



Acknowledgment, Liability, & Indemnification Agreement

This form pertains to GSA Recognition only; GSA-recognized groups are required to hold University Recognition as well, which requires a separate Acknowledgement, Liability, & Indemnification form.

By signing this form, you are acknowledging that you have read and that the members of your Student Group have agreed to follow the guidelines set out in this form.

At least two Executive Members (preferably the President and Treasurer, or executives in equivalent roles) must sign this agreement on behalf of your GSA Graduate Student Group (Student Group).

Ensure that both Executive Members read and sign/initial all indicated sections in the entire document before submitting it to Student Group Services.

Terms and Definitions:

- Student Group: The organization named in the “Student Group Name” field below.
- Graduate Students' Association (GSA): the governance and advocacy body for graduate students at the University of Alberta
- University of Alberta (UAlberta, University, DoS): the Governors of the University of Alberta, the Office of the Dean of Students, and any other departments of the University.
- University of Alberta Students' Union (UASU): the governance and advocacy body for undergraduate students at the University of Alberta
- Registering Body/ies: the GSA for the purpose of this Agreement and pursuant to GSA Bylaw and Policy. The University and the UASU also offer registration for student groups, with their own respective requirements, to which this form does not pertain.

780-492-2175
www.ualberta.ca/graduate-students-association
1-49 Triffo Hall, University of Alberta, Edmonton, AB, T6G 2E1



Student Group Name (no acronyms, nicknames, or abbreviations):
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Name of Executive Member 1:
Signature of Executive Member 1:
Title of Executive Member 1:

Name of Executive Member 2:
Signature of Executive Member 2:
Title of Executive Member 2:

SECTION 1

THE STUDENT GROUP...

... agrees to indemnify and hold all officers, directors, employees, volunteers, members, and representatives of the GSA harmless from any and all claims, demands, actions, and costs which might arise as a result of the activities of the Student Group which are not covered under applicable insurance programs.

... acknowledges 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.

... understands that our Student Group is fully responsible for damage to, or loss of, any GSA or 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.

Executive 1 (initial)

Executive 2 (initial)

The acceptance of this Acknowledgement, Liability, & Indemnification Agreement ("this agreement") by the Student Group is a condition of recognition by the GSA. This agreement shall therefore terminate at the earlier of:

1. One year after this recognition of registration is approved by Student Group Services on behalf of the GSA, or



2. The revocation of recognition of the undersigned Student Group by the GSA.

Executive 1 (initial)

Executive 2 (initial)

SECTION 2: Training Requirements

Student Group Leader Orientation

We understand that our Student Group is required to complete each relevant component of Group Leader Orientation (GLO) including GLO: Essentials, GLO: Finances, and GLO: Skills.

Executive 1 (initial)

Executive 2 (initial)

Event Organizer Training

We understand that to hold an event with alcohol, two members of our group must serve as the Primary and Secondary Event Organizers and are required to have completed Event Organizer Training (EOT).

(*Event Organizer Training is valid for 2 years from the date of completion*)

Executive 1 (initial)

Executive 2 (initial)

SECTION 3: GSA and University Policies

Graduate Students' Association Bylaw and Policy

We understand that our Student Group and its members are responsible for following GSA Bylaw and Policy. We understand that student group responsibilities and rights are defined in GSA Bylaw and Policy, Section N. We understand the rights and responsibilities of our organization and of individuals as defined under that bylaw and associated policy.

Executive 1 (initial)

Executive 2 (initial)



Student Groups Procedure

We understand that our Student Group is responsible for following the UAPPOL Student Groups Procedure. We understand our Student Group's recognition may be subject to suspension or revocation if we violate the Student Groups Procedure.

Executive 1 (initial)

Executive 2 (initial)

Code Of Student Behaviour

We understand that charges and sanctions can be issued against individual members within our Student Group if they violate the Code of Student Behaviour. Members of the Student Group who are not currently enrolled as students at the University of Alberta must also follow the Code of Student Behaviour.

Executive 1 (initial)

Executive 2 (initial)

Trademarks & Licensing Policy

We understand that our Student Group cannot use the University name or logo without first receiving permission to do so from the University of Alberta Office of External Relations.

Executive 1 (initial)

Executive 2 (initial)

We understand that our Student Group cannot use the GSA name or logo without first receiving permission to do so from the GSA.

Executive 1 (initial)

Executive 2 (initial)

SECTION 4: Student Group Events and Activities

Risk Management

We understand that our Student Group must follow appropriate and applicable risk management strategies when planning events.

Executive 1 (initial)

Executive 2 (initial)



Event Approval

We understand that our Student Group must submit all its events and activities for review and receive approval before advertising the event/activity. A student group event/activity is classified as anything that uses student group resources, such as funds, social media, group member's time, etc. Examples of student group events/activities include, but are not limited to, alcohol, travel, physical activity, minors, and/or weekly reoccurring event/activities that a group advertises to its members and their guests. Group meetings, AGMs and elections do not need to be submitted.

Executive 1 (initial)

Executive 2 (initial)

Booking Space

We understand that our Student Group can book space on campus in accordance with the UAPPOL Space Management Policy.

Executive 1 (initial)

Executive 2 (initial)

We understand that our Student Group can book space in Triffo Hall in accordance with GSA Board Policy (Section 4).

Executive 1 (initial)

Executive 2 (initial)

Alcohol Policy

We understand that if our 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 to hold an event with alcohol before advertising or promoting the event, following all guidelines from the 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.



Graduate Students' Association

University of Alberta

We confirm that we have been informed that our Student Group is not permitted to organize the following types of events with alcohol: pub crawls, drink a small town dry or similar types of events, or the provision or sale of alcohol on buses.

Executive 1 (initial)

Executive 2 (initial)

Off-Campus Activity & Travel Policy

We understand that our Student Group must comply with the UAPPOL Off-Campus Activity and Travel Policy and related Procedures and that our Student Group must apply for and receive permission for travel outside of the Edmonton area prior to advertising the event.

Executive 1 (initial)

Executive 2 (initial)

Gaming Events

We understand that our Student Group must receive the proper gaming license, in advance, from Alberta Gaming, Liquor and Cannabis (AGLC) if our Student Group wishes to conduct a raffle, 50/50 draw or other gaming activities. Event Approval for events involving gaming require the appropriate AGLC licenses be submitted in advance.

Executive 1 (initial)

Executive 2 (initial)

SECTION 5: Miscellaneous

Collection of Personal Information

We understand that our Student Group may only collect personal information from members that is necessary for the operation of the Student Group and its activities. Personal information includes home address, phone number, and email address, and other personal information defined in the Alberta Freedom of Information and Protection of Privacy (FOIPP) Act. Under no circumstance will our Student Group be permitted to collect student ID numbers, Social Insurance, Health Care, or Passport numbers, or other sensitive information.

Executive 1 (initial)

Executive 2 (initial)

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Graduate Students' Association

University of Alberta

Contracts

We understand that our Student Group cannot enter into legally binding contracts in the name of, or on behalf of, the GSA and therefore must ensure that its members do not purport to enter into any such agreements.

Executive 1 (initial)

Executive 2 (initial)

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