



International Students' Association

ISAF

SU Council



ISA 2021/2022



ISAF Proposal

INTERNATIONAL
STUDENTS'
ASSOCIATION FEE

Submission to the
University of Alberta Students' Union (UASU)

Topic

International Students' Association Fee (ISAF)

Survey

This presentation will be using survey conducted jointly by the UASU Research and Advocacy Team and the ISA. Questions were drafted and the result was processed by UASU, while the survey was published and advertised by ISA.

The survey has a total of 335+ undergraduate international students as participants.





01

Overview

01.

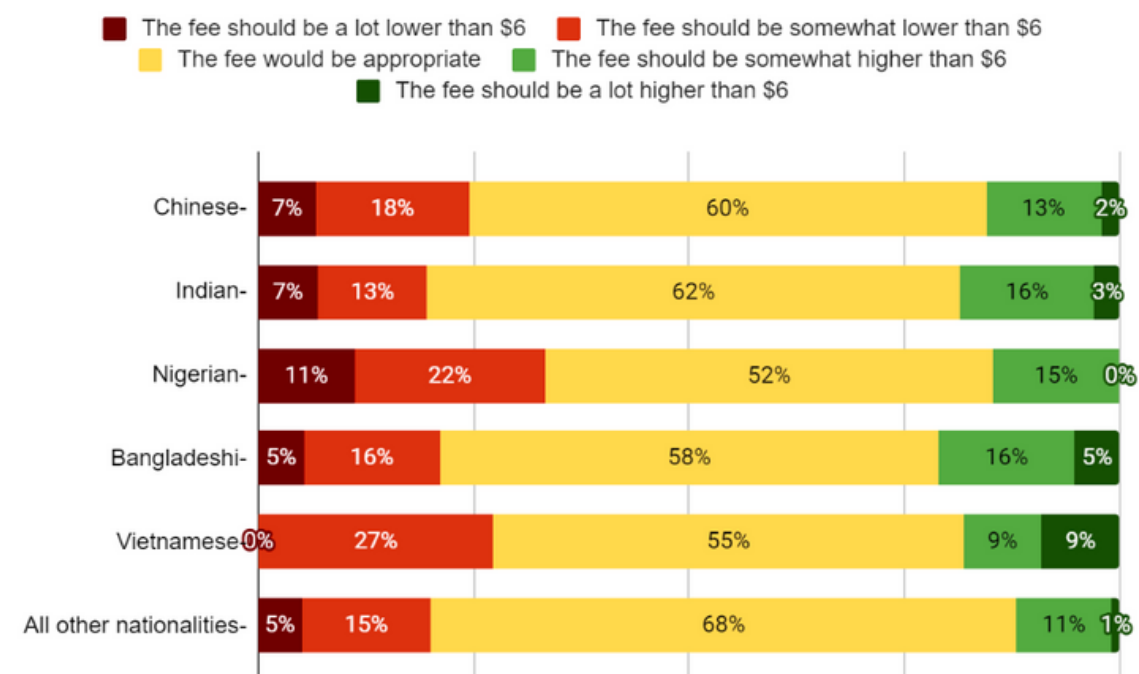
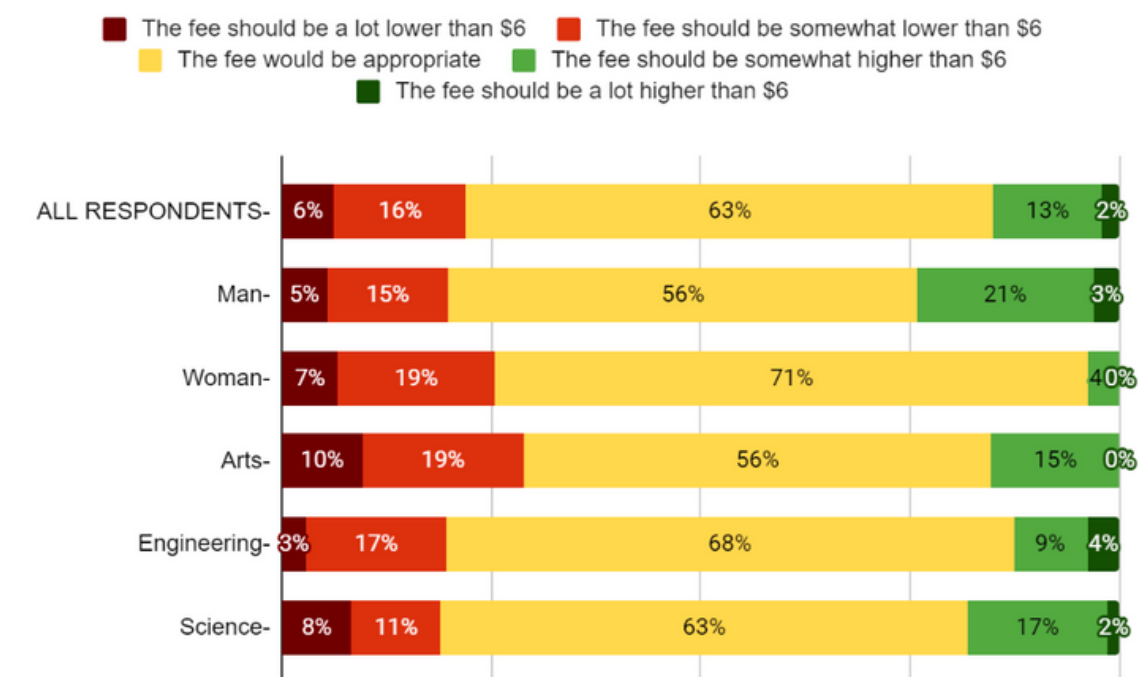
Fee Amount

\$3.5 per semester for every full-time and part-time fall, winter, and spring/summer.

Campus St-Jean and Augustana students shall be charged the same fee (as per UASU Bylaw 8200.9.1.c).

Off-campus (such as co-op or internship) students pay \$0.

“Now that you’ve seen what the ISA hopes to do with the fee revenue, what’s your opinion of the proposed \$6/semester fee?”



02.

Timeline

“If the international student body approves a fee like this, how often should they vote to renew it?”

- Every three years: 65%
- Every four years: 24%
- Every five years: 11%

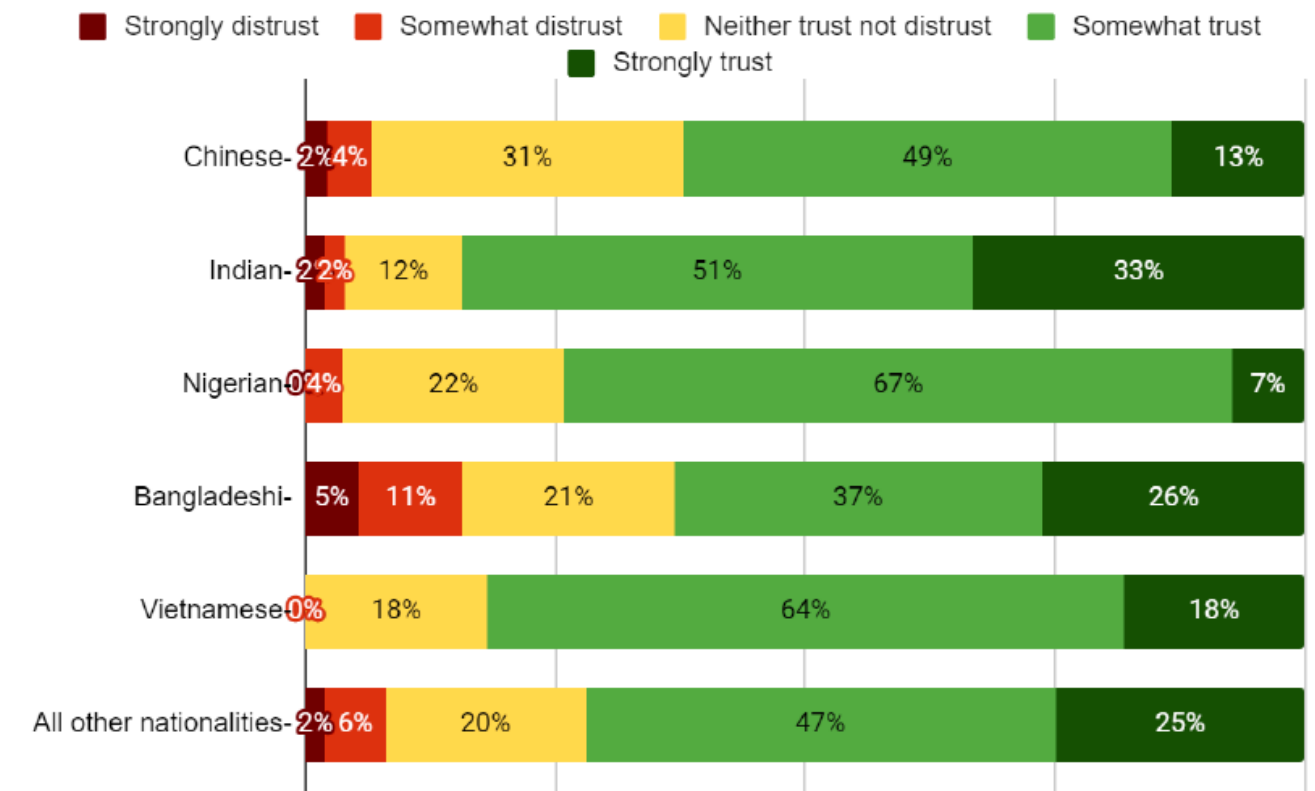
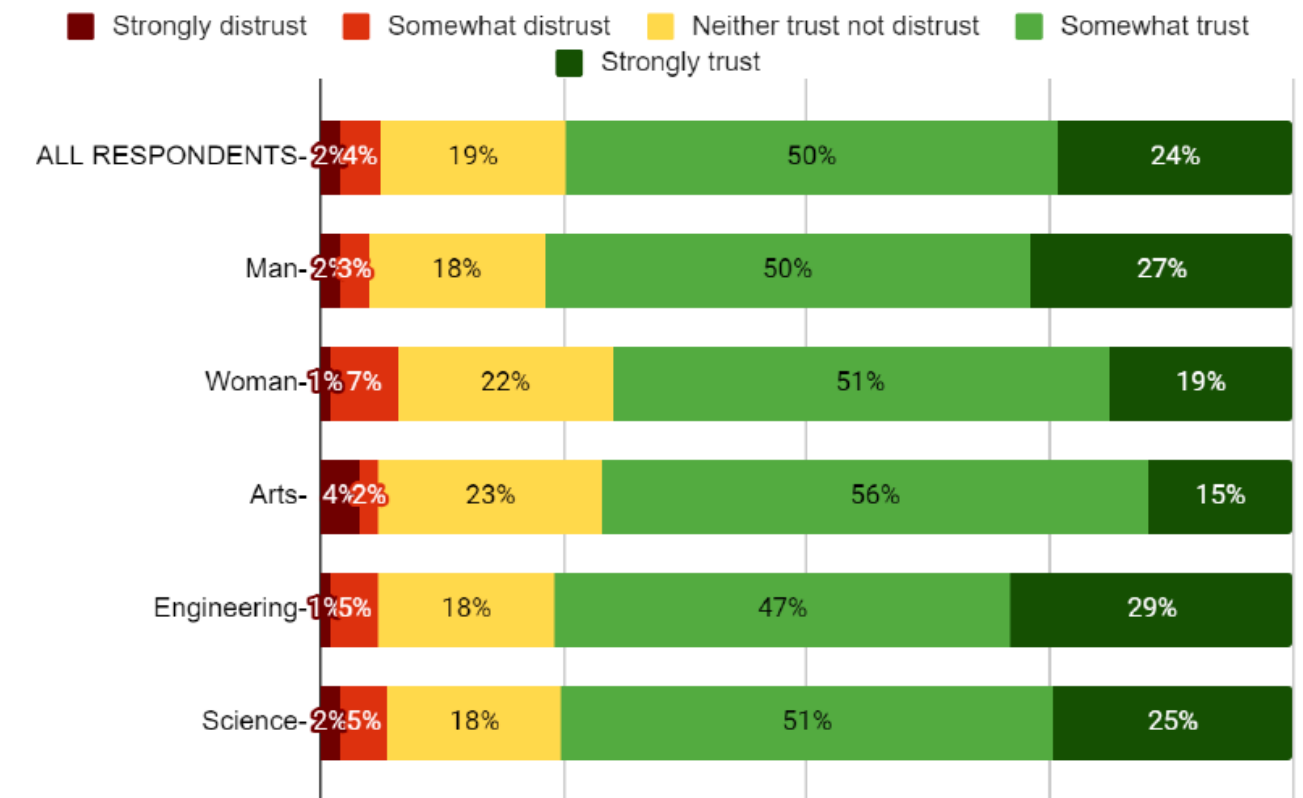
2 years

03. Optional Fee

Students can opt-out of the fee

- Fill an opt-out form at isa.ualberta.ca/opt-out within the first 30 days of every trimester, and
- We will refund students in 30 days.

“Now that you’ve seen what the ISA hopes to do with the fee revenue, how much do you trust that the ISA can deliver on these plans?”



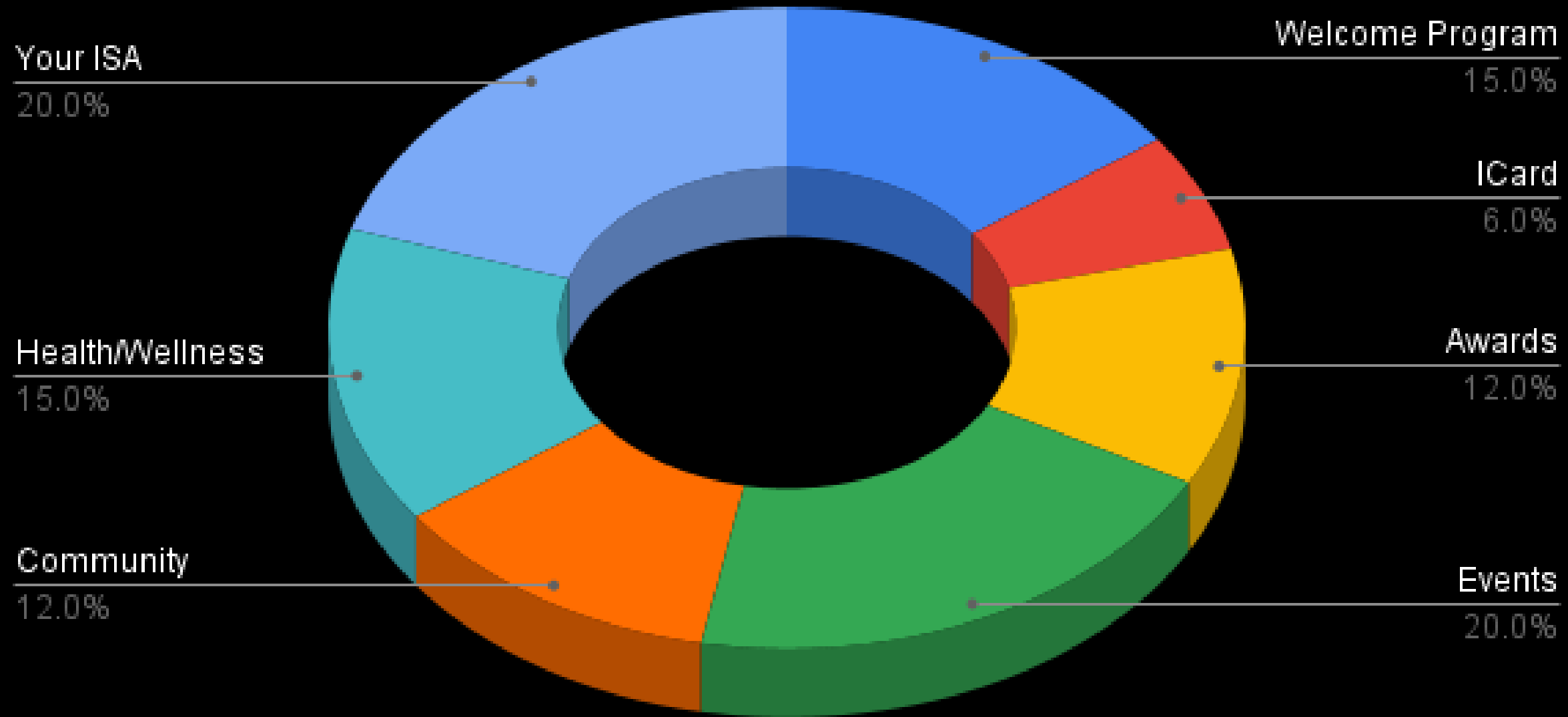


04

Revenue

around \$37,000 annually

Allocations



Predicted Amount Distribution





05

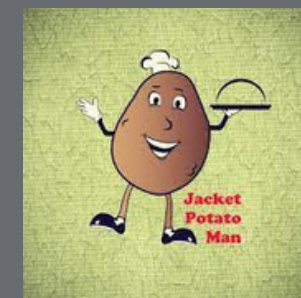
Fee Overview

International Students' Benefit Card (I-Card)

International Students' Benefit Card (I-Card)

Help students save money all over Edmonton with discounts and deals.

