

Glendon Clubs 101

Orientation for Clubs / Orientation Pour Les Clubs

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GLENDON



GLENDON



- GCSU
- Steps to complete Club Registration
- Bank Letters
- Funding Requests
- Space Requests

Déclaration de reconnaissance des territoires traditionnels / Statement of Acknowledgement of Traditional Land

COMME NOUS NE SOMMES PAS TOUS RÉUNIS EN UN MÊME LIEU, NOUS SOMMES CONSCIENTS QUE CETTE RECONNAISSANCE DES TERRITOIRES NE S'APPLIQUE PEUT-ÊTRE PAS AU TERRITOIRE SUR LEQUEL VOUS VOUS TROUVEZ ACTUELLEMENT. SI C'EST LE CAS, NOUS VOUS DEMANDONS DE PRENDRE LA RESPONSABILITÉ DE RECONNAÎTRE LE TERRITOIRE TRADITIONNEL SUR LEQUEL VOUS VOUS TROUVEZ ET LES TITULAIRES ACTUELS DU TRAITÉ.

NOUS RECONNAISSONS QUE DE NOMBREUSES NATIONS AUTOCHTONES ONT AVEC LES TERRITOIRES SUR LESQUELS LES CAMPUS DE L'UNIVERSITÉ YORK SONT SITUÉS DES RELATIONS DE LONGUE DATE QUI PRÉCÈDENT L'ÉTABLISSEMENT DE L'UNIVERSITÉ YORK. GLENDON, EN TANT QUE PARTIE INTÉGRANTE DE L'UNIVERSITÉ YORK, RECONNAÎT SA PRÉSENCE SUR LE TERRITOIRE TRADITIONNEL DE NOMBREUSES NATIONS AUTOCHTONES. LA RÉGION CONNUE COMME TKARONTO A ÉTÉ PRÉSERVÉE PAR LA NATION ANISHINABEK, LA CONFÉDÉRATION HAUDENOSAUNEE, LES HURONS-WENDATS ET LES MÉTIS. ELLE EST DÉSORMAIS LE FOYER D'UN GRAND NOMBRE DE PEUPLES AUTOCHTONES. NOUS RECONNAISSONS LES TITULAIRES ACTUELS DU TRAITÉ, LA PREMIÈRE NATION DES MISSISSAUGAS DE CREDIT. CE TERRITOIRE EST SOUMIS AU TRAITÉ DE LA CEINTURE WAMPUM (« DISH WITH ONE SPOON »), ENTENTE DÉFINISSANT LE PARTAGE ET LA PRÉSERVATION PACIFIQUES DE LA RÉGION DES GRANDS LACS.

Déclaration de reconnaissance des territoires traditionnels / Statement of Acknowledgement of Traditional Land

AS WE ARE NOT ALL GATHERED IN THE SAME SPACE, WE RECOGNIZE THAT THIS LAND ACKNOWLEDGMENT MIGHT NOT BE FOR THE TERRITORY THAT YOU ARE CURRENTLY ON. WE ASK THAT IF THIS IS THE CASE, YOU TAKE THE RESPONSIBILITY TO ACKNOWLEDGE THE TRADITIONAL TERRITORY YOU ARE ON AND THE CURRENT TREATY HOLDERS.

WE RECOGNIZE THAT MANY INDIGENOUS NATIONS HAVE LONGSTANDING RELATIONSHIPS WITH THE TERRITORIES UPON WHICH YORK UNIVERSITY CAMPUSES ARE LOCATED THAT PRECEDE THE ESTABLISHMENT OF YORK UNIVERSITY. GLENDON AS PART OF YORK UNIVERSITY ACKNOWLEDGES ITS PRESENCE ON THE TRADITIONAL TERRITORY OF MANY INDIGENOUS NATIONS. THE AREA KNOWN AS TKARONTO HAS BEEN CARE TAKEN BY THE ANISHINABEK NATION, THE HAUDENOSAUNEE CONFEDERACY, THE HURON-WENDAT, AND THE MÉTIS. IT IS NOW HOME TO MANY INDIGENOUS PEOPLES. WE ACKNOWLEDGE THE CURRENT TREATY HOLDERS, THE MISSISSAUGAS OF THE CREDIT FIRST NATION. THIS TERRITORY IS SUBJECT OF THE DISH WITH ONE SPOON WAMPUM BELT COVENANT, AN AGREEMENT TO PEACEABLY SHARE AND CARE FOR THE GREAT LAKES REGION.

