



Orientation Week Project Charter 2025

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ORSL
OFFICE OF RESIDENCE
AND STUDENT LIFE



NEW COLLEGE
STUDENT COUNCIL

Orientation Week Project Charter

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Orientation Week Project Charter

1. Purpose of the Project Charter

The New College Orientation Project Charter (hereafter referred to as “the Project Charter”) documents and tracks the agreed terms of reference for the design and implementation of the New College Orientation Program (hereafter referred to as “Orientation”).

The Project Charter defines the scope, justification and resource commitments for the implementation of the New College Orientation Program. It also outlines the criteria and process for the decision making and project approval.

The Project Charter is created, maintained and can be amended by New College Student Services (NEWSS) – a standing committee of New College Council (NCC).

The Project Charter shall be revisited by NEWSS at least once annually.

2. Project Overview

New College Orientation is a week-long program of events and activities designed to support the transition of incoming students to University and College Life. The program is organized on behalf of New College's Office of Residence and Student Life and the New College Student Council. The New College Student Services Committee (NEWSS) delegates responsibility for the organization and coordination of the program to two hired student Orientation Coordinators. The Orientation Coordinators are tasked with implementing a suite of programs for Orientation Week as directed by NEWSS and in accordance with the Project Charter.

3. Justification

A student's introduction and transition into higher education is critical to the success of that student.¹ New College Orientation is a College-wide collaborative program designed to welcome incoming students to the College, especially those who may be first-generation, international, and/or commuter students, and support their transition to the University of Toronto.

The program aims to build strong social and academic connections to the College community and provide opportunities for students to be introduced to ongoing programs, groups and activities. The program also aims to help prepare students for university level education through skill development and program orientation.

4. Entire Agreement

This Agreement (the Project Charter), along with any exhibits, appendices or schedules, encompasses the entire agreement of the parties, and supersedes all previous understandings and agreements between the parties pertaining to New College Orientation. This includes, but is not limited to, the New College Student Council Constitution.

5. Scope

¹ Student Affairs, University of Toronto. University of Toronto. (2003). *Report of the Task Force on Orientation & Transition*. Retried 2014-12-18 from <https://www.studentlife.utoronto.ca/docs/task.htm>

The Project Charter defines the scope of New College Orientation Week, the role of key stakeholders and organizational relationships.

6. Approval Processes

The Orientation Coordinators report to the Assistant to the Dean, Student Life and Leadership (ADSLL) who provides direction as to which actions and/or decisions need approval from NEWSS or a subgroup of NEWSS. Specific actions that need approval include but are not limited to programming, marketing, and finances.

6.1 Approval Process – Budget, Spending and Account Access

6.1.1 Preliminary Budget

The Orientation Coordinators are expected to present their preliminary budget to NEWSS. At minimum, the preliminary budget should set out projected amounts associated with the following line items:

- Student participation fees
- Training
- Clothing
- Orientation Kits
- Events and Activities
- Food and beverage
- Permits
- Room Bookings

6.1.2 Detailed Budget

Under the guidance of the ADSLL, the Orientation Coordinators must prepare and electronically submit a detailed budget to the NEWSS Chair and NCSC Executive. The chair will disseminate the document to NEWSS for review.

The Orientation Coordinators are expected to present their detailed budget to NEWSS and make all required amendments to have it approved.

6.1.3 HST Requirement

In order to be approved by NEWSS, the Orientation budget must spend more than the anticipated income derived from student registration fees in order for Orientation to be HST exempt.

6.1.4 Changes to the Orientation Budget

Any substantial changes to the budget require discussion with NEWSS or a subgroup of NEWSS. The ADSLL (or Dean of Students) will provide

direction to the Orientation Coordinators as to whether changes are “substantial”.

6.1.5 Access to Orientation Bank Account

Orientation funds are managed by NCSC. The NCSC Executive, lead by the VP Finance, will provide the Orientation Coordinators with access to the bank account for the term of their role. Orientation Coordinators will maintain access to the account as signatories until the following year’s Orientation Coordinators replace them. Funds can be accessed by cheque only. The account’s cheque book shall remain in the office of the ADSLL.

