include a clause to this effect in the initial Job Description. Further, it is a good practise to include a catch-all clause such as "Other related duties as assigned". As an employer or supervisor of volunteers, this gives you the ability to designate further responsibilities as they arise without amending the Job Description each time. A good Job Description should also contain a clause detailing the daily hours of employment as well as the term of work (eg. Aug 26-May 4).

By insuring your employee(s) and/or volunteers understand that they need to be flexible with regards to their duties, you will save time and money by avoiding labour disputes in the future. A good idea is to have the employee or volunteer sign and date a copy of the Job Description. The signature is to verify that the employee is aware of their responsibilities and the date is to records the last time the employee and employer reviewed the job description. Even if your Centre is staffed by a pool of volunteers, they have a commitment to carry out the duties of the position and ensure the Centre runs smoothly.

The Job Description for the UMSU Student Group Centre Coordinator has been inserted on the following page as an example.

## SALARY

The recommended salary for such a position is difficult to set in firm figures due to the salary variance from organization to organization. However, in relative terms, it is recommended that a full time Coordinator be paid similarly to a general secretary. Your organization can best identify the actual salary and related benefits owing to the position based on the level of responsibilities assigned to the position.

When budgeting for the salary remember to include the cost of paying Provincial/state taxes as well as the cost of providing a benefits package. This information should be readily available if your organization employs other full-time staff members.



### UNIVERSITY OF MANITOBA STUDENTS' UNION'S Student Group Centre

**Carole-Ann Ball**  
Co-ordinator

Room 312 University Centre  
University of Manitoba  
Winnipeg, Manitoba R3T 2N2  
(204) 474-6516  
Public Fax (204) 261-9384



Next to  
"the students' pub"

#### in Room 312 University Centre

Secure Filing Space  
Posting Boards/Newsletter  
Fundraising Information  
Paper Cutter/Scissors  
Desks, Free Local Phones  
Drop in Recruitment  
Occasional Locker Storage  
Phone Call Relay/Messaging  
Pamphlet and Info Distribution

Info on UMSU Funding/Services  
Staplers, Holepunches, Calendars  
Long Distance Call on Account  
A 12' x 5' Project Work Station  
Mail/Courier Reception  
Organizational Assistance  
Typewriters/PC Computers  
Mainframe Terminals/Units  
Exposure For The Group

## STUDENT GROUP COORDINATOR

DUTIES AND RESPONSIBILITIES AS OF FEBRUARY, 1991

The Coordinator of the UMSU Student Group Centre is presently charged with the following responsibilities:

1. To greet the students and group leaders entering the Centre and assist with finding the information they are seeking.
2. To coordinate messages for the Recognized groups received by phone, fax, mail or delivered in person.
3. Offer organizational assistance to students wanting to form new groups
4. Offer constitutional reform assistance to groups undergoing change.
5. Administer the reservation and/or use of:
  - meeting rooms (campus wide)
  - the video exhibits
  - the post office box service
  - the storage space assignments
  - the audio/visual equipment
  - the common office and its equipment
  - the front display area
  - the project work space
  - the filing cabinet assignments
  - the long distance service
  - the electric-neon sign space
  - the distribution of membership cards
6. Administer and develop the Reference and Resource Library.
7. Assist students with using the Centre's equipment, including the mainframe and the PC network, UMSUNET.
8. Research and make available, fund raising opportunities to needy groups.
9. Solicit relevant business to provide groups with valuable discounts.
  - Sell In House ads to those wanting exposure in the Centre.
10. Ensure the groups and the Centre receive promotion and exposure on a regular basis.
11. Organize the Fall and Spring Recruitment Fairs for the second week of September and January, respectively.
12. Organize Theme Weeks in cooperation with the groups effected.
13. Maintain and make available an up-to-date listing of relevant campus services.
14. Collect and edit material for the weekly and monthly Events Calendars.
15. Collect and edit material for the STUDENT GROUP TIMES. Monitor the publication and success of each issue of *The Times*.
16. To supervise and maintain the Centre, including:
  - restock the info/pamphlet rack
  - monitor the postings on the Info Wall
  - keep the Centre tidy with an inviting appearance
  - restock stationary supplies
  - water plants
17. Collect correspondence/forms from student group for SiGPAC.
18. Report to the Director of Student Services (DSS) as required, on any and all aspects of the Centre.
19. Other related duties as assigned by the DSS.
20. Be flexible with regards to taking on additional permanent duties as the Centre develops

The Coordinator is expected to work with a minimum of supervision, opening the Centre at 10:00am and closing it at 6:00pm. A half hour lunch break shall normally be taken at 2:15pm, with 15 minute breaks near 12 noon and 4:30pm.

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Please Sign and Date

**HIRING**

The hiring process can be quite involved. Your organization probably has standard hiring practises. If not, consider the following suggestions. Sufficient time should be allotted to ensure there is due time to:

1. Place an ad in the city's daily papers which includes:
  - the title of the position
  - a brief outline of the job
  - term of work, ie. permanent, full time, September to April
  - application requirements; resume/forms
  - address to mail or drop off applications
  - deadline for application, time and date
  
2. Provide your receptionist/secretary with sufficient information to answer the applicant's questions about the job and the hiring process. A "facts sheet" with some basic information on the position is a good thing to provide your receptionist to ensure the correct information is passed along to all applicants. Such a Facts Sheet may be comprised of:
  - a reproduction of the ad placed in each daily paper
  - a full job description
  - the date of the first interview
  - the expected starting date of the successful applicant
  - the work schedule
  - the salary based on qualifications
  
3. Once the deadline passes, sort through the applications and select the most promising applicants. Individuals to look for may be those who:
  - are likely to return year after year
  - have experience with groups and various activities
  - have had exposure to the University Community
  - enjoy diverse and changing work days
  - enjoy meeting and working with people with a variety interests from various cultures
  - is genuinely friendly, outgoing and helpful

Create three piles: IMPRESSED, OKAY, and TOAST; file the "Toast" applications.

Review the applications in the IMPRESSED and OKAY piles. Place them into one of two piles: INTERVIEW, TOAST-2; file the "Toast-2" applications.

4. Select a small number of applicants (5 to 10) from the INTERVIEW pile for first interviews, then hold your first round of interviews.
5. If needed, select a few applicants for a second interview, then make your decision.
6. Offer the job to your applicant of choice. Should they accept, write all other applicants thanking them for applying. Should they decline, offer the job to the next best candidate.

## HOURS

The hours of operation are critical and your flexibility in this area depends heavily on your method of staffing. With a full time Coordinator, UMSU has found that a 10:00am to 6:00pm shift works well. The later afternoon hours allows students with afternoon labs and evening lectures access to the Centre. It is recommended that whether you staff your Centre with volunteers, full or part time staff, that you try to ensure that all students on your campus have a time when they can stop by the Centre at their convenience.

The UMSU Centre opens one week before the commencement of classes and stays open one week after final exams in the Spring, closing only for weekends and Christmas break. Your organization will have to determine the best times and term for your Centre based on the demand from the students. Tri-semester colleges may find it necessary to remain open year round.

## POLICIES

***ONLY OPERATE THE CENTRE ON WRITTEN POLICY!!!!*** This can not be stressed strongly enough. In order to treat every student and every group equally, all policies regarding the delivery of services must be placed in writing in a Policy and Procedure Manual for the Centre. Your organization should not only develop policy on how each service is to be accessed and administered, but also on how the policy may be amended. This is particularly important if your Centre is staffed by part time help or volunteers. Consistency and fair practises are the key to success in any operation, it is especially true in this type of environment.

**FORMS, FORMS, FORMS!!!** Properly developed forms are an effective means of communicating the details of a policy and ensuring that all students and groups are treated equally when accessing benefits. The forms ask each group the same questions and can be dated upon submission to ensure they are processed on a first come, first served basis.

Agreements can also ensure that each group is aware of restrictions and policies which pertain to any given service. Reassigning office space used to be a very hostile and negative process because the groups felt they were given the space forever. Now UMSU employs an Office Space Agreement which the group must sign prior to taking the space. It explicitly states the duration of the space allocation and informs the group of the relevant policies affecting their use of the space. Having the groups sign the agreement prior to receiving the space has made the reassignment of office space an easy and productive process. Smoother changeovers allow groups to maximize their use of these facilities.

Once policy has been adopted, it is imperative to disseminate the information quickly. Should your Centre offer a newsmagazine, the details of the new policy and a write up on how it effects the groups would be an useful article. Handouts and supplements to existing documents are also useful vehicles to draw students attention to the changes. One other means to disseminate valuable information is to hold semi-annual meetings with all the group leaders. Such meetings provide a forum for groups leaders to meet, exchange information regarding their activities and role on campus, debate policy changes and recommend new procedures and services for the Centre.

In addition to the semi-annual meeting, the groups should know that they can always appear before the governing committee of Council to express their concerns or recommend new initiatives. UMSU has chosen to place a clause to this effect in its Benefits of Recognition. In this way group leaders will always be aware that they can come speak with SiGPAC and/or present reports (verbal or written) on any relevant topic.

## DELIVERY OF THE SERVICES

Once you have a solid idea of how the Centre will operate, what services it will offer and which groups will have access to which services; you will probably need to upgrade your Recognition process. UMSU's current Handbook is thick and bulky because it was deemed necessary to initially circulate a significant amount of background information pertinent to the origin and process from which the guidelines were born.

Such information proved to be invaluable in communicating to groups that UMSU had listened to their concerns and was now offering the Centre and new Recognition guidelines in response. The publication of the Handbook went a long way to peak the curiosity of even the most "hostile" groups. Remember, UMSU opened its Centre and introduced new guidelines in a radical effort to overcome years of malevolent relations with groups and it seems to have worked.

In the near future, UMSU will prepare a condensed version of the Handbook, which provides only the Recognition Criteria, the Benefits of Recognition and the corresponding forms. One of the supporting booklets to this manual is the *UMSU HANDBOOK for RECOGNIZED STUDENT GROUPS: A Guide to UMSU Recognition and Related Benefits*. Your group may find it useful to review the Handbook as one possible avenue to follow in upgrading your organization's regulation.

The Handbook can be summarised as follows. UMSU maintains a three tiered system of Recognition to help distinguish between the extensive diversity of the campus student groups. The two most popular levels of Recognition reflects the groups degree of development. Small, new and forming groups may submit a minimum of information and are then able to access all Recognition benefits, except Grant Funding and Office Space Allocation (INTEREST GROUP STATUS). Once a group grows to be in excess of 25 members and adopts a constitution, they may upgrade their rating to STANDARD GROUP STATUS and gain access to funding and space.

The Centre itself should house all the services possible to keep all the services visible to those who enter the Centre. Services not available in the Centre like private office space and business discounts should be advertised in the Centre so groups are always reminded of these benefits.

## CORRESPONDENCE

In my time dealing directly with student leaders, I have found that students hate to read mail from other students, especially the Students' Council. The phrase, " Oh yeah, I remember seeing something like that but I didn't bother to read it.", became all too familiar.

Try and keep your correspondence with the groups to a minimum. *Less is truly more.* Keep your messages short and to the point, this way they will be read. If you are informing them of an event or soliciting their group's participation, slip in an ad-like flyer to promote the event and ask them to hang it where other students will see it, perhaps at their next meeting and then on a bulletin board.

Although it is not recommended you cc (carbon copy) every letter you issue to the groups, it is a valuable technique to issue one letter to two or more members (executives) of the same group. In the letter, ask the members to talk over the issue at hand. Chances are one of the students will bring up the matter at the group's next meeting, which will almost assure that they will be aware of your thoughts.

**THE POWER STRUCTURE** *DEVELOPMENT CONTROL and POLICY CREATION*

Most student organizations have an elaborate system of council with elected and appointed members. Most Councils are supported by a network of committees to expedite the responsibilities of the organization. It is a good idea to ensure your council has a direct link to the student groups and the Centre through a committee. The Committee may be charged with the responsibility of recommending new policy and programme initiatives to council to ensure smooth operation and growth of the Centre.

The Committee would link student groups with council to transform good grass roots ideas for the Centre into active services in the Centre. All aspects of the Centre and the programmes your organization offers to promote student group activity should fall under the mandate of the Committee to oversee.

In the UMSU system, there are six parties which play key roles in the ongoing development of the Centre. They are:

**THE USERS:**

- The Students
- The Student Groups
- The Centre's Coordinator

**THE POLICY MAKERS:**

- The Director of Student Services, Chair of SiGPAC
- The Student Group Promotions and Affairs Committee, (SiGPAC)
- The UMSU Council

One may note that the final authority to approve new policy, initiatives and funding, UMSU Council, is fairly distant from the users, the general student body. This is why feedback and strong lines of communication are so important. Ideas initiated at the grass roots level must be regularly passed through the Centre to the Council (and/or its committee). It is the job of a strong Director to ensure that the students' recommendations are heard by the elected representative.

Should your organization be highly dependant upon the university for space, funding and/or equipment, ensure that both parties understand who controls the Centre and its daily activities. In negotiation for assets, try to acquire all items as unconditional donations. In this way, the donor provides the Centre with the donation and the Centre (or host organization) retains total control over the operation of the Centre. Should donors seek a say in the operation of the Centre in return for a significant donation (such as rent free space), set up a STEERING COMMITTEE. A Steering Committee has representatives from parties with vested interest in the policy of the Centre. With student group reps, host organization reps and donor reps, the student membership on the Committee should exceed the donor membership, leaving the students in control of the Centre. Should there be a need to set out a Steering Committee, prepare a document that describes its composition and purpose (Terms of Reference) and adopted it as the Committees governing document.

Avoid losing any degree of control to outside agents. Once the host organization loses control of a successful programme, it can never be regained.

## BUDGETING

A sound budget is a quintessential component of any proposal. It should reflect all matters of interest to the project and identify how they have been addressed. The budget should reflect all aspects of a programme foreshadowing its delivery in the upcoming year. Typically, in many student organizations, the Annual Operating Budget is one of the few documents that is consistently filed by outgoing leaders and reviewed by new members each year. Hence, the more complete one's budget is, the more information one will pass on to new leaders in the following years.

To prepare a budget for your Centre, consider the following plan of attack.

1. Start by reviewing the Wish List of Services prepared earlier.

**NOTE:** *THIS LIST SHOULD BE YOUR PRIORIZED LIST WITHOUT DELETIONS. ONLY DELETE SERVICES IF THE BOTTOM LINE SUBSIDY BE TOO LARGE.*

2. Review the information developed to prioritize the services then define the cost of delivering each feature of each service.

It is at this point where your organization will have to determine which services will be offered freely and which may have user fees. If you believe a services requires a fee to control distribution or its subsidy, pick a reasonable unit charge and incorporate the projected revenue into your budget. The actual amount of the user fee(s) can be adjusted upon revision to trim your bottom line. Translate this information into your Budget.

Do not "pad" your cost estimates or over estimate possible revenue generation. The best budget is an accurate budget. Record EXPENSES, REVENUES and the NET SUBSIDY OR PROFIT for each service.

3. If you have not already done so, incorporate the Centre's overhead expenses under a section titled, GENERAL EXPENSES. Insure that this section includes all expenses such as salaries, utilities, rent and maintenance fees.

You may choose to set up an endowment fund for your Centre. If so, insure that a small contribution to the fund is included in the Budget under General Expenses. Outside agencies and the student groups themselves may feel more comfortable contributing to an endowment fund, rather than providing straight donations, as an endowment fund is seen to be more professional and substantial.

4. Should your Centre be able to generate revenue that is not directly tied to any one service, incorporate such incoming monies under a section titled GENERAL REVENUES. Incoming monies under this section may be derived from selling advertising space in the Centre, fund raising efforts or interest cheques from an endowment fund.
5. Calculate the bottom-line and if it seems reasonable, your DONE! IF NOT, look for places to cut back by reducing the scope of certain features with any given service and/or by eliminating some services entirely. Chances are you will have to revise your initial figures several times before you are happy with the results. \*\* Remember, it is better to wait a year or two to introduce a new service when you can afford it, rather than trying to offer more than your organization can comfortably sponsor. Poorly financed services are sometimes worse than nothing at all. \*\*

The advantage to setting up your budget in this way is that you can track the "cost efficiency" or "cost/benefit" of each service on a regular basis. This will help one to assess whether a service's inherent value is worth its cost of delivery. (Loosely correlate the expense of operating the service with the number of students served. Should you only set up a two part budget reflecting expenses and revenue, you will run the risk of burying information on a service that may not be economically feasible to support.)

Further, the three part format (Services E/R, General Expenses, General Revenues) provides the students with a direct and readable source of financial information. Students can readily understand the expense of offering a service and the revenue (if any) that it generates. By making such information available to the users of the Centre, you will:

- insure students are aware of the value of the Centre
- receive feedback on potential ways to reduce costs
- receive feedback on potential ways to increase revenue
- be seen to be running a fair, open and honest facility

Students like to be included. I have found that the more information you can offer in a simple, digestible format, the more positively students respond to being included in the process.

Should you choose to adopt a three part budget plan as described above, it is imperative to also provide a summary of financial status as a covering page. Simply summarize, in a few lines, the cost of delivering the services in the Centre, the expense of running the Centre and the revenue the Centre is able to generate. The summary page allows the reader to take in the big picture and see the composition of the bottom-line, without being drowned with details.

Graphs are useful tools at this point to demonstrate where funds are being expended.

**A NOTE ON ENDOWMENT FUNDS:** I have mentioned the term ENDOWMENT FUND above. For greater clarity, let me define an endowment fund as an actual bank account (or low risk investment) maintained by the Centre to solicit donations from a variety of organizations. The donations are deposited and maintained as principle in the account; they are NEVER WITHDRAWN. Only the INTEREST from the account is expended each year. In this way, the endowment fund generates revenue for the Centre on a perpetual basis. Of course, this kind of programme works best when the inflation rate is much less than the Fund's interest rate in order to sustain, if not build, the Centre's purchasing power.

