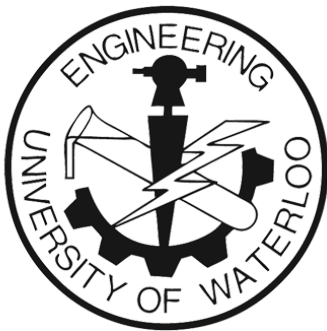


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# DIRECTOR'S REFERENCE GUIDE

Engineering Society 'A'  
Updated: Fall 2014



**WATERLOO**  
**ENGINEERING SOCIETY**

Hello there!

The Engineering Society 'A' Executive would like to congratulate you on becoming an Engineering Society Director for the Fall 2014 term! We would also like to thank you for taking on the position and we hope that you will enjoy being a director this term! Remember that the Engineering Society would never be as successful as it is today without individuals like you!

In order to make your job of being a director a little easier and more enjoyable, we have put together this guide for you. In this guide we have tried to collect some of the basic information related to your position that you can use for reference throughout the term. We have also included some of the basic guidelines you can refer to if this is your first time being a director. Please note that some of the information listed in this guide may not apply to your particular directorship, as this guide is a general reference. A separate document highlighting best practices for advertising will be circulated later this term.

In order to help you get started and organized; the executive that you will be working with this term should have gotten in contact with you and introduced themselves and their commissioners. They should also have provided you some more details on your responsibilities as a director. It is very important to look through the information sent to you, provide your feedback and let us know of what your plans are, as it will help us better prepare for the upcoming term and organize the dates and resources required.

We hope that you will find this guide useful and value your feedback. If you have any questions, concerns or need help please do not hesitate to contact us at any time. We would like to thank you once again for taking on the position and wish you the best of luck this term!

Thanks!

Engineering Society 'A' Executive  
Leila, Heather, Puneet, Josh, and Kevin  
[executive.a@engsoc.uwaterloo.ca](mailto:executive.a@engsoc.uwaterloo.ca)

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## TOP TEN THINGS A DIRECTOR SHOULD KNOW

1. For every event you are planning an event form **MUST** be submitted to FEDS for insurance purposes. The event form can be found at <http://eventform.feds.ca/societyeventform.php>. Please consult your Commissioner or Executive if you need help filling out the form.
2. ALWAYS email the Speaker ([speaker.a@engsoc.uwaterloo.ca](mailto:speaker.a@engsoc.uwaterloo.ca)) before Engsoc meetings to advertise your event to the class representatives, specifics below!
3. There are FREE supplies in the EngSoc Office for you to use for your events! (Let Mary know if you've used the last of anything)
4. The Executive or Commissioner that is in charge of helping you with your event will help you problem solve ANY issues you run into - just contact them! **Bonus:** If you need to use an email address ask an executive to set up an [@engsoc.uwaterloo.ca](mailto:@engsoc.uwaterloo.ca) email instead of using gmail.
5. If you need to use the BBQ for an event, the food being served needs to be approved by the Region of Waterloo, so you need to tell your Executive or Mary Bland (she's the helpful lady in the EngSoc Office) early!
6. For any food, contact Wholesale Club or Sobeys in advance to see if they are willing to give you any deals, mention that we are a non profit, it never hurts to ask (They will give away free ice from their seafood department).
7. Look for volunteers at least 2 weeks in advance, and make a volunteer schedule!
8. Past directors are one of the best resources. Ask the executive for contact information from old directors.
9. Take advantage of the Communications Commissioner, class reps and advertising directors. If you want to advertise your event, talk to them about how they might be able to help.
10. Do not be afraid to ask for help! If you are feeling overwhelmed, stuck, or just need someone to talk to, the executive and commissioner teams are here to help!

