



University of Toronto Mississauga  
Students' Union

LOCAL 109 OF THE CANADIAN FEDERATION OF STUDENTS

# ACADEMIC SOCIETY OFFICE SPACE REQUEST FORM

## 2018 – 2019 Year

Please email this completed form with all the necessary information mentioned below to [vpua@utmsu.ca](mailto:vpua@utmsu.ca) and [ramzi@utmsu.ca](mailto:ramzi@utmsu.ca); Once we receive and approve your soft copy, you shall be asked to hand-deliver a hardcopy to the VPUA in the UTMSU Office to finalize your academic society file.

**All societies who receive an office will be expected to complete 10 hours of office hours per week to ensure society rooms are being properly utilized and providing a place for members to interact with society executives.**

**If societies are found to be abusing society offices or not completing office hours, the society may be removed at the discretion of the VPUA and the Academic Societies Coordinator.**

**Term: 2018-2019**

**Name of Society:** \_\_\_\_\_

**President's Name:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

- 1) Did you have a club office in the previous UTM year (September 2017 to April 2018)? (*highlight one*)
  1. Yes
  2. No
- b. If **yes**, did you share your office with another club?
  1. Yes

2. No

c. If **Yes**, Which club did you share it with? \_\_\_\_\_

2) Why do you want a club office?

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3) Are you willing to share with another club?

1. Yes

2. No

b. If yes, do you have a preference and if so, which club?

1. \_\_\_\_\_

4) How many members does your club have this year? \_\_\_\_\_

5) If granted an office and members or executives within your club abuse this privilege (by not attending office hours, vandalism, alcohol use, etc.) how would you respond to this?

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