

YORK UNIVERSITY STUDENT CENTRE

First Student Centre, 4700 Keele, Toronto, ON M3J 1P3

T 416.736.5658

E [reception@yusc.ca](mailto:reception@yusc.ca)

F 416.736.5884

# CLUB OFFICE APPLICATION FORM 2024-2025



York University  
**Student Centre**



# Club Office Application Form 2024-2025

York University Student Centre (YUSC) has a limited number of office spaces available for student clubs and organizations. There are more student clubs and organizations than available office spaces. Since office space is in high demand, it is being allocated annually. All clubs/organizations interested in obtaining an office must fill out an Office Application package. Clubs/organizations that currently have an office in the YUSC buildings – with the exception of student services – must reapply each year.

## Applications are evaluated upon the following criteria:

- Ratification by York Federation of Students (YFS) and/or the office of Student Community & Leadership Development (SC&LD) for the 2024 - 2025 year
- Club activity adherence to the YUSC, YFS, SC&LD, other York University policies, and applicable civil regulations
- Services provided to the York University community and external community
- Regular use of office (if applicable)
- Accessibility needs for members with disabilities
- Size of membership
- Regular use of building services
- Documentation of events
- Other such criteria as determined by YUSC

Allocations are determined by the Allocation Committee. To ensure that applications are reviewed in an objective and fair manner, they are evaluated primarily on a matrix system which weighs events equally. Other qualitative information is used as a secondary consideration only.

Timeline	Important Information
<ul style="list-style-type: none"> <li>• Club Office Application Forms become available as of Monday, March 4, 2024, at 4:00 pm (online).</li> <li>• <b>Completed application forms are due: Monday, April 29, 2024 at 11:59 pm.</b> <ul style="list-style-type: none"> <li>• Completed YUSC Club Office Allocation package for 2024-2025 must be submitted by email as an attachment to <a href="mailto:reception@yusc.ca">reception@yusc.ca</a> Please make sure application is filled out completely and all documentations for the application are attached in one email. Any documents sent after will not be accepted. In the subject line please write <b>“COA 2024-2025 - (Club Name)”</b></li> <li>• An email confirmation will be sent out within two (2) business days following the submission of a completed application. Should you not receive this confirmation, please contact York University Student Centre Reception by sending an e-mail to <a href="mailto:reception@yusc.ca">reception@yusc.ca</a>.</li> </ul> </li> <li>• All club offices allocated for 2024-2025 academic year are to be vacated by <b>Wednesday, April 30, 2025 by 10:30 AM. Office keys and mail box keys are to be returned by Wednesday, April 30, 2025 by 10:30 AM to YUSC Office FSC Room 335</b></li> <li>• Please note: Clubs are responsible for storage of their club's items. Storage spaces will not be provided by YUSC.</li> </ul>	<ul style="list-style-type: none"> <li>• Club office results will be finalised in August 2024. Student clubs will receive emails about move in procedures in September.</li> <li>• Late submissions will not be accepted.</li> <li>• Applications must follow the format and categories as outlined.</li> <li>• Student groups/organizations are required to respond to YUSC in a timely manner during the application process regarding any additional information that YUSC may request to provide to the Allocation Committee. Applicants will have two (2) business days to provide YUSC with requested information. Information received after that point may be not be considered.</li> <li>• All decisions made by the Allocation Committee are final. There is no appeal process (including building location and Room # for Club Allocation).</li> <li>• Student clubs/organizations that do not receive office space will automatically be placed on the waiting list.</li> <li>• Due to the limited number of club offices on campus, if you already have space elsewhere, please do not apply. If you are accepted for office space at the student centre and another location, you must give up one of the offices.</li> <li>• Make sure to include documentation for all meetings and events.</li> </ul>

# Club Office Application Form 2024-2025

## General Guidelines for Filling Out Office Application Form

Please read the following information carefully before filling out the application form.

- Please fill out all information on the application clearly.
- If you require extra space in any given category please attach additional sheets as necessary. Label their category and number them.
- All information provided by your club/organization will be evaluated thoroughly and verified through the YUSC, YFS, SC&LD and by calling the contact listed for each event/activity.
- Make sure to include documentation for all events and meetings and organize all supporting documentation according to the corresponding categories below and by date

## Category Descriptions

### Category A: Organizational Meetings

All general, executive and/or subcommittee meetings your club held between **June 1, 2023 and April 30, 2024**. **Your club must attach all meeting minutes for any general, subcommittee, and/or executive meetings listed on the application form.** The booking contact in this section is the person who filled out or made the room booking request for this meeting. The minutes should include crucial information such as: time, date, attendees and agenda.

### Category B: Recurring or Frequent Events

All events that took place on a frequent basis, occurring more than twice per term or more than four times between **June 1, 2023 and April 30, 2024**. List each event separately. **Events in this category may include weekly prayer meetings, game nights, seminars, workshops, bible studies, movie nights, tutorials, etc.** For weekly prayer meetings or bible studies, you will be given one full point for the week.

