The majority of this handbook overlooks the current situation with COVID-19, so these first few pages will serve as a disclaimer about how COVID-19 will affect clubs moving into the fall semester.

**GENERAL**

As of posting this, we do not know exactly to what capacity student groups will be able to operate in-person in the fall. However, it is likely that the majority of programming will take place online. If the situation does not improve significantly by September, clubs should refrain from hosting activities on campus without first consulting the VPSO. Clubs must ensure they are taking all the necessary precautions to maximize student safety.

**ORIENTATION**

Orientation's Clubs Event will be moved online this year. The event is still in the planning stages so info is subject to change. As it stands, the plan is for club heads to send in videos to be posted on the VUSAC website (which will remain there for the rest of the year) and then attend an online meet & greet for first years during O-week.

**FINANCES**

As it stands, there will be no changes to the club budgeting process whatsoever. However, the reimbursement process may look slightly different as students will not be able to pick up cheques in person.
It is likely that Vic's on-campus space bookings will be severely limited or completely off the table. It is crucial to develop a strong online presence and student outreach plan to combat the challenges that come with this.

**PRINTING**

It is currently unclear whether VUSAC will be able to offer printing during the fall. Please check vusac.ca/printing for updates or email the VPSO at vpso@vusac.ca.

**MEETINGS & CAUCUS**

VUSAC (and other) meetings, as well as Fall Caucus, will still be happening, whether that be online or in a hybrid online/in-person format. If you are in a role that is expected to be at a certain meeting, you are still required to attend in some capacity.

**STORAGE AND GREENSHIFT**

Items that are currently in storage will not be touched without your consent. Access to the Club Storage space may be limited in the fall. If you require access, please contact the VPSO. Access to VUSAC's Greenshift products may also be limited, even if the VUSAC office is open.

If you have any additional questions about COVID-19 and how it will affect clubs, do not hesitate to contact Jay at vpso@vusac.ca
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JOINING THE VIC COMMUNITY

A STEP BY STEP GUIDE

1) Fill out the Clubs Application Form found at bit.ly/vicclubapps.

   Re-applying for status? This form must be filled annually.

2) The Vice-President, Student Organizations (VPSO) will review your application to ensure that it meets VUSAC's policies, and then make a recommendation depending on whether it meets VUSAC's requirements.

3) The VPSO will present your club's application, along with their recommendation, at the next possible VUSAC meeting.

   Tip: Many clubs find it helpful to send a representative to the ratification meeting, to answer any concerns which VUSAC members may have.

4) After ratification, your club will be added to the VUSAC website and you will be given information on submitting budget requests.

   Clubs can be started at any point throughout the school year - but those who apply by July 23 are more likely to receive their desired funding.
VUSAC POLICIES ON CLUBS

YOUR RESPONSIBILITIES

Clubs at Victoria College have many 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. Please contact the VPSO if you have any questions!

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!
THE MOST IMPORTANT THINGS YOU NEED TO KNOW

- In order to qualify for Vic club status, 70% or more of a club's executive must be members of the Victoria College Union (VCU). This means they must either be registered Vic students or living on Vic residence.
- In order to access second semester funding, 50% or more of a club's executive must attend a VUSAC equity training session (the dates and times of these sessions are TBD).
- Send at least one representative to Dinner with Clubs during Orientation - but the more the merrier!
- Clubs must actively encourage participation in their events, and may not bar any VCU student from participating unless participation in the club requires particular talents, or unless there are exceptional circumstances.
- Each member of your club's executive must be filled through an election process unless council approves an alternative.
- In order to be eligible for funding, clubs must work to combat "overt and implicit instances of racism, sexism, homophobia, transphobia, ableism, and classism that affect our community" (Chapter 1 of the VUSAC Constitution).
- If you have any questions, please contact the VPSO. We can work around any obstacles which hinder your ability to meet these requirements!
GET THE FUNDING YOU NEED

Day-to-day spending and events are eligible for VUSAC funding.

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

There is typically one Budget Ratification Meeting early in each semester - the VPSO will notify you of the date. Clubs requesting over $1000 in funding are required to send at least one representative to this meeting.

Consult VUSAC’s Budget Steering Policies at http://www.vusac.ca/docs when writing your budget. Expenses such as alcohol and private retreats WILL NOT BE FUNDED.

When budgeting, consider whether it may be more appropriate to request certain funding from other sources, such as the Performing Arts Endowment, the Webster Fund, or the Student Projects Fund.
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 the VPSO budget designated for clubs that are formed after the budgeting process.

**THE REIMBURSMENT PROCESS**

Once the budget is approved, funds will be given out on a reimbursement basis - you will need to have the receipts for your club expenses before you receive any funds. The amount reimbursed cannot exceed the amount budgeted.

Please contact the VPSO if your club needs to make a substantial purchase; in these situations, funds can be released in advance. It is NOT recommended that you ever handle larger purchases with your personal funds, especially if it will put you in a financially vulnerable position until you can be reimbursed.

