

# Club Office Application Form 2010–2011

www.yorkstudentcentre.com

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 Form. Clubs/organizations that currently have an office in YUSC building – for the exception of student services – must reapply each year.

Applications are evaluated upon the following criteria:

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

Allocations are determined by Allocation Committee comprised of the YUSC Chairperson, YUSC Executive Director, YUSC Executive Officer, YUSC Clubs and Services Representative, the YFS President or YFS VP Equity and Services. To ensure that applications are reviewed in an objective and fair manner they are evaluated primarily on a matrix system which weights events quantitatively to develop quantitative comparators. Other qualitative information are used as a secondary consideration only.

Timeline	Important Information
<ul style="list-style-type: none"> <li>• Office Application Forms 2010-2011 become available as of Friday February 19, 2010.</li> <li>• <b>Completed application forms are due Friday March 19, 2010 by 4:00 pm to Suite 335 of the York University Student Centre.</b></li> <li>• Assignment of offices are announced in <b>mid April 2010.</b></li> <li>• <b>All offices</b> are vacated by <b>last Friday of April 2010.</b></li> <li>• The moving schedule commences on the <b>second Monday in May 2010</b>, according to schedule set out by the YUSC.</li> </ul>	<ul style="list-style-type: none"> <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 Allocations Committee. Applicants will have 2 (two) business days to provide YUSC with requested information. Information received after that point may be disqualified.</li> <li>• All decisions made by the Allocation Committee are final. There is no appeal process.</li> <li>• Student clubs/organizations that do not receive office space will automatically be placed on the waiting list.</li> </ul>

An e-mail confirmation will be sent out in 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 [reception@yorkstudentcentre.com](mailto:reception@yorkstudentcentre.com).

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## 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.
- As the academic year is not over, fill in the information for the remainder of April 2010 as currently scheduled by your club/organization.
- 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.

## Category Descriptions

### Category A: Organizational Meeting

All general, executive and/or subcommittee meetings your club held between June 1, 2009 and April 23, 2010. Your club must attach all meeting minutes for any general and/or executive meeting 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.

### 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, 2009 and April 23, 2010. **List each event separately.** Events in this category may include weekly prayer meetings, seminars, workshops, bible studies, movie nights, tutorials, etc.

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

Events that took place once or twice per term or less than four times between June 1, 2009 and April 23, 2010. Events in the 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 (i.e. less than 150 participants) and **Tier 2:** large events (i.e. more than 150 participants).

### Category D: Tabling

All the dates and locations of tabling activities at the York campus between June 1, 2009 and April 23, 2010. Include a description of the nature of your tabling. For example: membership drive, club event promotion, bake sale etc.

### 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.

**Important:** For category B,C,D, and E your group may be required to submit supporting documents including but not limited to, booking confirmation forms and event or meeting notices in order to confirm that the event, tabling and/or meeting has taken place.











