

Arts and Science Undergraduate Society of Queen's University

# Community Outreach Policy Manual



Responsibility:	Governance Officer
Approved by:	Assembly
Date of last revision:	30-03-2023

## Table of Contents

<b>PART 1: THE COMMUNITY OUTREACH COMMISSION</b>	<b>5</b>
SECTION 1   COMMUNITY OUTREACH COMMISSIONER JOB DESCRIPTION	5
SECTION 2   DEPUTY CO COMMISSIONER (FUNDRAISING & SPONSORSHIP) JOB DESCRIPTION	7
SECTION 3   DEPUTY CO COMMISSIONER (VOLUNTEER SUPPORT & APPRECIATION) JOB DESCRIPTION	9
SECTION 4   COMMITTEE CHAIRS	11
SECTION 5   AFTERSCHOOL BUDDIES PROGRAM	12
SECTION 6   ALZHEIMER'S OUTREACH	13
SECTION 7   AUTISM PARTNERSHIP	14
SECTION 8   CANCER TRIAD	15
SECTION 9   COMMUNITY LIVING	15
SECTION 10   CROHN'S AND COLITIS	16
SECTION 11   HEART AND STROKE	17
SECTION 12   KIDS 4 KIDS	17
SECTION 13   LOST PAWS	18
SECTION 14   PARTNERS IN EDUCATION	19
SECTION 15   SUPPER SERIES COMMITTEE	19

# PART 1: THE COMMUNITY OUTREACH COMMISSION

## SECTION 1 | COMMUNITY OUTREACH COMMISSIONER JOB DESCRIPTION

### 1.01.01

The Community Outreach Commissioner shall strive to provide leadership and guidance for their Commission. They shall adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and the Assembly. The Community Outreach Commissioner is responsible to the elected Executive and the Assembly.

### 1.01.02

The responsibilities of the Community Outreach Commissioner shall be, be are not limited to;

- i) Attending any and all meetings of Council;
- ii) Attending and reporting to Assembly;
- iii) Chairing Assembly sub-committees as required by Council;
- iv) Meeting weekly with the Executive and Council for the purposes of updating each other on progress, problem areas and future plans;
- v) Preparing and submitting to the summer Executive a strategic plan for the year;
- vi) Working with the Vice President and Deputy Commissioners to create a budget for the year;
- vii) Meeting with Committee Chairs on a biweekly basis for the purposes of updating each other on progress, problem areas and future plans;
- viii) Preparing a transition manual for their successor;
- ix) Ensuring that all Committee Chairs submit an Event Planning Package Event Proposal before each event for the purposes of approving expenditures ensuring that the event is carried out in an equitable and environmentally friendly manner, and is accessible to all;
- x) Schedule and hold fifteen office hours a week;
- xi) Approving all cheque-requisition and deposit forms submitted by Community Outreach Volunteers or Deputies;
- xii) Updating the Community Outreach pages on the ASUS website;

- xiii) Dealing with any issues or conflicts that arise with external organizations;
- xiv) Acting as a liaison between the student body and Community organizations, understanding the interests of both;
- xv) Facilitating the Event planning process in all committees, ensuring community organizations are kept in contact during the process;
- xvi) Explore new opportunities for community volunteering initiatives for existing committees;
- xvii) Plan and execute a Training Day event for all Community Outreach Volunteers;
- xviii) Plan and execute Commission-wide volunteer appreciation in conjunction with Community Outreach Deputy (Fundraising & Sponsorship);
- xix) Meeting with Committee Chairs on a bi-weekly basis for the purpose of effective communication and cohesion;
- xx) Assisting the Deputy Community Outreach Commissioner (Fundraising & Sponsorship) in planning and organizing the Annual Silent Auction;
- xxi) Assisting the Deputy Community Outreach Commissioner (Volunteer Support & Appreciation) in ensuring the smooth running of the volunteer programs;
- xxii) Evaluating the role and success of each Committee in January to prevent overlap with other Queen's groups;
- xxiii) Starting the ASUS Community Garden for the year and overseeing all maintenance of the garden, excluding during the Summer months (May-August) as well as preparing the garden for the Winter when the growing season has passed.

