



UNIVERSITY OF TORONTO
STUDENTS' UNION

University of Toronto Students' Union Club Spaces Application Policy
2023-2024

Created with EDI in consideration and alignment to ensure equality.

Policy Statement

The University of Toronto Students' Union (UTSU) is dedicated to creating an inclusive and vibrant campus community. This policy outlines the comprehensive criteria and guidelines for allocating club spaces at the Student Commons, ensuring fairness, transparency, and a thorough evaluation process. To effectively gauge each club's suitability for space allocation, the UTSU will employ a points-based assessment approach. Our commitment to equity, diversity, and inclusion (EDI) remains a central tenet. We aim to provide an environment where student organizations and clubs can thrive and contribute meaningfully to our student community.



Objective Assessment (30 points)

Organizational Strength (Maximum 8 points)

Organizational strength encompasses various factors that reflect the club's capacity to manage its affairs effectively. Points are allocated based on the financial stability demonstrated through the club's budget and past financial statements to ensure responsible fiscal planning. Additionally, clubs are encouraged to present a competent and committed leadership team through the submission of a list of club executives. Transparency in financial management is also rewarded, with points allocated for maintaining financial records that promote accountability and prudent financial practices.

Financial Viability and Transparency (5 points)

- Clubs must present a detailed budget outlining projected revenue source, expenses, potential sponsorships and a clear budget allocation plan.
- **Explanation:** Points will be allocated based on the financial stability demonstrated through the club's budget and report, ensuring responsible fiscal planning
- Relevant financial documentation including bank statements of the past two years, expense reports, sponsorship agreements or receipts must be provided
- **Explanation:** Points are allocated for maintaining financial transparency, showing accountability in club financial management

Leadership Competence (3 points)

- Submission should include a list of club executives responsible for overseeing club activities. List should include first and last names, along with positions, UofT email addresses.
- **Explanation:** Points are allocated to clubs with a capable and committed leadership team, ensuring effective club management and operations

Club Viability and Sustainability (Maximum 12 points)

Event Success and Innovation (5 points)

- Clubs should provide evidence of successful past events or initiatives that have positively impacted the student community.

Explanation: Points are awarded for clubs that demonstrate a history of organizing impactful and innovative events, contributing to a thriving campus environment.



Future Plans and Engagement (5 Points)

- Clubs must outline their plans for future activities and initiatives, emphasizing alignment with their mandate and engagement strategies.
- **Explanation:** Points are allocated based on clubs' forward-thinking approach, ensuring sustained engagement and contribution to the campus community

Collaboration and Partnerships (2 points)

- Clubs are encouraged to showcase collaborations and partnerships with other student organizations or external community partners.
- **Explanation:** Points are awarded for clubs that actively seek collaborations, fostering a sense of unity and diversity within the student community

Effective Space Utilization (Maximum 10 points)

Responsible Space Usage (5 points)

- Clubs should provide evidence of responsible and effective utilization of previously allocated spaces, including regular office hours and meeting space usage
- **Explanation:** Points are granted for maintaining a track record of responsible and impactful use of allocated spaces, maximizing their utility

Storage and Resource Management (3 points)

- Submission should demonstrate effective storage management and resource allocations within the club's space
- **Explanation:** Points are allocated for clubs that efficiently manage storage and resources, ensuring an organized and functional club space

Meeting Space Utilization (2 points)

- Clubs should provide examples of regular and productive use of meeting spaces for club activities
- **Explanation:** Points are awarded for clubs that maximize meeting space utilization, enhancing their contribution to the student community.



Holistic Assessment (70 points)

Holistic Assessment provides a comprehensive view of a club's overall impact, engagement, and alignment with the values and goals of the University of Toronto Students' Union. It evaluates various dimensions beyond specific sub-categories, considering the broader picture of a club's contribution to the campus community.

Club Purpose (Maximum 30 points)

Addressing Student Needs (10 points)

- Clubs should articulate how their focus aligns with academic, social, political, athletic, spiritual, or cultural aspects of the student community.
- **Explanation:** Points are awarded to clubs that directly contribute to student interests and needs, enhancing the overall student experience at the University of Toronto St. George campus.

Effective Mandate Communication (10 points)

- Provide concrete examples of how the club communicates its mission to the wider community using various platforms.
- **Explanation:** Effective communication of the club's mandate ensures broader engagement and community understanding.

Distinctiveness and Inclusivity (10 Points)

- Showcase how the club's initiatives differentiate themselves and actively promote equity, diversity, and inclusion.
- **Explanation:** Points acknowledge clubs that offer unique contributions while prioritizing an inclusive approach.

Community Engagement (Maximum 30 Points)

Comprehensive Outreach (10 Points)

- Clubs should demonstrate their commitment to engaging a diverse range of students through various outreach activities. This includes organizing events, workshops, and initiatives that appeal to different segments of the student population.
- **Explanation:** Points are granted for extensive community engagement, including events, activities, and initiatives that connect with diverse groups across the campus.



