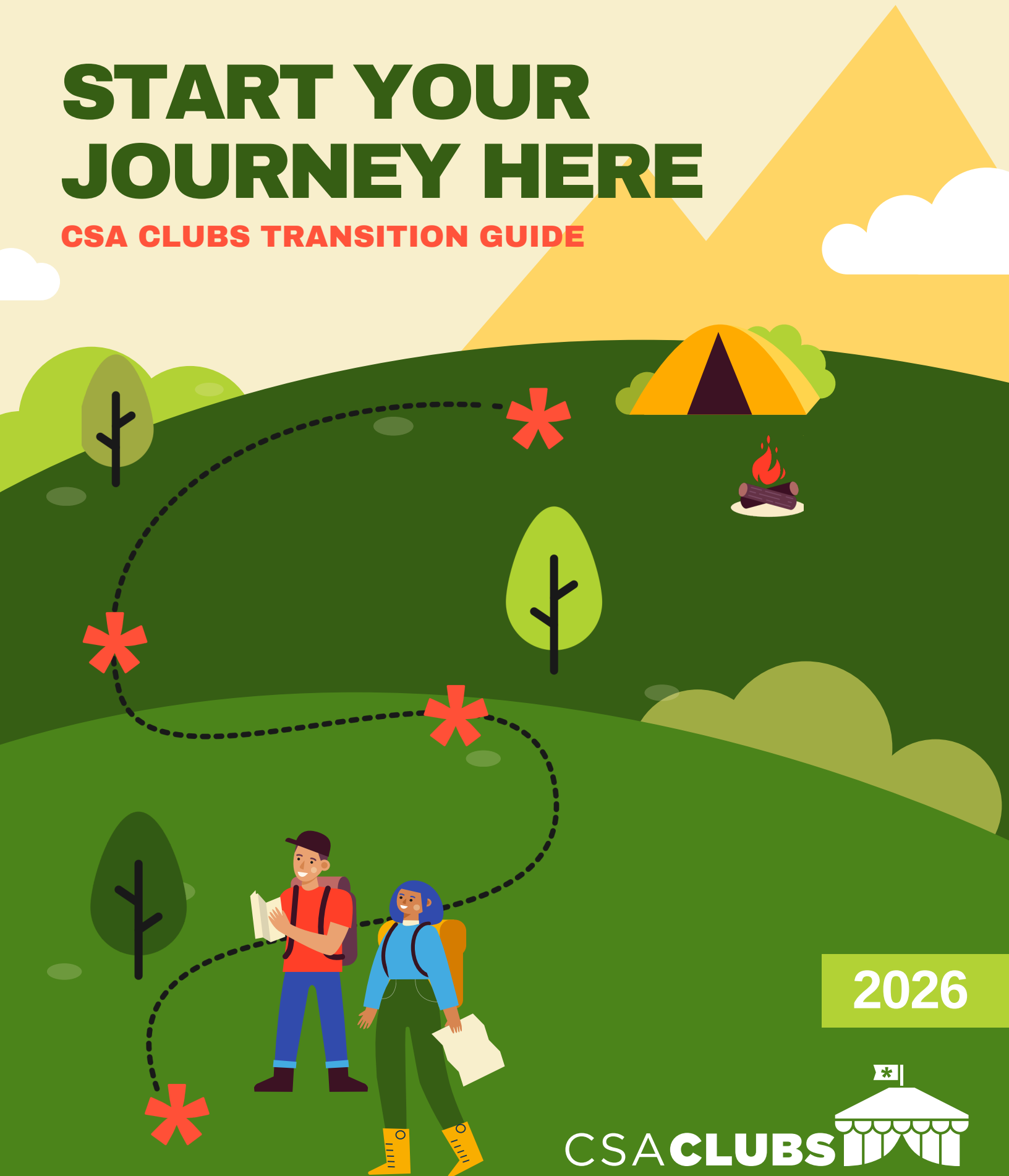


***Central Student Association**

START YOUR JOURNEY HERE

CSA CLUBS TRANSITION GUIDE



2026

CSA CLUBS 

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ABOUT THE CSA CLUBS OFFICE

The CSA Clubs office is home to 190+ clubs on campus. If you want to get involved and make friends with other students who have the same interests, then check out the wide range of clubs accredited through the CSA. These clubs' mandates range from cultural, political, religious, athletic, social, or just for fun – there's something for everyone!

