



TRENT CENTRAL STUDENT ASSOCIATION  
**CLUBS HANDBOOK**

## Table of contents

Greetings	2
Becoming a Club at Trent University	
Application Process	3
Clubs Approval Committee	4
Denial of Club Status	4
Benefits of Being a Recognized Club on Campus	5
Explanation of Benefits	5
Events and Meetings	
Risk Management	7
How to Plan Successful Events	7
How to Host Successful Meetings	8
Booking Space on Campus	9
How to Communicate with your Members	10
Club Funding	
Clubs Funding Committee	10
How to Open a Bank Account	11
Tips for Budgeting	11
How to Apply for Funding	11
Postering Policy	12
Policy on recognition of Trent University Clubs	13
University Contact List	17

Hello Clubs,

The Trent Central Student Association would like to extend a warm welcome to all new and existing clubs as we enter the 2016/2017 academic year. Becoming a club at Trent gives you the opportunity to enhance student life, meet people with similar interests, build leadership skills, and engage the Trent and Peterborough communities.

This handbook will outline the basics of being a club at Trent: it will tell you what benefits the TCSA can provide to groups, what documentation and information the TCSA will need from you, and general tips on how to run a successful club. If you have any unanswered questions or would like more information, please do not hesitate to contact myself or the Clubs and Groups Coordinator.

Pippa O'Brien  
Vice President Clubs & External Affairs  
Trent Central Student Association

