



Trent Central Student Association

Club Handbook

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From Your Community Coordinator

I am so delighted to work with student organizations like yours!

As the Trent Central Student Association (TCSA) Community Coordinator, I get the opportunity to work with all the registered student clubs, groups, and organizations on campus! I handle everything from club registration to club funding and anything else club-related that pops up. I love talking to students so don't hesitate to reach out to me with any questions or just to say hi!

This handbook will outline the basics of being a student club at Trent University; 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.

The TCSA would like to extend a warm welcome to all new and existing clubs for the 2022-2023 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.

I encourage everyone with an idea for a club to reach out to me so I can help make the process as seamless as possible!

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TCSA Community Coordinator
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Registering Your Club

Becoming a club can seem like a daunting task but it's worth the work!

Do you have a fantastic idea for a club or group on campus? That's great! Clubs and groups are an amazing opportunity to network, build a sense of community with like-minded individuals on campus, and develop important skills that look great on a resume.

To start a new club, all you need to do is:

- Get five (5) people together who will run the club/group (Executive Team) and ten (10) additional people to endorse the club.
- Create a budget and constitution. Sample budgets and constitutions can be found on the TCSA website under the "Clubs Registration" page. Complete the Clubs/Groups Registration Package found online at the TCSA website, and check "New Club".
- Have a minimum of two (2) members attend the mandatory "Leadership Assembly" training days.

You might be thinking, "that sounds easy, but how do I go about doing all of that?" Start with getting endorsements for your club. If people are interested in your club, they may want to be on the Executive Team as well! You can post on various social media platforms to help garner interest and to collect names and student numbers virtually.

We have lots of resources on the TCSA website for creating constitutions and budgets so make sure to browse for helpful tips and samples. Clubs and groups registration is only open during select times of the year so be sure to visit our website for the registration link and deadlines. The registration package takes about 15 to 30 minutes to complete. It covers everything from your club's name and mandate, to your banking information and your social media information. This information is required so that we have the most up to-date info about your club and can help your club transition from year-to-year. Your registration application will be reviewed by the Clubs and Groups Committee, who will follow up with additional comments via email.

Once the Committee has reviewed your application, you will receive an email with the status of your application. The Clubs and Groups Committee works hard to approve all clubs but if there is a similar club on campus or if your mandate contradicts Trent University's policies, we may have to deny your application.

Re-Registering Your Club

Re-registering your club from year-to-year is a very important step in your club's operation. It not only allows the TCSA to keep an updated record of your club information, but it also allows your club to continue to use the Trent University name and access the resources available to registered clubs.

Re-registering your club is a simpler process than registering a brand new club. You will still need to complete the registration application and receive approval from the Clubs and Groups Committee, but you do not need students to endorse your club. The re-registration package takes about 10 to 20 minutes to complete. It covers everything from your club's name to your banking information and your social media information. This information is required so that we have the most up-to-date information about your club and can help your club transition from year-to-year.

You are also required to submit your constitution and budget. The Clubs and Groups Committee reviews constitutions every 3 years, meaning you will likely be able to use the same constitution and a similar budget from the previous year(s).

Two (2) executives from your club must attend the Leadership Assembly for your club to be eligible for funding from the TCSA. Typically, the Leadership Assembly is a one-day event where clubs receive training about submitting risk assessments, effective leadership styles, anti-oppression training, event planning training, and everything else your club needs to know to have a successful year.

Perks of Becoming a Registered Club

Becoming a registered club with the TCSA gives you access to a wealth of resources and supports, including some of the abilities below:

- Use of the Trent University name and logo
- Ability to apply for funding from the TCSA and Trent Colleges
- Free table bookings in the Student Centre Atrium, Otonabee College Foyer, and outside Wenjack theatre up to five (5) times per month
- Access to a storage locker in the Student Centre
- Ability to appear on the co-curricular record
- Ability to set up a bank account
- Free printing in TCSA office (up to 100 copies)
- Use of TCSA button maker
- Access to a mailbox in TCSA office
- Free promotion on the TCSA's social media pages and the Clubs Event Calendar on the TCSA website

Reach out to us if you have any questions about the resources listed above and how to access them!

Club Funding

There are two types of funding: Direct Reimbursement or General Funding.

Club funding opens every semester and clubs can apply for either direct reimbursement or general funding if they have a bank account. Funding applications can be found on the TCSA website. Please fill out the application form and include all pertinent documents outlined within the package. Each club or group can apply for funding once per semester.

Direct reimbursement is for costs that you have already incurred that you are wishing to get reimbursed for. General club funding is to acquire funding for upcoming costs for events, workshops, campaigns, etc.

If your club has a bank account, you are eligible to apply for funding up to a maximum of \$2000 per semester. If your club does not have a bank account, you are eligible to apply for funding up to a maximum of \$500 per semester.

The TCSA clubs funding does not cover wages for paid instructors, any type of pub crawl, transportation costs, or club apparel. We would still like to support your group but this may mean that your club may have to charge membership fees or fundraise for these things in another creative way!

Clubs & Groups Leadership Assembly

The Clubs and Groups Leadership Assembly is a one-day conference where all registered clubs and groups are expected to attend and learn about running your Trent University club or group.

During this conference, we hold presentations about: equity and diversity training, leadership tips, event planning, budgeting, risk assessments, co-curricular record position submissions, supports and resources for your club, and more! It changes slightly from year to year but that is the gist of what to expect.

We ask that a minimum of two (2) executive members of your club attend, but your whole executive team can participate in the training as it is relevant to everyone!

