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**Location:** HA 234

**Present:** Jacky, Jasmine, Rameez, Sara, Alex, Sifat, Quinn, Joanna (Joey), (Riley) proxy Enzo, (Sean), (Cole), (Armin), (Jasmine), (Niloufar), (Lauren), (Tony), (Pam)

**Late:** Michelle

**Regrets:** Enzo, (David), (Claire), (Cindy),

**Start Time:** 5:37

**A) Call to order and adoption of the agenda:**

MOVED Quinn, SECONDED Joanna

*"BIRT the agenda be adopted as presented."*

*... Carried*

**For: Unanimous**

MOVED Quinn, SECONDED Sara

*BIRT the CUS Board of Directors meeting minutes dated March 12<sup>th</sup>, 2012 are approved for distribution.*

*... Carried*

**For: Unanimous**

**B) Membership: Introductions, Personal Updates**

- Greeting from **Pam Lim** (Assistant Dean & Director)

**C) Presentations to the Board**

**i. CLC Alex Monegro** *See attached supporting documents*

- What have we been doing with Equipment lending? Here's what we're doing right now: around last year, after Feb. 11, CLC acquired a bunch of equipment; from cameras, laptops, AV equipment, etc.
- At the time, the CUS was approached to contribute to the lending and to continue the contribution to the pool. The CUS would keep the same attachment, and it will cost less money in the long run.
- The terms of agreement were not adequate, there was a service fee, and there were many incidents of student borrowing equipment, and returning the equipment back too late (most recent example would be the Pacific Venture



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Capital Competition who brought it in 2 days late and charged a \$600 overhead fee), so there are overhead costs associated,

- Right now we have enough staff, so we sat down with Johannes, and there's a limit to the amount of lending, how do we make sure the utilization rate has the highest yield management
- The agreement monetary contribution is based on what you want the real capacity to be to service clubs, conferences... i.e 2 large conference and one smaller event plus making sure there is a buffer for regular students. The big push now is to increase usage. Over time less and less to use. Right now there are no issues, especially in the summer
- These are some cost projections. Paired large events and small events, what did that use and how much they use. This isn't rigid, how many it each, what people have been using. Get more accurate idea of what people are actually taking up, and then looking at how well we're managing our resources. We need a starting point.
- Something else we discussed in terms of how this will work: what we're committed to: CLC will take care of all the equipment, the lending out, the fine process as well (the front end), what we want is a reimbursement procedure, when things get stolen, or doesn't get returned, the person versus the team member, some mechanism to deal with that and re-compensate students. For proper yield management, the CLC needs information, so they know if they have the equipment, being able to manage their resources – information ahead of time. Alex won't lend them if you don't go through the process. They already have the regular student base, want to adjust equipment pool for use for conferences, clubs, service, and they have an accurate data.
- The ask? I'm open to both ideas right now: a discussion of equipment usage or a money contribution.

Questions:

Ram: you previously came with an amount, what happened to that number?

- I previously passed this (supporting document) to Johannes and David, and these are the numbers I sent them.
- A year ago there was a number, \$30 000 which included a service fee, this is a different scenario

Alex: can you clarify the in-class usage?

- More assignments that use the equipment and services that we provide, rich media, which involve the camera, and other things that we have.

Alex: as you progress from year 2 to 3, or overall?

- Overall

Sara: how would you prioritize the equipment requests?



- Work around requests that are already there, so that things can be managed over the time, the further ahead we know the better we can manage and sort things out
- Creating extra capacity that would be used by volunteers, and for regular users then we cover that. Capacity at a particular issue, at a particular time, rather than over time.

Alex: if the CLC brought more with the money, since you know have a larger pool of equipment would the fines be proportionally lower?

- The fines works fairly well, creates incentives, students can appeal their fee if necessary, the fine is steep to dissuade them, tells people not to do it.
- Pam: The usage of fines is deterrent, rather than punitive.