The CSA Clubs Office is a Primary Student Organization at the University of Guelph. All CSA Clubs are considered to be Accredited Student Organizations (ASOs). Your status as a club on campus is overseen by the CSA in collaboration with Student Experience.

We are here to answer questions and provide resource and support for whatever you may need.

MEET THE CLUBS COORDINATOR

Christine (she/her)

Clubs Coordinator

Hi, my name is Christine, I am your CSA Clubs Coordinator for the 2026-2027 academic year. I support all CSA Clubs through the accreditation process, assist in any conflict, and am a great resource if you need clarification on clubs-related policies. My main responsibilities are organizing Clubs Days, reviewing CSA Club events through the SE&RM process, organizing lockers and answering related questions.



Contact me by emailing csaclubs@uoguelph.ca.

The Clubs Coordinator is supervised by the CSA VP Internal.

Where To
FIND US
ONLINE

 csaonline.ca/clubs

 [@csaclubsguelph](https://www.instagram.com/csaclubsguelph)

 CSA Clubs

FROM THE CLUBS COORDINATOR

For Outgoing Executive

Hello Clubs Leaders!

Can you believe we made it through another year? The CSA would like to thank you for all the work you've put in to enhance the student experience at U of G, and accomplish some incredible initiatives. All the events, initiatives, fundraisers, and conversations you've had are so important, and we've been glad to support you on the journey.

As your term as a club leader comes to an end, this transition guide is designed to help you ensure your club succeeds into the future. Please read through all the guidance and instructions carefully.

If you have questions as you go through your transition, don't hesitate to reach out to csaclubs@uoguelph.ca for support. We're here for you!

- Christine

For Incoming Executive

Welcome to CSA Clubs!

We're excited to have you join the CSA Clubs family as a student leader for the 2026-2027 year. Our office is here to support you and make sure you succeed, whether that's for funding, event approvals, social events, and so much more.

This guide includes important information to ensure you start off right. Please read through it carefully and share information to anyone who may find it to be beneficial. As a CSA Club, you have a lot of independence, but we're also here for whatever you need.

If you have questions as you go through your transition, don't hesitate to reach out to csaclubs@uoguelph.ca for support. We're here for you!

- Christine



FOR OUTGOING

EXECUTIVES



HOW TO HELP WITH YOUR TRANSITION

Transitioning your club to new leadership can be difficult and will lead your club to failure if not done carefully and thoroughly.

Ensure you've done the following before your departure:

- Develop a transition manual for your club with descriptions of each executive role, day-to-day responsibilities, key events, contacts, etc. Your club is unique, be sure to include all the important information.
- Have one-on-one meetings with your incoming executives for them to ask questions and create a personal connection.
- Create a spot to host all your documents and information that you're passing on. Consider creating a shareable OneDrive folder, or create a Microsoft Teams Transition Group with folders for each portfolio or role in your club.

Hiring new executives should be done following the process laid out in your constitution. If you need help with hiring or are unable to fill an important role, reach out to csaclubs@uoguelph.ca so we can help!

[Click here for a sample transition template for your executives.](#)

WHAT TO TEACH

It's important to keep in mind that incoming executives may not have had any interaction with the CSA, and many have no idea of the "behind the scenes" of your club. Provide as many details as you can on what you do to ensure nothing is lost.

Topics to teach may include:

- Specific events that you run, navigating the SE&RM process (create a mock event together on Gryphlife!)
- How your club conducts and organizes meetings
- What training you need to do annually
- What the CSA Clubs Office is and how we can support you
- Where you store your club's things. Do you have a locker? Other storage space?
- Who they can contact when they need support (us!)

Think about the questions you had when you started. Use them as a guide to support transition!

WHAT TO PROVIDE

Here's a sample list of things you should ensure are given to your new executive:

- Transition documents specific to each position
- Your club's Constitution and current budget (make sure these are editable!)
- Information about any locker/storage space
- External contracts you have with outside organizations (you may have included this with your accreditation)
- Banking information (CSA-related and external if applicable). **If you have an external bank account, you will need to change officers with the bank!**
- Information from past annual or traditional events (marketing templates, contacts used, things you'd do differently, etc)
- Information on how meetings are conducted
- A list with all your passwords used in the club. This includes email, social media, Canva or other design sites, etc.