6.1.6 Approval of Spending

In general, expenditures should be in line with the approval process for the overall budget. Specific expenditures should be accounted for through the purchasing approval process outlined below:

- Expenses paid by cheque that total \$1000 or more require the cheque to be signed by (1) one Orientation Coordinator and the NCSC VP Finance
- Expenses paid by cheque that total under \$1000 require the cheque to be signed by the (2) two Orientation Coordinators
- Orientation Coordinators are to leave \$10,000 in the Orientation NCSC bank account by the end of their term in the position as start-up capital for the following year’s Orientation

6.1.7 Notwithstanding Clause

6.1.7.1 In the case of Emergency (as defined in 6.1.7.2), the NCSC Executive can make decisions pertaining to expenditure procedures and approval processes for the overall Orientation budget, not withstanding 6.1.6, without an NCSC vote of approval

6.1.7.2 Emergencies are defined as: i) consistently qualifying events (i.e. natural disasters, epidemics, pandemics, war, unforeseen government actions), and ii) New College Orientation being unable to make an approved payment to parties that provided services for Orientation five (5) business days before the payment is due

6.1.7.3 Any unforeseen circumstances that are not clearly defined as an Emergency in 6.1.7.2 must undergo a NCSC vote to determine if it is an Emergency

6.2 Approval Process – Planning and Programming

The Orientation program is produced by the Orientation Functional Group and approved by NEWSS. The Orientation Planning Functional Group is defined in Section 8. In order to be approved, the Orientation program must align with the objectives, priorities and targets outlined in Section 9.

7. Orientation Staff Recruitment and Organizational Structure

7.1 Orientation Team Position Overview

- Orientation Coordinators
 - There will be (2) two Orientation Coordinators, both being New College students. OCs work in partnership while leading specific functional areas
 - Operations (including Budget)
 - Programs
 - Volunteer Management
 - Marketing
 - OCs are responsible for supporting functional areas belonging to their OC partner
 - Orientation Coordinators report to the ADSLL and SLCOT
 - Orientation Coordinators are part of the Orientation Planning Functional Group
 - Orientation Coordinators work with ORSL to recruit a team to support the planning, preparation and execution of Orientation
 - The recruitment and hiring of all members of the Orientation team will adhere to the highest ethical standards, ensuring that candidates are selected based on their qualifications, relevant experience, and genuine interest in Orientation. This process may involve the use of hiring rubrics and other software tools to enhance objectivity and consistency in evaluations.
- Orientation Executives
 - There will be (9) nine Orientation Executives
 - Functional areas of Orientation Executive positions determined by NEWSS upon OC hiring.
 - Orientation Executives work with the Orientation Coordinators, ADSLL, and SLCOT.
 - Orientation Executives are part of the Orientation Planning Functional Group
- Leaders
 - There will be approximately 100 Leaders that take on different leadership roles as it relates to the general functioning of Orientation. These roles might include (but are not limited to)
 - Peer Leaders, Event/Logistics Leaders, Orientation Influencers
- Hired Positions
 - The number of Hired Positions will vary on a year-to-year basis based on need. Positions must be approved by the ADSLL
 - Suggested areas include; Graphic Designer, Web Designer, Photographer/Videographer
 - These positions will be compensated using funds from the Orientation account

- The term length of these positions should be limited to the time of need

7.2 Reporting Structure

All student staff selected to participate in New College Orientation report officially under the Dean of Students, and functionally to the ADSLL. For day-to-day coordination of New College Orientation, the Orientation Coordinators are the student staff's supervisor.

7.3 Orientation Team Hiring

7.3.1

7.3.1.1 Orientation Coordinators

- Will engage in the carousel hiring process conducted by ORSL in early-February
- Candidates will be chosen from carousel to be interviewed by a (5) five-person panel-style interview consisting of the ADSLL, SLCOT, (2) two elected members of NCSC and the Dean of Students
- Student panelists must not be applying to be a part of Orientation for the year that they are hiring for
- NCSC Executives are not eligible to apply for this role
 - Additionally, Orientation Coordinators are strongly advised against running for NCSC positions while serving in their current role. The demands of both positions may be excessive, and there is a potential for conflicts of interest.
- Panelists must attend all candidate interviews to have their feedback considered in selection
- Selection of the Orientation Coordinators will be conducted by the ADSLL, SLCOT, three elected members of NCSC, and the Dean of Students