If your expenses have been approved and you have receipts ready, fill out a Cheque Requisition Form, which are available in the VUSAC Office or on the VUSAC Website at vusac.ca/docs
SPACE BOOKING

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

How to book through Events Victoria

1. Visit https://www.vicu.utoronto.ca/hospitality-services/hold-an-event/

2. Fill out the Event Application Form and email the completed form to vic.spaces@utoronto.ca.

3. You will receive an email within two business days confirming a hold on the space if it's available.

4. If a risk assessment is required, the Campus Life Coordinator will contact you to proceed.
How to book spaces in the VUSAC Office
1. Visit vusac.ca/room-booking.

2. Read and fill out the linked google form.

3. You should receive an email within three business days confirming your booking.

How to book the Cat's Eye
1. Visit thecatseye.ca/contact.

2. Read and fill out the linked google form. You can check the times at which the space is available on the same website under "SPACE".

3. You should receive an email within a few business days confirming your booking.
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: 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: vic.spaces@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: officemanager@vusac.ca
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 VUSAC Exec for questions you may have and poster approvals.
OLaD VIC
CONTACT: vic.spaces@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 posterizing.

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.
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), or Dean's Office Staff. Any club related printing can be done at the VUSAC Office for free, but we ask that clubs be sustainable with their printing!
A FEW THINGS TO KEEP IN MIND

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

Jay loves to chat!

Read up on the other clubs and levies at Vic! **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.

It is asked that clubs **submit a year-end report** to the VPSO including finances, event descriptions and attendance, and suggestions for the following year.
A FEW MORE THINGS TO KEEP IN MIND

There are semesterly club head meetings and caucuses, as well as 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 (save for caucus, which only requires heads of clubs with a budget exceeding $1000 to attend).

You are welcome and encouraged to attend bi-weekly VUSAC meetings. They are great opportunities to raise issues or share special announcements. 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.
VOCA LOCKERS

VOCA has FREE lockers available in the commuter lounge that they rent out at the beginning of each semester. Follow their Facebook page to know when sign-ups go live if you want to reserve one for personal or club usage. If the sign-up period has already passed, you can still inquire about getting a locker by contacting them at commuter@vusac.ca.

CLUB STORAGE & KEYS

The club storage room is Vic's main space for storing club, levy, and VUSAC inventory. All council members have keys to this space, so if you ever need access, feel free to stop by the VUSAC office and ask for assistance! Club storage keys will also be entrusted to select club heads on a case by case basis. If your club feels that it needs easier access to this space, contact the Vice-President Internal, at vpi@vusac.ca for more information.
GREENSHIFT

A variety of Greenshift products are stored in the VUSAC Office that Vic clubs can use for free! This includes paper plates/bowls, plastic/paper cups, and cutlery. Please ask a council member for help accessing the storage space.

COMPOSTING RULES

GreenShift products are manufactured sustainably and are designed to be as environmentally friendly as possible when disposed. Unfortunately, while some of these products may be labeled as "compostable," Toronto's waste system does not always accommodate this. GreenShift products should be disposed of as follows:

- Cutlery and Paper Coffee Cups - Waste Bin
- Plastic Cups - Recycling
- All other paper products - Compost

The general rule is, if you're not sure, check Toronto's Waste Wizard at bit.ly/torgarbage

This QR code is on the door to the storage room.

When scanned, it will bring you to a form that will ask you to record what you've taken; you are required to fill this out.
Jay Muoio  
**VUSAC VICE PRESIDENT STUDENT ORGANIZATIONS**  
*Contact: vpso@vusac.ca*  
Jay is your first point of contact and biggest supporter. Don't feel hesitant to approach them for even the smallest things! They're here to answer your questions and support you and your club in whatever way you need!

Alero Ogbeide  
**DEANS OFFICE CAMPUS LIFE CO-ORDINATOR**  
*Contact: alero.ogbeide@utoronto.ca*  
Another one of your biggest supporters. The CLC is responsible for facilitating student life activities within Victoria College. Well known for their open door policy and willingness to help in whatever way they can!

Holly Johnstone  
**VUSAC Office Manager**  
*officemanager@vusac.ca*  
- VUSAC room booking  
- printing and materials usage

Tran Thai  
**VUSAC VP Internal**  
*vpi@vusac.ca*  
- Keys and Storage  
- VUSAC questions

Veronica Chiang  
**VUSAC Communications**  
*communications@vusac.ca*  
- Promotion on VUSAC platforms  
- VUSAC website

Ralph Sayegh  
**VUSAC Finance Chair**  
*finance@vusac.ca*  
- Budgeting  
- Reimbursement  
- All financial matters
Events Victoria  
Contact: vic.spaces@utoronto.ca

This is the primary contact for all space bookings at Victoria College. They will re-direct you to the appropriate contacts should your event require catering, alcohol, security, or risk management.

Peter Athanasopoulos,  
Victoria College Physical Plant, Senior Manager Campus Operations  
Contact: peter.athanasopoulos@utoronto.ca

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

The Vic Alumni Office  
Contact: vic.alumni@utoronto.ca

Have an interest in inviting alumni to an event or bringing in an alumni as a speaker? The alumni office is a great contact.

Vic Student Projects Fund  
Contact: studentprojects@vusac.ca

Student projects is a large funding pool that both student organizations and individual Vic students can apply to receive larger, one-time grants to fund your ideas to make Vic a better place. Applications and more details can be found on their website at vicstudentprojects.com