

STUDENT NETWORK GUIDEBOOK

**SO YOU WANT
TO START A
NETWORK...**

**DURHAM COLLEGE STUDENT
ASSOCIATION**

SO YOU WANT TO START A NETWORK...

A COMPREHENSIVE GUIDE TO: UNDERSTANDING DURHAM COLLEGE STUDENT ASSOCIATION'S STUDENT NETWORK PLATFORM: CLUBS, SOCIETY & INDIGENOUS STUDENT CIRCLES

This guide is for informational purposes only;
This guide does not replace reviewing the DCSA Network
Policy and Guidelines in full.
Please use this guide as a reference.

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WHY START A STUDENT NETWORK?

A **Student Network** is an association of people united by a common interest or goal.

One of the best and most common reasons for starting or joining a Student Network is because it allows you to pursue an activity you enjoy, whether that's Ultimate Frisbee, baking, or something else!

Student Networks allow you to practice a hobby, learn more about a topic, and organize or take part in events created specifically to reflect the interests of the group.

Student Networks also allow you to meet students outside of your program of interest, become better connected to the student community and allow you to make the best of your student experience at Durham College!

Whether you join an existing group or start your own - you are sure to have a great experience with DCSA Student Networks!

IS IT A CLUB, SOCIETY OR INDIGENOUS STUDENT CIRCLE?

Club

A non-academic group that is comprised of students who are interested in a particular activity, topic, or are members and/or supporters of a defined social group.

Society

A group that is academic in nature and endorsed by a relevant faculty member of Durham College. Societies act as an additional avenue for members to access additional opportunities for professional development, networking or any other action that supports their education outside of their designated program.

Indigenous Student Circle

An academic or non-academic group that has the purpose of promotion of Indigenous Student Experience at Durham College and the reconciliation with Indigenous peoples of Canada as a primary objective.

REQUIREMENTS FOR STARTING A CLUB:

No experience is needed to start a Club.

All you need to start is:

- 1. A SPECIAL INTEREST IN ANY SORT OF HOBBY, ACTIVITY, OR TOPIC THAT IS NOT ALREADY SPECIFICALLY COVERED BY ANOTHER GROUP.**
- 2. AN IDEA OF WHAT TYPE OF MEETINGS, EVENTS OR INITIATIVES THAT YOUR GROUP CAN HOST.**
- 3. A CAN-DO ATTITUDE AND A DESIRE TO MEET OTHER STUDENTS AT DURHAM COLLEGE!**
- 4. AT LEAST FIVE STUDENT SIGNATURES WHOM HAVE EXPRESSED INTEREST IN THE GROUP.**

ADDITIONAL REQUIREMENTS FOR STARTING A SOCIETY:

To start a **Society**, you must meet all requirements for starting a club and meet the following requirements additionally:

- Connection to a specific academic school of Durham College or specific academic program within Durham College.
- Endorsement from a faculty member of Durham College related to the specific academic school or program**

** Endorsement may be obtained after the network application is submitted. The Networks Manager can provide guidance in acquiring an appropriate faculty endorsement during the application process if needed.

ADDITIONAL REQUIREMENTS FOR STARTING AN INDIGENOUS STUDENT CIRCLE:

To start an **Indigenous Student Circle**, you must meet all requirements for starting a network and meet the following requirements additionally:

- The purpose of promotion of Indigenous Student Experience at Durham College and the reconciliation with Indigenous peoples of Canada as a primary objective.

PETITIONING TO START A STUDENT NETWORK

To officially start a Student Network, you must complete our online petition - accessible at <https://mydcsa.ca/dcsa-networks/start-a-new-network/>

Understanding the Petition For Starting A Club, Society or Indigenous Student Circle.

