

**UPEI  
SU**

*your voice...  
...your union*

**Services  
Handbook**

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# Important Contact Info ---

## **If you have any questions or suggestions regarding...**

### **FUNDING AND/OR SERVICES:**

Vice-President Finance and Administration: [vpfinance@upeisu.ca](mailto:vpfinance@upeisu.ca)

Services Coordinator: [services@upeisu.ca](mailto:services@upeisu.ca)

### **CLUBS AND/OR EVENTS:**

Vice-President Student Life: [vpstudentlife@upeisu.ca](mailto:vpstudentlife@upeisu.ca)

Clubs and Events Coordinator: [clubsandevents@upeisu.ca](mailto:clubsandevents@upeisu.ca)

### **ADVOCACY:**

Vice-President Academic and External: [vpax@upeisu.ca](mailto:vpax@upeisu.ca)

### **GENERAL QUESTIONS OR SUGGESTIONS:**

President; [president@upeisu.ca](mailto:president@upeisu.ca)

General Manager: [gm@upeisu.ca](mailto:gm@upeisu.ca)

### **INSURANCE QUESTIONS:**

Administrative Manager: [admin@upeisu.ca](mailto:admin@upeisu.ca)

### **MENTAL HEALTH RESOURCES:**

Mental Health & Wellness Coordinator: [mhwo@upeisu.ca](mailto:mhwo@upeisu.ca)

### **THE FOX AND CROW:**

Food and Beverage Manager: [thefoxandcrow@upeisu.ca](mailto:thefoxandcrow@upeisu.ca)

# Supplies

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The UPEISU recognizes that food security is crucial for students to be healthy both mentally and physically. To help students with this, we created SUpplies. SUpplies is a 24-hour anonymous service that provides students with several food items and hygiene products. Our pantry is located in Room 109 in the W.A Murphy Centre. Some of the things provided there are cans of ham, sardine, rice, different types of pasta, cans of chickpeas, cans of tomatoes, etc.

*Are you eligible to use the supplies food pantry?  
Every student is eligible to use this service.*

## SOME SIGNS THAT YOU SHOULD BE USING SUPPLIES ARE:

### Note

Please take only the items you need the most as we only have a limited amount of supplies, and your peers depend on the supplies available in the pantry.

You cannot afford to buy healthy food.

You choose to skip meals or have snacks instead of proper food because healthy food is too expensive for you to buy regularly.

You often have to choose between paying bills or buying food to sustain yourself.

## Gift cards for students in need

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Additionally, your Student Union provides students in need with gift cards to either Walmart or Superstore. All you have to do is fill out the form available on our website.

*Note: Filling out the form does not guarantee that your application will be approved.*

*To find more information about SUpplies and fill out the form for the gift cards, please visit our website: [upeisu.ca](http://upeisu.ca), head to the student services section and then click on supplies.*

# Tool Co-op

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Moving places, and you need tools to assemble your furniture? Your UPEISU is here to help you with that! The Tool Co-op is a service available to all UPEI students. This service aims to save students the cost of buying tools that they might only use once.

## PROCEDURE TO RENT A TOOL KIT:

1. Fill out the form on our website. (Visit our website [upeisu.ca](http://upeisu.ca), head to the student services section and click Tool Co-op)
2. After you fill out the form, you will be contacted to finalize a day and time when you can come to pick up your tool kit through e-mail.
3. The day you come to pick up your tool kit, you will have to provide a \$20 cash deposit that you will get back once you return the kit in the same condition provided to you.
4. The last step is to sign a waiver. (The waiver is also found under the tool co-op section on the website.)
5. You can rent the tool kit for up to a week. After a week's grace period, a student can rent it for another week again.

The different tools we currently provide are; Hammer, wrench, screwdriver set, pliers, measuring tape, level and a flashlight. Do you not see a tool that you want? Make sure to email us at [vpfiance@upeisu.ca](mailto:vpfiance@upeisu.ca), and we will try our best to include it in our tool kit.

**If you have not received a confirmation e-mail, you will not be able to receive the tool kit even if you were to show up at the office. We request that you please be patient with us while we go through the many applications.**

### **Note**

If there is a low number of applications, you may be able to rent it for an additional week.

**Upon return:** Once you return the tool kit, you will be given back your \$20 cash deposit as soon as you sign the last section of the waiver.

# Video Game Co-op

Do you want a quick break from school or explore the gaming world? If your answer is yes, the video game co-op might be an excellent service for you! This service aims to give students an alternative form of entertainment with some fun consoles.