### 1.01.03

The Summer responsibilities of the Community Outreach Commissioner shall be, be are not limited to;

- i) Preparing and submitting to the summer Executive a strategic plan for the year;
- ii) Ensuring that all money raised over the previous year is distributed to the intended charitable foundations;
- iii) Communicating with each Committee Chair over the summer months for the purpose of keeping them updated on all summer activities and to assist in strategic plan writing for each committee;

- iv) Maintaining communication with summer Executive;
- v) Ensuring all chairs contact their community organizations over the summer;
- vi) Ensuring all chairs submit a strategy plan and budget;
- vii) Prepare an introductory Chair Manual in conjunction with the Deputies to provide incoming chairs with information on fundamental processes and events, including the requisitioning system and deposit process;

#### 1.01.04

The transition responsibilities of the Community Outreach Commissioner shall be, be are not limited to;

- i) The outgoing Community Outreach Commissioner shall ensure that the incoming Community Outreach Commissioner has been introduced to or is at least well aware of the following people and or bodies:
  - a) Room Reservations
  - b) JDUC General Office
  - c) Representatives from Charities
  - d) AMS Municipal Affairs Commissioner
  - e) AMS Social Issues Commissioner
  - f) ASUS Assembly

#### 1.01.05

The Community Outreach Commissioner shall be financially compensated in accordance with Human Resource Policy (HRP) Salary Grid 10.03.01 and Honoraria grid 9.05.02.

## SECTION 2 | DEPUTY CO COMMISSIONER (FUNDRAISING & SPONSORSHIP) JOB DESCRIPTION

#### 1.02.01

The Deputy Community Outreach Commissioner (Fundraising & Sponsorship) shall strive to provide leadership and guidance for his/her Commission. They shall adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and the Assembly.

#### 1.02.02

The Deputy Community Outreach Commissioner (Fundraising & Sponsorship) is responsible to the Community Outreach Commissioner. The Deputy Community Outreach Commissioner (Fundraising & Sponsorship) shall be selected in accordance with Part 15 of the ASUS Constitution before the hiring of any Community Outreach Committee Chairs.

### 1.02.03

The responsibilities of the Deputy CO Commissioner (Fundraising & Sponsorship) shall be, be are not limited to;

- i) Participate in the hiring of the Community Outreach Committee Chairs;
- ii) Fulfill five office hours per week, with a minimum of three weekly office hours overlapping with the Community Outreach Commissioner;
- iii) Plan an engaging and creative activity in conjunction with the Commissioner and Deputy (Volunteer Support & Appreciation) to be held at the beginning of the year to create an inclusive and friendly environment in which each chair feels comfortable and connected with one another;
- iv) Ensure inclusive and positive atmosphere is maintained among all chairs, deputy commissioners, and the commissioner throughout the academic year;
- v) Be available as a resource for resolving any and all conflicts within the Community Outreach team;
- vi) Organize bi-weekly Supper Series events in which one committee is paired with a local restaurant to complete food deliveries to student homes and residence buildings for the purpose of raising funds and awareness. It is recommended that the Community Outreach Deputy Commissioner (Fundraising & Sponsorship) be present at each Supper Series event to build rapport with restaurant owners and ensure organized and efficient execution of the delivery process;
- vii) Hire the Supper Series committee members in conjunction with the Commissioner. Hold committee meetings throughout the year and oversee the Supper Series committee alongside the Supper Series Chair;
- viii) In conjunction with the Commissioner, select an organization of the year located in the Kingston community. Establish a partnership with the organization and maintain sufficient communication with the organization representatives throughout the year. Proceeds from Silent Auction and other fundraisers run by the Deputy (Fundraising & Sponsorship) and Commissioner will go towards this organization;
- ix) Create a sponsorship package and provide this package to the Chairs to be used as a resource for their events;
- x) Obtain local sponsorship for the annual commission-wide Silent Auction;

- xi) Plan and execute Silent Auction to raise funds that will be distributed to a local charitable organization of the Commissioner and Deputy Commissioner (Fundraising & Sponsorship)'s choosing. The Silent Auction should be held early in second academic term;
- xii) Help to plan and organize Community Outreach Training Day and Community Outreach Week with the Commissioner and Deputy (Volunteer Support & Appreciation).

#### 1.02.04

The Summer responsibilities of the Deputy CO Commissioner (Fundraising & Sponsorship) shall be, be are not limited to;

- i) Obtain local and distant sponsorship for annual Silent Auction. It is recommended that local sponsorship is requested in mi3.summer when businesses are not overwhelmed with student requests. Obtaining sponsorship from larger organizations, such as commercial chains and banks, should also be completed in early to mid-summer to allow time for requests to be processed;
- ii) Maintain contact with the Commissioner and Deputy (Volunteer Support & Appreciation) to contribute to the Commission's Strategic Plan development

#### 1.02.05

The transition responsibilities of the Deputy CO Commissioner (Fundraising & Sponsorship) shall be, be are not limited to;

- i) Ensure agreements with restaurants participating in the Supper Series initiative are discussed and laid out in clear, concrete terms. This will help ensure the events continue to run smoothly when a new Community Outreach Deputy Commissioner (Fundraising & Sponsorship) takes over the initiative;
- ii) Submit a transition manual for successor.