Expectations

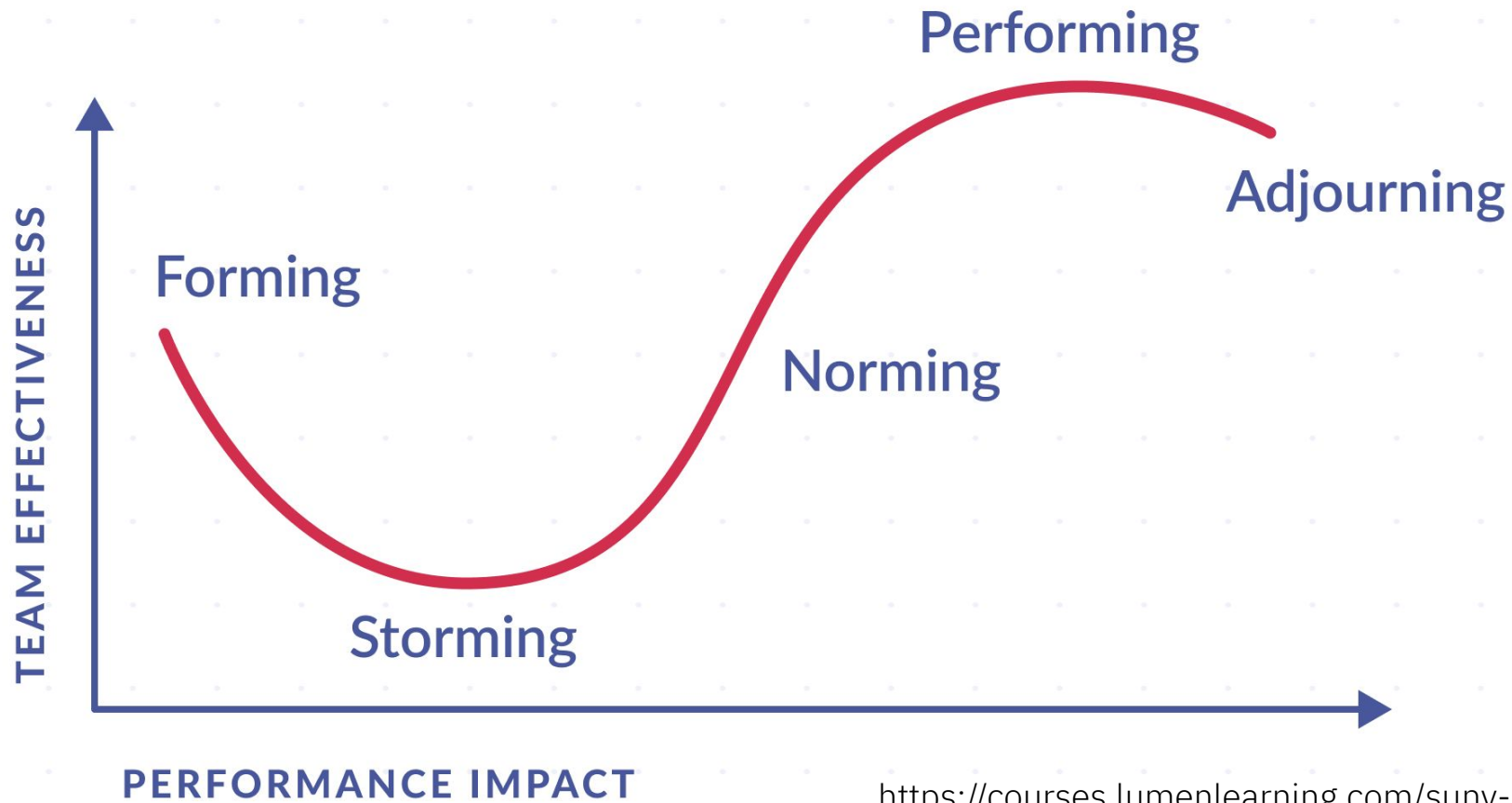
What are some expectations you hold yourself to as President/Signing Authority?

