



**ISA**

**INTERNATIONAL  
STUDENTS' ASSOCIATION**

# **International Students' Association Fee (ISAF)**

**Consultation (2) with  
UASU Council**

**Presenters:**

**Gurbani Baweja (VP External)  
Dhir Bid (VP Finance)**

# Today's Presentation Goal!

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Provide an update on the changes made in the proposal

Provide more clarification with demos to resolve few concerns.

Provide budget estimations.

Looking forward to new suggestions and feedback on the proposal.

Note: The ISA is not formally presenting the proposal today. We are merely doing consultation.

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# ISA

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# Financial Oversight

# Governing Documents

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- UASU Bylaw 8200: Student Representative Association Finances
- ISA Bylaw 700 : A bylaw respecting finances.
- ISA Policies:
  - B.8 : Expense/Reimbursement Policy
  - B.9: Financial Accounting, Wave, Journal and Audit policy.
  - B.10: ISAF Policy
  - C.3: Sponsorship/Marketing policy.



Financial Oversight

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Demo

# Demonstration of Accountability/oversight

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- Wave Platform
  - ATB Dual signing authorization
  - Cross-checks
    - Wave/Bank account
  - Transparency credentials.
    - They allow all execs of ISA to check our bank account and wave accounts at any given time.
    - We are looking into giving these credentials to the UASU Audit committee rep every year for complete transparency.
  - Approval
    - Every cent approval has to go thorough Board or council as per limits in our policies.
  - Reporting
    - Weekly to the board
    - Every semester to the Council
    - Every trimester to SU Audit Committee.
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# ISA Operations

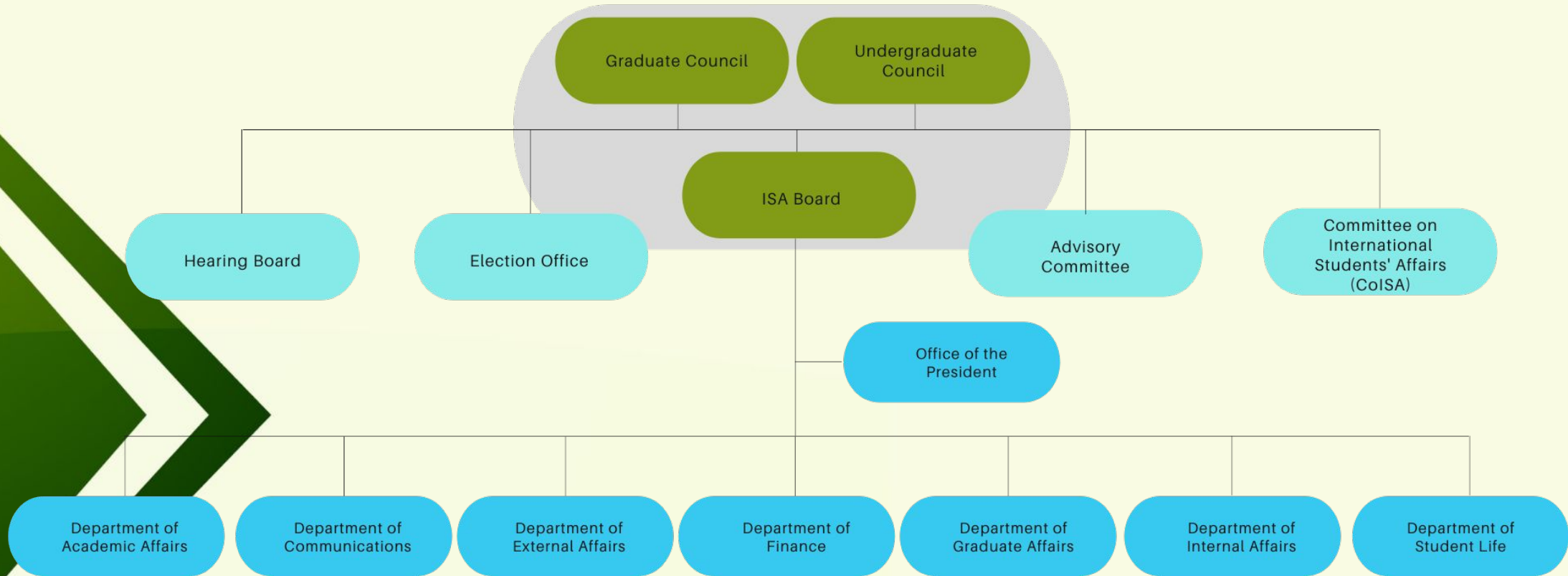




# INTERNATIONAL STUDENTS' ASSOCIATION

## Organizational Chart

- ISA
- Governance Unites
- Bylaw Mandated Units
- Operations/Support Units



# Executive Portfolios

**President**

**VP External**

**VP Grad Affair**

**VP Internal**

**VP Finance**

**VP Academic**

**VP Student Life**

**VP  
Communications**

Advocacy

Overseeing  
entire ISA

Representing  
ISA and students

Advocacy

Representing  
ISA and students

Managing  
relationships with all  
external  
organizations.

Advocacy

Represent  
graduate  
students.