1600 West Bank Drive, Suite S110  
Champlain College, Trent University  
Peterborough, ON  
K9L 0G2

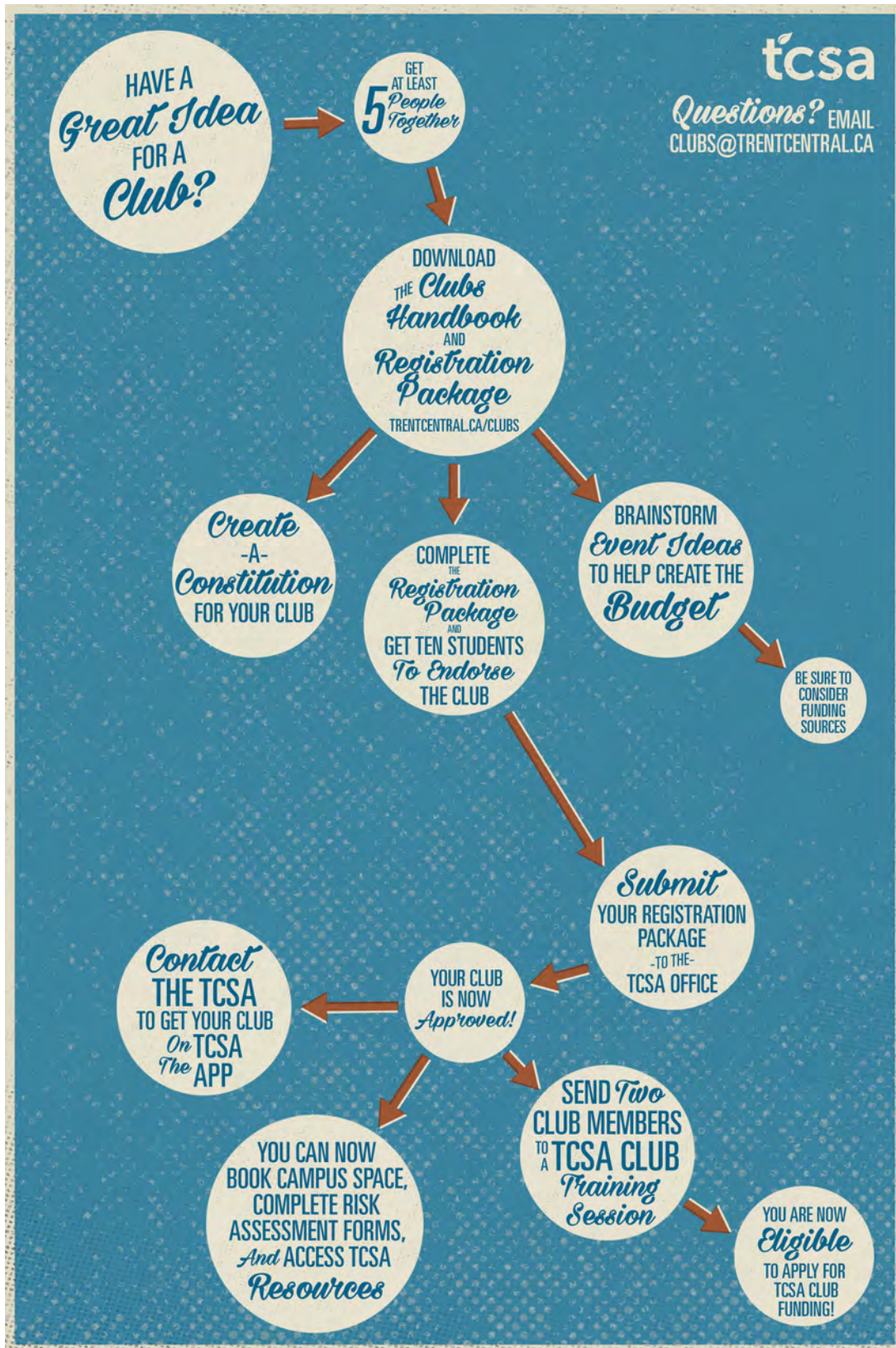
Tel: 705-748-1011 ext. 6174

Fax: 705-748-1002

E-mail: [clubs@trentcentral.ca](mailto:clubs@trentcentral.ca) or [vpexternal@trentcentral.ca](mailto:vpexternal@trentcentral.ca)

❖ Becoming a Club at Trent University

Details of the clubs application process are in the flowchart below.



## Club Registration

The Clubs and Groups application package is available online at [trentcentral.ca/clubs](http://trentcentral.ca/clubs) or in the TCSA office, located in suite S110 Champlain College.

What you need to submit:

- Have five (5) students who want to be part of your club and ten (10) more students who are willing to endorse the club
  - Include first and last names, signatures, and student number
  - 80% of your club and all of the students who endorse the club must be part of the TCSA membership (undergraduate students from the Peterborough campuses)
- Fill out the registration package including the signatures described above
- Provide a constitution\* which includes:
  - An organizational name
  - A mission statement
  - The organizational structure (including executive structure)
  - Executive election process and membership selection or election process
  - The definition of membership
  - The financial and administrative procedures, including funding sources
  - Any associations with external associations
- Provide two signing authorities that the TCSA can contact if necessary
- A budget for the academic year
- A club must be inclusive and non-discriminatory, in accordance with the Trent University policy on discrimination & harassment (found at <http://goo.gl/DPFyjX>).

\*Sample constitutions and budgets are available on the Trent Central Student Association website at [trentcentral.ca/clubs](http://trentcentral.ca/clubs)

## Clubs Approval Committee

Clubs shall require approval by both the Association and the University. Each of the following is required to approve a club application:

- The Vice President from the Association responsible for the club service
- A representative from the Office of Student Affairs
- A representative from the Athletics Centre, when deemed appropriate

## Denial of Club's Status

Prior to denying a club recognition status, the TCSA representative shall report back to the Executive Committee where the denial of status will be considered. Reasons for denial of club status may vary. If there are concerns about a club's registration, the TCSA will contact the group to clarify any questions or concerns. If needed, a meeting with a club representative will be requested.

