2025-2026

Clubs and Councils Handbook

William Lyon Mackenzie Collegiate Institute

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Policy on Club/Council Registration at Mackenzie

In order to declare, run, and participate in any club, council, athletic, or extra-curricular initiative at William Lyon Mackenzie, all members **must pay their Student Registration Fee.** More importantly, the Student Council reserves the right to cancel the membership of any club if members have not paid, and students who have not paid can not participate in any Student Council or school-wide events.

Note: Student Registration Fees are collected annually to ensure that all student-driven activities, events, and initiatives are financially supported at Mackenzie to equitably benefit the school body.

What is a Club?

Clubs may be established by any current Mackenzie student and must be supervised by an in-person teacher at William Lyon Mackenzie

What is a Council?

Councils are supervised and run by Assistant Curriculum Leaders at Mackenzie and their departments. Councils are pre-established and may not be declared

Club Declaration Process

All prospective Clubs and Councils must complete the following Club / Council Registration Form (window September 10th-16th) detailing:

- Name of Club/Council
- President(s) Information
- Staff Supervisor(s) Information
- Description of Club/Council Activities
- Time & Place of Club Meetings
- Major Events & Initiatives
- Links to Social Media
- Budget Request + Reasoning

Once a registration form is **COMPLETE** and **SUBMITTED**, it will be reviewed by:

- **Hunter Li and Matteo Marrello** (Student Council Vice Presidents)
- **Ms. Mancini** (Staff Supervisor of Student Council and ACL of Student Leadership) and **ADMINISTRATION**

If APPROVED, an email will be sent to the president(s) and supervisor(s) and ONLY THEN, may club or council functions begin.

Club/Council Meetings & Events at Mackenzie

1. Responsibilities of Staff Supervisors and Club Presidents:

Staff Advisors **MUST COME TO AN AGREEMENT** with Club President(s) as to the **date & time of club meetings and events.**

Staff Advisors **MUST BE PRESENT FOR ALL CLUB ACTIVITIES (before, during and after school)**

Staff Advisors **MUST BE IN ATTENDANCE AT ALL CLUB/COUNCIL MEETINGS**

Staff Advisors **MUST SIGN OFF ON ALL EVENT FORMS and BE PRESENT TO SUPERVISE SAID EVENT.**

Staff Advisors **MUST BOOK WITH THE MAIN OFFICE ANY COMMON SPACE REQUIRED FOR A CLUB/COUNCIL EVENT (cafeteria, schoolstore, front foyer, gym)**

Staff Advisors **MUST BE KNOWLEDGEABLE AND CONNECTED** to all club social media presence on all social media platforms used.

Staff Advisors **MUST SIGN OFF ON ALL ANNOUNCEMENTS for MAC Radio**

Note: If Staff Advisors are unable to attend, it is their responsibility to designate another staff member to preside over the club activities

2. Club/Council Meetings:

Meetings are regularly scheduled gatherings within a club and its members, supervised by a Staff Advisor. These meetings may run weekly, bimonthly, monthly etc - each club/council will decide and then provide this information to our Student Council for the compilation of a MASTER CLUB/COUNCIL list.

3. All Club Events and Initiatives:

For ALL Club Events & Initiatives, **AN EVENT FORM MUST BE SUBMITTED AT LEAST 2 WEEKS PRIOR AND APPROVED by Student Council Vice Presidents and**

Ms. Mancini. An Event Form is to be SUBMITTED IN PERSON TO THE LIBRARY DROP BOX with a Staff Advisor signature (SEE BELOW)

Promotion, advertising or marketing for **Club Events MAY ONLY BEGIN AFTER THE FORM APPROVAL**

Clubs MAY USE the common school spaces, pending availability and supervision of their Staff Advisor
- It is the responsibility of the Staff Advisor to book ANY school space for an event including: CAF, School Store, Gym etc
- For technical help, please indicate on the Event Form or speak with Ms. Mancini or SAC at least 7 days in advance

WLMCI Club / Council Event Form

Club/Council Event Form requires Completion by the Club / Council President in Consultation with and Approved by the Staff Advisor(s)

This form is to be submitted for **ANY INITIATIVE taking place before, during, or after school hours held at Mackenzie.** This includes: club-specific activities (excluding meetings), school-wide events, and guest speakers. Please submit in-person to the library drop box at least **2 WEEKS** before the event date. In order for your **Club/Council Event to run it MUST BE APPROVED by STUDENT COUNCIL AND MACKENZIE ADMINISTRATION**

CLUB/COUNCIL EVENT DETAILS:

Club / Council Name: _____

Name(s) of Club / Council President(s): _____

Event Name: _____

Event Date & Time:_____

Event Location: _____

Event Description: _____

_____

_____

_____

Staff Approved Additional Requests including Tech Support:

_____

_____

_____

BUDGET: _____

STAFF SIGNATURE REQUIRED

Staff Supervisor(s) – Name: _____**Signature:**_____

Promoting a Club/Council at Mackenzie

1. Mac Radio Announcements:

Announcements **MUST BE SUBMITTED to mac.radio.announcements@gmail.com** the day before with Staff Advisor cc'd on the email to be read in the morning.