Provide  
Graduate  
student services

Logistics  
Operations

Manage all  
internal  
assets

Recruitment  
and  
services

Financial  
Operations

Generate and  
Manage  
Revenues

Interact with  
all Sponsors

Academic  
Events

Advocate on  
academic  
affairs

Provide  
academic  
services

Social  
Events

Advocate on  
Student life  
affairs

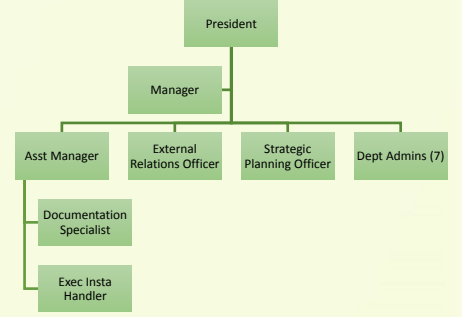
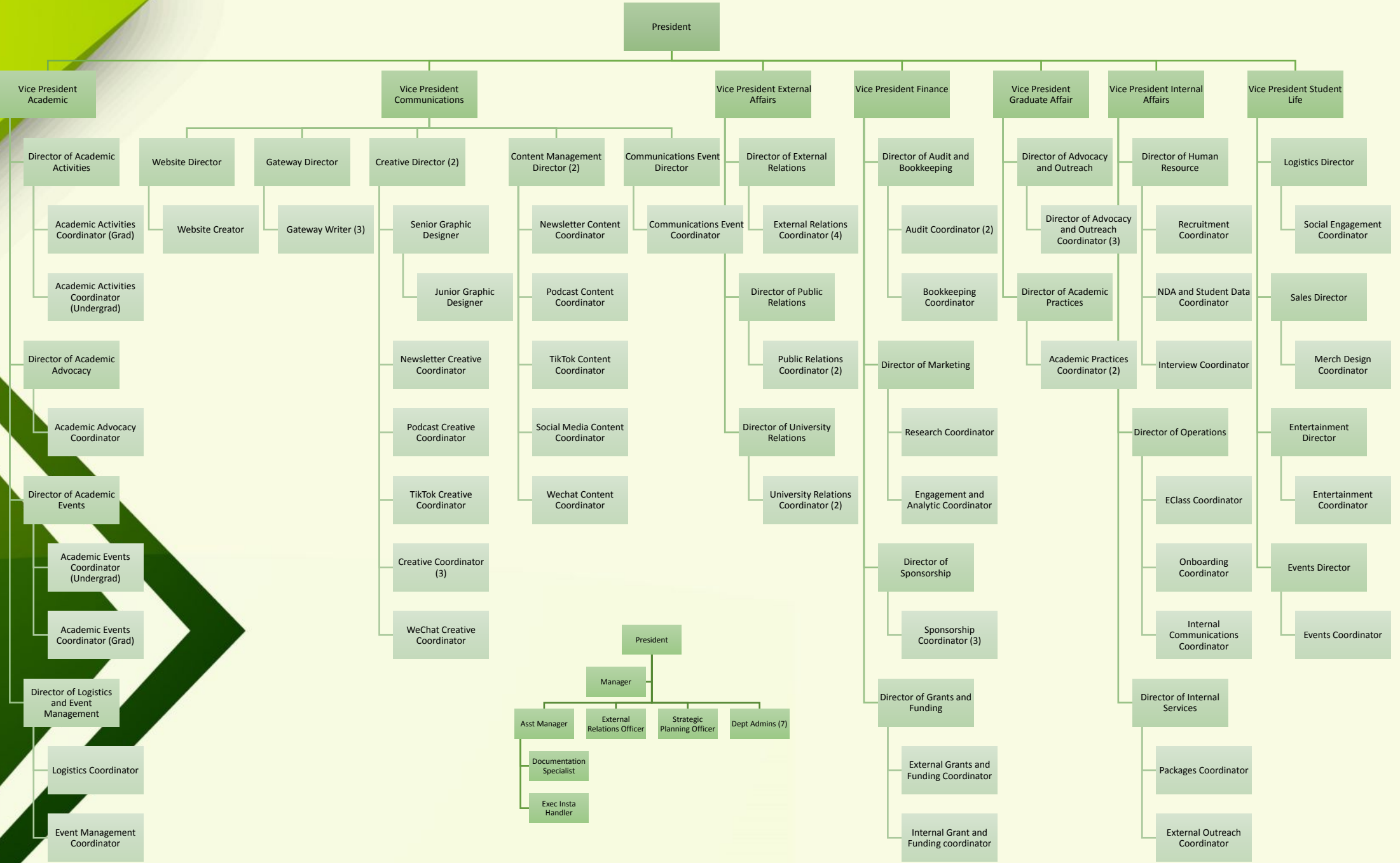
Provide  
community  
based services

Public  
Image

Manage all  
social media  
platforms

Handle  
newsletters,  
website etc.

