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# Campus Groups Training 1

Re-recognition | May 19 and 20

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# Land Acknowledgement

We can never work to end systemic and institutional violence if we do not center the narratives of Indigenous folks in our collective decision making for social justice and equity. As settlers in Turtle Island, we directly benefit from the colonization and genocide of the Indigenous people of this land. In order to engage in resistance and solidarity against the injustices inflicted on the Indigenous people of this land, it is imperative we constantly engage in acts of decolonization.

# Introductions

Your name, pronouns, campus group, and what smell reminds you of childhood

# Meet the Executive Team



# VP UNIVERSITY AFFAIRS

- Pronouns: she/her
- Brief explanation of role:
  - Academic Offense/Integrity Cases
  - Exam Destressors
  - Campaigns and Academic Advocacy
- Program: Specialist in Political Science and Environmental Policy Minor
- Fun Fact: I can fluently speak 4 languages and I hate ketchup



# VP CAMPUS LIFE

- Pronouns: she/her
- Brief explanation of role:
  - Responsible for the advocacy of student life issues, as well as the promotion and coordination of events that enhance Campus Life.
  - Chairs the UTM Clubs Committee and the Student Life Commission
- Program: Specialist in criminology and major in sociology and minor in education
- Fun Fact: I can fluently speak 3 languages and I hate pizza!



# New Campus Groups Coordinator

Hana Khan (she/her)  
[campus.groups@utmsu.ca](mailto:campus.groups@utmsu.ca)



# Agenda

- What is Re-Recognition
- 2022-2023 Recognition Process
- Funding Opportunities
- Additional Information
- Kahoot - there are prizes!



# What is Re-Recognition

# What Does Recognition Mean

- Annual process to review campus group documentation
- Renewal of campus group status to receive funding
- Groups also receive a UTMSU email, bank account, and opportunities to apply for other types of funding

# Why it's Important

- Updating your Constitution
- Submitting the new Executive Team information
- Creating a plan for the year via Budget Breakdown
- Reviewing your membership list (CLUBS ONLY)



# 2022-2023

# Recognition Process

# Recognition Package

The recognition package involves:

- Constitution
- Executive team list
- Budget breakdown
- Winter audit
- Membership List (CLUBS ONLY)



# Important Information

- Deadline to submit documents for recognition: **June 19, by 11:59 pm**
- Documents submitted over **Google Forms**
  - If you can't submit them, please contact the Campus Groups Coordinator
- If you are unsure about your winter audit, please contact the campus groups coordinator
- All templates can be found at [www.utmsu.ca/clubs/](http://www.utmsu.ca/clubs/) or <https://utmsu.ca/academic-societies/>

# Filling out the Google Form

## Three Section Form:

1. Section 1: Re-Recognition Document submission
2. Section 2: Winter Audit Document submission
3. Section 3: Banking information for bank letter and cheques

# Section One - Recognition Documents

# Document Submission

- Group Name
- UTMSU Email
- Constitution
- Executive Team List
- Budget Breakdown
- Membership List (Clubs Only)


# Constitution

1. Article I: Campus Group Name
2. Article II: Purpose
3. Article III: Membership
4. Article IV: Executives and Responsibilities
5. Article V: Meetings
6. Article VI: Elections
7. Article VII: Removal from Office
8. Article VIII: Amendments to Constitution

# Executive Team

- Purpose: To update your database of group executives
- At least 3 UTM students
- Required Information:
  - First and last name
  - Email and phone number
  - Student number and UtorID
  - Position
  - Signature (e-signatures are accepted)

# Budget Breakdown



University of Toronto Mississauga  
Students' Union

LOCAL 109 OF THE CANADIAN FEDERATION OF STUDENTS

### Budget Breakdown

Name of Campus Group:		Academic Year:					
#	Estimated Date	Initiative Name	Brief Description/Purpose	Estimated Cost Breakdown	Cost Breakdown Description	Other Comments	
	EXAMPLE: Sep 09, 2021	Week of Welcome Networking event	The event is to create a space for members to meet and connect. We purchased supplies for outreach	\$50	Food	Any Miscellaneous details that might help our committee make our decision regarding your funding proposal	
				\$30	Decorations		
2				Total Cost: 70			

# Membership List (Clubs Only)

- Purpose: To update database on members of your club
- Used during elections for voting eligibility
- At least 25 UTM students
- Required information:
  - First and last Name
  - Student number
  - Email

