

# Western Engineering Clubs and Teams Guide



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# Key Contacts

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## Experiential Learning

*For events, competition and travel support, as well as general club or team administration.*

Name	Role	Email
<b>Stephanie Tigert</b>	Director of Student Services	stigert2@uwo.ca
<b>Stacy Dinel</b>	Administrative Assistant – Career Services & Experiential Learning	stacy.dinel@uwo.ca
<b>Kyle Reid</b>	Manager, Career Services & Experiential Learning	kreid54@uwo.ca

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## Engineering Finance and Stores

*For help with purchases, reimbursements, travel funding, financial forms, and truck and trailer rentals.*

<b>Remington Wickman</b>	Director of Finance	remington@uwo.ca
<b>Vicki Douvalis</b>	Financial Officer	vdouval@uwo.ca
<b>Stephen Mallinson</b>	Logistics & Procurement Coordinator	smallins@uwo.ca
<b>Paul Sheller</b>	Logistics & Procurement Coordinator	psheller@uwo.ca

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## Student Machine Shops

*For access, training, and technical guidance related to the engineering student machine shops.*

<b>Duane Jacques</b>	Assistant Professor & Student Shops Advisor	djacque4@uwo.ca
<b>Alex Nutting</b>	Project Specialist & Student Shop Advisor	anutting@uwo.ca

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## Facilities

*For help with building or storage space access, and general facilities support.*

<b>Mike Gaylard</b>	Facilities Manager	mgaylard@uwo.ca
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## Advancement Operations (Sponsorships)

*For processing sponsorships, donations, and corporate support payments.*

<b>Advancement Operations</b> Sponsorships & Donations	sponsorships@uwo.ca
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# Event Requests and Room Bookings

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## Overview

Any student club or team hosting an event — on or off campus — must receive approval by completing the [Engineering Event Request Form](#). This form should be completed by a designated executive or event planner with as much detail as possible.

### Examples of event types include:

- Regular club or team meetings
- Social activities or networking events
- Professional development workshops
- Competitions or conferences
- Experiential learning opportunities
- Any other official club or team activities

 **Tip:** Complete your form early — at least one week in advance — to allow time for review and confirmation.

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## Recurring Events

Recurring events, such as weekly team meetings, can be approved by indicating the **recurrence frequency** on the Event Request Form.

<b>Recurring Event *</b> Is this a recurring event that you would like to book for the same day and time in future weeks of the current term (example - weekly or monthly meeting)? <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Recurrence Frequency *</b> <input type="radio"/> Weekly <input type="radio"/> Bi-weekly <input type="radio"/> Monthly <input type="radio"/> Other
<b>**IMPORTANT**</b> You have indicated that you would like this meeting booked on a recurring basis. Please note that we can only book rooms for recurring events up until the end of the current academic term. If you would like the event booking to continue recurring in the next academic term, you must submit another form in the new term prior to the date of the first event.	

### **Important:**

- Recurring events requiring a room booking are approved **only until the end of the current academic term**.
- To continue your booking into the next term, you must **submit a new Event Request Form** before the first scheduled meeting of that term.
- If your recurring event uses a classroom, **the same room cannot be guaranteed** in future terms.

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## Weekend Events

For weekend bookings, students must use a **Western Engineering student card** for building access.

### Guest Access Rules:

- Guests (non-engineering students or visitors) must be escorted by an engineering student with valid card access.
- **Do not prop open or leave doors unlocked** to allow entry.
- For large events (conferences, competitions, etc.) it may be possible to have the building unlocked. These requests must be made to the Director of Student Services.

 **Failure to follow access rules will result in suspension of room booking privileges.**

 **Tip:** If your event includes outside guests, assign one student with card access to manage entry.

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## Engineering Classroom and Atrium Bookings

If your event requires a larger space, such as a **classroom** or **atrium**, indicate this clearly on the Event Request Form. All engineering managed rooms are listed on the form, along with their capacities. You may list several room preferences that meet your needs, and every effort will be made to accommodate your request based on capacity and availability.

 Once approved, you will receive a **confirmation email** detailing your assigned room.

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## Booking Other Western Spaces

If your event requires a space **outside of Engineering**, follow the appropriate process below:

### Small Meeting Rooms (Engineering only):

- ACEB 2437, 2439, 2445, 2448, 2450, 3448, 3450, or 4450
- Visit [rooms.eng.uwo.ca](http://rooms.eng.uwo.ca) for booking instructions.

### Non-Engineering Classrooms:

- Contact **Western Room Bookings** at [bookroom@uwo.ca](mailto:bookroom@uwo.ca).

### UCC Event Spaces:

- For Mustang Lounge, McKellar Room, The Wave, or The Spoke, book through the [USC Reservations website](#).

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## Event Food & Beverage Purchases

If you plan to purchase food or beverages using club or team funds:

1. Contact **Engineering Finance and Stores** (Paul Sheller – psheller@uwo.ca or Stephen Mallinson – smallins@uwo.ca) **at least three business days before** the event and provide them with PDF copy of approved Event Request Form.
2. Arrange the approved **payment method** before making any purchases.
3. Retain all **receipts** and submit them with your **speed code** immediately after the event (or the next business day for evening/weekend events).