# EVENT TO-DO ITEMS

## THINGS TO DO BEFORE THE EVENT DATE

- ☐ Submit a date for your event to the Student Life Commissioner ([studentlife.a@engsoc.uwaterloo.ca](mailto:studentlife.a@engsoc.uwaterloo.ca)). They will be in contact with you when the calendar is being created.
- ☐ Submit a budget form by the necessary date to get money for your event. See the finances section of this document for details.
- ☐ Feds Events Forms: Must be approved two weeks before your event date, so submit it early!
- ☐ If you are serving food: Talk to your Executive and Mary ([mbland@engsoc.uwaterloo.ca](mailto:mbland@engsoc.uwaterloo.ca)) to get the health forms approved for your event.
- ☐ If you are having ticket sales, set up a 10 minute meeting with Mary to go over the protocol of selling tickets ([mbland@uwaterloo.ca](mailto:mbland@uwaterloo.ca)). Note this applies to everyone, even returning directors.
- ☐ Make tickets for the event, if needed.
- ☐ Book any venue needed. See the Financing section of this document for invoicing payment information.
- ☐ Book any rooms needed. See the Resources section of this document for contacts for room booking.
- ☐ Purchase any supplies needed for the event. ie. water, decorations, props.
- ☐ Advertise, Advertise, Advertise! Start advertising at least a week and a half before the event, if not earlier. See the Advertising Hints section of this document for different advertising methods.
- ☐ Social media advertising: Email your event details to the Communications Commissioner for the weekly synopsis, Twitter and Facebook notices ([communications.a@engsoc.uwaterloo.ca](mailto:communications.a@engsoc.uwaterloo.ca)).

## THINGS TO DO THE DAY OF THE EVENT

- ☐ Pick up the EngSoc banners from the Orifice. Ask your executive for details ahead of time.
- ☐ Pick-up the money float if you are selling tickets at the door. Talk to Mary about this ahead of time!
- ☐ Pick up any props/supplies needed from the Orifice.
- ☐ P\*\*5: Print out the P\*\*5 attendance sheet for participants and volunteers.
- ☐ Post photo updates from your phone with pictures of the event and share the on the EngSoc facebook page.

## FINANCES

As expected, a lot of events and services will require funding – a large portion of the EngSoc student fee each term is set aside to fund events and services run by you, directors! Below is some information on how you can secure this funding!

### BUDGETS

If you wish to secure any funding from the Engineering Society – you **MUST** fill out a budget proposal form and submit it before the deadline! **The VP Finance will announce the deadline during the co-op term.** Even if the income received from your event balances the cost, you must fill out a budget form for record keeping purposes.

**How to:** A budget proposal form will be sent out to all directors during the co-op term. Additionally, directors will receive a package containing past budget information for their directorships. Please e-mail all completed forms to VP-Finance at [vpfinance.a@engsoc.uwaterloo.ca](mailto:vpfinance.a@engsoc.uwaterloo.ca). Please do not hesitate to contact VP-Finance should you have any questions.

### MAKING PURCHASES

Once the budget has been approved for the term (likely at EngSoc Meeting #1), you will be able to make purchases for your directorship within the allocated budget amount. Once the purchases have been made, you must submit an expense form to the VP-Finance for reimbursement. Expense forms are the means of reimbursement for any small expenses you may encounter. For any larger expenses, you can get EngSoc to pay for the expense directly – please contact VP Finance at [vpfinance.a@engsoc.uwaterloo.ca](mailto:vpfinance.a@engsoc.uwaterloo.ca) in this case.

**How to:** Expense forms can be picked up from the Orifice. **Please be sure to attach all relevant receipts to all expense forms.** Expense forms must be submitted to VP-Finance by the end of the term, prior to the start of the final exams (preferably before EngSoc Meeting #6). If you have any questions regarding this process, make sure to ask the VP-Finance before you make any purchases.

### SELLING TICKETS

If you are selling tickets for your event, you **MUST** have a 10 minute meeting with Mary Bland ([mbland@uwaterloo.ca](mailto:mbland@uwaterloo.ca)) to go over the protocols for selling tickets and to ensure Mary has everything set up in the Orifice for your ticket sales.

## RESOURCES

There are a variety of resources available to you on campus that will help with your event or service. We have listed the general information about the most common ones. If there is another resource that you will need access to, please do not hesitate to contact us and we will be glad to help!

### BOOKING CLASSROOMS

A few rooms that are frequently used by EngSoc are available for booking from the Civil and Mechanical Engineering departments. Please see Shirley Springall in E2-2333 (or e-mail at [shirley@uwaterloo.ca](mailto:shirley@uwaterloo.ca)) in order to book the famous CPH-3607 or please see Lynn Crema in E5-3106 (or e-mail at [lcrema@uwaterloo.ca](mailto:lcrema@uwaterloo.ca)) in order to book CPH-3679. If those are not available or you are looking for other locations, engineering classrooms are available for booking after classes are finished for the day through Donna Schell. Her e-mail is [dschell@admail.uwaterloo.ca](mailto:dschell@admail.uwaterloo.ca), she is located in Needles Hall 3006 and her phone extension is 32207.

