



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

Step 4: Once you receive confirmation from the SEC 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 eight (8) members which must include at least three (3) executives.
- Conduct a minimum of (1) one event per academic semester (Fall and Winter semester).
- Conduct a minimum of one (1) meeting per academic semester (Fall and Winter semester).
- Attend two (2) TDSA club recruitment events (Get-Involved Week) each Academic Year, one (1) before the Fall semester, (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 the TDSA’s Club Policy

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- Send an executive to attend all TDSA General 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 118.1.

Vice President of Campus Life 2023-2024:

Avica Singh (vpcl@mytdsa.ca) 905-435-5102 x5072

Is your club:

- Orphan
- New

B. The Essentials Of Club Policy

What do I need to run a club?

- Maintain at least 8 members (including 3 executives).
- All 3 Club Executives must complete mandatory training with the VPCL.
- Have at least 1 event per Academic semester (September-December & January-April).
- Host one semesterly club meeting (1)
- 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 Engagement Committee will be the first to handle big decisions regarding clubs.
- Club sanctions will be kept on file to be reviewed by the VPCL along with the SEC. They will then decide the severity of the consequences for clubs.
- Club Executives must complete their own reimbursement form for items that they themselves purchased, and submit to VPCL prior to April 15th of the Academic Year
- Large events (over \$200, or off-campus) application = minimum 4 weeks before event, small events (under \$200) application = minimum 2 weeks.
- Clubs will be provided with a designated email for all correspondence relating to club affairs

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

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 below the events and activities that you plan on running during the 2023/2024 Academic year.

Event title and description

- 1) _____

- 2) _____

- 3) _____

- 4) _____
