CLUBS HANDBOOK

Welcome!

Congratulations! Your club is on its way to becoming a significant part of your student life and personal development at Centennial College.

We, your student association, are pleased to welcome you to the student club community and are thrilled to collaborate with you towards creating an inclusive environment for all students.

This resource guide was created to give you some of the tools necessary towards building a presence in the Centennial community.

We encourage you to utilize our resources and work alongside us over the following year.

Sincerely,
CCSAI

The Value of a Club

The college experience can be quite stressful for many students. Between the pressures of meeting deadlines and exams, to the isolation of being an International Student in a new and unfamiliar country, people can be left feeling overwhelmed and alone.

A strong and active club can make a huge impact and create a positive experience by **building connections**, **engaging students**, **creating a sense of community**, and **developing leadership skills**.

Getting Started

Your club has now submitted your application, have gone through training, and are now a ratified CCSAI club – so what's next?

Here are some tips to help your club get things started:
- Set up a general email account for your club (you can use Gmail, Hotmail, etc.). This email can be used as a tool for official club correspondence and a general contact for your club. By setting up a general email account, your executive team can all have access to this account so that there's always someone who can respond to inquiries
- Set up social media accounts for your club. Social media is a great way to engage with students online. Be sure to choose a handle that clearly reflects your club's name. In your account bios, you can include "An official club with the CCSAI"
- Create a logo for your club. This is a great way to build awareness and create visual for your club
- Be sure to complete the **Club Information Form** so that we can share the necessary information about your club on the **CCSAI Clubs Page**
- Familiarize yourself with the **Clubs Resources**, such as the **Clubs Policy** and **Event Proposal Form**
- Think of how students can contact your club and how they can sign up to join

Club Guidelines & Responsibilities

All Clubs Must…
- Communicate with the CCSAI Clubs Liaison and Engagement Coordinator regarding any concerns or changes to our club
- Govern themselves and their activities in accordance with all CCSAI by-laws and policies, all Centennial College policies, and all applicable governing statutes, laws, and regulations.
- Ensure that all activities remain in line with the spirit and intent of the Clubs Program and maintain the good name of the CCSAI and Centennial College.
- Submit all required documents in a timely manner

Clubs May Not…
- Limit membership in the club for any reason other than membership standing in the CCSAI
- Perform any initiation or hazing rituals
- Charge a membership fee
- File false or incomplete financial statements or forms
- Enter into contracts on behalf of the club, the CCSAI, or Centennial College

Membership

Membership in every CCSAI ratified club must be open to students that may wish to take part in the activities and the day-to-day operations of the club. All interested students will be given membership regardless of citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex, pregnancy, family status, marital status, sexual orientation, gender identity, gender expression, receipt of public assistance or record of offence, as per the Ontario Human Rights Code.

Club Executive Roles

Club executives are essential to all clubs because you are the leaders, and maybe even founders, of your club. The club exists because you've decided to take a leadership role to ensure that students at Centennial have a community to be a part of.

Each club will have a minimum of 3 executives – a President, Vice President, and Admin Officer. The role and duties of each executive member is dependent on how each club decides to govern themselves, but here are some suggestions on responsibilities each role can have:

President
- Responsible for all aspects of the operation of the club
- Acts as an official liaison between the club and the CCSAI
- Liaise with the CCSAI Clubs Liaison and Engagement Coordinator for any club or CCSAI requirement

Vice President
- Assists the President in their duties and assumes the President's duties in their absence
- Ensures all necessary forms are completed
- Maintains an updated list of all members

Administrative Officer
- Records the minutes of each meeting
- Develops and maintains all club event documents and budgets
- Coordinates all promotion of the club and its events

Club Advisor (Optional)
- May act as an additional resource and provide assistance to the club
- May attend club meetings
- May not make any decisions or communicate on behalf of the club
- Any funding provided by a Club Advisor will not be reimbursed

Membership Management

In order to plan successful events, it is important to keep track of your membership and their participation. This also plays a key part when requesting a budget for events as being able to provide a membership list in relation to the amount requested may help in the approval process. It's also information that may be requested by the CCSAI and needs to be submitted when completing the **Semester Summary Form** at the end of each semester and the **Club Renewal Form** at the end of the academic year when your club is looking to renew its status.