### BOOKING GYM/SPORTS EQUIPMENT

Directors can book gyms and equipment in the PAC and CIF. You can check gym availability online at [http://www.campusrec.uwaterloo.ca/sports/2010/7/21/CR\\_0721103230.aspx?tab=booking afacility](http://www.campusrec.uwaterloo.ca/sports/2010/7/21/CR_0721103230.aspx?tab=booking afacility). To book facilities and equipment, contact Jane Arnem by email at [jkarnem@uwaterloo.ca](mailto:jkarnem@uwaterloo.ca), or call extension 32699. Be sure to include the budget for renting a gym or equipment in your budget.

### BOOKING POETS

Events in POETS are always a hit; so don't forget this location when considering potential venues! To book POETS, talk to the Orifice staff about getting the appropriate booking forms. These forms require POETS manager approval. If bar services are required, speak with the President ([president.a@engsoc.uwaterloo.ca](mailto:president.a@engsoc.uwaterloo.ca)) about getting approval.

### BOOKING A BBQ OR SELLING FOOD AT EVENTS

For directors looking to have a BBQ or sell some sort of food at , health forms must be filled out for Waterloo Public Health. These forms can be found in the orifice. Once the City of Waterloo has approved the BBQ, check back in the Orifice to book the barbeque and get the required key. Please start this process 2 weeks in advance of your event.

## ADDITIONAL INFORMATION

### P\*\*5 COMPETITION

The term-long P\*\*5 competition is an integral part of the Engineering Society. It encourages friendly class competition, promotes EngSoc event participation and rewards spirited and involved classes. As directors, you have a responsibility to help ensure that points are awarded to those that deserve them.

You are required to submit an attendance sheet for every event you organize. The attendance sheet is available on the EngSoc website under the Documents section (<http://engsoc.uwaterloo.ca/sites/default/files/documents/forms/EngSoc%20Event%20Attendance.pdf>) and is preferred because it has been organized to clearly show who attended and to what capacity. If you are organizing a competition, you are additionally responsible of notifying the P\*\*5 directors of the top three participants/teams.

If you feel that someone has gone above and beyond what was required or has shown exceptional spirit, notify the P\*\*5 directors so that bonus points may be awarded.

All submissions can be made via email or the P\*\*5 mailbox in the Orifice.

Please visit the P\*\*5 page on the EngSoc website (<http://engsoc.uwaterloo.ca/classes/p5>) for full Points List, Rules and submission guidelines.



## LOOKING FOR HELP?

### E-mail Summary

Please do not hesitate to contact us – we are here to help!

President: Leila Meema-Coleman– [president.a@engsoc.uwaterloo.ca](mailto:president.a@engsoc.uwaterloo.ca)

VP-Education: Josh Kalpin –[vpeducation.a@engsoc.uwaterloo.ca](mailto:vpeducation.a@engsoc.uwaterloo.ca)

VP-External: Heather Smith– [vpexternal.a@engsoc.uwaterloo.ca](mailto:vpexternal.a@engsoc.uwaterloo.ca)

VP-Finance: Kevin McNamara – [vpfinance.a@engsoc.uwaterloo.ca](mailto:vpfinance.a@engsoc.uwaterloo.ca)

VP-Internal: Puneet Natt –[vpinternal.a@engsoc.uwaterloo.ca](mailto:vpinternal.a@engsoc.uwaterloo.ca)

Student Life Commissioner: Adelle Vickery - [studentlife.a@engsoc.uwaterloo.ca](mailto:studentlife.a@engsoc.uwaterloo.ca)

Communications Comm.: Jake Harvey- [communications.a@engsoc.uwaterloo.ca](mailto:communications.a@engsoc.uwaterloo.ca)

Outreach Commissioner: Jenn Cerrulo – [outreach.a@engsoc.uwaterloo.ca](mailto:outreach.a@engsoc.uwaterloo.ca)

First Year Commissioner: Ray Zhao – [firstyear@engsoc.uwaterloo.ca](mailto:firstyear@engsoc.uwaterloo.ca)

WEC Commissioner: Will Wilmot – [wec.a@engsoc.uwaterloo.ca](mailto:wec.a@engsoc.uwaterloo.ca)

Speaker: David Birnbaum - [speaker.a@engsoc.uwaterloo.ca](mailto:speaker.a@engsoc.uwaterloo.ca)

We, as Engineering Society 'A' executive, wish that you will have an enjoyable term and wish you all the best with your directorship! Have fun!