(AM is Alex Monegro, Alex is Alexandra Lam)

### **Discussion:**

**Ram:** Propose, fund the money or put it off till next week.

**Alex:** Depending on what extra level of capacity that you want.

**Sifat:** right now we don't have a way to monitor or look ahead. What we can set up is to get an estimate of what people need for their usage so we can predict what equipment usage. So we have a better idea of the CLC needs

Quinn: I agree, with the gathering of more information

AM: there is a lag time between purchase and adding this to the pool. Let me know within the next 2 months.

Sara: we should set aside a time to figure this out

Sean: is this projected or actual data?

AM: projected, we've only lent to 3 or 4 right now, need data from this year. They come with the data from of this year. Many of these are not completely exact, there are many pieces of equipment, round up or down. Over the summer, try and figure out peak periods this year, don't get bogged down on the excel (supporting document).

Joanna: The incident with PVC, the overhead fee... is that the plan you were asking about?

AM: a reimbursement method, the student would pay it and the CUS would or would not reimbursement, the CLC just deals with the fines.

The other ask it the data

Riley: why does a new laptop cost \$1 500,

AM: they are tablet, you might as why not ipad, we will have one or the other.

Students decided.

The prices get cheaper over time, Sauder IT got consumed by UBC IT and so we not completely sure about the prices yet.

Ram: What would be the upper limit?

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AM: \$11 000-\$12 000

Please come up with a process, a list of things and how they translate to what services get their needs filled. I want an understanding of what we're getting into.

*MOVED Quinn, SECONDED Joanna*

*BIRT the CUS Board of Directors sets aside time to dedicate to discussing equipment needs for the Cannacord Learning Commons and gathering equipment usage data.*

*... Carried*

**For: Unanimous**

**ii. JDC WEST 2013- Andy, Pia, Tyler**

- It takes about 18 months to plan, what they approved last year was a vote of confidence, what we're talking about today is actual monetary support
- Competitor experience, the OC Structure, Moving Forward
- You prepare for months, and land in the buffer zone, an introduction to the JDC West experience and spirit. More than just academics, and social and sports.
- The opening ceremonies thanks the sponsors and tells them that they are part of the JDC West family
- Night event: wear school colors and includes inter-school mingling. Skit night. Tons of spirit
- Daytime: Academics - 3 hour case comps, range of topics, Debate - 4 on 4 Canadian parliamentary style debate, Athletics, 2 sports over 2 different days, Social: 4 students from each school, amazing races, how many \_\_\_\_ can you eat,
- This is what you compete on.
- Educational Resource Center: a giant career fair, 1 for sponsors to hang out with students, for students to talk to sponsors and judges and create career opportunities, this is open to the general public or any Sauder students (people have gotten jobs from this.)
- Gala, hoping to have this at the Vancouver Convention Center, one of the craziest nights of my life, it's absolutely nuts.
- OC experience, who, what do they do, where is their support?
- 16 people that help run the conferences, ie the West Coast Leadership Seminar, where team captains come together
- How they operate. Main stakeholders are the school and the competitors that come.
- The school
- When the OC from each city passes on to each other OC through the BoD (the BoD ensures vision and longevity, makes sure that it's sustainable.)



- They are supported by Captains, where they get their key data from, they meet regularly, allows a channel of communication, and face to face time, contribute to the holistic business experience
- Main sponsor: CGA,
- Sponsors return year after year.
- Support from the host school: needs. 1. Vote of support, do in believe in Pia and Andy, and their vision and your ability to execute, and yes we got that
- 2. Channels of communication: 242 volunteers needed, the CUS has already helped out,
- 3.(Money) External Sponsor,
- We're here to reconfirm our vision and turn that into a dollar amount.
- Some idea, being it in Vancouver saves the CUS money already, the flight to other cities is saved, the value of having it in the school, so people can experience it without being on the team, an opportunity for student to get it on their radar so they can get involved later.
- Support of the mission: last year we asked last year's board and they approved \$45 000, now that we are an actual body and have a team, we realized how much more expensive things are.
- In the last year, delegate fees - \$310 and want to increase \$350, but we realized that if we push it up, it's not going to ever go down. So we're not raising the price it as much as they should us, and passing the savings to the CUS.

