

Student Group University Recognition Acknowledgment, Liability, & Indemnification Agreement

By signing this form, you are acknowledging that you have read and that your Student Group understands and has agreed to follow the guidelines set out by the University, including, but not limited to, the [UAPPOL Student Groups Procedure](#), in exchange for receiving the benefits offered to you as a Student Group recognized by the University of Alberta. If at any point your group does not follow the guidelines, the Office of the Dean of Students reserves the right to revoke or suspend recognition of your group. Ensure that both the President and Treasurer read, sign, and initial this entire document before submitting it.

The undersigned Student Group agrees to indemnify, release and hold harmless The Governors of the University of Alberta, their officers, employees, and volunteers, (hereafter referred to as “the University”) from any and all claims, demands, actions, and costs which might arise directly or indirectly as a result of any activities of the Student Group, except to the extent that any loss, damage or expense arises as a result of the direct negligence of the University, excluding any assessment or process that would be a part of the Student Group event review or registration process.

1. We acknowledge that the information in our Student Group’s registration submission is accurate and that we have read and understood the terms of registration for the current year. We agree to uphold the provisions of this Acknowledgement, Liability, & Indemnification Agreement (this “Agreement”) for the duration of our term, up to one calendar year from the date signed.
2. We understand and acknowledge that our Student Group is fully responsible for injury to people including any third party which includes, but is not limited to, Student Group event participants. We understand and acknowledge that our Student Group is fully responsible for damage to, or loss of, any University property, which might occur as a result of our Student Group’s activities, the activities of our group members undertaken on behalf of our Student Group, or the activities of patrons or guests at our group’s functions.
3. We further understand and acknowledge that our Student Group is bound by the provisions of the UAPPOL Student Groups Procedure, other [UAPPOL policies](#) that apply to Student Groups and their activities, and our members are bound by the provisions of the [UAPPOL Student Conduct Policy](#) and [Code of Student Behaviour](#).

The acceptance of this Agreement by the undersigned Student Group is a condition of Student Group recognition by the University for the current academic year of the University. This agreement shall therefore terminate at the earlier of:

- a. One year after this recognition of registration, or
- b. The revocation of recognition of the undersigned Student Group as a registered Student Group.

This Agreement and the list of acknowledgements set out below, have been respectively signed and initialed by the undersigned individuals in their representative capacities as officers of the undersigned Student Group on behalf of said Student Group, and not in their individual or personal capacities.

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This Agreement, together with the list of acknowledgements set out below, is an acknowledgment of certain duties undertaken by the Student Group corporately as a whole, and nothing more. This Agreement is not intended to impose any personal duties or personal liability whatsoever upon the undersigned officers, or any member of the said Student Group, or any other person.

Student Group Name

Signature of President & Date

Signature of Treasurer & Date

Printed Name of President

Printed Name of Treasurer**STUDENT GROUPS PROCEDURE**

I understand that my Student Group is responsible for following the [UAPPOL Student Groups Procedure](#). I understand my Student Group's recognition may be subject to suspension or revocation if we violate the Student Groups Procedure.

President Initials

Treasurer Initials

STUDENT CONDUCT POLICY & OTHER CONDUCT POLICIES

I understand that as individuals, student members within my Student Group are subject to the [UAPPOL Student Conduct Policy](#), [Code of Student Behaviour](#), and other conduct policies, including the [UAPPOL Sexual and Gender-Based Violence Policy](#) and the [UAPPOL Discrimination, Harassment and Duty to Accommodate Policy](#).

President Initials

Treasurer Initials

ANNUAL STUDENT GROUP TRAINING

1. I understand that, at minimum, two members of my Student Group executive are required to complete Event Organizer Training offered by the Office of the Dean of Students.
2. I understand that my Student Group executives are required to complete Group Leader Orientation offered by Student Group Services.

President Initials

Treasurer Initials

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EVENT APPROVAL

I understand that my Student Group must submit all of its events for review during the planning phase and receive approval before advertising/promoting the event. I understand that all events must be executed according to the plans submitted on BearsDen and approved. If event details change after a Student Group receives approval, the event must be re-submitted. Events are defined as activities organized and/or hosted by the group and/or advertised to its members and their guests. Events may include, but are not limited to, activities involving social gatherings, weekly programming, alcohol, travel, physical activity, minors, virtual activity, and/or activities that make use of Student Group resources. Regular Meetings, Annual General Meetings (AGM's), and Elections held indoors in spaces booked in accordance with the [UAPPOL Space Management Policy](#) and related Procedures, and involving only Student Group members, are not considered events.