- Create a list of expectations justify why you believe that to be an expectation they must hold themselves to

Expectations

- ❖ **Professionalism** – it is important to maintain professionalism in a work environment to ensure that all tasks are being completed and holding the execs accountable
- ❖ **Respect** – it is important to respect all members no matter their intersectionality. Give respect to earn respect.
- ❖ **Trust** – trust in your execs to get the work done. Work with each other to ensure success
- ❖ **Transparency** – it is important for the leader to be completely transparent with their team to be held accountable and inclusive
- ❖ **Inclusivity** – it is important to have the ability to be inclusive with your team and members to ensure proper running and functioning of the organization

Phases of Team Building



<https://courses.lumenlearning.com/suny-principlesmanagement/chapter/reading-the-five-stages-of-team-development/>

Steps to completing your registration

New Clubs: Click on the “Organizations” tab at the top

Click on “Register” under “Register a New Organization”

Fill out the form, attach the required documents, and submit! You’ll need a member list of at least 10 people and a constitution. [Constitution points to include.](#)

Attend a “Clubs 101” session with the Office of Student Affairs and the GCSU

Returning clubs: Any club that has existed on YU Connect in the past

Go to your club’s page

Click “Register”

Fill out the form, attach the required documents, and submit!

Attend a “Clubs 101” session with the Office of Student Affairs and the GCSU

*If you can no longer find the page on YU Connect, it has been frozen. Please send an email to studentaffairs@glendon.yorku.ca. DO NOT SUBMIT A NEW REGISTRATION

Student Affairs on YU Connect



HOME

EVENTS

ORGANIZATIONS

NEWS

FORMS



Glendon Student Affairs/Affaires étudiantes

Forms



Formulaire de demande d'espace (Campus Glendon) | Space Request Form (Glendon Campus)



Demande pour une lettre de banque | Request for Bank Letter



Formulaire de demande de financement | Funding Application Form

Student Affairs on YU Connect

1. BANK LETTER

- Complete your registration on YU Connect before submitting this request
- The names in your registration request need to match the names on your bank letter request
- Request take up to 5 business days to process (starting September 9)

FUNDING REQUEST

- Your club must be completely approved before you can submit a request

Maximum funds allowed in the categories below

- General financial aid \$150 (prizes, presenters, bookstore gift cards only)
- Catering (Aramark) \$400
- Technology services \$100
- Facilities (chairs, tables) \$150
- Conferences: Registration, travel, and accommodations – up to \$600 per conference/club.

SPACE BOOKING

- For In-Person events only.
- Available for meetings, events, bake sale and tabling
- 7 Business days for smaller events, 1 month for larger events
- Once your request is approved, email reserve@glendon.yorku.ca to get assistance booking a space. This includes tent bookings

Space Request Forms

| <i>Events form includes:</i> | <i>Meeting Space form includes:</i> | <i>Table form includes:</i> |
|---|--|---|
| <ul style="list-style-type: none"> •Date of event •Time of events •Name of organization •GL or Keele club •Event title •Agenda of event •Number of participants attending the event •List of 3 classes by most to least preferred •ITS equipment •Facilities •Speakers •Film •Food •Alcohol | <ul style="list-style-type: none"> •Name of organization •Dates you need the room •Meeting agenda •Meeting time •Number of participants •List of 3 classes by most to least preferred •Check box if you need in-room technology | <ul style="list-style-type: none"> •Dates (Max of 3 in a row) •Start time and end time •What will be promoted? •Table locations – Table facing YH 170, Table in front of YH 172, Table on Cafeteria stage, Counter in the COE, Table in front of the counter in the COE •Check box if you will be having a bake sale |