## Qustions:

Sean: Specifically what will the CUS get, in terms of branding?

- Listed as a founded sponsor, right under CGA.
- The value, the experience for students, volunteering and resource center where they can network, cost savings for not flying people out to conferences and JDC West itself.
- The community of JDC West, it's a huge part of student experience, and we're sending a message out to the rest of Canada

Alex: What is most of the money going to?

- Largest fixed cost: hotel, gala, transportation, to and from downtown

Alex: public transit?

- Too large amount of people
- Looking at in-kind sponsorship

Alex: If the CUS gave you such a large chunk of money, will you be approaching less sponsors?

- Looking at the entire funding from the school, deans office, the amount is the same. We expected more from dean's office.

Ram: How much did we give last year?



- OC is separate from competing team.
- The cost-savings are from the team

Armin: is the budget confidential?

- Yes, because as the CUS you own the competitors,
- Willing to explore where does the CUS want their branding? And where your interests lie

Jacky: helpful to know the last school's total contribution,

- This will be higher, because Alberta doesn't necessarily fly to every other event, and costs are high. The entire school maybe would not receive the same impact, this impact would be larger, Vancouver hosting, and Vancouver is a more expensive city.

Sean: what's so confidential about the budget?

- What we can tell you about Alberta's school contribution, it's not higher, it's within the same ballpark
- The sum total of \$60 000 is comparable, but slightly higher than the Alberta total

Sean: would this be like 10% of the budget?

- More than 10 but less than 25%

Quinn: when you gave the last presentation did you not receive money?

Jacky: they are here to re- confirm support

*MOVED Quinn, SECONDED Sifat*

*BIRT the CUS Board of Directors commits to officially supporting JDC West 2013 with a sponsorship of at least \$1"*

*... Carried*

**For: Unanimous**

Discussion:

Jacky: I support the first motion, but in terms of the absolute sponsorship dollar, give me time to ask Alberta to give me a total

Quinn; I saw we do our due diligence, the flight savings, the net change in what we contribute to JDC

Michelle: is there going to be additional cost with the actual team?

- Delegates are completely separate. Supporting JDC West as a whole, Jess takes care of the team.

Jacky: I would love to have the time to do the due diligence. But I'm not comfortable with the \$50 000 dollar amount.

Riley: what do we gain?



Jacky: the dean's office is interested in giving 10 000, want to make sure they are in alignment with previous schools?

Claire: were you aware of the dean's office funding last year?

- No

Joanna: now that's confirmed?

- Yes

Sean:

- No, we were anticipating more form the Deans Office

Pam: regarding Deans Office Funding, JDC was asking for a much higher amount, it was unrealistic, this year we had \$75 000 and if they used that up, that was it. This event at the expense of other student initiative, that was the restriction in terms of what they could put up in terms of sponsorship

MOVED Quinn, Joanna

*MOVED Quinn, SECONDED Sifat*

*BIRT the CUS Board of Directors tables the motion to commit to sponsoring \$50,000 to JDC West 2013"*

*... Carried*

**For: Unanimous**

#### **D) AMS/Senate Updates**

##### **Senator Update**

- Jacky's term has officially ended
- Last meeting the acceptance of Gr 11 grades.
- Prospective students can submit their Gr 11 marks, for those whose Gr 12 marks are higher, they can re-submit
- Main concern, there are many student who had high gr 11 marks would take precedent
- Approved a scholarship of \$2 000.
- Ideas for people for honorary degrees.

Sara: means that we'll look at the Gr. 11 marks, they might get accepted later.

Cole: if they have grades now, can they enter grade 12 marks right now?

Jacky: They have more concerns, it was very mixed. Risk that the marks that they submit would be inflated, or un-official, Means that we may have less than qualified incoming students.