### SECTION 3 | DEPUTY CO COMMISSIONER (VOLUNTEER SUPPORT & APPRECIATION) JOB DESCRIPTION

#### 1.03.01

The Deputy Community Outreach Commissioner (Volunteer Support & Appreciation) shall strive to provide leadership and guidance for their Commission. They shall adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and the Assembly. The Deputy Community Outreach Commissioner (Volunteer Support & Appreciation) is responsible to the Community Outreach Commissioner. The Deputy Community Outreach Commissioner (Volunteer Support & Appreciation) shall be selected

in accordance with Part 15 of the ASUS Constitution before the hiring of any Community Outreach Committee Chairs.

### 1.03.02

The responsibilities of the Deputy CO Commissioner (Volunteer Support & Appreciation) shall be, be are not limited to;

- i) Participate in the hiring of the Community Outreach Committee Chairs;
- ii) Fulfill five office hours per week, with a minimum of three weekly office hours overlapping with the Community Outreach Commissioner;
- iii) Plan an engaging and creative activity in conjunction with the Commissioner and Deputy (Fundraising & Sponsorship) to be held at the beginning of the year to create an inclusive and friendly environment in which each chair feels comfortable and connected with one another;
- iv) Ensure inclusive and positive atmosphere is maintained among all chairs, deputy commissioners, and the commissioner throughout the academic year;
- v) Plan one commission-wide social event each semester;
- vi) Be available as a resource for resolving any and all conflicts within the Community Outreach team;
- vii) Invite all relevant organization representatives to Community Outreach Training Day in September;
- viii) Meet monthly with the Community Outreach Chairs and Committee Volunteer Coordinators to discuss volunteer program progress. Responsible for relaying any major concerns to the Commissioner;
- ix) Create and distribute one newsletter for each of our partnering organizations each semester, outlining the events held and funds raised by the respective committees. Maintain strong email and phone call communication with partnering organization representatives throughout the year;
- x) Help to plan and organize Community Outreach Training Day and Community Outreach Week with the Commissioner and Deputy (Fundraising & Sponsorship);
- xi) Plan and execute Commission-wide volunteer appreciation in conjunction with the Commissioner;



- xii) Plan and execute the Commission specific volunteer of the semester initiative, including accepting nominations, selecting winners, and distributing appreciation gifts;
- xiii) Create and distribute one Community Outreach newsletter twice per semester to all volunteers within the Community Outreach Commission.

#### 1.03.03

The Summer responsibilities of the Deputy CO Commissioner (Volunteer Support & Appreciation) shall be, be are not limited to;

- i) Meet in-person or over the phone with all partnering organization representatives. Ensure all measures have been taken and organizations are ready for Volunteers to be trained and begin volunteering in the Fall semester;
- ii) Maintain contact with the Commissioner and Deputy (Fundraising & Sponsorship) to contribute to the Commission's Strategic Plan development;
- iii) Ensure partnership agreements are signed and updated between ASUS Community Outreach and our partnering organizations.

#### 1.03.04

The transition responsibilities of the Deputy CO Commissioner (Volunteer Support & Appreciation) shall be, be are not limited to;

- i) Ensure all contacts for partnering organization representatives are transferred to the incoming Community Outreach Deputy Commissioner (Volunteer Support & Appreciation);
- ii) Prepare detailed transition manual for the incoming Community Outreach Deputy Commissioner (Volunteer Support & Appreciation).

### SECTION 4 | COMMITTEE CHAIRS

#### 1.04.01

The Community Outreach Commissioner and the Deputy Commissioners shall hire the Chair(s) in March of each year.

#### 1.04.02

The responsibilities of the CO Committee Chairs shall be, be are not limited to;

- i) Meet with and report to the Community Outreach Commissioner on a biweekly basis and to be responsible to the Community Outreach Commissioner and Deputy Commissioners;

