



## HOW CLUB OFFICES ARE ALLOCATED

The campus groups housed in the Sussex Clubhouse represent only a portion of the vast array of campus groups that operate at the University of Toronto, St. George Campus each year. At present, office space is provided to fifty campus groups at the Sussex Clubhouse.

Offices are allocated annually to campus groups that demonstrate:

- a clearly defined and well articulated mandate,
- that an office will contribute to the growth and life of the campus group,
- sound plans for the year ahead,
- a history of effective events and activities,
- The organizational capacity to meet the responsibilities of maintaining an office.

The applications are assessed by a ten member committee, made up of seven student representatives and three University staff members. Office space allocations to campus groups are temporary - normally for a term of two years - and campus groups must meet certain responsibilities in order to maintain the space.

For more information on applying for office space, please contact Mohsin Bukhari, Coordinator, Campus Organization Services, by e-mail at [mohsin.bukhari@utoronto.ca](mailto:mohsin.bukhari@utoronto.ca) or by phone at 416-946-7786.



## SERVICES AND SUPPORT FOR CAMPUS GROUPS

In addition to managing the office and multi-purpose space in the Sussex Clubhouse, Student Life Programs provides a number of other services to campus groups.

**RECOGNITION:** When a campus group is recognized by Student Life Programs, it has the right to use the University name and to use a variety of University services and resources. Applying for recognition can be done by visiting Ulife: <http://ulife.utoronto.ca/>

**CAMPUS GROUP RESOURCE CENTRE:** Housed in the Sussex Clubhouse, in room 516, the Resource Centre includes six PC workstations, a Mac design station, a photocopier/printer, a paper cutter, and most of the hardware and software campus groups need to create and print posters and flyers, update websites, or maintain records.

**WEBSITE HOSTING:** Student Life Programs provides web space to recognized campus groups. For more information, please e-mail: [groups@mail.studentlife.utoronto.ca](mailto:groups@mail.studentlife.utoronto.ca).

**LEADERSHIP DEVELOPMENT PROGRAMS:** Workshops are offered for members of campus groups and student societies in a wide range of topics. For more information, contact Val Cortes by e-mail at [val.cortes@utoronto.ca](mailto:val.cortes@utoronto.ca) or by phone at 416.946.7749.

For more information regarding Student Life Programs, please check out our website: <http://www.studentlife.utoronto.ca/programs>



**Floors 3, 4, 5 & 6  
21 Sussex Avenue**

**Sussex Clubhouse Office**  
21 Sussex Avenue, Room 514  
Toronto, Ontario M5S 1J6

[groups.officer@utoronto.ca](mailto:groups.officer@utoronto.ca)

[http://www.studentlife.utoronto.ca/  
programs/sussex](http://www.studentlife.utoronto.ca/programs/sussex)



# Sussex Clubhouse Directory for 2008-2009

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## STUDENT LIFE PROGRAMS

<b>Main Office</b> .....	322
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<b>Ian Simmie</b> .....	317
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