## Benefits of Being a Recognized Club on Campus

There are many benefits of becoming a club at Trent, some of which are:

- Eligibility to apply for funding through the TCSA and the Colleges
- Free access to the Green Dishes program
- Ability to appear on the TCSA app as a club
- The ability to use the Trent University name and logo (in an unaltered form)
- The ability to appear on the Co-Curricular record
- Printing up to 100 copies free at the TCSA office
- Access to the TCSA tents
- Use of the button maker
- Ability to book rooms through Trent's room booking system using your club's name
- Free table bookings at the Bata Foyer, Otonabee College Foyer, and outside Wenjack Theatre
- Discounted price for booking The Céilie
- Access to a mail folder in the TCSA office and fax machine
- The option to set up a bank account in association with TD Bank and the TCSA

## Explanation of Club Benefits

### Funding

- There are two streams of funding available through the TCSA, one for clubs with a bank account and one for clubs without a bank account
- With a bank account, your club may apply for TCSA Club funding once per semester with no official limit on the amount of funding
- Without a bank account, you may submit your receipts for purchases on behalf of the club for reimbursement directly to the signing officer at the discretion of the funding committee. You may submit receipts as frequently as needed up to a maximum of \$500 per year
- Eligibility for club funding is obtained by attending a Clubs and Groups Training Session. Further information on funding and training can be found in the funding section of this handbook.

### Green Dishes

- The program exists so that students can have access to up to 144 sets of dishes for events that involve food. The dishes can then be returned to a cafeteria to be washed, thereby eliminating the need for disposable plastic or styrofoam dishes.
- Please check the TCSA website for more details since the program is new this year

### TCSA App

- Your club will be added to the TCSA app where students can find your contact info
- You will be able to submit events that will appear on the app for all students to view

### Trent University Name and Logo

- Your club will have the ability to use the University's name and/or logo (e.g. "Trent University Bridge Club") upon approval of use and materials.
- Usage of the Trent name mandates that the club follow all recommendations given by

the University.

- The Trent University logo may not be altered or changed in anyway.

#### Access to the Co-Curricular Record

- The Co-Curricular Record (CCR) is a transcript that acknowledges a student's campus involvement as a significant part of their university experience.
- To have your club available on the co-curricular record, fill out the request form at [ccr.trentu.ca/positionRequest](http://ccr.trentu.ca/positionRequest)

#### Printing/Photocopying

- Your club is allowed to use the printer in the TCSA office for up to 100 free prints.
- After the initial 100 prints, clubs may use the printer at a reduced rate of \$0.05 per copy on white paper and \$0.10 on coloured paper.

#### Tents

- For outside events you are able to use the TCSA tents free of charge.
- In order to use the tents, collateral is required and a tent rental agreement must be completed for booking.

#### Buttons

- Your club can use the TCSA button maker at a cost of \$0.10 per button.
- Clubs must bring in their own button artwork using a 1.5" template.

#### Room Bookings

- You can book rooms at <https://scheduler.trentu.ca/enterpriseportal/>. Make sure to include the name of your club in the description of the event that is happening.

#### Table booking

- TCSA vending tables located at the Bata Foyer, Otonabee Foyer, and Wenjack Theatre are available for booking free of charge.
- Booking must be done at least 3 weeks in advance. Be sure to book early in the year as these spaces are in high demand.
- For table bookings please contact [info@trentcentral.ca](mailto:info@trentcentral.ca)

#### Céilie Bookings

- Clubs are able to book the Céilie pub at a reduced rate. For more information and bookings contact the Céilie at [ceilie@trentu.ca](mailto:ceilie@trentu.ca), or visit [theceilie.ca](http://theceilie.ca).

#### Mail Folder

- Groups may request to have the TCSA receive their mail to be placed in their club specific folder. It shall not be the responsibility of the TCSA to notify groups of receipts of mail.

#### Faxing

- The TCSA will receive faxes for registered groups at no cost. It is the responsibility of the group to pick up faxes. The TCSA will not be responsible for notifying groups of incoming faxes.

Bank account

- Your club may open a bank account through the TCSA. The TCSA will write a letter on your behalf to your bank to validate the account.
- This is the account to which funding cheques will be addressed.

## ❖ Events and Meetings

### Risk Management

When a Trent sanctioned club, group, or student association is hosting a sanctioned event, the Primary Event Organizer must complete a [Student Event Risk Assessment Form](#) and submit it to the Office of Student Affairs 14 days prior to the event.