Section 1: Information about your Club, Society or Indigenous Group

<p>1. We wish to form a:</p>	<p>Select whether you desire to create a Club, Society or Indigenous Student Circle - please see descriptions of each student network type for further clarification.</p> <p>Club A non-academic group that is comprised of students who are interested in a particular activity, topic, or are members and/or supporters of a defined social group.</p> <p>Society A group that is academic in nature and endorsed by a relevant faculty member of Durham College. Societies act as an additional avenue for members to access additional opportunities for professional development, networking or any other action that supports their education outside of their designated program.</p> <p>Indigenous Student Circle An academic or non-academic group that has the purpose of promotion of Indigenous Student Experience at Durham College and the reconciliation with Indigenous peoples of Canada as a primary objective.</p>
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3. What are the purposes (mandate) of your Club, Society, or Indigenous Student Circle?	This question determines what type of hobby, topic or academic area of study that your group will focus on.
4. What are your ideal events/initiatives for the Club, Society, or Indigenous Student Circle?	<p>This question determines what type of activities your group will produce. Some examples are; weekly meetings, workshops, guest speakers, contests, and more.</p> <p>This question is not binding and provides an idea of what the Network will provide in terms of programming for its members.</p>
What is the desired name for the Club, Society, or Indigenous Student Circle you wish to form:	*Please Note: group names must be appropriate (appropriateness is determined by the Network manager based on their discretion)
What is the description of your Club, Society or Indigenous Group	<p>This description will be posted online to attract prospective members to your group. Please be descriptive in the type of initiatives your group will host.</p> <p>*Please note your description may be edited for grammar and spelling. Your description may be updated at any time through using the Network Update Form.</p>

Section 2: Information about your Club, Society or Indigenous Group

What is the name and contact information for primary contact for this Club, Society, or Indigenous Student Circle?	This question determines who the key contact will be for your Network to communicate with the Network manager. At least 1 full-time Durham College student must be named.
The default structure for a Club, Society, or Indigenous Student Circle is President, Vice-President, Secretary, Treasurer. Please type default below if you accept this Network structure. If you wish to have a different structure please describe it here.	Most Networks opt for the default structure wherein the leader operates as president - however other structures are possible. Not all roles must be filled upon starting a Network but are recommended to be filled as the Network grows to designate specific responsibilities.
Who are the leaders of your Club, Society, or Indigenous Student Circle? Please list at least two students.	This question determines who the key contacts will be for your Network and their designated responsibilities.

<p>Please provide contact information for a staff or facility member you have spoken to to discuss collaboration between the Society and School or Academic Program.</p>	<p>For Societies, you must be associated with a School or Academic Program.</p> <p>Please enter N/A if you are applying to become a Club or an Indigenous Student Circle. Please enter TBA if you do not yet have endorsement.</p>
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Section 3: Policy, Legal, and Acceptance of Responsibility

<p>Please review and accept the attached Network policy:</p>	<p>All Network must abide by the rules and policies set forth in the Club, Society and Indigenous Student Circle policy</p>
<p>Does the primary contact for the Network agree to their responsibility of communicating with the Network Manager?</p>	<p>All Networks must have at least one primary contact who agrees to the responsibility of communicating with the Network Manager.</p>

RESPONSIBILITIES AS A LEADER

As a Network leader - you will have some responsibilities to ensure that your Network will be the best it can be!

1. Communicating with the Network manager, submitting Network forms and requests, and providing Network updates as requested.
2. Planning and programming for the Network, taking a leadership role in coordinating Network meetings and initiatives such as events, workshops and meetings.
3. Keeping track of Network membership, welcoming new members, ensuring documentation is up to date.
4. Creating social media and promotional materials for the Network, promoting Network membership and Network events, posting approved Network events to the DC Calendar
5. Delegating duties to Network members as necessary.
6. Reporting significant Network conflicts and other issues to the Network Manager.
7. Hosting an inclusive environment that is welcoming to membership from any DC student with a desire to join.
8. Electing leadership to succeed the Network upon graduation and establishing a plan to ensure the continuation of the Network after the leader's graduation.
9. Completing a yearly Network renewal form at the start of the Fall Semester

UNDERSTANDING REPORTING.

SUBMITTING FORMS & DOCUMENTS

FORMS OVERVIEW

FORM 1 - PETITION TO START A STUDENT NETWORK

Available online, the official document needed to make a request to form a Club, Society, or Indigenous Student Circle

FORM 2 - NON-STUDENT WAIVER

An application to allow a non-student to access membership to the Network and its events. Needed only for medium and high risk events and for instances in which the non-student will be taking on a leadership role (such as an elder in an Indigenous group)

FORM 3 - EVENT REQUEST

To access to our Network budget and organize any events, online or on-campus an official Network event request form must be submitted for approval.

