

1. CALL TO ORDER

Call to Order at 12:33 pm.

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

3. ROLL CALL OF ATTENDANCE

3.1 Committee Composition

Interim President & VP Student Services (*Chair*).....Larissa Chen
VP External Relations.....Christine Dyson
VP Finance.....Hangue Kim
VP University Relations.....Arr Farah

3.2 Society Staff

Administrative Assistant.....Mandeep Aujla
Chief Executive Officer.....Martin Wyant
General Office Coordinator.....Adrienne Marino

3.2 Guests

SUDS.....Jessica Heaven

3.3 Absent

SUDS.....Jessica Heaven

4. ADOPTION OF THE AGENDA

MOTION AFAC 2016-09-23:01

Hangue/Christine

Be it resolved to adopt the agenda as amended to move Presentations to after New Business and to strike Motion 9.1 under New Business.

CARRIED AS AMENDED

Note: Motion 6.1 was postponed during the adoption of the agenda due to insufficient documents.

5. MATTERS ARISING FROM THE MINUTES

MOTION AFAC 2016-09-23:02

Arr/Christine

Be it resolved to approve the minutes from:

- AccessibilityFundAdvisory_2016-08-10

- AccessibilityFundAdvisory_2016-08-26

CARRIED

6. NEW BUSINESS

~~6.1 MOTION AFAC 2016-09-23:03~~

~~†~~

~~Whereas the Accessibility Fund Committee recognizes the need for accessibility support for club student group initiatives, projects and events:-~~

~~*Be it resolved to recommend the Accessibility Worker job description. Be it further resolved to recommend up to x from the Accessibility Fund for the position.*~~

~~**CARRIED AS AMENDED / CARRIED**~~

Note: Motion postponed during the adoption of the agenda.

6.2 MOTION AFAC 2016-09-23:04

Christine/Hangue

Be it resolved to recommend up to x from the Accessibility Fund for the SFSS Out on Campus Testimonial Interview.

Discussion:

- There was some confusion in regards to whether the ASL interpretation request was made by the individual acting as an SFSS staff member or an SFU student. Adrienne stated that a student made this request; Martin advised Adrienne to receive a formal statement that the student had requested this support.
- Friendly amendment: *Be it resolved to recommend up to \$160.00 from the Accessibility Fund for the SFSS Out on Campus Testimonial Interview.*

CARRIED

6.3 MOTION AFAC 2016-09-23:05

Christine/Arr

Be it resolved to recommend up to x from the Accessibility Fund for the SFSS Out on Campus Orientations.

Discussion:

- The committee agreed that in the future there needs to be evidence of accessibility requests (i.e. email from individuals who make the request).
- A committee member stated that grant recipients should provide a detailed report after these events stating which accessibility services were used.
- In the future the accessibility committee will state the amount of funds that is currently in the accessibility fund for all motions relating to transactions.
- Friendly amendment: *Be it resolved to recommend up to \$775.00 from the Accessibility Fund for the SFSS Out on Campus Orientations.*

CARRIED

6.4 MOTION AFAC 2016-09-23:06

Arr/Hangue

Be it resolved to recommend up to x from the Accessibility Fund for the SFSS Out on Campus All Volunteer Training Day.

Discussion:

- Invoices pertaining to how the applicant formulated these expenses were not provided; the committee agreed to ask for detailed invoices for future applications.
- An updated application process will be made with a section for the submission date, invoices, and reports if services were used.
- Friendly amendment: *Be it resolved to recommend up to \$1,315.00 from the Accessibility Fund for the SFSS Out on Campus All Volunteer Training Day.*

CARRIED

6.5 MOTION AFAC 2016-09-23:07

Arr/Christine

Be it resolved to recommend up to x from the Accessibility Fund for the SFSS Out on Campus Open House.

Discussion:

- A committee member suggested to have an amount allocated in the budget for SFSS departmental accessibility needs in order to avoid reviewing each application as it comes.
- The committee agreed that this would not be feasible as such a process was not a part of the referendum question.
- Martin suggested that the committee could have a note in the budget stating that they are estimating a certain amount that will be used for SFSS departmental accessibility needs.
- Friendly amendment: *Be it resolved to recommend up to \$510.00 from the Accessibility Fund for the SFSS Out on Campus Open House.*

CARRIED

Subsequent discussion (RE- Pub nights accessibility):

- The committee plans on discussing accessibility recommendations with SUDS regarding making pub nights more accessible. .
- Jessica Heaven (SUDS) was not present at this meeting, therefore the committee suggested that a member from SUDS attend a future AFC meeting and make a presentation on what the SUDS suggestions are.
- Committee members will send a set of questions to Larissa Chen, which will be relayed to SUDS.