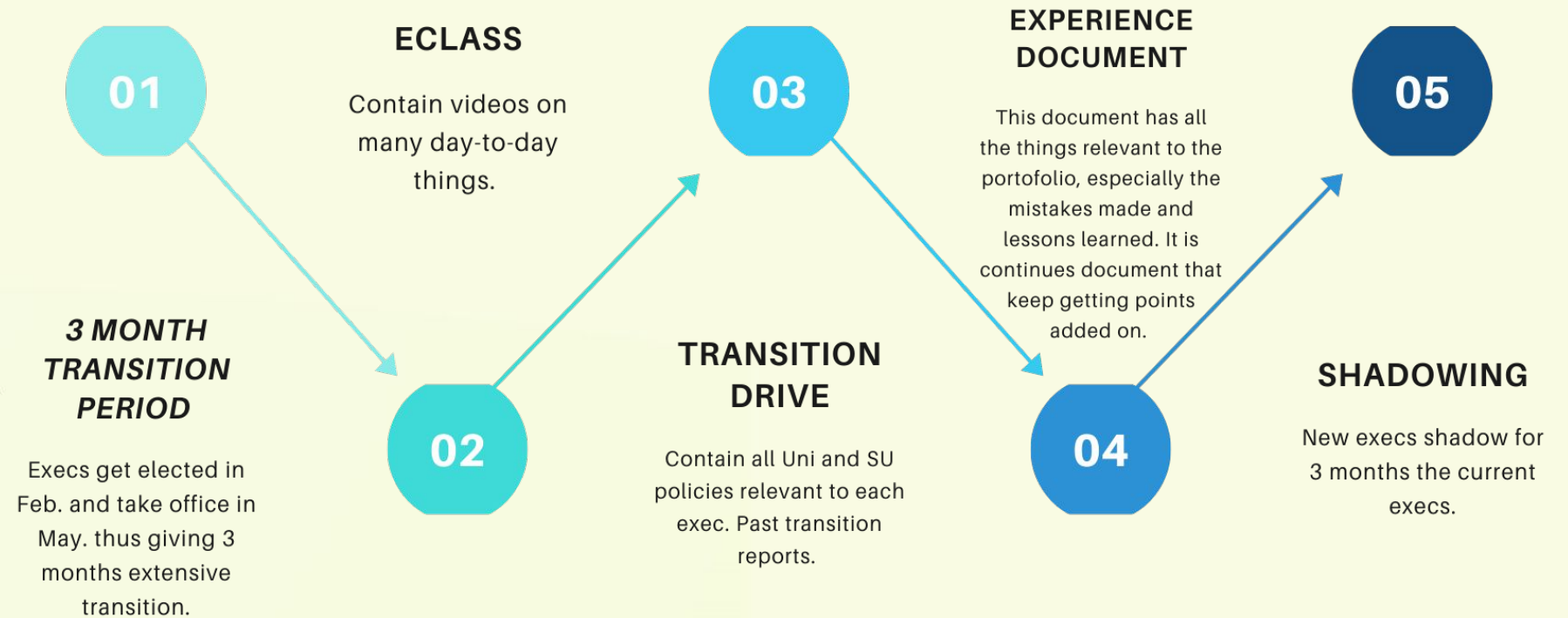




# ISA Transition

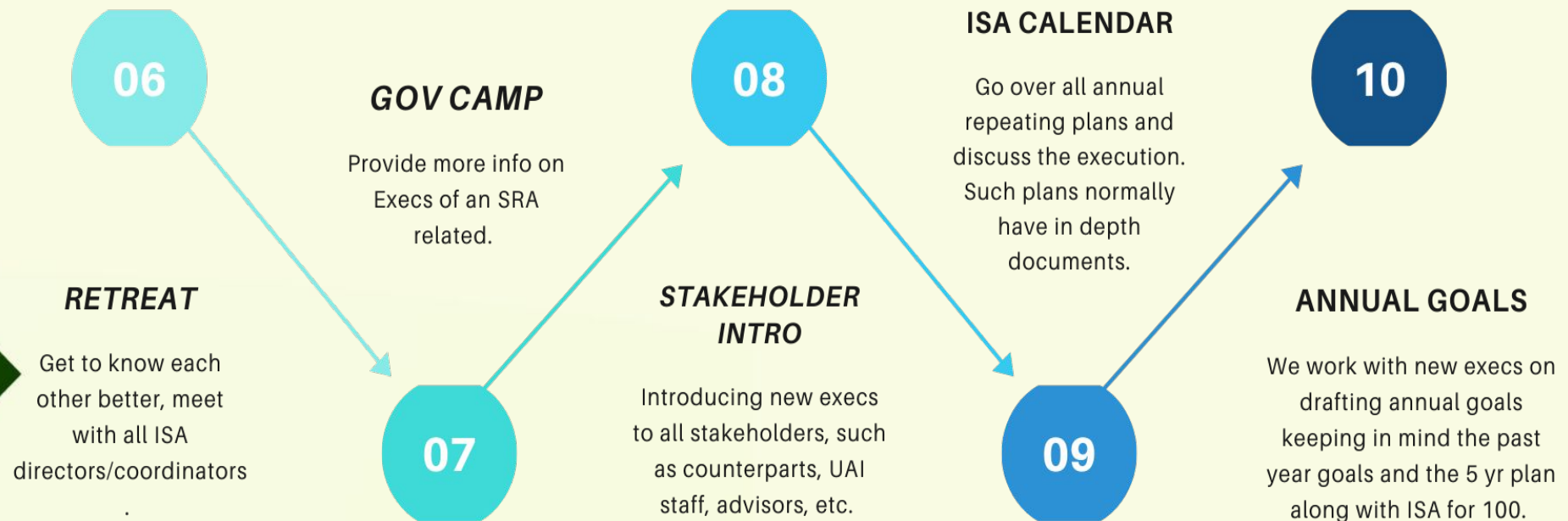
## Transition

ISA Transition is bylaw mandated.



## Transition

ISA Transition is bylaw mandated.



# ISA Calendar

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- ISA Calendar help the board to continue the things in ISA started by previous execs.
- Each VP have monthly tasks, and the VP own portofolio calendar have more details on those tasks.
- All such tasks also normally have documents on that particular task.

Board check what each VP have to do, VPs refer their own calendars on how to do that thing, and reach the documents made on the tasks/projects.

Example Demo.

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Day-to-Day execution:



# Institutional Memory

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- Advisors
    - Marc, SU GM
    - Kumarie, ISS Director
    - Past execs from time to time depending on the period they are interested to play this role.
  - Very detailed documentation
    - A typical board agenda is 25-30 pages.
    - We take meeting minutes of all our internal meetings such as dept meeting minutes, task force meetings minutes, etc.
    - This help future execs to look back into different things.
  - We also store really important institutional memory or incidents separately, so future execs know things or have means to knowing things.
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Documentation

# Fee Distribution/Deviations



**Students being charged - Changes not possible unless UASU Bylaw amended.**

Eg: Augustana student being charged or not.

