

CLUBS TRAINING #1

May 20 and 21 | Re-recognition | Felipe Nagata and Tarwah Afrah

INTRODUCTIONS

AGENDA

- Importance of Re-recognition
- Re-recognition documents
- 2021-22 Re-recognition process
- Additional information



IMPORTANCE OF RE-RECOGNITION

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

Re-Recognition Documents

RE-RECOGNITION DOCUMENTS

1. Constitution
2. Executive team list
3. Budget breakdown
4. Membership list
5. Winter audit

CONSTITUTION

1. Article I: Club 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 LIST

- Updated database of club executives
- Required information:
 - First and last Name
 - Email and phone number
 - Student number and UtorID
 - Position
 - Signature

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 |
|---|----------------|-----------------|---------------------------|--------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------|
| | | | | \$50 | Food | Any Miscellenious details that might help our committee make our decision regarding your funding proposal |
| | | | | \$30 | Decorations | |
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| | | | | Total Cost: 70 | | |
| 2 | | | | | | |

MEMBERSHIP LIST

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

WINTER AUDIT

- Letter to the Auditor
- Financial Statements
- Copy of Receipts
- Copy of Bank Statements
 - If unable to access bank account, please submit a word document with reason

2021-22 Re-recognition

IMPORTANT INFORMATION

- All Documents can be found at www.utmsu.ca/clubs/
- Re-recognition deadline: Monday June 14, 2021
- Documents submitted over Google Forms
 - If you can't submit them, please contact the Campus Groups Coordinator
- Clubs that had an exemption on Winter Audits, please submit blank documents

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

BANK LETTERS 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 for a mailing address
 - Please do not forget the Sender and Postal Code

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
5. Please ask for virtual delivery of Bank Statements

CLUB FUNDING

- Two installments: Fall and Winter
- Fall Funding = 60% of assigned funding
 - Given after recognition of Club
- Winter Funding = 40% of assigned funding
 - Given after passing Audit

SHARE SCREEN

Additional Information

TENTATIVE TRAINING CALENDAR

Mandatory Trainings:

- September: Equity Training*
- November: Audit Training*
- February: Elections Training*
- April: Transition Training*

Optional Trainings:

- August: Virtual Engagement Workshop
- October: Budgets and Good Finances Workshop
- March: Student Movement and Organizing Workshop

CAMPUS GROUPS SOCIAL CALENDAR

1. August: Summer Social*
2. September: Orientation/Welcome Back Week
3. October: Halloween
4. December: Holidays Social*
5. January: Frost Week
6. April: End of Year Gala*

ANNOUNCEMENTS

- Due to the pandemic, Offices and Lockers are unavailable until further notice
- All documents will be mailed out including but not limited to:
 - Cheques
 - Cank letters
 - Debit and credit cards
 - Bank statements
 - Sponsorship cheques
- If your Bank Branch is NOT with TD or BMO at South Common, please stay back at the end of this presentation



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QUESTIONS?

THANK YOU!