Check out: isa.ualberta.ca/icard

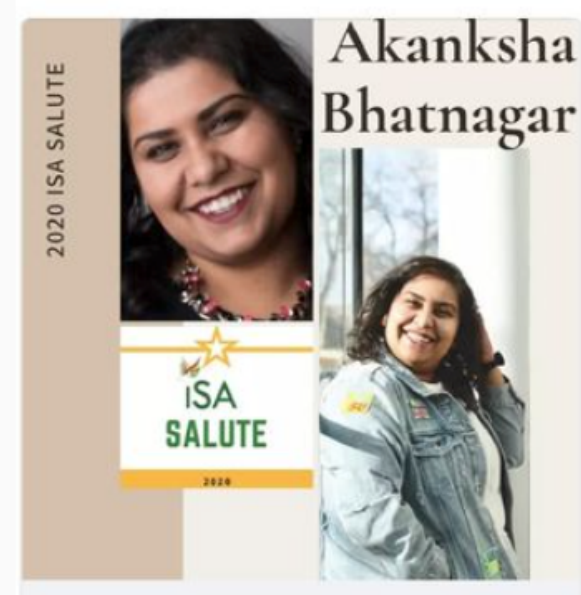


Awards

Awards for International Students'

Community Engagement Recognition Awards shall fund the following awards:

- ISA Salute
- Student Governance Leader of the Year
- Community Welfare Volunteer Award
- International Community Welfare program/service/event of the year



Events

Year-round Events

Provide engaging student focused events such as Fall Bonfire, International Students' Day, and many other similar events that interest the students and keep them engaged while countering loneliness.

Students can also apply for funding to embrace their culture and host events, which ISA will support logistically and administratively.



I-Day
International Student's Day

**GLOBAL INFO FAIR,
GAMES AND
PERFORMANCES**

*Play free games and win prizes: - 12-3 pm
Enjoy evening performances: - 4-6 pm*

**NOV 17, 2021 (WED)
12 NOON - 6 PM
TELUS CENTRE**



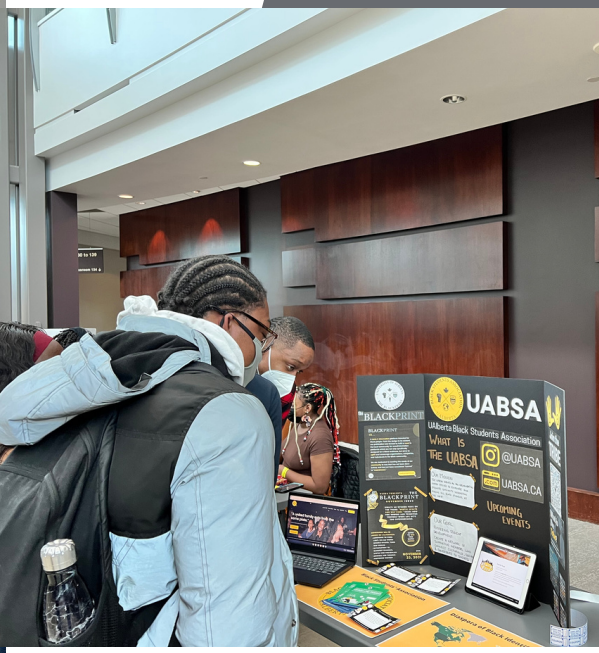
Welcome Services

Welcome Services

Our welcome program runs along with UAI and includes the following:

- Welcome kiosk
- Regional group Fair
- Info-mart
- Resources sessions
- Icebreakers and prizes

Check out: isa.ualberta.ca/new-students/welcome-program



ISA WELCOME DAY
11 am - 1 pm on Aug 28, 2021

- 1 Join the welcome meeting! (Zoom Meeting) Know about ISA!
- 2 Play some ice-breaker games online.
- 3 Learn more about, University social life, Academics in University and Work as student.
- 4 Meet with Regional Groups!
- 5 Ask questions at student pannel



Community Support Fund



Committee on
International Students' Affairs

University of Alberta International Students' Association (UAISA)

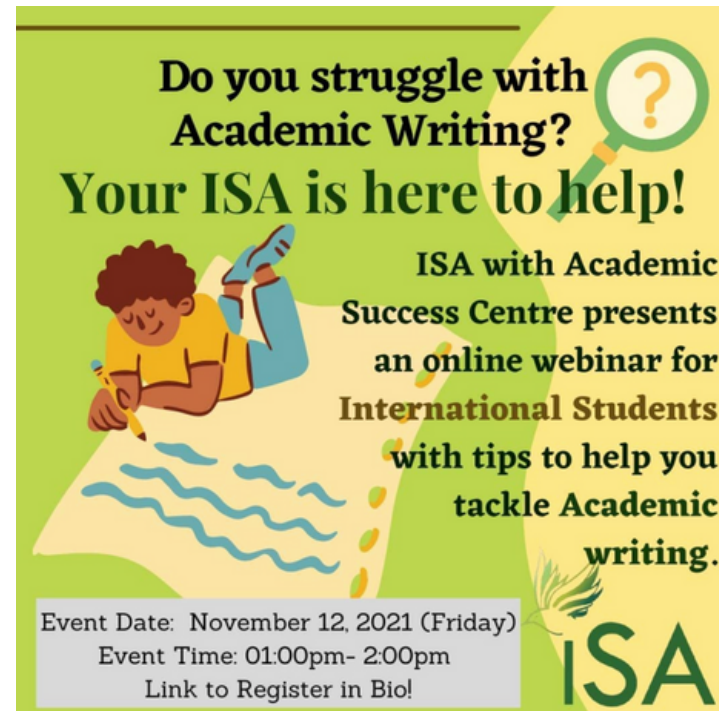


Community Support Fund

- Student groups funding for cultural or internationally focused events to promote diversity, community building and counter loneliness.
- ISA shall also continue its Regional Groups Perks program. Check out: isa.ualberta.ca/regional-groups/regional-group-perks



Health/wellness and Professional Development

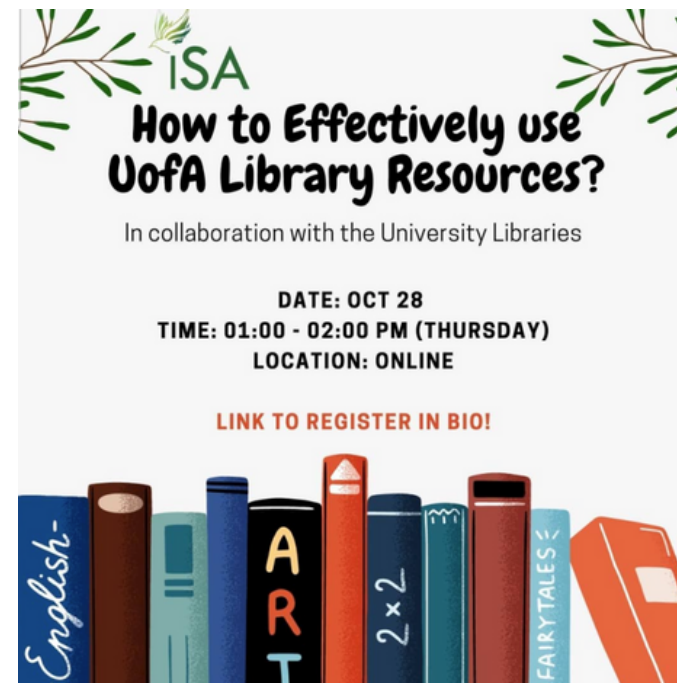


Do you struggle with Academic Writing?
Your ISA is here to help!

ISA with Academic Success Centre presents an online webinar for International Students with tips to help you tackle Academic writing.

Event Date: November 12, 2021 (Friday)
Event Time: 01:00pm- 2:00pm
Link to Register in Bio!

ISA



ISA
How to Effectively use UofA Library Resources?
In collaboration with the University Libraries

DATE: OCT 28
TIME: 01:00 - 02:00 PM (THURSDAY)
LOCATION: ONLINE

[LINK TO REGISTER IN BIO!](#)

English- ART 2x2 FAIRYTALES

ISA



ISA IN COLLABORATION WITH ACADEMIC SUCCESS CENTRE!

ALL YOU NEED TO KNOW ABOUT ACADEMIC ACCOMODATION

NOV 19, 01:00 - 02:00 PM (FRIDAY)
ONLINE

ISA

Health/Wellness Programs

- ISA will organize workshops and resources to help alleviate student loneliness.
- These programs shall be very active during the busy exam seasons enabling international students to take a break, focus on their mental health and wellness.
- Eg: Burnout workshop, home sickness workshop, time management skills, etc

Professional Development Programs

Programs such as:

- Zotero+Library research workshop
- Writing Skills with ASC session
- Student Accommodation webinar
- Career Fair



Your ISA that Stands by You!



International Students' Hub

- A safe and inclusive space on campus for international students to meet and relax. The space shall facilitate the purpose of connecting with the ISA. We shall also have games and engaging activities for students to come and relax.

Administration and Operations Cost

Expenses such as:

- Elections
- Liability Insurance (DoS requirement)
- Office and Logistical expenses.
- Volunteer Appreciation Program



06

Consultation

Consultation

1

One-on-one meetings with Regional Groups and SRA's

2

Multiple meetings with SU Execs and staff members.

3

Public Town Hall

4

Mass emails, videos and information campaigns

5

Trilateral meeting between the ISA/SU/GSA.

6

3 surveys of 80, 248 and 336 intn'l students.

7

Two consultation presentations to UASU Council, and one-on-one meetings with SU Councillors

8

All updates and changes were communicated to parties consulted.





07

Accountability

07

Accountability

We are a student-run organization with elected undergraduate students overseeing the usage of this fee.

- The fee shall be bound to the **financial reporting to the Student Union**, as per the University of Alberta Student Union Financial Reporting Guidelines any Bylaw 8200.
- This includes ongoing financial reporting by the ISA Vice President Finance and a yearly **independent audit**; a statement of the audit and budget shall be submitted to ISA Undergraduate Council for full oversight and transparency.
- The **Budget and audit statements shall be available to international students on request** and also be presented to the international students in the **Annual General Meeting (AGM)**. Every transaction shall be approved jointly by the **ISA President and the Vice President Finance** along with an ongoing regular reporting to the Board.
- ISA Financial policies are attached.



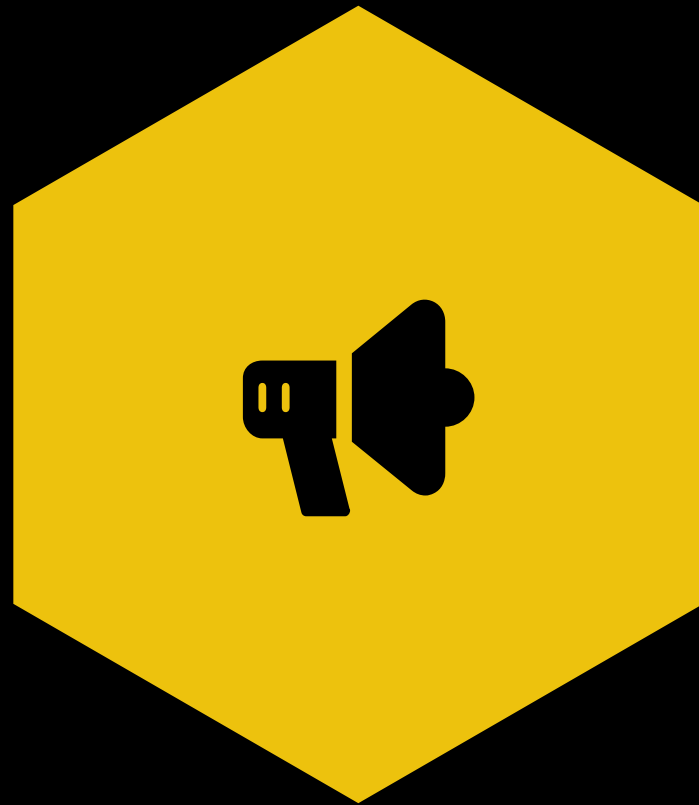


08

Key Highlights

Students' can opt-out

Students would be able to opt-out if they do not see value in paying this fee.



Short-term fee

After 2 years, SU Council would get to review this fee and make a decision on its continuity. Thus, the SU Council will get an opportunity to re-evaluate the fee.

Should students get to vote?

It is very important to know that council is deciding on if students should get to vote on this fee or not. Once approved here, international students will get to vote if they want to pay the fee or not.



Thank You



Question time!

If you have any questions feel free to connect with us.

780-246-8177

**isa.finance@ualberta.ca
isa.external@ualberta.ca**

isa.ualberta.ca/isaf

ISA 2021/2022



ISAF Proposal

**INTERNATIONAL
STUDENTS'
ASSOCIATION FEE**



Submission to the
University of Alberta Students' Union (UASU)

Index

About Us

Our History

Letter from the ISA Undergraduate Council

Letter from the ISA

Purpose

Scope

Amount

Fee Timeline

Opt-out Mechanism

Allocation

Financial Oversight

What does the Fee provide for?

- International Students' Benefit Card (I-Card)
- Awards
- Events
- Community Support Funding
- Welcome Program
- Health/Wellness and Professional Development
- Your ISA that Stands by You!

Consultation and Feedback

Appendix



About us

UAISA advocates for all 9,000+ international graduate and undergraduate students. The UASU has delegated its representative authority to the UAISA for all undergraduate international students on all 5 UAlberta campuses.

Advocacy

The ISA is a strong advocate of international students. Last year, we advocated on online learning issues, Ride Transit Program, frozen food issues on Augustana campus, etc.