7.3.1.2 Orientation Executives

- Will engage in a (5) five-person panel-style interview consisting of the (2) Orientation Coordinators, ADSLL, (1) one elected member of NCSC and the Student Life Coordinator, Orientation and Transition.
- NCSC Executive are not eligible to apply for this role.
 - Similar to the Orientation Coordinators, Executives are strongly advised against running for NCSC positions while serving in their current role.
- Panelists must attend all candidate interviews to have their feedback considered in selection.
- Selection of the Orientation Executive team will be conducted by the Orientation Coordinators, ADSLL, and SLCOT.

7.3.1.3 Leaders

- Will provide an application and VideoAsk interview.
- Selection of the Leader team will be conducted by the Orientation Coordinators, ADSLL, and SLCOT.
- The number of Leaders hired will be informed by the ratio of Leaders to incoming students from previous years' data.
- Leaders who have successfully been hired and completed all required responsibilities of the Orientation year prior, can be automatically hired onto the next year's Orientation with indication of interest on the application form, dependent upon review of the ADSLL and SLCOT
- Leader status may be revoked from a student if they do not complete Joint Orientation Leader Training (JOLT) and New College Orientation Training (NCOLT) by the deadlines stipulated that year.

8 Orientation Planning Functional Group

8.1 Functional Group Members

The Orientation Planning Functional Group is responsible for planning the Orientation Program. Membership of the Functional Group is comprised of:

- (2) Orientation Coordinators
- (9) Orientation Planning Executives
- (4) NCSC Executive (or delegates who are elected members)
- Assistant to the Dean, Student Life and Leadership
- Administration and Communications Assistant**
- Student Life Coordinator, Orientation and Transition
- Dean of Students**
- Members of the New College Registrar's Office**

** = not required to attend each meeting but maintain an open invite

8.2 Functional Group Meetings

- Functional Group meetings serve as a forum for key topics of conversation pertaining to Orientation planning as well as for reporting from all group membership
- They are not to be considered working meetings
- Functional Group Meetings are to be chaired by the ADSLL
- Functional Group Meetings are to be clerked by a member of ORSL
- Functional Group Meetings take place every (3) three weeks for the months of May, June and July. During the month of August, meetings take place every week. Additional meetings can be called by the ADSLL on an as-needed basis

- Orientation Coordinators will determine the dates and times for Committee Meetings by consulting NCSC and ORSL availability
- Orientation Coordinators are to establish an agenda for each Functional Group Meeting. OCs are responsible for communicating agendas to the ADSLL a minimum of 48 hours ahead of meetings. The ADSLL will be responsible for disseminating the agenda to all committee members
- Attendance at Functional Group Meetings;
 - Mandatory for:
 - Both Orientation Coordinators
 - All Orientation Executives
 - Optional for:
 - NCSC Executives, although highly encouraged
 - In the case of an absence:
 - If an emergency, the Orientation staff functional group members are expected to email a report for their functional area to the ADSLL as early as reasonably possible
 - If planned time away, the Orientation staff functional group members are expected to (1) have had the time away approved by the ADSLL, and (2) email a report for their functional area to the ADSLL 48 hours in advance of the Functional Group Meeting

9. Objectives

9.1 Guiding Objectives of New College Orientation

- Make student experiential learning the focus of the program through utilizing a curricular approach that is centred on the Student Life Priority
- Support students in their transition to New College and the University of Toronto by providing purposeful programming designed to support academic preparation, foster community engagement, and support student development
- Inspire and encourage incoming students to get involved in their College and University community, engage with extra-curricular and curricular opportunities, and enjoy their education
 - This includes promoting New College-specific student engagement opportunities and events to foster both their academic and social transition
- Coordinate with ORSL and NCSC to introduce participants to programs that will continue beyond Orientation. Particular attention should be paid to supporting the development of commuter students and working with both the Mentorship and Residence Don Teams
- Orientation should foster an environment of interaction between international and domestic students, as well as between residence and commuter students
- While providing support for all incoming students, Orientation should put extra emphasis on supporting incoming international, BIPOC, and first-generation

students. This includes supporting existing and separate international and BIPOC student orientation programming at the college and university level

