

School of Social Work Event Information, 2024-25

Event Support

The School of Social Work administrative team wants to ensure successful, well-supported, and well-attended events, however due to limited administrative capacity the Director and School Administrator need to ensure that events are scheduled and proceed in consideration of workload capacity, School timelines, and University policies.

Beginning in the 2024/25 academic year, the School of Social Work will be able to provide administrative support to one event per month with the final event of the year having to take place before March 31st, 2025. This does not mean that other events cannot proceed, however those organizing additional events may wish to consider some of the challenges of proceeding without administrative support, particularly around processes such as payment processing, parking and catering arrangements, support with room bookings, promotion, and budget.

Date Selection

Prior to selecting a date for your event, please email any potential dates to the School Administrator. They can let you know if there are any conflicts (e.g. with other events or the class timetable) or administrative limitations with any of the dates, which may prove to be important information when you make your final date selection.

Budget

All events over \$2,500 must be approved by FPA. Please email your budget and event particulars to the Manager (Administration & Financial Services), copying the School Administrator and Director if any School funding sources (e.g., operating funds, EMMF, committee funds, Donna Sleeth) will be used for your event.

If your budget changes once approved, it will need to be re-submitted to all of the original parties for re-approval before moving forward with any proposed changes.

A copy of the budget template is attached alongside this document and can also be requested from the School Administrator.

Venue/Space Set-Up

Event Space Not Owned by Conference Services:

In general, it is more economical to book space that is not owned by Conference Services, as the rooms are typically free and there is little to no set-up required. This does mean there is an extra administrative burden on organizers as they need to ensure that doors are open, FMP or the team organizing the event complete set-up and teardown, sufficient tables and chairs are set up, and that garbage is cleaned and the room restored to its original set-up and condition at the end of the event.

To book a classroom outside of the School, the Senate Room, 2017 Dunton Tower, or other spaces that are not managed by Conference Services, please visit:

<https://booking.carleton.ca/>.

There is now a \$150 room charge for use of 2017 Dunton Tower. As this is a FASS room, there is also always a chance that our event could be cancelled in favour of an event hosted by a FASS department.

If the room is not owned by Conference Services and you require room set-up, an email must be sent to [Facilities Management and Planning](#) with your preferences for how you would like set-up to look. This request must be sent at least 3 weeks in advance as there is a small team at FMP who complete room set-up/teardown all over campus.

Event Space Owned by Conference Services:

[Conference Services](#) offers a number of rooms across campus for both small and large events. Room costs generally begin at \$250 and go up to approximately \$700/day. Conference Services offers an event coordinator for all bookings. This individual will monitor event set-up to ensure it meets your specifications, coordinate with FMP and catering, and offers the use of Conference Services [event equipment](#) (please note that there is a one-time \$200 charge for the use of this equipment for the fiscal year).

Catering

If your event requires catering, [Dining Services' menu and ordering can be accessed through eShop](#). Dining Services offers a variety of options and can also accommodate dietary needs or assist with a specialized menu for an event. Orders through Dining Services must be placed a minimum of one week prior to the event, however you will require much more lead time if a specialized menu is being created or if your event will take place during a peak period, such as orientation or the lead-up to the holiday break.

Events located in any of the spaces owned by Conference Services are only permitted to use Dining Services for catering. Special permission to order food from an outside catering company can be obtained, however this requires approval from the Assistant Director, Operations and Dining Services (Students and Enrolment) and Vice-President (Students and Enrolment).

When paying for catering via eShop, please assign the cart to the School Administrator if the funds to pay for the event are from an SSW account (e.g., operating funds, EMMF). Please complete the cart yourself if you will be paying for catering out of your PER or research funds.

It is helpful to keep in mind that unless you are ordering boxed meals for an event, you may not need to order the same number of portions for all items. Portions will differ for everyone who attends, therefore something like a soup or chili can be ordered for a slightly smaller number of attendees than your registration indicates. If you are ordering single items, please order for the precise number of attendees.

If you are hosting a smaller event and only require coffee/tea and baked goods, you have two options:

- 1) Dining Services: items will be delivered to your event at the time of your choice and cleaned up at the end of your event. Items such as napkins, cups, and stir sticks will also typically be provided. Advance notice of at least one week is required for your order.
- 2) DIY Approach: most coffee locations on campus have coffee travelers that contain about 12 medium sized cups of coffee/hot water. These are typically less than \$22 each. You can pre-order these the day before or the day of your event, however they require a minimum of 1-2 hours to prepare and locations may be low or out of some supplies, so we recommend ordering ahead. Event organizers can also bring in food items from a bakery or grocery store. This will help with keeping costs low and allows for decisions to be made closer to the event, however the organizer takes on the responsibility of picking up items, set-up, and clean-up. Requests for reimbursement for items that have been pre-approved by the Director or School Administrator to come out of the operating fund must be submitted through SAP Concur.