##### **AMS Rep Update - Michelle**

- Nominations for committees



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- Re-elections for committees in September.
  - AMS Exec Council want to get more engaged with AMS reps and President of all faculties
  - the New Sub Committee, it's a 130mil dollar project, that is a really good role over how the SUB will be built, make it most sustainable
  - over the summer
  - When is the hiring process? Starts soon, talk to the chair of the committee
  - Cole: talk of having a 2<sup>nd</sup> AMS rep. in terms of exceeding a threshold
  - Lauren: they wouldn't be looking at that till November

E) **Committee Reports:**

**CSSEC -Sara**

- There was a very important meeting, we'll find out tomorrow

F) **Executive Reports:**

**President**

- BCC townhall, CUS Clubs meeting tomorrow as well

**VP Academic**

- Valedictorian chosen,
- Curriculum meeting
- Talking to Tim Silke, regarding BMMP
- Dean selection, sitting down the prospective Deans, and what they feel about student experience

**VP Finance**

**VP Engagement**

- Grad night, Boat Cruise, basically everyone is hiring

**VP External**

- Hiring

**VP Marketing**

- In the form of 299/202 accomplishment statements.

**VP Internal**

- Long chain of emails





G) **Board Business/Discussions**

i. **Board Assistant – Ram**

- In the beginning they had one, but now the Exec. Assistant.
- It's going to be super busy, somebody to hire and fill that role

Quinn: it's a great idea

Armin: what would they take on?

Ram: adds value as they make more structure

Sara: can they help with committees, and make sure they maintain clear communication

Alex: would they have to be elected or hired?

- Right now it'd be hired, would go to

Joanna: who would they report to?

- Under the chairperson, or president, still to be determined

Ram:

- Higher work load, anticipating it'd be busier.

Alex: what the difference because what they anticipated and the reality

**Jacky: we hope the new Board assistant, create a job description**

**Joanna:**

Sifat:

Q:

They'll create a job description.

ii. **Board Retreat - Ram**

- One that's focussed on creating a strategic vision, last one was more bonding, and information. What are we doing looking forward, plans going forward.
- Happen once exams are done
- Quinn will be leaving in May
- We'll set up a Doodle
- What they want to learn, the challenges they face,
- Quinn: putting into the action some of the ideas they put down at the last retreat
- Michelle: what did you do during the last retreat?
- Jacky: old board gave presentations, brainstorming ideas, strategies, bonding, a compilation of ideas, no concrete plans.
- Focussed on Engagement, Branding, Structure, Goals
- More focussed on the long term, and how we set the foundation to get to 5 years from now.
- Alex; want weekly updates as to the progress and so they can give feedback and the planning of the retreat



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- Want more bonding and more hanging out
  - Nil: make sure you take into account what the CUS spends on retreats and conferences...
  - Sean: it's a good point, but that's only less than 1% of the budget.
  - Sara: taking into account the time we put into our positions, it's worth it for the time and effort each person adds
  - Jacky: taking away from other areas, will not be adding more cost.

### **iii. Request for Funding Application - on behalf of Dylan**

*MOVED Quinn, SECONDED Jacky*

*BIRT the CUS Board of Directors adopts the Request for Funding Application to be used by all parties looking for monetary support from the CUS.*

**... Carried**

**For: Unanimous**

### **iv. Service Council Organization**

- Some difficulty with Sauder Yoga, and the Wellness Fair,
- Under the engagement portfolio, like CCP, the Health and Wellness Committee with Sauder Sports and Sauder Yoga, and the Sauder Wellness Fair
- Wellness Fair still looking getting support from the UGO
- They would all work together to bring a Health and Wellness aspect of the
- Sean: what the advantage over what we have now
- Sara: Sauder Yoga will come with a budget, now they rely on their contacts for free yoga classes, in the future would pay around \$20 an hour
- Quinn: Is \$20 realistic, there are people who charge \$60
- Sara; it's the way they set it out,
- Riley: would it be a new Service Council Position?
- Sara: yes, we can provide more, things like first aid and cpr training, so we can bring in new topics
- Jacky; wish we had more communication about this idea
- Sara: more like a timely thing
- Alex: bring in a list of potential ideas that can happen
- Sara; I can do that
- Jacky: no new role?
- Sara; they all exist, and create a structure
- Joanna; no monetary approval right now