Link to the Risk Assessment Submission Form: <http://goo.gl/TwckYO>

The Purpose of the Risk Assessment Form:

- Reduce your personal liability if something goes wrong at your event
- Identify hazards and associated risks
- Select appropriate risk controls that
  - Either prevent losses from happening; or
  - Reduce the frequency or severity of losses to levels acceptable to the University
- Explain how the selected controls will be implemented
- Protect both the participants and the organizers

The above information can be found at [trentu.ca/riskmanagement/insurance.php](http://trentu.ca/riskmanagement/insurance.php)

- Please note that student organizations, regardless of status, are not covered under the Trent Central Student Association's liability policy under any circumstances.
- Organizations with concerns or questions, or who would like assistance with risk management should contact either the Office of Student Affairs or the Risk Management Office.

Visit the [Student Affairs website](#) for more information:  
<http://www.trentu.ca/studentaffairs/resources/events.php>

### How to Plan Successful Events

Plan early

- Check for events being held on the same day (check TCSA's events calendar at [trentcentral.ca/events.php](http://trentcentral.ca/events.php))
- Events often take longer than expected to plan, so schedule extra planning time in order make your event as successful as possible



Make sure you book the event space early

- Some rooms or tables are in high demand; book the space early (at least three weeks in advance)

Have clear objectives

- Understand what you want to achieve with your event
- Know your target audience
- Anticipate and estimate how many people will attend your event; know how many people it will take to make the event run successfully

Promote your event

- In order to have a successful event, promotion is key
- Use different ways to promote your event, such as: putting posters on campus and downtown; chalking; using social media; and word of mouth

Ensure your event is safe

- Consult Trent University's risk management website [www.trentu.ca/riskmanagement](http://www.trentu.ca/riskmanagement)
- Complete a risk management form for every event
- Make sure TUEFRT is notified beforehand if they are needed so that an extra responder can be put on call ([tuefrt@trentu.ca](mailto:tuefrt@trentu.ca))
- Make sure your event is safe and as inclusive as possible
- Have an emergency plan prior to the day of the event

Be creative and unique

- Create an event that is new and different
- Use unique and creative ways to represent your club so people will remember you and may like to join your club in the future

Day of the event

- Be organized, flexible, and ready with an emergency/backup plan
- Most of all, have fun!

Events are a crucial part of enhancing student life at Trent University. All the work put into planning and executing successful events is truly valued by students and the staff alike. Keep up the great work!

## How to Host Successful Meetings

- Have a designated person who runs the meeting to maintain the flow of the conversation (i.e. a chair or speaker)
- Plan the meeting out beforehand and have a prepared agenda
- Circulate the agenda to members in good time
- Choose a central meeting location that is accessible to the maximum number of members
- If you are holding an important formal meeting, make sure it is mandatory
- Make sure every member feels comfortable speaking and putting their points forward

- Keep meetings short and on track
- Keep records of your meeting so that you will be able to recall what was discussed; designate a minute taker to record the meeting proceedings
- Email members to remind them about upcoming meetings and to distribute the agenda and previous meeting's minutes

## How and Where to Book Space on Campus

### Academic space and College space on campus and at Trill

- To book academic space and college space, visit [scheduler.trentu.ca/enterpriseportal](http://scheduler.trentu.ca/enterpriseportal) and complete the online booking form by logging in with your Trent student account information. This form can also be accessed through your myTrent portal under the tools tab, then room bookings.
- Some college spaces require you to email the college office directly to book the space

### Athletics Centre

- Complete the required Athletics Facility Booking Request Form ([http://www.trentu.ca/athletics/documents/FacilityBookingRequest2012\\_form1.pdf](http://www.trentu.ca/athletics/documents/FacilityBookingRequest2012_form1.pdf)).
- Send the completed form to [acbookings@trentu.ca](mailto:acbookings@trentu.ca)
- Only completed forms will be accepted and processed. In addition, your sport club must be officially recognized by the TCSA.

### Space off campus

- To book space in Sadleir House (the student-owned facility on George Street), please visit [http://prcsa.ca/bookings\\_form](http://prcsa.ca/bookings_form) and complete the online booking form.