- Provide an overview of academic and social experiences and opportunities available at the College and the University of Toronto including, but not limited to; participation in student governance (NCSC and NCRC) as well as clubs and societies from the New College Student Centre and the greater UofT community; academic support resources; leadership opportunities; athletics and other extra-curricular and curricular activities
- Host events that encourage students to make connections with one another and their college
- Cultivate student leadership at New College through student participation in orientation and involvement in planning and facilitating Orientation
- Understand that an incoming students' transition runs from the point of acceptance to when they begin their second year; New College Orientation is one piece of that transition and therefore needs to be aligned to fit within the larger Student Life portfolio
 - Supporting the overall success of other New College transition initiatives, including but not limited to International Orientation and IGNITE
 - Integrate IFP's Academic Orientation within Orientation programming

9.2 Priorities and Targets

9.2.1 Marketing and Recruitment

- Commuter, international, and first-generation students should be actively recruited to participate in Orientation
- Orientation marketing material must take into account the diversity of participants, particularly when selecting language, imagery, visual identity and theme
- Orientation marketing material should employ a variety of platforms to promote and explain what orientation is, what students can expect and why they should consider attending
- Remain committed to being the lowest cost of Colleges/Professional Faculties for participation in Orientation at the University of Toronto, St. George Campus

9.2.2 Events and Programming

- The Orientation Program must be planned in consultation with stakeholders through the Orientation Planning Functional Group and NEWSS
- Orientation events and activities should be planned to maintain maximum retention
- Orientation activities should be planned to maximize attendance and value for students

- Funds should be distributed to favor events and activities likely to have the highest measurable outcomes
- NCSC shall have meaningful opportunities to engage with students and promote its role and services
- Orientation Program should include the Black, Indigenous, Student of Colour (BIPOC) Resource Fair which will be co-planned with ORSL. This event will be open to all colleges
- Orientation programming should also account for the scheduling and presence International Student Orientation (commonly known as New Journeys) to of maximize attendance among international students.
- Provide opportunities to positively interact or partner with students from other colleges/faculties (i.e Pre-UofT, Block Party Events, Joint Meals etc.)
- Students fees, registration funds and sponsorship cannot be used to purchase substances of abuse,

9.2.3 Summer Program Planning and Preparation

- All events must have appropriate contingency plans in case of inclement weather
- Internal room bookings must be finalized by the first week of August. External bookings must be submitted by campus partner's internal deadlines with the expectation that all rooms are finalized 2 weeks before orientation.
- The week before Orientation will be booked as Prep Week and is a chance for the Orientation Coordinators and Executives to run through all planned events in advance.
 - NCLOT may take place during this week
 - If not all events can be run through by the Executive team, prioritize running through higher energy, higher risk events. Doing so ensures that necessary event changes can be implemented to maximize event success.

9.3 Program Audience

The New College Orientation Week Program is designed for New College Arts and Science students including International Foundation Program students.

10. **Concurrent Programming**

Some parts of orientation are organized or facilitated by other organizations affiliated with the University. Space and resources need to be provided in the scheduling and implementation for these activities (i.e. Residence Move-in, IFP Academic Orientation, Consent Education, BIPOC Resource Fair, Black Student Orientation programming, PreUofT, UTSU Parade).

Any concurrent ORSL Orientation events, such as New Journeys and IGNITE, must also be promoted by New College Orientation. Larger New College Orientation programming and

events must not conflict with such ORSL Orientation events where possible. Orientation Coordinators and Executives must consult with the Student Life Coordinator, Orientation and Transition, and the Student Life Coordinator, International Student Transition & Success to prevent any unnecessary overlap.

11. Budget Information

11.1 Funding Sources

This project is jointly financed by New College, the Office of Residence and Student Life, the New College Student Council, and funds raised from participation fees.

11.2 Budget Estimate

The overall budget of the New College Orientation project as described in this Project Charter will be approved by NEWSS where an emphasis will be placed on affordability. The total budget will reflect revenue from ticket sales for participation, sponsorship from NCSC, and ORSL.

11.3 Bursaries

The New College Registrar's Office will provide financial support for Orientation tickets to students facing specific financial challenges through bursaries. A streamlined bursary process will be developed in collaboration with the Orientation Coordinators during the spring term to ensure a smooth and efficient application process for students who require assistance to participate in Orientation.