FORM 4 - INJURY REPORT FORM

Following a high or medium risk event, an event report must be submitted reporting any injuries or risk to participants that may have occurred

FORM 5 - STUDENT NETWORK UPDATE

To make any changes to your Club, Society, or Indigenous Student circle, including updating contact information/social media, membership, and other details you must submit a club update form for approval and documentation.

FORM 6 - STUDENT NETWORK RENEWAL

At the beginning of each year, existing Networks must complete a Network renewal form to be eligible to access the Network platform, software and budget. This form will identify any changes to leadership, mandate, and other details of the Club, Society or Indigenous group.

DOCUMENTS OVERVIEW

DOCUMENT 1 - CLUB MEMBERSHIP TRACKING FORM

A template membership tracking sheet.

REPORTING AND SUBMITTING FORMS & DOCUMENTS

The Network manager may make a request to the main contact of the Club, Society or Indigenous Student Circle for them to complete any of the above documents or forms at any time.

To submit a form, download and complete the desired document and submit to the Network Manager via email or in person or complete the online version of the desired form.

NETWORK RENEWAL

At the beginning of each year, existing network must complete a network renewal form to be eligible to access the network platform, software and budget.

If there are no remaining full-time students at the time of renewal, graduating network leaders are able to remain involved for a period of one semester to recruit and identify succeeding leadership for the network.

BEST PRACTICES FOR OPERATIONS

HOST REOCCURRING WEEKLY/BI-WEEKLY OR MONTHLY NETWORK MEETINGS:

Having a set time makes it easier for your network members to join in!

HOST BOTH PRIVATE NETWORK EVENTS AND EVENTS OPEN TO ALL STUDENTS

Having private network events allows your members to get to know each other better and take part in initiatives related to the network! Events open to all students allows your Network to promote itself to the full student body.

PARTNER WITH OTHER NETWORKS, DCSA OR DEPARTMENTS OF THE COLLEGE

Partnering with other networks, DCSA or departments of the college allows you to expand your reach and expose your network to more students.

REWARD ACTIVE MEMBERS WITH SWAG, PRIZES OR RECOGNITION

Recognize the students who make your Network awesome! Through providing prizes, swag or shouting them out, you encourage other students to see the benefits of being active in the Network!

DELEGATE LEADERSHIP DUTIES TO OTHER MEMBERS

Running a Network is hard work! Don't hesitate to utilize the strengths of your members. Ask around and see if any members want to take on the social media or marketing.

BE CREATIVE AND OPEN TO NEW IDEAS!

STUDENT NETWORK TIMELINE

Networks operate year round. Training, recruitment and promotion opportunities take place during each semester.

SEPT	<ul style="list-style-type: none">- Start of Term- DCSA Fall Orientation Week(s)- DCSA Student Network Fair
OCT	<ul style="list-style-type: none">- Student Network Leadership Training- Reading Week
NOV	<ul style="list-style-type: none">- Student Network Leadership Training- Frost Week Preparations
DEC	<ul style="list-style-type: none">- End of Term 1- Winter Break
JAN	<ul style="list-style-type: none">- Start of Term 2- Frost Week Orientation- DCSA Student Network Fair
FEB	<ul style="list-style-type: none">- Student Network Leadership Training- Reading Week
MARCH	<ul style="list-style-type: none">- Student Network Transition Check-In- DCSA General Elections
APRIL	<ul style="list-style-type: none">- Student Network Leadership Training- Student Network Celebration- End Of Term 2
MAY	<ul style="list-style-type: none">- Start of Summer Term- DCSA Student Network Fair
JUNE	<ul style="list-style-type: none">- Reading Week- Student Network Leadership Training
JULY	<ul style="list-style-type: none">- Student Network Leadership Training- Orientation Preparations
AUGUST	<ul style="list-style-type: none">- End of Summer Term

All Network leaders will be informed of upcoming opportunities for training, promotion, recruitment and other network related events.

DIGITIZING STUDENT NETWORKS | UNDERSTANDING CLUB PLATFORMS

IN-PERSON MEETING PLACES

DCSA offers a dedicated event space within the student centre that can be booked for various events, meetings and other initiatives.

Please note at this time, access to campus is limited and the allowance for booking of these spaces are based on the most updated campus regulations regarding social distancing and gathering limitations.

