



College Royal Clubs Checklist & Contacts

College Royal Clubs Page:

<http://www.collegeroyalsociety.com/clubs-page.html>

Things to do in January in order to be involved in CR

- **Clubs Contacts:**

If your college affiliation representative is not listed, contact Laura DeKlein for questions.

Position	Name	Contact Info
VP of Open House	Laura DeKlein	crvpoh@uoguelph.ca
OAC	Kurtis Pilkington	kpilking@uoguelph.ca
CEPS	Elise Chung	echung@uoguelph.ca
OVC	Brooke Galloway	vgallowa@uoguelph.ca
CBE	Kristen Balawejer	balawejk@uoguelph.ca
CBS	Stephanie Rosen	srosen@uoguelph.ca

- **Thoroughly read the Open House Clubs Handbook found on the College Royal GryphLife Page**
 - All the regulations, designations and important dates can be found here!
- **Fill out the online registration form found on the College Royal GryphLife Page (link on the College Royal Clubs Page):**
- **DUE January 21st, 2019**
 - Room requests (bookings are done by College Royal, you will be notified of your location by March 6, 2019)
 - Decide the size of your entry (display or exhibit)
 - Equipment requests: if tables, chairs, staging sections are required, please include this in your entry form
- **Fill out online booklet entry form found on the College Royal Gryphlife**
- **DUE by January 21st, 2019:**
 - 50 words maximum
 - This is what will draw people to your display or exhibit
 - Visit collegeroyalsociety.com to view previous booklets for ideas
- **Sign Profit Retention Contract found on the College Royal GryphLife Page**
- **Due February 2nd, 2019**

- **Hand in a 'Sales and Solicitation' form to Hospitality Services (UC, North side, 4th floor) and an additional copy to College Royal (UC, North Side, 5th floor, 537) if:**
- **DUE January 28th, 2019**
 - You are giving anything away at your display (e.g. pamphlets, packaged seeds, take home crafts, information sheets etc.)
 - You are selling any items at your display
- **Hand in a Profit Retention Request Application, if you are interested in retaining all your profits from selling items during Open House Weekend**
 - There are a limited number of groups that are permitted to retain their profits each year
 - If your club submits an application, you will be asked to attend the College Royal Profit Retention Meeting on **Tuesday, February 5th, 2019 at 5:30pm in ANNU 141**
- **Contact Kelly Briscoe (kelly.briscoe@wdgpublichealth.ca) at the Wellington Dufferin-Guelph Public Health if you are planning on selling food Open House Weekend**
 - She will provide you with information on how to do so
 - Email letter of approval from Kelly to Laura DeKlein (crvpoh@uoguelph.ca), with "Public Health Approval – *Your Club Name*" as the subject line
- **Contact Anna Bolinder (aboldine@uoguelph.ca), Assistant Director of Animal Care Services if you are planning on having live animals at your display/exhibit or contact Natalie Templeton for questions (templetn@uoguelph.ca)**
 - Refer to Clubs Handbook for more details
- **Fill out PDR Request Form, found on College Royal GryphLife Page, if you are interested in applying for funding through College Royal**
- **Due on January 28th, 2019**
 - If your club submits an application, you will be asked to attend the College Royal PDR Meeting on Tuesday, February 5th, 2019 at 5:30pm in ANNU 141
- **Pay your \$50 deposit to College Royal Society**
 - Can be done in person in our office if unable to attend mandatory Winter Clubs Info Night (UC, north side, 5th floor, 537) by January 25th, 2019 OR
 - **DUE At the next Winter Clubs info night on January 16th, 2019**
 - **CHEQUES ONLY!** (made out to College Royal Society)
 - If guidelines are abided by, cheques will be returned at the end of Open House Weekend