### **Important notes on event food & beverage purchases:**

- Only events that have a clear experiential learning outcome or represent a key club initiative are eligible for food and beverage purchases using club funds.
- Club funds should not be used to make purchases for events that are purely social in nature or are part of regular club operations (i.e. repeated pizza purchases for regular club meetings are not acceptable).
- Event food and beverage purchases should be limited to 1 event per academic term.

 **Tip:** Keep both digital and physical copies of receipts for your records.

# Club and Team Travel

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## Overview

When planning any kind of travel with your club or team, there are specific forms and approval processes that must be completed before departure. The requirements depend on the purpose and destination of your trip.

For guidance and approval, contact:

 **Kyle Reid** — Manager, Career Services & Experiential Learning ([kreid54@uwo.ca](mailto:kreid54@uwo.ca))

 **Tip:** Connect with Kyle early in your planning process to confirm which forms are required for your trip.

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## Domestic Travel Requirements

All students travelling within **Canada** for a club or team event must complete the [Student Travel and Assumption of Risk Form](#).

This form requires:

- **Travel details** (destination, dates, and purpose)
- **Emergency contact information**
- **Insurance details** (if applicable)
- **Acknowledgement and signature** on the **Assumption of Risk Statement**

 **Important:** This form must be submitted and approved **before any travel-related purchases** (such as transportation or accommodation) are made.

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## International Travel Requirements

Students travelling for club or team events outside of Canada must complete the [International Experience Information Form](#).

This form requires:

- Travel and destination details
- Insurance information (if applicable)
- Upload of completed Student Travel and Assumption of Risk Form
- Upload of a Certificate of Completion for the International Pre-Departure Training

 **International Pre-Departure Training:** Visit [Western International – Pre-Departure Training](#) for details and to obtain your completion certificate.

 **Tip:** Complete your pre-departure training and submit your forms **at least two weeks before** travelling to avoid delays in approval.

### **Additional Notes on Travel to the United States:**

- Students traveling to the United States must ensure they have a valid passport and meet any visa requirements, especially if they are international students who require a visa to enter the U.S.
- It's essential to carry all necessary documents, including your passport, study permits and U.S. visa (if applicable), proof of enrollment, travel itinerary, and accommodation details. Avoid relying solely on digital versions.
- Be aware that U.S. border agents may inspect electronic devices such as phones, laptops, or tablets. Agents can request passwords and, if access is denied, may seize the devices. To protect your privacy, consider minimizing sensitive data stored on their devices before traveling.

For additional information on travel requirements and safety procedures, please contact the Western International office, [safetyabroad@uwo.ca](mailto:safetyabroad@uwo.ca)

### **Travel Expenses**

Before making any trip-related purchases, ensure your travel has been officially approved through the required forms. Once travel has been approved, contact **Engineering Finance and Stores** for assistance with payment methods and purchasing procedures.

For **pre-departure expenses** (e.g., flights or accommodations), contact:

- **Paul Sheller** — [psheller@uwo.ca](mailto:psheller@uwo.ca) or **Stephen Mallinson** — [smallins@uwo.ca](mailto:smallins@uwo.ca)
- They may be able to process payments using a faculty credit card directly billed to your club or team account.

For **purchases made during the trip** (e.g., fuel, food, or supplies):

- Use a personal credit card and request reimbursement upon return.
- Keep all itemized receipts and contact Engineering Finance and Stores when you return to submit an expense reimbursement. The Financial Officer, Vicki Douvalis, will send you an email link and instructions to complete the form online.
- Reimbursement processing can take **up to four weeks**

 **Note:** Faculty credit cards **cannot** be taken on trips by students or teams.

 **Tip:** For full details on purchasing and reimbursement, see the *Engineering Finance and Stores* section of this guide.

# Team Competitions

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## Overview

Team competitions require additional planning and approvals, as they often involve travel for multiple members, larger budgets, and greater safety and administrative considerations. Competitions also serve as an important experiential learning opportunity, helping students apply classroom knowledge, develop teamwork skills, and share lessons for future teams.

For questions about competition planning, contact:

 **Kyle Reid** — Manager, Career Services & Experiential Learning, [kreid54@uwo.ca](mailto:kreid54@uwo.ca)

 **Tip:** Begin planning early — at least **three weeks before** your competition start date — to allow time for approvals, budgeting, and insurance processing (if required).

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## Competition Information Form

The first step in having your competition approved is completing the [\*\*Competition Information Form\*\*](#) — due **no later than three weeks before** the competition begins.

This form applies to both **domestic and international competitions** and requires:

- Team participant list
- Competition details (name, location, and dates)
- Travel and accommodation plans
- Upload of competition budget
- Competition Organizer contact details
- Liability insurance requests (if required)

The form also includes instructions for collecting and submitting **individual travel forms** for each attending team member.

 Refer to the **Club/Team Travel** section of this guide for more information on travel form requirements.

 **Important:** Late submissions may delay or prevent competition approval.

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## Insurance Requests

Some competition organizers require teams to provide proof of general liability insurance. In these cases, a **Certificate of Insurance (COI)** can be issued as evidence of an active insurance policy.

If proof of insurance is required:

1. On the **Competition Information Form**, select “**Yes**” when asked if proof of insurance is needed.
2. Email **Kyle Reid (kreid54@uwo.ca)** with:

- Documentation from the competition organizer outlining the insurance requirement
- The following details for the organization requesting proof:
  - Organization Name:
  - Street Address:
  - City:
  - Province / State:
  - Postal Code/ZIP:
  - Country:
  - Contact Name:
  - Title:
  - Telephone:
  - Email Address:

 **Tip:** Insurance certificates can take several business days to process — submit your request as soon as possible after confirming competition details.