- Sara; more the idea that it's the overarching structure
- Cole: Sauder Sports, if this took place would they be Service Council Committee members instead of service council member right? - yes
- Alex; the wellness fair something that was unique, is this the same?
- Joanna: I don't think it'll be a demotion, the people in the CCP umbrella love their roles
- Jacky: these exist, but it's been unofficial, creating with new position
- Sara: there are people who want to get involved with these things
- Jacky: is this the responsibility of the CUS?
- Sean: I worked with the Wellness Center, and we have 100% support
- It's a huge deal, we got data from a national survey, bringing this topic up for students will help them in the long right.
- Brining awareness to the little things that student forget about Michelle: I think you should talk to Sean, this would create more initiatives, is that necessary
- Quinn; is Sauder Sport a line on the budget? Why not add another line? What would this person's role be?
- More of an overseer, to keep the management, simple, small things that add value.
- Alex: how would the dollar amount not change?
- This is more for sustainability reasons, want more growth
- Aels: what the participant rate?
- Around 20 people each class, they are all different and people are more iffy, and always new comers.

## Discussion:

Sean: I think a good idea, Sauder Yoga was a great initiatives, it'd be nice to get more detail, a budget to make sure their on the right track

Alex: whose responsibility is it? I think this is something great for us to own, to look at the health and wellness demand of the student and to address that.

Jacky: I think it's more of an UBC thing, we may be taking on too much

Alex: the UBC needs to take a more holistic approach to helping, they have to offer all these things, and looking at the demand of out just Sauder so we can tailor, UBC does an adequate job, but we can add more

Armin: it wouldn't be a huge thing, technically we can say the same about many of the same thing, it's not Commerce specific, and those are much bigger than leaving it up to UBC,

Sara: an added resource for students, trying to help that process

Quinn: I think it's about more, not just to exercise, we network too

Jacky: I don't see the need to create a position, what the mandate it,

Ram: there is a presentation about Sauder Yoga next board meeting

# CUS Board of Director Minutes

March 26<sup>th</sup>, 2012



commerce  
undergraduate  
society

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Sean: I think it's a good idea, they're each awesome. It's not about the monetary amount, but a structural change to facilitate people looking at health and wellness

Sara: it was proposed by the UGO, we can table it so people can think about it

Quinn: if we're not going anything budgetary-wise

Sean: the board approves budgets, if it's new

Alex: I think they want strategic support

Sara: I'm okay with leaving this till next meeting, I'll write up an job description, talk to Sean

*Adjournment of meeting: Quinn, Sara Unanimous*

**Next Meeting: TBD**

**Adjournment**

*BIRT the meeting is adjourned*

**End time: 8:02pm**

Demand Increase Adj. Factor

Equipment	Quantity	# Times Checked Out	Scenario Adjusted	Number of Weeks	Rotation Periods (days)	Rotation/Week Capacity	Implied Current Rotation/Week	Idle Capacity	Projected Idle Capacity
Audio Mixer	1	16	21	15	3.00	2.3	1.1	54%	41%
Digital Camera	1	21	27	19	3.00	2.3	1.1	53%	38%
Ebeam	1	21	27	15	0.17	18.1	1.4	92%	90%
Laptop Computer	3	409	532	19	0.33	28.0	21.5	23%	0%
Mac Adapter	10	430	559	32	0.17	180.8	13.4	93%	90%
Microphone	2	21	27	17	3.00	4.7	1.3	73%	65%
Pocket Projector	2	9	12	12	1.00	14.0	0.8	95%	93%
Presenter Mouse	8	139	181	19	0.17	144.7	7.3	95%	93%
Projector, Full Size	3	45	59	18	1.00	21.0	2.5	88%	85%
Power Reel	5	128	166	19	3.00	11.7	6.7	42%	25%
PA System	2	21	27	19	3.00	4.7	1.1	76%	69%
Tripod	5	97	126	18	3.00	11.7	5.4	54%	40%
USB Drive	5	33	43	7	0.17	90.4	5.1	94%	93%
Video Camera, HD	2	54	70	19	1.00	14.0	2.8	80%	74%
Video Camera, Compact HD	3	31	40	19	3.00	7.0	1.6	77%	70%
Voice Recorder	2	27	35	14	1.00	14.0	2.0	86%	81%

