

Sprott Student Clubs Policies for Event Planning, Contacting Alumni, Industry Professionals, and Room Booking Requests for the Purpose of Events

Club Events

By adhering to these policies, Sprott student clubs can ensure the successful planning and execution of events while maintaining compliance with Sprott and university regulations.

1. Event Proposal Submission for Events Involving Industry and Alumni:

- All student clubs must submit detailed event proposals for the fall and winter terms in September. The proposals must be submitted through the event proposal form which will include event objectives, target audience, proposed budget, event timeline, and any necessary resources required including the use of alumni.
- Events involving industry or Sprott alumni must have a faculty or staff member present at the event.

2. Approval Process:

- Clubs must follow all the policies and procedures of the university including risk management forms room bookings as laid out in this policy and the Students' Rights and Responsibilities policy in order to be approved to host an event.
- Events involving industry or external partners must be developed in collaboration with the Sprott Careers Team.
- Events will be developed in alignment with the club's mission, availability of resources, and compliance with university policies and guidelines.

3. Budget Management:

- Clubs are responsible for managing their event budgets effectively.
- Any expenses incurred must be in accordance with university policies and properly documented.

4. Marketing and Promotion:

- All promotional materials must adhere to Sprott and the University's branding guidelines and approval must be granted by Sprott's Media and External Relations Officer when using Carleton or Sprott logos.
- Promotion of events should be inclusive and respectful, avoiding any discriminatory or offensive content.
- Clubs must utilize approved university channels for promotion and seek approval for any external marketing initiatives.

5. Event Logistics:

- Clubs are responsible for arranging all logistics related to the event, including venue booking, equipment rental, catering, and transportation if necessary.
- Contracts with vendors or service providers must be reviewed and approved by the designated Career Advisor the Sprott Events Coordinator.



6. Risk Management:

- Clubs must complete the risk management form and present the approval email to the Sprott Undergraduate Office.
- Emergency procedures should be established and communicated to all event staff and attendees.

7. Attendance Tracking:

- Clubs are required to maintain accurate records of event attendance for reporting purposes.
- Attendance tracking should include the names of attendees and their respective affiliations (e.g., club members, non-members, faculty/staff, industry participants and alumni).

8. Post-Event Evaluation:

- After the event, clubs should conduct a post-event evaluation to assess the success of the event and gather feedback for improvement.
- Evaluation criteria may include attendance numbers, participant satisfaction, achievement of event objectives, and financial performance.

9. Compliance with University Policies:

- All events organized by student clubs must comply with university policies, including those related to health and safety, alcohol and substance use, discrimination and harassment, and copyright infringement.
- Failure to comply with university policies may result in disciplinary action and loss of event privileges.

10. Documentation and Reporting:

- Clubs are required to maintain thorough documentation of all event-related activities, including proposals, budgets, contracts, promotional materials, attendance records, and evaluation reports.
- Reports must be submitted when requested by Sprott or Carleton University within the requested timeline.

11. Amendment of Policies:

- These event policies are subject to amendment by the Sprott School of Business as deemed necessary.
- Clubs will be notified of any changes to the policies and expected to comply accordingly.



Contacting Alumni

By adhering to these policies, Sprott student clubs can effectively engage alumni and enhance the student experience through meaningful connections and opportunities for professional development.

1. Purpose of Alumni Engagement:

- The primary purpose of contacting alumni to attend events is to foster connections between current students and alumni, providing opportunities for networking, mentorship, and knowledge exchange.

2. Authorization and Oversight:

- Only authorized representatives of Sprott are permitted to contact alumni.
- Requests for alumni participation must be made to the Career Advisor. The Career Advisor will liaison with the Sprott Alumni Office for the purpose of engaging alumni.

3. Respect for Alumni Privacy:

- Student clubs must respect the privacy of alumni and refrain from sharing alumni contact information without their explicit consent.

4. Professional Communication:

- All communication with alumni should be professional, courteous, and respectful.
- Event invitations will be approved by the Career Advisor and the Sprott Alumni Office. Invitations should clearly communicate the purpose, date, time, and location of the event, as well as any relevant details such as agenda, speakers, or special guests.

5. Personalization and Tailoring:

- Whenever possible, event invitations should be personalized to address alumni by name and highlight their specific contributions or achievements.
- Tailoring event invitations to align with alumni interests, career paths, or areas of expertise can increase the likelihood of their attendance and engagement.

6. Timing and Frequency:

- Event invitations should be sent well in advance of the event date to allow alumni sufficient time to plan and RSVP. Career Advisors will assist with timelines.
- Student clubs should avoid excessive or repetitive communication with alumni to prevent spamming or overwhelming their inboxes.

7. Follow-Up and Engagement:

- Student clubs should follow up with alumni who have been invited to events to confirm their attendance, answer any questions they may have, and provide additional information as needed.
- After the event, student clubs should express gratitude to attending alumni with the approval and support of Sprott's Alumni Office.



8. Feedback and Improvement:

- With assistance from Sprott's Alumni Office, clubs should solicit feedback from alumni who attend events to assess their satisfaction, gather suggestions for improvement, and identify opportunities for future engagement.
- Feedback should be used to refine event planning strategies and enhance the overall alumni engagement experience.

9. Documentation and Reporting:

- Student clubs are responsible for maintaining records of all approved communications with alumni, including event invitations, RSVPs, follow-up correspondence, and feedback received.
- Reports summarizing alumni engagement activities should be submitted to the Career Advisor who will liaison with the Sprott Alumni Office.

