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Hello Club Executives!

We're thrilled to have passionate students leading their own clubs, and we can't wait for the opportunity to work with you throughout the school year.

Whether it is while you are planning an event, promoting your club, or engaging your club members, we are here to help make your club the best it can be!

Running a club is a journey that has many benefits. With these benefits comes the dedication needed to ensure your club makes an impact on the student community. We want to help you accomplish things that you didn't think were possible.

Here for you!

To shorten the turnaround time and provide better service, the Clubs program is managed by the Coordinator, Student Wellbeing (Social).

Requesting funds? Thinking about a large event? No decision is made lightly, the Clubs Committee will be comprised of the Coordinator, Student Wellbeing (Social).

Be sure to visit www.ignitestudentlife.com to stay up to date on what's happening and what we're up to. You'll notice a new clubs directory and all the same forms to help you get in contact with us. If you don't see your club listed, reach out to the Coordinator, Student Wellbeing (Social).

Section I: Club Declaration

An IGNITE Club is responsible for ensuring it is and has the following:

- Open and non-discriminative practices;
- Executives who are full-time fee-paying Humber Polytechnic or Guelph-Humber students;
 - Maintains finances within IGNITE's control;
- Conducts all events and meetings on campus and made known to the Coordinator, Wellbeing (Social);
- Adheres to all IGNITE and Institutional bylaws, policies and procedures;
- Completes mandatory training sessions.

Section II: Clubs Structure

Clubs are classified into two descriptions: Probation and Ratified. Each club must meet specific requirements and responsibilities in order to uphold or advance their club status.

New clubs are approved at the probation status and have limited access to club benefits. New clubs unable to accomplish the probation status requirements and responsibilities outlined will forfeit their application and registration with IGNITE.

Clubs must adhere to their mandate on which the club was approved throughout the club's existence.

Probation	<p>Probation status includes the following benefits:</p> <ol style="list-style-type: none"> 1. Access to IGNITE posting boards for membership recruitment 2. Table and IGNITE Student Centre bookings for promotional events <p><i>Requirements and Responsibilities:</i> New clubs with a completed, submitted IGNITE Clubs Application and meet the membership requirements, must accomplish the following:</p> <ol style="list-style-type: none"> 1. Ensure a minimum of two executives attend the mandatory, scheduled club training prior to commencing club-related activities. Club training is virtual and must be completed before any club activity; 2. Create a club's logo and submit it to the Coordinator, Wellbeing (Social); <p>Clubs who have successfully completed the above probationary requirements and fulfilled all responsibilities outlined shall become an approved club as deemed by the Clubs Committee*.</p>
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Ratified Club Status	<p>Ratified Club status includes the following benefits:</p> <ol style="list-style-type: none"> 1. Access to clubs funding 2. Access to space bookings on campus (not applicable during distance learning) 3. Website recognition 4. Trademark use <p><i>Requirements and Responsibilities:</i></p> <ol style="list-style-type: none"> 1. Hold a minimum of one on campus event per semester; an event is defined as 'a gathering that has been scheduled, publicized and is inclusive of all Humber and Guelph-Humber Students'; 2. Hold a minimum of one meeting for general members per semester; 3. Attend all mandatory IGNITE club meetings and trainings; 4. Inform the Coordinator, Wellbeing (Social) of and send two members to the IGNITE Annual General Meeting (AGM) and Special Meetings of the Members (SMOM). Should an executive member be unable to attend, an alternate attendee will be nominated on their behalf. <p>Clubs operating in Ratified Club Status may return the following academic year as a Ratified Club once two Executives complete the mandatory club's training, and an updated membership list is to be submitted to the Coordinator, Student Wellbeing (Social). Should they fail to renew, they forfeit their status and return to Probationary.</p>
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Clubs have important administrative responsibilities to IGNITE and their membership. Clubs are required to uphold the following duties and deadlines:

- Submit an electronic, up-to-date membership list by the last day of classes each semester.
- Reply to all correspondence from the Coordinator, Student Wellbeing (Social), club members and club inquiries within three business days.
- Adhere to all Institutional and IGNITE Policies and Procedures during all club practices.
- Refrain from any sale or consumption of alcohol during a club event or initiative.
- Executives are to be knowledgeable and familiar with the Clubs Policy and Handbook.
- Executives wishing to withdraw from their club responsibilities are required to notify the Coordinator, Student Wellbeing (Social) in writing and select a new student executive.

MEMBERSHIP

Club executives are responsible for ensuring membership requirements are upheld:

- Membership may consist of only Humber Polytechnic or University of Guelph-Humber students.
- A minimum of five members shall comprise a club, a minimum of two of whom shall be the club executives.
- An executive member for one club shall not serve as an executive member of another IGNITE ratified club.
- No membership fee may be charged to any student.