ESTABLISHING AN ONLINE MEETING PLACE

An online meeting place is a dedicated space where members can interact privately, and important details can be communicated such as links to zoom rooms, information about upcoming events (and a spot to share relevant memes).

You may establish your online meeting place on any platform that you prefer! Consider how you want your members to engage with each other prior to find the best fit.

Each platform has its own unique abilities and benefits! It is recommended to briefly test out a few platforms to determine the best fit for you and your Network!

FACEBOOK GROUP

- A Facebook group allows you to utilize many free features that will benefit your Network. You can make it a private group or public and all members are able to post within a dedicated timeline. Some benefits include the ability to create messenger groups, utilize event functions, add documents and create learning resources.

DISCORD CHANNEL

- A discord channels allows you to create many threads for different topics. You are able to see which members are online and you may participate in video and voice chats that can run simultaneously. You may make it a private or public group.

MICROSOFT TEAMS

- All Durham College Students have access to Microsoft Teams. Often this platform is used for group work and documents can be shared within a dedicated thread. Events and meetings can be hosted within the Microsoft platforms. Notifications are sent to members when new posts are made.

EVENTS & SUBMITTING CLUB EVENT REQUESTS

SO YOU WANT TO HOST AN EVENT?

Events are a huge part of the fun of running your own Club, Society or Indigenous Student Circle.

As an officially recognized group with DCSA you will have access to our Network budget through submitting an official Network event request form which can be found online at <https://mydcsa.ca/forms-and-resources/>

What you need to include in your event request form:

- * Name of Club/Society/Indigenous Student Circle
- * Name of Event, Date & Time, Event Location
- * Event Organizer Contact Information
- * Is it a private event or open to all students?
- * Will the Event Be In-Person or Online?
- * What online Event Platform will be used (If Any)
- * Do you require special software for the event?
- * Is the event going to be hosted live or pre-recorded?
- * Will event participants be taking on an active role in the event (ie: Gaming, Trivia, other Interactive Elements) or a passive role? (ex: watching a movie, watching guest speakers)
- * Approximate Budget for Event (Estimate)
- * Will you be offering prizes at this event?
- * How prize winners will be selected.

TYPES OF EVENTS | IN-PERSON EVENTS

GUEST SPEAKERS & LECTURERS

Is there a big name in your niche that you are interested in having as a guest - we can help you with the logistics of booking guest speakers and organizing online events.

WORKSHOPS

Workshops are a great way to learn more about specific topics. Workshops can be lecture based or can be hands-on in nature.

Many organizations have pivoted to offer online workshops. We can help you with the logistics of booking online workshop facilitators.

CONTESTS, COMPETITIONS & TOURNAMENTS

Compete against network members to show off your skills related to your Club, Society or Indigenous Student Circle topic. Contests, competitions and tournaments can be Network exclusive or open to all full-time DC students. Prizing can be provided by DCSA through Network Event Requests.

OTHER...

The sky is the limit to the events you can host! We are open to your creative ideas.

TYPES OF EVENTS | ONLINE EVENTS

ONLINE GAMES

DCSA can provide access to online game services for you and your Network to enjoy. If there is an online activity that would be perfect for your Network, reach out and we will do our best to connect you with the software you need.

SOCIAL VIDEO CALLS

Participate via video chat to engage with your Network members on a face to face level. Share your screen to watch a movie on Netflix together or host a zoom workout and break a sweat together!

GUEST SPEAKERS & LECTURERS

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WORKSHOPS

Workshops are a great way to learn more about specific topics. Many organizations have pivoted to offer online workshops. We can help you with the logistics of booking online workshop facilitators.

OTHER...

The sky is the limit to the events you can host! We are open to your creative ideas and will work with you to make your dream a reality!

UNDERSTANDING EVENT SAFETY TIERS AND NETWORK EVENT REQUEST REQUIREMENTS

5.4 Events shall be proposed when requested by the Club, Society, or Indigenous Student Circle. The proposal shall be in the prescribed form. No event shall be planned without a proposal being presented to the General Manager and no event shall be held until the General Manager has approved the event.

LOW RISK EVENT: An event which there are no elements that are high or medium risk.