President Initials

Treasurer Initials

BOOKING SPACE ON CAMPUS

I understand that my Student Group can book space on campus in accordance with the [UAPPOL Space Management Policy](#) and related Procedures and must follow all requirements outlined by the unit responsible for overseeing the space. I understand that approval of a space booking does not guarantee approval of my Student Group's event submission, nor does approval of an event submission guarantee approval of a space booking request.

President Initials

Treasurer Initials

RISK MANAGEMENT

I understand that my Student Group has a duty of care to mitigate any risks associated with our events and activities to ensure the safety of group members and participants. I understand that my Student Group must follow and implement all risk management strategies and tools required by the Office of the Dean of Students when planning activities and events.

President Initials

Treasurer Initials

INSURANCE REQUIREMENTS

I understand that my Student Group may be required to purchase insurance for an event or maintain an annual comprehensive general liability policy. If my student group is required to purchase insurance, the policy must meet the requirements outlined by [Risk Management & Insurance](#).

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If my Student Group hires a contractor or service provider for a hosted event, I understand that my Student Group must obtain the contractor's or service provider's certificate of insurance.

President Initials

Treasurer Initials

ALCOHOL POLICY

1. I understand that if my Student Group holds an event where alcohol is present, we must follow the approval process outlined in the [UAPPOL Alcohol Policy](#) and related Procedures. This includes, but is not limited to: attending Event Organizer Training, applying for and receiving event approval before advertising/promoting the event, following all guidelines from Alberta Liquor, Gaming and Cannabis (AGLC) as it applies to all regulations including, but not limited to, gaming, liquor and/or cannabis, and any additional requirements outlined by the Office of the Dean of Students during the event approval process.
2. I understand that my Student Group is not permitted to organize the following types of events with alcohol: pub crawls or back-to-back events with alcohol, "drink a small town dry" or similar types of events, any form of drinking games, or the provision or sale of alcohol on buses.
3. I understand that student group events with alcohol can only be hosted at licensed venues or under an AGLC Special Event License.
4. I understand that cannabis is not permitted at any student group or University event.

President Initials

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GAMING EVENTS

I understand that my Student Group must receive the proper gaming license from Alberta Gaming, Liquor and Cannabis (AGLC) in order to conduct raffles, 50/50 draws, or other gaming activities. AGLC licenses must be submitted to the Office of the Dean of Students as a requirement for approval of an event, activity, or fundraiser involving gaming.

President Initials

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OFF-CAMPUS ACTIVITY & TRAVEL POLICY

I understand that my Student Group must comply with the [UAPPOL Off-Campus Activity and Travel Policy](#) and related Procedures. Due to the increased risks associated with travel, such events take additional time for review. I understand that my Student Group must submit travel events for review and approval well in advance of, and prior to advertising, the event. Travel events include excursions outside of the Edmonton or Camrose area, both national and international trips.

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CONTRACTS

I understand that my Student Group cannot enter into legally binding contracts in the name of, or on behalf of, the University and, therefore, must ensure that its members do not at any time imply or profess to act under the auspices of the Governors of the University of Alberta when entering into any such agreements.

President Initials

Treasurer Initials

TRADEMARKS & LICENSING POLICY

I understand that my Student Group must receive approval from External Relations prior to using the University's name, logo and/or trademarks. I understand that my Student Group must comply with the [UAPPOL Trademarks and Licensing Policy](#) and the [Trademark and Licensing Guidelines for Student Groups](#).

President Initials

Treasurer Initials

COLLECTION OF PERSONAL INFORMATION

I understand that Student Groups are bound by the [Personal Information Protection Act \(PIPA\)](#) and can only collect personal information for reasonable purposes and to the extent reasonably needed for that purpose. If my Student Group needs to collect personal information from its members, my Group must collect the personal information directly from each individual after having received consent. Individuals have the right to withdraw or change their consent. As a general rule, Student Groups should not be collecting student ID, Social Insurance, Health Care, or Passport numbers, or any other sensitive information, with the possible exception of implementing risk management procedures appropriate to specific types of events (e.g. international travel).

President Initials

Treasurer Initials