Programs and Services

ISA takes an active role in campus orientation to better prepare international students when they start university. We also run programs such as I-Card and organize events such as I-Day.

Unified

ISA is proactively working on unifying the entire international students body at the University by creating platforms such as Committee on International Students Affairs (CoISA) for all regional group leaders to meet and discuss the challenges faced by their communities.



Town hall hears Int'l Students' Association plans

Richard Catangay-Liew
GATEWAY STAFF • @THEPULSECANADA

Representatives from the Students' Union and various international groups gathered at a town hall last Friday to discuss the implementation of the International Students' Association (ISA). The assembly comes after the Board of Governors approved a five per cent tuition hike for international undergraduate students in December 2013, which triggered a cry for equal representation from the SU from those affected.

Individuals or groups from the U of A's international community were tasked with presenting proposals as to what the ISA should look like and what the organization would do. Proposals were required to outline the ISA's organizational structure, executive structure and decision-making processes.

William Lau, SU Vice-President (Student Life), said proposals should detail how the ISA will enhance communications and build relationships on campus, connect with the SU through advocacy efforts and branch out to the university's International Student Services and the International Centre.

"We want to build a truly international environment," Lau said. "We went to build cultural awareness between the various cultures on campus."

Parijaya Joshi, Zhaoyi Chen, Diego Lucas and Chevy Bui presented a collaborative presentation after realizing their original separate proposals aligned similarly.

The town hall was set up to facilitate discussion and critique between groups proposing and students in attendance, but the four



ISA DEAS December's BoG meeting to hike tuition by 5 per cent spurred efforts to create an ISA.

collaborators were the only group who shared their vision for the ISA.

Joshi, who arrived in Edmonton from India in 2011, noted how the ISA has the potential to create change on campus for international students. The establishment of a unified voice for international students is something that seemed improbable when he first came to Canada, he said.

"Back then we never thought we'd be treated unfairly like cash cows and that our tuition would be increased arbitrarily," he said. "We never thought that we would actually do something about it."

"(The ISA) is the sum total of all the beliefs of the students who want

this change to happen."

Chen, who said she felt incredibly passionate for international student rights, stated that a collective body for international students has been a dream and goal of hers since she came to Canada from China.

"This campus should be a safe haven for international students to succeed," she said. "The ISA is here to advocate, protect and fight for our privileges."

The four collaborators proposed that all international undergraduate students would automatically be enrolled as ISA members.

They also outlined a three-year plan, where the ISA would start out as an official student group at the

university and eventually move up to a policy-making body.

The ISA would also include a council consisting of a speaker, elected executives and representatives from international student groups. The council would then vote on policies and discuss issues pertaining to international students.

So far, 18 stakeholders across campus have expressed interest in the ISA's prospects, with 13 stakeholders having committed fully.

Dustin Chelen, SU Vice-President (Academic), added that although the creation of the ISA has seen positive interest and feedback, there are several barriers including time, commitment and how to make the

ISA relevant to all stakeholders.

One of the concerns raised in the town hall was the role of international graduate students in the ISA. Chelen said that approximately 35 per cent of those in graduate studies are international students, compared to the 12 per cent in undergraduate studies.

The collaborators said they believed the Graduate Students' Association provided ample representation for international students already.

"They added that the first step for the ISA is to get registered as an official student group before the semester ends, and that they would further discuss graduate student membership when they are more fully developed.

SU President Petros Kasumz recounted that mobilizing international student support back in December was a difficult challenge and said he anticipates seeing what the ISA can do.

"I think we did a fantastic job... but now we have an opportunity to engage with a whole bunch of international students and I think this is an excellent start," he said. "It seems like this three-year plan is going in the right direction."

Lau, the incoming 2014-15 SU President, said he's extremely satisfied with how far planning for the ISA has gone. For the time being, it's important for students to stay engaged regarding the formation of the ISA and prepare for the future, he said.

"International student issues are things we all hear about," he said. "I hope that all international undergraduate and graduate students keep their ears to the ground and see what next steps are up."

Our History

- UAISA was first founded in 1961 and operated until 1991.
- Later in 2013, the UofA Board of Governors suddenly decided to increase the international students' tuition fees.
- 100+ international students protested at the BoG meeting to stop the fee increase.
- Due to the lack of any unified international student body to advocate on such matters, the Students' Union Council initiated the process of forming the ISA.
- Students' Union hosted a Town Hall in Telus Center and few SU International Councillors along with SU VP SL made the ISA in 2014.
- 23 regional groups joined in making the first ISA Board.
- In 2020, ISA was revived with a new and more sustainable structure consisting of councils and board. ISA became an SRA the same year.



LETTER FROM UNDERGRAD CHANCELLOR



Dear UASU Council,

I write this letter on behalf of the Undergraduate Council of the University of Alberta International Students' Association (UAISA) as its Chancellor and its representative. I would like to thank the UASU Council for working with the UAISA Undergraduate Council on the Student Representative Association (SRA) recognition last year and successfully delegating the representative authority of all undergraduate international students to the UAISA Undergraduate Council. Due to this historic decision, the ISA's Undergraduate Council can represent students and help ISA to advocate for international students with more legitimacy.

Today, I would like to inform you that the ISA Undergraduate Council has passed this referendum proposal unanimously, and thus we send this proposal for your final approval. While many of you might be concerned about the additional cost to international students, I would like to bring to your attention, that this proposal is itself being drafted and being proposed by the international students for solemnly one singly purpose, i.e. to enable ISA to provide services to the international students and fulfill its mandate to better serve the international students.

On behalf of the undergraduate council, I would like to thank you all for reading this proposal and hope that you all will honour the will of international students' representatives to hold this referendum and let the international students make the final decision and vote on it in the next UASU Executive Elections.

Best Regards,
Yintong Liu
Undergraduate Chancellor

LETTER FROM ISA PRESIDENT



Dear UASU Council,

I hope you all are doing well. I would like to write this letter on behalf of the ISA to support our SRA Fee Proposal. The ISA and the SU have worked together for many decades, the history goes back to 1961 and together we have achieved many things. Our strong relationship has enabled us to jointly present student issues more boldly and help resolve the issues of thousands of students. Today, the ISA is requesting the UASU Council to approve the proposed SRA Fee and thus allow the international students to vote on the fee.

The ISA has been preparing for this referendum for almost a year now, we have spent extensive time in consultation with the students and truly believe that this is the proposal that is supported by the will of the international students. Our community pays an enormous amount of money as tuition but still as international students we bring this proposal before you as we believe that these few additional dollars will give international students a strong voice, and association that could be with them in this country where they are alone and new. In true essence, the ISA is the voice of thousands of international students and this fee shall strengthen this voice and enable it to provide services to the international students.

This fee shall help ISA to provide international students with a family thousands of miles away from their homes and shall enable ISA to build programs and services that shall help international students be better prepared for the Canadian job market and ensure their overall success as young professionals. I look forward to the council meetings and your support to pass this proposal and allow the international students to vote on it and make their decision.

Best Regards,
Chanpreet Singh
ISA President

PURPOSE



The mission of the International Students' Association (ISA) is to present a united voice and advocate for the entire international student community. This mission can only be carried forward if the ISA remains sustainable and not wholly dependent on its gracious sponsors. The ISA's SRA Fee i.e ISAF will allow the ISA to sustainably continue supporting and offering its services to all international students at the University of Alberta. This fee shall support hundreds of students who are suffering due to language barriers, facing discrimination, loneliness, mental health challenges, etc and enable ISA to provide services that shall help international students to better succeed in their lives as young professionals.

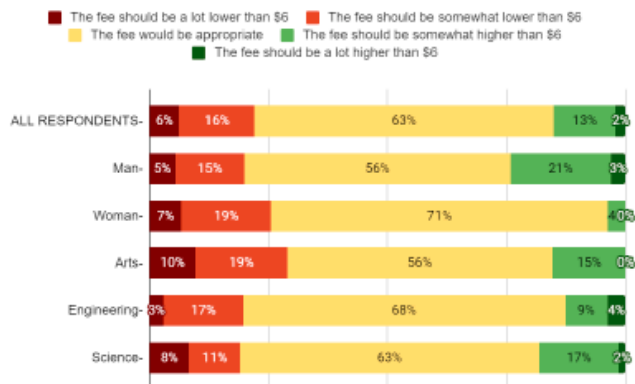
SCOPE

The ISA SRA Fee will be implemented from the Fall 2022 term and up until and including the Spring/Summer 2024 Term. The Fee shall be charged to every full-time and part-time international student on all University of Alberta campuses. An international student is defined as a University of Alberta student who pays the international student's tuition fee and/or is on a study permit in Canada.

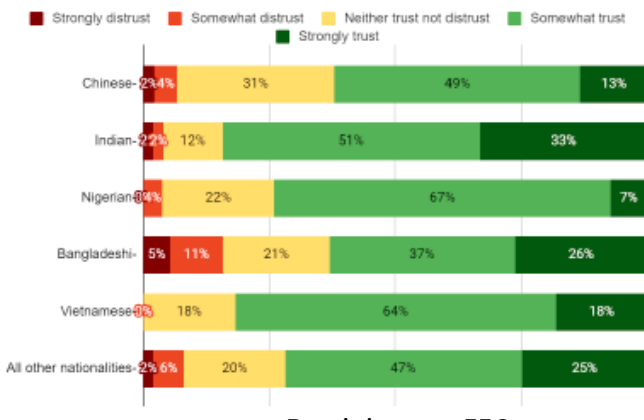
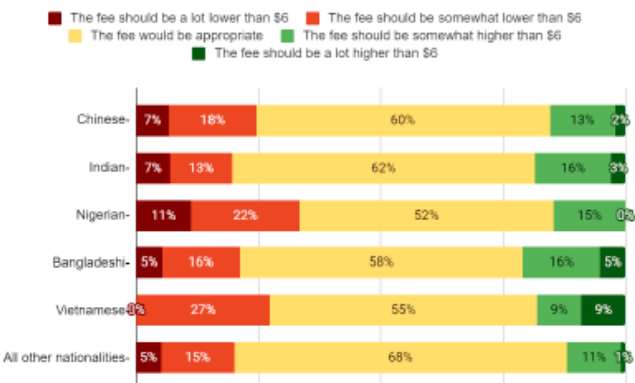
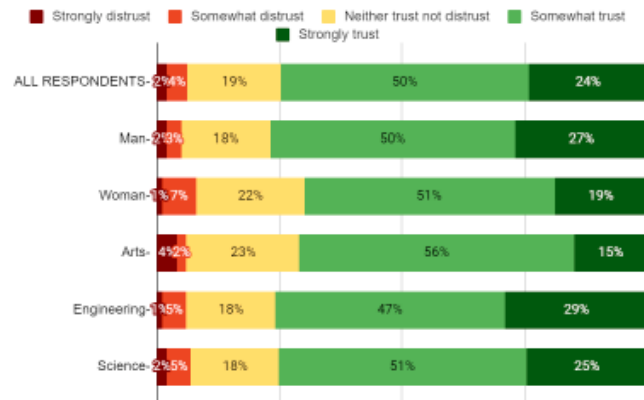
AMOUNT

1. Each full-time and part-time international student on all university campuses will be paying \$3.50 per fall, winter, and spring/summer semester.
2. Off-campus (such as Co-op students) or special status international students will pay \$0.00 per term.

“Now that you’ve seen what the ISA hopes to do with the fee revenue, what’s your opinion of the proposed \$6/semester fee?”



“Now that you’ve seen what the ISA hopes to do with the fee revenue, how much do you trust that the ISA can deliver on these plans?”



Participants: 336

Participants: 336

FEE TIMELINE

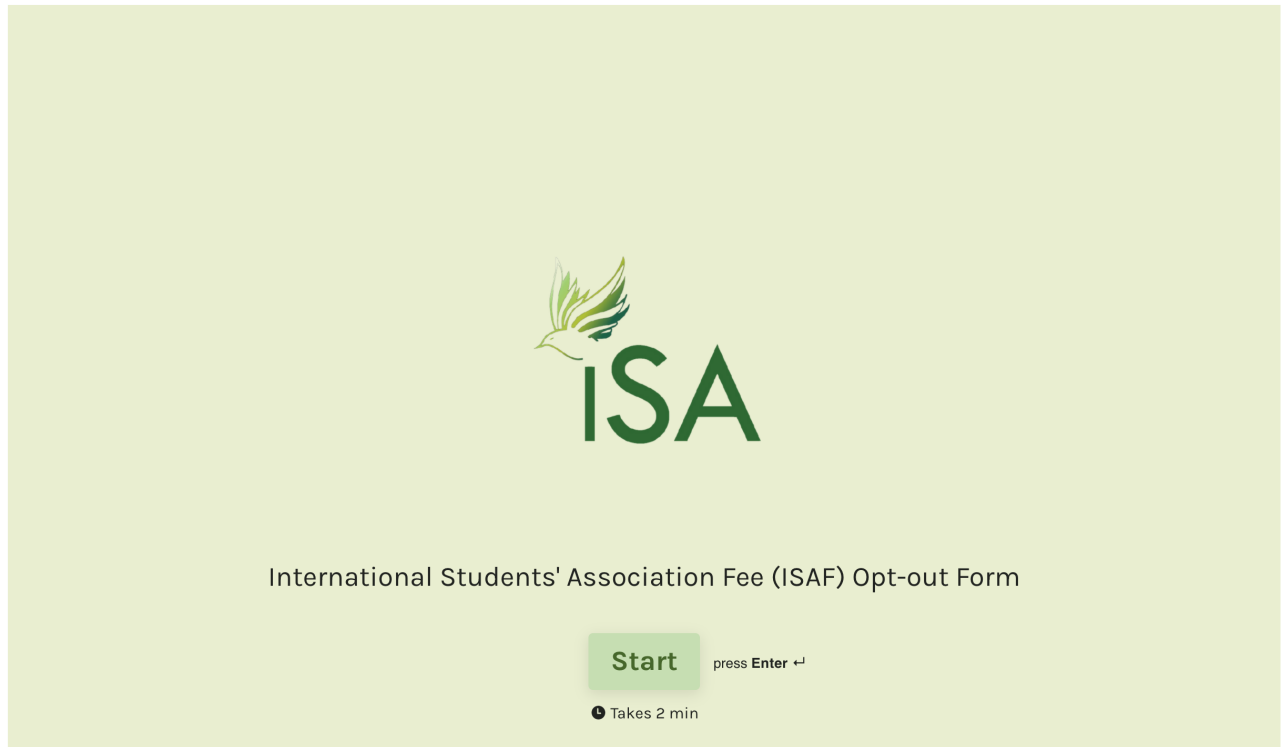
The ISA SRA Fee will be implemented for a two-year period from the Fall 2022 Term and up until and including the Spring/Summer 2024 Term.

“If the international student body approves a fee like this, how often should they vote to renew it?”