So where as it may seem redundant to have a line in General Expenditures to contribute to the Funds and a line in General Revenues to receive monies from the Fund, it is necessary to maintain the autonomy of the Fund while tracking its growth and yield. In the early years, your organization may choose to contribute significant monies to the Fund to get it going but with time, your organization's contribution to the Fund will be relatively small with respect to the interest being generated.

The appendix provides an example of a budget prepared by the above process: The UMSU STUDENT GROUP CENTRE's Proposed 1991-92 Operations Budget. Please note that it does contain a significant amount of textual detail (descriptions) inserted for the NCSS presentation. It is hoped that this budget will provide the reader with a variety of options in planning and funding their Centre. As you can see, the Budget, in conjunction with the *Handbook for UMSU Recognized Student Groups*, really tells the whole story of what UMSU offers to Recognized groups and how each service operates.

## ***OPEN THOSE DOORS AND OPEN THEM WIDE!!!***

Once all the planning is complete, the Centre has been set up, the Coordinator hired, the policies prepared its time to spring open the doors and let the chaos commence. Even with the most precise planning in the world, you are still bound to miss a few things. Don't sweat it if things do not go exactly as you had expected. Accept the fact that something has gone amiss, address it and adjust the Centre's system to handle such events.

Once your Coordinator is comfortable with the position and the groups get acquainted with the Centre, try a special event or prepare a newsletter to profile a few active groups. Set the pace with which your organization Centre will function. Show the groups that the Centre is here for them.

Keep a log of the kind of things your Centre does each month, this will help your organization plan the next year of events and ensure there are monies budgeted to fund the events in the following years.

Keep close contact with the groups and the Coordinator to attune the Centre to the needs and desires of its users.

Once the Centre has proven how effective it can be, take a look at the Wish List you used to develop the Centre; start looking for ways to expand. But remember, do not expand just for the sake of growing bigger. Once the Centre is in place the groups will tell you what they are lacking and how best to expand the Centre. Listen to them, they are the ones who know best. Your job is to listen to all groups and implement the changes that will help the most groups at a fair price.

### PROMOTION OF THE CENTRE

It is important not only to involve the established student groups in the activities of the Centre but also to inform the average student that The Student Group Centre is the place to come to get involved in campus life. Promote the spirit of being involved.

The Centre is a valuable recruiting tool for established groups. By promoting the Centre to the University community you can reach out to those students who want to get involved, to those who want to start new groups and to those who want groups to become established. The latter are normally professors wanting to see an academic group started up in their area of interest.

If your organization chooses to publish a newsletter or magazine for the Centre, it can be an excellent medium to promote the Centre and its services, as well as the groups.

In its first year, promotion is extremely important. You must get the word out to all established groups and all students that the Student Group Centre is here and open for business. Develop an effective promotion schedule for your campus, then follow it! Chances are that the Fall's promotion will focus on printed media (posters, publication) while the Spring session may be more oriented towards people events like Recruitment Fairs, Theme Weeks and maybe a Grand Opening Celebration once all the bugs have been worked out.

See the attached budget for details on the Centre's efforts to promote the groups. Newsmagazines, event calendars, recruitment fairs and theme weeks all play an important role in heightening the average students awareness of and interest in the campus student groups.

## **CLOSURE**

That concludes the seminar. It is hoped that the information presented above along with the appended budget and the supporting documents (circulated separately) will provide you with a pool of information from which you can design and open your own STUDENT GROUP CENTRE.

As a small indicator of the degree of success this programme has enjoyed, I have attached two letters of appreciation forwarded by experienced group leaders. I believe their words are accurate.

### **A NATIONAL STUDENT GROUP NETWORK**

Before I plug the consultation services, I would like to leave you with my reason for coming to the conference. I have done my part on the UofM campus to make the world a little better and to tell you the truth, I should be happy with that, but I'm not. I have an ambition to establish a network of these Centres across the continent. Each helping students on their own campus but also being part of a larger network able to share knowledge and experiences from coast to coast.

Just imagine the power and possibilities of linking groups with common interests city to city, country to country. Tournaments, the latest news, exchange (travel) programmes and conferences would be so easy to arrange. Groups from New York could easily contact their associate group at UBC on Canada's West coast. Its really not as crazy as it sounds, but we need your help. Should you have or develop a Centre, let us know. We will send you a registration kit including the latest details on the status and membership of the network when you join. There is no fee to register, we just need your time and cooperation. SEE THE CONTACT INFORMATION BELOW.

### **CONSULTATION SERVICES**

Should you start to develop a proposal for a Centre and encounter difficulties with the process, I am available for consultation, but there is a catch, there is a fee. I have found it necessary to charge a fee for three reasons:

1. To encourage the proposal researcher to struggle with the problem little.
2. To ensure the proposal has been well thought out and reviewed extensively by the researcher.

These two items help to define the questions. Well defined questions are much easier to answer than a variety of "humms" and "uhs".

3. To pay my way to this conference. The airfare was a killer.

I presently support three types of consultations, each with their own associated costs.

1. **Quick Questions!** Should you have a few quick questions, you may write me a short letter detailing your problem. I will respond by mail, fax or phone (collect) depending upon your need for a response and the scope of the problem.

The first time you contact me I will register your organization for on going consultation upon receiving a cheque for \$100.00 (receipts available). This fee provides your organization with the opportunity to ask up to 100 quick questions within 1 year, after which time you would have to renew your registration, (if needed).

**CONFERENCE RATE: \$50.00**, valid until November 29<sup>th</sup>

Should time be of the essence, mark your letter, fax or phone message, "ASAP-ACK". This is my special code to indicate urgency. While your group is registered, phone consultations are the fastest means of initial communications, provided your organization is responsible for all calling charges.

2. **PROPOSAL ASSESSMENT** Should you develop a proposal by the procedure outlined in this manual, and you would like it to be assessed to maximize it's impact, you may forward the proposal to me.

The charge for this service is \$200.00. In return your organization receives a budget for your facility summarizing the services, general expenses/revenues and starting capital. The budget would not be as extensive as the one appended to this document. Preparing a budget summarizes the scope and integrity of the proposals research. This will be the basis used to assess the potential success (or failure) of your Centre. The report will also include a list of features to investigate, should I not find them in your research.

3. **ON SITE CONSULTATION** Should you start a Centre that is not working as well as you would like, or you are not comfortable with the development of your proposal, I am available a few weeks in any given year to meet you on your campus and help you, help yourself, to find the solution to your problems.



The charge for this service is \$100.00 per day (minimum 5 days), plus all expenses, including but not limited to; airfare, ground transportation, accommodations, meals and proposal materials. The objective of this service is to assess your progress to date and recommend a new direction for your Centre to resolve the dilemma.

When considering the value and merit of these services assess not only the value of the information you will receive but also the value of your time and what it cost your organization when you are perplex and unable to progress on the project. There is no need to "reinvent the wheel", the information is available.

I may be contacted through  
the UMSU STUDENT GROUP CENTRE:

JEFF HURST, SGC CONSULTATION SERVICES  
c/o

University of Manitoba *STUDENTS' UNION*  
STUDENT GROUP CENTRE

Rm 312 University Centre  
WINNIPEG, MANITOBA, CANADA, R3T 2N2

Thank you for your time,

Best of Luck



{(204) 269 - 1299 fax}  
{(204) 474 - 8678 phone}



Debating Society of  
the University of Manitoba  
Post Office Box 46  
University Centre Building  
University of Manitoba  
Winnipeg, MB R3T 2N2

Memorandum

To: Jeff Hurst, Past Director of Student Services

From: Pierre Le Morvan, Past DSUM President

Date: Thursday, April 25, 1991

Re: The UMSU Student Group Centre

Having been the President of the Debating Society for the last two years, and on behalf of its membership, I would like to extend to you Jeff my deep appreciation for the dedication and commitment you have demonstrated as Director of Student Services. In particular, I would like to thank you and the UMSU for the establishment of the Student Group Centre (SGC). Over the past year, the SGC has proven to be an integral and valuable UMSU service to students and Student Groups. Let me explain a few of the reasons why students and Student Groups appreciate the SGC's presence.

Before the establishment of the SGC, dealing with the UMSU at Room 101 on behalf of a Student Group often meant the following: a) speaking with secretaries who were not always cognizant of the UMSU's policies and services vis-à-vis Student Groups, and b) the hassle of having to deal with certain UMSU executives who, even if they tried to be helpful, were often i) away from the office ii) busy with other work iii) at a meeting iv) on the phone v) did not know what was going on in another department vi) were not yet aware of the UMSU's policies and services vis-à-vis Student Groups, etc. Such experiences in dealing with the UMSU resulted in wasted time, frustration, alienation and the attitude that: "dealing with the UMSU is just not worth the hassle, so why bother?"

The establishment of the SGC has probably been one of the most enlightened moves the UMSU has made in decades. Consider the following:

1) Carole-Ann Ball, the SGC's coordinator, has proven to be tremendously helpful to students and Student Groups alike. In her friendly and patient manner, she is able to provide needed and up-to-date information and advice regarding UMSU policies and services vis-à-vis Student Groups (e.g. how to establish a group, how to get UMSU recognition, how to secure an office or a mailbox, what procedures must be followed, etc.). It is therefore not surprising that Student Group activity and membership have mushroomed since her arrival.

2) Coordination and communication between Student Groups has been greatly improved since the establishment of the SGC. Now there is a central place through which mutually beneficial coordination and communication between Student Groups is promoted

and facilitated.

3) The establishment of the SGC prevents needless and costly waste and duplication. How?: by allowing Student Groups to share and re-use the equipment provided by the Centre.

4) The SGC and its newsletter "The Student Group Times" provide valuable exposure to Student Groups and facilitate the recruitment of new members. Thus student life is enriched.

5) The SGC brings the UMSU closer to the STUDENTS. It has helped to dissipate some of the alienation students feel towards the UMSU. In my experience, I have found that students who deal with the SGC grow to appreciate what the UMSU can do for students. They are often left with the impression: "Well at least here the UMSU is genuinely serving the students."

\*\*\*\*\*

In short, the establishment of the SGC has proven to be of tremendous value to students and Student Groups. Through it, student group activity will hopefully continue to flourish for years to come.

Dear Jeff

Our student group would like to congratulate you and thank you for the tremendous job you did on behalf of student groups and student life this past year. The development of the student group centre and the student group newsletter have been long overdue and have both contributed to our student groups effectiveness in recruiting and promotion. But I think what our group appreciated most was your interest, availability and willingness to help.

Personally, I have been involved in U of M student groups since 1980 and have never seen such advocacy and support from the Student Union. It has been a refreshing pleasure to be involved with someone who sincerely desires student groups to contribute to student life and spirit on our campus. Once again on behalf of the U of M Navigators and personally I would like to thank you for a tremendous year.

Sincerely,

Roger Berrington  
University of Manitoba Navigators

# NOTES

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# NOTES

*Thank you*



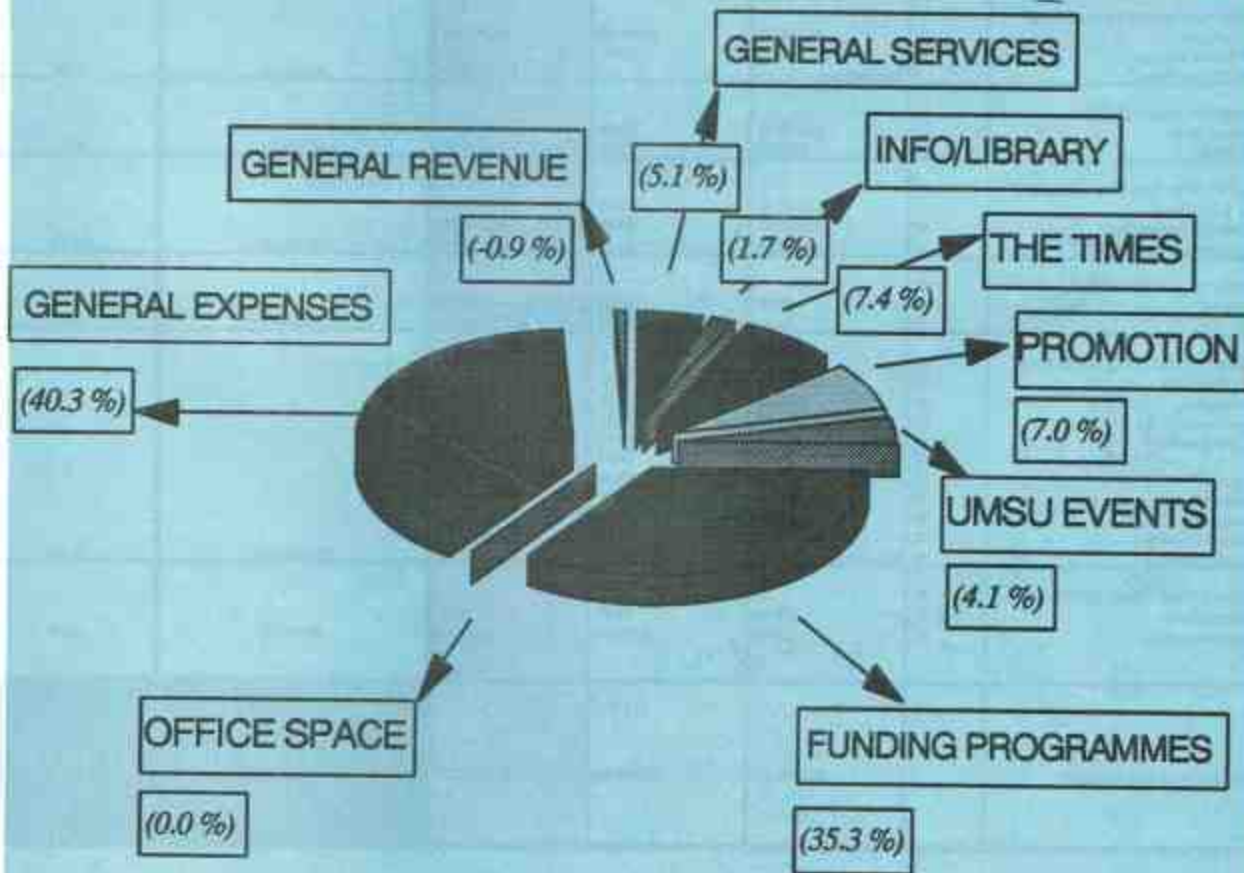
*for your support*

# STUDENT GROUP CENTRE's

PROPOSED

1991 - 92

## ANNUAL OPERATIONS BUDGET SHOWN IN % OF TOTAL SUBSIDY; \$57,022.00



# BREAKDOWN OF THE ANNUAL OPERATING BUDGET

DESCRIPTION OF SERVICE	PAGE IN BUDGET	EXPENSES	REVENUES	SUBSIDY (PROFIT)	SUB TOTALS	PERCENT OF TOTAL %
<b>SECTION "A": SERVICES</b>	5					
File Space	5	\$0.00	(\$100.00)	(\$100.00)		
Telephones	7	\$2,746.00	\$0.00	\$2,746.00		
Mail/Boxes & Courier	9	\$0.00	(\$2,120.00)	(\$2,120.00)		
Notice Boards/Info Wall	11	\$0.00	\$0.00	\$0.00		
Electric-Neon Signs	13	\$600.00	(\$100.00)	\$440.00		
Pamphlet Distribution	14	\$0.00	\$0.00	\$0.00		
Commons Office	15	\$800.00	(\$800.00)	\$100.00		
Typewriters	17	\$310.00	(\$1,000.00)	(\$690.00)		
Mainframe	18	\$30.00	\$0.00	\$30.00		
PC Network	19	\$2,112.00	(\$800.00)	\$1,312.00		
A/V Equipment	21	\$765.00	\$0.00	\$765.00		
Drop In Recruitment	23	\$0.00	\$0.00	\$0.00		
Meeting Rooms	24	\$0.00	\$0.00	\$0.00		
Business Documents	26	\$0.00	\$0.00	\$0.00		
Locker Storage	28	\$0.00	\$0.00	\$0.00		
Project Work Table	29	\$0.00	\$0.00	\$0.00		
Membership Cards	30	\$200.00	(\$100.00)	\$100.00	\$2,883.00	5.1%
<b>SECTION "B": INFO</b>	31					
Organizational Assistance	31	\$0.00	\$0.00	\$0.00		
Fundraising	32	\$0.00	\$0.00	\$0.00		
Campus Services	33	\$0.00	\$0.00	\$0.00		
Library	34	\$990.00	\$0.00	\$990.00	\$990.00	1.7%
<b>SECTION "C": THE TIMES</b>	35					
Production		\$2,000.00	\$0.00	\$2,000.00		
Printing		\$4,000.00	\$0.00	\$4,000.00		
Binding		\$800.00	\$0.00	\$800.00		
Distribution		\$400.00	\$0.00	\$400.00		
Pick Up Froms		\$200.00	\$0.00	\$200.00		
Advertising		\$0.00	(\$3,200.00)	(\$3,200.00)	\$4,200.00	7.4%
<b>SECTION "D": GROUP PROMOTION</b>	37					
Event Calendars	37	\$4,440.00	(\$440.00)	\$4,000.00		
UMSU Promo Vehicles	39	\$0.00	\$0.00	\$0.00		
Around Campus Spots		Discontinued		\$0.00	\$4,000.00	7.0%
<b>SECTION "E": UMSU EVENTS</b>	40					
Recruitment Fairs	40	\$2,000.00	\$0.00	\$2,000.00		
Theme Weeks	41	\$340.00	\$0.00	\$340.00	\$2,340.00	4.1%
<b>SECTION "F": FUNDING PROGRAMMES</b>	42					
Special Events Fund	42	\$10,000.00	\$0.00	\$10,000.00		
Newsletter Publication Fund	43	\$5,000.00	\$0.00	\$5,000.00		
New Group Recruitment Fund	44	\$5,120.00	\$0.00	\$5,120.00	\$20,120.00	35.2%
<b>SECTION "G": OFFICE SPACE</b>	46					
Semi Private	46	\$0.00	\$0.00	\$0.00		
Private	47	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>SECTION "H": GENERAL EXPENSES</b>	48					
General Promotion	48	\$2,328.00	\$0.00	\$2,328.00		
Office Supplies	48	\$250.00	\$0.00	\$250.00		
Postage/Courier	48	\$250.00	\$0.00	\$250.00		
Salary and Benefits	49	\$17,861.00	\$0.00	\$17,861.00		
Rent	49	\$0.00	\$0.00	\$0.00		
Utilities	50	\$0.00	\$0.00	\$0.00		
Endowment Fund	50	\$1,000.00	\$0.00	\$1,000.00		
Photocopying	50	\$1,100.00	\$0.00	\$1,100.00		
General Maintenance	51	\$200.00	\$0.00	\$200.00		
Handbook Production	51	Inventory	\$0.00	\$0.00	\$21,980.00	40.2%
<b>SECTION "I": GENERAL REVENUE</b>	51					
Endowment Fund	51	\$0.00	\$0.00	\$0.00		
In House Advertising	51	\$0.00	(\$500.00)	(\$500.00)	(\$500.00)	-0.9%
<b>UMSU PROGRAMME SUBSIDY</b>		\$45,842.00	(\$8,820.00)	\$57,022.00	\$57,022.00	100.0%

# **BUDGET RECOMMENDATIONS 1991-92** **for the** **UMSU STUDENT GROUP CENTRE**

*(Prepared by Jeff Hurst; Outgoing DSS 1991)*

This document has been structured in such a way as to summarize not only the costs involved with delivering the programme titled above, but to supply the reader with a significant amount of information regarding each component. Each section is composed of seven parts: *OBJECTIVE, FEATURES, GOVERNING POLICIES, RELEVANT SPACE NEEDS, CURRENT INVENTORY, GENERAL COMMENTS AND BUDGET DETAILS.*

By grouping all the relevant details together for each component, it is believed that the reader may establish a solid understanding of each programme and service.