# Section Two - Winter Audit

# Winter Audit

Purpose: Remaining transparent and accountable with student money

1. **Letter to the Auditor**
2. **Financial Statements**
3. **Copy of Receipts**
4. **Copy of Bank Statements**

# Letter to the Auditor

- Brief explanation of group's spending
- Contact information for person in charge of the audit
- Official Signature (e-signatures accepted)

# Financial Statements

- Revenue for all initiatives/events
- Expenses for all initiatives/events

[CAMPUS GROUP NAME]	
[YEAR]	
2019-2020 Carry over	
2020-2021 Fall Funding Amount	
Initiative 1: NAME and DATE	
Revenue:	\$0.00
Expenses:	\$0.00
Profit/Loss:	\$0.00
Initiative 2: NAME and DATE	
Revenue:	\$0.00
Expenses:	\$0.00
Profit/Loss:	\$0.00
Initiative 3: NAME and DATE	
Revenue:	\$0.00
Expenses:	\$0.00
Profit/Loss:	\$0.00
Initiative 4: NAME and DATE	
Revenue:	\$0.00
Expenses:	\$0.00
Profit/Loss:	\$0.00

# Financial Statements

[Initiative - Date]						
Revenue						
	<u>Item</u>	<u>Date</u>	<u>Receipt</u>		<u>Cost</u>	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
	Net Revenue					\$0.00

# Copy of Receipts

- They must all be numbered
- Revenue = r1a
- Expenses = e1a



# Copy of Bank Statements

- Ensures a third layer of accountability
- If unable to access bank account, please submit a word document with reason

## Transaction History

Date	Details	Deposits	Withdrawals	Balance
3/4/2021	Deposit	\$6,500.00		\$321,534.00
5/4/2021	Cheque No. 131		\$1,150.00	\$320,384.00
5/4/2021	Bank Fees		\$3.00	\$320,381.00
8/4/2021	Transfer	\$2,780.00		\$323,161.00
10/4/2021	Deposit	\$16,050.00		\$339,211.00
11/4/2021	Cheque No. 133		\$3,400.00	\$335,811.00
11/4/2021	Bank Fees		\$3.00	\$335,808.00

# Section Three - Banking

# Banking Information

- Signing Authority #1: Name and Position
- Signing Authority #2: Name and Position
- Bank Branch



# Bank Letters, Funding, and Cheques

- Bank Letters and Cheques will only be created after recognition is granted
- Bank Letters will be created based on information provided
- Once Bank Letter and Cheque are ready, the Campus Groups Coordinator will reach out to you

# Setting Up Banking

1. Signing Officers must hand-sign the Bank Letter
2. Signing Officers must physically take Bank Letter to the respective branch
  - a. Bank **should not** require old signing officers to come in!
3. Signing Officers must present two pieces of government-issue ID
  - a. Drivers License, Passport, Ontario ID
4. Signing Officers should deposit Fall Funding right away

# IMPORTANT NOTES

- THE NAME IN THE BANK TRANSFER LETTER **MUST MATCH** THE GOVERNMENT-ISSUED ID
- BANKS DO NOT REQUIRE THE PAST SIGNING OFFICERS TO COME IN
- YOU MUST GO TO THE BANK BRANCH ADDRESSED IN YOUR BANK TRANSFER LETTER
- **BOTH** SIGNING OFFICERS MUST GO TOGETHER TO SET UP THE BANK ACCOUNT
- IF YOUR BRANCH IS NOT THE TD OR BMO AT SOUTH COMMON, PLEASE REACH OUT TO THE CAMPUS GROUPS COORDINATOR
- FOR ANY QUESTIONS PLEASE CONTACT [CAMPUS.GROUPS@UTMSU.CA](mailto:CAMPUS.GROUPS@UTMSU.CA)

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# Academic Society Funding

## Fall Funding

- 70% of assigned funding
- Given after re-recognition is approved (including the winter audit)

## Winter Funding

- 30% of assigned funding
- Given only after societies have passed their Fall audit

# Club Funding

## Fall Funding

- 60% of assigned funding
- Given after re-recognition is approved (including the winter audit)