### Category C: One-time or Infrequent Events

Events that took place once or twice per term or less than four times between **June 1, 2023 and April 30, 2024**. **Events in this category may include dances, semi-formals, culture shows, group outings, guest speakers, religious or cultural celebrations, etc.** These events are divided between Tier 1: small/medium (e.g. Less than 150 participants) and Tier 2: large events (e.g. More than 150 participants). You must provide documentation for each event in order to get full points.

### Category D: Tabling

All the dates and locations of tabling activities on the York University campus between **June 1, 2023 and April 30, 2024**. Include a description of the nature of your tabling. For example: membership drive, club event promotion, bake sale, etc. Multiple tabling dated during the same week or month will not be given any advantage over groups who table less frequently.

### Category E: Other Activities

Other types of activities that your club organized or took part in that did not fall under any of the above categories. Please provide a description of the activity including information on date and location. Activities or events off-campus will not be given full points. We encourage clubs to host events on campus.

**Important: For category B, C, D and E your group is required to submit supporting document. This can be in the form of event posters, booking confirmations, forms and event or meeting notices in order to confirm that the event, tabling and/or meeting has taken place. Please make sure to label for which event each documentation is for. Examples of documentation for each category can be seen on pages 4 to 7.**

## Documentation Examples

Please make sure all documentation is labelled for each event or meeting, and organized with the corresponding category. Avoid gathering all documentation and attaching them at the end of your application. Documentation that is not labelled may not be counted if we cannot clearly identify which event it belongs to. The next few pages outlines what YUSC expects documentation to look like.

### Category A: Organizational Meeting

Organization meeting documentation examples (i.e. meeting minutes, posters for general member virtual events, etc.)

### Category B: Recurring or Frequent Events

Recurring or frequent event documentation examples (ie. event poster, room booking confirmations, pictures from virtual events, etc.)

### Category C: One-time or Infrequent Events

One time or infrequent events documentation examples (ie. dated poster of the event, dated and labelled pictures of the event, booking confirmation of room for virtual events, etc.)

Tier 1: Small/ medium events of less than 150 people

Tier 2: Large events of over 150 people

### Category D: Tabling

Tabling documentation examples (ie. booking confirmation of table from either YUSC Spaces or Vari Hall, picture of table during event, etc.)

## Category A: Sample Documentation

Use the provided template below to organize your documentations for **Category A**.

Make sure that your meeting minutes are labelled as General Meeting Minutes, Executive Meeting Minutes, OR Sub-Committee Meeting Minutes with the correct date.

**Club XYZ Executive Meeting Minutes**  
September 5, 2023

**Attendees Present:**  
John Smith    Stephanie White  
Jane Doe     George Greene.

**Absent:** None

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**1. Call to Order:**  
The meeting was called to order by Lorem Ipsum at 11:00am.

**2. Upcoming events**  
- Out Reach Day (September 25, 2023)  
- Club General Meeting ( November 1, 2023)  
- Multicultural Week(January 2023)

**3. Booking Requests**  
- Executive Meeting  
Jane Doe to book a room for executive meeting on September 8, 2023 at 3pm.  
- General Club Meeting  
Jane Doe to book a room in the first student centre. Check availability for Room 307 or Room 313  
- Multicultural Week  
Jane Doe to book a room in the second student centre. Check availability for studio rooms.  
- Out Reach Day  
Jane Doe to book a table in the first student centre for Out reach day. Check for availability.

**4. Out Reach Day**  
- Stephanie White & John Smith will be tabling, and promoting the club  
- George Green will be design and printing out material to give to students.

**5. Other Business**  
No other business to be discussed.

**6. Date for Next Meeting**  
The next meeting is scheduled for September 8, 2023 at 3pm

**7. Adjournment**  
The meeting was adjourned at 1pm.

**Type of Meeting Minute:** Executive Meeting Minute

**Date:** September 5, 2023

## Category B, C, and D: **Sample Documentation**

Use the provided template below to organize your documentations for **Category B, C, and D**.

A proof of documentation can be one of the following:

- an event poster
- event picture
- event space booking confirmation



**Name of Event:** Smash Bros Tournament  
**Date:** February 17, 2024  
**Location:** The Break Room



**Name of Event:** Board Game Night  
**Date:** March 6, 2024  
**Location:** The Break Room

## Category B, C, and D: **Sample Documentation**

Use the provided template below to organize your documentations for **Category B, C, and D**.