The table to the left has been prepared to summarize the entire document and lists the items as they appear in the main document. The pie chart on the cover provides a different perspective of the overview, showing each major section of the budget as a percentage of the overall subsidy.

The recommended subsidy for the Centre has come in at **\$57,022.00.**

=====

This is a slight increase over last year's **total** expenditures, but many more programmes and services have been adopted and many existing services have been expanded. As the Centre is now fully equipped, a significant amount of the money spent on Capital last year has been diverted to Operations for the delivery of services.

To insure the Union has the resources to finance the irregular capital expense related to the Centre in the future, it has been proposed that the Centre set up an Endowment Fund. Details may be found in the following section.

The Centre has surpassed all expectations of its potential success and is still growing stronger everyday. Considering the **number of students being served** by the Centre through the student group network, it is believed to be UMSU's most valuable service to its members and the University community as a whole.

---

# ENDOWMENT FUND

In an effort to build a financial resource from which the Centre's equipment and furnishing can be renewed, an Endowment Fund has been recommended. Each annual operating budget for the Centre for the next ten (10) years will contribute \$1000.00 to the Endowment Fund. The University has been approached to meet this amount on an annual basis; acknowledging the vital role of the Centre in stimulating and sustaining a high standard of student (campus) life. Outside agencies, organizations and individuals wanting to contribute to the Centre, may also contribute to the Endowment Fund. As UMSU is registered as a non profit organization, contributions to the Centre are tax deductible.

In the years to come, when a capital purchase is required for the Centre, the Fund will lessen the Centre's dependency on the UMSU to assume such irregular expenses. For the first five (5) years, all the interest generate from the Fund will be deposited to the Fund and shall become part of the principle. Capital Expenditures during the next five (5) years will be sponsored by the UMSU.

Management of an Endowment Fund must be based on policy. Two examples of how management policy can significantly effect the growth and yield of the Fund are given. Note the difference in Year 20 for both Principle and Spensible Interest. The host organization may wish to develop a multi tiered spending policy which releases more and more of the interest as the years pass. The Fund should have a yields goal over a set period of time, which would meet the needs of its Centre

Of the two options illustrated, it is recommended that UMSU adopt option number one (1), which will yield about \$3000.00/year by the end of the tenth (10<sup>th</sup>) year.

SIGPAC, a committee of UMSU Council, will monitor the Fund's growth and eventually become responsible for considering all funding requests.

DETAILS: See the following tables and their related curves for greater details



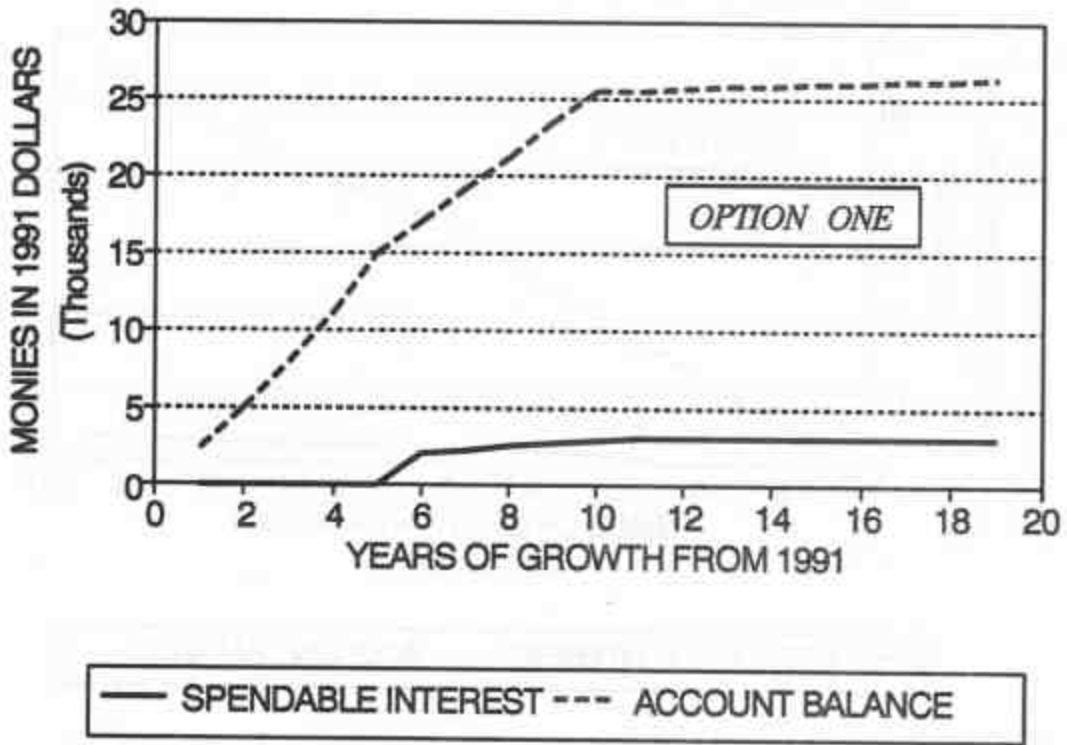
GROWTH EXPECTATIONS OF THE UMSU STUDENT GROUP CENTRE'S ENDOWMENT FUND

OPTION ONE

YEAR	UMSU	CONTRIBUTIONS UMM	OTHERS	ACCOUNT SUBTOTAL	ANNUAL* INTEREST	INTEREST SPENT**	YEAR END TOTAL
1	\$1,000.00	\$1,000.00	\$100.00	\$2,100.00	\$282.00	\$0.00	\$2,382.00
2	\$1,000.00	\$1,000.00	\$100.00	\$4,482.00	\$534.24	\$0.00	\$4,986.24
3	\$1,000.00	\$1,000.00	\$100.00	\$7,066.24	\$860.35	\$0.00	\$7,926.59
4	\$1,000.00	\$1,000.00	\$100.00	\$10,036.59	\$1,204.36	\$0.00	\$11,240.95
5	\$1,000.00	\$1,000.00	\$100.00	\$13,340.95	\$1,600.92	\$0.00	\$14,941.87
6	\$1,000.00	\$1,000.00	\$100.00	\$17,041.80	\$2,045.03	\$2,045.03	\$17,041.80
7	\$1,000.00	\$1,000.00	\$100.00	\$19,141.80	\$2,297.03	\$2,297.03	\$19,141.80
8	\$1,000.00	\$1,000.00	\$100.00	\$21,241.80	\$2,549.03	\$2,549.03	\$21,241.80
9	\$1,000.00	\$1,000.00	\$100.00	\$23,341.80	\$2,801.03	\$2,801.03	\$23,341.80
10	\$1,000.00	\$1,000.00	\$100.00	\$25,441.80	\$3,053.03	\$3,053.03	\$25,441.80
11	\$0.00	\$0.00	\$100.00	\$25,541.80	\$3,065.03	\$3,065.03	\$25,541.80
12	\$0.00	\$0.00	\$100.00	\$25,641.80	\$3,077.03	\$3,077.03	\$25,641.80
13	\$0.00	\$0.00	\$100.00	\$25,741.80	\$3,089.03	\$3,089.03	\$25,741.80
14	\$0.00	\$0.00	\$100.00	\$25,841.80	\$3,101.03	\$3,101.03	\$25,841.80
15	\$0.00	\$0.00	\$100.00	\$25,941.80	\$3,113.03	\$3,113.03	\$25,941.80
16	\$0.00	\$0.00	\$100.00	\$26,041.80	\$3,125.03	\$3,125.03	\$26,041.80
17	\$0.00	\$0.00	\$100.00	\$26,141.80	\$3,137.03	\$3,137.03	\$26,141.80
18	\$0.00	\$0.00	\$100.00	\$26,241.80	\$3,149.03	\$3,149.03	\$26,241.80
19	\$0.00	\$0.00	\$100.00	\$26,341.80	\$3,161.03	\$3,161.03	\$26,341.80
20	\$0.00	\$0.00	\$100.00	\$26,441.80	\$3,173.03	\$3,173.03	\$26,441.80
20	\$10,000.00	\$10,000.00	\$1,000.00		\$42,043.26	\$37,801.36	\$26,241.80

\* 12% Annual Interest Rate  
 \*\* 100% of Annual Interest Eligible for Depreciation after Year 5

## GROWTH EXPECTATIONS for the S. G. CENTRE ENDOWMENT FUND



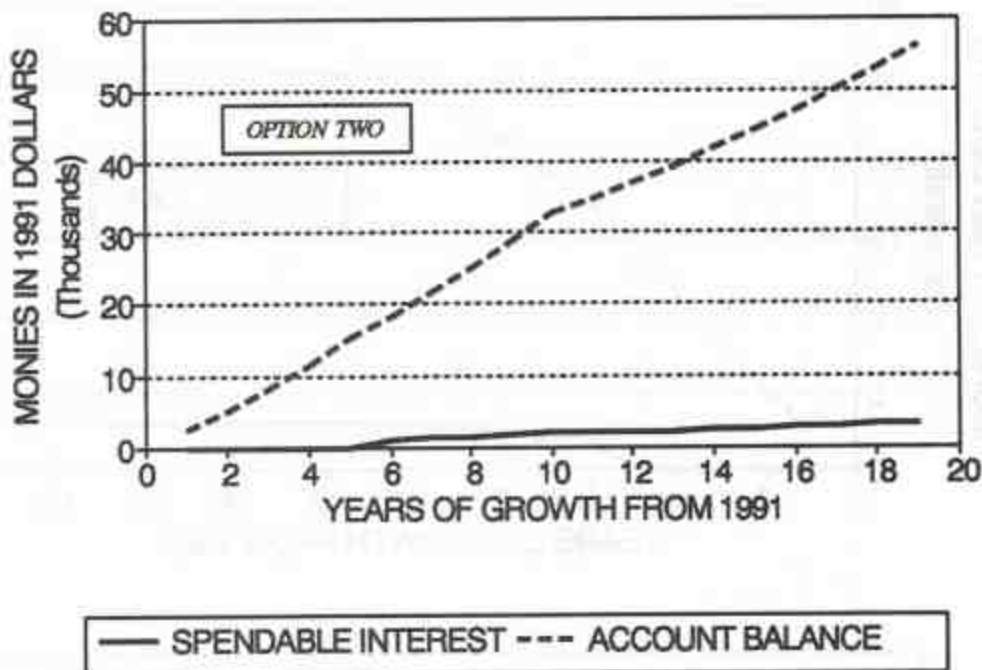
GROWTH EXPECTATIONS OF THE UMSU STUDENT GROUP CENTRE  
ENDOWMENT FUND

OPTION TWO

YEAR	UMSU	CONTRIBUTIONS		ACCOUNT SUBTOTAL	ANNUAL* INTEREST	INTEREST SPENT**	YEAR END TOTAL
		UM	OTHERS				
1	\$1,000.00	\$1,000.00	\$100.00	\$2,100.00	\$252.00	\$0.00	\$2,352.00
2	\$1,000.00	\$1,000.00	\$100.00	\$4,452.00	\$534.24	\$0.00	\$4,986.24
3	\$1,000.00	\$1,000.00	\$100.00	\$7,089.24	\$850.35	\$0.00	\$7,939.59
4	\$1,000.00	\$1,000.00	\$100.00	\$10,006.56	\$1,204.38	\$0.00	\$11,210.94
5	\$1,000.00	\$1,000.00	\$100.00	\$13,340.96	\$1,600.92	\$0.00	\$14,941.88
6	\$1,000.00	\$1,000.00	\$100.00	\$17,041.80	\$2,045.02	\$1,022.51	\$18,064.31
7	\$1,000.00	\$1,000.00	\$100.00	\$20,184.41	\$2,419.73	\$1,209.89	\$21,374.25
8	\$1,000.00	\$1,000.00	\$100.00	\$23,474.28	\$2,818.91	\$1,406.46	\$24,886.73
9	\$1,000.00	\$1,000.00	\$100.00	\$26,892.73	\$3,237.93	\$1,616.88	\$28,001.70
10	\$1,000.00	\$1,000.00	\$100.00	\$30,701.70	\$3,684.20	\$1,842.10	\$32,543.80
11	\$0.00	\$0.00	\$100.00	\$32,543.80	\$3,917.26	\$1,958.83	\$34,502.23
12	\$0.00	\$0.00	\$100.00	\$34,702.43	\$4,164.29	\$2,082.15	\$36,784.57
13	\$0.00	\$0.00	\$100.00	\$36,894.57	\$4,426.15	\$2,213.07	\$39,097.65
14	\$0.00	\$0.00	\$100.00	\$39,197.65	\$4,703.72	\$2,351.88	\$41,549.50
15	\$0.00	\$0.00	\$100.00	\$41,649.50	\$4,997.94	\$2,498.97	\$44,148.47
16	\$0.00	\$0.00	\$100.00	\$44,248.47	\$5,309.82	\$2,654.81	\$46,903.38
17	\$0.00	\$0.00	\$100.00	\$47,003.38	\$5,640.41	\$2,820.20	\$49,823.59
18	\$0.00	\$0.00	\$100.00	\$49,923.59	\$5,990.83	\$2,995.42	\$52,919.00
19	\$0.00	\$0.00	\$100.00	\$53,018.00	\$6,362.26	\$3,181.14	\$56,200.12
20	\$0.00	\$0.00	\$100.00	\$56,300.14	\$6,756.02	\$3,378.01	\$59,678.15
20	\$10,000.00	\$10,000.00	\$1,800.00		\$57,705.10	\$26,677.10	\$82,918.00

\* 12% Annual Interest Rate  
\*\* 50% of Annual Interest Eligible for Disbursement after Year 5

## GROWTH EXPECTATIONS for the S. G. CENTRE ENDOWMENT FUND



## A. GENERAL SERVICES

**Note:** Staff time to administer these services and the expense of maintaining the general utilities are not detailed below service by service, but have been accounted for under GENERAL EXPENSES.

The dollar amounts shown in brackets for capital purchases reflect the cost of purchasing new equipment. They are shown for informational purposes and may or may not accurately reflect the UMSU's cost of acquiring the merchandise.

### SECURE FILING CABINET SPACE:

**OBJECTIVE:** To provide the groups with a secure space on campus to store their files (constitution, membership list, minutes, activity schedules) and related materials.

**FEATURES:** Some space is available inside the Centre for greater security. Other spaces are available outside the Centre for 24 hour access.

Each filing cabinet drawer is locked individually for greater security. This limits the need for complex access policies which require enforcement.

**POLICY:** Each group may have one drawer free of charge.

If the group requires additional space, one more drawer may be assigned subject to availability, but a \$10.00/year rental charge is assessed. Last year ten (10) groups each purchased one extra space, there is no change anticipated for this year.

The fee is nominal, but is effective in insuring the space is utilized by the group.

A \$20.00, fully refundable key deposit is taken to insure the group returns the filing cabinet key. The deposit monies are placed in the "Deposits" line under GENERAL REVENUES. The deposit is returned to the group when the key is return to the Centre. If the key is not returned, the monies are used to replace the cabinet locks and acquire new keys.

<b>SPACE REQ:</b>	UNIT FLOOR SPACE USED:	1 x 16" x 36"
	TOTAL CENTRE SPACE CONSUMED:	5 x 16" x 36"
	EXTERNAL SPACE CONSUMED:	7 x 16" x 36"

Side access filing cabinets make great dividers or temporary walls. They also fit well along low traffic corridors, making use of otherwise dormant space.

Each of the ten (10) desks in the Centre have locking file drawers which are also allocated as file space.

**INVENTORY:** The Centre presently maintains:  
 - 5 blueish grey, 5 drawer cabinets in the Centre  
 - 7 cream, 5 drawer cabinets in the 102 hall way  
 - 10 file size, desk drawers in the Centre

for a total of 70 individual locking file spaces.

**COMMENTS:** Due to the extraordinary expense of purchasing new or used filing cabinets UMSU has had to limit the number of drawers each group may have access to in any given year. If your group can find campus offices willing to donate their old filing cabinets, you will save a bundle of money in start up capital expenses.