Price	\$150	\$1300	\$600	\$1500	\$40	\$400	\$50	\$100	\$150	\$500	\$600	\$150	\$150	\$300	\$400	0		
Current Inventory	1	3	2	3	10	2	5	8	4	1	2	2	5	2	2	1		
Event Size	Conference Requirement	Audio Mixer	Projector (Full Size)	Video Camera (HD)	Laptop (DLam Special)	Mac adapter	Projector (Pocket Size)	Power Reels	Presenter Mouse	Projection Screens	Digital Camera (Prosumer)	Public Address System	Video Camera (Compact HD)	Tripod	Voice Recorder	Microphone (Handheld Wireless)	Flipcharts	
Large	Ignite!	1	1	0	0	0	0	0	1	1	0	2	0	0	0	2	3	
Large	IBC	1	2	0	1	0	0	0	1	2	0	2	0	0	0	2	0	
Large	NIBC																	
Large	PVCC	1	1	0	0	0	0	1	1	1	0	1	0	0	0	6	0	
Large	Futures Info Technology Conference	0	1	1	0	0	0	0	0	1	1	1	0	1	0	2	0	
Large	UBCMA Gateways	0	2	0	4	0	0	0	2	2	0	0	0	0	0	3	0	
Small	UBCMA Meltdown	0	1	0	1	0	0	0	1	1	0	0	0	0	0	1	0	
Small	Me Inc. Navigate	0	0	0	0	1	0	0	1	0	0	1	0	0	0	3	1	
Small	Me Inc. Amplify	0	0	0	0	1	0	0	1	0	0	0	0	0	0	2	0	
Small	Me Inc. Option OH	0	0	0	0	1	0	0	0	1	0	1	0	0	0	0	0	
Average # of items used		0	2	0	1	0	0	0	1	2	0	2	0	0	0	2	2	
% of current inventory (CC)		0%	67%	0%	33%	0%	0%	0%	13%	50%	0%	100%	0%	0%	0%	100%	200%	
# of simultaneous conferences	1.5																	
# new items needed	0	3	0	2	0	0	0	2	3	0	3	0	0	0	0	3	3	
New items \$ cost	\$0	\$3,900	\$0	\$3,000	\$0	\$0	\$0	\$200	\$450	\$0	\$1,800	\$0	\$0	\$0	\$1,200	\$0	<b>\$10,650</b>	
New % of CC	0%	33%	0%	20%	0%	0%	0%	10%	29%	0%	40%	0%	0%	0%	40%	50%		
Scenarios - Capacity usage																		
2 Large	100%	100%	0%	67%	0%	0%	0%	25%	75%	0%	100%	0%	0%	0%	0%	300%	100%	
1 Large; 1 Small	100%	67%	0%	33%	10%	0%	0%	25%	50%	0%	100%	0%	0%	0%	0%	250%	100%	
2 Small	0%	33%	0%	33%	20%	0%	0%	25%	25%	0%	50%	0%	0%	0%	0%	150%	100%	
Scenarios - Cost projections																		
2 Large	1	3	0	2	0	0	0	2	3	0	2	0	0	0	0	6	1	<b>\$11,300</b>
1 Large; 1 Small	1	2	0	1	1	0	0	2	2	0	2	0	0	0	0	5	1	<b>\$7,990</b>
2 Small	0	1	0	1	2	0	0	2	1	0	1	0	0	0	0	3	1	<b>\$5,030</b>

This cost calculated using the average number of items used

## CLC - CUS Lending Guidelines

This document is meant to provide guidance and continuity for the equipment management and lending services that Canaccord Learning Commons (CLC) will provide the Commerce Undergraduate Society (CUS) and its volunteers and clubs.