8. PRESENTATIONS

8.1 Disability Week

****Presenter was unable to attend meeting****

11. ATTACHMENTS

- OOC Volunteer Orientations Evaluation Matrix.pdf
- OOC Testimonial Interview Evaluation Matrix.pdf
- OOC Open House Evaluation Matrix.pdf
- OOC All Volunteer Training Day Evaluation Matrix (1).pdf
- GO20160912162139 [Grant Accommodation Request].pdf
- GO20160912162640 [Grant Accommodation Request].pdf
- GO20160912162659 [Grant Accommodation Request].pdf

- GO20160912162719 [Grant Accommodation Request].pdf
- SFSS-EVENT-SUGGESTION-WITH-ROUGHT-OUTLINE FINAL.pdf

12. ADJOURNMENT

MOTION AFAC 2016-09-23:09

Hangue/Christine

Be it resolved to adjourn the meeting at 1:21pm.

CARRIED

SFSS DISABILITY AWARENESS WEEK EVENT SUGGESTION & ROUGH OUTLINE

Purpose: This event would be the first of its kind for the SFSS board. It would allow the SFSS to be actively involved with DAW and to show solidarity with those who identify with having disability(ies) and allies. This event aims to engage the SFU student community on the topic of accessibility, and to strengthen the SFSS's relationship with SUDS and the student body, especially those who identify with having disability(ies) and allies. A registration form will be created by SUDS and/or Committee to End Ableism soon and we will inform you about numbers, and what the accessibility needs are. Additional needs besides those outlined below might come up – but you should have all ASL (& and at least one Tactile Interpreter) booked beforehand.

We need your event confirmed by next week (September 21st, 2016), since we are hoping to have the registration form up by then. That form will be up for a few weeks and then the numbers and details will be sent to the board, hopefully in the first week of October. We are hoping to have posters up by the end of September along with a program pamphlet.

We would like all board members to participate throughout Disability Awareness Week. Understanding that the board is busy, gestures like showing up for events, volunteering, and getting the word out will be appreciated. Hosting your own event is the cherry on top! We are planning on sending individual invites to some staff and for this to be supported by board – since having more knowledge and understanding of the diversity of your membership is how we achieve Equity.

If you need any help please contact us through jheaven@sfu.ca

The event below has been suggested to the board because it is simple to organize, follows processes already known to the board, and allows for the student engagement and ownership linkage opportunities being sought by the board.

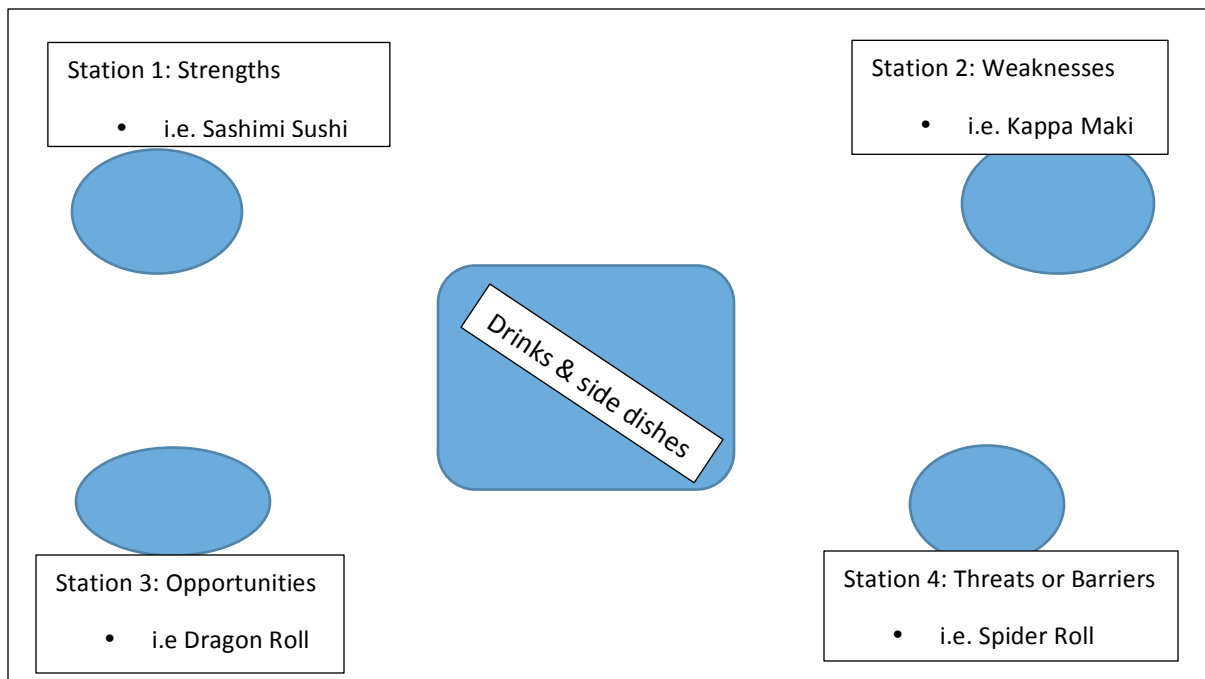
Event Date: October 21st, 2016

Event Duration: 1-4pm (not including setup/takedown)

Event Concept: A Social that facilitates a healthy and generative dialogue on the topic of SFU and SFSS's level of accessibility.