**BUDGET:** As the capital expense of purchasing the filing cabinet (\$900.00/unit) has been paid-in-full, there are no expenses associated with delivering this service.

Maintenance for the filing cabinets is expected to be minimal and if required will be charge to the maintenance line under GENERAL EXPENSES.

UMSU presently offers 70 filing cabinet spaces. Occupancy is greater the 90%.

**DETAIL:**

50 \* \$ 0.00 = \$ 0.00 first space assignments  
 10 \* \$10.00 = \$100.00 second space assignments

<u>EXPENSE</u>	<u>REVENUE</u>	<u>SUBSIDY/(PROFIT)</u>
\$ 0.00	\$100.00	(\$100.00)



## A. GENERAL SERVICES

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Side access filing cabinets make great dividers or temporary walls. They also fit well along low traffic corridors, making use of otherwise dormant space.

Each of the ten (10) desks in the Centre have locking file drawers which are also allocated as file space.

## TELEPHONE SERVICES

**OBJECTIVE:** To provide groups with a daily contact on campus and insure solid communication between the groups, their members, UMSU, the University and various outside organizations, including the media.

To provide groups with on campus access to the (all too often taken for granted) combination of desk, chair and telephone to comfortably make local and long distance calls.

**FEATURES:** The UMSU maintains four lines in the common office section of the Centre. The lines are TOLL RESTRICTED to insure that no long distance charges are incurred by the Centre.

The Centre also maintains the Coordinators line which is NOT toll restricted. Groups leaders may have access to this line to make long distance calls, but they must leave a deposit to cover the call before dialling.

The Centre's Coordinator also receives messages and transfers calls across campus from her line for the groups to receive. No charges are levied for this service as no additional expenses are incurred.

The Centre also maintains an answering machine for after hours service. The Coordinator passes on all messages left for the groups at her first opportunity.

The Centre's PC computer network and the University's mainframe have modem connections so groups can remotely access their accounts.

**POLICY:** Groups may use the local lines while the Centre is open.

Groups may arrange to use the prepay, Long Distance Service by speaking with the Coordinator while the Centre is open. The Coordinator calculates the approximate cost/min of the call and insures that the caller stays within their prepaid limits. The Coordinator logs each call and checks it off against the phone bill each month. In this way adjustments to the charging practise can be made to insure the calls are being paid in full by the groups. As this service is self subsidizing, it appears as net zero in the detail. Any monies collected from this service are credited to the phone line.

Groups may receive messages through their mailboxes, accessible 24 hours a day. Groups may call for their messages while the Centre is open.

The answering machine is available any time the Coordinator can not take a call and it is left on after hours.

Modem access to the computers is normally available 24 hours a day, except when the system is down.

Public fax services is readily available near the Centre. The Centre does not offer a subsidized service for incoming or outgoing faxing.

**SPACE REQ:** Sufficient desk or table space should be offered to permit students to do paper work while speaking on the phone.

The Coordinator should have a desk of her own to work from with a second work space near by for students using the long distance service.

**INVENTORY:** The Centre presently maintains:

- Five(5) basic touchtone phones on extended cable;
  - Four (4) on toll restricted lines
  - One (1) on an open line
- One (1) data transfer line for the modem
- One Sharp 1000 Answering Machine, two (2) Cassettes
- Modem: accounted for in computer inventory detail
- Campus, city and student phone directories per phone

**COMMENTS:** This service was one component of a better all- round communications system set up for the groups to use. It saved the groups time and energy by having the Coordinator receive calls and relay messages. The media and outside groups appreciated the convenience of contacting the groups and hence the groups developed better community relations.

An incoming and outgoing fax service is offered at the business next to the Centre, so the Centre does not directly offer fax service. If desired, a self-contained, credit card operated fax machine is available on a profit sharing basis by some vending companies.

Campus phone lines are quite expensive, so insure the demand for the service dictates the scope of service the Centre offers.

**BUDGET:** Re-connection fees make it impractical to disconnect phone lines over the summer, hence the charges are calculated for twelve (12) months.

Local phone company charges are compounded by University switchboard fees. Toll restriction also incurs a fee, however it is preferable to unaccountable long distance charges. The University dictates the use of data-transfer lines for all computer connections, hence the modem line is much more expensive.

**DETAILS:**

4 * \$32.00/month	=	\$1536.00/year	General Access
1 * \$30.00/month	=	\$ 360.00/year	Coordinators Line
\$10.00/month	=	\$ 120.00/year	Coor. Long Dist
Prepaid by Group	=	\$ 0.00/year	Groups' Long Dist
No Charges	=	\$ 0.00/year	Messages, Transfer
2 * \$ 5.00	=	\$ 10.00/year	Answering Mach Tapes
1 * \$60.00	=	\$ 720.00/year	Modem Data Line



**EXPENSES**

**REVENUES**

**SUBSIDY/(PROFIT)**

\$2746.00

\$ 0.00

\$2746.00

**MAIL BOX SERVICE and COURIER PICK UP/DROP OFF:**

**OBJECTIVE:** To provide groups with a campus address to receive and send mail using the UMSU's mail boxes in conjunction with the University's mail service and private couriers.

**FEATURES:** Combination box locks eliminate the need for distributing keys and managing deposits. Combination locks are practical for mailboxes as groups tend to maintain the same box from year to year to maintain the same mailing address.



The mailboxes are filled from the rear and stationed in an interior, perimeter wall of the Centre. This permits the Coordinator to sort mail and fill the boxes without leaving the Centre unattended while providing the groups with 24 hour access to their mailboxes from outside the Centre.

Second mailboxes are often not maintained for mail. Groups place their office key in the box so several authorized members can attain safe, easy access to the group's office and resources, sharing one key. Some groups provide all their members with the combination their secondary box to distribute minutes and other club information.

Mail files are prepared for groups which choose not to register for a mail box. The Mail Files sit behind the Coordinators desk in an old record stand in alphabetical order. Group leaders simply check with the Coordinator for mail and messages.

Courier pickup/drop-off service is useful and easy to administer with a full time Coordinator.

**POLICY:**

Each group may have one mail box with a \$10.00 annual registration fee.

If the group requires additional space, one more mail box may be assigned subject to availability, but a \$25.00/year rental charge is assessed. Last year five (5) such spaces were allotted mainly for group members to freely access their office keys. There is no change anticipated for this year.

Students wishing to rent a mailbox may do so at the rate \$25.00/box/year. Last year fifteen (15) spaces were rented, mainly to VISA students between homes. Faculty and other campus members may rent a box at \$60.00/box/year. This rate is competitive with regular off campus postal boxes. Last year UMSU rented eight (8) space to campus unions and professors running businesses on the side.

The above fee schedule has been designed to insure student groups have priority access to the service while insuring all the boxes may be in active use. The service itself then generates extra revenue, serves others in the University community and illustrates its own market value.

Groups are responsible postage on outgoing and postage due materials.

Group are responsible for courier fees and must pay the Coordinator prior to pick-up. COD drop-offs are not accepted unless payment arrangements have been made in advance. All courier pick-ups/drop-offs are logged to remain accountable. Change from transaction may be claimed or donated to the Endowment Fund.

Groups are responsible for changing the tumblers on their locks for security reasons (approx. \$25.00). Groups must request look changes through the Coordinator.

**SPACE REQ:** Mail boxes come in a variety of sizes. A combination of two sizes may be desired.  
 - A 35 square foot (7'x5') wall space will house about 150 mailboxes.

The Courier service requires no assigned space and can be easily run from the reception desk.

**INVENTORY:** The Centre presently maintains:

- 130, 6"x6", rear feed mail boxes with combo locks: 24 Hour Access
- 20, 8"x8", rear feed mail boxes with combo locks: 24 Hour Access
- 50, Mail File slots for groups without mailboxes: Access While the Centre's Open
- 1, old wire record stand to hold the Mail Files, (no kidding, works GREAT!!)

**COMMENTS:** This year UMSU formally extended this service to include the package drop off and awaiting courier service. The groups who used the courier aspect of the program found it to be an excellent service as it meant they could have a package delivered to campus and/or pick it up at the Centre at their convenience.

Mail Files are an effective, low cost (capital) way to provide the service, however security can become an issue. Groups are encouraged to take on a mail box.

**BUDGET:** First assignment rentals to student groups are expected to increase due to the increase in new groups however no significant changes are anticipated for the paying tenants in the upcoming year.

As the capital expense of purchasing the mailboxes (\$50.00/unit) has been paid-in-full some time ago, there are no expenses associated with delivering this service. Maintenance for the mailboxes is expected to be minimal and if required, will be charged to the maintenance line under GENERAL EXPENSES.

**NOTE:** THE UNIVERSITY HAS RECENTLY DECLINED TO CONTINUE THE SERVICE OF SORTING MAIL AND FILLING THE MAILBOXES THIS TASK HAS NOW BEEN TAKEN ON BY THE COORDINATOR.

The Union presently offers 150 mailboxes and 50 Mail Files. Occupancy is close to 95%. Expansion of this service maybe required in the near future.

<b>DETAILS:</b>			
114	* \$10.00	=	\$1140.00 first assignment space
5	* \$25.00	=	\$ 125.00 second assignment space
15	* \$25.00	=	\$ 375.00 student at large rentals
8	* \$60.00	=	\$ 480.00 faculty/staff rentals
50	* \$ 0.00	=	\$ 0.00 Mail File Service

<b>EXPENSES</b>	<b>REVENUES</b>	<b>SUBSIDY/(PROFIT)</b>
\$ 0.00	\$2120.00	(\$ 2120.00)

**NOTICE POSTING BOARDS:**

**OBJECTIVE:** To provide an area for groups to post news regarding group business and upcoming events.

To update all groups on the latest news regarding the Centre, new groups and UMSU sponsored events.

**FEATURES:** Free standing, exhibition walls, effective display posters, bulletins and other printed media. Such mobile walls are light weight and flexible, permitting occasional lay out alterations. We call it The Info Wall.

Traditional, permanent bulletin boards are effective in the common office section of the Centre.

New plastic poster surfaces, which cling with static electricity, makes good use of paint wall surfaces without leaving residue from tape and glue or holes from tacks.

**POLICY:** Space permitting, each group is entitled to place a reasonable amount of posters and notices on the Centre's bulletin boards and free standing Info Walls throughout the year.

**SPACE REQ.** Of course the quantity of wall space consumed by bulletin boards and alike is equal to the size of the unit.

Free standing display units create wall space, but consume floor space, the choice is yours.

**INVENTORY:** The Centre presently maintains:  
- 120 square feet of bulletin board space  
- 180 square feet of Info Wall space  
- 36 square feet of postable painted wall space

SEE PICTURE FOR DETAILS:

**COMMENTS:**

Groups found the Notice Boards inside the Centre an asset as it meant posters and other group news would not be destroyed by thoughtless students passing by in the hall ways, as well as being high profile space. Some groups regularly used the boards to post Notice of the group's next meeting and pass on other vital group news to their members.

By having group members drop by the Centre to catch up on the latest news for the group, the group leaders were able to keep every one up to date. The extra traffic through the Centre really helped get the word around that the Centre was open for business, so such activity is strongly recommended.

The Centre has reserved some wall space near the front entrance to hang a poster display rack (popular in record stores) to exhibit the latest events being promoted on campus with posters. Unfortunately, a good used poster rack has not yet surfaced.

Mobile exposition walls are very expensive to purchase new and used ones are not much cheaper. Often University Departments make use of such units to promote the institution for recruitment or professional purposes. Check with your Admission and University Relations Office, they may have an old display unit collecting dust in storage that they may let you have. If not ask them when they might upgrade their system and if you could "purchase" the old one when they do. University Administrators understand the value of a satisfied student body and may feel justified in contributing University assets to a project like the Student Group Centre. It is a cheap out for them and your Centre will benefit, play on that.

**BUDGET:**

As the capital expense of purchasing the bulletin boards (\$80.00/unit) and mobile walls (\$800.00) have been paid-in-full, there are no expenses associated with delivering this service. Maintenance for the bulletin boards is expected to be minimal and if required will be charged to the maintenance line under GENERAL EXPENSES.

The UMSU presently offers approximately 300 square feet of postable space for the groups to utilize.

**DETAILS:**

No Detail

**EXPENSES**

\$ 0.00

**REVENUES**

\$ 0.00

**SUBSIDY/(PROFIT)**

\$ 0.00

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**ELECTRIC-NEON 'CHALK' BOARD**

- OBJECTIVE:** To provide additional promotion for groups events.
- FEATURES:** The ENC board may be prepared by the group using special felts, so the design is flexible.
- The ENC board is predominantly placed at the entrance to the Centre so it is very visible to incoming traffic and students patronizing the pub.
- The ENC board is kept lite from 8:00am to 2:00am with a standard light timer.
- POLICY:** Groups may purchase time on half of the Board at the rate of \$10.00/week. The other half of the Board is reserved to promote the activities and news of the Centre.
- Groups may only book the ENC board once a month to allow for fair access to the board by all groups.
- SPACE REQ:** ENC boards come in a variety of sizes and dimensions. The Centre's board consumes a 3'x5' wall area at eye level.
- INVENTORY:** The Centre presently maintains:
- 1, 3'x5' ENC board
  - 1, standard light timer
  - 5 special colour felts
- COMMENTS:** The ENC board is an experiment by the Centre in electric media. It is a luxury that is not required for initial set up.
- BUDGET:** As the capital expense of purchasing the Board (\$750.00) is NOT yet paid-in-full, there remains 8 monthly payments of \$75.00 owing to the supplier. It has been decide to pay the supplier off this year.
- Maintenance for the Board is expected to be minimal and if required will be charged to the maintenance line under GENERAL EXPENSES.
- As the service was not introduced until late year, no empirical information is available for budgeting purposes. A conservative guestimate for the expected demand is such that the 1/2 the Board will be rented for 16 of the 32 weeks in regular session, or a 50% usage rate.

**DETAILS:**

8 * \$ -75.00/month	= \$ -600.00	Capital Payment
16 * \$ 10.00/week	= \$ 160.00	Ad Space Rentals

**EXPENSES**  
\$ 600.00

**REVENUES**  
\$ 160.00

**SUBSIDY/(PROFIT)**  
\$ 440.00

**PAMPHLET DISTRIBUTION and READING AREA:**

**OBJECTIVE:** To provide an area and means to display information on the groups, their services and upcoming events.

**FEATURES:** The Centre maintains a variety of display racks to exhibit leaflets, pamphlets, photo copied documents, small magazines, newspapers and bound publications effectively.

A small reading area is provided to encourage students to relax and enjoy their time.

**POLICY:** Once Recognized, groups may distribute any material they wish to promote, providing that it is relevant to the group's constitutional goals and that it is not considered to be Hate Literature as defined by the Government of Canada.

Groups may leave extra copies with the Coordinator or monitor their materials and replenish the materials themselves when necessary.

**SPACE REQ:** The Centre dedicates approximately 50 square feet of floor space, however this includes the 36 square feet used by the reading area (couch/table).

**INVENTORY:** The Centre presently maintains:  
- One (1) publication rack  
- Two (2) misc. articles rack  
- One (1) pamphlet rack  
- One (1) couch and one (1) table

**COMMENTS:** All groups appreciated the fact that they can display their literature in the Centre. The pamphlets, newsletter and even book marks that the groups had prepared to promote themselves have proven themselves to be excellent tools to help new students decide which group to pursue for membership.

**BUDGET:** No charges are levied for this service.

As the capital expense of purchasing the display racks (\$100.00/unit) has been paid-in-full, there are no expenses associated with delivering this service.

Maintenance for the display racks is expected to be minimal and if required will be charged to the maintenance line under GENERAL EXPENSES.

**DETAILS:**

No Detail = \$ 0.00

**EXPENSES**  
\$ 0.00

**REVENUES**  
\$ 0.00

**SUBSIDY/(PROFIT)**  
\$ 0.00

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**ELECTRIC-NEON "CHALK" BOARD**

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**FEATURES:** The ENC board may be prepared by the group using special felts, so the design is flexible.

The ENC board is predominantly placed at the entrance to the Centre so it is very visible to incoming traffic and students patronizing the pub.

The ENC board is kept lite from 8:00am to 2:00am with a standard light timer.

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Groups may only book the ENC board once a month to allow for fair access to the board by all groups.

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- 1, standard light timer
- 5 special colour felts

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**BUDGET:** As the capital expense of purchasing the Board (\$750.00) is NOT yet paid-in-full, there remains 8 monthly payments of \$75.00 owing to the supplier. It has been decide to pay the supplier off this year.

Maintenance for the Board is expected to be minimal and if required will be charged to the maintenance line under GENERAL EXPENSES.

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**DETAILS:**

8 * \$ -75.00/month	= \$ -600.00	Capital Payment
16 * \$ 10.00/week	= \$ 160.00	Ad Space Rentals

**EXPENSES**  
\$ 600.00

**REVENUES**  
\$ 160.00

**SUBSIDY/(PROFIT)**  
\$ 440.00

**OFFICE AMENITIES and SUPPLIES:**

**OBJECTIVE:** To provide the resource of an office environment for all groups to use.

**FEATURES:** The common office section of the Centre offers all the conveniences of a modern office environment. The following supplies are normally available in the Centre:

STAPLERS, LARGE AND SMALL	SCISSORS	ELASTICS	WHITE BOND PAPER
HOLEPUNCHED, LARGE AND SMALL	PAPEFCUTTERS	PAPER CUTTER	FANFOLD PAPER
MASKING, SCOTCH & PACKING TAPE	STRING	GLUESTICKS	ENVELOPES, 1/2 & 3/4
PENS, PENCILS, FELTS AND MARKERS	WHITEOUT	SCRATCH PADS	PENCIL SHARPENER
ADJUSTABLE RUBBER STAMP/PAD	CALCULATOR	ERASERS	RULERS AND MORE...