**Fee amount, and renewal timeline. Only could be reduced but not increased by the UASU Council Vote.**

Eg: Reducing 4 yr or 6\$

**6 Allocations percentages Changes are possible with UASU Council Vote.**

Eg: Services, Events and programs

**Amount distribution within each allocation Changes possible with ISA Council vote.**

Eg: ICard, Food Stall, Events

**Amount usage allocated to each program. Managed by Board.**

Eg: Food stall poster, table cloth, vendor, selling prices, etc

## How did we find out that we need this much money?

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- As per our initial survey we made 6 allocations and students used jamboard to add ideas into each allocation.
  - Once we had everything that we wanted to do, and could do by looking at our infrastructure. The, we started cost analyzation.
  - We requested OASIS, ESS and ISSS for their budgets and fee proposals. We looked at how a similar size program is costing in other SRAs of comparable size and structure.
  - We also discussed different aspects with university departments, for instance UAI informed us how much their old group fund program used to cost and shared all documentations related to it.
  - We started planning all details of each program implementation and that better allowed us to plan the finances involved.
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## Process for Overall Fee Assessment

# Fee Distribution

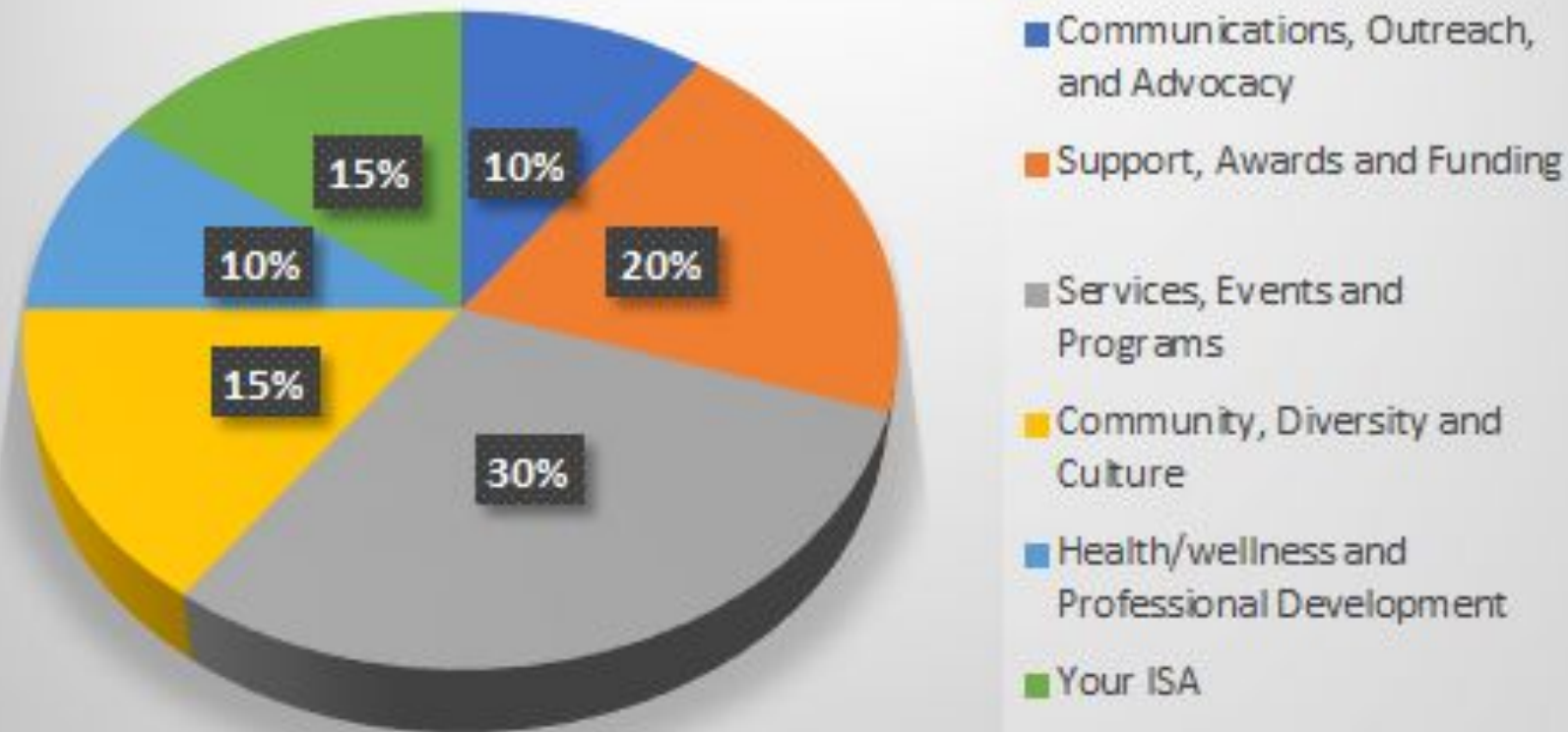
- ISA is pretty confident in overall fund distribution to be adequate to achieve the quality and standard of each program.
- We have looked into the overall opt outs, and other uncertainties and prepared our allocations.
- If any minor or major changes are ever required, then UASU and ISA Bylaws allow for those changes, with adequate procedure.
- We have analyzed other SRAs and our own infrastructural strength and believe that the programs promised in this fee are fully achievable.
- ISA is launching ICard and Food stall this fall along with welcome programs and ColSA, thus we have already indepth researched and presented a very fair amount.

Conclusion:



Based on  
Student  
Priority

## Allocations



# Predicted Budget

## Predicted Budget

# Assumptions

- International Students' are generally full time due to Study Visa Requirements.
- Campus Saint Jean and Augustana have 40 and 169 intn'l students respectively.
- Sponsorship and annual submission based grants fluctuate yearly.
- Many FAs reported they never received any opt-out request, thus very low or negligible opt-outs assumed.