Section III: Important Dates – Summer 2026

Summer 2026	
New Club Applications + Renewals Open - Summer 2026	May 25, 2026
New Club Applications + Renewals Deadline - Summer 2026	June 12, 2026
Club Event Application Form Opens for Summer	May 25, 2026
Club Event Application Form Closes for Summer	August 7, 2026
Funding Request Deadline - Summer 2026	August 7, 2026
Last day for Summer Club Events	August 21, 2026
Reimbursement Request Deadline - Summer 2026	August 28, 2026

NOTE: Club activity will resume on September 8, 2026, for the 2026 - 2027 academic year.

Section IV: Promotion

WEBSITE & SOCIAL MEDIA

A ratified club shall be listed on IGNITE’s website as an official club. The club’s contact information, approved social media accounts, approved initiatives, and a short club description will be listed on the website.

Any club using social media must submit a list of their accounts and have each approved by the Coordinator, Student Wellbeing (Social). Failure to submit this list will be subject to a penalty by the Clubs Committee. Consistent with a club's administrative responsibilities, it is expected that clubs update and respond to any inquiries posted on their social media accounts within two business days.

POSTERS

Posters may be created by clubs. Clubs who would like their posters posted on IGNITE's boards must follow the steps outlines below during the Summer 2026 semester.

1. Submit poster files to the Coordinator, Wellbeing (Social) via email at least 10 business days before an event for approval
2. Within 1 – 2 business days of poster approval, the Coordinator, Wellbeing (Social) will have your posters printed at your preferred campus for pick up at the IGNITE office, during regular business hours.
3. Club Officers may post their posters across campus on IGNITE Poster boards.
4. Club Officers should ensure posters are removed following the event date.

NOTE: All Summer posters will be removed by IGNITE from August 21 – 31 in preparation for the fall semester.

TRADEMARK USE

Use of the IGNITE logo, name or IGNITE Club's logo must be approved by the Coordinator, Wellbeing (Social). The Clubs Committee, Institution and third party must approve any use of institutional or third party logos and names.

Section V: Club Events and Risk Management

Clubs must complete a detailed IGNITE Event Application and Funding Request online for each planned event and include all pertinent information, for example: requests for equipment, media services, food requests, etc.

Clubs should submit their event application at minimum 2 weeks.

- All information provided on this form shall be truthful and accurate.
- Events shall be approved only once all details are provided.
- Guest speakers must be approved by IGNITE
- Clubs shall be contacted via e-mail about their Event Application Form status.
- IGNITE has the authority and discretion to cancel any event based on unforeseen risks or liability.
- Unapproved events held by clubs will be subject to penalty. Penalties may include suspension or de-ratification

BOOKING SPACE ON CAMPUS

No gathering will be permitted off campus. Any club found gathering on campus in an official or

unofficial club event will receive a club discipline which may result in club suspension.

IGNITE supports clubs in booking IGNITE spaces and classroom spaces. It can take 1 – 3 business days to confirm space availability for specific times and dates.

SERVING FOOD ON CAMPUS

Humber Polytechnic and University of Guelph Humber require approval of events serving food not sourced by [onsite Food Services](#). If you are sourcing **external catering valued \$400 or more**, your club is **required to complete the Food on Campus Application form**.

Events with catering under \$399.00 or where pre-packaged, commercial food items are being served the Food on Campus Application is not required.

Steps to Complete the Food on Campus Application:

1. Connect with your preferred catering vendor to get:
 - 1.1. Copy of their Green Pass from the health inspector
 - 1.2. Business Licenses
 - 1.3. Food Safety Certification
 - 1.4. Insurance Certificate of \$5 Million with Humber Polytechnic named
2. Complete the Food on Campus Form
3. Submit the completed form and supporting documents to the Coordinator, Wellbeing (Social)
4. Coordinator, Wellbeing (Social) will submit the application on the club's behalf and notify the club of approval.
5. Allow up to 5 business days to confirm approval.

Section VI: Clubs Funding

IGNITE, through the Clubs Committee, has the discretionary authority to approve funding for clubs wishing to promote and run activities that enhance student life. Clubs are eligible to receive funding via reimbursement for club promotions and initiatives. **Clubs must receive approval from the Coordinator, Wellbeing (Social) prior to spending funds.**

To access club funding, clubs must complete the [Event Application Form](#) online and attach a completed [Funding Request Form](#) detailing the exact funds requested. Event Applications & Funding Request must be submitted at least **2 weeks** ahead of the proposed event date.

TIERED FUNDING SYSTEM

<p>Bronze Clubs promotions and regular meetings. Examples: refreshments and meeting supplies, small SWAG items, professionally printed posters and banners</p> <p>Clubs are not limited to the number of events until they meet the maximum club spending amount of \$800.00/semester</p>	<p>Maximum \$150.00/event</p>
<p>SILVER Medium sized events that are not exclusive to club membership, would help promote the growth of club membership and positively impact the on-campus student experience.</p> <p>Clubs are limited to 2 silver events per semester</p>	<p>\$150.00 - \$399.00</p>
<p>GOLD A club event hosted on behalf of the club and is public for the entire student body to attend. Such events include, but are not limited to: - culturally diverse celebrations (Lunar New Year, Nowruz, Diwali, etc.)</p> <p>Clubs are limited to one Gold event a semester</p>	<p>\$400.00 - \$600.00</p>
<p>PLATINUM Request to use an entire club's budget at a one-time event requires the club to have been regularly active throughout the semester. It has had successful meetings and a growing membership. Activity should increase campus activity in a positive way.</p> <p>Clubs are limited to one Platinum event per academic year</p>	<p>\$600.00 - \$800.00</p>

Each club is limited to a maximum of \$800.00 per semester, while funding is still available. Funding is not set aside for each club, rather approved per request.

- IGNITE reserves the authority to approve or deny funding requests.
- Items not listed on any required, submitted forms will not be reimbursed and club members

will be liable for any unapproved expenses.

- Clubs will not be reimbursed for any money spent exceeding the pre-approved amount.
- All clubs' financial transactions must be completed through IGNITE.
- Clubs are prohibited to have a bank account with an outside organization.

EXEMPTIONS TO CLUB FUNDING

- IGNITE club funding is not granted for any donation purposes to organizations, charities or individuals.
- Club funds are not to be used for the purchase of alcohol, drugs, illicit items, and/or travel expenses.
- Clubs are not permitted to use funding for off-campus activities.

REIMBURSEMENT OF CLUB EXPENSES

Please select one club member to receive the club's reimbursements. Reimbursements will be distributed by electronic fund transfer.

- To receive reimbursement, club executives must:
 1. Complete and submit Club Reimbursement Form via email within seven days of the event. *Extensions may be granted at the discretion of the Coordinator, Student Wellbeing (Social).*
 2. Attach all relevant **receipts** to the Reimbursement request email.
 3. Attach the **direct deposit banking information** for the student to whom the money is owed.
 4. Provide the **Name, Email, & Student Number of students who won prizes** at Club events that were purchased with club funding.
 5. Reimbursement forms require the **signature of two different club executives**. The student to whom the money is owed cannot be one of the signed executives.
- Forms completed correctly may take up to ten business days to process. Forms filled out incorrectly will be returned to the sender.

Section VII: Club Suspensions and De-ratification

IGNITE reserves the authority to suspend or de-ratify a club for violations of the Clubs Policy, Clubs Handbook, or any IGNITE or Institutional policies. Clubs may be subject to penalties for misuse of IGNITE services and/or privileges.

Clubs should be cognizant of the penalty process IGNITE uses. At the discretion of the Coordinator, a written warning may be given to clubs who are in violation of the Clubs Policy, Clubs Handbook, or any IGNITE or Institutional policies. Should the violation be severe in nature, the Coordinator, Wellbeing (Social) and/or Clubs Committee shall determine immediate suspension or de-ratification of a club.

SUSPENSION

A club suspension and suspension duration shall be at the discretion of the Clubs Committee. The suspension process is intended to hold clubs accountable to all students and to their membership.

A probationary club placed on suspension shall be immediately de-ratified and forfeit the privilege of any club approval. Clubs will be notified of suspensions via email from the Coordinator, Student Wellbeing (Social).

A club on suspension shall:

- Be given 'probationary' club status with the respective probationary tier benefits.
 - Be at risk of having all events or initiatives cancelled at the discretion of the Clubs Committee
- Suspended clubs will be notified via email of the date and time the club must meet with the Clubs Committee to discuss the terms of their suspension and the necessary steps to return to a ratified club status. Failure to meet shall result in immediate de-ratification.

DE-RATIFICATION

A club de-ratification shall be at the discretion of the Clubs Committee. Clubs will be notified of de-ratification via email from the Coordinator, Wellbeing (Social) outlining the violation and be kept on file. De-ratified clubs may request to meet with the Clubs Committee to discuss the de-ratification; Clubs decisions are final.

Conditions for de-ratification include, but are not limited to:

- Misuse of IGNITE services, privileges or property.
- Failure to complete the mandatory Club Training.
- A club has acquired multiple written warnings and/or has seriously breached the Clubs Policy, Clubs Handbook, and/or any IGNITE and Institutional policies.
- Failure to take adequate precautions to limit liability in club events or activities.
- Failure to rectify a suspension status by the deadline set by the overseeing Coordinator, Wellbeing (Social).
- Committing an offence which violates any Federal, Provincial, or Municipal laws.
- Committing an offence or engaging in any activity that damages the reputation of IGNITE.