Desks or workstations are set up for group leaders to work comfortably in reasonable privacy. Each workstation has a desk with a comfortable chair, a telephone within reach, a office divider for some privacy and a circular file (trash can). All the above supplies are at hand or available through the Coordinator.

Most workstations have a computer or electric typewriter at hand. The computers and typewriters are detailed in the following components of this report.

At the Copy Centre store, next door, groups can purchase:

INCOMING & OUTGOING FAX SERVICE	DOCUMENTS BINDING
HIGH SPEED & COIN OP. PHOTOCOPIING	COLOURED PAPER
COLOUR TRANSPARENCY PREPARATION	

**POLICY:** The Centre's communal office is run like a library, not that you have to be quiet as a mouse, but group leaders can come in, use the available services, work quietly, then leave their station clean (like they found it).

There is no charge to use the common office and supplies are freely offered on a reasonable basis. Groups requiring large amounts of supplies must purchase the supplies. Paper goods are sold on a cost recovery basis individually or in packages of ten (10).

Students at large wanting to use the common office must pay a \$2.00/hour services charge.

**SPACE REQ:** A 25 sq ft (5'x5') area is required for each work station, this includes space for a standard 3'x5' desk, chair, divider and trash can. Hence, 14 workstations consume 350 sq feet of floor space, not including the aisle between them.

**INVENTORY:** The Centre presently maintains:

- 10, 3'x5' workstation desks c/w dividers
- 4, 3'x3' typing desks
- 1, 3'x4' utility desk for large holepunch & stapler and papercutter
- 2, 1'x6' utility tables for small holepunches, staplers, scissors
- 14, chairs
- 4, telephones (detail in Telephone Section)
- 3, 286 computers/printers (detail in PC Computer Section)
- 1, Mainframe terminal (detail in Mainframe Section)
- 4, Electric Typewriters (detail in Typewriter Section)
- 9, trash cans; 2 recycling bins



- 1, pencil sharpener
- 2, regular and one (1) heavy-duty holepunch
- 2, regular and one (1) heavy-duty stapler
- 1, 15"x15" papercutter
- 2, standard pairs of office scissors
- 1, adjustable rubber stamp (to stamp membership cards)
- 3, rubber stamp ink pads; red, black and green
- 1, solar powered calculator
- Stationary and other supplies are maintained as needed



**COMMENTS:**

UMSU set up ten (10) workstations and four (4) typing stations. These stations have been well used by those groups unable to secure office space on campus.

Oddly enough, even a few groups with campus office space have been using the Centre because the common office is better stocked than the groups' offices.

The common office facility allows UMSU to provide the groups with a tangible support service in a cost effective manner. The facility also takes tremendous pressure of the UMSU to supply private or semi private office space for all groups, an expensive and unrealistic traditional demand of the groups.

**BUDGET:**

Although considerable expense is incurred to maintain the common office, no charged is levied. Paper goods and large quantities of supplies are sold on a cost recovery basis.

The capital expense of furnishing the common office (\$4000.00) was offset by donations to the Centre and shuffling of internal (UMSU) furnishings in the year the Centre was establish. No new additions are planned for the upcoming year.

The capital expense of equipping the Centre with a computer network, typewriters and other major equipment may be found under the relevant following sections. The smaller stationary tools and incidental equipment totalled less than \$500.00 and has been paid for in full.

As supplies diminish and equipment wears with use, the operational expense of the common office builds. Where feasible, many items are secured to desks to guard against theft. The monies below reflects the cost of supplying and/or replacing supplies and equipment.

The numbers below are based on the previous year's year end totals. As the awareness of the Centre's facilities grow, student-at-large business is expected to increase, however no significant increase in business has been budgeted for this year.

**DETAILS:**

No Detail	= \$ 700.00	Replenishing Supplies
No Detail	= \$ 100.00	Replenishing Equipment
300hr * \$2.00/	= \$ -600.00	Student-at-Large Rental Charges

**EXPENSES**  
\$ 800.00

**REVENUES**  
\$ 600.00

**SUBSIDY/(PROFIT)**  
\$ 200.00

**TYPEWRITERS:**

**OBJECTIVE:** To provide an easy to use alternative to the fast paced, modern technology in the Centre for students not familiar with computers.

**FEATURES:** The typewriters are relatively new but very simply, straight forward and easy to operate.

The typewriters are useful to have on hand even if you are able to secure computers as they are effective for jobs requiring spacing detail, such as completing pre-printed forms and addressing envelopes.

**POLICY:** Group leaders wanting to use this service simply use the typewriters as they become available, no further restrictions apply.

There is no charge to use this service.

Students at large wanting to use the common office must pay a \$2.00/hour services charge.

**SPACE REQ:** The typewriters sit on the typing desks accounted for in the Office Amenities section. No further floor space is consumed.

**INVENTORY:** The Centre presently maintains:  
4, Brothers electric typewriters

**COMMENTS:** Mature (returning) students find the typewriters a real asset. The Centre's facility is the only public access to typewriters on campus so it does create some revenue.

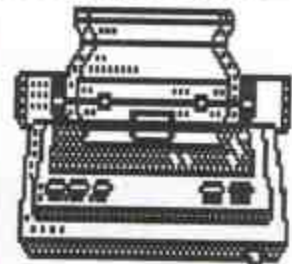
**BUDGET:** Although maintenance and supplies can be expensive, no charge is levied to the groups for this service.

The capital expense of purchasing the typewriters (\$150/unit) has been paid-in full, however a monthly equipment service contact is maintained.

The numbers below are based on the previous year's year end totals. As the awareness of the Centre's facilities grow, student-at-large business is expected to increase, however no significant increase in business has been budgeted for this year.

**DETAILS:**

8 * \$ 10.00/month	= \$ 80.00/yr	Equipment Service Contact
40 * \$ 5.00/ribbon	= \$ 200.00/yr	Replacement Ribbons
10 * \$ 3.00/ribbon	= \$ 30.00/yr	Replacement Corrector Ribbon
Cost Recovery		Paper Supplies
500 hrs * \$ 2.00/hr	= \$-1000.00/yr	Student-at-Large Levy



**EXPENSES**  
\$ 310.00

**REVENUES**  
\$1000.00

**SUBSIDY/(PROFIT)**  
(\$ 680.00)

**MAINFRAME TERMINALS/UNITS:**

**OBJECTIVE:** To provide the groups with the programmes and services of the UofM Mainframe

**FEATURES:** The Mainframe offers the user access to large databases, statistical programmes, 5 programming languages and utilities such as mail and modem access.

Groups can access the main frame from any campus terminal at the UofM and any one of five Mainframe member universities across the province

**POLICY:** Groups need to register with the University's Department of Computer Services to set up an account on the mainframe system.

UMSU then allocates a reasonable number of units through the Centre to the user groups throughout the year. Units are like "computer money" that each group's account must have in order to "buy" time on the system.

Students-at-Large are not permitted to use the Centre's mainframe terminal.

**SPACE REQ:** The Mainframe terminal is set up on one of the small typing tables detailed in the Offices Amenities section and as such does not consume further floor space.

**INVENTORY:** The Centre presently maintains:  
 - 1, Mainframe terminal  
 - 1, Mainframe scroll printer/terminal  
 - NOTE: Several hundred terminals can be found elsewhere on campus.

**COMMENTS:** The Mainframe at the UofM has a select group of users (by their own choice). Most student prefer to use the IBM PC's or the Apple systems on campus.

The Computer Club and the (Computer) Gaming Club are the biggest users of this service.

**BUDGET:** Operational costs of the system is minimal for the Centre, hence no charge is levied for this service.

As the capital expense of purchasing the terminal (\$50.00/unit) has been paid-in-full, there are few expenses associated with delivering this service. Maintenance for the terminal is expected to be minimal and if required will be charged to the maintenance line under GENERAL EXPENSES.

University policy prohibits additional user charges being applied for Mainframe use, hence it is not possible to generate revenue.

<b><u>DETAILS:</u></b>		
1 * \$ 30.00	= \$ 30.00/year	Annual Terminal Fee
<b><u>EXPENSES</u></b>	<b><u>REVENUES</u></b>	<b><u>SUBSIDY/(PROFIT)</u></b>
\$ 30.00	\$ 0.00	\$ 30.00

**IBM PC COMPATIBLE COMPUTERS:**

**OBJECTIVE:** To provide groups with IBM PC computing facilities that are not subject to the academic demands placed on the University's facilities

**FEATURES:** The Centre offers three, 286 IBM compatible computers with colour capacity dot matrix printers on a LAN. The colour printers are useful to produce banners, signs and similar promotional material.

The printers also use regular black ink ribbon for standard applications.

The network server offers wordprocessing, spreadsheet and database development programmes for the groups to monitor and administer their affairs.

The network server also offers banner, sign, calendar and invitation production programmes to help the groups plan and promote their events. Further, in the near future, desk top publishing software is hoped to be added to reduce the cost and burden of producing newsletters.

Modem access is available to the Centre's network.

**POLICY:** Groups need only to log on to the network of computers. The Coordinator can assist the novice users.

Students at large wanting to use the computers must pay a \$2.00/hour services charge.

Paper supplies are sold on a cost recovery basis.

**SPACE REQ:** The computers are located on the workstations and do not consume additional floor space. The network printers are located in the common office on a narrow utility table.

**INVENTORY:** The Centre presently maintains:

- 4, 286 Compaq terminals one for the Coordinator  
-incl: keyboard, cables and Datatrain monitor
- 1, 286 Compaq server c/w 70 Meg hard drive
- 2, Star NX-1000 Rainbow printers/cables
- 1, Epson LQ 1500 wide carriage printer
- 1, Epson FX 100 narrow carriage printer
- 1, 1.5'x8' utility table for the computer network printers
- Network and programme software incl:
  - Novell 1.2 with utilities
  - Wordperfect 5.1, SuperCalc 5.0c
  - Database IV, Paintshow
  - Bannermania and The New Printshop
- Seamless, coloured banner paper and standard computer paper available through Coordinator.



**COMMENTS:**

UMSU was fortunate enough to be able to furnish the Centre with a small local computer network in the Centre's first year of operation. UMSU had recently upgraded their Finance Dept. system while anticipating the need for computers in the soon to be built Centre. (seems almost planned doesn't it)

The PC LAN has been well received but demand for WINDOW's software, mice and lasers printers has been growing. Groupe would like to see a full desktop publishing system to aid in the production of newsletters and magazines. The Centre is presently working towards this goal.

It should be noted that although most standard software is very expensive, some programmes like Bannermania and Printshop are very useful and inexpensive (\$40.00). Further ShareWare offers many interesting programme FREE.

Good scrap paper from various campus offices is collected in recycling bins. Groups use the back side of this paper for draft copies, then purchase 'clean' paper for their final copy.

**BUDGET:**

Although maintenance and supplies can be expensive, no charged is levied.

The capital expense of purchasing the computers (5000.00) and network software has been absorbed by UMSU as the equipment was transferred from another department without internal charging. However a monthly equipment service contact is maintained.

The numbers below are based on the previous year's year end totals. As the awareness of the Centre's facilities grow, student-at-large business is expected to increase, however no significant increase in business has been budgeted.

It is not plan to purchase significant equipment this year, however, the Centre will purchase additional software this year to enhance the user friendliness of the system. This is expected to reduces the demand on the coordinators time to demonstrate how to use the system.

**DETAILS:**

12 * \$ 25.00/month	=	\$ 300.00	Equipment Service Contract
No Detail	=	\$ 800.00	New Software like Windows 3.0, Aldus PageMaker
4 * \$100.00/mouse	=	\$ 400.00	Mice to use WINDOWS, etc.
5 * \$30.00/ribbon	=	\$ 150.00	Printer Ribbons - Coloured
4 * \$20.00/ribbon	=	\$ 80.00	Printer Ribbons - New
8 * \$ 4.00/reink	=	\$ 12.00	Printer Ribbons - Re-inked
5 * \$50.00/box	=	\$ 250.00	Fanfold Computer Paper Box (5000 shts/box)
25000 * \$ 0.01/sht	=	\$-250.00	FFP - Single Sheets Sold
1 * \$70.00/box	=	\$ 70.00	White Bond Paper- (5000 shts/box)
5000 * \$ 0.02/sht	=	\$-100.00	WBP - Single Sheets Sold
10 * \$ 5.00/50' roll	=	\$ 50.00	Seamless Banner Paper
500' * \$ 0.10/foot	=	\$- 50.00	SBP - Linear Foot Sold
100 * \$ 2.00/hr	=	\$-200.00	Student-at-Large fee

**EXPENSES**  
\$2112.00

**REVENUES**  
\$ 600.00

**SUBSIDY/(PROFIT)**  
\$ 1512.00

**AUDIO-VISUAL EQUIPMENT LOANS:**

- OBJECTIVE:** To provide groups with the A/V resources to mount successful events.
- FEATURES:** The Centre offers a variety of A/V equipment as detailed in the Inventory below.
- As most groups are active within the building, it is convenient to obtain A/V equipment from the Centre, rather than from A/V Services across campus.
- POLICY:** Groups must leave a damage deposit for the equipment, but there are no service charges, unlike with the University's service.
- Groups are entitled to reasonable access.
- Groups may be suspended or prohibited from using this service should abuse of the equipment occur.
- Groups may reserve the equipment up to three months in advance through the Coordinator.
- SPACE REQ:** The availability of secure storage space in or near the Centre is certainly a serious consideration for such valuable and marketable equipment. The following information attempts to break down self space needs:
- |                           |       |                      |
|---------------------------|-------|----------------------|
| - Overhead Projectors:    | 2 x   | 2.25 sq ft (18"x18") |
| - 16 mm film projector:   | 1 x   | 1.50 sq ft (12"x18") |
| - 35 mm slide projector:  | 1 x   | 1.50 sq ft (12"x18") |
| - 6'x6' projection screen |       |                      |
| - 6'x7' projection screen |       |                      |
| - TV/VCR and trolley:     | 1 x   | 6.00 sq ft (2' x3' ) |
| - Lectern audio box:      | 1 x   | 2.00 sq ft (1' x2' ) |
| - Portable Stereo c/w CD  | 1 x   | 2.00 sq ft (1' x2' ) |
| - Standard Stereo         | 1 x   | 4.00 sq ft (2'x 2' ) |
| - Transportation trolley  | 1 x   | 6.00 sq ft (2' x3' ) |
| - Power Bars, Cords etc   | 1 box | 2.25 sq ft (18"x18") |
- INVENTORY:** The Centre presently maintains:
- SEE SPACE REQUIREMENTS**

**COMMENTS:** UMSU chose to invest in some every basic audio/visual equipment to support the groups' events late in the first year. Although the University maintains a well stocked A/V department, the groups often found the rental charges exorbitant and prohibitive.

**BUDGET:** Although considerable expense is incurred to maintain this equipment, no charge is presently levied. A nominal service charge may be an option in the future to eliminate the operational cost of providing this service and record usage.

The capital expense of purchasing the equipment has been paid-in-full, however there are several expenses associated with delivering this service.

Although it is not planned to purchase more equipment, maintenance and monthly equipment service contracts for the equipment is significant as can be seen in the detail.

No money has been put aside to replace the equipment with time and use. Monies to replace all equipment maybe found under GENERAL SERVICES.

**DETAILS:**

12 * \$ 30.00/month	= \$ 360.00	Equipment Service Contract
2 * \$ 60.00/bulb	= \$ 120.00	16 mm Projector Bulbs
2 * \$ 50.00/bulb	= \$ 100.00	35 mm Projector Bulbs
4 * \$ 35.00/bulb	= \$ 140.00	Overhead Bulbs
2 * \$ 10.00/cord	= \$ 20.00	Power Cord/Bar Replacement
5 * \$ 5.00/tape	= \$ 25.00	Video Tapes

**EXPENSES**  
\$ 765.00

**REVENUES**  
\$ 0.00

**SUBSIDY/(PROFIT)**  
\$ 765.00

**DROP-IN RECRUITMENT:**

- OBJECTIVE:** To link the average student to the student groups.
- FEATURES:** The Coordinator helps students review the groups and investigate their options for membership.
- The Coordinator provides the student with the contact information for the group(s) and forwards the students name and contact info to the group's recruitment liaison. In this way both parties are aware of prospective membership.
- POLICY:** Groups need only to insure the Centre has the latest contact information for the group and that their 'Recruitment Liaison' is active and accessible.
- SPACE REQ:** The service is run from the reception desk and is supported by the information in the pamphlet racks and on the bulletin boards.
- INVENTORY:** The Centre presently maintains:
- Current listing of all campus groups and their contact info
  - Referral slips
  - Information Pamphlets on groups (when available)
  - Posted info on the groups (when available)
- COMMENTS:** Groups working with the Centre have found that many new students have been directed to their group through the Centre. The Centre is providing a much needed link to bridge the gap between the student body and the student groups. The value of this service can not be overstated, it is a special asset particularly on large campuses. Students, staff, even counsellors are now directing students and friends to the Centre to become involved and seek out new experiences while attending university.
- BUDGET:** Apart from the General Expense of running the Centre no expenses are incurred to operate this valuable service.
- No charges are levied for this service.

**DETAILS:**

No Detail

**EXPENSES**  
\$ 0.00

**REVENUES**  
\$ 0.00

**SUBSIDY/(PROFIT)**  
\$ 0.00



**MEETING ROOM SPACE and CAMPO FLOOR SPACE:**

**OBJECTIVE:** To provide groups with the facilities to meet and practise their activities privately and host public exhibitions.

**FEATURES:** University Centre, the building which houses the Student Group Centre, also houses a variety of meeting and large function rooms and events.

University Centre also offers a large open area on its main floor referred to as "Campo". This area is well utilized by groups exhibiting displays for the student body to enjoy.

Groups may also book a number of rooms in the various faculties and schools. A complete list of reservable space is maintained in the Centre.