12. Assumptions and Constraints

12.1 Assumptions

This section identifies the statements believed to be true and from which a conclusion was drawn to define this Project Charter:

12.1.1 Orientation Coordinators will be hired by New College for the recruitment, training, planning and preparation phase of Orientation Week and supervised by the Office of Residence and Student Life

12.1.2 ORSL will pay the wages of the Orientation Coordinators

12.1.3 As stakeholders, ORSL will contribute \$4500 to be put toward Orientation Week programming

12.1.4 Orientation will have access to apply for NCIF funding for events and activities; applications must be made in advance.

12.1.5 As stakeholders, NCSC will contribute \$25,850 from their Operating Budget to New College Orientation; all of which goes towards programming and executive honoraria

- 12.1.6 Orientation Coordinators are responsible for budgeting from the Orientation account;
 - 12.1.6.1 ,11,250 towards Orientation Executive stipends (\$1250 per OE), \$250 distributed monthly at the end of May, June, July, and \$500 following completion of Orientation program after meeting and completing all established deadlines as per the OPC
 - 12.1.6.1.1 Funds drawn from Orientation account
 - 12.1.6.1.2 Funds released by the OCs according to Appendix A
 - 12.1.6.2 \$2000 towards OC stipends (\$1000 per OC) after meeting and completing all established deadlines as per the OPC
 - 12.1.6.2.1 Funds drawn from Orientation account
 - 12.1.6.2.2 Funds released by NCSC VP Finance and ADSLL according to Appendix A
- 12.1.7 NCSC will manage access to the Orientation bank account, including providing signing authority as well as depositing income received from student participation fees
- 12.1.8 ORSL will supply the Orientation Coordinators access to computer(s), to email addresses, and to an ORSL office during working hours
- 12.1.9 The Office of Residence and Student Life will administer the registration process and maintain access to participant lists; income reports; created Orientation group lists. ORSL will administer any necessary changes to the Orientation Registration process as agreed by NEWSS, or the OPFG

12.2 Constraints

This section identifies limitations that must be taken into consideration prior to the initiation of the project:

- 12.2.1 The funding of this project shall be partially limited by the funds raised through registration sales.
- 12.2.2 Availability of hours for Orientation Coordinators, staff and volunteer and participants
- 12.2.3 The College has a finite number of rooms of various sizes in which to host events or to use as fall-back locations in case of unforeseen circumstances (i.e. inclement weather)
- 12.2.4 The Orientation Coordinators and Orientation Executives will only have access to 500U in the Student Centre starting in June
- 12.2.5 Storage space at the College is limited
- 12.2.6 Orientation cannot use the NCSC or ORSL Offices for storage
- 12.2.7 Some events will require permits from outside organizations such as, but not limited to, the City of Toronto
- 12.2.8 In order for Orientation to be exempt from HST, Orientation must spend more than the income generated from registration sales.

- 12.2.9 Sponsorships must be reviewed by ORSL staff (ideally the ADSLL and SLCOT) before being accepted. Sponsorships with New College Orientation will only be valid if a contract is signed between them and the sponsoring company after ORSL approval.

13. Training

13.1 Joint Orientation Leader Training (JOLT)

Training that is developed and facilitated by Central Student Life's Orientation Training Working Group (OTWG). JOLT is mandatory for all members of the Orientation Team; Coordinators, Executives, Peer Leaders, Event Leaders, Orientation Influencers, Hired Staff, and NCSC volunteers. JOLT must be completed before New College Orientation Training (NCOLT).

13.2 New College Orientation Training (NCOLT)

Training that is developed and facilitated by the ADSLL and SLPC. Elements of NCOLT are co-facilitated by ORSL Staff and the Orientation Coordinators. NCOLT is mandatory for all members of the Orientation Team; Coordinators, Executives, Peer Leaders, Event Leaders, Orientation Influencers, Hired Staff, and NCSC volunteers.

13.3 CPR Training

Training held by a third-party to ensure that all Orientation Coordinators and Executives are CPR trained and certified during Orientation Week. Training should ideally be completed before end of July.