A proof of documentation can be one of the following:

- an event poster
- **event pictures**
- event space booking confirmation



**Name of event:** Cocktails and Canvas  
**Date:** November 7, 2023  
**Location:** The Break Room



**Name of event:** Music in the Park  
**Date:** September 20, 2023  
**Location:** First Student Centre

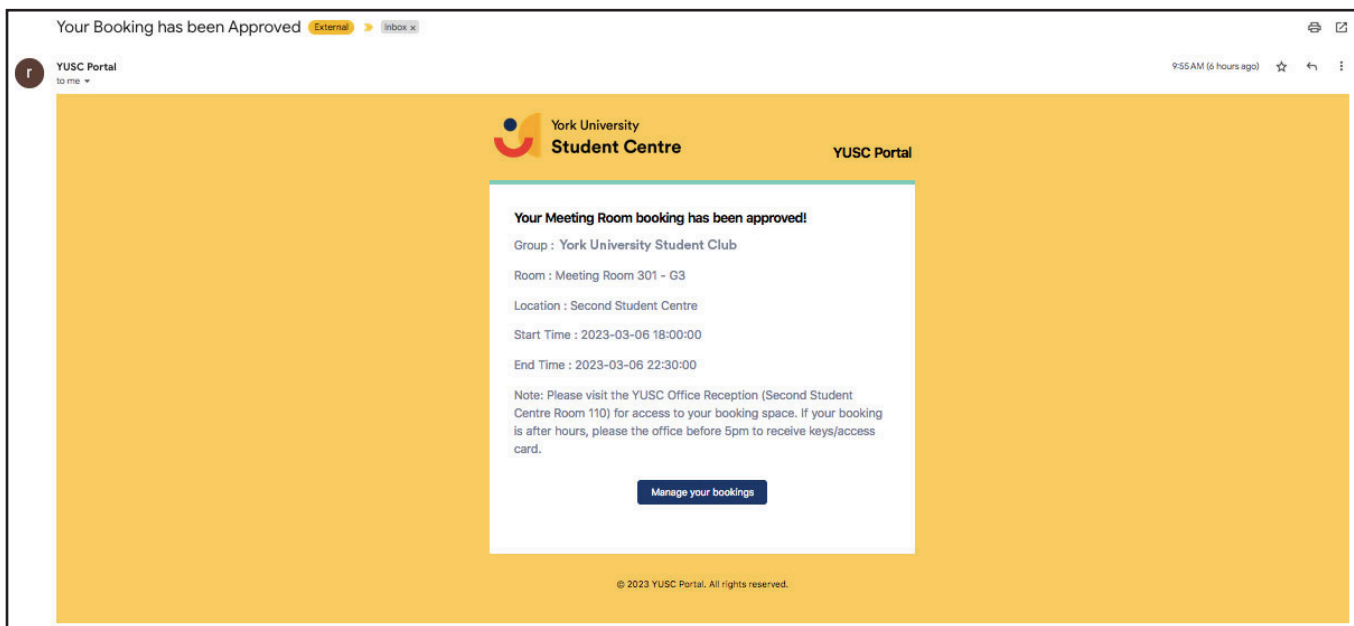


## Category B, C, and D: **Sample Documentation**

Use the provided template below to organize your documentations for **Category B, C, and D**.

A proof of documentation can be one of the following:

- an event poster
- event picture
- **event space booking confirmation**



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**Name of event:** [write name of event here]

**Date:** [date of event the space is booked for]



# Club Office Application Form 2024-2025



## Club Information

Official Club Name: \_\_\_\_\_ Official Club Abbreviation: \_\_\_\_\_

Official Club E-mail: \_\_\_\_\_ Club Website: \_\_\_\_\_

Club Social Media Handles:

Twitter: \_\_\_\_\_ Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_ Snapchat: \_\_\_\_\_

Is your club currently ratified by the York Federation of Students (YFS) for 2023-2024?  Yes  No

Is your club currently ratified by the Student Community and Leadership Development (SC&LD) for 2023-2024?  Yes  No

Is your club currently registered with the York University Student Centre for 2023-2024?  Yes  No

Number of current membership size: \_\_\_\_\_ Average number of hours your club would use the office: \_\_\_\_\_

What category does your club fall under?

- Academic       Issue Based       Religious       Sport  
 Cultural       Political       Social       Other: \_\_\_\_\_

Does your club currently have office space on campus?  Yes  No Location (if applicable): \_\_\_\_\_

Will you be applying for club offices with affiliated colleges on campus?  Yes  No

Brief description of the nature and objectives of your club (attach additional sheet if needed, maximum one page):

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Application completed by:

Contact Person	Position	Phone Number	E-mail	Student Number

Signing Officers Contact Information for 2023-2024

Name	Position	Phone Number	E-mail	Student Number

Incoming Signing Officers Contact Information 2024-2025

Name	Position	Phone Number	E-mail	Student Number



















# Club Office Application Form 2024-2025



## Submission Checklist

Please ensure you have completed the following checklist to confirm you are submitting a complete application.

Check	List
<input type="checkbox"/>	Club information section is completely filled out.
<input type="checkbox"/>	General Meetings, Executive Committee Meetings, and Sub-Committee Meetings are all listed with their respective meeting minutes attached.
<input type="checkbox"/>	Recurring or Frequent Events and One Time or Infrequent Events are all listed with their respective event posters, room booking confirmations, or pictures from events attached.
<input type="checkbox"/>	Tabling Events are all listed with all their respective booking confirmations and pictures from events attached.
<input type="checkbox"/>	Any other activities your club took part in are mentioned.
<input type="checkbox"/>	Attach all supporting documentation and application in one email: <b>Email Subject:</b> "COA 2024-2025 - [Club Name]" <b>Email Reception:</b> reception@yusc.ca