10. Amendment of Policies:

- These alumni policies are subject to amendment by the Sprott School of Business as deemed necessary.
- Clubs will be notified of any changes to the policies and expected to comply accordingly.

Contacting Industry Professionals

By adhering to these policies, Sprott student clubs can effectively engage industry professionals for events. The policy aims to facilitate strategic and professional interactions to enhance student engagement with industry professionals to promote career development opportunities within industry.

1. Purpose:

- All contact with industry professionals is overseen by the Career Advisors and should be directly related to the objectives of the club and the event.

2. Professional Communication:

- Members must maintain professional communication standards when contacting industry professionals. This includes using formal language, addressing individuals by their appropriate titles (if applicable), and representing the School and the club in a professional manner.

3. Strategic Intent:

- Each interaction with industry professionals should have a clear strategic intent. Members should articulate the purpose of their communication, outlining how it aligns with the club's event planning goals and benefits both parties involved.

4. Thorough Research:

- Before initiating contact, members should conduct comprehensive research on the industry professional's background, expertise, and relevance to the event. This ensures that communication is informed, relevant, and demonstrates genuine interest in their contributions to the field.



5. Prompt Follow-Up:

- After any interaction, club members should promptly follow up with personalized thank-you notes expressing gratitude for the professional's time and insights. If any commitments or follow-up actions were discussed, members should fulfill them promptly to maintain professional rapport.

6. Confidentiality and Respect:

- Members must respect the confidentiality of any sensitive information shared by industry professionals during interactions. Confidential information should not be disclosed without explicit permission, and discussions should be conducted with respect and professionalism.

7. Approval by Career Advisors:

- All proposed contacts with industry professionals must be approved by the Career Advisors prior to initiating contact. Members should provide details of the proposed interaction, including the purpose and expected outcomes, for review and approval.
- Career Advisors reserve the right to *laissez faire* with industry professionals on behalf of Sprott clubs.

8. Feedback and Evaluation:

- The effectiveness of interactions with industry professionals should be regularly evaluated by the club's executive board in consultation with their Career Advisor to assess the impact and relevance of these interactions with industry professionals.

Amendment of Policies:

- These industry professional policies are subject to amendment by the Sprott School of Business as deemed necessary.
- Clubs will be notified of any changes to the policies and expected to comply accordingly.

Sprott Clubs Room Booking Policy

By adhering to these policies, Sprott student clubs can effectively manage their room booking needs on campus and ensure the successful execution of club activities and events.

1. Eligibility:

- Only registered student clubs affiliated with the Sprott School of Business are eligible to book rooms on campus for club-related activities and events.
- Clubs must be in good standing with the university, adhering to all relevant policies and regulations. Each club must identify 1-2 club members who are responsible for booking rooms on behalf of the club. The representatives must be identified by the third week in September using the Sprott Club Designate Form located on the Sprott Clubs Hub website.

2. Booking Procedures:

- Room bookings must be made through the room booking request form on Sprott's website.



- Requests for room bookings should be submitted well in advance of the desired event date, typically a minimum of fourteen days by October 3 for fall events or January 16 for winter events or 14 days prior to events in September. Change requests must be made fourteen days prior to the event.
- 3. Priority and Allocation:**
 - Room allocations will be made on a first-come, first-served basis, subject to availability.
 - Priority may be given to academic activities, university-sponsored events, and official business school functions, but every effort will be made to accommodate student club bookings.
- 4. Event Details and Requirements:**
 - When making a room booking, student clubs must provide detailed information about the event, including the purpose, date, and time, expected attendance. Any specific requirements or setups needed (e.g., seating arrangement, audiovisual equipment) are the responsibility of the club.
- 5. Room Usage Guidelines:**
 - Rooms must be used solely for the purposes stated in the booking request and may not be sublet or transferred to other parties without prior approval.
 - Student clubs are responsible for ensuring that the room is used in a respectful manner and left in its original condition following the event. Failure to adhere to this policy may result in penalties or loss of booking privileges.
- 6. Cancellation and Changes:**
 - Any changes to room bookings or cancellations must be communicated to the Sprott Undergraduate Office as soon as possible.
- 7. Compliance with Policies and Regulations:**
 - Student clubs must comply with all university policies and regulations while using campus facilities, including those related to health and safety, alcohol and substance use, noise levels, and event management.
 - Failure to comply may result in disciplinary action and loss of room booking privileges.
- 8. Fees and Charges:**
 - Certain rooms may incur rental fees or additional charges for equipment rental, staffing, or cleaning services.
 - Student clubs are responsible for covering any applicable fees associated with their room bookings.
- 9. Documentation and Confirmation:**
 - Upon approval of the room booking request, student clubs will receive a confirmation email or notification containing details of the reservation, including the assigned room, date, time, and any special instructions.
- 10. Feedback and Improvement:**
 - Student clubs are encouraged to provide feedback on their room booking experiences, including any issues encountered or suggestions for improvement.

- Feedback will be used to refine the room booking process and enhance the overall experience for student clubs.

11. Amendment of Policies:

- These room booking policies are subject to amendment by the Sprott School of Business as deemed necessary.
- Clubs will be notified of any changes to the policies and expected to comply accordingly.

Consequences of Violation: Violation of this policy may result in disciplinary action, such as warnings, suspension of privileges, or removal from club leadership positions, depending on the severity and recurrence of the offense.