# International Students' General Enrollment

Headcount by RO: Provided by UASU						
Academic Career	Academic Year	Term Season				Grand Total
		Fall	Winter	Spring	Summer	
Undergraduate	2020-21	4,834	4,611	1,875	1,149	12,469
	2019-20	4,864	4,564	2,303	1,609	13,340
	2018-19	4,733	4,479	1,954	1,141	12,307
Graduate	2020-21	3,028	3,148	2,339	2,282	10,797
	2019-20	3,274	3,180	2,494	2,451	11,399
	2018-19	2,947	2,858	2,409	2,325	10,539



# International Students' Faculty Based Headcount.

Headcount : Provided by UAI						
Faculty	2020-21 Headcount by Level			2020-21 Share of Total of Level		
	Undergraduate	Graduate	Total	Undergraduate	Graduate	Total
Agric, Life & Environ Science	287	245	532	5.90%	8.10%	6.70%
Arts	1,254	249	1,503	25.79%	8.20%	19.00%
Augustana Faculty	169	-	169	3.48%	0.00%	2.10%
Business	465	287	752	9.56%	9.50%	9.50%
Education	19	67	86	0.39%	2.20%	1.10%
Engineering	1,000	1,149	2,149	20.57%	37.90%	27.20%
Faculté Saint-Jean	40	1	41	0.82%	0.00%	0.50%
Faculty of Native Studies	4	-	4	0.08%	0.00%	0.10%
Kinesiology, Sport, & Rec	40	22	62	0.82%	0.70%	0.80%
Law	2	2	4	0.04%	0.10%	0.10%
Medicine and Dentistry	2	177	179	0.04%	5.80%	2.30%
Nursing	25	37	62	0.51%	1.20%	0.80%
Pharmacy & Pharmaceutical	12	23	35	0.25%	0.80%	0.40%
Public Health	-	61	61	0.00%	2.00%	0.80%
Rehabilitation Medicine	-	31	31	0.00%	1.00%	0.40%
Science	1,455	667	2,122	29.93%	22.00%	26.90%
Undeclared	88	10	98	1.81%	0.30%	1.20%
Totals	4,862	3,028	7,890	100.00%	100.00%	100.00%





# Revenue:

		Revenue			
Source	Fee	Semester	Students		Amount
ISAF - Full Time	6	2	4800		57600
ISAF - Part Time	3	2	1000		6000
UAI - Based on ISA's Annual Submission					5000
SGS - General Grant by UASU					2000
				Revenue	70600
Possible Revenue					
Sponsorship and marketing (Highly Fluctuation)					7000
Additional Grants and Funding					2000

# Expense:

Predicted ISAF Usage - Expense				
Allocation	Sub Division	Amount	Adjustments Indicator	Allocation Total
<i>Communication, Outreach and Advocacy</i>	<i>Welcome Booklet</i>	4200	Increase	
	<i>Advocacy and Awareness Fund</i>	1250	Stable	
	<i>Gateway/Campus Voice Initiative</i>	300	Stable	5750
<i>Support, Awards and Funding</i>	<i>Community Engagement Recognition Awards</i>	5700	Stable	
	<i>Last Resort Funding</i>	5700	Increase	11400
<i>Services, Events and Programs</i>	<i>International Student's Benefit Card (ICard)</i>	5200	Stable	
	<i>Food stall program</i>	8000	Stable	
	<i>Events</i>	4000	Increase	17200

# Expense:

Predicted ISAF Usage - Expense				
Allocation	Sub Division	Amount	Adjustments Indicator	Allocation Total
<i>Community, Diversity and Culture</i>	<i>Community Support Fund</i>	6000	Increase	
	<i>Student Events Program</i>	800	Stable	
	<i>Welcome Services</i>	4000	Stable	10800
<i>Health/Wellness and Professional Development</i>	<i>Mental Health/Wellness Program</i>	2500	Increase	
	<i>Professional Development Program</i>	3500	Increase	6000
<i>Your ISA</i>	<i>Volunteer Appreciation Program including Board Ho</i>	5000	Stable	
	<i>Insurance</i>	2500	Stable	
	<i>International Students' Hub</i>	900	Increase	
	<i>Cost of Elections</i>	500	Stable	8900
			Total:	60050

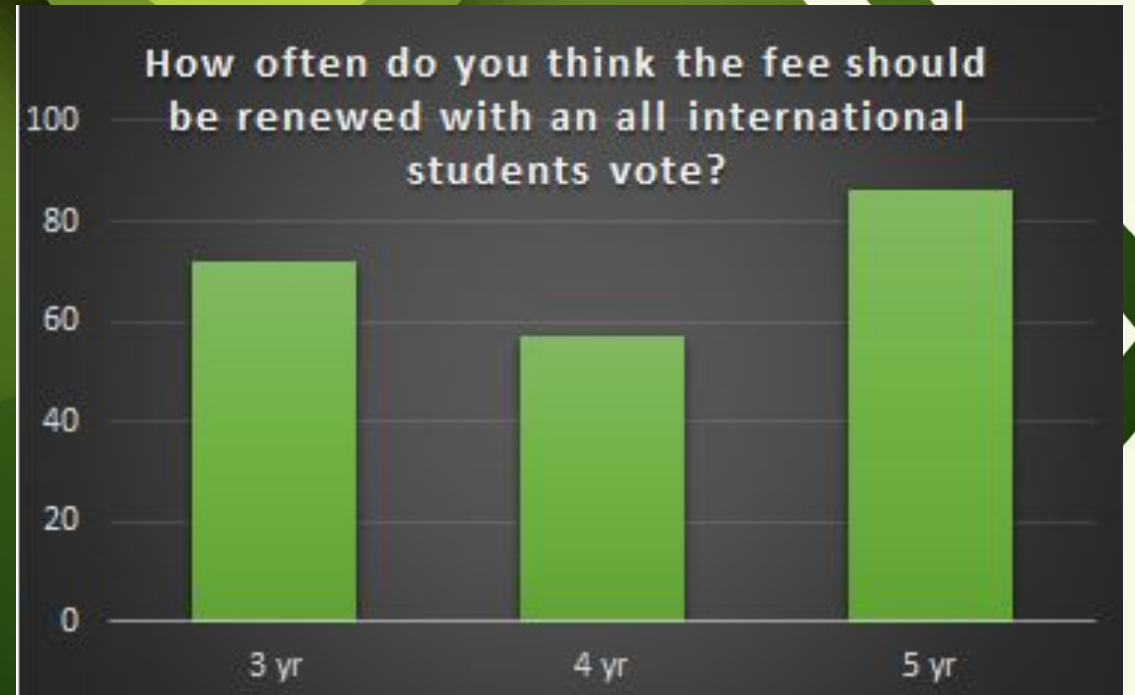
# Time Period

# For how long?

ISAF!