Integration of EDI Principles (8 Points)

- Clubs should showcase how they incorporate equity, diversity, and inclusion principles into their outreach efforts, ensuring that their activities and initiatives are accessible and welcoming to all students.
- **Explanation:** Points are awarded for the successful integration of equity, diversity, and inclusion principles into the club's activities, creating an inclusive environment.

Collaboration with Other Clubs and Community Partners (8 Points)

- Clubs should demonstrate their willingness to collaborate with other student clubs and organizations on campus, fostering a sense of community and cooperation.
- **Explanation:** Points are given for collaborating with other student clubs or organizations, promoting cooperation and a sense of unity within the campus community.

Positive Community Impact (4 Points)

- Clubs should provide examples of how their outreach activities have positively impacted the broader student community, demonstrating their ability to contribute to the overall student experience.
- **Explanation:** Points are granted based on the demonstrated positive impact of the club's activities on the broader student community.

Effective Use of Allocated Space (Maximum 20 Points)

Innovative Club Activities (5 Points)

- Points are awarded for showcasing innovative and creative club activities held within the allocated space. Clubs that demonstrate unique and engaging initiatives contribute to a dynamic and enriching campus environment.
- **Explanation:** Innovation in club activities reflects the club's commitment to providing distinctive experiences for its members and the broader campus community.

Resourceful Utilization of Facilities (5 Points)

- Clubs should demonstrate resourceful utilization of the allocated space, showcasing how they maximize its potential for various activities and events.
- **Explanation:** Points are granted for efficient and effective use of the allocated space, contributing to a versatile and active club presence on campus.



Collaborative Space Sharing (4 Points)

- Clubs that actively collaborate with other student organizations to share the allocated space for joint activities and events are eligible for these points.
- **Explanation:** Points are awarded for promoting a sense of unity and cooperation among student organizations, leading to a more integrated campus community.

Enhancing Member Experience (6 Points)

- Clubs should illustrate how the allocated office space enhances the overall member experience. This can include hosting workshops, study sessions, or other activities that directly benefit club members.
- **Explanation:** Points are awarded for utilizing the office space in ways that directly contribute to the growth and development of club members, enhancing their academic, social, or personal experiences.

Overall Impact (10 points)

Quantitative Impact (3 Points)

- Clubs should provide measurable data showcasing the club's impact on student engagement and participation. This can include the number of members, attendance at events, or other quantifiable metrics that demonstrate the club's reach and influence.
- **Explanation:** Points are awarded for providing concrete data that highlights the club's quantifiable impact on the student community, indicating a meaningful level of engagement.

Qualitative Impact (3 Points)

- Clubs should gather testimonials and feedback from students who have benefited from the club's activities. These testimonials should highlight the positive impact the club has had on the students' university experience.
- **Explanation:** Points are granted for collecting testimonials that showcase the club's qualitative impact on students' personal and academic lives, underscoring its significance within the campus community.

Demonstrated Growth and Sustainability (4 Points)

- Clubs should showcase their growth over time and present strategies for maintaining sustainable operations. This includes outlining plans for continued engagement, recruitment, and effective leadership succession.



UNIVERSITY OF TORONTO
STUDENTS' UNION

- **Explanation:** Points are awarded for showcasing the club's ability to grow and sustain its operations, ensuring its continued positive impact on the student community.

Conclusion

By employing a points-based assessment approach, UTSU emphasizes fairness and thoroughness in the evaluation process for club space allocation. This policy reaffirms our commitment to fostering a diverse, inclusive, and dynamic student community. By adhering to these criteria, student clubs at UTSU can secure valuable spaces that contribute to a vibrant and equitable campus environment.



Assessment Table

Criteria	Categories	Sub-Categories	Maximum Points	Explanation
Objective Assessment (30 points)				
	Organizational Strength (Maximum 10 points)			
		Financial Viability and Transparency (5 points)		
		Leadership Competence (5 points)		
	Club Viability and Sustainability (Maximum 12 points)			
		Event Success and Innovation (5 points)		
		Future Plans and Engagement (5 points)		
		Collaboration and Partnership (2 points)		
	Effective Space Utilization (Maximum 10 points)			
		Responsible Space Usage (5 points)		
		Storage and Resources Management (3 points)		
		Meeting Space Utilization (2 points)		
Holistic Assessment (70 points)				



	Club Purpose (Maximum 30 points)			
		Addressing Student Needs (10 points)		
		Effective Mandate Communication (10 points)		
		Distinctiveness and Inclusivity (10 points)		
	Community Engagement (Maximum 30 points)			
		Comprehensive Outreach (10 points)		
		Integration of EDI Principles (8 points)		
		Collaboration with other clubs and Community Partners (8 points)		
		Positive Community Impact (4 points)		
	Overall Impact (Maximum 10 points)			
		Quantitative Impact (3 points)		
		Qualitative Impact (3 points)		
		Demonstrated Growth and Sustainability (4 points)		