## Winter Funding

- 40% of assigned funding
- Given only after clubs have passed their Fall audit

# Screen Share

# Other Funding Opportunities

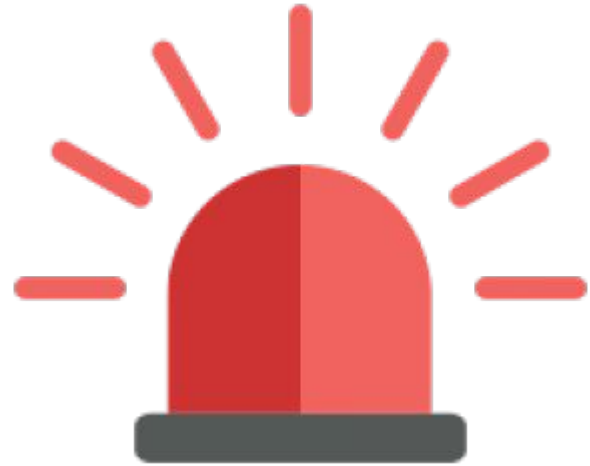
# Collaborative Funding

- Pool of funds available for UTMSU recognized clubs
- Encourages collaboration between different campus groups and/or the UTMSU
- Funding is done through an events-based application  
→ receive the money for specific events/initiatives



# Emergency Funding

- Pool of funds available to UTMSU recognized groups in case of an unexpected emergency resulting in significant loss of funds
- Not to be used proactively
- ie: COVID Pandemic



# Green Grants

- Pool of funds available to UTMSU recognized groups
- Meant to encourage sustainable initiatives happening on and off campus



# Additional Information

# 2022-2023 Tentative Training Schedule

## Mandatory Trainings

- UTMSU 101 & Equity Training:  
September
- Audit Training: November
- Election Training: February
- Transition Training: April

## Optional Trainings

- Canadian Federation of Students:  
August
- Good Finances: November
- Active Bystander: December
- Sexual Violence Protection: January

NOTE: Future trainings will be offered both virtually and in-person

# Google Drive

- All past recognition documents would be viewable for incoming executives
- Documents are NOT to be submitted through the drive
- Serves an archival purpose for club executives
- **COMPETITION: Naming the folder!**



# Office Spaces and Lockers

- Current execs: all office spaces and lockers are required to be cleaned out
- Incoming executives: office space and locker rentals will become available in the coming months!
- Email [campus.groups@utmsu.ca](mailto:campus.groups@utmsu.ca) for any questions/concerns



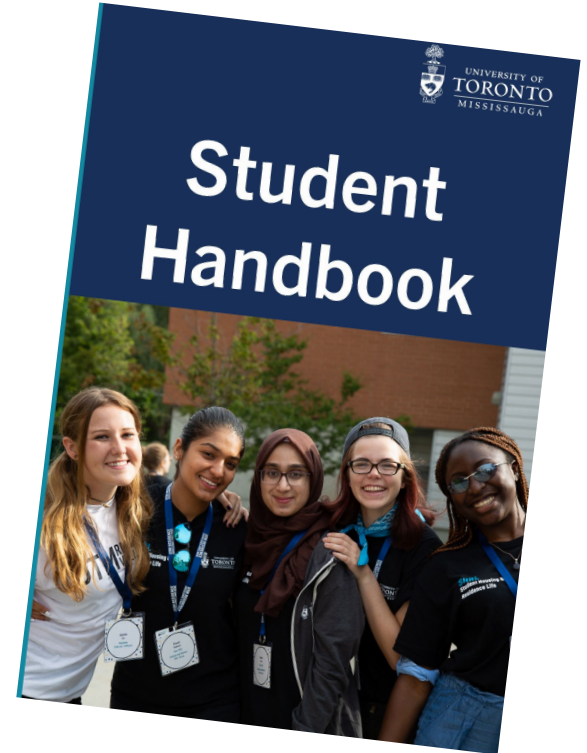
# Renting Out Equipment

- Re-starting equipment rental program
- Sign-in/Sign-out system
- Not returning items will result in consequence
- What items would you like to see available for rent?
- Look out for a google form!



# Campus Group Handbook

- Handbook created by the UTMSU to help you navigate your way through running a group on campus
- Includes information on:
  - Executive Responsibilities
  - Understanding Finances and Funding
  - Elections
  - UTMSU Resources
  - Trainings
  - Awards
  - And More!
- Keep an eye out for it!!



# Kahoot Time!



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# Questions?

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# Thank You!

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