If you are unable to attend on the day of the leadership assembly, contact the Community Coordinator at community@trentcentral.ca and they will work out an alternate arrangement with you.

Event Planning & Advertising

We want you to hit the ground running when it comes to event planning, so we have compiled our most helpful tips and tricks for you!

Event planning does not need to be overwhelming or stressful. It all starts with a good idea! Let's say your club wants to host a paint night. You'll need to check to see if there are any other similar events happening. Check the calendar on myTrent as well as the Clubs Event Calendar on the TCSA website. Once you've identified a good day and time to hold your event, check your team's availability. Sending out a poll is always helpful! This will ensure you have lots of hands on-deck for setting-up and running a smooth event. If you post an Instagram poll you can also get an estimate of how many people outside of your executive team are also interested in the event.

Now it's time to consult your budget. Ask yourself if you have the funds to cover the event. Will you need to charge students? Should you apply for funding? Do your research and see how much supplies will cost. Virtual events are a great cost-effective alternative to in-person events! Now that you've figured out the logistics of your event, it's time to submit a risk assessment! Risk assessments must be completed a minimum of two (2) weeks in advance of your event and you must receive approval for your event to take place.

Once your risk assessment has been approved, you can begin advertising your event! There are several great ways to do this:

- Post it on the myTrent calendar
- Message @thetcsa on Instagram/Facebook to have your posts shared
- Put an ad in the Arthur,
- Have Trent radio advertise your event
- Email the colleges to promote your event

I highly recommend using Canva to create your ads; it is a free site with lots of designs you can use!

After your event is over there is still stuff to do! Cleaning up and returning the room you booked to the way you found it is important! If it is a virtual event, you can check in with everyone who attended the event to ask for feedback or to get suggestions on how to improve the event in the future. Make sure when planning your event to set goals to measure the success of your event!

Sustainability & Accessibility

These are two very important aspects of being a club or group at Trent University.

Accessibility

Whether you are planning an in-person event or virtual event, you need to keep accessibility in mind. A properly planned event will be inclusive rather than exclusive. Ask yourself whether you are creating boundaries by choosing a certain location or streaming platform to host your event. Keep in mind that closed captioning is available on certain streaming platforms, such as Zoom. Try to ensure your advertisements are AODA compliant when creating them, e.g. posting the text in the caption, using sans-serif fonts, and making sure any text is on a plain background instead of a busy background photo.

Sustainability

Sustainability is also key. There are many ways to plan sustainable events such as: making sure there are the proper waste bins available (compost, recycling, etc); trying to avoid single use plastics such as latex balloons; taking part in the TCSA green dishes program; encouraging students to BYOM (bring your own mug); minimizing printing posters by chalking on campus; and more.

Have a great suggestion on how clubs and groups can be more sustainable? Let me know at community@trentcentral.ca.

Clubs & Groups FAQ

How do I book rooms for meetings?

To book classrooms for meetings and events, go to MyTrent and select "Services". Under "Campus Events", select "Room Bookings". Check the Calendar on the page to make sure no one else has rooms booked for the time and location that you are requesting.

To book TCSA spaces on campus, including our tables at Wenjack, OC Foyer, Student Centre Atrium, and the Student Centre Event Space, follow the procedure outlined below. All internal groups (i.e. Career Centre, Health Services, TCSA clubs or groups, or anyone with an @trentu email address) can now book spaces by doing the following:

- Log-in to MyTrent
- Under "Services", look for "Room Bookings"
- Log-in to the room bookings portal
- Click on "Request a specific room"
- Click "Request Type" drop down menu: Student Centre Space
- Select the space desired
- Highlight the space you wish to book and choose the date in the calendar

When is the best time for my club to host events?

You can email the TCSA Community Coordinator at community@trentcentral.ca or check out the Clubs Event Calendar on the TCSA website to check if there will be any other events that will conflict with planning your event.

We set up a Mailbox with the TCSA. Where do we go to access the mail for our Clubs/Groups?

To pick up your mail, please come see us at the office. You can pick up your mail from our Front Desk staff. Any mail you have sent to our office will be kept for you automatically in our club mailboxes. You will be contacted at the email you've given us once the mail has arrived. Mail will be shredded at the end of each month unless you have reached out to community@trentcentral.ca to arrange an alternate pickup date.

Our club asked for storage space in the Student Center, where can I find that?

Club storage lockers are located on the second floor of the Student Centre in the Clubs & Groups Storage Room, next to the TCSA office, and can be accessed during office hours with a member of the TCSA to unlock the door for you. No appointment necessary.

How does my club get a hold of an email with @trentu.ca domains?

This is a great idea to make your club more noticeable and easier to access for its members. Simply contact it@trentu.ca and they can help you get that set up!

What is a risk assessment form and when do I fill it out?

Risk assessment forms are liability forms that you are required to fill out to be eligible to use Trent's insurance for events that your club hosts. They are required for any event you are planning to hold. To fill out a risk assessment form, please go into your myTrent portal and search "risk assessment". If you have any questions about the risk assessment process, please email community@trentcentral.ca.

Do you have a question that is not listed here? Email community@trentcentral.ca.

The TCSA and Trent University are here to support you! You define it. Your club makes all the difference in each student's Trent experience, and we are here to help your club succeed.

If you wish to file a complaint or have questions about the Charter of Student Rights and Responsibilities, please contact:

Caitlin Jacobs
(705) 748-1011 ext. 7192

Get in Touch with us!



trentcentral.ca



info@trentcentral.ca



(705) 748-1000



TrentCentralStudentAssociation



@theTCSA



@theTCSA