Audiovisual/Technical Requirements

If you will require AV/technical support for your event, you must request assistance from Production Services a minimum of 14 days prior to your event. Events booked with less

than 10 business day's notice or that experience significant changes with less than 10 business days' notice are charged premium (after hours/weekend) labour rates. Events booked with less than 5 days' notice are also charged a late booking fee. Production Services' support can be requested by completing their online form:

<https://carleton.ca/productionservices/booknow/>.

Production Services is not responsible for managing any privacy/consent to publish requirements for your event. Please see the "Consent to Publish" section for more information on the responsibilities of event organizers in this regard.

Consent to Publish

If photography or videography will take place at your event and will be used publicly (e.g., on social media, University websites, newsletters), we ask that you have attendees complete a Consent to Publish Form (linked below).

The Privacy Office has also created a [Poster Notice](#). This template is easy to use and is adaptable for a variety of purposes and is a great option if you are unsure whether you will be using materials from the event. Please note that it **MUST** be posted and photographed at the event.

Forms:

[FPA Consent to Publish](#)

[Privacy Office Consent to Publish Form](#)

Parking

If you have visitors who are coming from off campus and are **not** Carleton employees, the School Administrator can request a discount code from Parking Services to allow your event visitors to pay a cheaper rate. If you would like to make use of this option, the School Administrator requires a request by email a minimum of 4 weeks in advance of your event date. This request must include:

- Event information (date, time, location), and
- Your preference for discount code (6 character maximum – letters and/or numbers)

Parking costs cannot be paid for any employees of Carleton University, regardless of employment type. We are not permitted to pay the cost of parking tickets.

Safety and Risk Management

All events organized on- and off-campus must submit an Event Risk Management form a minimum of 14 days in advance of the event. Risk Management and Campus Safety Services (CSS) will assess whether the event has proper insurance coverage as well as whether any support from CSS is required (for example, events with large numbers of attendees might require traffic direction; certain dignitaries will necessitate support from Special Constables if they will be on campus). [The Event Risk Management form can be found here.](#)

Event Poster/Promotional Items

The Faculty of Public Affairs offers digital media support and can assist with creating posters for events with sufficient notice. The School Administrator can direct you to the best contact for your event. We can also provide you with information about branding requirements, as all Carleton promotional materials are asked to follow [brand guidelines](#). It is important to ensure that the up-to-date School of Social Work/Carleton University logo appears on all School-affiliated event posters.

If the poster for your event will be created by someone other than the FPA media team, they must be informed of poster requirements around logo, brand, and the type of information that should be included (e.g., full building names rather than acronyms). The School Administrator is happy to look over a poster before it goes for printing/distribution if you have any questions.

Completed posters should be distributed to School networks, including SSW faculty, FPA departments, and School social media.

We strongly recommend adding events to the School's website with a registration form, so that anticipated attendee numbers are available when making arrangements based on head count, such as catering. Pre-registration will also allow you to contact attendees before or after the event with any other information or reminders you would like to share. The School Administrator can assist with adding events to the website and sending you the list of registrants.

Support Information:

The FPA Communications team can offer a variety of support options, such as event support, poster creation, event photography, etc. To receive assistance, please complete their event support form: <https://carleton.ca/fpa/fpa-communications-support/>. Services are available during regular business hours and on a first come, first served basis.

Poster printing can be done on-campus through [The Print Shop](#).

Indigenous Elders and Smudging

School administration knows of a few Indigenous Elders who have indicated they are interested in being part of events. To contact these individuals, please email the Director or School Administrator for their contact information.

The Centre for Indigenous Support and Community Engagement also offers a form to request the presence of Elders or Knowledge Keepers at your event. This form must be completed a minimum of three weeks prior to your event. Once completed, a request is sent to Elders who have expressed interest in joining the CISCE's distribution list, meaning you may receive no responses or several.

The current fee structure and request form can be found on the [CISCE website](#). Some Elders or Knowledge Keepers may not be comfortable providing their SIN for honoraria. There is a process to accommodate this; please inform the School Administrator if the Elder or Knowledge Keeper you are working with would prefer not to provide their SIN. Elders and Knowledge Keepers may request transportation (e.g., taxi to and from CU; mileage) or parking to be paid, therefore this should be included in your budget as a potential expense. It is customary to have someone meet the Elder or Knowledge Keeper outside the building where the event is taking place or where they are parking to walk them over to the event. In addition to monetary compensation, it is customary to offer a tobacco tie. If you do not have one, please alert the School Administrator that you will require support with this well before the event. More information about making and offering a tobacco tie [can be found here](#).