### Campus pub space

- To book campus pub space, please contact [ceilie@trentu.ca](mailto:ceilie@trentu.ca) with details of your event, including date and times.

### Table bookings

- Table bookings (Bata, Wenjack Theatre, or Otonabee): Please contact [info@trentcentral.ca](mailto:info@trentcentral.ca), and request a table in either Bata Library or Otonabee College. We suggest emailing with a few dates you are interested in booking, along with booking at least 3 weeks in advance.

The TCSA books the Bata Library and Wenjack Foyer spaces not only for student organizations, but for external organizations as well. There are strict limits to how many organizations can book at once. Please book as far in advance as possible to ensure you secure your preferred date.

Groups who set up without confirming a booking with the TCSA will be asked to leave and may have future booking privileges suspended. Approval for multiple bookings or bookings more than one month in advance shall be at the discretion of the TCSA Office Manager. No

bookings longer than three (3) consecutive days will be approved. Groups are also asked to notify the TCSA in the event of a cancellation as soon as possible in order to allow others access to the space.

## How to Communicate with your Members

### Trent Radio 92.7 FM

- Trent Radio can be a very helpful tool for your club or group. If you are a full-time student at Trent you automatically receive a Trent Radio membership.
- There are different ways in which Trent Radio can help:
  - Host your own show
  - Advertise your events
  - Sign up to be interviewed on our community announcement show (Smooth Operator)
  - Record an organization profile
  - Trent Radio can help you spread the word for free!
- For more information contact:
  - email: [info@trentradio.ca](mailto:info@trentradio.ca) // phone: (705) 741-4011
  - web: [www.trentradio.com](http://www.trentradio.com) // 715 George St. North in Peterborough

### The Arthur

- Are you interested in submitting event stories, story ideas, pictures, or even advertising in the Arthur? Contact [editors@trentarthur.ca](mailto:editors@trentarthur.ca) for more information.

### Social Media

- There are many social media sites that your club could use to communicate with your members. It is important to remember that the rules and expectations that apply to you offline as a member of the Trent University community also apply in online social media spaces. You are accountable for your actions.
- If any social media issues arise please contact us as soon as they arise.

### Official TCSA App

- Contact the TCSA to create a profile for your club or group to appear on the app where members can join and stay up-to-date on club events and news.
- Use the discussion boards on the app to message other app users or to promote upcoming events.

## ❖ Funding

### Clubs Funding Committee

Funding for clubs shall be determined by the Clubs Funding Committee. The committee membership will include:

- The Vice President responsible for the club service, who shall chair the committee
- Four representatives from the Board of Directors

## How to Open a Bank Account

In order to open a bank account you will need a few things to get you started including:

- Status as a registered TCSA club
- Members chosen as signing authorities (as indicated in your clubs registration package)
- A bank

As a club you may select any bank to open an account with; there are many in the downtown area that your executive may choose to bank with. Prior to setting up a meeting with your bank, you can request a letter from the TCSA that supports the creation of your bank account. Please send an email to [clubs@trentcentral.ca](mailto:clubs@trentcentral.ca) at least a week prior for this letter.

## Tips for Budgeting

Creating a budget is one of the first steps to take when creating a club/group on campus. Below, you will find a few tips to help you in your process. Please remember that the TCSA can help you with this process and any questions you may have. Email [clubs@trentcentral.ca](mailto:clubs@trentcentral.ca)

Tips:

1. List all actual and potential sources of income and expenses. This should include any funding you are applying for internally (ex. TCSA, Colleges) or externally (ex. local businesses, outside grants), and any fundraising efforts you may be hosting throughout the year (ex. bake sales).
2. Determine your savings goals for the year. Each club should leave some money for the next year's executive team to sustain the group until funding requests are processed in the fall semester. If you are a group focused on charity, list the amounts of money you hope to raise for your specific charity.
3. Update your budget often. This will help you keep track of your spending and revenue. For example, if it costs more money than expected to run an event, you may have to adjust the amount you can spend on future events.
4. Keep your receipts and invoices. This will help you to track your spending and, as indicated in this document, you may be asked for these at the end of the year.