- Every three years: 65%
- Every four years: 24%
- Every five years: 11%

Participants: 336

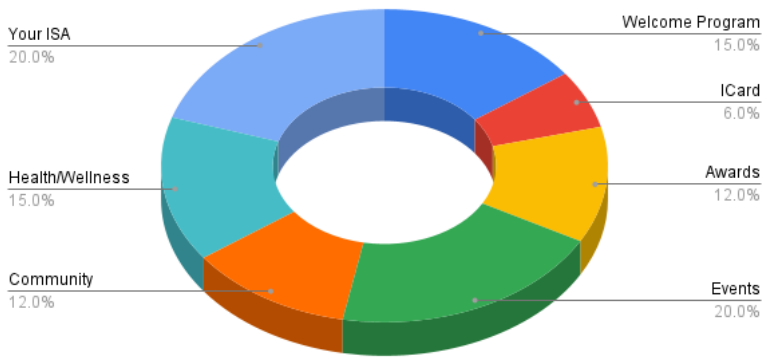
ISAF Opt-out Form



Opt-out Mechanism

isa.ualberta.ca/opt-out

- To receive reimbursement from ISA for the ISAF, a student must fill out the opt-out form on the ISA website (isa.ualberta.ca/opt-out).
- A student is only eligible if they have paid the ISAF as part of their tuition fees, as collected by the Registrar's Office and the Students' Union. The SRA fee is a voluntary fee and filling out this form is the only way to opt-out of payment.
- International students shall be able to fully opt-out of the fee within the first thirty (30) days of every trimester. The students shall not be eligible to access the services/programs funded by this fee upon opting out.
- The ISA shall reimburse the student within thirty (30) days of receiving the opt-out form. This time frame shall only change due to unpredictable or other reasonable circumstances.



ALLOCATIONS

<i>Allocations</i>	<i>Description</i>	<i>Amount</i>
<i>International Students' Benefit Card (I-Card)</i>	<i>I-Card shall provide international undergraduate students discounts and benefits in Edmonton. In the long run this program shall enable students to save more money than the ISAF.</i>	<i>6%</i>
<i>Awards</i>	<i>ISA shall have an award program for students and student groups to appreciate the work that they do for the international students' community at the UofA.</i>	<i>12%</i>
<i>Events</i>	<i>For the ISA to use as funding for events that interest the international students such as International Students' Day.</i>	<i>20%</i>
<i>Welcome Program</i>	<i>Fund shall provide ISA to welcome new international students at the UofA and provide them a welcoming community when they come here for the first time.</i>	<i>15%</i>
<i>Community Support Fund</i>	<i>ISA shall use this fund to provide grants to regional/BIPOC groups to host internationally focussed events.</i>	<i>12%</i>
<i>Health/Wellness and Professional Development</i>	<i>For the ISA to cover the costs of health/wellness and professional development workshops or sessions.</i>	<i>15%</i>
<i>Your ISA</i>	<i>For the ISA to cover its operational costs and provide international students with a hub on campus.</i>	<i>20%</i>

ISA Undergrad Council shall make changes up to a maximum of 5% (approx \$1,850) to any allocation, to provide the flexibility to enable ISA to make changes to financial allocation as per the need and student engagement/feedback.

Any change beyond 5% for any allocation shall be subject to the approval of the UASU council.

ISAF OVERSIGHT



By the Students' Union

The fee shall be bound to financial reporting to the Students' Union as per the University of Alberta Students' Union Financial Reporting Guidelines.

This includes ongoing financial reporting by the ISA Vice President Finance and a yearly independent audit; and a statement of the audit and budget to be submitted to the ISA Undergraduate Council for full oversight and transparency.

The budget and audit statements shall be available to international students on request and also be presented to the international students in the Annual General Meeting (AGM). Every transaction shall be approved jointly by the ISA President and the Vice President Finance along with an ongoing regular reporting to the Board.

ISA Financial Management policies are publicly available on our website and attached in the appendix to this proposal.



Let's Dive Deep into ISAF !

What does the ISAF provide?

The programs mentioned under each allocation unit shall be subject to change as per student feedback and engagement. We shall always aim to provide the services and programs that are well received by the international students and positively contribute to their university experience. All excess or unutilized funds in each allocation unit shall be added to the Unused Funds of the ISA, to generate interest and use the fund when the ISA deems necessary.

International Students' Benefit Card (I-Card)

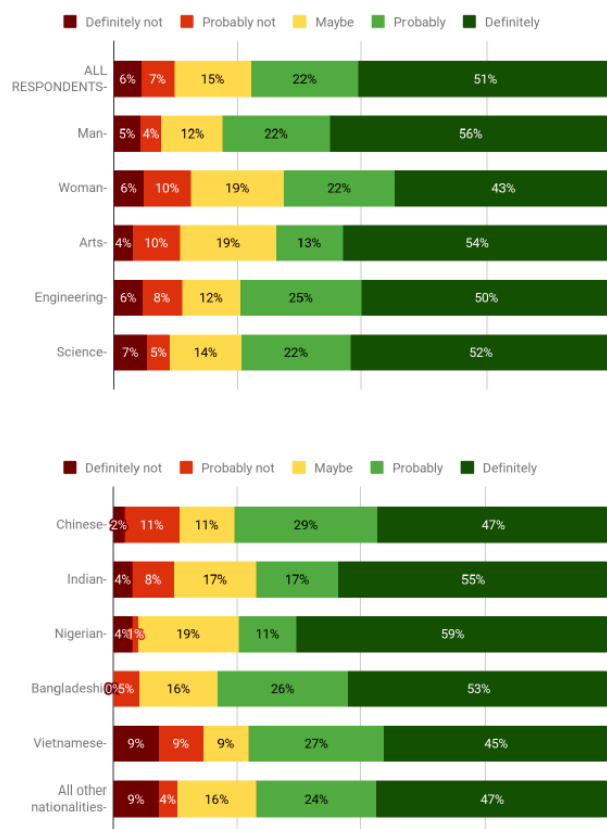
ISAF shall fund the International Students' Benefit Card (ICard) to connect with retail, food, and entertainment partners and offer discounts for international students. This program shall enable students to save money and potentially recover the fee amount itself.

Current I-Card discounts and deals can be found on our website, isa.ualberta.ca/icard

We aim to keep expanding our I-Card flagship program as it gives direct financial returns to students paying ISAF.

“The ISA plans to create new programs, events, and services for international students. (E.g. discount card for businesses around Edmonton, affordable food stall on north campus, events around the year) Would you pay roughly \$1.80 per semester to support this plan?”

Participants: 336



Awards

ISAF shall fund the following awards*:

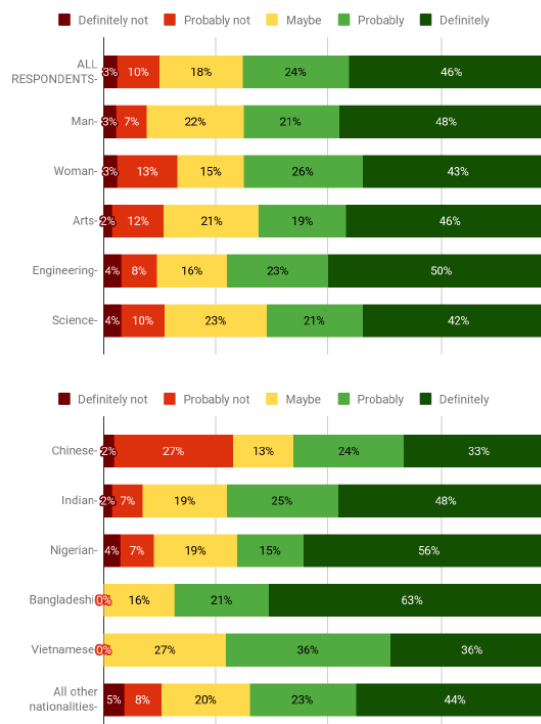
- *ISA Salute*
- *Student Governance Leader of the Year*
- *Community Welfare Volunteer Award*
- *International Community Welfare program/service/event of the year*

The allocation shall also enable ISA to host an awards night that shall enable us to appreciate the awardees. Awards shall be managed by an independent committee i.e. CoISA, consisting of regional groups leaders and GFC/SC intn'l members.

*Names and award categories may be changed over time as per student feedback or need.

“The ISA plans to create new financial aid programs for international students. (E.g. Community Engagement Recognition Awards, contest prizes, Last Resort Funding.)
Would you pay roughly \$1.20 per semester to support this plan?”

Participants: 336



Events

Events:

This allocation is aimed at providing students with events to help them make the most of their university student experience. These events shall help ISA to engage with students on a regular basis and better cater to their needs. Our events shall in general promote intercultural friendship and inclusivity.

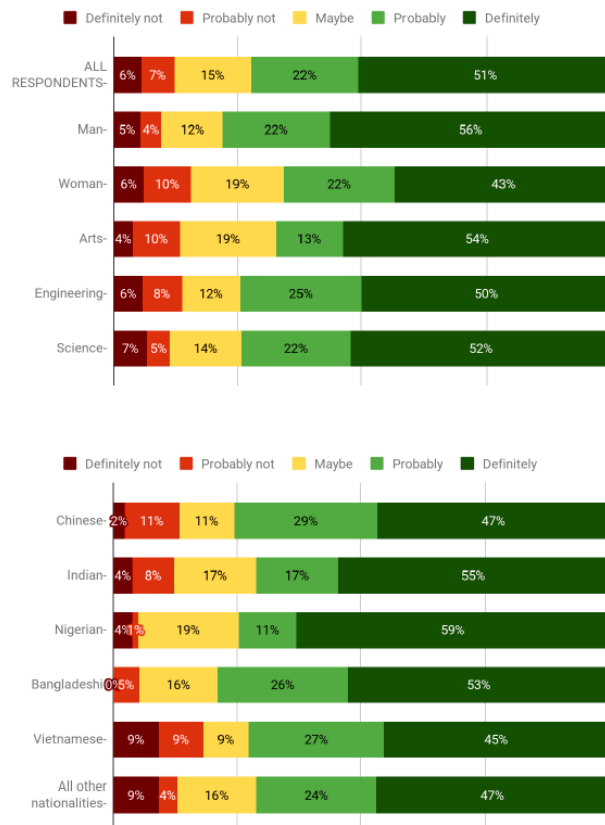
This allocation shall help ISA to organize fall bonfires, international students' days, and many other similar events that interest the students and keep them engaged.

Check out this year's I-Day at isa.ualberta.ca/iday

Apart from the established student groups, individual students interested in hosting culturally focused events shall also be empowered by ISA through this student-initiated events program. ISA shall provide logistical and administrative support to student-initiated events.

“The ISA plans to create new programs, events, and services for international students. (E.g. discount card for businesses around Edmonton, affordable food stall on north campus, events around the year) Would you pay roughly \$1.80 per semester to support this plan?”

Participants: 336



Community Support Fund

We recognize the value of SU registered regional/cultural student groups at UofA who serve as a common ground for international students to practice and celebrate their culture. ISA also supports the presence of SU registered BIPOC student groups and associations on campus that are working towards providing support and promoting diversity through their events/programs.

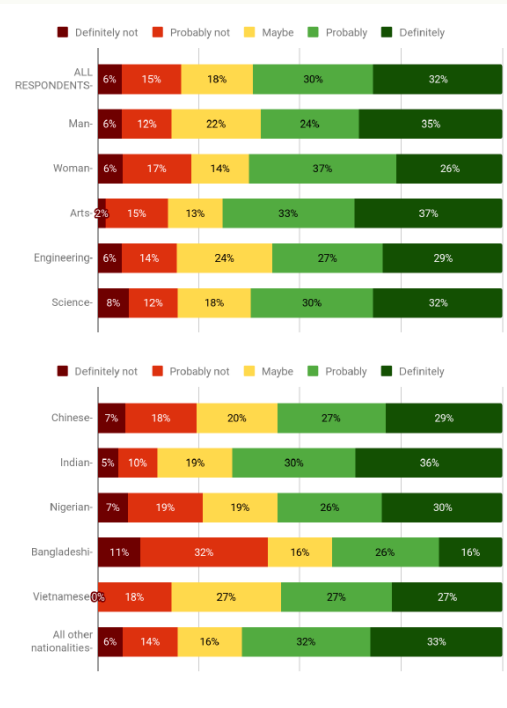
*To provide financial assistance and support to these student bodies, ISA has formulated a **Community Support Fund Program**. Under this program, student bodies will be able to apply for funding needed to undertake events and programs that promote diversity, community building, and counter loneliness. Many regional/cultural and BIPOC student groups have expressed the need for such a program to the ISA as it provides financial certainty to these groups.*

ISA also provides various perks to regional groups, and this fund shall enable us to provide more support. Check out, isa.ualberta.ca/regional-groups/regional-group-perks

“The ISA plans to fund regional and BIPOC student groups, promote diverse and cultural events, student-initiated events, and host welcome activities.

Would you pay roughly \$0.90 per semester to support this plan?”

Participants: 336



Welcome Program

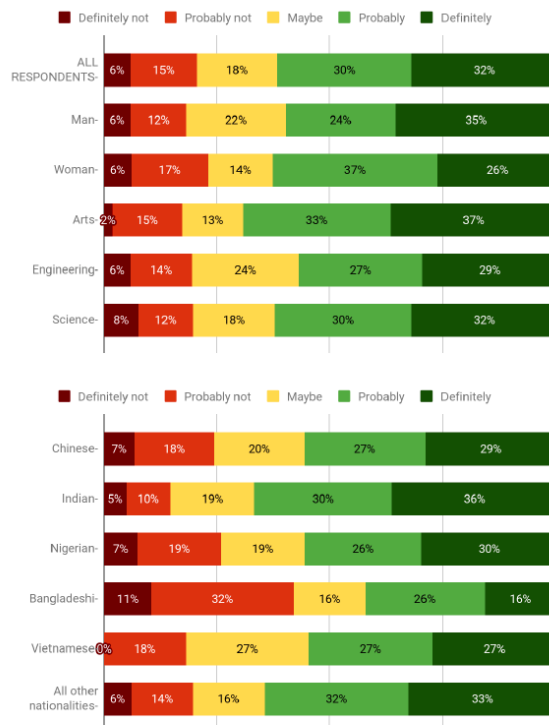
The new student orientation is often the first point of contact for international students with the ISA and gives them a glimpse of the various services and programs offered by the ISA. To further facilitate the connection between ISA and international students, we want to organize an annual 'Welcome Program'. As part of this program, we will organize a 14-day welcome booth in Telus Center at Intn'l students campus check-in along with UAI, where we share ISA resources for new students along with a welcome booklet that provides international students with important information when they first arrive in this new country. Check out this year's welcome booklet, isa.ualberta.ca/new-students/welcome-guide.

At the end of campus check-in, the ISA organizes a regional group fair, where new international students get a chance to meet with UofA regional or internationally focused student groups. We also work with a few of our sponsors to organize info booths, which help international students to open a bank account, buy a sim card, etc on campus.

ISA also organizes info sessions about campus services, by collaborating with UAI and sharing essential information with new students along with ice breakers/prizes for students to feel comfortable. Check out this year's welcome program, isa.ualberta.ca/new-students/welcome-program

"The ISA plans to fund regional and BIPOC student groups, promote diverse and cultural events, student-initiated events, and host welcome activities. Would you pay roughly \$0.90 per semester to support this plan?"

