

A Guide to Completing Your Club's Mandatory

ANNUAL REPORT

2017/18

What you'll need:

- Current Club Constitution
- Co-Curricular Record Verification
- Income and Expenditures Record
- Club Bank Record or Statement
- Updated Membership List (with student IDs)
- Outgoing and Incoming Executive Lists with Contact Details

Annual Reports are due at the **end of April** every year and are **mandatory** for all clubs to stay registered with the SU.

Use this document as a guide to walk you through how to do your annual report!

STEP 1.

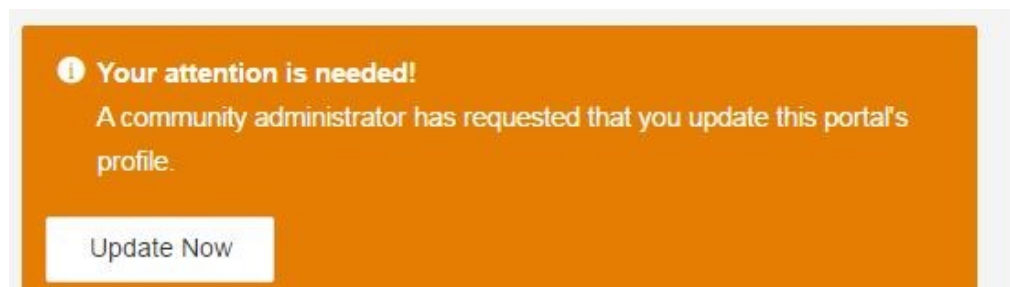
SAVING

Information from your club's previous Annual Report is available on your ClubHub portal **until this year's Annual Report opens**. If you do not already have this information on file, it is highly recommended that you download it and save it! Click on [organization settings](#) to view/download this information (found under "attachments" or the "annual report" section further down). Do this **before you start this year's Annual Report**.

STEP 2.

STARTING THE
RENEWAL

You will see the following text box pop up on your ClubHub portal **on the first day the Annual Report opens** (usually at the end of March):



Click **"Update Now"** to start the Annual Report Process.

STEP 3.

BASIC ORGANIZATION INFORMATION

The first page you will see is the “**Basic Info**” page. This is where you can update your club’s profile picture, description, etc.

Basic Organization Information

Full Organization Name **REQUIRED**


Abbreviated Organization Name **REQUIRED**

Do you have an acronym or shorter name? This will be shown whenever space is minimal.

Category **REQUIRED**

Description

Profile Picture



Upload

You can use .JPG .GIF or .PNG format (10MB size limit)
Recommended size: 300x300

STEP 4.

POSITIONS

The second page will be the “**Positions**” page. Add in your 2018/19 club executives here. They will **automatically** become portal administrators (except for Jr Exec and Advisor roles). **Only the President role is mandatory** (for Co-Presidents, just add two “President” positions). If you don’t see the right role, [email the CSO](#) or choose something close to their title. You can always edit these after annual reporting, throughout the year, too!

Positions

MCEC Designated Booker

+ Add MCEC Designated Booker

President **REQUIRED**

Participant	Start Date	End Date (optional)
 Tanya Bondareva clubsoff@ucalgary.ca	May 1, 2017	April 30, 2019

+ Add President

Vice President

+ Add Vice President

VP Academic

+ Add VP Academic



STEP 5.

REGISTRATION

The next page you'll come to is important! **If you don't select "complete my (year) Annual Report," your submission will be denied.** Once the Annual Reporting period has completed (is usually done in May), you'll be able to update your ClubHub portal or register a new club.

Registration

I would like to: **REQUIRED**

All clubs must complete their 2017/18 Annual Report before April 30, 2018. This will become available on March 26, 2018.

Complete my 2017/18 Annual Report

STEP 6.

ANNUAL REPORT

Now you're in the "**Annual Report**" page of the portal renewal. This section will ask for:

- Your Jr Executive Participation
- Total Membership Count
- Membership Fee (enter 0 if membership is free)
- Co-Curricular Record Verification (see [template](#))
- Income/Expenditures Record (see [template](#))
- Bank Record or Statement of Account
- Charity Status Information

STEP 7.

PUBLIC INFORMATION

The next page is the "**Public Information**" page. This page will ask for your **club's email address** (this should not be a personal email address). It will also ask for your **Club Constitution**. Make sure your constitution is up-to-date with our [SU Club Constitution Guidelines](#) (updated July 2017).

*New for 2017: Clubs are now recommended to seek approval from the CSO or the U of C Conduct Office for the removal of a member or executive for conduct-related purposes.

STEP 8.

INTERNAL INFORMATION

Now you're onto the "**Internal Information**" page. Update the **Contact Person** and their email address. This is usually the club president. You must also update your **Executive / Officers List** with your **incoming** executives and their contact details. It is your responsibility to make sure this is up to date, and **this should match the positions list from page two.**

You'll also need to update your club's **Membership List** on this page. This must include student ID numbers. See this [template](#) to complete yours. Please upload **Excel files only.**

Membership List **REQUIRED**

A complete list (including student ID number for at least 2/3 of your club members) must be submitted on all new club applications, or for the Annual Report process. This file must be in a spreadsheet format (.xls or .xlsx) only.

Make sure you update this when completing your annual report!

Use [this handy template](#) to organize your membership list.

No PDF or image files please.

The maximum size of a file upload is 20MB.

Then, you'll be asked about your clubs **external affiliations** (companies, religious institutions, charities, etc. or any organizations other than the SU).

STEP 9.

REGISTERED CLUB AGREEMENT

Lastly, you'll need to read through and agree to the [Registered Club Agreement](#). Once you've agreed, click "**Finish**" and you're done!

Due to the number of clubs, the CSO might take up to two weeks to process your annual report. Keep a close eye on your email in case the CSO contacts you asking for more information about your renewal.

If you have any questions, please email clubsoff@ucalgary.ca.

Don't forget to complete the annual Clubs Survey after you've finished your Annual Report. This is your chance to provide feedback and win cool prizes! You can find the Clubs Survey under the "Forms" tab on your ClubHub portal. It is available on the first day of Annual Reports.

Thank you for completing your **Annual Report**
and the **Clubs Survey!**