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## Competition Budgets

Each Competition Information Form must include a **detailed budget** outlining all expected expenses charged to the team's account.

Your budget should include expense items such as:

- Travel costs (flights, vehicle rentals, fuel, tolls)
- Meals and accommodations
- Competition registration fees
- Equipment or material shipping costs

You should also include any expected **team member contributions** that will be used to offset expenses and lower the amount to be charged to club/team accounts.

The submitted budget will be reviewed to ensure:

- Responsible and reasonable spending
- Sufficient funds remain in your account for additional or unexpected expenses

 **Important:** Club and team accounts **cannot go into a deficit position**. Keep reserve funds in your account to cover unforeseen costs.

 **Tip:** For questions about your team's account balance, contact **Engineering Finance and Stores**.

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## Required Post-Competition Deliverables

Competitions represent the culmination of months of design, testing, and teamwork. To capture and share this valuable experience, each team must submit **post-competition deliverables** within **one month of returning**.

Deliverables include:

-  **Formal Faculty Report** (5–8 pages), including:
  - Competition logistics (dates, travel, transportation, accommodations, meals, etc.)
  - A “Day in the life” style itinerary overview
  - Documentation of final competition scoring results
  - Design innovations and engineering challenges
  - Key technical findings and performance summary
  - Team highlights, reflections, and accomplishments

Optional, but appreciated:

-  **Team photos** taken during competition events (e.g., social nights, technical exhibits, race or presentation days)
-  **Videos** of major moments (e.g., launches, races, testing, etc.)
-  **Notification of any new trophies or awards** for Faculty display

All post-competition deliverables must be emailed to **Kyle Reid (kreid54@uwo.ca)**

 **Tip:** Assign one team member to function as a **competition historian** — responsible for photos, documentation, and report coordination. This helps preserve knowledge for future team members.

# Academic Considerations

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## Overview

Participation in official Western Engineering clubs or design teams may occasionally conflict with academic deadlines, such as assignments, labs, or exams. In these cases, students may request academic consideration for missed course deliverables related to a sanctioned Faculty activity.

 **Tip:** Always communicate with your instructor as soon as you know a conflict exists. Early notice improves the likelihood of reasonable accommodation.

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## Request Process

**Submit your request** through the [Student Absence Portal \(SAP\)](#).

- Include details of the missed deliverable (assignment, lab, test, etc.)
- submit before the missed deliverable, or no later than 48 hours after the due date

2. **Attach supporting documentation**, including:
  - A letter or email from your Faculty Advisor
  - The approved **Kuali Event or Competition Form** confirming your participation.
3. **Monitor your Western email** for follow-up from your instructor or academic advisor.

 **Important:** Academic consideration is not guaranteed. Each request is reviewed at the discretion of the instructor, in accordance with the course outline and Faculty policies.

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## Understanding Course Policies

Before submitting a request:

- Review your **course outline** carefully to understand what forms of consideration are permitted.
- Some instructors may offer options such as:
  - Reweighting the final exam
  - Granting an extension
  - Providing an alternate assessment

 **Tip:** Academic consideration is designed to support legitimate conflicts with approved Faculty activities — not to replace proactive planning. Always review your academic schedule before committing to travel or competitions.

# Engineering Finance and Stores (EFS)

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## Overview

Western Engineering **Finance and Stores (EFS)** is your faculty resource for **finance, purchasing, logistics, ecommerce, and vehicle/trailer rentals**. All club and team leaders are strongly encouraged to familiarize themselves with the information in this section and to visit the EFS website for additional guidance and forms.

 **Tip:** EFS staff are your first point of contact for questions about purchases, reimbursements, or account balances.

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## Club Accounts

Most UES-affiliated clubs and teams have their own **speed codes** — four-character alphanumeric identifiers linked to Faculty-managed financial accounts used for purchases.

### Key details about club accounts:

- Some revenue sources are subject to HST collection.
- If a club or team remains inactive for two years, its account will be closed, and remaining funds will be transferred to the Western Engineering Endowed Student Donation Fund (WEESDF).
- All accounts are subject to a 7% overhead on all expenses, collected by Western Finance.

### Overhead and Credit Balancing:

Accounts may offset some overhead costs through **matching credits** from incoming cash sources such as:

- **WEESDF** (Western Engineering Endowed Student Donation Fund)
- **WESEF** (Western Engineering Student Endowment Fund)
- **Donations**

 **Note: Sponsorship revenue does not count** toward overhead credits.

### Example:

If your club spends \$1,000, a \$70 overhead charge will be applied. However, if your club received \$1,000 in WEESDF funding, an equivalent credit may help offset that overhead amount.

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## Account Reports

Club accounts can **never go into deficit**, so it's critical to know your account balance before committing to or making any purchases.

Account management guidelines:

- You may request an updated account balance or spending report by emailing **Vicki Douvalis** ([vdouval@uwo.ca](mailto:vdouval@uwo.ca)).
  - Always include your speed code when contacting EFS.
- Keep in mind that some expenses may not appear in your account report until the end of the month (after vendor payment processing).
- Track any pending payments manually to ensure you don't overspend.
- If you need help interpreting financial reports, Vicki can assist you directly.