Participants: 336



Health/Wellness Workshops and Professional Development Sessions

Health Wellness Workshops:

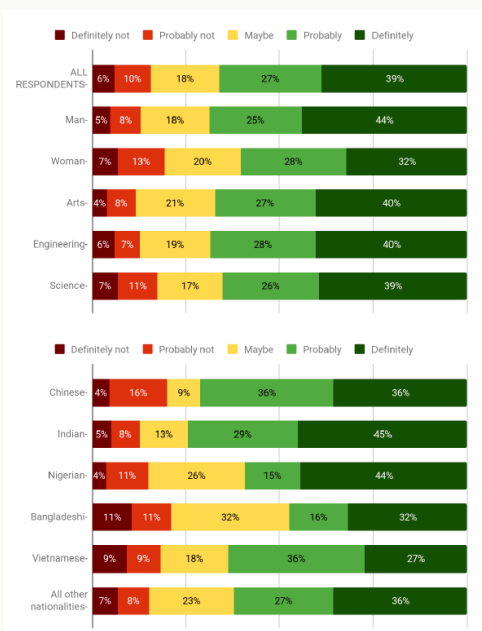
The purpose of this fund is to allow ISA to organize workshops such as the *Burn-out workshop, homesickness workshop, etc* to support the international students while they are away from their family and home. ISA shall also use the *International Students' Hub* to give international students a space on campus during exams to play some games, share wellness with academic tips, etc. International students, in general, are quite hesitant to discuss their mental health and such programs shall support students to open up and take mental health seriously.

Professional Development Programs:

ISA encourages the ambitious zeal in our international student community and recognizes their extraordinary efforts to make a niche for themselves in Canada or elsewhere in the world. ISA aspires to give students the chance to learn from mentors that have been in the same shoes as them and successfully achieved their career objectives. ISA plans to organize *Alumni Networking Nights* that will allow international students to connect with UofA alumni so that they can get grassroots advice and gain insights regarding how to make the best out of their university experience and achieve all-round development. ISA will organize *Road to Success Workshops* for the academic and professional advancement of international students. ISA will invite experts who can guide students through the challenges of juggling goals and responsibilities as international students, without compromising their professional and academic performance. ISA also wants to take the initiative of connecting students to professionals in their desired career sectors. These *Career Series Workshops* will be customized as per the demands of students interested in given careers. In addition to a general overview of the industry, students will have the opportunity to interact with the guests and gain clarifications on their queries.

Check out a few of our recent workshops that ISA conducted, isa.ualberta.ca/academic-resources/live-workshops

“The ISA plans to create health/wellness and professional development services and programs. Would you pay roughly \$0.60 per semester to support this plan?”



Participants: 336

Your ISA (Operations and Hub)

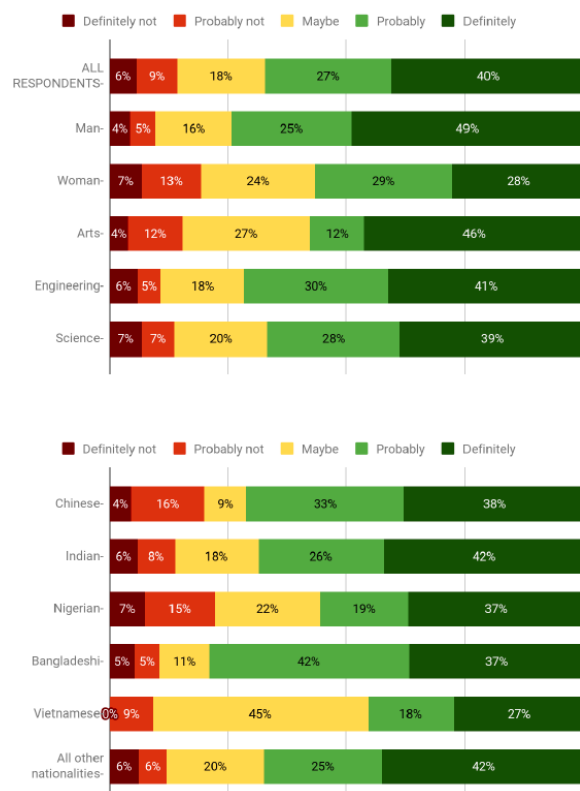
This allocation shall be used for covering various expenses that come along with running the largest student association on all five campuses. The money shall mostly be used for operational costs and administrative expenses associated with the ISA Office space. As there are 24 governance positions within the ISA Board and Councils, thus this allocation shall also cover the election expenses associated with it. ISA is huge with 130+ directors and coordinators, taking enormous hours of dedicated internal members' time, thus this allocation shall be used for the Volunteer Appreciation Programs, to keep people motivated and dedicated to executing all the tasks that this referendum shall stand for. The fund shall also be used to cover any election expenses, operational costs, provide administration and office support. The ISA shall use this allocation to make an "International Students' Hub" on the campus, where students could come and meet with ISA, learn more about our services and programs, play games and relax on campus. The fund shall also be used for general insurance of the ISA, and it is a requirement of the Dean of Students office. This allocation shall also fund ISA communications tools such as website, newsletter creating tools, and podcast RSS account; and financial software and independent audit costs.

"The ISA plans to cover its operational costs and provide international students with a hub on campus. Would you pay roughly \$0.90 per semester to support this plan?"

Participants: 336

Additionally:

For any allocation unit of the fee that is not accessible to Augustana and Campus Saint-Jean students, the funds collected from these campuses' students shall be redirected to dedicated programming that shall be accessible to these students. ISA's Office of the President portfolio shall have campus rep positions for both campuses, so ISA campus reps could work with their counterparts in ASA and AUFSJ to create dedicated programming that shall support and provide value to international students on those campuses. As we have around 40 intn't students on Campus St-Jean and 169 on Ausutana campus, the amount generated would not be very significant (approx \$1,500), thus ISA would look into using its sponsorship money where needed to support the dedicated programming.



Referendum Task Force



Date: February 27, 2021

ISA Board

Motion

Motion Title: Motion for creation of a task force for ISA referendum
Presented by: Chansreet Singh
Seconded by:
Meeting Date: Feb 29, 2021
Action Needed: Vote immediately
The motion shall also need the undergrad council approval.

L. Details:
The Board of ISA is requested to approve the creation of a task force to plan the ISA Referendum.

This task force shall be working on creation of a referendum proposal, strategize the whole referendum process, and ultimately take the form of election campaign team.
The task force shall consist of 7 members and have the following mandate:

Task Force Members and Contact Details

Members and Contact

Meeting Minutes

Check out the work that we did and how we made our proposal.

Meeting Minutes

Task Force Mandate and Duties

The motion that created this task force with its unique mandate and strong rights.

Mandate and Role

Consultation and Feedback

Referendum proposal Drafting Process:

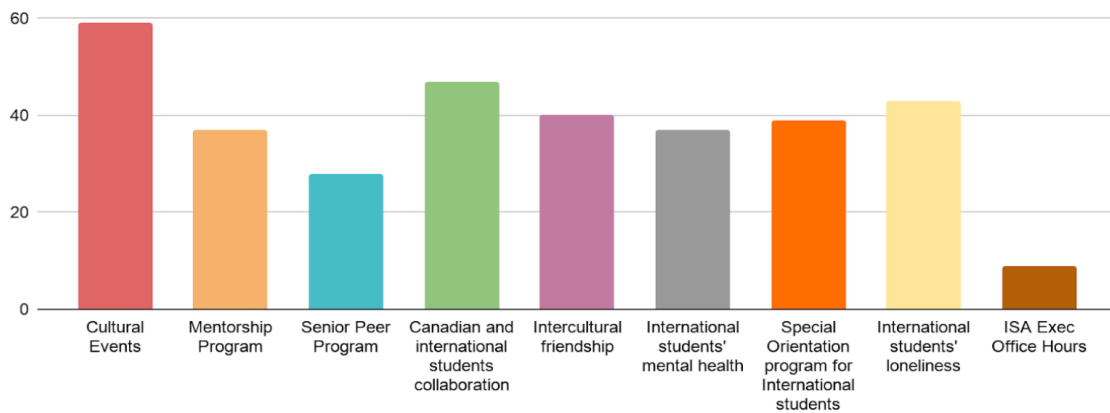
The ISA Board made a Task Force for the Referendum Proposal, consisting of President, VP Finance, VP Coms, VP Internal, VP External and three student-at-large from within the ISA. This Task Force met weekly to draft the proposal, engage in consultation, and directly report to the ISA Councils and the Board. The Task Force made a publicly accessible web page for transparency (meeting minutes) and open consultation,

<https://isa.ualberta.ca/isaf>

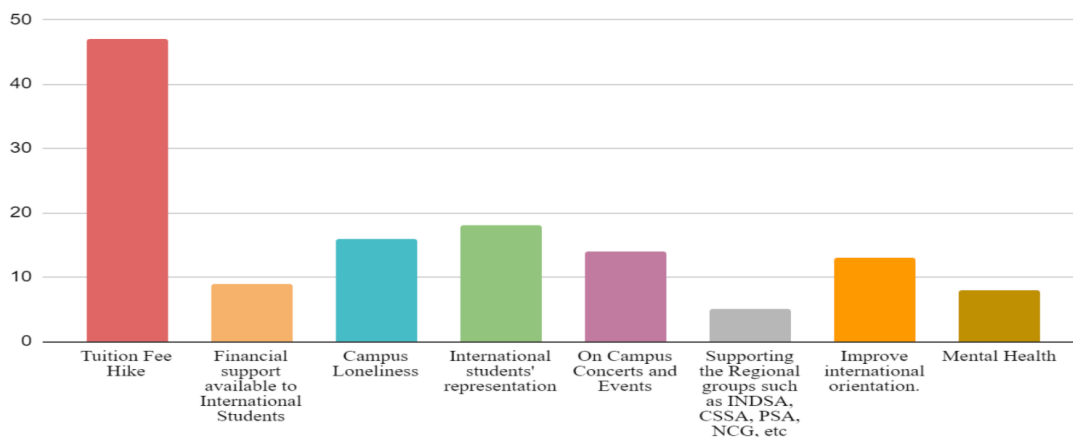
INITIAL SURVEY

The ISA conducted an initial survey in February 2021, before starting the work on this proposal to understand the needs and priorities of our community. This initial survey had approx 80 students as participants. The key results are:

What are the programs that you are interested in or ISA should start?



In your opinion, what should the ISA make their priority in the upcoming school year?



JAMBOARD COUNCIL AND PUBLIC CONSULTATION.

The ISA made initial general allocations and shared a jamboard with our Councils and Community/Public to learn more about the programs that interest the students.

#SpeakUp Consultation

We invite you to tell us what ISA should spend money on?

Click on the JamBoard link in Bio and tell us about your idea using a sticky.

#SRALEE Consultation

How this work? LETS TALK

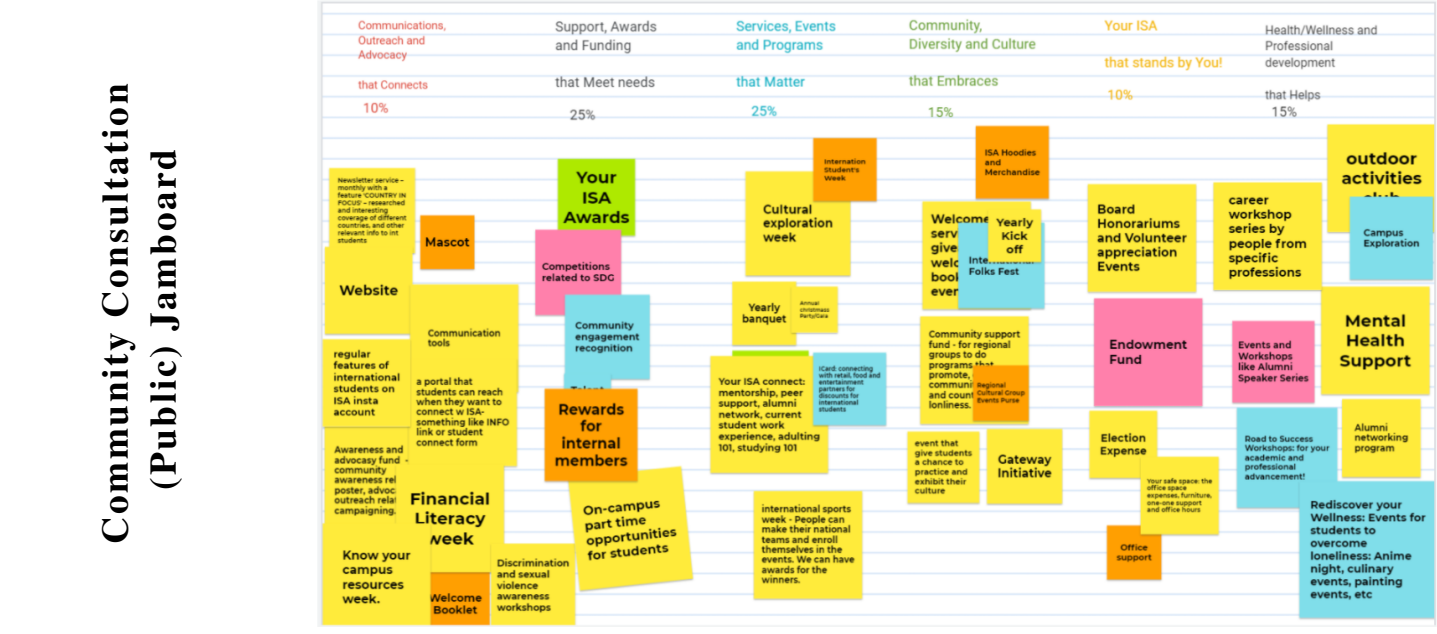
1. Click on the Jamboard link
2. Click on a sticky on the right side.
3. Write your opinion or idea.
4. We will work on your idea and include it in our referendum proposal.
5. Email isa.president@ualberta.ca for any questions.

JAMBOARD -- BIT.LV/3FNDRDA

We are looking forward to your ideas.



ISA Council Jamboard :



Community Consultation (Public) Jamboard

STAKEHOLDERS ONE-ON-ONE CONSULTATIONS.

ISAF Fee Consultation

ISA invite all culturally, regionally or international student focussed UofA registered undergraduate student groups to meet and provide us feedback on our fee proposal.

Email
isa.manager@ualberta.ca
to arrange a meeting.



ISA also used the Student Group Services (SGS) NewsLetter, to invite all campus student groups to meet with ISA for the ISAF Proposal Consultation.

We also made a news announcement on BearsDen to invite all student group leaders for consultation.

<i>Date (DD/MM/YYYY)</i>	<i>Organization</i>	<i>Members</i>
15.04.2021	Engineering Students' Society (ESS) - Faculty of Engineering SRA.	ESS President ESS President-Elect ESS VP Academics & Services
09.05.2021	Interdepartmental Science Students' Society (ISSS)	President-Elect, VP internal
13.04.2021	Augustana Students' Association (ASA) - Augustana Campus SRA	ASA President ASA President-Elect ASA Councillor to UASU ASA International Rep.
16.04.2021	Business Students' Association (BSA)	VP Internal
03.05.2021	Association des universitaires de la Faculté Saint-Jean (AUFJSJ)	President and VPs
29.04.2021	Organization for Arts Students and Interdisciplinary Studies (OASIS)	President-Elect, Departing Exec.
April 2021	HUB Community Association (HCA)	President
April 2021	I-House	Co-Facilitator
17.04.2021	Chinese Students and Scholars Association (CSSA)	President
17.04.2021	Indian Students' Association (INDSA)	President
06.05.2021	Pakistani Students' Association (PSA)	President
17.05.2021	Muslim Students' Association (MSA)	President
15.04.2021	Black Students' Association (UABSA)	President
28.06.2021	East Asian Studies Undergraduate Association - KGK	President and Vice President
29.06.2021	Ukrainian Students' Society (USS)	President

ISA SRA Fee Town Hall



ISA invites you to join our Town Hall to discuss the ISA SRA Fee.