**POLICY:** Groups need only to reserve the facility with the University's Dept. of Special Functions.

All rooms and floor spaces are offered at no charge except for the two, large, connectable multi-purpose rooms (600 and 200 person capacities). Rental and service charges are applied for the use of these halls.

Rental fees may be applied in some faculties and schools.

**SPACE REQ:** Meeting room space can usually be acquired on campus. No such space is included in the Centre lay out.

**INVENTORY:** The University Centre presently maintains:

- 11 - 10 person capacity rooms
- 5 - 15 person capacity rooms
- 6 - 20 person capacity rooms
- 3 - 30 person capacity rooms
- 2 - 40 person capacity rooms
- 1 - 50 person capacity room
- 1 - 60 person capacity room
- 1 - 200 person capacity room
- 1 - 600 person capacity room
- Campo open area is approx. 3200 sq ft with an approach hall way of 600 sq ft and is able to house 26 display booths.
- A mezzanine level above campo holds another 12 display booths.
- The surrounding floor space can hold a further 6 display booth in the vicinity.
- See A10 in the *Handbook for UMSU Recognized Student Groups* for the layout

The Centre also maintains a list of other campus venues that groups can use including; classrooms, conference rooms, and theatres.

**COMMENTS:**

Groups make regular use of this service. When UMSU drafted the goals of the of University Centre (then the UMSU Building) in the 1960, the provision of space for groups to meet freely was a prime objective of the building. To this day, this objective has been maintained.

**BUDGET:**

As UMSU shares the Title of the building with the University, no direct expense for room or space rentals are charged to the Centre, hence the Centre incurred no expenses in offering this service.

**DETAILS:**

No Detail

**EXPENSES**  
\$ 0.00

**REVENUES**  
\$ 0.00

**SUBSIDY/(PROFIT)**  
\$ 0.00

---



**BUSINESS DISCOUNTS:**

**OBJECTIVE:** To provide student groups with a break on their activity and promotion expenses.

**FEATURES:** The UMSU PrintShop presently offers 15% off, on all orders for UMSU Recognized Groups.

Scholars, UMSU's table service restaurant, offers reservations for group bookings and 15% off all dine-in orders.

Answers, the information booth, offers central ticket handling for social or fund-raising events at a set rate of 6%. Groups may choose to absorb this charge or pass it on to the consumer. Selling tickets through Answers makes advertising ticket sales very straight forward.

B-52s, the students' pub, offers Super Saturday and Sunday night bookings with no hall rental charge!!!

Weekly and monthly specials from local businesses, on and off campus, are advertised in the Centre prior to and during the time of the special.

**POLICY:** Groups need only to identify themselves to receive the discount(s). Should this service continue to expand, ID cards may be issued to the groups to avoid misuse by non Recognized groups/people.

Each group is entitled to reasonable access to discounts at UMSU and other businesses.

No charges are levied for this service as no additional expenses are incurred by the Centre.

**SPACE REQ:** A special location is reserved on the Centre's Notice Boards to promote the service. No extra space is required.

**INVENTORY:** The Centre maintains a log of active and past sponsors.

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**INVENTORY:** The Centre maintains a log of active and past sponsors.

**COMMENTS:**

UMSU is fortunate to maintain its own businesses and hence maintain control over its charging practise. If your organization does not own and operate shops, discounts for groups may be secured by consulting with business managers in your area. Many business would jump at an opportunity to tap in to the University market.

Actually, any service or product that the groups collectively may make use of is a good candidate to target for a discount. Normally local merchants are open to at least a 10% discount programme if not more.

**BUDGET:**

The beauty of this service is that it has few to no expenses associated with its cost of delivery. The Coordinator must commit some time to solicit and maintain sponsors, but the cost is not recorded here.

Promotion of weekly and monthly special are included in the Centre's general promotions. If the ID cards are issued to regulate this and other services, the cost of doing so would appear under GENERAL EXPENSE.

**DETAILS:**

• No Detail

**EXPENSES**

\$ 0.00

**REVENUES**

\$ 0.00

**SUBSIDY/(PROFIT)**

\$ 0.00



### At Alumni House you can ...

- hold a meeting
- have a reception
- buy a University tie
- order a University watch
- insure your house or apartment
- pay your autopac

**We're open 8:30 to 4:30**

**Monday to Friday**

**180 Dafoe Road Telephone 474-9946**

Next door to Tache Hall

*The Alumni Association of the University of Manitoba  
Congratulates the SGC on their 2nd Year.*

**OCCASIONAL LOCKER STORAGE:**

**OBJECTIVE:** To provide the groups a secure space on campus to store their valuables overnight or for a short term.

**FEATURES:** The storage facility offers a secure place for groups to keep their belongings overnight during multi-day exhibits and events.

The storage facility is only accessible by the Coordinator. After hour access is not permitted to limit security issues.

**POLICY:** Groups may have reasonable access to the storage space in the Centre. Groups can not expect to house their belongings in the Centre for longer than one week at a time. Demand dictates the frequency with which groups may use the facility.

**SPACE REQ:** The Centre houses an 8'x 12' storage facility. Groups may use their allotted space on one of the shelves which line three sides of the closet. The Centre retains a number of shelves for its own needs and stores much of its A/V equipment on mobile trollies in the Centre space when it is not on display or in use.

**INVENTORY:** The Centre presently maintains:  
- 1, 8'x12' storage closet in the Centre  
Housing twelve (12) occasional storage areas.  
- The Centre's table space is often used for after hour storage during UMSU sponsored events like Recruitment Days to handle the peak demand.

**COMMENTS:** The actual storage closet has been used more for the Centre's own purposes over the course of this first year. Group's requiring overnight storage simply placed their goods in the Centre just prior to closing time and picked them up in the morning.

For the groups that did actually use the space, it was normally due to the fact that they needed a few days to arrange for transportation.

As security of goods is always an issue, only the Coordinator was permitted to access the storage space, students and visitors could not enter the area.

**BUDGET:** No charges are levied for this service as no additional expenses are incurred.

Maintenance of this facility is expected to be minimal and if required will be charge to the maintenance line under GENERAL EXPENSES.

**DETAILS:**

No Detail

**EXPENSES**  
\$ 0.00

**REVENUES**  
\$ 0.00

**SUBSIDY/(PROFIT)**  
\$ 0.00

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**A 12\*5' PROJECT WORK TABLE:**

**OBJECTIVE:** To provide a large work area for groups to paint banners/posters and work on other (messy and/or large) group projects together.

**FEATURES:** The project work table offers a large, flat work surface not found elsewhere on campus.

The walls surrounding the table have many electrical outlets to insure power for tools and appliances.

**POLICY:** Groups may reserve the work space or simply drop in and start working if the table is not booked.

Groups are expected to clean up after they have finished for the day.

**SPACE REQ:** The table is located in a 10'x16' room allowing for a minimum 2' perimeter workspace around the table. The perimeter work space should probably be at least 3' to 4', unfortunately there was not room in the Centre's chosen location. Constraints!! Constraints!!!

**INVENTORY:** The Centre presently maintains:  
 - 1, 5'x12' project work table  
 - A variety of cleaners and rag should be available for groups to use for clean up.

**COMMENTS:** This work station was definitely under utilized, this was due in part to its physical location. Half way through the year many group leaders were quoted as saying, "I didn't know this was back here". Next year all the group Executives will be invited in for individual tours of the Centre and its facilities so all group leaders are aware of all the Centre has to offer and how their group can make good use of its resources.

A sink and running water would be an excellent feature to incorporate in to your Centre if at all possible.

The table itself was made from four, identical smaller tables, bolted together with the seams plastered and the top covered with linoleum to provide a smooth surface.

**BUDGET:** No charges are levied for this service.

As the capital expense of purchasing the table has been paid-in-full, there are no expenses associated with delivering this service.

Maintenance for the table is expected to be minimal and if required will be charged to the maintenance line under GENERAL EXPENSES.

**DETAILS:**

No Detail

**EXPENSES**  
 \$ 0.00

**REVENUES**  
 \$ 0.00

**SUBSIDY/(PROFIT)**  
 \$ 0.00

**MEMBERSHIP CARDS**

**OBJECTIVE:** To provide the groups with low cost membership ID  
To provide a vehicle to disseminate a list of the Centre's services to active members.

**FEATURES:** The membership cards, the size of business cards, are printed in bulk (5000/run).  
The cards, as seen below, are generic in content but can be customized to a specific group using the Centre's adjustable rubber stamp.  
The cards help groups to appear more professional in their recruitment efforts.

**POLICY:** Group leaders may sign out up to 100 membership cards, free of charge each year. Additional cards may be purchased for \$0.05/card.

**SPACE REQ:** The cards are on permanent display in the Centre to encourage group leaders to adopt the Centre's membership cards.

**INVENTORY:** The Centre presently maintains has a stock of less than 1000 cards. A new run will have to be printed this year. The Centre also maintains two (2) adjustable rubber stamps, each with a different font.

**COMMENTS:** This service is one that was recommended by a group and adopted by the Centre. By printing in bulk, UMSU is able to print the cards for a very low unit price.  
Due to the number of tiny, rubber letters used in the adjustable rubber stamp, the Coordinator has been setting the script herself to minimize the number of letters being lost.

**BUDGET:** The group receives up to 100 free cards per year. Extra cards are purchased at a cost of \$0.05/card. Last year approximately 1200 cards were sold, a moderate increase has been projected for this year.

**DETAILS:**

5000 cards	=	\$ 200.00	Printing Charge
2000 cards @ \$0.05/	=	\$- 100.00	
	=	\$ 0.00	Rubber Stamp/Ink: Budgeted under OFFICE

**EXPENSES**  
\$ 200.00

**REVENUES**  
\$ 100.00

**SUBSIDY/(PROFIT)**  
\$ 100.00



in Room 312 University Centre

- Secure Filing Space
- Posting Boards/Newsletter
- Fundraising Information
- Paper Cutter/Scissors
- Desks, Free Local Phones
- Drop in Recruitment
- Occasional Locker Storage
- Phone Call Relay/Messaging
- Pamphlet and Info Distribution

- Info on UMSU Funding/Services
- Staplers, Holepunches, Calendars
- Long Distance Call on Account
- A 12' x 5' Project Work Station
- Mail/Courier Reception
- Organizational Assistance
- Typewriters/PC Computers
- Mainframe Terminals/Units
- Exposure For The Group

No. \_\_\_\_\_

\_\_\_\_\_  
(Print) Member's Name

Date: \_\_\_\_\_  
Issued      Expiry

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Group's Authorization

## B. INFORMATIONAL RESOURCES

### ORGANIZATIONAL ASSISTANCE:

**OBJECTIVE:** To offer new and existing groups assistance in working through some of the finer points of administering and organizing the group's activities.

**FEATURES:** The Coordinator is trained to help group leaders with a variety of matters including:

- Applying for UMSU Recognition and Benefits
- Constitutional Reform
- Financial Accountability
- Elections
- Event Production
- Meeting Protocol
- New Member Recruitment

**POLICY:** Group leaders just have to ask for help.

**SPACE REQ:** This service is offered from the reception desk. No further space is consumed.

**INVENTORY:** The Centre presently maintains reference material for leaders to read.  
*SEE RESOURCE AND REFERENCE LIBRARY section*

**COMMENTS:** Autonomy is one word UMSU has heard over and over again each time a programme was proposed to help the student groups, hence when the Centre was formed, UMSU was cognisant of the groups need to remain autonomous.

For UMSU this meant we would ensure that groups' leaders knew that the Centre could help them manage their affairs but they would have to initiate the process.

**BUDGET:** No charge is levied for this service.

No capital expense was incurred to offer this service.

### DETAILS:

NO DETAILS

#### EXPENSES

\$ 0.00

#### REVENUES

\$ 0.00

#### SUBSIDY/(PROFIT)

\$ 0.00



**FUND-RAISING INFORMATION:**

- OBJECTIVE:** To help groups find alternative sources of funding.
- FEATURES:** The Coordinator investigates various on and off campus fund-raising opportunities and records the details on who may access the funding and how they may do so.
- POLICY:** The groups may consult with the Coordinator on a need basis. The Coordinator then informs the group of applicable sources of funding, should they exist.
- SPACE REQ:** Nominal shelf space is required to log funding sources.
- INVENTORY:** The Coordinator maintains on binder/file on fund-raising opportunities.
- COMMENTS:**

UMSU had initially thought of posting the fund-raising opportunities in the Centre but the funding sources that had been researched were very limited. UMSU decide to log the opportunities to insure the monies went towards the activities of Recognized groups as a service of Recognition.

The Secretary of State proved to be a great source of funding for many cultural groups, the Women's Centre and the Alliance for Students with Disabilities.

Alternative funding sources proved to be extremely valuable to the groups. It also relieved some of the strain on UMSU's own Special Events Fund for sponsoring campus oriented activities.
- BUDGET:**

No charge is levied for this service.

There is no capital expense associated with providing this service.

**DETAILS:**

**EXPENSES**  
\$ 0.00

**REVENUES**  
\$ 0.00

**SUBSIDY/(PROFIT)**  
\$ 0.00

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**INFO ON UMSU AND CAMPUS SERVICES:**

- OBJECTIVE:** To provide consistent, accurate information on what additional services the UMSU and the University may supply, as well as information on how to access such services.
- FEATURES:** An attempt is made to maintain an all encompassing list of current services (to numerous to detail here).
- POLICY:** Groups may simply pick up a pamphlet or ask (even phone) for the information.
- SPACE REQ:** Much of the information on UMSU and Campus services is displayed in the pamphlet racks which are also used to promote the groups.
- INVENTORY:** The Centre presently maintains a number of pamphlets on UMSU and University services.
- COMMENTS:** In years past group leaders often received inaccurate and/or conflicting information regarding campus services and programmes. Now that the Coordinator is in place, such information is current and readily available for groups to consume.
- BUDGET:** No charge is levied for this service.
- The is no capital expense associated with providing this service.
- Pamphlets are normally supplied by the host organization free of charge, hence there is no cost associated with this service.

**DETAILS:**

**EXPENSES**  
\$ 0.00

**REVENUES**  
\$ 0.00

**SUBSIDY/(PROFIT)**  
\$ 0.00

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**RESOURCE and REFERENCE LIBRARY:**

**OBJECTIVE:** To provide student group leaders with a relevant resource base of information to aid them in discharging their responsibilities.

**FEATURES:** The library offers published copies of standard information on organization management, meetings and event production, as well as custom made documents on the UofM system and local practises.

**POLICY:** Groups may sign out most books & documents and return them within two weeks. Some material is treated as reference material and can not leave the Centre.

Groups are encouraged to recommend Titles for purchase if they believe other group leaders may also find the information useful.

**SPACE REQ:** A significant amount of shelf space may be required to hold the publications. The Centre presently dedicates six feet of shelving to its library, but it is expected to double or triple this amount in the near future.

**INVENTORY:** The Centre presently maintains publications on:

- Organizational Structure
- Constitutional Reform
- Fund-raising Opportunities in Manitoba
- Access and Use of UMSU and University Services
- Effective Campus Advertising
- Leadership Skill Development Info:
  - How to run a Meeting/Meeting Protocol
  - The Treasure's Guide
  - Successful Delegation
  - Assertiveness, Self Confidence
  - Effective Elections
  - Effective Presentation Skills
  - How to Handle the A/V Equipment
  - How to Prepare a Group Newsletter

**COMMENTS:** Many publications are relevant to students involved in student government and are therefore made available to all elected student leaders, such as student presidents, senators and councillors. Many publications have been prepared by UMSU Executive members and other local authorities.

**BUDGET:** No charge is levied for this service.

UMSU has been making efforts to build a comprehensive library of information. As such, an acquisition line appears in the detail to start acquiring and/or creating further reference material for the library.

<b><u>DETAILS:</u></b>		
No Detail	\$ 600.00	Library Acquisition
60hrs * \$6.50/hr	\$ 390.00	Manual Preparation Assistant

**EXPENSES**  
\$ 990.00

**REVENUES**  
\$ 0.00

**SUBSIDY/(PROFIT)**  
\$ 990.00

## **C. THE STUDENT GROUP TIMES**

### **STUDENT GROUP TIMES NEWSLETTER:**

- OBJECTIVE:** To promote the groups collectively.  
To attract students to the Student Group Centre.  
To promote the benefits of UMSU Recognition  
To inform the groups of current news  
To distribute contact information for the groups
- FEATURES:** Each issue contains:
- The latest news relevant to the student group
  - New services and news about the Centre
  - Upcoming events
  - Upcoming application deadlines
  - A message from the Centre's Director
  - A message from the Centre's Coordinator
  - Start up info for new groups
  - Contest and incentives
  - Current business discounts
- Circulation is 10, 000 copies per issue
- POLICY:** UMSU maintains complete editorial control over this publication as it is solely funded by the UMSU.
- Groups need only to submit a write-up to the Centre of information concerning their latest activities and upcoming events.
- The Centre publishes a minimum of two issues per year. Three or four issues may be published if time and/or money permits. Mid September and mid January are primary release dates. Mid November and early March are the secondary release dates.
- SPACE REQ:** This service is prepared by the Coordinator (Editor) through the reception desk.
- Lay out and production normally consumes the project work table for a week.
- Prior to distribution, all 10,000 copies are brought to Centre to administer distribution. This uses up about 40 sq ft of reception space.
- INVENTORY:** The Centre distributes all the newsmagazines quickly across campus. 1000 copies are retained for distribution from the Centre. 100 copies are kept for archive purposes.
- The Camera ready material is kept for reuse in later issues.

**COMMENTS :** Groups are request to regularly update the Centre regarding the groups activities. Material for the *TIMES* is taken from the groups' standard promotional paragraph (a requirement of Recognition) and the latest news they have submitted to the Centre.

The Coordinator has been fortunate to find many group members ready, willing and able to volunteer to help lay out the newsmagazine. Those who help appreciate the experience and provide an invaluable creative input as well as production assistance. These volunteers make *The Times* a real student magazine.