KEEP CONNECTED

It's your choice if you'd like to stay connected with the club after your transition and support them with whatever questions they have. **If you are not willing to share contact information, ensure your transition documents are thorough!**

Also remember that life gets busy. You may have good intentions to support your club in the future, but that might not be realistic. The more information you provide now, the better!

Consider sharing the following:

- Email/Phone Number
- Social Media
- The best way to contact you/in what situations you'd like to be contacted

IMPORTANT!

Before passing your club to new leadership, be sure to add them to the CSA Clubs Microsoft Teams. After you've added them, you may leave the group should you choose!



NEW GRYPHLIFE PLATFORM LAUNCH

We've got some exciting news! At the end of April, we're launching an updated GryphLife platform that will allow for better event promotion, easier communication with students, and improved use of the I Am A Gryphon app. As part of this update, we are moving away from Anthology and expanding our partnership with Campus Labs after reviewing the software and our evolving needs as an institution.

To prepare for the transition, please complete the following steps by **April 18, 2026**:

- Download and save your current roster (Organizations → Roster → Export Roster → My Downloads)
- Download and save any important documents or forms (ex. constitution, sign-up forms)
- Save details from recurring events for your records
- If planning future events, wait to post them until the new GryphLife is live
- Do not add new members to your roster until the new site launches

We're excited to make GryphLife an even better tool for promoting events and engaging students. More information will be shared soon, including a short training module, transition steps, and details about submitting events for O-Week 2026.

As always, we're here to help if you have any questions!

S26 ACCREDITATION

IMPORTANT!

Summer Accreditation will be mandatory for all Recognized Student Organizations in the S26 semester. The Summer Accreditation form will collect required details for your organization's migration to the new GryphLife platform



Summer Accreditation is an important step to prepare your student organization for the Fall semester. It updates executive contact information for roles starting May 1, 2026 and ensures your organization maintains access to key services.

Summer Accreditation is required to:

- Run events during Orientation Week
- Run events at the start of the Fall semester (until F26 Accreditation is approved)
- Keep access to your U of G student organization email account

The S26 Accreditation Form will be sent in a temporary format in April. Please watch your email for submission details and deadlines.

FOR INCOMING

EXECUTIVES



GETTING STARTED

Starting your role as a club executive can feel overwhelming! The information below outlines the most important steps to complete over the summer to make sure your club is ready for the Fall semester.

In the summer, focus on the following:

Have you confirmed your executive team? What events are you planning? Making a plan early will help you succeed when the semester gets busy.

During transition, make sure to review the following with your outgoing executives:

- Club documents and constitution
- Events ran in previous years
- Budget and finances
- Email and account access
- Storage spaces and equipment
- Important contacts

Make sure to complete your O-Week Event Planner Training if you're running an O-Week event. More details on submitting O-Week 2026 events will be shared soon, so be sure to check your email for updates.

Taking time to get organized over the summer will make the Fall semester much easier.



Summer updates from the Clubs Office will be communicated using Microsoft Teams. If you haven't joined already, [click here to be added!](#)

ACCREDITATION

Summer Accreditation is REQUIRED for all Recognized Student Organizations. This process confirms your new executive team starting May 1, 2026 and ensures your club keeps access to important university services.

Summer Accreditation is required to:

- Run events during Orientation Week
- Run events at the start of the Fall semester (until Fall Accreditation is approved)
- Maintain access to your University of Guelph club email account
- Complete migration to the new GryphLife platform

The S26 Accreditation Form will be sent in April in a temporary format to all Primary Contacts we currently have on file. Be sure to check in with your outgoing executive for deadlines and submission instructions.

ACCESS THE NEW GRYPHLIFE PLATFORM

An updated GryphLife platform will launch at the end of April. Your outgoing executives should have downloaded important files before the transition.

Once the new site is live:

- Confirm you have access to your organization page
- Upload any documents you need (constitution, forms, etc.)
- Update your roster with the new executive team

Additional training and instructions will be shared before the new platform launches.

IMPORTANT!

Curious about **CSA Club Policies**? [Click here](#) to view our Clubs Handbook.