5.5 For low risk events, only the type of event, and budget need to be described within the event request form.

MEDIUM RISK EVENTS: An event which the Networks Manager believes to have some risk due to any of the following conditions being met; (a) a light sport, athletic activity or any other activity which have a risk of injury to the person; or (b) travel off campus not in an automobile.

5.6 For medium risk events, the type of event, the budget, and what elements of the event has higher risk associated with It and how the group shall mitigate that risk must be described within the event request form.

HIGH RISK EVENTS : An event which the Networks Manager believes to be high risk due to any of the following conditions being met: (a) the use of alcohol; (b) a sport, athletic activity, or other activities which have a higher risk of the injury to the person; (c) any activity which involves youth, children or vulnerable individuals; or (d) travel in a personal automobile.

5.7 For high risk event, the type of event, the budget, and what elements of the event has higher risk associated with It and how the group shall mitigate that risk must be described within the event request form. All participants who attend the event shall sign a waiver in the prescribed form stating that they understand and accept the risk of the event.

5.8 Any event which is joint in nature with another organization will require additional information as the General Manager may prescribe.

SOFTWARE, PRIZES, SUPPLIES AND OTHER EVENT COSTS - UNDERSTANDING YOUR BUDGET

WHAT YOUR BUDGET CAN COVER:

- Honorariums, speaker fees, workshop fees, other costs related to hiring event facilitators or talent.
- Software, equipment rentals, technology, supplies and other items needed to run the event.
- Prizes, food, and other tangible items to enhance the experience of the event online or on-campus (within reason)
- Attendance costs related to attending seminars, educational workshops or other events planned by outside organizers (within reason)

AVAILABLE ASSETS (UPON REQUEST) :

- Premium Zoom Account
- Jackbox Games / Steam
- Dropbox
- Typeform
- Access to Network Supply Closet
- DCSA Swag For Prizes
- Gleam - Contest Software
- RunTheWorld.Me - Event Platform

LEGAL STUFF: WHAT YOUR BUDGET CANNOT COVER

The Network Manager has the ability to deny any event or budget request deemed unnecessary or above the regular allowances within the Network structure based on their discretion. All decisions made by the Network Manager are final.

Additionally Durham College Students Association cannot fund an event which is:

- a) offensive, misogynistic, homophobic, or otherwise inappropriate for the campus community in nature;
- b) to promote partisan politics or the proselytization of specific religious beliefs, however discourse of specific issues is permitted as long as the issue is to be presented in a fair manner which further dialogue on the specific issue;
- c) to feature candidates running in the DCSA election during the campaign period;
- d) to feature candidates running in a federal, provincial, or municipal election in a manner that gives one an ability to speak over another; and/or
- e) likely to bring the operations of DCSA or Durham College into disrepute, or would impact the image of DCSA or Durham College poorly.

5.10 A Club, Society or Indigenous Student Circle may receive donations of a minor nature from community members or community organization, but such a donation must first be approved by the General Manager to ensure the integrity of DCSA.

SOCIAL MEDIA & PROMOTING YOUR CLUB, SOCIETY OR INDIGENOUS GROUP ONLINE AND ON-CAMPUS

SOCIAL MEDIA

It is a good idea to create a social media account for your Network for the purpose of promotion, This will allow you to attract new members to your Network and events. This can be done on any platform you prefer.

Social media accounts are included on the Network webpage as an additional resource for prospective members who may be interested in your Network.

Most commonly, Networks create one of the following:

- * Instagram
- * Facebook
- * Discord
- * Website

Please be sure to share your social media accounts with the Network Manager upon creation so that they can be added to the Network Webpage.

This can be done through submitting the Network check-in form found online.

PROMOTIONAL MATERIALS

Your Network is responsible for creating its own promotional materials such as posters, logos, and any other needed assets for your events and meetings.

Some free programs that can be utilized to create promotional materials include:

- * Canva
- * Photopea
- * Adobe Spark (with a Creative Cloud Subscription)
- * Photo-editing apps on iPhone and Android
- * Instagram Stories Editing Platform

DCSA PROMOTIONAL SUPPORT

To have DCSA share your social media posts, you will need to tag @my.dcsa in the desired post.

Network promotions will only be posted to our Instagram and Facebook 'stories' platform. All posts must abide by the Network policy to be eligible to be shared.