Here are some tips on how you can start keeping track of your membership:
- Provide a **Google Form** signup link on your club's social media where interested community members can sign up to become club members.
- Invite event attendees to provide their name, email, and if possible, their student number to you in order to sign up and get alerts for future events.
- Draft and send out newsletters to the people that do sign up in order to keep them actively engaged
- Use the **Membership List Template** or create your own Excel sheet to keep a record of the number of members your club has.

Example:

Name	Last Name	Email	Student #
John	Doe	Jdoe@my.centennial college.ca	301123123

Keeping Your Club Engaged and Informed

There is no one person that makes a club – ALL members are equally important and should be made to feel valued.

Here are some tips to help ensure members feel informed and engaged:
- Have a clear process/information for how students can join your club
- Create meaningful roles where members can practice their existing skills and develop new ones
- Involve members in all levels of decision making – from selecting upcoming meeting dates to voting on new club executives at the end of the term
- Make club information (meeting minutes, upcoming events/activities, etc.) available and accessible for everyone
- Develop clear processes that all members understand and are aware of (e.g., how to join)
- Build community – you're all part of one team! Get to know each other, support one another.
- Create a succession plan so that the club can continue and thrive long after current members and executives graduate

Engagement Activities, Events & Meetings

Keeping your members engaged and attracting new members is important when it comes to clubs. Holding meetings, hosting events and activities play a vital role in creating and maintain engagement amongst your club.

To maintain your active status as a club, each club shall:
- Host a minimum of **one (1) engagement activities** each semester.
- Hold at least **two (2) meetings** during the semester

All clubs will have the opportunity to deliver their meetings and engagement activities by the following modalities:
- **Virtual:** Virtual deliveries are done purely online through platforms such as, but not limited to, Zoom, MS Teams, Discord, or social media platforms.
- **Hybrid:** Hybird deliveries will have some components that are done in-person and some components done or accessible online through a virtual platform.
- **In-Person/On-Campus:** In-person deliveries will have all components of the activity being done on-campus. Any in-person club event/meeting must be held on campus. Off-campus club activities are not permitted.

Club Meetings

Keeping your members informed is an important piece in keeping your club members engaged and maintaining the community you've built. Conducting regular meetings for your club members is a great way to maintain consistency, keep your members informed, and a great platform to use when planning your activities during the semester. Meetings are also a great opportunity for prospective members to learn more about your club and meet its current members.

For club meetings, all clubs must:
- Notify the CCSAI Clubs Liaison and the Engagement Coordinator of the meeting **a minimum of three (3) business days** prior to the meeting.
- Submit meeting minutes to the CCSAI Clubs Liaison and Engagement Coordinator via email within **five (5) business days** after the meeting.
  - Feel free to use the **Club Meeting Minutes Template** to record your minutes

Planning For an Event/Activity

When planning an engagement activity or hosting an event, there are several factors that need to be considered. Some include:

Purpose
- Why do you want to hold this event?
- What benefit will it have to students?
- What will be the take away for students?

Logistics
- Where are you planning to hold your event?
- How will your event be accessed?
- Do participants need to pre-register or is it a drop-in event?
- Is it an active program or a passive program?
- What are the set-up requirements for your event?
- How long will your event last?
- Will additional CCSAI staff be needed to support your event?
- Is the budget of your event realistic for its magnitude?
- How will you promote your event?
- How will you minimize risk for your event?

Audience/Participants
- Who will be attending your event?
- Is your event open to students in any program/campus?
- Will there be anyone who might feel excluded or offended by the content/nature of your event?
- Will there be participants from outside the student population who are invited to/might come to your event?
- Do you have a maximum to the number of participants for your event?
- How will the crowd be managed?

Event Planning Timeline

Before you start promoting an event you're planning, you must first get the approval from the CCSAI by submitting the Event Proposal Form. Be sure to submit your event proposals in a timely manner to give enough time for feedback, changes, and promotion for your event.

