



Trent Durham Student Association

55 Thornton Rd. S
Oshawa, ON L1J 5Y1
905-435-5102

Club Application Package

This package is to be completed for new and orphan 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 six (6) following sections:

- A. Club Responsibilities
- B. Clubs Policy Essentials
- C. Club Name and Executive List
- D. Club Purpose and Statements
- E. Club Membership and Proposed Events
- F. Acknowledgement & Agreement

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 Campus Life Committee (CLC) will meet within 5 business days regarding the approval or rejections of Clubs. The CLC may request additional information.

Step 4: Once you receive confirmation from the CLC 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.

TDSA Contact Information

Chau Bach

Vice President of Campus Life 2024-2025

vpcl@mytdsa.ca

905-435-5102 x5072

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 118.1.

Is your club

- New?** **Orphan?**
-

A. Club Responsibilities

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 *eight (8)* members which must include at least *three (3)* executives.
 - All Club Executives must complete mandatory Club Training with the VPCL.
 - Your club must be accessible to all students.
 - Conduct a minimum of *one (1)* event per academic semester (Fall and Winter semesters).
 - Conduct a minimum of *one (1)* meeting per academic semester (Fall and Winter semesters).
 - Attend *two (2)* TDSA Club Fairs each Academic Year, *one* in the Fall semester (September), and *one* in the Winter semester (January).
 - Send an executive to attend *two (2)* TDSA General Meetings each Academic Year, *one* in the Fall semester (December), and *one* in the Winter semester (April).
 - Maintain a clearly typed up-to-date membership list in the club Google Drive folder.
 - Adhere to the TDSA's Clubs Policy.
-

B. Clubs Policy Essentials

(please read through the complete version - TDSA Clubs Policy)

- Clubs will be provided with a designated email for all correspondence related to club affairs.
- A club has the right to add *one* extended executive if their membership reaches and remains at a minimum of 25 members.
- For small-to-medium events (under \$200), this form must be submitted **at least 2 weeks** prior to the event date. Large events (over \$200) require submission of **at least 4 weeks** in advance to secure a suitable space.
- Club Executives must complete a General Reimbursement form for items that they themselves purchased, and submit to the VPCL within **30 days** of purchase and by **April 15th** of the Academic Year.
- The Campus Life Committee (CLC) will be the first to handle major club decisions.
- Club sanctions will be kept on file to be reviewed by the VPCL along with the CLC. They will then decide the severity of the consequences for clubs.

C. Club Name and Executive List

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

Club Name: _____

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

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

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

If you are eligible and wish to have an extended executive for your club, please fill in their contact information below:

Executive #4 Name	
Student Number	Phone Number
Email Address (@trentu.ca)	
Program	Signature

D. Club Purpose & Statements

- I. **(NEW CLUBS ONLY) Please state your club purpose** (*What student needs will your club address? What personally drives you to start the club? How will your club contribute positively to the Trent Durham community?*)

- II. **Please write a two-sentence introduction of your club to be posted on the *Clubs* section of our website (www.mytdsa.ca/clubs.html).**

Recommended format:

- 1. Mission Statement (one sentence): Define your club, its objectives and the values it will embrace to achieve them*
- 2. Vision Statement (one sentence): Describe your club's future aspirations and desired impact on the Trent Durham community*

E. Club Membership and Proposed Events

Club Membership

All clubs must have at least eight (8) member signatures in order to qualify as a club.

	Name	Student #	Email(trentu.ca)	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Proposed Events

Indicate the events (titles and descriptions) that you plan on running during the 2024/2025 Academic year.

- _____

- _____

- _____

- _____

F. Acknowledgement & Agreement

By signing this and all accompanying documents we certify that:

- We have read the TDSA Club Policy thoroughly and carefully and fully understand the requirements for Club Status.
- We fully understand our responsibility to follow all applicable TDSA and Trent University Policies and Procedures.
- We agree to employ proper practices in all Club activities, and with particular attention to the administration of club funds and that failure to do so may lead to the loss of Club Status, de-ratification of the Club and/or other sanctions of the Club and on us personally (as stated within the TDSA Clubs Policy).

Submitted by	
Signature	
Signature Date (DD/MM/YYYY)	

<i>FOR OFFICE USE ONLY</i>	
Approved by	
Signature	
Signature Date (DD/MM/YYYY)	