

Club Application Package

This package is to be completed for new and returning clubs wishing to be recognized under the Trent Durham Student Association. The goal for this package is to give you and your club a better idea of what your vision is for the upcoming year, as well as to inform the VPCL of what things to anticipate from your club, so that the TDSA is able to support and help you throughout the year.

Step 1: Complete this “Club Application” package which includes the following sections:

- A. Club Requirement Checklist
- B. The Essentials of Club Policy
- C. Club Name & Executive List
- D. Club Description and Purpose
- E. Club Membership List & Proposed Events

Step 2: Submit this completed package to the Vice President Campus Life (VPCL) in the TDSA office. Only packages that are 100% complete will be reviewed for approval.

Step 3: The TDSA Student Clubs Committee will meet within 5 business days regarding the approval or rejections of Clubs. The SCC may request additional information.

Step 5: Once you receive confirmation from the SCC that your club has been approved (within 5 business days), the VPCL will set up a mandatory Club Training Session for all club executives, before holding club meetings and/or events.

A. Club Requirement Checklist

Once approved, in order to maintain your ratified club status, there are a few basic requirements that are expected to be fulfilled:

Maintain a minimum of five (5) members which must include at least three (3) executives.

- Conduct a minimum of (1) one event per Academic Year.
- Attend two (2) TDSA club recruitment events each Academic Year, one (1) before the Fall, (August/September) and one (1) before the Winter semester (December/January).
- Maintain a clearly typed up-to-date membership list in the club Google Drive folder.
- Adhere to TDSA's Clubs Policy.
- Submission of two (2) completed Semesterly Reports to the VPCL, by the deadlines Dec 31st and April 30th, as well as attend semesterly club executive meetings.

TDSA Contact Information

Should you have any questions or concerns about your club, the clubs policy, the clubs process, or anything else TDSA-related, please contact your Vice President of Campus Life. It is vital that the VPCL maintains strong communication with all club executives throughout the year. The email address vpcl@mytdsa.ca is the quickest method of contact. To speak with the VPCL directly in person, check their office hours at the TDSA office in room 122.

Vice President of Campus Life 2017-2018: Katie Cassin (vpcl@mytdsa.ca)

905-435-5102 x5072

Is your club:

Returning

New

****New clubs only****

Do you wish to receive \$50 to be used towards club expenses for the year?

Yes

No

B. THE ESSENTIALS OF CLUB POLICY

What do I need to run a club?

- Maintain at least 5 members (including 3 executives).
- All 3 Club Executives must complete mandatory training with the VPCL.
- Have at least 1 event per Academic year (September-April).
- Attend one semesterly Club Executive meeting (in addition to writing one report per semester, reflecting upon events, meetings, and the structure of your club), as well as TDSA AGMs.
- Your club **must** be accessible to all students.

New gems in the Club Policy:

- A club has the right to 1 (one) extended executive, only if their membership reaches and reaches and remains at a minimum of 25 members.
- The Student Clubs Committee will now be the first to handle big decisions regarding clubs, instead of the Board of Directors.
- Club sanctions will be kept on file to be reviewed by the VPCL along with the SCC. They will then decide the severity of the consequences for clubs.
- Returning clubs **MUST** complete funding forms to request funding over \$10 from the VPCL. The TDSA **will not** reimburse purchases that have not been approved by the VPCL (or for large expenses, the SCC). Purchases under \$10 will be reimbursed, if purchased in good faith (ie. If you buy a \$40 cake, and split it into 4 receipts, you **will not** be reimbursed). New clubs shall be granted \$50 of start-up funds, should they check off the box on this application form.
- Club Executives must complete their own reimbursement form for items that they themselves purchased.
- Large events (over \$250, or off-campus) application = minimum 4 weeks before event, small events (under \$250) application = minimum 2 weeks.



C. Club Name & Executive List

We hereby apply for official Club Status for the following Club:

Club Name:

Executive # 1 Signature	
Name	Student Number
Program	Phone Number
Email Address (@trentu.ca)	

Executive # 2 Signature	
Name	Student Number
Program	Phone Number (*Optional)
Email Address (@trentu.ca)	

Executive # 3 Signature	
Name	Student Number
Faculty/Program	Phone Number (*Optional)
Email Address (@trentu.ca)	

Main Contact for the Club (Must be one of your executives):

Printed Name

Position

Date (DD/MM/YYYY)

** If you are eligible and wish to have an extended executive for your club, please complete their contact information on the other side of this page**

D. Club Description and Purpose

- I. **new clubs only** Please provide the purpose of your club and how it would benefit the Trent Durham community:**

- II. Please provide a 2 sentence summary of your club to be posted on the ‘Clubs’ section of our website (www.mytdsa.ca) :**

- III. **optional** Club constitution/ mission principles (ie. what do you hope your club will provide? What are your intentions for the club?):**

Feel free to write on the back of the form



E. Club Membership List

*** All clubs must have at least five (5) member signatures in order to qualify as a club*

	Name	Student #	Email	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