1. **Event Proposal:** Event proposals and funding requests must be submitted in advance of the event using the **Event Proposal Form**
   - **For virtual activities:** Proposals must be submitted **at least 2 weeks/10 business days** prior to the proposed date of the activity
   - **For hybrid and in-person activities:** Proposals must be submitted **at least 4 weeks/20 business days** prior to the event
2. **Feedback:** All events proposals and funding requests are subject to approval by the CCSAI Clubs Liaison and the Engagement Coordinator and you will be contacted within 2-3 business days.
3. **Delivery:** When you have received the approval for your event proposal, you may now start promoting your event, preparing for delivery, and hosting your event.
4. **Debrief:** After each engagement activity, your club is required to complete the **Event Debrief Form** and submit any necessary documentation/information to the CCSAI.

Funding

Each club will be allotted **$400 of funding** for each semester. If your club requires additional funding, please contact the CCSAI.

The following steps must be taken for funding requests:
1. **Request & Approval:** include your funding request in the **Event Proposal Form** outlining the item(s) to be purchased, where they will be purchased from, the purpose of the items, and an anticipated cost
2. **Purchasing:** Once approved you may proceed to purchase the approved items.
   o If possible, CCSAI will be able to purchase the items on your behalf
3. **Reimbursement:** After the goods have been purchased, original receipts should be submitted in a timely manner to process the reimbursement. Reimbursements are made through cheques.
   o If goods have been purchased by CCSAI, no reimbursement process is necessary

Club funding may not be used for any of the following:
- Group or individual members' personal gain (such as, but not limited to, gifts, honouraria, swag for members, etc.)
- Purchasing of assets or academic program materials
- Purchasing alcohol
- Purchasing illegal/controlled goods and/or services
- Donations for any organizations or charities

For more information on funding and finance, see Section 3.5 of the **Clubs Policy**

On-Campus Programming

As we transition back to in-person and on-campus programming, please allow ample time to plan your events and be mindful of the lead times needed for the **Event Proposals**.

Events and activities held on-campus are much more involved than virtual programming as other factors need to be taken into consideration such as capacity limits, staffing requirements, space availability, and event set ups. It's important to be open to changes that can arise when planning for an on-campus event or activity and to leave some room for flexibility.

Below are guidelines for how different spaces on-campus can be utilized:

Available CCSAI Spaces
- **Clubland – Progress Student Centre Room 2A/B**
  o Ideal for meetings or engagement activities/events
  o Ideal for small (5-15) to medium size groups (15-40)
- **Main Events Hall – Progress Campus**
  o Ideal for large scale events of 50+ participants
  o Ideal for speakers or performances
- **CCSAI Lounges (Ashtonbee, Morningside, Progress, Story Arts Centre)**
  o Ideal for medium size groups (15-40)

- **AWC Studios (A & B)**
  - Ideal for small groups
  - Ideal for active activities such as dance workshops, exercise
  - All participants MUST be in athletic wear/appropriate gym attire when using this space

For booking CCSAI Spaces, please allow:
- **Three (3) business day** email notice to book Clubland (Room 2A/B) for **meetings**
- **Four (4) week notice** (with Event Proposal) to use any **CCSAI spaces** for engagement activities

Depending on the CCSAI space you are looking to book, there are some materials and equipment that are available for clubs to use, such as some AV equipment, tables, and chairs. Be sure to indicate what set-up requirements you have in your **Event Proposal Form**.

College Spaces
- **Classrooms & Computer Labs**
  - Ideal for medium size groups (15-40)
- **Fireside Gallery (Progress Campus)**
  - Ideal for medium size groups (15-40)
  - Ideal for speakers, presentations
- **Open Spaces on Campus (e.g., hallways, Progress Bridge, Morningside Commons, Story Arts Centre Foyer, etc.)**
  - Ideal for a booth/table set up
  - Ideal for drop-in programming

For booking classrooms, computer labs, or open spaces on campus please indicate your preference in the **Event Proposal Form** and the Engagement Coordinator will coordinate securing a space for you, dependent on the availability. Please note that the use of certain equipment is limited when you are using college spaces and not always guaranteed.