 **Important:** Spending beyond your account's available balance is not permitted.

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## Account Signing Authority

Account signing authority determines which team members are permitted to request purchases or access financial information.

- Complete the [Account Signing Authority Form](#) to establish authorized users.
- Each team may list up to **three individuals** with purchasing access.

 **Tip:** Update your signing authority form annually — especially when club executives change.

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## Engineering E-Store

EFS can set up an online **Engineering E-Store** to collect membership fees, merchandise payments, or event registration fees.

**Key details:**

- Payment options: **Visa** or **Mastercard** only.
- Each transaction is subject to a **2.65% chargeback fee** to the club/team account.
- To set up an item on the E-Store, email **Vicki Douvalis** ([vdouval@uwo.ca](mailto:vdouval@uwo.ca)) with the following information:
  - Club speed code
  - Item name
  - Cost
  - Quantity available
  - Club/team logo (if applicable)

 **Tip:** You can request e-commerce sales reports from Vicki at any time.

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## Travel and Event Expenses

All on-campus and off-campus club or team events must be approved prior to the event date by submitting an [\*\*Engineering Event Request Form\*\*](#). EFS requires proof of this approval before allowing any related purchases to be charged to club accounts.

For competitions, the **approved budget** submitted through the [\*\*Competition Information Form\*\*](#) determines which expenses are eligible for direct purchase or reimbursement.

 **Tip:** For guidance on competition or travel planning, contact **Kyle Reid** ([kreid54@uwo.ca](mailto:kreid54@uwo.ca)) — Manager, Career Services & Experiential Learning.

### If your club or team is travelling:

- Decide on the most feasible mode of transportation, then consult Paul Sheller ([psheller@uwo.ca](mailto:psheller@uwo.ca)) or Stephen Mallinson ([smallins@uwo.ca](mailto:smallins@uwo.ca)) to coordinate logistics.
- **Do not book transportation independently** without first receiving approval from Paul or Stephen.
- Faculty credit cards may be used by staff for approved pre-departure purchases, such as flights or accommodations.
- Teams **cannot take Faculty credit cards** on trips.
- Purchases made during travel (e.g., fuel, food, or supplies) must be made using a **personal credit card**, with **reimbursement requested after returning**.

 **Important:** Travel must be approved before any related purchases are made. See the *Club/Team Travel* section of this guide for detailed travel requirements and forms.

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## Expense Reimbursements

Reimbursements should be avoided whenever possible but may be necessary for expenses incurred during travel or events. Processing can take **up to four weeks**.

### Reimbursement Guidelines:

- Only pre-approved expenses (as outlined in your competition or event budget) are eligible.
- Unapproved expenses may be partially or fully denied.
- **Private sales** (e.g., Facebook Marketplace, Kijiji) are **not eligible** for reimbursement.

### To request a reimbursement:

1. Email **Vicki Douvalis** ([vdouval@uwo.ca](mailto:vdouval@uwo.ca)) and include the approved Kuali competition or event form (PDF).
2. Vicki will send you the online reimbursement form and instructions.

 **Important:** You have the option for direct deposit which is linked to your direct deposit account on your student account. If your direct deposit information is not complete on your student account, a cheque will be produced and mailed to the address that is listed.

## Required Documentation for Reimbursement:

Include the following with your submission:

- Receipt of the expense you are requesting reimbursement for
- For event expenses: PDF copy of the approved Engineering Event Request Form
- For competition expenses: PDF copy of the approved Competition Information Form
- List of all individuals who attended (for meals or lodging claims)
- Explanation of the purpose of the event and the purpose of your group
- If the reimbursement is for supplies, explain the purpose of the purchase and what it will be used for.

 **Tip:** Keep both **digital and paper copies** of all receipts. Missing or unclear receipts cannot be processed for reimbursement.

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## Registration Fees

If paying a registration fee for an event or competition:

- Request that invoices be made out to **“Western University” or “The University of Western Ontario.”**
- Provide invoices to EFS at least two weeks before payment is due.
- Note that Western does not use e-transfer.
- Payment methods include cheque, credit card, or PayPal.

 **Tip:** Be mindful of **early bird deadlines** — plan well in advance to allow EFS enough time to process payment.

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## Procurement and Product Sourcing

Western Engineering’s **Logistics and Procurement Coordinators, Paul Sheller and Stephen Mallinson**, are your resources for sourcing products and services, making purchases, and managing shipping or delivery logistics.

**They can assist with:**

- Recommending reliable suppliers
- Negotiating terms with vendors
- Coordinating shared shipments to reduce delivery costs
- Managing import processes for cross-border purchases

 **Important:** If you are expecting deliveries to Western, notify Paul and Stephen in advance so they can prepare to accept them.

### **Cross-Border Shipping:**

Items shipped from outside Canada may be subject to **import fees, duties, or taxes**.

If you expect to incur international shipping charges, contact EFS beforehand — they can help ensure compliance with [Western's Customs and Logistics procedures](#).

 **Tip:** When possible, consolidate orders or ship to Western in bulk with other Faculty deliveries to reduce import and freight costs.

### **Samples or Donations from Outside Canada:**

If your team expects to receive samples, sponsorship materials, or donations from an international source, email Paul Sheller and Stephen Mallinson with the following information before shipping anything:

#### **Required Information**

- Company sending samples
- Manufacturer (if different)
- Country of manufacture
- Description of item/sample
- Monetary value (even if free)
- Club/team speed code (for any freight, duties, or taxes)

 **Important:** Missing or incomplete shipping information can result in delivery delays or customs holds.

 **Final Tip:** Keep open communication with EFS — they are here to help clubs and teams operate efficiently, stay financially compliant, and make the most of Faculty resources.