Space Requests

| Office of Student Affairs | GCSU | Lunik |
|---|--|---|
| <ul style="list-style-type: none">•All classrooms•Manor Ballroom•Cafeteria•Skyroom•Green Space (including Tent) <p>Tables:</p> <ul style="list-style-type: none">•Centre of Excellence•Outside Cafeteria (near the vending machines)•Outside YH 170 | <ul style="list-style-type: none">•Richard's Room•Breezeway•D-house hilliard | <ul style="list-style-type: none">•Lunik Café |

Bake Sale

| Bake sale form includes: | Bake sale guidelines |
|---|--|
| <ul style="list-style-type: none">•Dates•Location•List of food items•List of people who contributed to the bake sale and their contact information•List of food ingredients | <ol style="list-style-type: none">1.Only one bake sale per student organization/club per academic semester.2.Only non-perishable foods will be approved for sale. Non-approved foods include: a. Cakes and pastries with whipped cream, cheese or synthetic cream fillings b. Dairy products c. Foods containing raw eggs d. Fresh or processed meats3.All potential allergens must be highlighted during the bake sale.4.Good sanitation practices must be applied in the storage, display and sale of items.5.Groups are responsible for cleaning up the area after the bake sale.6.Groups will not have access to the caterer's kitchen facilities.7.The requester of the bake sale is responsible for the adherence to these guidelines. Failure to adhere may result in a loss of privileges. |

IT Services

| In-Room Tech | Additional Service |
|--|--|
| <p>Rooms with Open-Access AV (computer, projector):</p> <ul style="list-style-type: none">••A220, A222•YH045, YH227, YH245, YH247, YH349•C202•B-Wing•Any other room requires an access code from ITS (free during ITS Helpdesk hours) | <ul style="list-style-type: none">•Microphones•PA Systems•Before you order it, check to see if it is built in. |

Facilities

List facilities needs on YU Connect Space Application Form (submit a minimum of two weeks in advance)

When booking space, include time for both installation and reset

Hours: Monday-Friday: 7:00 AM – 2:00 PM

You'll receive a quote and you must accept the quote for the request to proceed

Catering

| Internal Catering (Aramark) | External Caterer |
|--|---|
| <ul style="list-style-type: none">• Visit Catertrax Glendon to view catering menu• Connect with Sheryl Sanchez (sanchez-sheryl@aramark.ca) to place order• Place order a minimum of two weeks prior to the event (even earlier!) | <ul style="list-style-type: none">• Determine external caterer• Receive approval from OSA• Gather required documents:<ul style="list-style-type: none">• Caterer's Dine Safe Green Pass• Certificate of Insurance (using the York U template)• Request for Use of a Non-York Caterer• Food Handler's Certificate• Caterer contact information |

Events with Alcohol

One month minimum notice

Served only by Aramark

Subject to Security Services Risk Assessment

Sit Down Dinners:

Max 2 drinks per person

Guests must be of legal age

May need security

Pub Nights:

Must request security services (York, External, TPS) one month in advance

Budget \$1500

OSA on site

Accessibility and Accommodations

Collect requests ahead of time before submitting YU Connect form

Submit requests for additional media/on-campus services with space request

Follow up with OSA and/or event service providers during event planning

Consultation with OSA

Public conference or debate

Social dinner or event

Artistic performance

Film screening

Demonstration

Event with an entrance fee

Pub nights

E-mail studentaffairs@glendon.yorku.ca or visit YH C110 to set up a consultation