13.4 Orientation Coordinator Training

The Central Student Life's Orientation Training Working Group (OTWG) is responsible for developing and facilitating essential training sessions. It is mandatory for at least one (1) Orientation Coordinator (OC) to attend each of these sessions to ensure they acquire the necessary team management and event planning skills to effectively support their team. Additionally, attendance at this training is often required for OCs and the majority of the Orientation team to qualify for the Orientation Week Incentive Grant (OWIG) provided by Central Student Life.

14. Transition

14.1 Transition Presentation

- The Orientation Coordinators are to provide a Transition Presentation to NEWSS where they provide insight and feedback on the program they coordinated
- Key performance indicators should be reported on, including but not limited to:
 - Ticket sales throughout the summer
 - Attendance at programs throughout Orientation (noting attrition rates)

- Assessment of student learning and student satisfaction with program; aggregated over various demographics
- Generally, detailed records should be kept to provide accurate material for future iterations of New College Orientation
- In the event that Orientation Coordinators are unable to present at the required deadline, they are expected to submit a digital presentation with voiceover by the same date. They are also required to make themselves available for Q&A at a later date

14.2 Transition Package

- The Orientation Coordinators are to develop a Transition Package that is to be provided as an electronic copy via email and sharepoint file available to both NCSC Executive and ORSL. The Transition Package should include:
 - Budget Package; including an arranged meeting with the NCSC VP Finance and ADSLL to hand-off the final budget along with all receipts and invoices
 - Critical Path

14.3 Work-related Documents

- All other documents, reports, contracts, packages etc. relating to New College Orientation will reside online on the secured shared drive assigned in the office of the ADSLL for reference to future OCs

APPENDIX A: Timeline & Key Milestones

Milestones	Completion
Orientation Coordinators Hired	February
OCs propose titles and roles of Executives to NEWSS	March NEWSS
Orientation Executives Hired	End of April
Orientation Leaders Hired	End of May
Orientation Coordinator and Executive onboarding by ADSLL	February-April
NCSC deposit \$25,850 of program and honoraria funding into Orientation account	NCSC to gain approval in March Plenary Meeting to make exception to Summer Spending Cap. Make deposit in April
NCSC finalize transfer and access to Orientation Coordinators to bank account	No later than May 1

E-submission of theme and branding, preliminary budget and draft schedule to NEWSS Chair	One week before May NEWSS
Presentation of theme and branding, preliminary budget and draft schedule to NEWSS for approval	May NEWSS (before Welcome Day). See Section 6.1 for details
Orientation Website Live	May NEWSS (before Welcome Day)
Orientation Registration Live	May NEWSS (before Welcome Day)
OCs to provide each Orientation Executive \$250 stipend for May	Last week of May
Presentation of Orientation schedule to NEWSS for approval	June NEWSS
E-submission of detailed budget to NEWSS Chair and NCSC Executive	One week before June NEWSS
Presentation of detailed budget to NEWSS for approval	June NEWSS. See Section 6.1 for specifics
OCs to provide each Orientation Executive \$250 stipend for June	Last week of June
Submission of program proposals/risk assessments and duotangs/runsheets	ASAP, respective of ORSL's business day requirements. Program proposals and risk assessments must be submitted 6 weeks before Orientation Week Final duotangs and logistic packages must be submitted 4 weeks before Orientation Week
OCs to provide each Orientation Executive \$250 stipend for July	Last week of July
NCOLT	2-3 Days – Week prior to Orientation
New Roots Orientation Week	Final week (M-Th) of August, prior to Labour Day Weekend* *IGNITE Academic Orientation will take place on the Friday (otherwise not applicable to OPC)
OCs to provide each Orientation Executive \$500 stipend for August	Tuesday after Orientation at the approval of the ADSLL
Submission of Transition Report to ADSLL & VP Finance (NCSC); e-copy & hard copy as binder	One week before November NEWSS
Orientation Coordinators reconcile all receipts and invoices with NCSC VP Finance and ADSLL	One week before November NEWSS

Presentation of final reports and accounts to NEWSS	November NEWSS
Orientation Coordinators each receive final \$1000 stipend from VP Finance and ADSLL	After submitting Transition Report in full and completing presentation at November NEWSS
Transition walkthrough with new OCs and ADSLL	After OCs are hired for following year in February