4 years

This seem to be a reasonable option for us, every typical undergraduate student will be able to vote on this fee at least once. This will give us enough time to show the full value of the fee before renewal. We believe this is a middle options for everyone, student voting for 3 or 5 yr in our survey will be comfortable to have a 4 yr renewal at end.





# Feedback Time:

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We need your help in making our proposal better!

Feedback form: <http://tiny.cc/sucouncil>

Feel free to ask us any question!

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**Thank You !**



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## Bylaw 700 – A Bylaw respecting Finances (Draft)

- a) Fiscal Timelines: The ISA fiscal year runs from May 1 to April 30.
- b) Budgets
  - i) The Vice President Finance is responsible for creating and presenting the upcoming fiscal year's budget to the council for approval prior to Sep.
    - (1) The revenue generated due to the membership fee of a particular council shall be budgeted and approved by the respective council.
  - ii) The Vice President Finance shall be responsible for managing the budget, expenses, documentation and reimbursements.
  - iii) Funds, Awards or grants received by the ISA shall be budgeted as per the requirements or criterias submitted to the donor/provider and shall be considered as a supplementary amount to the fiscal budget that shall be allocated by the Board.
- c) Expenses, Changes and Reimbursements
  - i) The ISA shall create policies related to the mechanism of bearing expenses, changes to budget, and process for reimbursements.
  - ii) Additional policies shall be created as required by the association to account for usage of different platforms.
- d) Records and Reports
  - i) The Finance department shall keep proof of all transactions such as receipt and financial documentation of the association for a minimum of seven (7) years.
- e) Accountability
  - i) The financial statements of the association shall be presented to the councils every semester and to the board every month.
    - (1) All expenses made by the board members shall be reported to the board in the next board meeting.
  - ii) The ISA shall submit its audited annual financial statements to the University of Alberta Students' Union (UASU) as per UASU Bylaw 8200 and within one month to the provincial registry as per Societies Act at the end of the Fiscal year.
  - iii) The members of the board, and councils, shall have the right to request for any information/documentation related to finances of the association.
  - iv) General Members of the association shall be eligible to access the budget and audit statements of the association upon request.



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## ISA Policies

### B.8: Expense/Reimbursement Policy

- 1) The Finance Department of ISA shall manage all the expenses and reimbursements.
- 2) Approval Mechanism:
  - a) Through Council:
    - i) The Finance department prepares an annual budget that shall account for all general and planned expenses for the year.
    - ii) Council and the board shall approve the annual budget prior to Sep thus pre-approving all the accounted expenses in the budget.
    - iii) Each board member shall contact the finance department to discuss the expense mechanism and the expense shall be made accordingly upon joint approval of the President and Vice President Finance.
  - b) Through Board:
    - i) The Board member shall reach out to the Vice President Finance to discuss all expenses which are not accounted for in the annual budget.
    - ii) The board member and the Vice President Finance shall move a motion in the board for such expenses along with the expense mechanism.
    - iii) Upon approval, the expense shall be made.
    - iv) Board member shall contact the finance department to discuss the expense mechanism and the expense shall be made accordingly upon joint approval of the President and Vice President Finance.
  - c) Contingency funds shall also be approved along with most expenses and be reported to the board.
    - i) Usage of contingency fund shall require approval from the President and Vice President Finance.
  - d) Approval/amendments Limits:
    - i) Changes to any allocation (line number expense) of the annual budget over 20% shall require council approval and under 20% shall be approved by the board.
    - ii) Contingency funds shall be used to cover unexpected expenses.
    - iii) Board can approve an unaccounted expense under B8.2.b for upto a maximum of 1000 CAD or 5% of the annual budget, whichever is first.
- 3) Expense Mechanism:
  - a) Board members make the purchase and submit reimbursement requests.
  - b) Finance department directly makes the purchase.
  - c) ISA Expense Card is allocated with the required fund to make the purchase.
- 4) Reimbursement Mechanism:



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- a) The board member shall fill the ISA Reimbursement form on ISA website or eclass by submitting the receipt or acceptable proof of the expense.
  - b) The reimbursement request needs to be made within 7 days of the expense being made
  - c) The Finance department shall process the reimbursement and reimburse the board member within 7 days of receiving the request.
- 5) ISAF Opt-outs
- a) The Finance Department shall handle all the opt-out requests received by the ISA in accordance with the ISAF Policy.





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## B.9: Financial Accounting, wave, journal and audit policy

- 1) The ISA shall use the wave platform for all its accounting and auditing purposes.
- 2) Wave Usage:
  - a) Each income and expense shall be accounted for in the wave as appropriately.
    - i) Proofs of expense and income shall also be attached to transactions in the wave.
- 3) Journal Usage:
  - a) Journal shall be the platform used to add funds into the Expense Cards of the ISA.
    - i) The President and Vice President shall have expense cards with a limit of 200 CAD for contingency funds.
    - ii) Vice President Finance shall create virtual cards with funds needed for the board members to make the purchase.
    - iii) Vice President Finance and President shall jointly approve every amount being added to the journal account.
      - (1) Amounts to the journal account shall only be added when an expense is approved, and the purchase needs to be made.
        - (a) The journal account needs to be zero all other times.
- 4) Cross-checks:
  - a) The wave platform at all times must be able to indicate the accurate financial standing of the association.
  - b) Wave and journal account joint balance shall be equal to the ISA Bank account balance at all given times.
  - c) Any abnormality shall be reported to the board immediately and be resolved under the supervision of the board.
- 5) Accountability:
  - a) Every week, the Vice President Finance shall share a report on all the expenses made by any board member.
  - b) Every month, the Finance Department shall share the financial standing of the association with the board.
  - c) Every semester, the Finance department shall share the financial standing of the association with the Council.
  - d) The members of the board shall have the right to request for any information/documentation related to finances of the association.
    - i) Transparency credentials
      - (1) The Finance Department shall provide members of board with view only credentials to ISA Bank account, wave and journal account at all time thus enabling surprise cross checks by anyone in the association's governance.
  - e) General Members of the association shall be eligible to access the budget and audit statements of the association upon request.