## How to Apply for Funding

In order to obtain funding from the TCSA you will have to attend a Clubs and Groups training session.

- You are required to send at least 2 members (of your executive), who must complete the session in its entirety.
- Once you have completed the training session, your club may apply for funding via the funding form found at [trentcentral.ca/clubs](http://trentcentral.ca/clubs)

The Clubs and Groups Funding Committee will assign funding to clubs, or partially reimburse expenses, in accordance with these established guidelines:

- Any group applying for funding must be an official club
- Groups receiving student levies are ineligible for clubs and groups funding
- Funding is determined on a case-by-case basis. Relevant criteria include, but are not limited to:
  - Projected participation
  - The existence and/or significance of other funding sources
  - Diversity of activities and programs
  - Levels of outreach and promotion
  - Past funding and receipts
  - Other criteria as determined by the Committee
  - The club seeking other funding sources, such as fundraising
  - Realistic expenses and monetary allotment
- Funding requests from clubs with bank accounts shall require:
  - A completed funding application
  - An itemized budget and expense statement
  - Descriptions of the events including sample promotional materials, if available (e.g. posters from current or previous years)
- Funding requests from clubs without a bank account shall require:
  - A completed funding application
  - An itemized budget and expense statement, with the accompanying receipts for all expenses you wish to be reimbursed for
  - Descriptions of the events
  - Any other sources of funding received for these events
- The Association will not subsidize the following expenditures:
  - Alcoholic items and/or beverages
  - Pub crawls
  - Honoraria and personal compensation
- Clubs affiliated with political parties are not eligible for TCSA funding

Failure to comply with and of the above guidelines will result in a club being ineligible for funding for a full academic term.

## ❖ Trent University Poster Placement Policy

Please follow the Trent University Campus Poster Policy. It can currently be found on the TCSA website under the Clubs and Groups tab. Please note that all posters must be in compliance with the Trent University Discrimination and Anti-Harassment Policy.

Posters must be removed in a timely manner after any events. Posters may be removed at any time from boards run by academic programs, or the administration at their discretion. Posters may also be removed for contravening any college poster policy or not complying with the Trent University Discrimination and Anti-Harassment Policy.

## General Principles Governing the Placing of Posters at Trent

1. Posters are **not** permitted:
  - a) in the foyer of Bata Library, except on the poster board provided

- b) on the bridge across the Otonabee River
  - c) on the bridge from Lady Eaton to the Podium
  - d) on glass surfaces other than office doors and windows
  - e) on exterior or interior walls where posters are not usually found
2. Posters **are** permitted on the notice boards provided (i.e. Bata Library Foyer, outside departments/programs and administrative units, all-weather notice boards at Sadleir House and at both ends of the bridge over the Otonabee River).
  3. **Expiry date:** Posters that advertise events and those that advertise non-events, such as sales, rental, or rides, must have an expiry date on them and may not remain up for more than a month.

**Removal:**

4. Individuals or groups who put up posters are required to include an expiry date and are responsible for removing the posters.
5. University staff will be authorized to remove any posters without expiry dates or that appear other than on notice boards provided.

**General:**

6. As is the current practice, individual colleges may establish additional posting policy on college property
7. Individuals, groups, and organizations are encouraged to use electronic means (Facebook, twitter, etc.) to advertise their events.
8. Departments, programs and administrative units of the University shall have control of their own notice boards.

❖ **Policy on the Recognition of Trent University Clubs**

**Note:** This policy is directed to all students forming clubs or groups.

Clubs and Groups formed by members of the University Community are a traditional part of campus life, and contribute in a significant way to its intellectual, political, social, and cultural diversity and richness.