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# Student Club/Team Funding

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## Western Engineering Endowed Student Donation Fund (WEESDF)

WEESDF is funded by annual student donations and exists with the mission to support any individual or group that benefits the Undergraduate Western Engineering community, including engineering student organizations, undergraduate labs, and student projects and opportunities.

### Key facts:

- Supported by a \$130 annual student donation (\$80 from UEDF, \$50 from WESEL; opt-out available). Beginning in 2026, it will be funded exclusively by the \$130 student donation.
- Allocated funds must be used exactly as outlined in the club's approved WEESDF application budget and are typically posted to accounts in the fall term.

## Western Engineering Student Engagement Fund (WESEF)

WESEF is funded by an annual faculty donation and exists to enhance the quality of undergraduate education by supporting student-driven initiatives that enrich learning and engagement across the faculty. Each year, funds are made available to support projects, events, and other initiatives that directly benefit Western Engineering undergraduate students.

### Funding Application Processes

Feature	WEESDF	WESEF
Application Link	<a href="#">WEESDF Application Form</a>	<a href="#">WESEF Application Form</a>
Required Form Information	<b>For lab equipment:</b> Detailed project description, financial assessment (quotes), impact assessment, and funding request details.  <b>For club/team operations:</b> Club/team membership information, Faculty Advisor approval, detailed written proposal, full annual budget plan	Project, event, or activity purpose and expected impact on students  A detailed budget and requested amount  Timeline and logistics related to the request
Application Review/Awarding Process	The Undergraduate Engineering Society (UES), through the WEESDF Chair, distributes funding annually via a committee-based review process.	WESEF Project Funding Selection Committee: Director, Finance or designate; Director, Student Services or designate
Application Deadline	Deadline in mid-October, TBD and communicated by WEESDF Chair	Twice annually – October 31 & January 31

**⚠ Important:** All equipment & apparatus partially or wholly funded from awarded WEESDF or WESEF funds will remain the property of the Faculty of Engineering at Western for the benefit of current and future students.

# Faculty Trucks and Trailers

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## Overview

Western Engineering provides two Faculty trucks for approved club and team use — an **F150** and an **F250**. These vehicles support student design teams in transporting equipment, trailers, and competition materials safely and efficiently.

 **Tip:** Always plan your vehicle booking early — the trucks are shared among many clubs and fill up quickly during competition season.

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## Booking a Vehicle

- There are **two trucks available**:
  - **F150** – \$50/day
  - **F250** – \$60/day*(Rental fees fund insurance and maintenance costs.)*
- To book a vehicle, complete the standard vehicle booking process through the Engineering Finance and Stores (EFS) [Vehicle Booking Site](#).
- Vehicle requests are processed on a **first-come, first-served** basis.
  - If two or more clubs request the same dates, teams should attempt to resolve scheduling conflicts collaboratively.
  - If an agreement cannot be reached, EFS will make the final decision.

 **Important:** Vehicles will not be released unless all insurance and training requirements are completed in advance (see below).

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## Driver Insurance Requirements

- All drivers of the faculty-owned trucks must be approved under Western's insurance policy.
- To be added to the insurance list:
  1. Complete the [New Driver Form](#).
  2. Submit it to **Remington Wickman** ([remington@uwo.ca](mailto:remington@uwo.ca)).
  3. Submit the form **at least one week before** your vehicle booking date.
- Vehicles will **not** be released to unapproved drivers. Late submissions may result in **booking cancellation**.

 **Important note on use of own vehicle:** Coverage under Western's insurance policy only applies when driving the faculty-owned trucks. If using a personal vehicle, you must carry your own insurance policy. If you hitch a Western Engineering trailer to your personal vehicle, it becomes an extension of that vehicle and would fall under your personal vehicle coverage. Consider speaking to your insurance provider prior using a personal vehicle to haul a Western trailer.

 **Tip:** Once approved, drivers remain on the Faculty insurance list for future bookings — confirm your status before submitting duplicate forms.

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## Trailer Training Requirements

- Only students who have completed **Faculty-provided trailer safety training** may operate a truck with a trailer attached.
- Driver names will be verified prior to booking confirmation.
- Violations of this policy may result in **loss of vehicle and trailer privileges** for the team.

 **Important:** Untrained drivers may not tow trailers under any circumstances.

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## Vehicle Pick-Up

- Keys must be picked up from Engineering Finance and Stores (EFS) during regular business hours:  
 **Monday to Friday, 9:00 a.m. – 4:00 p.m. (excluding holidays)**
- During pickup:
  - The assigned driver must complete a **Pre-Trip Vehicle Inspection Checklist (See Appendix)**.
  - All known damage or issues must be noted and signed off before leaving campus.

 **Tip:** Build in time for the inspection process when planning your departure — it typically takes 10–15 minutes.

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## Using the Vehicle

Faculty trucks must be operated responsibly and treated with care.

Drivers are expected to:

- Follow all road safety laws and Western University policies.
- Keep vehicles **clean and well maintained** throughout use.
- Review the **vehicle manual and glove box materials** for instructions on:
  - Trailer hitch setup
  - Boosting batteries
  - Roadside emergencies
  - Contact information for assistance
- Park only in the designated Faculty spots at the Rec Centre end of the South Valley lot.