Club Promotion and Media

It's important to think about the ways you can bring awareness to your club to maintain and develop your club engagement and membership. Creating an online presence through social media accounts and promoting your activities through these channels is a great way to showcase what your club has to offer to other students.

Below are some tips to manage your social media accounts:
- Create a general email account that can be used when setting up these accounts. This will help allow access to your executive team and can be used as contact information for your club
- Make sure your social media handle is relevant to the name of your club.
- If desired, you can include "ccsai" within your social media club handle as a way to identify yourself as a CCSAI affiliated club.
- Interact with your audience and check your account's comments and direct messages regularly for any students who might be looking to reach out
- Tag CCSAI's social media accounts on your posts so we can share them with our audience

Poster/Graphic Guidelines:
- All graphics and posters must be submitted to the CCSAI for pre-approval before posting
- Create a logo for your club. This is a great way to build your identity and awareness for your club
- Make sure your graphics and event posters are clear and easy to read/understand
- For event posters, be sure that you include relevant information (date, time, location, how to sign up, etc.)
- Avoid adding direct Zoom meeting links in your images and/or social media captions. Have folks send your club a DM or email or provide a sign-up link instead.
- Do not include the CCSAI logo or Centennial College logo in any of your club's promotional material
- For convenience, create posters that will fit or display properly on social media feeds or stories.

Events & Engagement Activity Ideas

Here is a list of event ideas that your clubs can host. We also strongly encourage you all to decide as a team and include activities that you really want to host, not only the ones we have listed.

We have also created subdivisions for specific clubs, but it does not mean you have to stick to these events. These are just ways to encourage brainstorming for clubs that offer specific spaces, such as cultural and academic clubs.

General Activity Ideas
- General, regularly occurring club meetings
- Movie nights
- Games/Trivia/Bingo
- Online meet & greets/drop-ins
- Open mic or performances
- Wellbeing/self-care workshops
- Random act of kindness giveaway

Social Media/Digital Engagement
- Who we are/re-introducing to new students at the beginning of the semesters
- Regular series posts (e.g., weekly quotes)
- Club executive team intros/bios
- Membership spotlights
- IG Live Q&A or polls

Academic Clubs
- Tips for navigating and preparing for the semester
- Study sessions/drop-ins
- Academic socials
- Professional development workshops
- Industry speakers

Culture Clubs
- Community groups and resources sharing
- Info on navigating Toronto, where to visit
- Where to find food or other things from back home
- Language classes
- Culture-specific festivities and celebrations

Remember: All event proposals must be approved first, and submission of the event forms does not guarantee approval.

Transitioning Out

The end of the term for each club and club executive can be different. Some club executives graduate, some take on other roles outside of their club, and others might feel it's time to move on. Regardless of the reason for stepping out of an executive position, it's important to have plan to transition the club.

Passing Down the Club

If you already have a new group of executives taking over your club, here's a list of things to keep in mind to have a smooth transition:
- Inform the CCSAI of the changes to the executive team and initiate an introduction between the new executives at the CCSAI
- Give the login information for any of your club's accounts (emails, social media, etc.) to your new club executives
- If possible, have the new club executives shadow the current club executives to get a feel of the role they will be stepping into

Terminating the Club

If you do not have a group of students to take over your club, your club will no longer be considered an active CCSAI Club. Before the semester ends, please be sure to:
- Let the CCSAI know that your club will no longer be active by indicating it in the **Semester Summary Form** and/or contacting the CCSAI Clubs Liaison and Engagement Coordinator
- Hand over the login information for any of your club's accounts (emails, social media, etc.) to the CCSAI for any potential students who would like to restart the club **OR** close all of the accounts associated to your club if you do not want that information to be passed down

As your term comes to an end, we want to express our gratitude to you for taking the time and the steps to start a club and be an active executive! If you're looking for ways to stay engaged as a student or as a graduate, feel free to contact the Engagement Coordinator who can share some insights and let you know of other ways to stay engaged!

Questions, Comments or Concerns?

If you ever have any questions or need some clarifications, please feel free to reach out to the CCSAI Clubs Liaison and Engagement Coordinator by emailing **clubs@ccsai.ca.**

We are here to support you and to help you succeed and grow in your role, so please, let us know how we can help!