In order to help the CUS build a thriving student community, the CLC will commit to:

- Manage the equipment lending, return, and fines process
- Store the equipment and, in conjunction with UBC IT, execute any repairs, maintenance, and/or substitution that might be required
- Keep track of equipment usage, including specific usage by CUS volunteers

Given the CLC's mandate to service all students, the CUS commits to the following in order to assist the CLC in maintaining fair access to the equipment pool by all students:

- Purchase new equipment as needed to sustain acceptable levels of inventory to service all students at Sauder and the needs of CUS volunteers; Agreement on these levels will be determined jointly by both parties
- Ensure booking information is provided in a timely manner by training volunteers on the booking process, as well as assigning ultimate responsibility to a member of the CUS executive
- Provide CUS volunteers with a fine/replacement fee reimbursement process
- Uphold this agreement and only re-evaluate its terms at the end of an executive team's term

In order to simplify the management of the replacement/maintenance of equipment, volunteers from the CUS will be personally liable for any late fines or replacement fees. The CUS, as mentioned above, will then have a reimbursement mechanism that evaluates if the fine/fee is deemed an event expense or if ultimate liability will rest with the volunteer.



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## 2012/13 Request for Funding Application for CUS Students

The Commerce Undergraduate Society (CUS) recognizes the value of student involvement and engagement and has made available a relatively large but limited amount of funding in support of the undergraduate student experience. In order to be eligible, you must be a currently registered BCom student in the Sauder School of Business.

A completed application and supporting documents must be submitted to the Executive Assistant at [executiveassistant@cus.sauder.ubc.ca](mailto:executiveassistant@cus.sauder.ubc.ca) by (deadlines?)

All applicants will be notified no later than two weeks after the respective presentation to either the External Conferences review committee, Executive Council meeting, or Board of Directors meeting.

There are 3 eligible funding categories. Please check one or more of the boxes on the application under which funding source you are seeking consideration.

### (1) Dean's Office Funding for Case Competitions

~~Dean's Office Funding is available for select case competitions determined by the Undergraduate Office and the CUS based on Sauder's eligibility to compete in the conference and the costs. In order to apply for this funding, please use the application from the Sauder Undergraduate Office at this website:~~

~~[http://www.sauder.ubc.ca/Programs/Bachelor\\_of\\_Commerce/Current\\_Students/~media/Files/BCom/Funding/Funding\\_Application.ashx](http://www.sauder.ubc.ca/Programs/Bachelor_of_Commerce/Current_Students/~media/Files/BCom/Funding/Funding_Application.ashx)~~

~~You will then receive a 33% subsidy from both the Sauder Undergraduate Office and the CUS, leaving you, the student, to cover 33% of your flight, delegate fee, and accommodation.~~

### **External Conferences (ExCo) Funding**

External Conferences Funding is open to current BCom students in support of their attendance at a selected number of conferences or events (this list is updated by ExCo every year) where they are representing the Sauder School of Business and/or The University of British Columbia at a national or international level.



[An interview](#) with the External Conferences review committee, [in addition to the application, is required. An interview appointment is made directly with](#) the External Conferences Coordinator [at excoco@cus.sauder.ubc.ca](mailto:excoco@cus.sauder.ubc.ca).

## **[\(2\) Special Projects Funding](#)**

The CUS prides itself on providing value to students in other forms than its basic services and conferences, and has an annual fund in order to fund potential projects created for the CUS student body that come up during the year.

Special Projects are valid for the current year only. Given the large amount of project applications that are received, it is difficult for the CUS to guarantee funding year-over-year.