The only exception where a Network event will be posted directly to the DCSA Social media accounts as a stand alone post is for hybrid events that are shared with DCSA for special initiatives such as orientation.

ON-CAMPUS POSTER POLICY

5.1.2. The name of the sponsoring student organization, department, academic school or affiliated partner must be clearly identified on the poster.

5.1.4. All posters are required to display a date stamp and expiry date in the bottom right corner.

5.2.1. Posters are to be displayed only on the DC bulletin boards provided.

5.2.3. Posters must not be hung on doors, walls, windows, in stairwells, or in close proximity to directional sign

5.2.4. The maximum number of posters per event on each campus is 50.

5.3.1. The owner of the poster is responsible for removing all posters within seven days of the event/activity expiry date.

Please refer to the on-campus poster policy for full details surrounding the on-campus poster policy. <https://durhamcollege.ca/wp-content/uploads/poster.pdf>

UPLOADING EVENTS TO THE DC CALENDAR

You may upload your Network events to the Durham College Calendar as an extra avenue to for promotion. To submit an event please go to <https://durhamcollege.ca/events> and select the submit event button.

Event Title

Event Title

Event Description

Description of Event

Event Time & Date

Time & Date for Event

Event Series

If the event is reoccurring, you may include multiple listings for each date.

Event Categories

Select DCSI & Student Life

Venue Details

Select Online, or the on-campus location for your event

Event Website

Event link (Zoom, Eventbrite, Registration, where students will register/access your event

Contact Email

Your email

Submit an Event

EVENT TITLE (required)

EVENT DESCRIPTION (required)

EVENT TIME & DATE

START/END: 8:00am to 2021-05-2

ALL DAY EVENT

EVENT SERIES: SCHEDULE MULTIPLE EVENTS

EVENT CATEGORIES

DCSI Student Life

VENUE DETAILS

VENUE:

EVENT WEBSITE


EXTERNAL LINK:

CONTACT EMAIL

CONTACT EMAIL (required)

Enter contact email for this event. The email will not display on the event listing.

ANTI-SPAM CHECK

I'm not a robot 

LEGAL STUFF: THE NITTY GRITTY

5.9 The General Manager may place any additional conditions on any event. A decision of the General Manager under this section is not subject to review.

6.1 Clubs, Societies, or Indigenous Student Circles may be disciplined for material breach of the Network policy or behaviours which endanger the safety of the event participants.

6.3 A network shall be placed under review when there has been a material breach of this policy, to such an extent that continued operations of the network is called into existence. When this occurs, the Board shall review conduct of the Club, Society, or Indigenous student circle, including the report of the General Manager regarding this behaviour, and may decide to terminate the charter of the network. The network has the right to be heard in their own defence when under review. The decision of the Board under this section is final and not subject to appeal.

No Club, Society, or Indigenous Student Circle may be actively involved in the politics of Durham College Students Incorporated. To their end, no Club, Society, or Indigenous Student Circle may:

(a) advocate for a position, policy, or action to be done by the Board of Durham College Students Incorporated;

(b) advocate in favour or against a motion at the membership meeting at Durham College Students Incorporated; and

(c) campaign, endorse, or support a candidate in the election of Durham College Students Incorporated

FOR MORE INFORMATION:

CONTACT THE NETWORKS MANAGER :

Liz Morris, Networks & Student
Engagement Manager, DCSA
liz.Morris@durhamcollege.ca

DOWNLOAD FORMS & ADDITIONAL INFORMATION

All forms and important network information, including digital copies of this guidebook and the network policy are available for download and virtual submission at <https://mydcsa.ca/forms-and-resources/>

VISIT VIRTUAL OFFICE HOURS:

Virtual office hours allow for Network leaders to drop in to speak to the Networks Manager about any topic they wish without making a formal appointment. Office hours operate every week and ensure that students may have easy access to the Networks Manager.

Student leaders are encouraged to connect with the Networks Manager if office hours conflict with their class schedule.

FRIDAYS @ NOON

[MYDCSA.CA/DCSA-NETWORKS/](https://mydcsa.ca/dcsa-networks/)

Zoom Room: 851 5482 7263

THANK YOU FOR GETTING INVOLVED!