Smudging:

Many locations on campus have been pre-approved for smudging. However, this is not the case for all event spaces and the event organizer is responsible for checking the [list of approved spaces](#) in advance of their event. If your space has not been pre-approved, a [smudging request form](#) must be submitted at least one week prior to the event. If this is not done, the University will charge the School to have the fire alarm disrupted during the event, which costs approximately \$200 for a three hour event. All spaces that are not included on the approved list also require that a smudging notice be posted prior to smudging taking place. The smudging notice [can be found here](#).

Honorariums and Gifts

Honorariums can be offered when a third-party individual has volunteered in some capacity. Honorariums are understood as gifts when the third party has no expectation of compensation.

When assessing whether a payment is considered an honorarium, please remember that all the following conditions must be met. Honorarium payments:

- Are nominal and not reflective of the market value of the services being performed.
- Are made to an individual (not a business) for voluntary services for which fees are not legally or traditionally required.
- Are made on a one-time or non-routine basis to an individual as a “thank you”.
- Do not involve an invoice or negotiation of the amount.
- Are not made to Carleton employees, professional speakers, or consultants who perform the requested service for a living.
- Honoraria are normally \$50. If you would like a different amount, this must be discussed with the Director. **Note: payments to Indigenous Elders/Knowledge Keepers do not fall under this requirement. Please refer to “Indigenous Elders and Smudging” section.**

The School Administrator will submit honorarium requests on the behalf of the department. Please keep administrative workload in mind when deciding how many honorariums to offer as part of your event.

Below are the steps to request an honorarium:

- Approval from the Director is required for all honoraria. You must receive approval from the Director in advance of making a commitment to an individual and in advance of the event. To seek this approval, please send an email to the Director including the request, event date, amount, person’s name, and reason for request.
- To ensure that payment can be processed in a timely fashion, the [honorarium form](#) must be completed and submitted prior to the event. Processing of the request will not begin until the event has taken place. Please [complete the form](#) and email it to the School Administrator along with the approval email from the Director.
- In accordance with CRA requirements, Accounts Payable are required to request the individual’s Social Insurance Number (SIN). Individuals who receive honoraria will be issued a T4A for the payment and taxes owing on the amount paid will be assessed by the CRA when they file their tax return for the year. The School will not

collect the SIN but will inform the individual how to submit this information to Accounts Payable.

Gifts to non-employees should be a token gesture of appreciation in recognition of a voluntary contribution to the University, such as a guest speaker or a student volunteer. The value of such a gift must not exceed \$200. Amounts exceeding \$200 require prior approval in writing from a Vice-President or the President.

Cash or near-cash gifts (including gift cards of any value) to a non-employee are considered taxable by the CRA. The individual initiating the gift must provide Accounts Payable with the recipient's name, address, and Social Insurance Number.

The University can donate up to \$200 to a registered charity on behalf of a non-employee as a token of appreciation for their contribution. Donations cannot be made in lieu of an agreed upon payment to an individual or to any individual through any crowdfunding platforms.

Goods or Services from Businesses/Individuals

All payments to businesses or individuals must adhere to Carleton University's [Procurement Policy](#) as well as to the Building Ontario Businesses Initiative Act (BOBIA).

Under BOBIA, non-competitive procurements (i.e. procurement value is \$0 - \$25,000.00) **must** be made from an Ontario Business unless a valid exemption applies or you choose to complete an [Invitation to Quote process](#) with at least two vendors. [Exemptions under BOBIA can be seen here.](#)

An Ontario Business is defined as any supplier, manufacturer, or distributor that:

1. Conducts its activities on a permanent basis in Ontario, AND
2. At the time of a procurement, either:
 - a. Has its headquarters or main office in Ontario, OR
 - b. Has a minimum of 250 full-time employees in Ontario.

The next critical element of considering engaging an individual or business for a service is determining whether the nature of their working arrangement is as employer/employee or one of an independent contractor providing a service to a third party. There are a few impacts of this distinction:

- 1) Whether payment is made through Payroll, with taxes deducted at the source, or through Accounts Payable, with the vendor responsible for reporting and remitting to CRA;

- 2) Eligibility for University benefits: employees are required to complete mandated training and are also eligible for certain benefits available to those employed at Carleton; independent contractors are not.
- 3) Independent contractors are not covered by Carleton's insurance, therefore they must carry or obtain sufficient liability insurance.

If an individual is incorrectly classified as an independent contractor and should have been hired as an employee, the University or department could be assessed fines by the CRA and/or be required to pay damages to individuals.