A successful applicant will have the following:

1. A project or event that can primarily provide value to an adequate number of CUS Students. It is an asset to be inclusive of all CUS students, discrimination based on race, gender, or language will be carefully scrutinized. A project targeted to a specific type of major/specialization/career path is welcomed.
2. An attached budget with revenues and expenditures, both budgeted and actual numbers are important.
3. A firm dollar request for funding and/or marketing resources provided by the CUS.
4. A presentation to either the Executive Council or CUS Board of Directors (based on the amount of money requested).

Requests under \$10,000 in value will be directed to the Executive Council, and their meetings are every Wednesday at 6:~~03~~30pm.

Requests over \$10,000 in value will be directed to the CUS Board of Directors, and their meetings are every other Monday at ~~5~~6:30pm.

## **[\(3\) Application for Club Constitution](#)**

The CUS currently has over 10 clubs under CUS recognition that fall under the CUS VP Internal and have the following benefits:

1. \$1,000 start-up cash per year and a further yearly subsidy of \$2/registered member.
2. Access to the CUSOnline website and CUS marketing resources.
3. A seat on the Clubs Council, chaired by the VP Internal
4. An opportunity for further funding for special club events (under Special Projects).

Alternatively, there is also an opportunity for clubs to seek [affiliated club status](#), in which the club can enjoy a test run and receive the following benefits:

1. Access to the CUSOnline website and CUS marketing resources.
2. An opportunity to be constituted as a club the following year.

Requests for club status (or affiliated club status) will be directed to the CUS Board of Directors who holds their meeting every other Monday at 5~~6~~:30pm.



## Request for Funding Application

**Please print clearly in red font. Incomplete applications will not be considered for funding.**

Check all appropriate boxes from the funding source you are seeking:

- External Conferences Funding (defers to ExCo for decision)
- Application for Club Constitution (defers to CUS Board of Directors for decision)
- Special Projects Funding (choose one of the following):
  - Under \$10,000 (defers to Executive Council for decision)
  - Over \$10,000 (defers to CUS Board of Directors for decision)

### Part I – Applicant(s) Information:

Primary applicant name (UBC registered given name, surname), ~~UBC student # and~~ program year level and program option:

Primary applicant phone number:

Email:

List names of all student co-applicants (UBC registered given name, surname), their UBC student # and program year level:

Primary applicant signature (by signing this application, you are agreeing to the terms of the funding):

## Part II - Project Proposal:

Name of club, activity, event, project, or case competition:

Club, activity, event, project, or case competition website (if applicable):

Date(s) of major activity, event, project, or case competition:

Has this activity, event, project, or case competition been held before?

- Yes (If you've checked Yes, estimate number of past participants or attendees):
- No

Estimate number of CUS students involved in the organization of this club, activity, event, project:

Estimate number of CUS participants involved in this club, activity, event, project, or case competition:

Estimate number of external delegates involved in this club, activity, event, project, or case competition:  
(Please separate out business professionals and students not in Sauder if possible)

List the key value propositions to CUS students in this club, activity, event, project, or case competition:  
(Examples include networking with delegates, case/learning experience, and job opportunities)

Provide a short description of your club, activity, event, project or case competition (max. 500 words).

## Part III – Budget Proposal:

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Total amount of funding requested:

External Conferences Funding (if any): \$

Special Projects Funding (if any): \$

Club Constitution:  \$1,000 + \$2 per registered member

Briefly identify what the majority of the funding will be covering. (i.e. food, venue, etc)

In support of your request for funding, submit a budget overview of your activity, project, event, or case competition.

The CUS will look favorably at an application where other funding has already been committed. From what other funding source(s) have you made a request?

Sauder Undergraduate Office (UGO):

Yes

No

If Yes, what amount have you requested \_\_\_\_\_ and/or received to date: \_\_\_\_\_?

External sponsors

Yes

No

If Yes, what amount have you requested \_\_\_\_\_ and/or received to date \_\_\_\_\_?

Please list the external sponsors you have contacted or received funding from:

