

VICTORIA COLLEGE 2018/19

CLUBS HANDBOOK

PREPARED BY

**THE VICTORIA UNIVERSITY
STUDENTS ADMINISTRATIVE COUNCIL**



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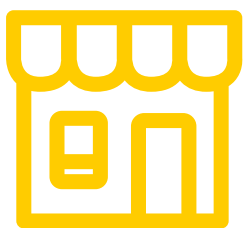
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JOINING THE VIC COMMUNITY



A STEP BY STEP GUIDE

1) Fill out the Clubs Application Form found under *Get Involved < Clubs* on the VUSAC webpage

Re-applying for status? Form must be filled annually

2) Once your application has been evaluated by the Vice President Student Organizations a Clubs Contract will be sent to you. This must then be filled and emailed to vpso@vusac.ca.

3) After your contract is approved you will be added to the club ratification list for the next VUSAC meeting in order to complete the process of becoming a ratified Victoria College Club.

4) After ratification, your club will be added to the VUSAC website and you will be encouraged to submit funding requests to be reviewed by the VUSAC Budget Steering Committee.

Clubs can be started at any point throughout the school year. If you are starting a Club after Sept. 30th, email vpso@vusac.ca

ABIDING COUNCIL POLICIES



YOUR RESPONSIBILITIES

Clubs at Victoria College have a number of privileges including funding, storage space, free space booking and event planning support. With these privileges, Clubs must follow the VUSAC **Council Policies** regarding Clubs. The primary point at VUSAC for Clubs is the Vice President Student Organizations.

[HTTP://WWW.VUSAC.CA/DOCS](http://www.vusac.ca/docs)

Clubs & Levies

> Clubs Handbook

Click this link to learn all about clubs. From starting a new club, to finances, to important contacts, to policies and events!

> Council Policies

Before you apply for club status and while you're operating as a club, it's important to know the policies clubs must follow!

> Cheque Requisition Form

Once you're an official club with an official budget, use this form to be reimbursed for the money you've spent from that budget!

> Budget Reallocation Form

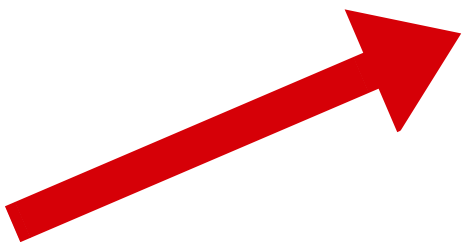
If you need to move money in your approved budget from one line to another, please submit this form to our Finance Chair!

> Levy Augmentation Request Form

To request a referenda to increase the amount of dedicated funding your levy receives each year, use this form!

> Booking VUSAC Spaces

All Vic students can book VUSAC's Board Room and Back Meeting Room for free using this form, student groups included!



FINANCES



GET THE FUNDING YOU NEED

VUSAC's Clubs Fund will cover the costs for day to day spending and club events.

Budget request forms will become available when the Finance Chair begins the budgeting process.

The VUSAC budget is divided into two terms. The first term is May-November and the second is November-April.

Consult VUSAC's Budget Steering Policies at <http://www.vusac.ca/docs> when writing your budget.

Your club can spend money from a budget that has yet to be approved, but only the ratified budget amounts will be reimbursed.

If you missed the budgeting process, contact the Finance Chair about setting up a club budget. There is an amount set aside in every budget designated for clubs that are formed after the budgeting process.

THE REIMBURSEMENT PROCESS

Once the budget is approved and you start spending, money is given out on a reimbursement basis - you will need to have the receipts for your club expenses before you receive any funds.

If your expenses have been approved and you have receipts ready, fill out a Cheque Requisition Form to be reimbursed.

The amount reimbursed cannot exceed the amount budgeted.

[HTTP://WWW.VUSAC.CA/DOCS](http://www.vusac.ca/docs)

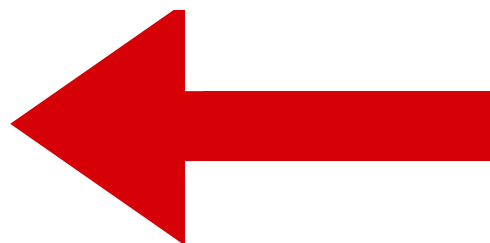
Clubs & Levies

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EVENTS



SPACE BOOKING

Depending on the venue you would like to book for your event or meetings, you will need to contact a different person. If booking an event, do your best to plan ahead and book as soon as possible.

RISK ALLEVIATION

You can find both these forms at <http://www.vic.utoronto.ca/students/campuslife/events/eventplanning.htm>

On-Campus Events

Complete the On-Campus Event Proposal Form and email Maria at m.queiroz@utoronto.ca and vic.dean@utoronto.ca with the attached form along with your availability for a Risk Assessment meeting.

Off-Campus Events

Complete the Off-Campus Event Proposal Form and email vic.dean@utoronto.ca with the attached form and your availability for a Risk Assessment meeting.

SPACES AVAILABLE



THE CATS EYE STUDENT LOUNGE

CONTACT: manager@catseye.ca

A student lounge with couches, tables, a stage, sound system, cash bar, and games room in a separate area at the back with two pool tables, a foosball table, and a pinball machine



ISABEL BADER THEATRE

CONTACT: Julia at vic.spaces@utoronto.ca

Offers space which is good for large-scale performance or events. These spaces are not free to rent for VCU members as we must cover the cost of staff labour. If you need help looking at funding sources, contact the VPSO.



GOLDRING STUDENT CENTRE

CONTACT: Maria at m.queiroz@utoronto.ca

The Goldring Student Centre offers rooms that are good for meetings, as well as a variety of general events spaces that offer a considerable amount of floor space.



VUSAC OFFICE

CONTACT: vusac.ca/room-booking

You are always welcome in this office for printing and catching up with other students. They also offer a spacious boardroom and backroom for meetings. In addition, this is the place to find VP's for questions you may have and poster approvals. Questions about bookings can be sent to officemanager@vusac.ca.

SPACES AVAILABLE



OLD VIC

CONTACT: Maria at m.quiroz@utoronto.ca

Offering a large open-concept space for a variety of event types. Can be equipped with tables, sound system, catering, etc. Northrop Frye and Old Vic offer spaces ranging from seminar classrooms to lecture halls • Rooms available: Old Vic Foyer, Alumni Hall, Old Vic Classrooms.



CAFFIENDS FAIR TRADE CAFE

CONTACT: caffiends@gmail.com

Located in Old Vic and the resident favourite cookie and coffee caterer for Vic Clubs' events. They also do special circumstance booking and enjoy collaborating for events. They also have a notice board helpful for postering.

EXTERNAL BOOKINGS

External booking on the wider U of T campus can be made on behalf of your club by the VPSO or can be facilitated through a partnership with another U of T organization that is recognized by ULife. **You can be both Vic and ULife recognized.** The VPSO can help you register for ULife.

PROMOTION



FACEBOOK AND WEBSITE

Your club should have a Facebook page/group and/or website where students can find information and stay updated with your club. These links can be shared on the VUSAC website as well.

Make sure to promote events with ample time.

COMMUNICATION REQUESTS

If you would like to advertise your club/event through VUSAC's social media platforms, you can submit a **communication request** via the VUSAC website. This service begins mid-September.

POSTERING

All posters **must be signed** by one member of the VUSAC Executive (President, VPI, VPE, VPSO). Clubs can print for free in colour or black and white at the VUSAC Office but are encouraged to think sustainably and not print excessively.

OPERATIONS



A FEW THINGS TO KEEP IN MIND

Do not hesitate to seek help from the VPSO! Their job is to help your club is run smoothly. This includes resource provision, mediation during conflict, etc.

