



DURHAM
COLLEGE
STUDENT
ASSOCIATION

DURHAM COLLEGE STUDENT ASSOCIATION

REVISED POLICIES OF DURHAM COLLEGE STUDENT ASSOCIATION, 2022

CHAPTER C-3

CO-CURRICULAR STUDENT ENGAGEMENT GRANTS POLICY

OFFICIAL CONSOLIDATION

Current as of

July 5, 2023



DURHAM COLLEGE STUDENT ASSOCIATION (*hereafter called the Corporation*)

CO-CURRICULAR STUDENT ENGAGEMENT GRANT FUND POLICY (*hereafter called the policy*).

Definitions

1. In this policy:
 - a. "Faculty" means the academic unit of Durham College as organized by Durham College;
 - b. "academic class or course of study" means any academic unit where a student is registered as part of an academic program or course of study;
 - c. "Designated Staff Member" means a staff member designated by the General Manager to oversee the program and service delivery of this policy;
 - d. "The administrative head of the unit" means:
 - i. For Student Life Departments – The Dean of Students; and
 - ii. For administrative units – the reporting Vice President, or Associate Vice President.

Establishment of the Co-Curricular Student Development Fund

2. There shall be a fund called the Co-Curricular Student Engagement Grant Fund. This fund shall be used to aid in creating events related to a program of study at Durham College but not directly related to an academic class or course of study.
3. During the ordinary course of events, the maximum amount of funding available for an event under this policy is two-thousand dollars; however, in the case of an event which requires additional funds beyond the regular funding limit, other resources may be made available under *the Financial Administration Policy, or the Sponsorship Policy*.

Types of events eligible for support under the fund

4. The following are examples of the kind of events suitable for funding under this fund:
 - a. Conferences, symposiums, or lectures;
 - b. Markets, swaps, or events;

- c. Competitions, games, or meets; and
- d. Other events of similar nature.

Application for funding for events

- 5. The application shall contain the following information:
 - e. The name of the Faculty or administrative unit;
 - f. The organizers of the event, both in terms of Faculty and student leadership;
 - g. The nature of the event and an outline of the event;
 - h. A budget for the event;
 - i. The endorsement of:
 - i. The Dean of the Faculty; or
 - ii. The administrative head of the unit.

Review of the Application

- 6. A preliminary review of the application shall be made by the Designated Staff Member, who shall recommend to the General Manager if the application should be approved.

Approval of the Application

- 7. Upon the General Manager's approval, the Designated Staff Member or another staff member shall work with the organizers to ensure funds are expended appropriately.

Regulations made

- 8. The Management Committee may make regulations to further the processes and procedures under this policy.

Application of Other Policies

- 9. *The Sponsorship Policy* does not apply to this fund.

- 10. A Club may not apply for funding under both this policy and the Clubs Policy.