- ii) Hire Committee Members and Volunteers
- iii) Submit weekly update forms to the Commissioner;
- iv) Act as a liaison between ASUS and their respective organizations;
- v) Organize weekly committee meetings with committee members to facilitate planning of programs, fundraisers, and other events run by the committee;
- vi) Book rooms, boothing space and other items as needed by the committee;
- vii) Aid in the logistics of and attend events run by the committee, and to act as the liaison when these events take place at the respective organization;
- viii) Recruit and organize the volunteers for the program. Inform volunteers of necessary prerequisite forms and training prior to volunteering. Participate in respective organization volunteer training and to coordinate the required orientation meetings to educate and inform the volunteers;
- ix) Keep volunteers updated on events and policies and be available to the volunteers to answer questions and help solve problems;
- x) Attend monthly Community Outreach Chair meetings led by the Commissioner and Deputies;
- xi) Responsible for all of the financial transactions of the committee, receiving approval from the Commissioner for each cheque-requisition and deposit;
- xii) Fundraise for the respective organization;
- xiii) Meet biweekly with the Community Outreach Deputy (Volunteer Support & Appreciation) and respective Volunteer Coordinator from their Committee to discuss volunteer program progress;
- xiv) Assist in the organization and planning of Commission-wide fundraising events;
- xv) Complete a transition manual for the incoming Chair(s)

## SECTION 5 | AFTERSCHOOL BUDDIES PROGRAM

### 1.05.01

After School Buddies (ASB) works with the Boys and Girls Club of the greater Kingston area. ASB offers volunteer opportunities for Queen's students to help facilitate athletic, artistic,

and academic programming with a wide range of age groups at the Boys and Girls Club of Kingston. In addition, ASB aims to plan and implement events at the Boys and Girls club, integrating a variety of Queen's clubs, to offer enriching experiences for participating children and youth. All proceeds are donated to the Boys and Girls Club of Kingston at the end of each school year.

#### 1.05.02

Membership of this committee shall be as follows:

- i) Two (2) Chair(s);
- ii) Ten to twelve (10-12) committee members, the number of which shall be determined by the committee chairs, including at least one Volunteer Coordinator;
- iii) Thirty (30) Volunteers, the number of which shall be determined by the volunteer coordinator at the organization.

#### 1.05.03

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised by the committee shall be donated to the Boys' and Girls' Club of Greater Kingston, except when needed for its own special projects.

## SECTION 6 | ALZHEIMER'S OUTREACH

#### 1.06.01

The Alzheimer's Outreach committee (AO) aims to raise awareness for Alzheimer's and dementia in the Queen's community and fundraise for the Alzheimer's Society of Kingston, Frontenac, Lennox, and Addington. AO facilitates this outreach through on-campus and off-campus initiatives. On-campus, the committee runs awareness and fundraising initiatives. Off-campus, the committee additionally runs a Volunteer Program pairing Queen's student volunteers with a community member living with Alzheimer's or dementia. All proceeds from annual fundraisers are donated to the Alzheimer's Society of Kingston, Frontenac, Lennox, and Addington at the end of each school year

#### 1.06.02

Membership of this committee shall be as follows:

- i) Two (2) Chair(s);
- ii) Ten to twelve (10-12) committee members, the number of which shall be determined by the committee chairs, including at least one Volunteer Coordinator;

- iii) Thirty (30) Volunteers, the number of which shall be determined by the volunteer coordinator at the organization.

#### 1.06.03

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised by the committee shall be donated to the Alzheimer's Society of Kingston, Frontenac, Lennox, and Addington:

### SECTION 7 | AUTISM PARTNERSHIP

#### 1.07.01

The Autism Partnership committee (AP) is dedicated to supporting individuals in the Queen's and Kingston communities impacted by Autism Spectrum Disorders (ASD). The club consists of two main branches aimed at targeting the focal tenets of ASD advocacy: the Executive Committee, which facilitates fundraising, awareness, and outreach activities; and volunteer programs, consisting of the Puppy Pals and Homework Helpers Program. The Executive Committee is responsible for organizing fundraising and awareness initiatives. The two volunteer programs are designed to provide programming for children on the autism spectrum through a one-on-one pairing with a Queen's student in order to help tutor them in the Homework Helper Program, or through a weekly drop-in centre with the opportunity for engagement with dogs trained to support those with ASD in the Puppy Pals program. The overall goal of the two volunteer programs is to provide an enriching and safe environment for children with ASD to promote social and personal development. All fundraised proceeds are donated to Autism Ontario at the end of each year.

#### 1.07.02

Membership of this committee shall be as follows:

- i) Two (2) Chair(s);
- ii) Ten to twelve (10-12) committee members, the number of which shall be determined by the committee chairs, including at least one Volunteer Coordinator;
- iii) Twenty to forty-five (20-45) Volunteers, the number of which shall be determined by the volunteer coordinator at the organization.

#### 1.07.03

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised shall be donated to Autism Ontario.