An Independent Contractor Questionnaire **must** be completed prior to engaging a business or individual for professional services. The questionnaire is available in eShop and the questions can be provided by the School Administrator if you are considering engaging a small business or individual. Based on the answers to this questionnaire, Accounts Payable will let us know whether we should be paying someone as an employee instead of as an independent contractor. If hiring an employee, please refer to the "Paying staff" section of "Payments".

All of the following are required in order to pay a small business or individual:

- Independent Contractor Questionnaire
- [Confirmation of Information and Indemnification Agreement*](#)
- Full legal name
- Mailing address
- Social Insurance Number or Registered Tax Identification Number (GST/HST/Business Number)
- An invoice
- *Cheque Requisition Form or Purchase Requisition Form (completed by School Administrator)*

*These agreements are valid for the calendar year if the independent contractor is being paid for the same type of service and by the same unit as in the previous payment. If you think the independent contractor has already completed one of these agreements in the current calendar year, please check with the School Administrator and it is possible that this step can be skipped.

Payments

There are a few methods of paying for expenses associated with your event.

Please note that payments must adhere to your approved budget. Events costing over \$2,500 must have their budget pre-approved by the Faculty of Public Affairs; any changes to the budget must also go to FPA for approval. **The School of Social Work is not able to reimburse unapproved expenses.**

We ask that you submit all payment requests within a timely manner of you incurring the expense or the event occurring to ensure we are able to complete all payments within our own budgetary requirements.

Paying staff for assistance with organizing or participating in an event

If you are hiring staff to assist with your event, a contract must be established at the time of hiring setting out rate of pay, the dates of the contract, the position, and a list of duties. Both the supervisor and staff member must sign off on this agreement; please provide it to the School Administrator as soon as it is complete so that we can begin the process of documenting your employee with Payroll. The employee will also be required to submit forms and payment information to Payroll Services. When it comes time for payment to be made, please email the School Administrator confirming the hours to be paid to the individual. The School Administrator will process payment by the next possible payroll deadline.

Paying for goods directly

Whether for ease of payment or timing reasons, you are welcome to pay for goods for your event on your personal credit card and submit for reimbursement through [SAP Concur](#). Please keep in mind that reimbursement is processed 7-10 business days after your expense report has completed the approval process in Concur when considering whether you are comfortable putting these expenses on a personal card. Information on navigating SAP Concur and answers to some frequently asked questions [can be found here](#).

Paying for goods through departmental funds

The School Administrator can assist with direct payment through eShop or procurement card for some goods associated with your event. Please speak to the School Administrator if you would like to go this route; they can let you know whether we are permitted to make the purchase on a procurement card and the information they would need to complete payment through either method.

Paying small businesses or individuals

Payment to independent contractors will be completed in eShop by the School Administrator. In order to process a payment request, the School Administrator will require the following:

- The completed [Confirmation of Information and Indemnification Agreement](#), unless one was already submitted for this independent contractor within the current calendar year
- The completed Ontario Business Representation form*, if the vendor is not already on record with Carleton as an Ontario Business
- Full legal name
- Mailing address
- SIN or GST/HST/Business Number
- An invoice

*Can be provided by School Administrator or [located online at this link](#) (must be logged into VPN to access).

Paying an honorarium

The School Administrator will process all honorariums. Please email the following to request payment:

- The completed [Honorarium Form](#), signed by the Director or with the approval email from the Director attached;
- A contact email address for the recipient so they can be provided with information on how to submit their SIN to Accounts Payable

Sponsorship

All sponsorship relationships with Carleton University must be written agreements and must be approved through the Department of University Advancement. The University's [Corporate Sponsorship Acceptance Policy](#) applies to project sponsorships tied to symposia and other time-limited projects, event sponsorships, materials and equipment sponsorship, and digital sponsorship, among others. The policy does not apply to sponsored research or academic projects. Sponsorships under \$5,000 will be vetted through Advancement and approved by the department head. Sponsorships over \$5,000 but under \$100,000 are approved by the Chief Advancement Officer and appropriate Dean, departmental representative, or equivalent.

Carleton will not accept sponsorship funding which limits or imposes conditions on academic freedom; may result in unwarranted or unmanageable expense; may compromise Carleton's reputation or jeopardize the University's charitable status; may provide any special consideration or improper benefits to an individual or group with regard to admission to the University or its normal hiring, promotion and contracting procedures.

In-kind sponsorships may be accepted based on their value to the University and must follow the procedures and receive the appropriate approvals as outlined in the Corporate Sponsorship Acceptance Policy.

Please contact the Department of University Advancement through [their sponsorship contact form](#) if you are interested in engaging a corporate partner in your event.