 **Tip:** Assign a co-driver or secondary contact for long trips to support safe driving and accountability.

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## Returning the Vehicle

### When returning the vehicle:

- Refill the fuel tank completely before drop-off.
- Ensure the interior and exterior are clean.
- If a trailer hitch was used, remove it and place it on the back seat floor.
- Return trucks to the Engineering Finance and Stores loading dock during regular business hours (Monday–Friday, 9:00 a.m.–4:00 p.m.).

### After-Hours Returns:

- **Do not drop off vehicles after hours.**
- If returning after 4:00 p.m. or on a weekend, **keep the keys** and return the vehicle to the loading dock at **9:00 a.m. on the next business day**.

Upon return, the assigned driver must complete a **Post-Trip Vehicle Inspection Checklist (See Appendix)** and sign off on any new issues. A member of the EFS team — typically **Paul Sheller** or **Stephen Mallinson** — may be present during the inspection.

 **Tip:** Take photos of the vehicle's condition before and after the trip to document cleanliness and any pre-existing damage.

# Donations and Sponsorships

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## Overview

Western Engineering student clubs and teams can receive external financial support through two main channels – donations and sponsorships. While both provide essential funding, they are managed differently to comply with university financial policies and Canada Revenue Agency (CRA) regulations.

 **Tip:** Always confirm whether funds are a *donation* or a *sponsorship* before accepting them. This ensures proper processing, receipting, and compliance.

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## Donations

A donation is a voluntary contribution made without any promise of recognition, promotion, or advertising in return. Donors may include individuals, alumni, or corporate supporters who wish to contribute to the educational experience of Western Engineering students.

### Key Points:

- Donations are **eligible for official charitable tax receipts**, issued by Western University.
- Donors cannot receive promotional benefits (e.g., logo placement, public acknowledgment, or event advertising).
- All donations must be processed through **Advancement Operations** to ensure proper receipting and compliance.

#### **Important:**

If any promotional benefit is offered (even small, like a logo on a poster), the contribution **cannot** be processed as a donation — it becomes a sponsorship instead.

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## Sponsorships

A sponsorship is a business transaction that provides recognition or promotional value to the sponsor in exchange for financial or material support. Sponsorships are common for competition teams, events, or design projects.

### Key Points:

- **Sponsors do not receive charitable tax receipts.**
- Sponsors receive a business receipt for accounting purposes.
- Examples of sponsor recognition include:
  - Company logos on team uniforms or vehicles
  - Mentions in social media posts
  - Banners or signage at events.

## Sponsorship Package Approvals

Clubs and teams that plan to approach companies or individuals for sponsorships should have a sponsorship package that clearly defines the benefits and recognition that the sponsor will receive for various contribution levels.

If seeking sponsorships, you must consider:

- **All sponsorship packages must be approved Western Advancement Operations prior to approaching companies or individuals.**
- Sponsorship packages must be re-approved every year, even if unchanged.
- To get your sponsorship package approved, **contact Advance Operations, [sponsorships@uwo.ca](mailto:sponsorships@uwo.ca)**

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## Depositing Funds

When receiving a donation or sponsorship, follow the appropriate process to ensure funds are properly recorded and credited to your club/team account.

If a cheque is mailed directly from a donor or sponsor:

1. Make the cheque payable to **“Western University.”**
2. Include a note referencing the **club/team name**.
3. Mail to:

### Advancement Operations

Western University  
1151 Richmond Street  
Westminster Hall, Suite 260  
London, Ontario, Canada, N6A 3K7

If a cheque is given directly to your club/team:

- Deliver it to **Engineering Finance and Stores (EFS)**.
- Include your **speed code** and a brief note explaining the purpose of the payment (e.g., “ABC Design Team sponsorship – Company X”).
- EFS will forward the cheque to **Advancement Operations** for processing and receipting.

 **Tip:** Keep a digital record (scan or photo) of any cheques and related correspondence for your team's files.

## Additional Payment Options

For alternative payment methods such as **credit card** or **EFT (electronic funds transfer)**, or for any inquiries about **donations and sponsorships**, contact:

 [sponsorships@uwo.ca](mailto:sponsorships@uwo.ca)

# Student Machine Shop

## Overview

Western Engineering's student machine shops provide teams with access to fabrication tools, machining equipment, and welding facilities. To ensure safety, fairness, and access for all, clubs and design teams must follow the approved **Shop Access and Scheduling Process** below.