## SECTION 8 | CANCER TRIAD

### 1.08.01

Cancer Triad (CT) focuses their efforts around 3 objectives: fundraising, awareness, and volunteering. The fundraising and awareness initiatives are primarily carried out by the Cancer Triad Committee. These initiatives support the Kingston chapter of the Canadian Cancer Society, as well as Movember Canada. The committee's major undertaking in the fall semester is the ASUS Movember campaign, which involves fundraising to support prostate cancer research. The committee also supports other cancer-based fundraising and awareness initiatives on campus, such as Relay for Life and Bladder Cancer Canada's Kingston chapter. Cancer Triad strives to provide a framework for passionate students to have a positive impact on both the Queen's and greater Kingston healthcare communities. Cancer Triad volunteers work closely with the volunteer coordinator to plan and execute activities that positively impact individuals within Kingston Health Sciences Centre (KHSC) to positively impact individuals in the cancer ward.

### 1.08.02

Membership of this committee shall be as follows:

- i) Two (2) Chairs;
- ii) Twenty (20) committee members, the number of which shall be determined by the committee chairs;
- iii) Five to ten (5-10) Volunteers, the number of which shall be determined by the Chairs

### 1.08.03

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised throughout the year shall be donated towards causes and/or charities directly related to Cancer, with the specific charities being chosen by the chairs at the start of the year.

## SECTION 9 | COMMUNITY LIVING

### 1.09.01

The Community Living Committee (CL) aims to raise awareness about the importance of an inclusive and accessible environment and break down stigmas surrounding living with a disability. The club has two main branches: the Executive committee and the volunteers. The committee is responsible for organizing and executing fundraising and awareness initiatives to raise funds for Community Living Kingston and highlight the importance of an accessible and inclusive environment. In addition to fundraising and raising awareness, the CL club provides a volunteer program between Queen's students and individuals living with an intellectual disability. The Community Living volunteer program is unique in that it

offers a range of volunteer opportunities. These include: being paired one-on-one with an individual, volunteering in a daycare, or running group activities. Together, ASUS Community Living Committee and Community Living Kingston strive to promote inclusion for everyone, at Queen's and the greater Kingston area.

#### 1.09.02

Membership of this committee shall be as follows:

- i) Two (2) Chair(s);
- ii) Ten to twelve (10-12) committee members, the number of which shall be determined by the committee chairs, including one Volunteer Coordinator;
- iii) Fifteen to thirty (15-30) Volunteers, the number of which shall be determined by the volunteer coordinator at the organization.

#### 1.09.03

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All money raised by the committee shall be donated to Community Living Kingston.

## SECTION 10 | CROHN'S AND COLITIS

#### 1.10.01

The Crohn's and Colitis (CC) committee has three primary goals: to raise awareness for Inflammatory Bowel Disease (IBD), to raise funds for Crohn's and Colitis Canada, and to provide a support network for Queen's students who are diagnosed with IBD. In partnership with Crohn's and Colitis Canada's Kingston chapter, CC hosts educational events for Queen's students and the Kingston community to increase awareness and decrease stigma surrounding IBD. In addition, the committee organizes a variety of fundraising events. The overall goal of this committee is to foster an inclusive environment and breakdown the stigma surrounding IBD.

#### 1.10.02

Membership of this committee shall be as follows:

- i) Two (2) Chairs;
- ii) Ten to twelve (10-12) committee members, the number of which shall be determined by the committee chairs.

#### 1.10.03

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised by the committee shall be donated to charities that specialize in Crohn's and Colitis.

## SECTION 11 | HEART AND STROKE

### 1.11.01

The Heart and Stroke committee (HS) aims to inspire students to make positive changes in their life through promoting healthy eating, active living, and increasing awareness about heart disease and mental health. HS works with the Heart and Stroke Foundation's Kingston chapter both on Queen's campus and in the Kingston community to achieve this goal. On campus, the committee organizes fundraising and awareness initiatives, such as the annual DOGA event and Athlete Auction fundraiser. Additionally, the HS student volunteers work in the Kingston community with representatives from the Heart and Stroke foundation to execute events such as the Big Bike Campaign and other educational presentations at local high schools. All proceeds collected through these various initiatives are donated to the Kingston chapter of the Heart and Stroke Foundation.

### 1.11.02

Membership of this committee shall be as follows:

- i) Two (2) Chairs;
- ii) Committee members, the number of which shall be determined by the committee chairs;
- iii) Five to fifteen (5-15) volunteers, the number of which shall be determined by the Chairs

### 1.11.03

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised by the committee through fundraising shall be donated to the Kingston Chapter of the Heart and Stroke Foundation.

