objective of this guide.
To provide Co-Curricular Record (CCR) validators of recognized campus organizations an explanation of their responsibilities, as well as the responsibilities of the student members within each organization who wish to be individually validated.

what is a co-curricular record?
The Co-Curricular Record is designed to help students search for opportunities at U of T beyond the classroom, to connect those opportunities with different skills and competencies, and to then have them validated on an official document.

expectations of the validator:
Student leaders are the drivers of the CCR. Your role is to help facilitate their learning process and to ensure that students complete what the requirements of their positions are in order to be recognized on their respective Co-Curricular Records.

The Validator must...
- Register for an account at: https://clnx.utoronto.ca (Sept-Oct) by logging in as Staff/Faculty using your UTORid
- review the organization’s CCR submission that has been approved by the Local Evaluation Committee to understand roles and responsibilities (late Oct-Nov)
- meet with the student leaders 3 times/year for 30 mins (suggested meeting outlines below)
- upload the list of student UTORids of the students who completed their role into the CCR database (April-May)

Minimum commitment time: 3 hours/year

expectations of student leaders.
Student leaders will be responsible for the bulk of the work. This will include...

- attending a mandatory CCR training or renewal session
- uploading their positions to the CCR database
- completing a goal setting exercise, logging attendance and activities, and completing transition reports
- putting forth the list of students (and their UTORids) who should be validated
- liaising with the validator to ensure that students are validated and that the CCR process is complete

meeting outlines.

* Validators are expected to meet a minimum of 3 times/year with the student leaders of the group that they are validating. You are more than welcome to meet with the group more than 3 times a year, however there are three meeting outlines that are intended to cover goal-setting, check-in, and reflection.

meeting #1 (Sept-Nov):
The goal of this meeting is to review the “Group Goal Setting” form, which asks organizations to outline their major goals, timeline, and how they will measure these goals. Here are some prompts to help guide your discussion:

Brought to you by U of T's CCR team. Contact us: ccr@utoronto.ca
✓ What are the three major goals your organization identified to accomplish over the year?
✓ What is your rough schedule? How often do you want to meet? Hold events? Does this take into consideration the academic calendar and peak busy times (i.e. mid-terms, exams, etc.)?
✓ Has each leader identified their personal goals? Do these goals support the goals of the organization as a whole?
✓ How will the goals be measured throughout the year... at the end of the year?

meeting #2 (Jan):
The goal of this meeting is to provide a mid-year check in, and to help students reflect on how they are following through with their identified goals. Here are some prompts to help guide your discussion:

✓ Has your organization had the opportunity to review the major goals outlined at the beginning of the year? Is your group on track? How have these goals changed?
✓ What are some issues, tasks, or problems with which you are dealing?
✓ What is going well? What can be improved on?
✓ Describe a difficulty that the team may be having. What are some possible solutions?

meeting #3 (April):
The goal of this meeting is to provide the space for student leaders to reflect on the year and to recognize which students should be validated on the CCR. In preparation of the meeting, please ask that the student leaders to share the following documents with you (either in-person or via Google Drive):

*Mandatory Checklist*
All students representatives who hope to have their groups validated must submit the following documents to you. If an organization does not provide the appropriate materials, please use your discretion as to whether you feel the student leaders completed their roles and responsibilities. If you have any questions, email ccr@utoronto.ca

☐ Group Goal Setting
☐ Individual Tracking Form for each student looking to be validated (includes goal setting, event/activities attendance log, and transition report)
☐ Requesting Validation Form (list of student leaders put forth to be validated, also includes attendance tracking)

*Optional Checklist*
If you feel like you need more information from the group to ensure that they completed their requirements, you can ask to see the following information:

☐ Financial Documents
☐ Promotional Materials (e.g. posters and flyers)
☐ Meeting Minutes
☐ Room Bookings

Here are some prompts to help guide your discussion:

✓ Was your organization able to meet the goals they identified? What went well? What did was challenging?
✓ How did the find the process of identifying goals, logging your activities throughout the year, and then reflecting on your experience? What were some challenges?
✓ Which student leaders did you propose to be validated? Did they complete the roles and responsibilities outlined in the CCR submission form? Are there any students that will not be validated? Can we provide them with an explanation as to why they are not being validated?
**final step: validation (overview).**

Once you meet with the student leaders and they present you with the document, please proceed with the following steps to have the students validated.

- Login to [https://clnx.utoronto.ca](https://clnx.utoronto.ca) as a Staff/Faculty
- Go to “Manage Co-Curricular Record”
- Select Validator Role
- Select “Validator for the following Activities”
- Select the Position, then “Participants”
- Select “Add Position to Multiple Student Records”

Complete! The activity will now be on the students’ records. If you encounter any issues, email ccr@utoronto.ca. We also have a more in-depth document that walks through the validation process for validators. Please e-mail us if you would like to take a look at it!

Thank you for acting as a validator this academic year! You will be prompted in the summer if you wish to continue your role as a validator for the following academic year.