*The Times* has been very well received by the University community. Groups sincerely appreciate the exposure.

**BUDGET:** No charge is levied for this service.

There is no capital expense associated with providing this service.

Production cost are significant but well worth the investment. Advertising can help offset costs. The first two issue of *The Times* were fully subsidized by the UMSU but the Coordinator will attempt to secure a client list this year of potential advertisers.

**DETAILS:**

4 * \$ 500.00	=	\$2000.00	Design, Lay out and Production
4 * \$1200.00	=	\$4800.00	Colour and Printing Charges
4 * \$ 100.00	=	\$ 400.00	Distribution
4 * \$ 0.00	=	\$ 0.00	Campus Mailer to Groups/Big Wigs
4 * \$ 50.00	=	\$ 200.00	Small Pick Up Promo Campaign
4 * \$ 800.00	=	-3200.00	8 ads/issue at \$100.00/ad

**EXPENSES**  
\$7400.00

**REVENUES**  
\$3200.00

**SUBSIDY/(PROFIT)**  
\$ 4200.00

## **D. PROMOTIONAL ASSISTANCE**

### **WEEKLY / MONTHLY CALENDARS OF EVENTS:**

- OBJECTIVE:**
- To maintain an accurate and all inclusive summary of campus activities
  - To help group leaders plan and time events more successfully
  - To provide groups with better exposure
  - To inform the students of upcoming events
  - To promote the spirit of involvement among the students
- FEATURES:**
- Large wall calendars are maintained by the Coordinator which track both tentative and confirmed events. Events are called in by organizers and taken from campus advertising vehicles. Days and times which tend to be beneficial for events as well as days which can be detrimental to events, (such as holidays, exams), are recorded on the calendar.
- Event organizers can reference the calendar and check out the campus competition for a Friday beer bash or a mid week film series. As a majority of the events for any particular day are recorded, organizers can better assess their potential attendance level adjust their plans accordingly.
- The calendar is summarized and printed up each month and circulated around campus on posters, in the mail and in the paper. The calendar is always accompanied by the address and phone number of the Centre and a message to encourage students to get involved and attend an event.
- Each group may submit information to the Centre regarding an upcoming event. Each group will receive fair exposure based on availability and demand.
- Monthly events calendars will be printed on 24" x 18" poster blanks, using black ink print overs. The poster blank itself will be a two (2) colour design. In months where a lot of campus activity is taking place, weekly calendars will be published in the student paper in half page ads. The Blanks will carry the general message to students to get involved in a much more predominant format.
- POLICY:**
- To confirm events, groups are asked to drop off a promotional poster of their event to record the date, time and place. The poster is then placed on the Info Wall.
- Should groups wish to purchase ad space, they will be charged a nominal fee of \$10.00 per issue for both production and distribution to insure they have a valid interest in the service. Groups may request special effects such as fonts, logos and pictures, but final lay out of the calendars rest with the designers.
- SPACE REQ:**
- A 2' x 2' wall space is used to hang the poster.
- INVENTORY:**
- The Centre presently maintains one wall calendar for all events near the reception area. Should demand dictate, more than one calendar may be used to track categories of events, like social vs academic.
- COMMENTS:**
- The Coordinator collects information on the various campus events and prepares

monthly and/or weekly summaries which reflect where and when events will take place on campus.

**BUDGET:**

During the 32 weeks of regular session, it is estimated that 12 weeks will require weekly calendars. The weeks targeted for weekly calendars include:

SEPT	4 weeks	Orientation/Frosh
OCT	1 week	Halloween Week
DEC	1 week	Post Exam/Christmas Events
JAN	4 weeks	Festival/Elections
FEB	1 week	Pre Spring Break Events
APR	1 week	Year End Event

Each month 100 copies of the poster calendar will be printed. All monthly calendar posters will tell the reader to check the student paper for more details.

An average participation rate of 10 groups per issue is expected.

The monthly posters will be distributed by the UMSU at no charge to the Centre.

**DETAILS:**

800 * \$ .80/blank	= \$ 640.00	Produce and Print Poster Blanks
800 * \$ .25/blank	= \$ 200.00	Print Over Charge
12 * \$300.00/ad	= \$3600.00	1/2 Page Paper Ad
12 * \$ 10.00/group	= \$-120.00	Revenue Fee - Paper ad
32 * \$ 10.00/group	= \$-320.00	Revenue Fee - Poster Spots
No Charge		Poster Distribution

**EXPENSES**  
\$4440.00

**REVENUES**  
\$ 440.00

**SUBSIDY/(PROFIT)**  
\$ 4000.00

**NEW GROUP RECRUITMENT PROMOTION FUND:**

**OBJECTIVE:** To assist forming and newly Recognized groups in their start up efforts by promoting the group and its services. See *FUNDING PROGRAMMES* for details

**ACCESS TO UMSU PROMOTIONAL VEHICLES:**

**OBJECTIVE:** To provide groups with priority access and reduced rates to proven campus promotional vehicles.

**FEATURES:** Group leaders are provided with a list of campus promotional vehicles offered by UMSU. The list details how, where and when (day prior to event) to purchase the services.

Promo vehicles include but are not limited to: wall banners, posters, poster distribution, electronic signage, sandwich boards rentals, and messaging/advertising in the student paper. Rates are controlled by the department offering the promotional vehicle.

Groups receive some basic promotion automatically with Recognition, at no cost. These vehicles include: the groups name and contact info in the Student Telephone Directory, the use of paints/felts and poster blanks to make their own signage in addition to others mentioned elsewhere in this document like computer drawn signs/banners and coverage in *The Times* and more.

**POLICY:** A fee for service applies to most of these promotional vehicles but the return on the advertising is well worth the fee. Groups must contact the UMSU Communications Department to use most of these services, except those offered by *The Manitoban*.

**SPACE REQ:** This service is administered from the reception desk and offered by the relevant UMSU department.

**INVENTORY:** The Centre compiles the and maintains a detailed "price list" for all the vehicles and distributes copies freely in the Centre.

**COMMENTS:** Effective promotion, of meetings and events, is the key to success for most groups, especially on large campuses. On large campuses there is an excellent chance that more than one person has an interest in a particular area, but it is a more difficult task to bringing such people together. Regardless of campus or group size, any group's long term success will depend upon their ability to attract new students to their events and hopefully, their group (membership). Effective advertising helps students find the group(s) of their choice.

**BUDGET:** As all the cash flow for the use of the promotional vehicles occurs in other departments and no subsidies are issued, no monies are required by the Centre. The cost of preparing and printing the so called "price lists" is nominal and will be applied to GENERAL EXPENSES.

**DETAILS:**

**EXPENSES**  
\$ 0.00

**REVENUES**  
\$ 0.00

**SUBSIDY/(PROFIT)**  
\$ 0.00

## **E. UMSU SPONSORED EVENTS**

### **FALL/SPRING RECRUITMENT DAYS FAIR:**

- OBJECTIVE:** To help the groups attract new members by exhibiting the group's role/services  
To expose the students to the spirit of involvement  
To use the groups' collective value of attraction to spur students' interest
- FEATURES:** The Fairs run for three days, mid week in the second week of September and January. The Fair is set up in Campo, a high profile, high traffic location in University Centre, centrally located on campus.
- The infrastructure of the Fair includes approximately 40 booths each set up with one 2'x8' table skirted at the edges from top to floor with coloured banner paper, 3 chairs, a backdrop and balloons. Music plays from the Student Group Centre's booth to enhance the atmosphere. Electrical outlets for the groups A/V needs are only available at certain locations.
- Many of the table skirts are painted to read "UMSU STUDENT GROUP RECRUITMENT DAYS", "CHECK (✓) US OUT" or other slogans to encourage students to see what's happening.
- Time permitting, the Centre may prepare creative banners, using Bannermania, to help students distinguish one booth from another. Many young groups do not have much display signage and appreciate the banners.
- The Centre itself sets up a booth to offer information on the Centre's services, location and role on campus. Further, the booth becomes the central coordinating venue for the event. Solid coordination is required to insure the event runs well.
- POLICY:** Groups need only register with the Centre for each event, such as Fall and Spring Recruitment Days.
- Groups can only book a maximum of 3, half-day bookings over the course of the three days. This is to insure that all groups can be present at some time during the fair. Further, it guards against groups booking a booth for three full days, then finding out they have not enough members to staff the booth.
- SPACE REQ:** The preparation and organization prior to the event is managed by the Coordinator at the reception desk.
- The fair itself requires a large open area to house the booth and sufficient room for the pedestrian traffic to flow freely. Congestion is a negative and unwanted influence on the atmosphere of the fair.
- INVENTORY:** The Centre itself does not presently retain any inventory to mount the fairs other than its A/V equipment (SEE A/V Section). The tables, chairs etc are provided by University Centre.

**COMMENTS:**

UMSU hosts a few collective events each year to encourage student to join a group. The Fall and Spring Recruitment Days have been long standing UMSU traditions, but the Centre may now be able to help coordinate such events as ISSUES WEEK, MULTICULTURAL WEEK, WEEK for the ENVIRONMENT, GAMING WEEK and RECREATION WEEK. Oh! the possibilities are endless, providing the groups have time to participate in such events.

The Director of the Centre is investigating the purchase of tall, tube pillars which connect one booth to another and hold up a large sign denoting the tenant of the booth. The pillars are simple, but add a tremendous aesthetic value to the overall look of the fair. Further, the signage that they support enhances the function of the fair.

As mentioned, solid coordination is quintessential to the success of the fair. The Coordinator has found that posting the table assignments (date/time/place) and a map of the overall set up, not only aided the groups in getting settled, but lets the students know when a group will be available (set up) at the fair.

**BUDGET:**

The Centre organizes both the Fall and Spring Recruitment Days and hopes to offer a number of smaller productions during the year. The following monies pay for the expenses incurred from producing these events.

Nominal registration fees may become necessary to help assure that groups do not reserve more time than they can staff and that they set up during their reserved times. At \$5.00/1/2 day, with 150 groups participating on average for two (2), half day bookings; \$1500.00 could be collected for each main fair. This would subsidize 75% of the production costs. No fee is to be applied this year.

**DETAILS, RECRUITMENT DAYS:**

2 * \$ 300.00	= \$ 600.00	500 Balloons, Helium / Air Pump
2 * \$ 100.00	= \$ 200.00	Photocopied Handouts/Handbills
2 * \$ 200.00	= \$ 400.00	Refreshments for Exhibitors
2 * \$ 100.00	= \$ 200.00	Production of Table Skirts/Group Banners
2 * \$ 0.00	= \$ 0.00	Rental of Campo Floor Space
2 * \$ 300.00	= \$ 600.00	Promotion of the Fair

**DETAILS, THEME WEEKS:**

2 * \$ 50.00	= \$ 100.00	Photocopied Handouts/Handbills
2 * \$ 40.00	= \$ 80.00	Production of Table Skirts/Group Banners
2 * \$ 0.00	= \$ 0.00	Rental of Campo Floor Space
2 * \$ 80.00	= \$ 160.00	Promotion of the Fair

**EXPENSES**

\$2340.00

**REVENUES**

\$0.00

**SUBSIDY/(PROFIT)**

\$ 2340.00

## F. FUNDING PROGRAMMES

### SPECIAL EVENTS FUNDING:

**OBJECTIVE:** To stimulate student activity on campus by subsidizing campus events

**FEATURES:** The Special Events Fund has been a long time service offered by the UMSU to campus student groups. Normally grants of \$100.00 to \$200.00 dollars are issued to pay for promotion and production expenses associated with mounting events. Certain restrictions apply.

Where possible, credit notes are issued to insure the monies are spent for their intended purpose.

**POLICY:** Groups must maintain Standard Status to access the Special Events Funding. Standard Groups need to apply to the UMSU for funding a minimum of 30 days in advance of the event. Should the group receive a grant, they must acknowledge the UMSU assistance on the advertising for the event and at the event itself.

The fund is accessible from September to April.

SIGPAC, a committee of UMSU Council, considers all funding applications.  
(See page 12 of the Handbook for details)

**SPACE REQ:** This service is offered from the reception desk.

**INVENTORY:** The UMSU allocates \$10,000 a year to the Special Events Fund.

**COMMENTS:** Grants are allocated on a lose basis which correlates the event's contribution to student life with the dollar amount of the monies granted. Events which encourage or invite the campus community to become involved are highly desirable and receive the highest return rate.

**BUDGET:** Monies for the fund are provided by UMSU (proper). Promotion of the Fund is provided by the Student Group Handbook, *The Times*, the Info Wall and letters to group President/treasurers. Promotion costs are coincident to the medium and are not allocated below.

Normally once the Fund is exhausted, no further monies are allocated to the line.

### DETAILS:

25 events \* \$400.00/event = \$10,000      Average Grant allocation = \$400.00

**EXPENSES**  
\$10,000.00

**REVENUES**  
\$ 0.00

**SUBSIDY/(PROFIT)**  
\$ 10,000.00

**NEWSLETTER PUBLICATION GRANTS:**

- OBJECTIVE:** To stimulate the production and distribution of group newsletters  
To provide current information on groups for students visiting the Centre
- FEATURES:** Eligible groups may apply to UMSU for Newsletter Funding.  
  
The grant is issued as a Copy Centre credit note to cover print costs.  
  
The amount of the grant is a function of the number of issues and circulation. Average grant allocations are \$100.00 which may provide 500 copies of a four page(sided) newsletter.
- POLICY:** Only Standard Status groups are eligible for Newsletter funding. The Fund is accessible from September to April.  
  
SiGPAC, a committee of UMSU Council, considers all funding applications.
- SPACE REQ:** This service is offered from the reception desk.
- INVENTORY:** The Centre presently budgets for 50 grants from the fund per year. Of course supplies diminish as the year progresses.
- COMMENTS:** At one time, UMSU simply carried a \$20,000 GRANTS programme to service the student groups. Time has proven that targeted funding is more effective. Hence, UMSU now maintains three smaller funds as has been previously denoted: RECRUITMENT PROMOTION FUND, SPECIAL EVENTS FUND and the NEWSLETTER FUND.
- BUDGET:** Monies for the fund are provided by UMSU (proper). Promotion of the Fund is provided by the Student Group Handbook, *The Times*, the Info Wall and letters to group President/treasurers. Promotion cost are coincident to the medium and are not allocated below.  
  
Normally once the Fund is exhausted, no further monies are allocated to the line.

**DETAILS:**

50 Grants \* \$100.00/grant = \$5000.00      Average Grant allocation = \$100

<u>EXPENSES</u>	<u>REVENUES</u>	<u>SUBSIDY/(PROFIT)</u>
\$5,000.00	\$ 0.00	\$ 0.00

**NEW GROUP RECRUITMENT PROMO:**

**OBJECTIVE:** To assist forming and newly Recognized groups in their start up efforts by promoting the group and its services.

**FEATURES:** Eligible groups are made aware that they may request a Recruitment Promotion Package through the Coordinator. The package is designed to attract new members to the group and expose the organizer to effective campus advertising vehicles.

The package includes:

- 2 - 1/6 spots on the Around Campus poster
- 1 - 1/4 page ad in *The Times*
- 16 - 20 word messaging spots in the *Manitoban*
- 100 - 8 1/2 x 11 coloured paper, photocopied posters  
incl: production and printing
- 1 - Distribution coupon

The package is composed of a number of credit notes (coupons) which have no cash value except for in trade. This has been an effective tool in controlling abuse of this funding program. Group organizers are responsible for the timing, design and content of their promotion. The UMSU MEDIA department, however, can recommend enhancements to basic design concepts for the posters and student paper ads.

The package also includes some basic information of effective advertising techniques, suggested distribution patterns and procedural information on how and where to actually spend the credit notes.

**POLICY:** Groups just forming must register with the UMSU and file an *INTENT TO FORM* (ITF) application. Recently Recognized groups, at INTEREST GROUP STATUS LEVEL ONLY, may receive a Recruitment Promotion Package. Groups which have been dormant for longer than four (4) years, showing intent to reform may receive this service providing they satisfy one of the two criteria immediately above.

All monies issue are to be granted in the form of a credit note good at a specified UMSU business or department: The Copy Centre, UMSU Media or the *Manitoban*.

**SPACE REQ:** This service is offered from the reception desk.

**INVENTORY:** The Centre presently budgets for 40 such packages per year. Of course supplies diminish as the year progresses.

## **G. OFFICE SPACE**

### **SEMI-PRIVATE OFFICE SPACE**

**OBJECTIVE :** To provide semi-private office space to groups which require a c campus local to be most productive.

**FEATURES:** The offices are small but allow groups to have 24 hour access to their resources and a greater privacy, relative to the Centre.

Each office is on an exterior wall of the building allowing for natural light to enter. The space comfortably holds two desks, chairs, a filing cabinet, shelves and bulletin boards.

Two keys per office are normally issued. This permits the president to have a key and leaves one key for general pick up in the groups mailbox. Members can also access their space by signing out a key to their office at Answers. Answers is the UMSU's Information Booth. It is located near the offices and has been effective in providing access to the office space for the members, with little to no abuse on the system taking place.

**POLICY:** Groups must maintain Standard Status to be eligible for the semi-private office space. Standard Groups need to apply to UMSU to be considered for the space.  
(See page 13 of the Handbook for details)

**SPACE REQ:** Significant space outside the Centre is required to offer the service of private and/or semi-private office space. The required space is equal to about 5% more than the rooms collective square footage, allowing for walls.. Many organizations can not justify the allocation and maintenance of space for the purposes of housing student groups.

**INVENTORY:** The Centre offers 24 semi-private office spaces for groups to bid for:

- 8 Small offices on the first floor of University Centre (12' x 6'; 2 groups/office)
- 2 Large offices on the fifth floor of University Centre (24' x 10'; 4 groups/office)

Note: UMSU presently grants private office space to a select number of groups, normally with SERVICE STATUS. This reduces the pool of total space available.