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- i) The Financial Statements and Audits shall be presented to general members at the Annual General Meeting.
- f) The President and Vice President only shall have access to ISA Bank Account, Journal and Wave platform.
- g) Every trimester the ISA Vice President Finance shall submit ISA Audit report to the UASU Audit committee or as per the applicable provisions of UASU Bylaw 8200.



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## B10: ISAF Policy (Draft)

### 1) Relevant section of Proposal to Students' Council regarding ISAF:

#### a) Fee:

i)

#### b) Scope:

i) *The ISA SRA Fee will be implemented from the Fall 2022 Term and up until and including the Spring/Summer \_\_\_ Term. The Fee shall be charged to every full-time and part-time international student on all University of Alberta campuses. An international student is defined as a University of Alberta student who pays the international student's tuition fee and/or is on a study permit in Canada. The fee is charged differently according to the academic status, term and campus, due to the availability of services to the students based on those parameters.*

#### c) Opt Out

i) *To receive reimbursement from ISA, for the ISAF, a student must fill out the opt-out form on the ISA website ([isa.ualberta.ca/opt-out](http://isa.ualberta.ca/opt-out)).*

ii) *A student is only eligible if they have paid the ISAF as part of their tuition fees, as collected by the Registrar's Office and the Students' Union. The SRA fee is a voluntary fee and filling out this form is the only way to opt-out of payment.*

iii) *International students shall be able to fully opt-out of the fee within the first two weeks of the semester. The Students shall not be eligible to access the services/program upon opting out.*

iv) *The ISA shall reimburse the student within thirty (30) days of receiving the opt-out form. This time frame shall only change due to unpredictable or other reasonable circumstances.*

#### d) Financial Oversight

i) *The fee shall be bound to the financial reporting to the Student Union, as per the University of Alberta Student Union Financial Reporting Guidelines. This includes ongoing financial reporting by the ISA Vice President Finance and a yearly independent audit; a statement of the audit and budget be submitted to ISA Undergraduate Council for full oversight and transparency. The Budget and audit statements shall be available to international students on request and also be presented to the international students in the Annual General Meeting (AGM). Every transaction*



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*shall be approved jointly by the ISA President and the Vice President Finance along with an ongoing regular reporting to the Board.*

e) Allocation

<i>Allocation</i>	<i>Value</i>	<i>Description</i>	<i>Amount</i>
<i>Communication, Outreach and Advocacy</i>	<i>that Connects</i>	<i>For the ISA to use in effectively advocating, reaching out to the international student population on all five campuses, fund communication tools and welcome booklets.</i>	<i>10%</i>
<i>Support, Awards and Funding</i>	<i>that Meet Needs</i>	<i>For the ISA to use in the form of awards and prizes. The ISA will use it to create a Community Engagement Recognition Awards program and a Last Resort Funding program.</i>	<i>20%</i>
<i>Services, Events and Programs</i>	<i>that Matter</i>	<i>For the ISA to use as funding for programs and services that are beneficial to all international students such as the ICard initiative. The Affordable Campus Food Program shall play a vital role in solving food insecurity on campus.</i>	<i>30%</i>
<i>Community, Diversity and Culture</i>	<i>that Embrace</i>	<i>For allocation to regional and BIPOC student groups and promotion of diverse, and cultural events. ISA shall also use funds for hosting welcome activities.</i>	<i>15%</i>
<i>Health/Wellness and Professional Development</i>	<i>that Helps</i>	<i>For the ISA to cover the costs of health/wellness and professional development services and programs</i>	<i>10%</i>
<i>Your ISA</i>	<i>that Stands by You!</i>	<i>For the ISA to cover its operational costs and provide international students with a hub on campus.</i>	<i>15%</i>



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- 2) Changes or deviations:
  - a) Students' Council
    - i) The Student's Council can only decrease the fee or renewal timeline (8200.8.1). Student's Council can also change the proportion of fee among the six (6) allocations as per UASU Bylaw 8200.
  - b) ISA Council
    - i) The Undergraduate Council can make any changes to the distribution of funds within any allocation category.
  - c) ISA Board
    - i) The board could make any change to the amount usage allocated by the undergraduate council for a specific program.
  - d) ISA Board and Council shall also be able to make changes as per the ISA Policy B.8) 2.
- 3) This policy shall always be subject to changes caused in the UASU Bylaw 8200.