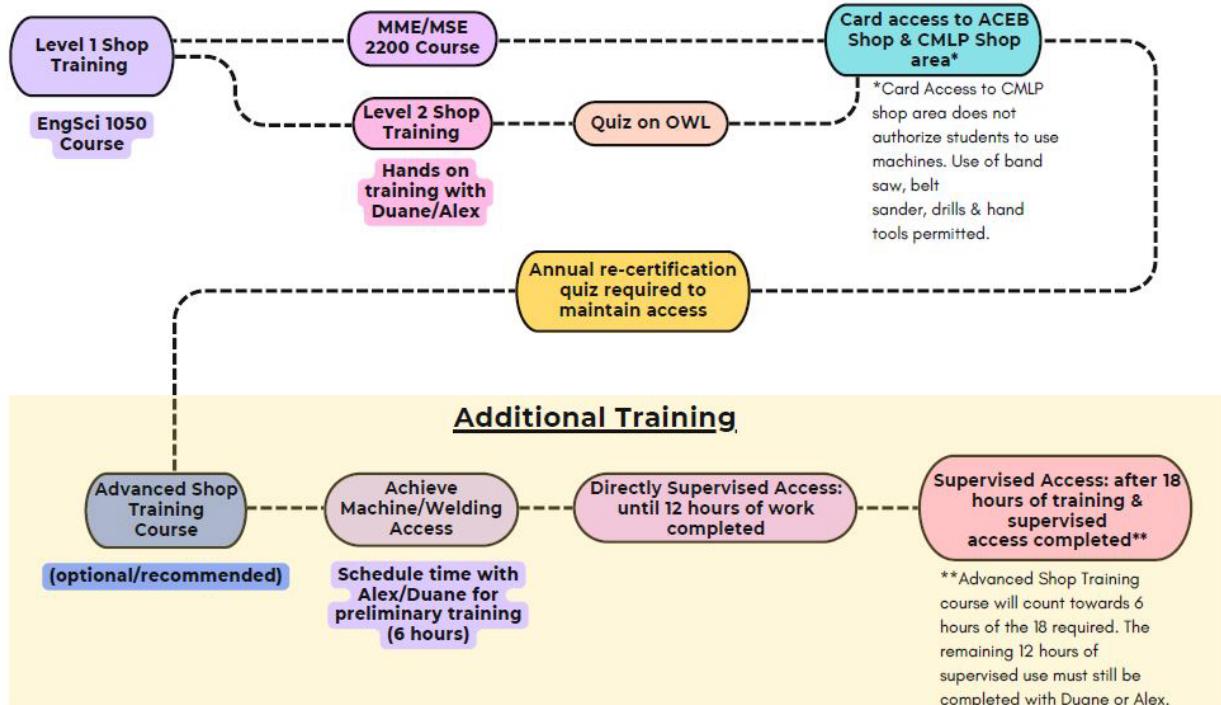
**⚠ Important:** If cleanliness or tooling standards are not maintained, **shop access may be restricted** — even for students with valid training or technical competency.

## Shop Access

Student access to the machine shop areas in CMLP and ACEB is controlled by card access and is restricted to students on an approved list maintained by the shop supervisors. Completion of training and/or demonstration of competencies are factors considered when granting shop and machine access. Any inquiries on having club/team members added to the shop access list should be directed to **Duane Jacques** ([djacque4@uwo.ca](mailto:djacque4@uwo.ca)) or **Alex Nutting** ([anutting@uwo.ca](mailto:anutting@uwo.ca)).

Below is a visual representation of training and steps required to gain access to student machine shop areas:

## SHOP TRAINING



## Work Scheduling Process

All work in the shops — whether directly supervised or indirectly supervised — **must be scheduled in advance** using the appropriate **Outlook Calendar**.

 **Tip:** Schedule as early as possible. Shop space fills up quickly during major project build periods.

### Machine and Welding Stations (Bookable via Outlook):

Room / Station Name	Access Notes
WE-ACEB-1440-PrototypeShop	Booked only by <b>Alex Nutting or Duane Jacques</b>
WE-CMLP-54-SS-MachineShop	Booked only by <b>Alex Nutting or Duane Jacques</b>
WE-CMLP-54-SS-Mill-Manual	Manual mill – available to approved users
WE-CMLP-54-SS-Mill-CNC	CNC mill – requires special authorization
WE-CMLP-54-SS-Lathe-A	Closest to sink – book for small parts
WE-CMLP-54-SS-Lathe-B	Secondary lathe station
WE-CMLP-54-SS-Welding-MIGTIG	MIG/TIG welding booth – authorized users only
WE-CMLP-63-SS-MainWorkshop	Schedule for bench-top tools and small machine work

For all calendar booking questions or issues, contact:

 [weshops@uwo.ca](mailto:weshops@uwo.ca)

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## Fabrication Safety Plans

Certain high-risk or specialized fabrication activities (e.g., welding, composites work, heavy lifting, etc.) require additional approval from the shop supervisor. This approval can be obtained by submitting the [Fabrication Activity Request form](#). The form requires you to agree to standard operating procedures for your identified activity and develop a safe work plan that recognizes potential risks.

 **Tip:** Submit Kuali forms early to avoid delays — some approvals may take several business days.

# Accident/Incident Reporting

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In the event that any club or team member experiences an accident, illness, incident, or close call, safety and medical assistance of those affected is the top priority. Once appropriate aid is received and safety is secured, the situation must then be formally reported.

## Steps for Reporting an Accident/Illness/Incident

In the event of an incident, please take the following steps:

1. Medical assistance and first aid are always top priorities. Only once appropriate aid has been received should you proceed with the next steps.
2. If possible, ensure the accident/incident scene is secured and made safe to prevent further accidents until an investigation is completed.
3. If the accident/incident occurred on campus, report it immediately to the Supervisor responsible for the area. For engineering student machine shops this would be **Alex Nutting or Duane Jaques**. For structures lab it would be **Aiham Adawi**. For other on-campus spaces, or any incidents occurring off-campus, contact the **Director of Student Services** as soon as possible.
4. The appropriate staff member will assist club/team members involved in completing the [Accident/Illness/Incident Report Form](#).

