

Campus Life Fund
University of Toronto Scarborough
Administrative Guidelines

Introduction

The purpose of the Campus Life Fund is to assist U of T Scarborough recognized student groups with University-administered costs arising from venue rentals, facilities clean-up, facilities set-up, A/V equipment rental, smart classroom set-up, and security. For the purposes of this document, these charges shall henceforth be referred to as “internal campus costs.”

This Fund, on occasion, may also be used to assist recognized student groups with special initiatives that serve a general student interest, are aimed at supporting the values of the University, and/or enhance student life on campus.

Section I: Eligibility

- 1.1 Any recognized student society, student society affiliate, departmental student association, or student organization recognized through the Department of Student Life, University of Toronto Scarborough (DpSL) is eligible to receive funding through the Campus Life Fund. For the purposes of this document, all eligible student organizations shall henceforth be referred to as “campus student groups.”
- 1.2 Only properly approved and lawful initiatives organized or offered by recognized campus groups and taking place at the University of Toronto Scarborough are eligible for funding through the Campus Life Fund.
- 1.3 All initiatives must abide by pertinent University of Toronto and University of Toronto Scarborough policies and procedures to qualify for funding through the Campus Life Fund.
- 1.4 Notwithstanding section 1.1, campus groups that already receive funding through the collection of university ancillary fees are discouraged from utilizing the Campus Life Fund unless the costs of a particular initiative are prohibitive or impinge on the organization’s subsequent ability to operate properly.
- 1.5 The cumulative funding allocation for internal campus costs shall not exceed \$300.00 per event. Costs in excess of \$300.00 per event shall be paid for by the Fund, but shall immediately be invoiced directly to the campus group by the DpSL (at the discretion of the DpSL).
- 1.6 Campus groups may not reserve or use facilities until all outstanding invoices are paid in full. Failure to pay outstanding invoices within thirty (30) calendar days of the date of issuance may result in suspension of booking privileges for the remainder of the academic year.
- 1.7 Initiatives that are deemed the exclusive responsibility of the University of Toronto’s operating budget will not be eligible for support from the Campus Life Fund.

Section II: Procedure

- 2.1 The Campus Life Fund shall be administered by the DpSL. Allocation of campus life funding will be undertaken by a Student Life Staff Designate in consultation with the Director of Student Life.
- 2.2 Funding from the Campus Life Fund will be assessed on a case-by-case basis utilizing the information provided by campus student groups as part of each space booking/event approval submitted to the Department of Student Life.

- 2.2 Campus groups will not be required to expressly request financial assistance for covering internal campus costs. All funding will be coordinated internally between the Department of Student Life and various campus stakeholders in response to set-up or service requests made by campus groups as part of each space booking/event approval request.
- 2.3 The Department of Student Life will endeavor to acquire cost estimates of services provided by campus departments to the Department of Student Life prior to an event or initiative taking place.
- 2.4 The Department of Student Life will approve and monitor all Campus Life Fund transactions to ensure accurate and proper accounting is maintained at all times.
- 2.5 All invoices for internal campus costs will be handled through the University of Toronto Scarborough's internal FIS debit-memo system.

Section III: Deadlines

- 3.1 The fiscal year of the Campus Life Fund will correspond to the University of Toronto's fiscal year: May 1 – April 30.
- 3.2 All requests for funding from the Campus Life Fund must be made prior to the first Monday of April in order to ensure that no carry-over of service or set-up charges from one fiscal year to the next.

Section IV: Exclusions

- 4.1 Notwithstanding section I, funding from the Campus Life Fund shall not be provided in cases where:
 - 4.1.1 The only purpose of a particular initiative is the provision of alcohol (pub/social/dance/performance nights that include the service of alcohol are eligible)
 - 4.1.2 Illegal activities are being proposed
 - 4.1.3 The risks associated with an event or project represent significant liability to the University of Toronto
 - 4.1.4 The initiative contravenes agreements between the University of Toronto and its affinity partners or agreements between the University of Toronto and its various employee unions