## SECTION 12 | KIDS 4 KIDS

### 1.12.01

The main goal of Kids 4 Kids (K4K) is to raise awareness for the Child Life programs in Kingston. The Child Life programs work to improve sick children's welfare when admitted to a hospital. The Kids 4 Kids executive team is responsible for organizing and executing fundraising events throughout the school year. These events aim to raise awareness on campus for the importance of child life programs and fundraise for Almost Home. In addition, the Co-Chairs and volunteer committee are responsible for planning events in the

COPC to provide diversionary and engaging activities for the children and support for the families. The volunteer team is responsible for supporting Almost Home and their operations as needed.

#### 1.12.02

Membership of this committee shall be as follows:

- i) Two (2) Chair(s);
- ii) Ten to twelve (10-12) committee members, the number of which shall be determined by the committee chairs;
- iii) Ten to fifteen (10-15) Volunteers, the number of which shall be determined by the Chairs

#### 1.12.03

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised by the committee shall be donated to Almost Home.

## SECTION 13 | LOST PAWS

#### 1.13.01

ASUS Lost Paws (LP) works with local animal rescue organizations, including the Kingston Humane Society and Kingston Animal Rescue, to improve the quality of life of shelter animals. The club's three main goals are to fundraise, raise awareness, and volunteer in the community. Awareness Week and Critters on Campus are two of the main events that raise funds for these organizations and unite Queen's students with the Kingston community. The events also spread awareness of local animal issues, such as overpopulation, and encourage animal adoption and fostering options. An added benefit of the LP events is that they give students the opportunity to destress through animal interaction. In addition to fundraising efforts, Lost Paws offers a daily opportunities for Queen's students to volunteer at the Kingston Humane Society to provide socialization and exercise that the animals need to remain healthy and fit for adoption as well as opportunities for students to volunteer to support pet owners in the community through the local walks program.

#### 1.13.02

Membership of this committee shall be as follows:

- i) Two (2) Chairs;
- ii) Eight to twelve (8 -12) Committee Members;
- iii) Suggested number of volunteers: 120



### 1.13.03

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All money raised by the committee shall be donated to charities related to animal welfare.

## SECTION 14 | PARTNERS IN EDUCATION

### 1.14.01

Partners in Education (PIE) rests on three pillars: volunteering, fundraising and awareness initiatives. The PIE volunteer program entails working directly with Pathways to Education and their various mentorship programs, including tutoring and active living promotion. The committee aims to assist with the mission of Pathways to Education to break the cycle of poverty for students in Northern Kingston. The committee runs various on- and off-campus fundraising and awareness initiatives with all proceeds going towards the Kingston chapter of Pathways to Education. PIE also aims to bring students from Pathways to Education to the Queen's campus to engage in experiential and discovery-based learning activities in a postsecondary setting. ASUS Partners in Education strives to start conversations and break down misconceptions about poverty in Kingston and how we can promote equity in our community.

### 1.14.02

Membership of this committee shall be as follows:

- i) Two (2) Chair(s);
- ii) Ten to twelve (10-12) committee members, the number of which shall be determined by the committee chairs, including at least one Volunteer Coordinator;
- iii) Ten-twenty (10-20) Volunteers, the number of which shall be determined by the volunteer coordinator at the organization.

### 1.14.03

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised by the committee shall be donated to Pathways to Education: Kingston.

## SECTION 15 | SUPPER SERIES COMMITTEE

### 1.15.01

Supper Series is a biweekly event wherein the commission partners with a local restaurant to provide food delivery service to students and Kingston residences. A portion of the

profits from food orders are then donated to the Community Outreach Committees and their respective organizations. The Supper Series Committee will be responsible for taking orders, keeping track of finances, and making deliveries during Supper Series, as well as collaborating with other Community Outreach Committees and the partnering local restaurant to market and plan Supper Series.

#### 1.15.02

Membership of this committee shall be as follows:

- i) Deputy Community Outreach Commissioner (Sponsorship and Fundraising);
- ii) One Chair;
- iii) Five to ten (5-10) Committee Members, the number of which shall be determined by the Deputy Community Outreach Commissioner (Sponsorship and Fundraising)
- iv) 2-6 drivers, the number of which shall be determined by the Deputy Community Outreach Commissioner (Sponsorship and Fundraising).

