Resources for Student Organizations
Finding a Validator

In the process of creating the CCR, consultation sessions were held in which students identified the need for more accountability. As a result, the CCR process includes validation by a University of Toronto staff or faculty member. The role of the validator is to help facilitate students learning process and to ensure that students complete their positions in order to be recognized on their respective Co-Curricular Records.

EXPECTATIONS OF STUDENT LEADERS:
Student leaders will be responsible for the bulk of the work. This will include...

- attending a mandatory CCR training session
- filling of the CCR submission form
- completing a goal setting exercise, logging attendance and activities, and completing transition reports
- putting forth the list of students who should be validated
- liaising with the validator to ensure that students are validated, and the CCR process is complete

EXPECTATIONS OF THE VALIDATOR:
The Validator must...

- Attend a Validator Training Session
- Review the organization’s CCR submission that has been approved by the Local Evaluation Committee to understand roles and responsibilities
- Meet with the student leaders 3 times/year for 30 minutes
- Upload the list of student UTORids into the CCR system, for the students who completed their role (April-May)

TIPS FOR FINDING A VALIDATOR:

- Invite them to speak at your events
- Find Professors that relate to your group
- Find Staff members that are a part of your group
- Come out to Communities of Practice (COP) sessions to mingle around with faculty, staff and other student organizations
Validator Request Email Template for Students:

Dear (Name Here),

I am contacting you as a student representative of (Club, Society or Group name here) to ask if you would be willing to be the Co-Curricular Record (CCR) Staff/Faculty Validator for our (club/society/group). The Co-Curricular Record (hyperlink) is designed to help students search for opportunities at U of T beyond the classroom, and to have them validated and reflected with the skills developed on an official document.

Myself and my peers thought you would be a suitable validator for us because (explain reasoning here). It would help us out immensely, as it would allow for our involvement efforts to be recognized.

I’ve attached a document that explains the expectations of Validators. Please let me know if you would be willing, and thank you in advance for your time. If you have further questions regarding the CCR please contact ccr@utoronto.ca or studentorganizations.utm@utoronto.ca.

Best regards.

(Your Name Here)