2. LyonsDen Announcements and Posts:

This website is a hub to showcase Mackenzie's pride; its school-wide activities, events, initiatives, clubs and councils, Student Council offerings, creative student voice and essential resources to enrich Mackenzie student life.

All Clubs / Councils are **REQUIRED to use LyonsDen** to promote club activities by:

➢ Creating and updating their club / council page
➢ Posting to the LyonsDen announcements
   ○ LyonsDen announcements are also posted to the mobile app
➢ Entering any school-wide initiatives to the LyonsDen calendar

3. Social Media for Clubs/Councils:

ONLY TDSB-approved social media platforms are only allowed. To have your posts **shared on Instagram by the SAC account, direct message wlmac.sac** On Instagram, the username of the club / council should start with: **wlmac.[club-name]**

Use of Club/Council Budgets

1. Budget Money Allocation (to be spent in the 2025-2026 year)

Club Budget Money is allocated from the collection of Student Activity Fees

Budget Money MAY BE USED FOR:
- Subsidizing Entry/Competition fees with Admin Approval
- Materials & Supplies for Club Activities
- Food for School-Wide Activities that is NOT sold

Budget CANNOT BE USED FOR:
- Donations to outside organizations
- Gift cards for Club Members
- Transportation to/from Events or Competitions
- Food for Club Members during Club Meetings

2. Selling of Club/Council Items, Merchandise - CASH ONLINE ONLY:

Money **MAY NO LONGER BE COLLECTED** (unless for Food Days) but must move to **CASH ONLINE.** Staff Advisors please see **Ms. Aricci for details.**

3. Fundraised Money by Club/Council:

- Money raised from Club Initiatives or Events
  - Food day profits, competition prizes, sales, etc.
- Fundraised money is separate from school-allocated budget money
- **Discretion of Staff Supervisor(s) as to how the fundraised money is spent**

4. Staff Advisor's Responsibility for Budget (please see Ms. Aricci):

- All **CLUB PURCHASES MUST be APPROVED BY ONE STAFF ADVISOR**
- Staff Advisors **MUST KEEP INVENTORY OF ALL RECEIPTS AND CLUB SPENDING**
- Staff Advisors **MUST SUBMIT RECEIPTS to Ms. Aricci for REIMBURSEMENT (ONE PER CLUB/COUNCIL) When reimbursement is provided, the cheque must be cashed within 48 hours**
- Staff Advisors **MUST DEPOSIT ALL MONIES WITH MAIN OFFICE**
- Staff Advisors **MUST ROLL COINS for Deposit (rolls provided)**
- Staff Advisors **MUST USE CASH ONLINE FOR ALL SALES OF CLUB ITEMS AND MERCHANDISE**

Student Council Initiatives 2025-2026

Club Spotlight
Post and video made in collaboration with the Student Council Vice Presidents to promote and profile Club/Council offerings/activities

Club Crawl (October 1st)
Clubs/Council Introduction to Grade 9 students held in the Cafeteria to promote membership and participation

Food Days (Schedule to be provided by SAC)
Food Days typically run **once a month at lunchtime.** Club/Councils sign up to sell food or drinks to the student population as an opportunity for clubs to collect and fundraise for money

Mactoberfest (October 31st)
A Lunch-time Halloween Legacy and Tradition at Mackenzie that involves Club/Council offerings in celebration of Halloween

Spirit Week SACMAS (December 15th-19th)
A Week long Holiday Spirit Event at Mackenzie that involves Club/Council offerings in celebration of the season of giving

Spring Spirit Week (April 27th - May 1nd)
A Week long Spirit Event at Mackenzie that involves Club/Council offerings in celebration of the spring season

Contact Information
Staff Supervisors of Student Council:
Ms. Carla Mancini ◦ carla.mancini@tdsb.on.ca
Mr. Michael Quan ◦ michael.quan@tdsb.on.ca

Vice-Presidents of Student Council:
Hunter Li - hunter.li@student.tdsb.on.ca
Matteo Marrello - Matteo.Marrello@student.tdsb.on.ca

Guest Speakers (Please See Below)

Clubs and Councils MAY NO LONGER book Guest Speaking engagements without the completion of this procedural policy (see Appendix "A" and "B"):

Stage 1: Host Teacher

Must Complete necessary proposal (please see appendix below)

Stage 2: Vetting Committee

After the form is received, the committee will review the application and approve the speaker

Stage 3: Principal Approval

The committee will pass the form on to the Principal to give their final approval. A copy of the completed form will be placed in your mailbox when the process is complete**:**

Appendix "A"

External Speaker Proposal Package

Proposal (please fill out each section below in detail):

1. Purpose, Overview & Deliverables:

2. Anticipated learning outcomes (for classes and schools, please identify connection to curriculum; for system/central - alignment with MYSP, learning and growth):

3. Date(s):

4. Duration of Event (in hours):

5. Audience (anticipated composition and size):

6. Fees (if more than $10,000 and speaker is not a pre-approved vendor, please attach an approved Sole/Single Source Form).