**COMMENTS:** Groups who demonstrate a need for the space are placed on a 'High Priority' list. As spaces become available, groups receive their office allocation for one term. Once their term has expired, the group's name goes to the bottom of the list. The list perpetually rotates with new high priority group being added to the bottom of the list each year. Groups then receive an allocated space in due time.

**COMMENTS:**

The ITF application entitles the organizers of the group to a limited number of benefits including Recruitment Promotion. The Organizers must agree to seek UMSU Recognition once their group is established such that others may continue to join the group. The Centre has spurred the formation of no less than 25 new groups in its first year of operation.

One of the main goals of the Centre when the concept was developed was to actively assist new groups with their start up and recruitment effort.

**BUDGET:**

The Centre requires funds to pay interdepartmental charges as a result of the credit notes issued for the program. This year, 40 such packages will be prepared. The credit notes are valid at: UMSU Media Department, The S.G. Centre, *The Manitoban*, the Copy Centre and UMSU Media with respect to the list below.

**DETAILS:**

2 * \$ 35.00	=	\$ 70.00	2 - 1/8 spots on the Around Campus poster
1 * \$ 0.00	=	\$ 0.00	1 - 1/4 page ad in <i>The Times</i>
16 * \$ 2.00	=	\$ 32.00	16 - 20 word messaging spots in the <i>Manitoban</i>
100 * \$ 0.06	=	\$ 6.00	100 - 8 <sub>12</sub> x 11 coloured, photocopied posters (printing)
1 * \$ 20.00	=	\$ 20.00	1 - Graphic Lay out and production for poster/ad
		=====	
		\$ 128.00	1 - of the above packages
		\$5120.00	40 - of the above packages

**EXPENSES**  
\$5120.00

**REVENUES**  
\$ 0.00

**SUBSIDY/(PROFIT)**  
\$ 5120.00

With the introduction of the Centre, tremendous pressure has been removed from the UMSU to provide private and semi-private office space. Of the approximately 120 campus groups nearly half are eligible to apply for space. Last year UMSU placed 30 groups on the High Need List of which 16 received space (4 private allocations, two in large offices). Should no other groups be granted a place on the High Need List, all 30 should have had a year-long term in an office by the end of the second year.

More than likely, new groups will apply and be placed on the High Need List, and the fourteen (14) groups from last year placing 17<sup>th</sup> -30<sup>th</sup> will receive space, with new groups having to wait a year. Once the groups enjoys a term with office space, they are placed at the bottom of the list and await their next space allocation.

In the off years when groups do not have their own space, they simply make greater use of the Student Group Centre.

**BUDGET:**

Significant costs to maintain the space and provide utilities must be acknowledged in the analysis of offering such a service. Such costs are normally taken for granted by groups, but they are real and must be addressed if not appreciated. UMSU shares title with the University for the building and by agreement, no direct rental charges are collected. UMSU does contribute to a common maintenance fund for the building.

Charging rent at market value would not be realistic nor a service to the groups or to the UMSU, however reduced rental rates greater than simple nominal amounts may be an effective tool to control demand. Unfortunately, by charging a significant amount of money for rent there is a danger that:

1. Only rich groups will apply for the space leaving out poorer groups who really could use the space effectively.
2. A political backlash may be felt by the Council of the day as students question why they are paying for a service again which is ultimately funded by their student fees.

No rental charges; nominal, reduced market value or true market value, are proposed for this year.

**DETAILS:**

24 semi private spaces \* \$ 0.00

Space maintenance, renovation and utilities not included

**EXPENSES**

\$ 0.00

**REVENUES**

\$ 0.00

**SUBSIDY/(PROFIT)**

\$ 0.00

## H. GENERAL EXPENSES

### PROMOTION

In addition to the promotional efforts the Centre undertakes to promote the groups, some additional funds should be allocated for the Centre to promote itself, its role and location along with the general spirit of getting involved. Such promotion compliments the other service-oriented promotion offered by the Centre. A small variety of vehicles will be used including:

Messaging in the student paper, the Manitoban  
Advertising in the student paper, the Manitoban

Letter and phone campaigns to students through random selection  
Letter and phone campaigns to students council  
UMSU publications ads; UMSUMAN, The Daytimer, Telephone Directory and one other

#### DETAILS:

32 * \$ 4.00/mess	= \$ 128.00	Manitoban Messaging, one per issue
8 * \$300.00/ad	= \$ 1200.00	Manitoban Advertising, 1/2 page/month
3 * \$300.00/ad	= \$ 900.00	UMSU Publication Ads
1 * \$100.00	= \$ 100.00	UMSUMAN Ad
	= \$ 0.00	Letter and phone campaigns
		No postage require for on campus addresses

#### EXPENSES

\$2328

#### REVENUES

\$ 0.00

#### SUBSIDY/(PROFIT)

\$ 2328.00

### OFFICE SUPPLIES

Stationary, pens, pencils, computer disks, paper, envelopes, files and file holders, binders, duotangs, overhead transparencies, Coordinator's business cards, stamp pad ink, receipt books, mailing labels and various other office supplies must be purchased as part of the normal operation of any business. Funds are made available to purchase a small amount of supplies not already present in the Centre for the groups to use in the Common Office.

#### DETAILS:

NO DETAIL	= \$ 250.00	Misc Office Supplies
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#### EXPENSES

\$ 250.00

#### REVENUES

\$ 0.00

#### SUBSIDY/(PROFIT)

\$ 250.00

### POSTAGE and COURIER

The Coordinator communicates with several off campus organizations on the groups' behalf. A budget allocation to cover postage and courier charges is necessary.

#### DETAILS:

200 * \$ 0.43/letter	= \$ 86.00	Letter Postage
10 * \$15.00/package	= \$ 150.00	Package Courier Charges
	= \$ 14.00	Variance

#### EXPENSES

\$ 250.00

#### REVENUES

\$ 0.00

#### SUBSIDY/(PROFIT)

\$ 250.00

**UTILITIES**

As previously mentioned, the UMSU shares Title to the building which houses the Student Group Centre. Due to a complex history of the building and the students relationship with the University, an agreement governing the use of the building has been adopted. The Agreement directs the University to assume all utility costs. Therefore; electricity, water, sewage, heat, air conditioning, cleaning and all related matters pertaining to the maintenance and general health of the building are funded by the University. UMSU (proper) does pay for telephone charges and contributes to a joint fund to cover extraneous expenses not covered by the Agreement.

No allocation appears, as the telephone charges have been documented in Section \*A\* of this document and UMSU (proper) pays the deposit to the joint building fund for all departments of the UMSU.

**DETAILS:**

<u>EXPENSES</u>	<u>REVENUES</u>	<u>SUBSIDY/(PROFIT)</u>
\$ 0.00	\$ 0.00	\$ 0.00

**ENDOWMENT FUND**

Denotes the monies allocated to the Endowment Fund. See *ENDOWMENT FUND* for more detail

**DETAILS:**

\$1000.00/year = \$1000.00 First year contribution to the Endowment Fund

<u>EXPENSES</u>	<u>REVENUES</u>	<u>SUBSIDY/(PROFIT)</u>
\$1000.00	\$ n/a	\$1000.00

**PHOTOCOPYING**

To minimize misunderstanding, each party works from the same source of information. This means that photocopies are often made of letters, application forms and other printed documentation. Groups are encourage to make their own copies to reduce the financial burden on the Centre.

The average cost for a letter size (8.5" x 11") copy is \$0.055. It is estimated that an approximately 20,000 photocopies were made last year for administrative, promotional and production purposes. There is no change anticipated for this year. The Centre's total consumption of photocopies will be tracked this year. Recycled paper has been introduced this year.

**DETAILS:**

20000 \* \$0.055/copy = \$ 1100.00 Photocopying

<u>EXPENSES</u>	<u>REVENUES</u>	<u>SUBSIDY/(PROFIT)</u>
\$1100.00	\$ 0.00	\$ 1100.00

SALARY AND BENEFITS

The Coordinator receives:

- A salary of \$15,000 for an 8.5 month period, from mid August through to the end of April.
- Work days are 8 hours in duration (10am-6pm), incl: a half hour lunch and two (2) 15 min breaks
- 10 days of holiday time, excl. Christmas Break and stat holidays (approx 15 working days).
- 2 Sickdays/month (cumulative)
- Medical, Dental, Vision Care, Long Term Disability Coverage and other standard Benefits
- Dollar for Dollar Matching Pension Plan Contributions
- Employer Paid Government Deductions;
- Canada Pension Plan, Provincial Payroll Tax

Although the cost of hiring and supporting a full time coordinator is significant, it is strongly believed that the value of the Coordinator in the Centre is greater than that of a manager in a busy retail store. A knowledgeable, responsible, long term employee is the strongest asset your Centre can provide to insure a steadfast connection is present to link students with groups on the Unions behalf.

To get started, host organizations may be tempted to set up the basic component of the Centre in the lobby of its office and have the receptionist field the questions. This is very dangerous. Group leaders may simply become frustrated with the commotion, lack of sincere attention and lack of knowledgeable staff (if not trained properly). Host organizations, not able to support a full time coordinator may be better off training and managing a small pool of volunteers to staff the Centre, hence providing well trained personnel with one interest at hand, to serve the students entering the Centre.

DETAILS:

	\$15,000.00	Salary
9 * \$ 86.50/month	\$ 735.25	Great West Life Insurance Benefits
8.5 * \$100.00/month	\$ 850.00	Employers Contribution to Employees Pension
8.5 * \$ 40.00/month	\$ 393.50	Employer Paid Government Deductions/Taxes
10 * \$ 88.24/day	\$ 882.35	Holiday Pay in lieu of day taken (potential expenditure)

EXPENSES

\$17,861.10

REVENUES

\$ 0.00

SUBSIDY/(PROFIT)

\$ 17,861.10

RENT

The UMSU houses the Centre and all of its external space needs (offices, storage etc) within the space it owns with in University Centre. Further, UMSU (proper) does not charge its tenants rent as part of it departmental charging system, therefore, the Centre does not incur monthly rental charges.

DETAILS:

NO DETAILS

EXPENSES

\$ 0.00

REVENUES

\$ 0.00

SUBSIDY/(PROFIT)

\$ 0.00

**UTILITIES**

As previously mentioned, the UMSU shares Title to the building which houses the Student Group Centre. Due to a complex history of the building and the students relationship with the University, an agreement governing the use of the building has been adopted. The Agreement directs the University to assume all utility costs. Therefore; electricity, water, sewage, heat, air conditioning, cleaning and all related matters pertaining to the maintenance and general health of the building are funded by the University. UMSU (proper) does pay for telephone charges and contributes to a joint fund to cover extraneous expenses not covered by the Agreement.

No allocation appears, as the telephone charges have been documented in Section "A" of this document and UMSU (proper) pays the deposit to the joint building fund for all departments of the UMSU.

**DETAILS:**

<u>EXPENSES</u>	<u>REVENUES</u>	<u>SUBSIDY/(PROFIT)</u>
\$ 0.00	\$ 0.00	\$ 0.00

**ENDOWMENT FUND**

Denotes the monies allocated to the Endowment Fund. See *ENDOWMENT FUND* for more detail

**DETAILS:**

\$1000.00/year = \$1000.00 First year contribution to the Endowment Fund

<u>EXPENSES</u>	<u>REVENUES</u>	<u>SUBSIDY/(PROFIT)</u>
\$1000.00	\$ n/a	\$1000.00

**PHOTOCOPYING**

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**DETAILS:**

20000 \* \$0.055/copy = \$ 1100.00 Photocopying

<u>EXPENSES</u>	<u>REVENUES</u>	<u>SUBSIDY/(PROFIT)</u>
\$1100.00	\$ 0.00	\$ 1100.00

**GENERAL MAINTENANCE**

All aspects of the supporting infrastructure require maintenance and occasional repairs. Plants, small pictures & fixtures and minor renovations such as touch up painting are required on occasion to insure the Centre retains its warm and inviting atmosphere. Nominal funds are set aside for this purpose

**DETAILS:**

**EXPENSES**  
\$ 200.00

**REVENUES**  
\$ 0.00

**SUBSIDY/(PROFIT)**  
\$ 200.00

**PUBLISHING THE STUDENT GROUP HANDBOOK**

Each year the guidelines governing the UMSU's relationship with the campus groups are reviewed and, if needed, amended. As the Handbook was just revised late last spring, no monies have been allocated to republish the Handbook.

**DETAILS:**

0 * \$ 300.00	= \$ 0.00	PMTs, typesetting, Graphic Design
0 * \$ 800.00	= \$ 0.00	Printing Charges for 1000 copies
0 * \$ 100.00	= \$ 0.00	Binding
0 * \$ 0.00	= \$ 0.00	Distribution: On campus Mailings/In house Pick up
0 * \$ 0.00	= \$ 0.00	Pick up Promotion: Not Required

**EXPENSES**  
\$ 0.00

**REVENUES**  
\$ 0.00

**SUBSIDY/(PROFIT)**  
\$ 0.00

**I. GENERAL REVENUES****ENDOWMENT FUND**

The Centre has started an Endowment Fund. For the first five (5) years, no interest will be removed from the fund. See *ENDOWMENT FUND* for more details

**DETAILS:**

0 \* = 10% of principle = \$ 0.00 Interest to be Spent

**EXPENSES**  
\$ n/a

**REVENUES**  
\$ 0.00

**SUBSIDY/(PROFIT)**  
(\$ 0.00)

**IN HOUSE ADVERTISING**

On occasion, the Centre may solicit or be approached to post poster size ads, exhibit product displays and/or other forms of business promotion within the Centre. The revenue collected from such efforts are posted to this line and used to reduce the overall subsidy of the Centre.

**DETAILS:**

No Detail

**EXPENSES**  
\$ 0.00

**REVENUES**  
\$ 500.00

**SUBSIDY/(PROFIT)**  
(\$ 500.00)

## ***HAVE I DIED AND GONE TO HEAVEN: IDEAS FROM CANADIAN STUDENT GOVERNMENTS***

The following list of services and programmes will be discussed. Extra space has been left by each title for you to make note as the presentation and discussion proceeds. Feel free to ask questions at any point.

### **UMSUMAN:**

- Orientation magazine, comic book style
- general information serve in a light format
- services, maps, entertainment schedules
- list of first week events

### **Student Ombudsman/Advocate:**

- Student position offers alternative/compliment to the University's counsellors
- Provides direction and support in the appeals process;  
Guidance, preparation and representation
- Effective means to encounter, document and address real problems the academic arena

### **Computerized Carpool Coordination:**

- Database application to match drivers and riders from all areas of the city and surrounding areas. See Handout

### **A Student Telephone Directory:**

- List all students by: Name, College, Year
- Info on the Union
- Profs, deans and administration numbers
- Campus fax numbers
- Tear outs of: Common Questions, Student Council Numbers
- Organization Charts of UMSU and UofM

### **A Campus Cookbook:**

- To help students cope to life on their own
- Guides to plan, budget and buy good food
- Quick Fix foods to full meals
- Multi Cultural diversity
- Coupons for groceries and restaurants

**Peer Advisor Support Programmes:**

- Students helping Students, Education and Counselling
- Personal, Health, Relationships, Academic problems
- Strong training program required
- Excellent for Referral

**Daycare, Evening Babysitting:**

- On campus facilities for student parents
- Day and evening services

**Daytimer:**

- school year calendar, relevant dates/holidays, planned events
- space for students to make notes
- info on Union
- service info relevant to students

**Tutors Listings:**

- Database of tutors cross matched with students in need
- Lists of tutors regularly circulated
- Free for students, listing charge for professional services

**Typist Listing:**

- Database of typist cross matched with students in need
- Lists of typists regularly circulated
- Free for students, listing charge for professional services

**Income Tax Return Preparation:**

- On campus preparation service knowledgeable of student cases
- Quick and convenient
- Low rates for students in return for UMSU sponsorship

**Income Tax Return Self-Preparation Seminars:**

- Seminars offered on how to "DO IT YOURSELF"

#### Safe Social Programme:

- Designated Driver Programme; free access, soft drinks
- Aides Awareness literature
- Responsible Drinking literature
- After hours restaurant service  
(to 'dry' out, satisfy the 'munchies')

#### Darkroom Facilities:

- Colour and black and white processing
- UMSU's space and equipment
- Students chemicals and time
- Reduced rates for the Camera Club

#### Drop-In Seminars:

- Relevant topics: study skills, personal budgeting,
- Public speaking, effective presentations

#### Student Group Support:

- See *HANDBOOK FOR RECOGNIZED STUDENT GROUPS*

#### Video Vending Machines:

- Convenient and a money maker

#### Student Discount Cards:

- Target all local business, use collective buying power

#### Entertainment Programming:

- Bands, dances, films, comedians
- debates, speakers, awareness programmes
- fashion shows, scavenger hunts, spring break trips
- multi cultural events, performing arts
- subsidy programmes

### TalkBack Table:

- professional convention-style display booth
- good, consistent image for student government
- effective for survey research & publication distribution

### Student Oriented Businesses:

- provide a service to students and campus community
- set fair market value price for public
- provide discount for students
- Use profits to subsidize other programmes
- Provide student employment
- **EXAMPLES:**
  - Pool Hall, Arcades: prime money maker
  - Confectionary: very good money maker
  - Sit-Down Campus Dining: alternative to cafeterias
  - Used Book Exchange: alternative to new books
  - Copy Centre: high speed and colour copies, binding, fax
  - Student Owned Pub:
    - Excellent permanent venue for entertainment events
    - Control over programming and profits

### Campus Communications:

- Weekly ads on posters
- Banner services: production display space
- Sandwich boards; rentals and signs
- electronic media
- publications space



**UMSU**  
presents

**your** Student Group Centre  
**GRAND OPENING**

**Thursday afternoon January 10**  
**starting at 11:30 a.m.**

**312 University Centre**  
**next to B-52's**

**Refreshments/Tours/Food**

***Come One, Come All!!!***

**Students/Staff/Faculty/Administrators**

**All Welcome**