25 May 5-6 PM MDT
Fill Survey: isa.ualberta.ca/survey



Townhall

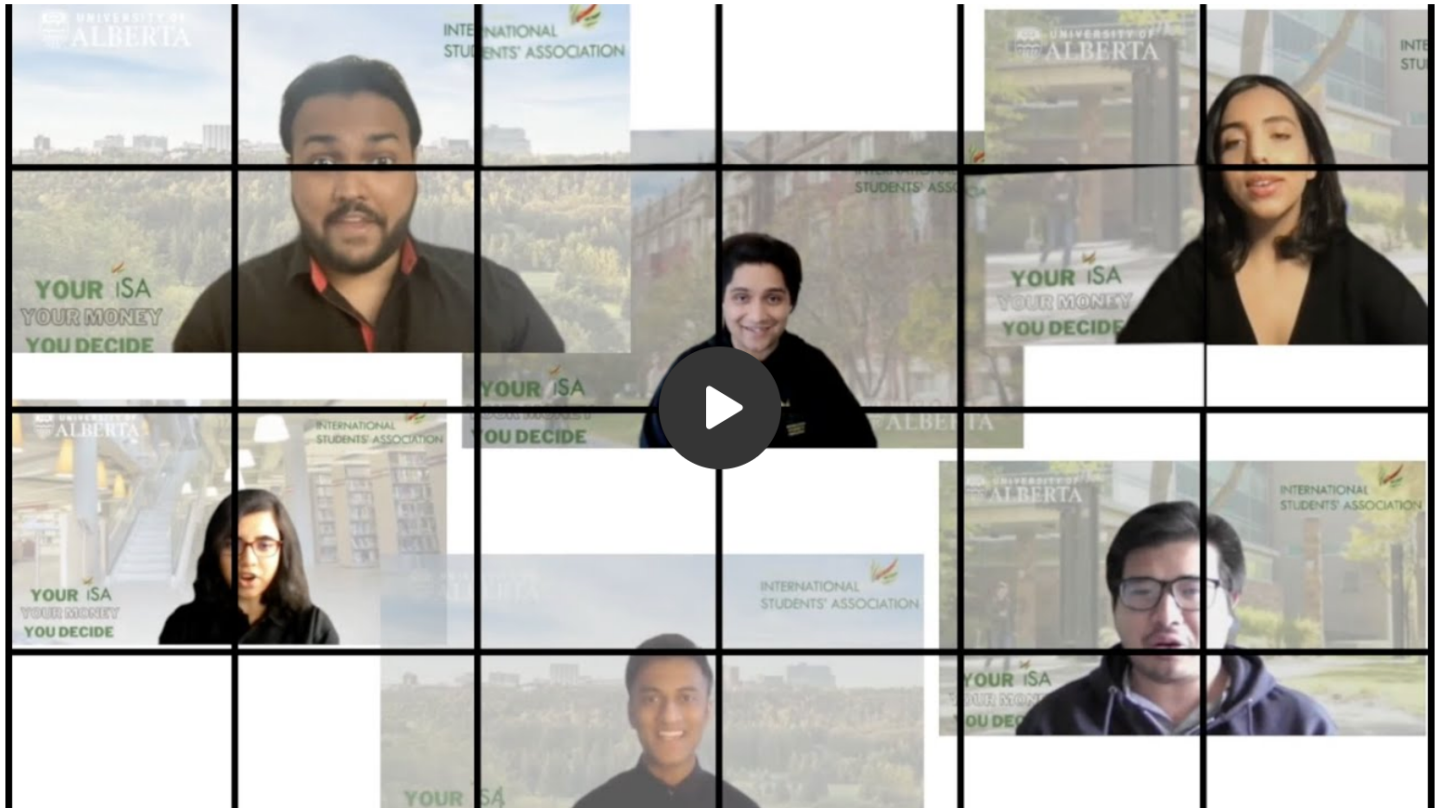
The ISA hosted a Public Town Hall on May 25, 5-6pm. The proposal was publicly presented to international students and we engaged in direct/public consultation with the students.

The Town Hall was live-streamed on the ISA Social Media. The Gateway also wrote regarding our Town Hall.

During the Town Hall, ISA asked all the participants to fill our survey to better understand the opinions of the participants at the Town Hall.

The ISA ensured that the questions asked during the Town Hall were answered, thus we sent the response document to all participants to answer the questions. While the anonymous nature of engagement tools used in the Town Hall was great for consultation but they led to their own challenges, such as few individuals trying to shape or present their personal opinion as public opinions, thus our survey data collected during the Town Hall adequately demonstrates the opinion of the students present in the Town Hall.

Townhall video is available on our ISAF website page, isa.ualberta.ca/isaf.



Second Survey

*The ISA sent a final Survey to the students in June, this survey has **248 students** as participants. The ISA conducted the survey over a period of a month, to give adequate time to students to fill the survey. The Survey was also emailed to all international students on June 11, to ensure that survey reached our entire constituency. The ISA Referendum Task Force also made a 2 min video to encourage students to fill the survey. The survey has an ISA Branded Jacket and Gift Cards as rewards for students to fill it.*

As approx 61% of international students are from China, thus the ISA worked with the Chinese Students and Scholars Association (CSSA), the UofA's largest Chinese student group, to ensure that survey was translated into Mandarin and shared with students from China over WeChat. We did everything possible to make our Survey reach our constituency.

Most Faculty Associations were also contacted to share the survey with their membership via newsletters. Survey Data was released by ISA on its Website and is also used in this proposal to demonstrate strong student support for ISAF.



Third Survey (Final)

Due to a few concerns regarding the ISA's second survey mainly regarding the wording of the questions, the ISA conducted a third survey. This time, the survey questions were drafted by the UASU Research and Advocacy Team, ISA publicized the survey by sending out a mass email to all 4,800 undergraduate students, and having an active social media campaign. We also made a new ISAF video to increase the participation rate. The University of Alberta International also shared our survey to support us. Finally, the survey got 335+ responses. The survey responses were shared with the UASU Research and Advocacy Team to process the result and the graphs used in this submission were prepared by the UASU R&A Team.

The survey results are publicly available on our website and attached to this submission in the appendix.

Date: August 12, 2021

Meeting Minutes

TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT

"The University of Alberta International Students' Association acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community."

1. INTRODUCTIONS

a. Attendance

Committee Members	Yes/No/Vacant
Chair, ISA Vice President External - Gurbani	
ISA President - Chanpreet	
Board of Governors Undergraduate Rep - Dave	
ISA VP Finance - Dhir	
ISA VP Students Life - Safwan/Nikita	
Black Graduate Students' Association (BGSA) Rep - Kufre	
Chinese Students and Scholars Association (CSSA) Rep- Tengyun	
Black Students' Association (UABSA) Rep - Gina	

Committee on International Students' Affairs (CoISA)

The ISA presented the proposal to its Committee on International Students' Affairs (CoISA) on Aug 12, 2021 to consult and take feedback on all changes made to the proposal after the one-on-one stakeholder meetings. Committee members were requested to take the changes back to their association and provide feedback.

ISA also asked its members to reach out to all the individuals, stakeholders, or associations whom we ever consulted, to inform them about the changes made to the proposal after the meeting, and take final feedback.

ISA shared every update/change to the ISAF proposal with regional groups and SRA's multiple times, to ensure that we are in constant communication with individuals whom we consulted.

ISA 2021/2022

Thank you

INTERNATIONAL
STUDENTS'
ASSOCIATION



Feel free to reach out at isa.finance@ualberta.ca
or isa.external@ualberta.ca for any query or
clarification.





APPENDIX

Note: All items in the appendix are subject to change over time and thus are not considered as a part of this proposal.

- ISAF Third Survey
- ISA Financial Management Bylaws and Policies
- Predicted Budget



INTERNATIONAL STUDENTS' ASSOCIATION

Date: Nov 20, 2021

For Immediate Release

ISAF Final Survey Report

Important Note: The Survey questions were drafted by the UASU Research and Advocacy Team, the survey was publicized by the ISA and all the graphs used in this report were again generated by the UASU Research and Advocacy Team after analyzing survey results.

Survey Responses Analysis:

Net Participants: 335 respondents for 4,800 undergraduate international students

Last Year Fee-related Survey Comparison:

- 2020 OASIS FAMF Survey: 234 for 6,050 arts undergrad students
- 2020 ESS FAMF Survey : 185 for 4,627 eng undergrad students

Few of the recent SU Surveys:

Undergraduate students in 2020/2021 - 30,341 Full Time, 2,769 part time - 33,110 net.

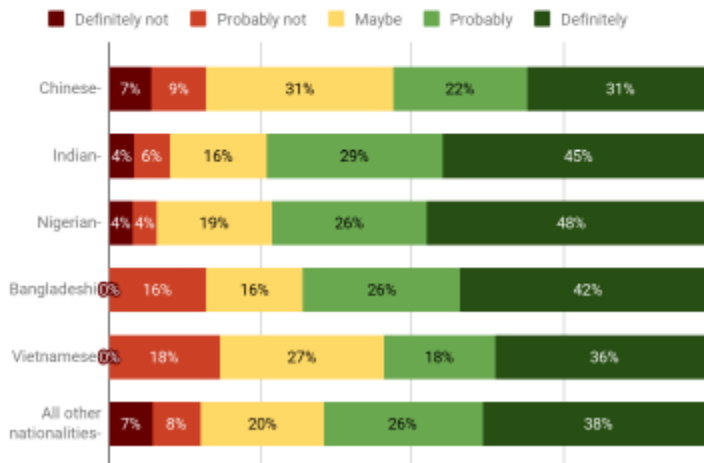
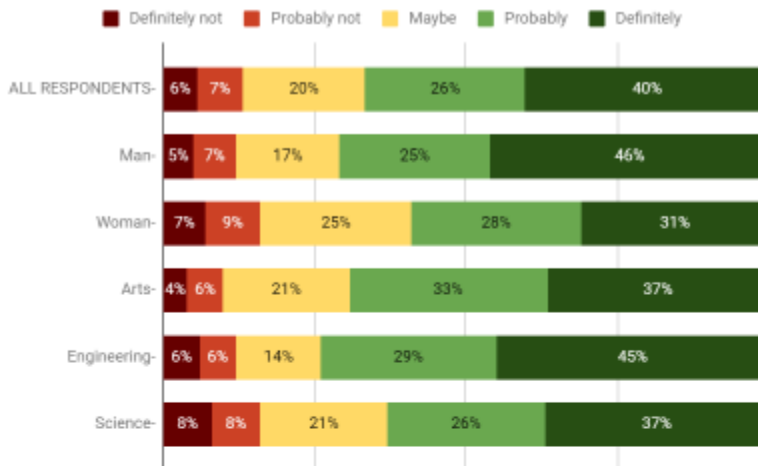
- [EDI and Student Supports Survey](#) (April 18, 2021) - 224 respondents
- [Returning to Campus](#) (April 30, 2021) - 751 respondents
- [SU 2020 Annual Survey Report](#) (April 2021) - 3125 respondents
- [Academic Integrity Survey](#) (March 3, 2021) - 637 respondents
- [Brain Drain and Food Insecurity Survey](#) (Feb 9, 2021) - 559 respondents
- [Three UASU Perks Surveys](#) (Jan 12, 2020) - first survey there were 625 responses. For the second survey there were 657 responses, and for the last survey there were 702.



INTERNATIONAL STUDENTS' ASSOCIATION

Survey Results

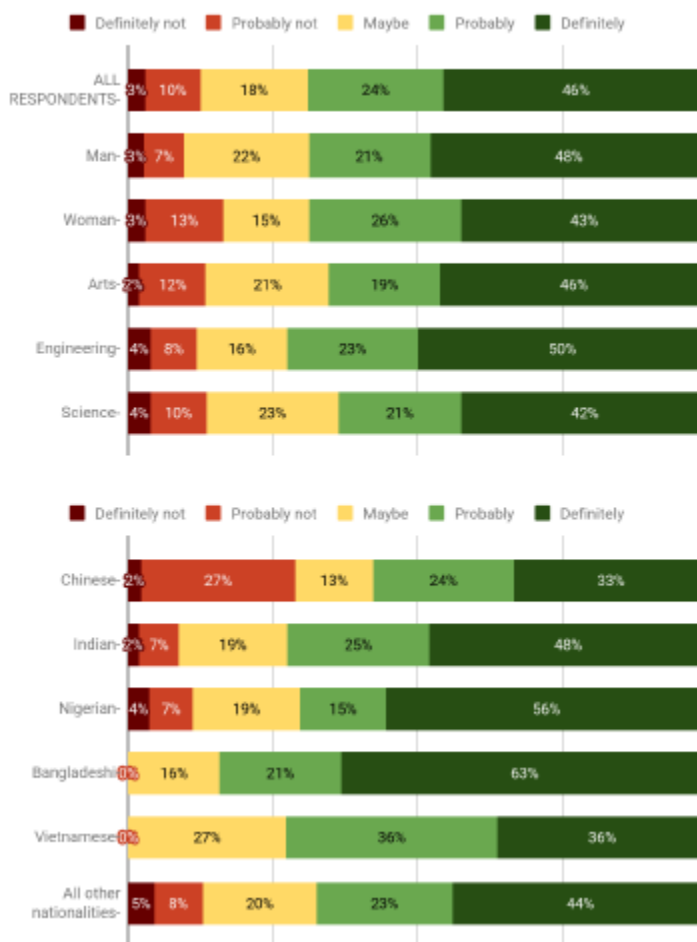
“The ISA plans to reach out to international students on all campuses, fund communication tools to strengthen advocacy efforts, support information sessions, and/or produce welcome booklets for international students. Would you pay roughly \$0.60 per semester to support this plan?”





INTERNATIONAL STUDENTS' ASSOCIATION

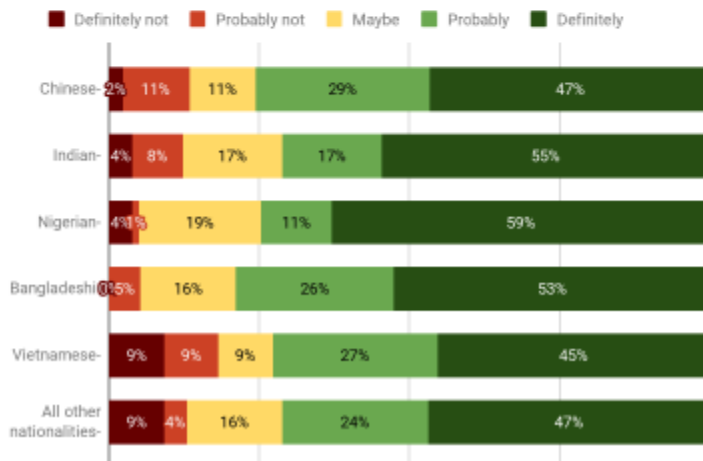
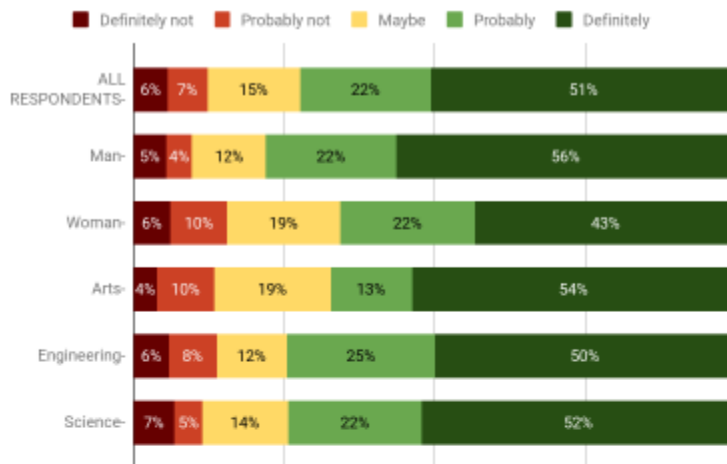
“The ISA plans to create new financial aid programs for international students. (E.g. Community Engagement Recognition Awards, contest prizes, Last Resort Funding.)
Would you pay roughly \$1.20 per semester to support this plan?”





