

November 3, 2016

Live your dreams,  
not your fears.

## Important Dates

November 3

Workshop: [VP Finance](#)

November 7 - 9

Office 365 [Upgrade!](#)

November 10 - 14

Reading Days  
Clubs Office Closed

November 18

Winter [SEF](#) Deadline has  
been EXTENDED!

November 24

Workshop: [All-Exec](#)



Asking yourself "How do I Executive?" Find the answers in our workshop notes [online!](#)

STUDENTS' UNION CLUBS  
are on  
**ClubHub**

[su.ucalgary.ca/clubs](http://su.ucalgary.ca/clubs)



## MacHall Tables & Courtyards: Back on ClubHub

As of Monday, October 31, at 4:00pm, the University of Calgary returned booking responsibilities of MacHall courtyards and tables to the SU.

**Clubs can book any and all spaces in MacHall by creating an event on ClubHub.** Basically, everything goes back to the way it was two weeks ago. **All confirmed table and courtyard bookings will be honoured** and we will contact your club (if we haven't already) to make sure we've got the details right.

Thanks to feedback from club execs like you, the SU was able to make a case to return these booking services to normal. We appreciate your patience as we facilitate a smooth re-integration of our booking processes!

Visit [MyMacHall.com](http://MyMacHall.com) for more info on the ownership and management of MacHall and how future changes will affect students and clubs.

## Club @ucalgary Emails: Office 365!

Good news, everyone! As of **November 10**, all club @ucalgary email accounts will be upgraded to Office 365.

After **Nov 10**, all club accounts can be accessed by logging in at [office365.ucalgary.ca](http://office365.ucalgary.ca). All email forwarding will also stop, so be sure to check these emails! **Useful links to help transition:**

- Info on setting up your mail apps can be found [in this PDF](#).
- Follow the [Readiness Checklist](#) to back up your contacts and archives.
- Find FAQ on the Office 365 upgrade and more user guides on the [UCIT Website](#).

UCIT help techs will be in the clubs area on **November 8 & 9 from 10:00am to 11:00am in Workroom 2** to answer any questions you may have or help you update your apps.

Having trouble logging in? We had to change all club email passwords [two weeks ago](#), so be sure to check with your club's contact person (listed on ClubHub) for the new password.

Thanks for your patience with this process!



## SU Holiday Food Drive!

Remember to sign up your team to compete between November 21 and 24. Collect the most donations for the SU Campus Food Bank and win your club some rad prizes, including a **\$350 grand prize**, private party at the Den, amazing raffles and participation looks great on award applications.

To sign up your club, email [foodbank@ucalgary.ca](mailto:foodbank@ucalgary.ca) by Monday, November 14.

## VP Finance Workshop & Funding Deadlines

Join us today (November 3) at 10:00am or 3:00pm in Workroom 7 for the **VP Finance** workshop. We'll go over funding applications, sponsorship, fundraising, bank accounts, and more!

Due to the timing of upcoming holidays, the **Winter Special Events Funding deadline has been extended to November 18**. Be sure to [apply on ClubHub](#) for events held between January and May for up to \$1000.00 in SU funding!

Still have questions about funding criteria or applications? Check the [Clubs Website!](#)