In its relations with these Clubs and Groups, the University is guided by a commitment to the right of University members to communicate and to discuss and explore all ideas; to organize clubs and groups for any lawful purpose; to move about the University and to use its facilities in any reasonable way; to distribute on campus, in a responsible way, published material provided that it is not unlawful; to hold meetings; to debate and to engage in peaceful demonstrations; and to have freedom from discrimination as per Trent University's policy on harassment and discrimination (found at <http://goo.gl/DPFyjX>).

Status as a Trent University recognized campus group or club is a privilege based upon observance of certain procedures and acceptance of certain responsibilities. It follows that

this privilege can be withdrawn if these procedures are neglected or responsibilities abrogated by the club or group.

Under the terms of this policy, the University will not attempt to censor, control, or interfere with any club or group on the basis of its philosophy, beliefs, interests, or opinions expressed unless and until these lead to activities which are illegal or which infringe upon the rights and freedoms of others as noted above. By the same token, status as a club or group by the University implies neither endorsement of a particular group's beliefs or philosophy, nor the assumption of legal liability for the group's activities. It is assumed only that the University has a responsibility to inform itself of clubs or groups that use its facilities, name and/or logo, and to deny or withdraw recognition if the requirements of this policy are not observed.

1. The University will maintain a policy and mechanism for the recognition of clubs and groups. All such clubs and groups wishing to use the Trent University name; to use the official Trent University logo and word mark, have web site access; and to have limited liability coverage will be required to submit an application and appropriate documentation as per section 4 of this document.
2. Status as a recognized club or group should be assessed annually against the following "technical" constitutional areas rather than ideological ones:
  - a) The objectives and activities of clubs and groups seeking recognition should be seen as attempting to contribute to the educational, recreational, social, or cultural values of the University. These values are intended to be interpreted in the broadest sense.
  - b) In order to be covered by the University's limited liability insurance, recognized clubs and groups may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the club or group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, a recognized club or group cannot:
    - i. have as a major activity, an "on campus" commercial operation;
    - ii. provide services and goods at a profit when that profit is used for purposes other than those of the organization;
    - iii. pay salaries to some or all of its officers and/or members.
  - c) Membership in clubs and groups should be open to all members of the University community (as defined as students, staff, faculty, officers and volunteers of Trent university) without restriction as per the Trent University Policy on harassment and discrimination. While discriminatory membership practices are not allowed, it is recognized that certain groups could well be homogeneous in nature without being discriminatory.

- d) People from outside the University shall be considered associate members. However, benefits will not be extended to these members.
- e) The University's interest in the clubs' and groups' constitutions is based on its concern that organizations and individuals using its name and its facilities are genuine clubs and groups, and that they pursue activities in accordance with the law, and in addition that items including, but not limited to, organizational structure, membership, procedures, rules of conduct, are spelled out so that all members who join a club or group and take part in its activities may do so with full knowledge of their rights and responsibilities within the club or group.
- f) Where a club or group applying for recognition has direct connections with another body outside Trent University, the nature of this connection and the name of the body must be disclosed fully and substantially in the application for recognition.

3.

- a) The University will not attempt to monitor or review the activities of a club or group in the normal course of events. It will, however, investigate complaints or charges that a club or group has acted in a manner that is inconsistent with its constitution or with the requirements of this policy. If these complaints or charges prove to be valid, recognition may be withdrawn by the decision of the Chair and a Student Representative, until rectified. If activities contravene the laws of the land, an external investigation will be requested. Application for a renewal of recognition may be made at any time after September 1 of the academic year.
- b) Responsibility for the implementation of this policy is delegated from the Clubs and Groups Committee, reporting to the Department of Student Affairs.
- c) In the case of denial or withdrawal of recognition, a statement of the reasons will be provided. All administrative decisions to grant, deny, or withdraw recognition will be reported regularly to the Director of Student Affairs and Colleges and Student Services Committee (CASSC).
- d) Clubs and groups wishing to appeal a decision may do so through the Department of Student Affairs. In the event of an appeal, a hearing shall be held by an administrative officer designated by the Director of Student Affairs and a student designated by the TCSA, neither of who were involved in the original decision.