INTERNATIONAL STUDENTS' ASSOCIATION

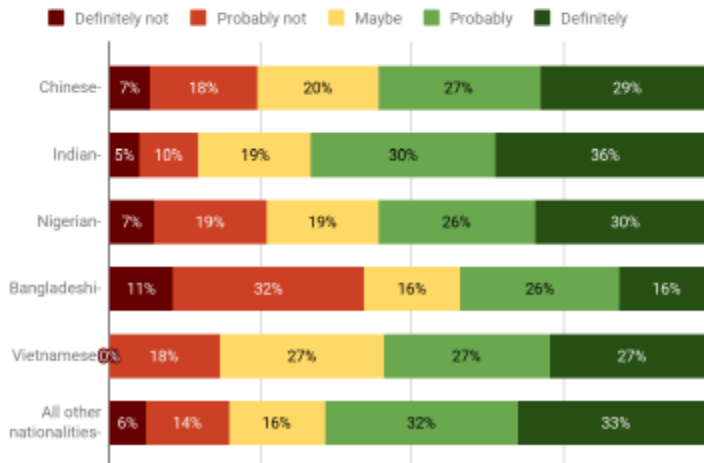
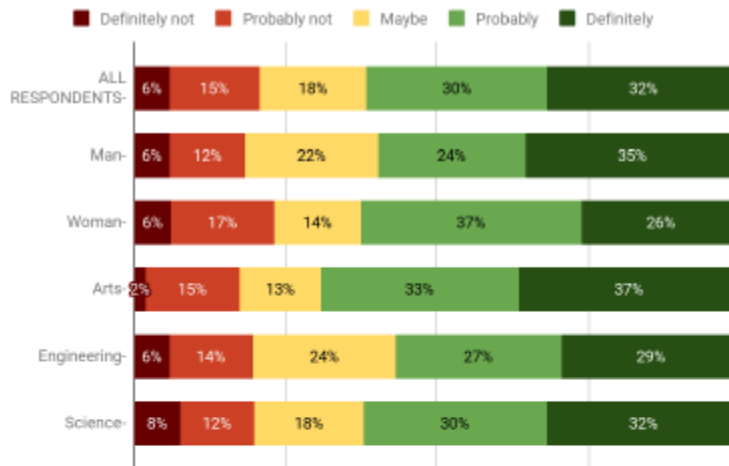
“The ISA plans to create new programs, events, and services for international students. (E.g. discount card for businesses around Edmonton, affordable food stall on north campus, events around the year) Would you pay roughly \$1.80 per semester to support this plan?”





INTERNATIONAL STUDENTS' ASSOCIATION

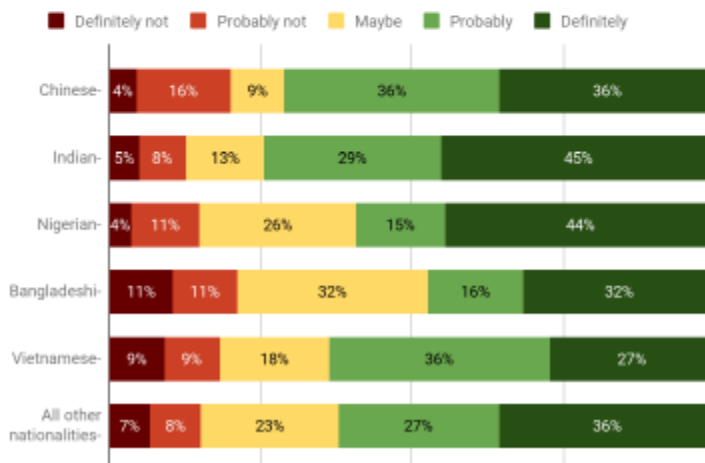
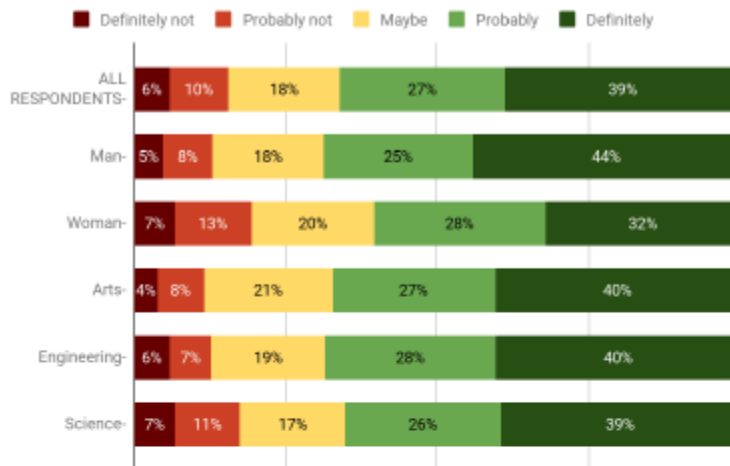
“The ISA plans to fund regional and BIPOC student groups, promote diverse and cultural events, student-initiated events, and host welcome activities. Would you pay roughly \$0.90 per semester to support this plan?”





INTERNATIONAL STUDENTS' ASSOCIATION

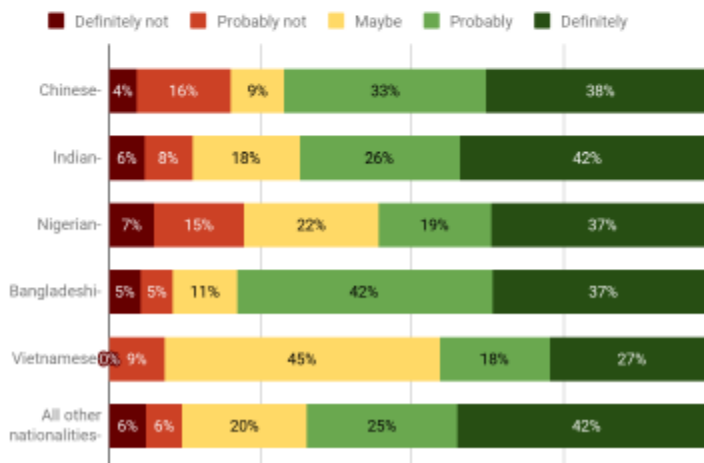
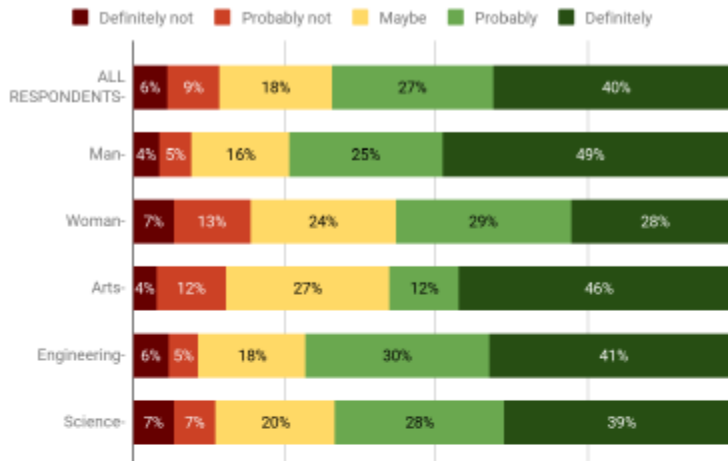
“The ISA plans to create health/wellness and professional development services and programs. Would you pay roughly \$0.60 per semester to support this plan?”





INTERNATIONAL STUDENTS' ASSOCIATION

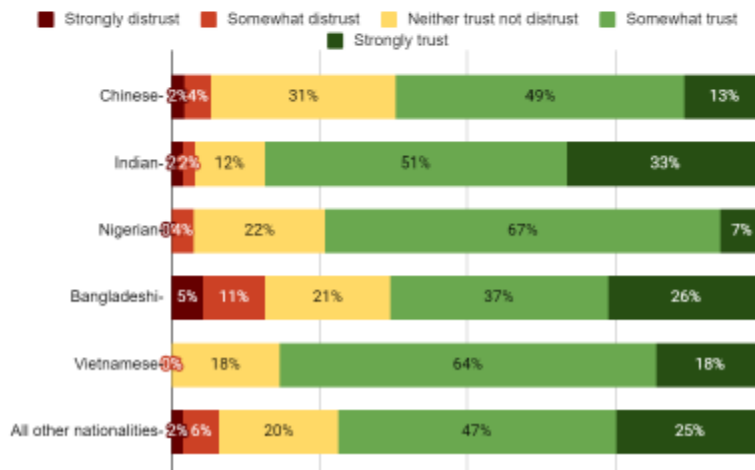
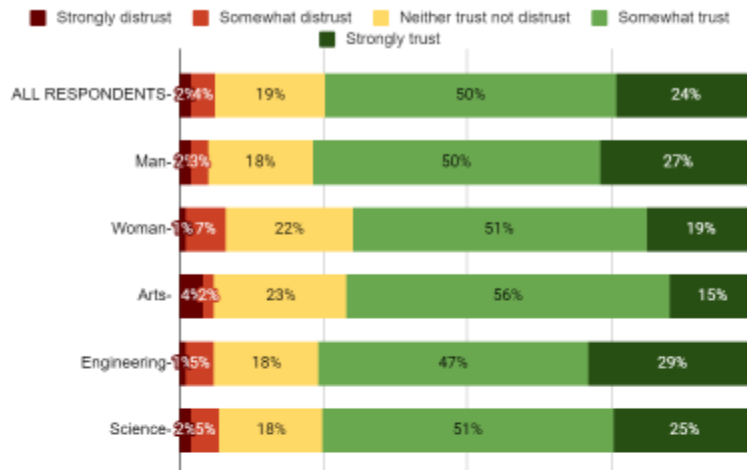
“The ISA plans to cover its operational costs and provide international students with a hub on campus. Would you pay roughly \$0.90 per semester to support this plan?”





INTERNATIONAL STUDENTS' ASSOCIATION

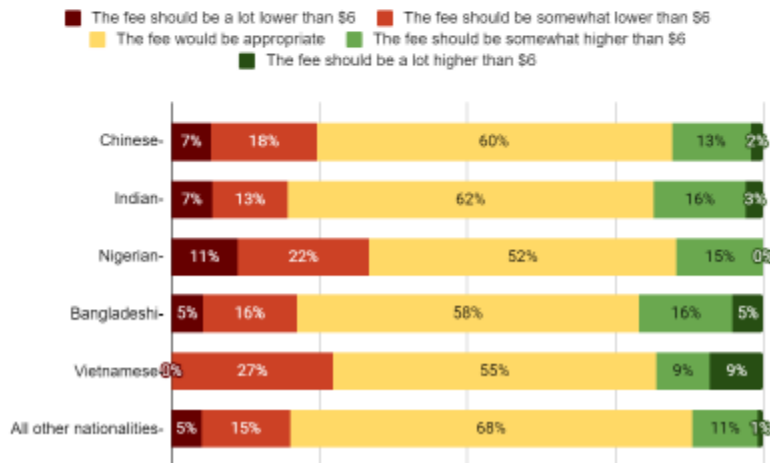
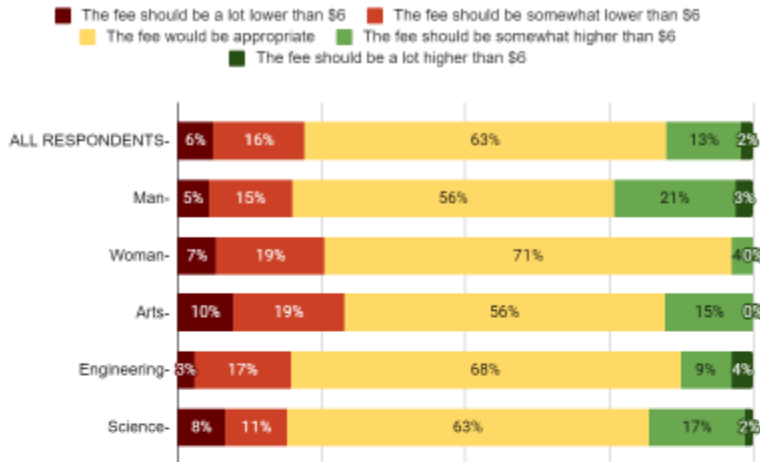
“Now that you’ve seen what the ISA hopes to do with the fee revenue, how much do you trust that the ISA can deliver on these plans?”





INTERNATIONAL STUDENTS' ASSOCIATION

“Now that you’ve seen what the ISA hopes to do with the fee revenue, what’s your opinion of the proposed \$6/semester fee?”





University of Alberta

INTERNATIONAL STUDENTS' ASSOCIATION

“If the international student body approves a fee like this,
how often should they vote to renew it?”

- Every three years: 65%
- Every four years: 24%
- Every five years: 11%



INTERNATIONAL STUDENTS' ASSOCIATION

Bylaw 700 – A Bylaw respecting Finances

- a) Fiscal Timelines: The ISA fiscal year runs from May 1 to April 30.
- b) Budgets
 - i) The Vice President Finance is responsible for creating and presenting the upcoming fiscal year's budget to the council for approval prior to Sep.
 - (1) The revenue generated due to the membership fee shall be budgeted and approved by the council representing that membership category.
 - ii) The Vice President Finance shall be responsible for managing the budget, expenses, documentation and reimbursements.
 - iii) Funds, Awards or grants received by the ISA shall be budgeted as per the requirements or criterias submitted to the donor/provider and shall be considered as a supplementary amount to the fiscal budget that shall be allocated by the Board.
- c) Expenses, Changes and Reimbursements
 - i) The ISA shall create policies related to the mechanism of bearing expenses, changes to budget, and process for reimbursements.
 - ii) Additional policies shall be created as required by the association to account for usage of different platforms.
- d) Records and Reports
 - i) The Finance department shall keep proof of all transactions such as receipt and financial documentation of the association for a minimum of seven (7) years.
- e) Accountability
 - i) The financial statements of the association shall be presented to the councils every semester and to the board every month.
 - (1) All expenses made by the board members shall be reported to the board in the next board meeting.
 - ii) The ISA shall submit its audited annual financial statements to the University of Alberta Students' Union (UASU) as per UASU Bylaw 8200 and within one month to the provincial registry as per Societies Act at the end of the Fiscal year.
 - iii) The members of the board, and councils, shall have the right to request for any information/documentation related to finances of the association.
 - iv) General Members of the association shall be eligible to access the budget and audit statements of the association upon request.



INTERNATIONAL STUDENTS' ASSOCIATION

ISA Policies

B.8: Expense/Reimbursement Policy

Amended jointly by board and council.