THE BENEFITS OF BEING A CSA CLUB

Being a CSA Club is more than just a stamp of approval! As a club, you are also eligible for the following:

- **Use of the CSA Clubs Hallway and CSA Clubs Lounge.** Information on how to book these spaces will be provided in the fall.
- **Use of space on-campus.** This includes in the UC, classroom space, Hospitality locations, outdoor spaces, and more.
- **Use of the CSA Clubs lockers and garage.** If you already have a locker, be sure to get the combination and other details from your outgoing executive. If you do not have a locker and would like one, the application will open in the fall.
- **Clubs email address and mailbox.** If you already have a club email account, be sure to get the login information from your outgoing executive. You also have a mailbox in the CSA main office if you need mail sent to you.
- **Use of CSA equipment,** including a projector, button maker, and more. Details on reserving this equipment will be provided in the fall.
- **Eligibility for financial assistance.** Details will be provided at the Clubs General Meeting. Our primary funding source is PDR, you can find more details at <https://csaonline.ca/resources/PDRs>

CLUBS GENERAL MEETING

The Clubs General Meeting is a fall meeting which at least one member of your executive must attend. More details will be provided in September, you will have the option to attend the meeting either in-person, virtual or watching a recording and completing a quiz.

The Clubs General Meeting will offer more information and also be a space to answer any questions you may have. For more details, email csaclubs@uoguelph.ca.

CLUBS DAYS

Mark your calendars, Clubs Days will be BACK this fall! They are scheduled for September 21 and 22, 2026.

More details will be provided in August, continue to monitor the CSA Clubs MS Teams. You are encouraged to sign-up and have people present for both days in the UC.

Questions about Clubs Days can be sent to csaclubs@uoguelph.ca.

FREQUENTLY ASKED QUESTIONS

“How much money do I get from the CSA? How do I get funding?”

- The CSA does NOT give clubs automatic funding
- Clubs can apply for funding from the CSA by submitting a PDR (Petitions, Delegations, and Representations) form. Information about this process can be found online: <https://csaonline.ca/resources/PDRs>
- CSA clubs are also able to PDR college governments for funds as well although it is through the college government's own process
- There are also funding opportunities from Student Affairs for larger projects. More info on this found here: <https://www.uoguelph.ca/studentaffairs/funding-opportunities>
- Lots of clubs do fundraising events such as bake sales to fund their club activities

Your club may have money in their account! If you don't know your balance, email csaclubs@uoguelph.ca and we can check for you. You must have a minimum of \$25 in your account at all times.

If you have an external account, be sure to transfer signing powers and get more information from them during your transition.

“I want to have a booth in the UC, how do I do that?”

- Book space in the UC courtyard by completing the UC Courtyard Activities & Event Booking form (click here to the form) or by visiting room 266 in the University Center during operating hours.
- You must also submit the event for Student Event & Risk Management (SERM) approval. The SERM process is explained in the CourseLink module. Ask your outgoing executive for more details!
- If they want to sell anything (including food), you must answer all the questions in the sales and solicitation section in your SERM form. Those details are at <https://event.uoguelph.ca/sales-and-solicitation-form>.

“I want to run ____ event. Is this possible or is it too risky?”

- Any event or SERM questions are best to be forwarded to the Clubs Programming Coordinator (csasrm@uoguelph.ca).
- Know that SERM is more about limiting/managing risks rather than preventing events from happening- the SERM committee has even approved events like fire juggling in the past!

“My club is having a problem with an executive member, can you kick them out?”

- Clubs are responsible for governing themselves. They operate by their own rules as long as they do not break CSA or university policy. For example, it might make sense for a large club to run official elections, but a small club may choose new executive members without an election/voting period.
- Refer to your constitution to see if it contains any information about how to deal with an issue like this.
- Unfortunately, many times the constitution does not have any details about how to remove members. In this case, it would be up to the executive members to decide how to proceed. What has typically been done is that a vote among executives or all members is taken and if a majority ‘yes’ vote is reached, the member is provided with written notice of being removed from the club.
- For additional guidance in specific situations, you can email csaclubs@uoguelph.ca. We're here to support you!

HAVE MORE QUESTIONS?

Our office is here to answer your questions throughout the summer.

You can email me with your questions at csaclubs@uoguelph.ca. Please see the CSA Clubs Instagram page ([@csaclubsguelph](https://www.instagram.com/csaclubsguelph)) for an update on my office hours during the summer. I will be available Monday to Friday.

We look forward to working with you this fall!

