# Club Timeline

for new leaders, executives and clubs

## APRIL

* Returning clubs:
  + Gather transition reports from the previous term; from presidents, executives, etc.
  + Set up new passwords for the email account, social media platforms, transfer over SOP (student organization portal) primary/secondary contacts, transfer financial signing officers, etc.
* New clubs:
  + Create a plan for your club: why are you a club, what do you want to give to the community through this club, what and who is needed for this club to succeed? (Mission, Vision and Values)
  + Create social media accounts and an email address to aid in outreach
* If you haven’t done so already, start making plans to hold team elections for the executive team.

## MAY

* Leaders for new or returning clubs should take this month to really lay the foundation of what they want the next year to look like.
  + How many events do you want to hold?
  + How will you be funded?
  + Are you holding by-elections in September? If so, which positions?
  + Is there something about the club you really want to put emphasis on this year? For example, really working hard to elevate your social media platforms?
  + What does your club need to run efficiently and successfully?
  + How will the team and club stay productive and organized throughout the year?
* Start having bi-weekly or monthly executive meetings

## JUNE

* For most clubs to become established on campus, the first step is to get recognized by U of T.
  + Apply for recognition through the SOP website!
  + If you're a returning club, you still must renew your recognition by the deadline.
  + Although, you can apply for recognition at any time, to be recognized for each year, you must do so annually before September 30.
* After becoming recognized on the SOP, you can apply for other areas of recognition such as colleges, the UTSU, EngSoc, etc.

## JULY

* Plan your event timeline!
  + This is so important - make a general timeline of what events you want, when you want them (exact dates!), and how early in advance you need to start planning for each of them (suggestion: 1-2 months [or even 3-4 months] in advance dependent on how big the event is)
  + Start having bi-weekly meetings with your event team.
* Alongside planning your events, estimate the event budget too.
  + This will be useful when applying for funding.
* Have a team meeting!
  + Host a meeting virtually over a digital platform such as Microsoft Teams or another digital platform.
  + Ask the team how they want to do recruitment and retention.
* Plan on recruitment methods.
* Watch out for summer Clubs Essential Training sessions – these are optional workshops that will provide you the tools to support your group in the upcoming year.
* Have more frequent team meetings.
* Start planning your Fall events, especially September and October!
  + Are you having a back-to-school mixer?
  + Holding by-elections?
* Watch out for the Presidents’ Retreat! Attend if you can! It’s really helpful, especially for new clubs.
* Look into participating in clubs’ fairs during orientation week (externally run from Student Life):
  + UTSU Clubs Carnival
  + UTSU Street Fest
  + EngSoc Clubs Fair
* Some fairs, you must pay to have a spot - how can you gather funds for that?
* Create your recruitment tools:
  + Newsletter
  + Mailing list
  + Google form to sign up members
  + Back-to-school event

## AUGUST

* Have more frequent team meetings.
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Like many great people have said, **a great building always starts with a strong foundation**. Same goes for our clubs, spend a lot of time preparing and planning, so during the year you stay strong.