- 1) The Finance Department of ISA shall manage all the expenses and reimbursements.
- 2) Approval Mechanism:
 - a) Through Council:
 - i) The Finance department prepares an annual budget that shall account for all general and planned expenses for the year.
 - ii) Council and the board shall approve the annual budget prior to Sep thus pre-approving all the accounted expenses in the budget.
 - iii) Each board member shall contact the finance department to discuss the expense mechanism and the expense shall be made accordingly upon joint approval of the President and Vice President Finance.
 - b) Through Board:
 - i) The Board member shall reach out to the Vice President Finance to discuss all expenses which are not accounted for in the annual budget.
 - ii) The board member and the Vice President Finance shall move a motion in the board for such expenses along with the expense mechanism.
 - iii) Upon approval, the expense shall be made.
 - iv) Board member shall contact the finance department to discuss the expense mechanism and the expense shall be made accordingly upon joint approval of the President and Vice President Finance.
 - c) Contingency funds shall also be approved along with most expenses and be reported to the board.
 - i) Usage of contingency fund shall require approval from the President and Vice President Finance.
 - d) Approval/amendments Limits:
 - i) Changes to any allocation (line number expense) of the annual budget over 20% shall require council approval and under 20% shall be approved by the board.
 - ii) Contingency funds shall be used to cover unexpected expenses.
 - iii) Board can approve an unaccounted expense under B8.2.b for upto a maximum of 1000 CAD or 5% of the annual budget, whichever is first.
- 3) Expense Mechanism:
 - a) Board members make the purchase and submit reimbursement requests.
 - b) Finance department directly makes the purchase.
 - c) ISA Expense Card is allocated with the required fund to make the purchase.
- 4) Reimbursement Mechanism:
 - a) The board member shall fill the ISA Reimbursement form on ISA website or eclass by submitting the receipt or acceptable proof of the expense.



University of Alberta

INTERNATIONAL STUDENTS' ASSOCIATION

- b) The reimbursement request needs to be made within 7 days of the expense being made
 - c) The Finance department shall process the reimbursement and reimburse the board member within 7 days of receiving the request.
- 5) ISAF Opt-outs
- a) The Finance Department shall handle all the opt-out requests received by the ISA in accordance with the ISAF Policy.



INTERNATIONAL STUDENTS' ASSOCIATION

B.9: Financial Accounting, wave, journal and audit policy

Amended jointly by board and council.

- 1) The ISA shall use the wave platform for all its accounting and auditing purposes.
- 2) Wave Usage:
 - a) Each income and expense shall be accounted for in the wave as appropriately.
 - i) Proofs of expense and income shall also be attached to transactions in the wave.
- 3) Journal Usage:
 - a) Journal shall be the platform used to add funds into the Expense Cards of the ISA.
 - i) The President and Vice President shall have expense cards with a limit of 200 CAD for contingency funds.
 - ii) Vice President Finance shall create virtual cards with funds needed for the board members to make the purchase.
 - iii) Vice President Finance and President shall jointly approve every amount being added to the journal account.
 - (1) Amounts to the journal account shall only be added when an expense is approved, and the purchase needs to be made.
 - (a) The journal account needs to be zero all other times.
- 4) Cross-checks:
 - a) The wave platform at all times must be able to indicate the accurate financial standing of the association.
 - b) Wave and journal account joint balance shall be equal to the ISA Bank account balance at all given times.
 - c) Any abnormality shall be reported to the board immediately and be resolved under the supervision of the board.
- 5) Accountability:
 - a) Every week, the Vice President Finance shall share a report on all the expenses made by any board member.
 - b) Every month, the Finance Department shall share the financial standing of the association with the board.
 - c) Every semester, the Finance department shall share the financial standing of the association with the Council.
 - d) The members of the board, and councils, shall have the right to request for any information/documentation related to finances of the association.
 - i) Transparency credentials
 - (1) The Finance Department shall provide members of board with view only credentials to ISA Bank account, wave and journal account at all time thus enabling surprise cross checks by anyone in the association's governance.



University of Alberta

INTERNATIONAL STUDENTS' ASSOCIATION

- e) General Members of the association shall be eligible to access the budget and audit statements of the association upon request.
 - i) The Financial Statements and Audits shall be presented to general members at the Annual General Meeting.
- f) The President and Vice President only shall have access to ISA Bank Account, Journal and Wave platform.
- g) Every trimester the ISA Vice President Finance shall submit ISA Audit report to the UASU Audit committee or as per the applicable provisions of UASU Bylaw 8200.



INTERNATIONAL STUDENTS' ASSOCIATION

B10: ISAF Policy (Draft)

- 1) Relevant section of Proposal to Students' Council regarding ISAF:
 - a) Fee:
 - i) *Each full-time international student on all university campuses will be paying \$3.00 per semester.*
 - ii) *Part-time international students will be paying 50% of the full-time fee being charged.*
 - iii) *Off-campus (such as Co-op students) or special status international students will pay \$0.00 per term.*
 - b) Scope:
 - i) *The ISA SRA Fee will be implemented from the Fall 2022 Term and up until and including the Spring/Summer 2024 Term. The Fee shall be charged to every full-time and part-time international student on all University of Alberta campuses. An international student is defined as a University of Alberta student who pays the international student's tuition fee and/or is on a study permit in Canada.*
 - c) Opt Out
 - i) *To receive reimbursement from ISA, for the ISAF, a student must fill out the opt-out form on the ISA website (isa.ualberta.ca/opt-out).*
 - ii) *A student is only eligible if they have paid the ISAF as part of their tuition fees, as collected by the Registrar's Office and the Students' Union. The SRA fee is a voluntary fee and filling out this form is the only way to opt-out of payment.*
 - iii) *International students shall be able to fully opt-out of the fee within the first 30 days of every trimester. The Students shall not be eligible to access the services/program upon opting out.*
 - iv) *The ISA shall reimburse the student within thirty (30) days of receiving the opt-out form. This time frame shall only change due to unpredictable or other reasonable circumstances.*
 - d) Financial Oversight
 - i) *The fee shall be bound to the financial reporting to the Student Union, as per the University of Alberta Student Union Financial Reporting Guidelines. This includes*



INTERNATIONAL STUDENTS' ASSOCIATION

ongoing financial reporting by the ISA Vice President Finance and a yearly independent audit; a statement of the audit and budget be submitted to ISA Undergraduate Council for full oversight and transparency. The Budget and audit statements shall be available to international students on request and also be presented to the international students in the Annual General Meeting (AGM). Every transaction shall be approved jointly by the ISA President and the Vice President Finance along with an ongoing regular reporting to the Board.

e) Allocation

<i>Allocations</i>	<i>Amount</i>
<i>International Students' Benefit Card (I-Card)</i>	<i>6%</i>
<i>Awards</i>	<i>12%</i>
<i>Events</i>	<i>20%</i>
<i>Welcome Program</i>	<i>15%</i>
<i>Community Support Fund</i>	<i>12%</i>
<i>Health/Wellness and Professional Development</i>	<i>15%</i>
<i>Your ISA</i>	<i>20%</i>

2) This policy shall always be subject to changes caused in the UASU Bylaw 8200.



INTERNATIONAL STUDENTS' ASSOCIATION

C.3: Sponsorship/Marketing Policy

Amended jointly by board and council.

- 1) ISA shall approve the annual sponsorship/marketing package prior to July along with the draft price list.
 - a) The package and pricing shall be confidential, thus shared only with the sponsors and not be available to general members. This enables ISA to ensure competitive pricing and charge as per the sponsor's previous history and affiliation with the ISA.
- 2) Risk Assessment:
 - a) The ISA shall not sign any agreement/partnership/contract/MoU with any sponsor/organization for a period longer than next April 31. Thus the ISA cannot commit on behalf of future Execs of the association or shall bond them.
 - i) An extension of 12 months can be granted by the Council at its discretion.
 - b) Vice President Finance is responsible for assessing the risk associated with any sponsor.
 - i) Vice President Finance is responsible for background checking of the sponsor.
 - c) All communications with sponsors shall be ideally conducted over official Email IDs and meetings shall be recorded with consent of all members.
 - d) ISA shall ideally follow a system of invoice for the sponsorship/marketing services that it provides to its sponsors, thus limiting the signing of contracts or agreements.
 - i) All contracts or agreements with an expiration or termination within the term of execs (before April 31) shall be signed only with approval of the board.
- 3) Sponsorship handling:
 - a) The Vice President shall handle the fulfillment of any invoice or deal completely and not redirect the sponsor to another department.
 - i) Direct point of contact of the sponsor always has to be the Finance department.
 - b) Every meeting with the sponsors needs to be attended by a minimum of two individuals from ISA with consent of the Vice President Finance.
- 4) Every member of the finance department needs to complete the mandatory SGS and ISA Finance training.
- 5) ICard and Food Stall vendors shall not be subject to this policy.
- 6) Community Welfare Marketing
 - a) ISA shall provide exceptional discounts or not charge to student groups or companies providing essential services to international students.
 - b) The board shall classify student groups or companies in community welfare marketing category at its discretion for a maximum of board members tenure (until April 31).
 - i) The Councils shall however classify any organization into community welfare marketing for a maximum of three (3) years.
- 7) Moral responsibility:



University of Alberta

INTERNATIONAL STUDENTS' ASSOCIATION

- a) ISA shall only provide sponsorship/marketing services to sponsors and NOT recommend any product or service of a sponsor.
- b) ISA shall ensure that sponsor is fully vetted and students are not exposed to any fraud.
- c) Any service or product deemed potentially dangerous or not in the best interest of students shall not be promoted or marketed by the ISA.

New Allocations	
<i>Welcome Program</i>	\$6,000
<i>ICard</i>	\$2,000
<i>Awards</i>	\$4,000
<i>Events</i>	\$6,000
<i>Community Support Fund</i>	\$4,000
<i>Health/Wellness and Professional D</i>	\$5,000
<i>Your ISA</i>	\$8,000
	\$35,000



INTERNATIONAL STUDENTS' ASSOCIATION

Financial Changes made to the ISAF

Old Allocations					
Allocation	Sub Division	Amount	Reduced Amount	Explanation	Allocation Total
<i>Communication, Outreach and Advocacy</i>	<i>Welcome Booklet</i>	4200	2000	<i>We can cover rest with ads in welcome booklet or reducing the pages</i>	
	<i>Advocacy and Awareness Fund</i>	1250	800	<i>Can't reduce this further as this is our current coms team subscriptions</i>	
	<i>Gateway/Campus Voice Initiative</i>	300	0	<i>Gateway writers will work for free as volunteers same as now</i>	2800
<i>Support, Awards and Funding</i>	<i>Community Engagement Recognition Awards</i>	5200	4000	<i>We saw value in awards overall and this is a highly rated allocation in all surveys but we removed a few awards.</i>	
	<i>Last Resort Funding</i>	5700	0	<i>This amount was always lower than required, so we are going to focus on our need-based financial aid advocacy more rather than creating our own fund</i>	4000



INTERNATIONAL STUDENTS' ASSOCIATION

Services, Events and Programs	International Student's Benefit Card (ICard)	5200	2000	<i>This cost will only include cards printing and some promotions material to get more vendors enrolled. Travel and all is removed</i>	
	Food stall program	8000	0	<i>Food stall is removed based on our consultation with Execs and few identified logistical challenges</i>	
	Events	4000	5200	<i>We needed more money here always and thus we pulled 2,000 from community support funding</i>	7200
Community, Diversity and Culture	Community Support Fund	6000	4000	<i>Even if we give less money out to regional groups it's fine, as we have increased our own event budget. If we ever need more money here, then we could collaborate with regional groups on joint events and use our event budget.</i>	
	Student Events Program	800	800	<i>Merged with ISA Event budget</i>	



INTERNATIONAL STUDENTS' ASSOCIATION

				<i>For the sustainability of ISA, connecting with students when they join UofA is very important, thus we can't reduce this.</i>	
	<i>Welcome Services</i>	4000	4000		8800
<i>Health/Wellness and Professional Development</i>	<i>Mental Health/Wellness Program</i>	2500	2500	<i>Bare minimum</i>	
	<i>Professional Development Program</i>	3500	2500	<i>Bare minimum</i>	5000
<i>Your ISA</i>	<i>Volunteer Appreciation Program</i>	5000	2800	<i>We will cover rest with our grants/sponsorship fund</i>	
	<i>Insurance</i>	2500	2500		
	<i>International Students' Hub</i>	900	900		
				<i>We saw that in person elections with an election forum and few posters would lead to more voter turnout and also more students engaging in ISA governance. Actual cost of ISA Elections is 2,000 but we will cover the rest with grants/sponsorship.</i>	
	<i>Cost of Elections</i>	500	1000		7200
Total		59550	35000		35000

Detialed Budgeting for ISAF

University of Alberta International Students' Association (UAISA)

Line Number	Department	Initiative/Project/Entity	Item	Amount
1	Office of the President			
2	Vice President Academic			
2.1.1		Health and Wellness Program	Board games	300
2.1.2			Food	1000
2.1.3			One-one-One sessions	200
2.1.4			Welfare Sessions	1000
2.2.1		Professional Development Programs	Audience Pizzas	1000
2.2.2			Gift budget for Speakers time	500
2.2.3			Workshops	1000
3	Vice President Communciations			
3.1.1		Communication tools	ISA Website	500
3.1.2			Canva - Annual Subscription	150
3.1.3			Stripo Annual Subscriptin - for newsletter	125
3.1.4			RSS.com for a podcast	125
3.2.1		Welcome Booklet	80 copies with 40 pages	2000
4	Vice President External			
4.1.1		Community Engagement Awards	ISA Salute	800
4.1.2			Student Governance Leader of the year	500
4.1.3			Community Welfare Volunteer Award	500
4.1.4			International Community Welfare program	500
4.1.5			Free Food - pizza for award night	700
4.1.6			Venue and set up	1000
5	Vice President Finance			
5.1.1		Community Support Fund	As per the event applications of the region	4000
6	Vice President Internal			
6.1.1		International Students Benefit Card	Promotional Material	600
6.1.2			Campus Posters	400
6.1.3			Card Printing or stickers	1000
6.2.1		Your ISA - Election Office	CRO honorarium	300
6.2.2			Election Forum - Posters, food, venue set	800
6.2.3			Candidate Budgets	900
6.3.1		Your ISA - Insurance	General Liability and officers legal protection	2500
6.4.1		Your ISA - International Students Hub	General office supplies.	1000
6.5.1		Your ISA - Volunteer Appreciation Program	One Semester Ending party for all volunteers	1000
6.6.1			Council Food - 150\$ per meeting x 10	1500
6.6.2			Board Food - 70\$ per meeting x 40	2800
7	Vice Preisdent Student Life			
7.1.1		General Events - Bonfire	Pizza and marshmallow	1000
7.1.2			Venue setup and additional equipment set	1000
7.2.1		General Events - International Student	Banners and posters	500
7.2.2			Tables and chairs for regional groups table	800
7.2.3			Giveaways and prizes for fashion show and	800
7.2.4			Venue setup	1200
7.3.1		Student initiated Events	General	700
7.4.1		General Events - Reading week party	No Cost, as per our contract with urbans	0
7.5.1		Welcome Program	Food	1500
7.5.2			Giveaways for ice breaker games	500
7.5.3			Table and chair rental - Informart	1000

7.5.4			ISA Check in kiosk	500
7.5.5			Banners	500
			Net	38700