## Vehicle Accidents

If club/team members are involved in a motor vehicle accident involving a Western-owned vehicle, there are some additional steps that should be taken beyond those described above.

1. If there are personal injuries or severe damage to the vehicle, call 911.
2. If vehicle can be driven and if it's safe to do so, pull to the side of road away from traffic. Call and wait for local authorities to arrive and complete an accident assessment.
3. If the vehicle can be driven, you may proceed to your destination once authorities complete their investigation. Be sure to obtain information on the accident report.
4. Contact the **Director of Student Services** as soon as possible to report accident and discuss next steps.
5. If the vehicle cannot be driven, have it towed to a secure location such as a tow yard, obtain the contact information from the towing company, remove the license plates and take them with you.
  - o If those involved in accident are able to fit into other vehicles, proceed home. If there are no other vehicles with space, find a secure place to stay the night (hotel).
6. A [Western Vehicle – Accident Reporting Form](#) must be completed within 48-hours.

# Appendix

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## Pre/Post Trip Vehicle Inspection

Pre/Post Trip Vehicle Inspection	
Make of vehicle	
License Plate	
Odometer reading	
Date of inspection	
Time of Inspection	
Name of person who inspected the vehicle	
Signature of person who inspected the vehicle	
<b>Check box if item is in good condition and present (Put N/A if non-applicable)</b>	
Inside Inspection	Outside Inspection
<input type="checkbox"/> Steering wheel	<input type="checkbox"/> Windshield
<input type="checkbox"/> Brake pedal	<input type="checkbox"/> Wheels and Fasteners
<input type="checkbox"/> Trailer Brake system	<input type="checkbox"/> Tires
<input type="checkbox"/> Windshield washer fluid/ wipers	<input type="checkbox"/> Fuel System
<input type="checkbox"/> Mirrors	<input type="checkbox"/> Exhaust system
<input type="checkbox"/> Horn	<input type="checkbox"/> Suspension
<input type="checkbox"/> Driver's seatbelt and seat security	<input type="checkbox"/> Air bags
<input type="checkbox"/> Parking Brake	<input type="checkbox"/> Towing and coupling devices
<input type="checkbox"/> Indicators	<input type="checkbox"/> Load security
<input type="checkbox"/> Emergency equipment kit present	<input type="checkbox"/> Load covering
<input type="checkbox"/> All warning lights clear	<input type="checkbox"/> Mirrors
<input type="checkbox"/> Truck/ Trailer info book in glovebox	<input type="checkbox"/> Spare tire/ jack/ wrench
<input type="checkbox"/> Roadside emergency kit	
<input type="checkbox"/> Tie down kit	
<input type="checkbox"/> First aid kit	
<input type="checkbox"/> Tow hitch related to this vehicle	

Post Trip Only:

<input type="checkbox"/>	Tow hitch related to this vehicle placed on floor in back seat
<input type="checkbox"/>	Truck returned with full tank of fuel

Indicate any damage to the vehicle in the space provided using your own words or the following legend.

H - Hairline Scratch	PT - Pitted	T - Torn	B - Bent	CG - Cracked Glass	M - Missing	D - Dented
SM - Smashed	R - Rusty	CR - Creased	S - Scratched	ST - Stained	BR - Broken	N - None



1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

FRONT



DRIVER'S SIDE

11. \_\_\_\_\_  
12. \_\_\_\_\_  
13. \_\_\_\_\_  
14. \_\_\_\_\_  
15. \_\_\_\_\_

6. \_\_\_\_\_  
7. \_\_\_\_\_  
8. \_\_\_\_\_  
9. \_\_\_\_\_  
10. \_\_\_\_\_

BACK



PASSENGER'S SIDE

16. \_\_\_\_\_  
17. \_\_\_\_\_  
18. \_\_\_\_\_  
19. \_\_\_\_\_  
20. \_\_\_\_\_  
21. \_\_\_\_\_

## Pre/Post Trip Trailer Inspection

Pre/Post Trip Trailer Inspection			
Trailer identification			
License Plate			
Date of inspection			
Time of Inspection			
Name of person who inspected the Trailer			
Signature of person who inspected the Trailer			
<b>Check box if item is in good condition and present</b>			
Inside Inspection		Outside Inspection	
<input type="checkbox"/> Shelving	<input type="checkbox"/> Tires		
<input type="checkbox"/> Lighting	<input type="checkbox"/> Suspension		
<input type="checkbox"/> Tie down points	<input type="checkbox"/> Tailgate		
<input type="checkbox"/> Spare tire	<input type="checkbox"/> Reflectors		
<input type="checkbox"/> Jack, jack stand, wrench	<input type="checkbox"/> Brake lights		
<input type="checkbox"/> Roadside kit	<input type="checkbox"/> Turning signal lights		
	<input type="checkbox"/> Daytime running lights		
	<input type="checkbox"/> Harness connector		
	<input type="checkbox"/> Safety chains		
	<input type="checkbox"/> Brake safety cable		
	<input type="checkbox"/> Overall good condition of trailer		
	<input type="checkbox"/> Ball hitch appropriate size with pin installed		
	<input type="checkbox"/> Trailer receiver in good condition		
	<input type="checkbox"/> Trailer hitch latch in good condition with pin installed		
	<input type="checkbox"/> Trailer jack		
<input type="checkbox"/> Trailer hitch lock is installed when trailer is not coupled with vehicle			
<input type="checkbox"/> All keys returned			