#### 1.15.03

The Supper Series Committee is chaired by the Deputy Community Outreach Commissioner (Sponsorship and Fundraising) and a Supper Series Chair. The Chairs (Deputy Community Outreach Commissioner [Sponsorship and Fundraising] and Supper Series Chair) will be responsible for overseeing the committee and ensuring the success of each event. The responsibilities of the Chairs will include but are not limited to:

- i) Training the Committee Members and Drivers prior to the start of the first Supper Series event;
- ii) Scheduling a minimum of 10 Supper Series during the duration of the year whenever possible;
- iii) Maintaining communication with the restaurant partner throughout the year and ensuring a positive relationship is upheld;
- iv) Ensuring that all funds get deposited via completed e-transfer or manual credit entry before the delivery of food items;
- iv) Ensuring that all transactions are recorded throughout the Supper Series events and that the appropriate sum of money gets delivered to the restaurant partner no later than 2 weeks following the event;
- v) Submitting all marketing requests at least 2 weeks prior to the event.

#### 1.15.04

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising, and supply costs. All funds raised by the committee shall be divided between the organizations outlined in Sections 2.6 – 2.26.

### SECTION 16 | FIRST YEAR VOLUNTEER PROGRAM

#### 1.16.01

The First Year Volunteer Program is co-chaired by the Community Outreach Commissioner and Deputy Community Outreach Commissioner (Volunteer Support and Appreciation). This program allows first year students to engage with the variety of Community Outreach Committee events to assist in the success of the event, with the aim for them to apply for positions on the committees in the future.

#### 1.16.02

Membership of this program shall be as follows:

- i. Community Outreach Commissioner;
- ii. Deputy Community Outreach Commissioner (Volunteer Support and Appreciation);
- iii. Community Outreach Committee Co-Chairs;
- iv. Ten to twelve (10-12) First year student volunteers, the number of which shall be determined by the Community Outreach Commissioner and the Deputy Community Outreach Commissioner (Volunteer Support and Appreciation);

#### 1.16.03

The First-Year Volunteer Program is co-chaired by the Community Outreach Commissioner and Deputy Community Outreach Commissioner (Volunteer Support and Appreciation). These co-chairs will inform the Committee Co-Chairs of the program and connect them with the first year student volunteers. The Co-Chairs will be responsible for handing out sign-up sheets for their events prior to. The responsibilities of the first years involved in the program shall include but are not limited to:

- i. Complete all ASUS mandated training and attend the Community Outreach Volunteer training day;
- ii. Sign-up to for various Community Outreach Committee and Commission-wide events;
- iii. Attend and assist at various Community Outreach Committee and Commission-wide events and fundraising initiatives.

### SECTION 17 | ASUS CITY ENGAGEMENT PROGRAM

### 1.17.01

The ASUS City Engagement Program (ACEP) aims at integrating students both within ASUS and the city of Kingston. Volunteers work closely with a member of the Kingston City Council to learn and aid a specific project under their portfolio. The ACEP volunteers meet biweekly as a collective to update each other on their respective portfolios in addition to working and planning initiatives and special projects geared to improving relationships between Arts and Science students and the greater Kingston community. They will also receive ongoing support from a member of ASUS Council with insight into their project topic.

### 1.17.02

The membership is comprised of:

i) Member of the Executive (Chair)

ii) All 16 ACEP volunteers, which will focus on topics including but not limited to:

1. Volunteer to the President (2)
2. Volunteer to the Vice President (Operations) (2)
3. Volunteer to the Academics Commissioner (2)
4. Volunteer to the Equity Commissioner (2)
5. Volunteer to the Governance Officer (2)
6. Volunteer to the Human Resources Officer (2)
7. Volunteer to the Marketing and Communications Officer (2)
8. Volunteer to the Services Commissioner (2)

iii) City Staffers

iv) ASUS Council Members

### 1.17.03

The ACEP is chaired by a member approved. The Chair will be responsible for overseeing and facilitating conversation, supporting initiatives and gaining feedback on the experience of the volunteers. The responsibilities of the chair will include but are not limited to:

- a) To organize and inform members of meeting times;
- b) To call a meeting a minimum of once every two weeks;
- c) To propose discussion topics and potential initiatives to the volunteers by setting the agenda for each meeting;
- d) Facilitating a mid-year feedback session to gain feedback and modifications needed on the overall program;
- e) Strive to offer the volunteers the opportunity to reflect on their projects and consider ways in which their portfolios can be expanded as well as areas of overlap between their projects and those of other members of ACEP or other branches of the Society;

- f) To provide support and guidance for the volunteers and their projects that they undertake throughout the year within ACEP;
- g) To provide opportunities and experiences for the volunteers to familiarize themselves with and learn more about Kingston;
- h) Offer meaningful professional development skills opportunities;
- i) To oversee and facilitate the creation of the end-of year report.