## PROCEDURE TO RENT A GAMING CONSOLE:

1. Fill out the form on our website. (Visit our website [upeisu.ca](http://upeisu.ca), head to the student services section and click on Video Game Co-op)
2. After you fill out the form, you will be contacted to finalize a day and time when you can come to pick up your gaming console.
3. We have four types of gaming consoles, namely:
  - SNES Super Nintendo Entertainment System - Classic Edition
  - Sony Playstation Classic
  - Sega Genesis Mini
  - NES Nintendo Entertainment System
4. On the day you come to pick up your gaming console, you will have to provide a \$20 cash deposit that you will get back once you return the console in the same condition that it was given to you.
5. The last step is to sign a waiver. (The waiver is also found under the video game co-op section on the website.)
6. A student can rent a gaming console for two weeks. After a week's grace period, a student can rent it again.

If you have not received a confirmation e-mail, you will not be able to receive the gaming console even if you were to show up at the office. We request that you please be patient with us while we go through the many applications.

### Note

**Upon return:** Once you return the gaming console, you will be given back your \$20 cash deposit as soon as you sign the last section of the waiver.



# Panther Patrol

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Are you looking to get home safely after partying at our wet & dry events? Are you dreading having to take the bus after doing your groceries? Fear not because your UPEISU is here to help you with the Panther Patrol!

## WHAT IS THE PANTHER PATROL?

The Panther Patrol is a shuttle service available to all UPEI students to offer them rides to the grocery store, clinic, or any other place that you need to go to as far as it is in the more significant Charlottetown areas. (Sherwood, Charlottetown, Cornwall, Stratford)

## FUN FACT: THIS SERVICE IS FREE!

### HOW TO BOOK A RIDE?

To book a ride, simply text this number: 902-940-7346. If there are any available slots, you will receive a confirmation text from the Panther Patrol Coordinator.

You can also fill out the form found on our website.

Head to our website [upeisu.ca](http://upeisu.ca), head to the student services section and click on Panther Patrol.

### WHAT IS THE CURRENT SCHEDULE?

Please head to our website to check out the Panther Patrol's current schedule.

#### **Note**

Whenever the Panther Patrol is not operating, students are updated through our Instagram account.



# Bike Co-op

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Are you looking to go around and explore our lovely PEI in the summer? If your answer is yes, you might like our Bike Co-op, a summer service that we provide to all UPEI students. This service gives students access to a bike, a helmet, a lock & a key.

This service aims to provide students with an environmentally friendly and active choice of transportation for both on and off-campus use.

## PROCEDURE TO RENT A BIKE:

1. Fill out the form on our website. (Visit our website [upeisu.ca](http://upeisu.ca), head to the student services section and click on Bike Co-op)
2. After you fill out the form, you will be contacted to finalize a day and time to come and pick up your bike.
3. On the day you come to pick up your bike, you will have to provide a \$20 cash deposit which you will get back once you rerun the bike in the same condition that it was given to you.
4. The last step is to sign a waiver. (The waiver is found under the bike co-op section on the website.)
5. A student can rent a bike for up to a week. After a grace period of two days, the student can pick up the cycle again.

**If you have not received a confirmation e-mail, you will not be able to receive the bike even if you were to show up at the office. We request that you please be patient with us while we go through the many applications.**

### **Note**

**Upon return:** Once you return the bike, you will be given back your \$20 cash deposit as soon as you sign the last section of the waiver.



# Student Funding

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## STUDENT ACADEMIC ENRICHMENT FUNDING

The UPEI Student Union provides support to undergraduate and graduate students and student activities on campus. This funding opportunity includes but is not limited to the following:

- Social and educational events for students.
- Travel and other expenses resulting from academic conferences.
- Other events that provide students with opportunities to enhance their university experience.

## HOW TO APPLY FOR THE UPEISU STUDENT ACADEMIC ENRICHMENT FUNDING?

1. Fill out the form on our website. (Head to our website [upeisu.ca](http://upeisu.ca), go to the student services section and click on Student Funding.)
2. The UPEISU Funding Committee will then review your application.
3. Once a decision has been made, you will be contacted by the Funding Committee and made aware of the support that you will be receiving.

**Note:** *All the information on your application needs to be correctly filled out to be considered by the Funding Committee.*

## UPEISU EMERGENCY FUNDING

The UPEI Student Union recognizes that students might face financial hardship during their academic years. Hence, the UPEISU emergency fund was introduced to support students who need financial assistance due to unforeseen and/or unfortunate circumstances.

Issues could range from students who find themselves in sudden financial difficulties such as sudden loss of income, inability to pay rent, etc.

## HOW TO APPLY FOR THE EMERGENCY FUND?

Simply fill out the form on our website. (Visit our website [@upeisu.ca](http://@upeisu.ca), head to the student services section and click on Student Funding.)

**Note:** *Filling out this form is not a guarantee that you will receive funding. Allocation of funding is strictly needs-based.*



Forgot your lunch at home  
and you are craving some  
delicious food? Or, do you simply  
want a cozy spot to study?

If you said yes to one of the above,  
our pub,  
The Fox and Crow, might be a  
perfect place for you.

### **Note**

We also have special-  
themed Trivia nights  
every Wednesday!



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