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## C.3: Sponsorship/Marketing Policy

- 1) ISA shall approve the annual sponsorship/marketing package prior to July along with the draft price list.
  - a) The package and pricing shall be confidential, thus shared only with the sponsors and not be available to general members. This enables ISA to ensure competitive pricing and charge as per the sponsor's previous history and affiliation with the ISA.
- 2) Risk Assessment:
  - a) The ISA shall not sign any agreement/partnership/contract/MoU with any sponsor/organization for a period longer than next April 31. Thus the ISA cannot commit on behalf of future Execs of the association or shall bond them.
    - i) An extension of 12 months can be granted by the Council at its discretion.
  - b) Vice President Finance is responsible for assessing the risk associated with any sponsor.
    - i) Vice President Finance is responsible for background checking of the sponsor.
  - c) All communications with sponsors shall be ideally conducted over official Email IDs and meetings shall be recorded with consent of all members.
  - d) ISA shall ideally follow a system of invoice for the sponsorship/marketing services that it provides to its sponsors, thus limiting the signing of contracts or agreements.
    - i) All contracts or agreements with an expiration or termination within the term of execs (before April 31) shall be signed only with approval of the board.
- 3) Sponsorship handling:
  - a) The Vice President shall handle the fulfillment of any invoice or deal completely and not redirect the sponsor to another department.
    - i) Direct point of contact of the sponsor always has to be the Finance department.
  - b) Every meeting with the sponsors needs to be attended by a minimum of two individuals from ISA with consent of the Vice President Finance.
- 4) Every member of the finance department needs to complete the mandatory SGS and ISA Finance training.
- 5) ICard and Food Stall vendors shall not be subject to this policy.
- 6) Community Welfare Marketing
  - a) ISA shall provide exceptional discounts or not charge to student groups or companies providing essential services to international students.
  - b) The board shall classify student groups or companies in community welfare marketing category at its discretion for a maximum of board members tenure (until April 31).
    - i) The Councils shall however classify any organization into community welfare marketing for a maximum of three (3) years.
- 7) Moral responsibility:



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- a) ISA shall only provide sponsorship/marketing services to sponsors and NOT recommend any product or service of a sponsor.
- b) ISA shall ensure that sponsor is fully vetted and students are not exposed to any fraud.
- c) Any service or product deemed potentially dangerous or not in the best interest of students shall not be promoted or marketed by the ISA.



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## *Implementation Plan*

*ISA Infrastructure: ISA has seven (7) departments with 130+ directors/coordinators in total. Each department of the ISA is unique with its mandate, the following table shall provide more clarity in the implementation of the Fee and ISA's ability to deliver the promises made via the fee.*

<i>Program</i>	<i>Current Form</i>	<i>Fee Usage</i>	<i>Department</i>	<i>Timeline</i>
<i>Welcome Booklet</i>	<i><a href="#">Digital Welcome booklet</a> is being released annually.</i>	<i>The Fee shall enable us to print the booklet and provide it to the students.</i>	<i>Department of Communications</i>	<i>June-Aug</i>
<i>Awareness and Advocacy Fund</i>	<i>All communication s platforms are temporarily funded by the UAI until ISAF is implemented as per our mutual agreement.</i>	<i>ISA will be able to fund all communication platforms independently. This shall also help ISA to be more self reliant in its operations and not be bond by a University Department support.</i>	<i>Department of Finance makes all expenses for other departments to use the tools.</i>	<i>May</i>
<i>Gateway/Campus Voice Initiative</i>	<i><a href="#">ISA is releasing 2-3 articles every semester.</a></i>	<i>Fee shall enable us to produce more quality content by better training our journalists. Also releasing an article biweekly.</i>	<i>Department of Communications</i>	<i>Year round with exception to spring/summer</i>
<i>Community Engagement Recognition</i>	<i>ISA annually announce awardees of the</i>	<i>More appreciation awards could be created for students. Physical</i>	<i>Committee on International Students' Affairs</i>	<i>Award applications shall be</i>



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<i>Award</i>	<i>“<a href="#">ISA Salute</a>” online.</i>	<i>Awards could be given with some monetary value in an in-person event.</i>	<i>(CoISA) shall manage this program.</i>	<i>open during Fall. Awards shall be given in April.</i>
<i>Last Resort Funding</i>	<i>None</i>	<i>RO and UAI will let ISA know every Fall about 2-3 students in need.</i>	<i>CoISA will oversee and the Department of Finance shall process.</i>	<i>August</i>
<i>Events</i>	<i>Multiple Online Events</i>	<i>Could do multiple in-person events.</i>	<i>Department of Student Life</i>	<i>Year round</i>
<i>Food Stall Program</i>	<i>A basic version shall be launched this Sep.</i>	<i>The fee shall help in subsidizing a few food items. Expand the food options. Provide a more large scale and well established food stall. Provide benefits/incentives to the students volunteering.</i>	<i>Department of Internal Affairs and Finance.</i>	<i>Every Fall and Winter.</i>
<i>ICard Program</i>	<i>A sticker on ONECard basic version shall be launched this Sep.</i>	<i>Help ISA to fund a few discounts for initial days to show the positive contribution of the program to the vendors business. Provide a physical card with barcode and trackability feature. Overall help in expanding the program thus enabling more discounts and saving.</i>	<i>Department of Internal Affairs.</i>	<i>Year round.</i>



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<i>Community Support Fund</i>	<i>None</i>	<i>Provide financial support for BIPOC, regional and cultural groups to host events and for their operations.</i>	<i>External Affairs Department shall annually create CoISA, and run its operations. CoISA shall decide and implement the Community Support Fund.</i>	<i>Every July CoISA shall be made, and in Fall/winter the funding shall be allocated.</i>
<i>Student Events Program</i>	<i>None</i>	<i>Accept student event proposals, include them in the annual events calendar and host them.</i>	<i>Department of Student Life</i>	<i>July and August</i>
<i>Welcome Services</i>	<i>Tabling in UAI's Campus Check-in</i>	<i>Be able to host a full or half day engagement event to welcome new students and help them adapt to university and new country.</i>	<i>Internal and SL Department.</i>	<i>Aug end and first week of Sep</i>
<i>Mental Health/Wellness Program</i>	<i>Occasional based as per student needs.</i>	<i>Permanent and large scale programs that shall grow over years.</i>	<i>Department of Academic Affairs</i>	<i>Year round</i>
<i>Professional Development Programs</i>	<i>Occasional based as per student needs.</i>	<i>Permanent and large scale programs that shall grow over years.</i>	<i>Department of Academic Affairs</i>	<i>Year round</i>