#### 1.17.04

The 16 volunteers will be responsible for integrating into the program by engaging with the established resources. The role has a time commitment of 1-3 hours a week. This program will be open for all students second-year and above students as an immersive opportunity. The responsibility of the volunteers will be:

1. To attend all bi-weekly group meetings called by the Chair for further collaboration and discussion;
2. To report to the Chair and the rest of the ACEP volunteers as to what they are doing within their portfolio;
3. To meet bi-weekly with member of the Kingston City Council;
4. To work alongside a member of the Kingston City Council and carry out a project, initiative or shadow experiences under their portfolio;
5. To engage in 1-2 hours of independent work on their project per week;
6. To meet bi-weekly with their respective Commissioner, Officer, or Executive;
7. Liaise with and seek out support from other members within the Society for their initiatives to ensure a collaborative work space;
8. If necessary, to meet with other ACEP volunteers and ASUS Council members to finish their projects in a timely fashion;
9. To complete a year-end report in conjunction with all ACEP volunteers that summarizes the work that they have completed through the Program;

The central takeaways for the volunteer will include but are not limited to:

1. A completed project in the topic of their choice
2. A larger collaborative project and/or report on behalf of the cohort of nine volunteers
3. An established bond and mentorship alongside a City Staffer and a member of ASUS Council
4. Stronger integration into Queen's and the City of Kingston

A volunteer's project can be defined as any initiative, advocacy aim, operational task or shadowing taken on by the volunteer through their interactions with the City Staffer. The project's aim, goals and scope can be established between the volunteer and the staffer to increase flexibility. These projects and tasks will be shared with the chair throughout the semester to encourage transparency. The elements of a strong project may include but is not limited to:

1. Engagement with city issues and topics

2. Larger outreach to different city-wide supports and institutions
3. Bridging gaps between city and university relations
4. Strategies to engage students with the city of Kingston
5. A stronger understanding of professional development opportunities
6. Insight into a new and unique portfolio of interest
7. Long-term planning and consultation for the city

1.17.05

The City Staffers will be responsible for engaging and integrating their respective volunteers into the Kingston municipality and its many opportunities. Their role will be to extend their area of expertise to the volunteers and provide mentorship, insight and support. Their responsibilities would include but are not limited to:

1. To facilitate one-on-one bi-weekly meetings with their volunteers for approximately 1 hour
2. To provide them with insight on opportunities and experiences offered in Kingston and beyond
3. To support and work alongside the volunteer on a project or initiative that falls under their portfolio
4. To be understanding and adaptive to the bandwidth of the student’s workload as they engage in this immersive program

1.17.06

ASUS Council shall work to educate the volunteers on the diverse functions of the Society, act in the capacity of a mentor, help them to reflect on their work and contributions to the city and facilitate opportunities for professional development. Their responsibilities would include but are not limited to:

1. To facilitate one-on-one monthly meetings with their volunteers for approximately 1 hour
2. To mentor them on the opportunities that exist in ASUS and beyond.
3. To assist and provide additional insight on the project at hand
4. To include them on any areas of interest in their portfolio

Monthly Overview

Week	Events
1	1 hour meeting with City Staffer, Maximum of 2 hours flex work on project
2	1 hour meeting with ASUS Council member, 1 hour meeting as a collective group, 1 hour flex work on overarching project or initiative
3	1 hour meeting with City Staffer, Maximum of 2 hours flex work on project

4	1 hour meeting with ASUS Council member, 1 hour meeting as a collective group, 1 hour flex work on overarching project or initiative

### Monthly Overview

Month	Events
August	Finalize policy for the role Finalize job description Confirm sub-project topics Confirm names of City Staffers Get final confirmation of program format
September	Market the positions Open hiring Engage and finalize hiring Connect and introduce members to their City Staffer virtually
October	Have a first launch group meeting (group-wide city tour) Begin the weekly recurring meetings with bi-weekly group check-in points Students begin work on their project
November	Continue weekly recurring meetings along with the bi-weekly group check-in points Begin discussions on group-wide report
December	Finish the semester with a semester-wide feedback session on the program and its format Institute needed changes for the second semester Reschedule meetings as needed based on a switch in student schedules
January	Begin second semester with a welcome back engagement opportunity (tour of city hall?) Begin second semesters recurring meetings with ongoing bi-weekly check-ins
February	Continue weekly recurring meetings along with the bi-weekly group check-in points Aim to complete a first draft of the report by the end of the month
March	Continue weekly recurring meetings along with the bi-weekly group check-in points Finalize the report with final edits

April	Launch the report publicly
-------	----------------------------

	<p>Host an end of the year city engagement experience Administer an end of the year feedback session for next year's program</p>
--	--