Zoe loves to chat!

Be sure read up on what other clubs and levies there are! **Collaboration** between different clubs and levies is encouraged and can help promote club outreach, event attendance, and foster close partnerships!

Clubs are expected to **check their e-mails** on a regular basis and respond promptly.

Clubs are required to **submit a year-end report** including finances, event descriptions and attendance, and suggestions for the following year.

OPERATIONS



A FEW MORE THINGS TO KEEP IN MIND

There are **two club head meetings, three caucuses, and one Club Fair** throughout the course of the school year. Club heads will be given notice well in advance of these events and at least one club head must attend them, as constitutionally required.

You are welcome and encouraged to **attend bi-weekly VUSAC meetings**. Especially when your club has an issue or special announcement they would like to share. Contact the VPSO if you need time on the agenda.

As a Club head, you have a responsibility to create a **welcoming and inclusive environment** for our diverse community. This includes attending equity training (dates to be announced) and responding to any concerns or suggestions brought forth by members of the Vic community.

STORAGE & KEYS



LOCKERS

Inside the clubs storage room, **there are a variety of storage units and lockers in which you can store clubs equipment.** Locker keys are stored in the VUSAC office and must be signed out by Club Heads when needed. To obtain storage space, contact the VPSO. VOCA also has FREE lockers available in the commuter lounge, contact them at commuter@vusac.ca to obtain one for personal or club usage.

KEYS

Keys to the Clubs Storage Room and to the back storage room in VUSAC can be issued on a case by case basis. If your club feels that it needs easier access to these space, contact the Vice-President Internal, at vpi@vusac.ca for more information.

IMPORTANT CONTACTS

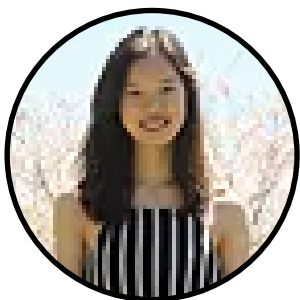


Zoe Ritchie
VUSAC VICE PRESIDENT STUDENT ORGANIZATIONS
Contact: vpso@vusac.ca

Meet your first point of contact and biggest supporter. Well known for her friendly disposition, problem solving attitude and prompt email responses. Zoe is here to answer all your questions and help you navigate any setbacks you face this year.

Christina Alcena
DEANS OFFICE CAMPUS LIFE CO-ORDINATOR
Contact:

Another one of your biggest supporters. Christina is responsible for facilitating student life activities within Victoria College. Well known for her open door policy and willingness to help in whatever way she can.



Karen
VUSAC Office Manager
officemanager@vusac.ca

- vusac room booking
- printing and materials usage



Nick
VUSAC VP Internal
vpi@vusac.ca

- keys and storage
- vusac questions



Tiger
VUSAC Finance Chair
finance@vusac.ca

- budgeting
- reimbursement
- all financial matters



Rehan
VUSAC
Communications
communications@vusac.ca

- promotion on vusac platforms
- vusac website



IMPORTANT CONTACTS

Maria Quiroz

Vic Event and Space Management, Space Coordinator

Contact: m.quiroz@utoronto.ca

Maria is your primary source of contact for all space bookings at Victoria College. This also includes catering orders.

Vikas Mehta

Victoria College Physical Plant Office, Director

Contact: v.mehta@utoronto.ca

Contact Vikas if you have a concern about the grounds at Vic, health and safety issues, general housekeeping and maintenance of Vic spaces.

Jennifer Wells

Alumni Affairs and Advancement, Alumni Affairs Office

Contact: jennifer.wells@utoronto.ca

Have an interest in inviting alumni to an event or bringing in an alumni as a speaker? Jenn is the person to contact.

Leora Nash

Vic Student Projects Fund, President

Contact: studentprojects@vusac.ca

Student projects is a large funding pool student organizations or individual students can apply to by application. Email Leora for more information about project eligibility.