4. Clubs and groups seeking recognition should supply the following to the Clubs and Groups Committee:

- a) An application in the form prescribed.
- b) The names of two officers and a "contact person" (who could be one of the officers) responsible for all room bookings and rentals of University equipment



and services, a mailing address, and a telephone number. This information will be considered to be public information.

- c) The approximate number of members and the size of the governing body (i.e. number of executive officers).
- d) Where a university web site is requested, a completed website space and access application form is required.
- e) A completed copy of the constitution and/or by-laws of the group.

Clubs and groups meeting the requirements of this policy will be granted recognition for the academic year in which application is made. (For this purpose, the academic year is considered to run from September 1 to August 31.) Normally the recognition will be renewed automatically in successive academic years upon request by the new executive. If constitutional changes have been proposed, the amended constitution should be submitted and will be considered in the course of the renewal process.

- 5. Recognized groups may be required to submit financial statements to the Department of Student Affairs to be reviewed by an appointed staff person and student representative (appointed) by agreement of the College Cabinets subject to the following conditions:
  - a) Expenditures over \$5,000;
  - b) A formal complaint to the committee;
  - c) Financial insolvency;
  - d) Refusal to release this information to members of their respective group.

At the discretion of the Clubs and Groups Committee, groups supplying goods or services for which a charge is made may be required to indicate in all advertising, contractual, and other material that the University neither endorses the club's or group's activities nor assumes legal liability in connection with the goods and services provided.

## ❖ Contact List

### TCSA

Vice President University & College Affairs Pippa O'Brien	<a href="mailto:vpexternal@trentcentral.ca">vpexternal@trentcentral.ca</a> 705-748-1011 x. 6174
Clubs & Groups Coordinator Molly Hu	<a href="mailto:clubs@trentcentral.ca">clubs@trentcentral.ca</a> 705-748-1011 x. 1000
Events & Campaigns Coordinator Kristina Dergacheva	<a href="mailto:events@trentcentral.ca">events@trentcentral.ca</a> 705-748-1011 x. 6124

### College Cabinet

Champlain College President Dorcas Mensah	<a href="mailto:dorcasmensah@trentu.ca">dorcasmensah@trentu.ca</a>
Lady Eaton College Prime Minister Jessica Randall	<a href="mailto:jessicarandall@trentu.ca">jessicarandall@trentu.ca</a>
Otonabee College President Timothy Hance	<a href="mailto:timothyhance@trentu.ca">timothyhance@trentu.ca</a>
Gzowski College President Emily Cauduro	<a href="mailto:emilycauduro@trentu.ca">emilycauduro@trentu.ca</a>

### University

Associate Vice President Students Nona Robinson	<a href="mailto:nonarobinson@trentu.ca">nonarobinson@trentu.ca</a> 705-748-1011 x. 7122
Orientation Coordinator Sako Kherderlain	<a href="mailto:sako@trentu.ca">sako@trentu.ca</a> 705-748-1011 x. 7162
Director of Risk Management Louise Fish	<a href="mailto:louisefish@trentu.ca">louisefish@trentu.ca</a> 705-748-1011 x. 7375
Director of Athletics & Recreation Deborah Bright-Brundle	<a href="mailto:dbrightbrundle@trentu.ca">dbrightbrundle@trentu.ca</a> 705-748-1011 x. 1252
Facility Booking for Athletics Cathy Thompson	<a href="mailto:catherinethompson@trentu.ca">catherinethompson@trentu.ca</a> 705-748-1011 x. 7521
Hospitality Services Coordinator Danielle Britton	<a href="mailto:daniellebritton@trentu.ca">daniellebritton@trentu.ca</a> 705-748-1011 x. 7205
The Ceilie	<a href="mailto:ceilie@trentu.ca">ceilie@trentu.ca</a> 705-748-1011 x. 7182



tcsa

TRENT CENTRAL STUDENT ASSOCIATION  
Local 71 - Canadian Federation of Students  
1600 West Bank Drive, Suite S110  
Champlain College, Trent University  
Peterborough, ON K9L 0G2

Published: August 2016