Please check:
- Budget holder has confirmed the school/unit's budget will cover the proposed fees **(required)**
- Blank Vetting Assessment Scoresheet & Approval Form is attached **(required)**
- Signed Sole/Single Source form is attached (**if applicable**)
- *Attach proposed contract/agreement **(if available)** and ensure the contract/agreement is sent to Legal Services for review and approval before retaining the external speaker*

Vetting Assessment Scoresheet & Approval Form

(To be completed by Vetting Committee)

Criteria	1 - Needs Improvement, no evidence provided 2 - Satisfactory, little evidence provided 3 - Good, sufficient evidence provided 4 - Excellent - extensive evidence provided	Score - 1 to 4 points
1. Alignment with goals and priorities of TDSB MYSP and connection to course curriculum (for schools)	Supports equity priority or at least one of these MYSP priorities: ● Transforms student learning ● Creates a culture for Student & Staff Well-Being ● Builds Strong Relationships and Partnerships Within School Communities to Support Student Learning & Well-Being	
2. Consistent with our related Human Rights and Equity policies and procedures	● Avoids all forms of intimidation, harassment, or discrimination ● Does not use materials or symbols which promote prejudice or incite hatred ● Not associated with external advocacy groups ● Aligns with PR532 - Handling Concerns About Learning Resources and Controversial Issues ● Willing to listen to and engage in open conversations with audience on opposing views/perspectives	
3. Human, facility, and financial value	● Conforms to the educational goals of TDSB and the school ● Represents responsible allocation of human and financial resources to support optimal student learning, based on the principles of equity and excellence	
4. Anticipated outcomes	● Speaker's past engagements outside of TDSB have been reviewed and no concerns have been identified ● Speaker has spoken at previous TDSB events with overall positive feedback from audience ● Speaker's published materials (if any) have been reviewed and confirmed to align with TDSB's vision, MYSP, equity and human rights policies ● Presentation is age and/or grade appropriate (appropriate for audience) ● Speaker & presentation fosters a supportive, respectful and caring environment	

5. Educational value	Presentation will: ● is connected to and will enhance curriculum expectations ● promote or improve student learning opportunities ● support staff capacity building and performance ● support the understanding that diverse groups have of each other	
Total Score	**Add scores.** **If the total score is at least 16/20, Proposal is *eligible* for approval. Send to Approver for review and signature.**	**/20**

Approved by Approver:

Signature:	Date:
Print Name and Title:	

Important Instructions

Approver: please send copies of the signed form to the Proposer and to the person to whom the Approver reports (see section 5.1 **Approval and Notification Process Chart)**.

Proposer: please provide signed ESPP and VASAF and the speaker's proposed contract/agreement/terms of engagement for review and approval by Legal Services (**required**) before retaining the Speaker.

Appendix "B"

tdsb
Toronto District School Board

Speaker Evaluation Form (sample)

Thank you for helping us to improve the value of our presentations. Please fill out the survey below and return it as directed.

Speaker's Name:_____

School/Unit/Group Receiving Presentation:_____

Date of Speaking Engagement:_____

Name of Person Completing Evaluation:_____

What learning/educational value did you receive from this session? (check one)

Very Low	Low	Average		High	Very High

	5 (Outstanding)	4 (Great)	3 (Good)	2 (Poor)	1 (Very Poor)
Speaker Delivery: ● ***Was the speaker engaging enough?*** ● ***Did the speaker start and end on time?***					
Content: ***Was the presentation:*** ● ***supportive of the curriculum expectations?*** ● ***anti-racist?*** ● ***affirming of diverse identities?*** ● ***relevant to supporting culturally relevant practices?*** ● ***suitable for the audience?*** ● ***relevant to the topic?*** ● ***easy to follow?***					

Q&A:
   ● *Was the presentation interactive and engaging?*
   ● *Was there enough time?*
   ● *Were the answers informative?*					

Visual Aids:
   ● *Were there enough visual aids?*
   ● *Were the visual aids:*
      ○ *well used (readable)?*
      ○ *relevant to supporting or enhancing the presentation?*					