- The SFSS would provide food (ABSOLUTELY NUT FREE (peanuts and tree nuts) (VEGAN & GLUTEN FREE OPTIONS AVAILABLE)
 - o Last year, a similar event had much success with sushi (external catering)
- The SFSS would rent out an accessible space (SCENT FREE) – last year scent free and Nut free posters were laminated to put up at events as a reminder for folks – we can provide these
 - o **The Forum Chambers** (Elevators must be in order) was a suggested place – made accessible for students (including blind, those in wheel chairs or with canes) to safely move around
 - o Preferably a space that was not in the MBC – given the fact that some people still do not consider this area safe
- The topic of the night would be “Accessibilty with SFU and the SFSS” and the night would be one of dialogue: allowing students at large and board members to engage with one another

What does this look like?



- There would be 4 stations set up in each corner of the room with food and drink being in the center of the space (OR perhaps certain sushi rolls at each station to encourage students to engage in the exercise)
- There would need to be 1-2 board members present at each station throughout the evening and they would engage students regarding the S.W.O.T. exercise
- Each station had a large poster paper that students could write on and/or students could write down on paper slips and submit to a comments box (one per station) and/or engage verbally with board members – this accommodates a spectrum of needs – also to ask folks what they prefer, because having one person to write down might be more accessible than individually

Accessibility Logistics: A quick look

- FM devices
- Tactile Sign Interpreters
- ASL Interpreters (minimum of two)

- Braille Versions of any paper materials and advertising online via screen reader-friendly medium (captioned photos, Facebook, email, etc.)
- Space that allows for easy navigation (no tight corners or narrow channels) (tables that are accommodating for power/wheel chairs and volunteers who can assist navigating the space)
- Dyslexic friendly versions of any paper materials and online advertising

This type of event focuses on conversation and dialogue– which means special attention must be given to providing services that will allow for students of all abilities to engage with the board. The SFSS should try to supply a minimum of two ASL interpreters and two Tactile Sign interpreters, along with FM devices and braille versions of any paper materials offered. It is also important that the chosen place is one that allows for ample space between furniture and tables that accommodate a spectrum of heights and volunteers to assist students as a gesture towards equality, accessibility, and to fulfill elements of their constitution and board policies.

By committing to having these services already present in the space, though these services can be expensive, the SFSS by default includes students who identify with having disability(ies) instead of leaving them out and them having to ask to be included (in which most of the time it is too late to get the services they need to make it inclusive). It would still be advertised that students can contact the SFSS if they are needing another service or if they think there needs to be more interpreters (i.e., a Deaf student thinks to bring two more friends there might need to be three ASL interpreters instead of two).

*****IT IS IMPORTANT TO NOTE THAT SOCIAL EVENTS LIKE THIS NEED TO HAVE ONE INTERPRETER TO EACH DEAF/DEAFBLIND/HARD-OF-HEARING PERSON.*****

Rough Budget*

| | |
|---|----------------------------|
| Space Rental - Forum Chambers | free |
| Food & Drink | \$300.00-\$500.00 |
| Services: | |
| ASL (2 Interpreters for 2 hours) (\$65.00/hour-\$85.00/hour) | \$260.00-\$340.00 |
| DBSL (2 Interpreters for 2 hours) (\$99.00/hour+) | \$396+ |
| FM Device (Should be free through the GO and/or CSD) | Free |
| Braille Materials (Depending on subject matter and amount needed, CSD might be able to help for very low, if any cost) Handout to be dyslexic friendly. | \$50.00-\$200.00 |
| Tech/AV | \$50.00-\$300.00 |
| Other | \$200.00-\$400.00 |
| Sample Total: | \$1256.00-\$2136.00 |

ALL Numbers based on past/similar events with a range of possible cost, depending on layout of room, if projectors and screens are needed, how many people will be eating, etc.

Rates are dependent on subject matter being discussed and the nature of the event (social or formal lecture style, etc.). In Regards to actual quotes for accessible services, Lawrence in the GO should have a list of resources that can be contacted – if you are experiencing difficulty please contact SUDS

| | |
|--|--------------------------------------|
| Name: Devin Davies | Student Number: |
| SFU E-mail: DOC@sfss.ca | Phone/TTY: 778-782-8140 |
| Name of SFSS Group: Out on Campus | |
| Name of SFSS Event: Out on Campus Open House | |
| Event Date(s): September 21 st | Event Location: Out on Campus Lounge |
| Event Start and End Times: 12:30pm - 2:30pm | Event Expected Attendance: 20-25 |

Event or Project Description

This is a 2 hour open house where people come in eat food, play games, meet people, and learn about Out on Campus and our services. Many people are afraid to enter the door for the first time, we find having an open house can help provide extra incentive.

Goals and Objective of Event or Project

SFSS members will first and foremost meet new people and build community in the space. Many people attend this event as their first university event. Students will also learn more about Out on Campus and the services we provide.

Event or Project Target Audience

Returning DOC Volunteers will be sharing hosting duties - welcoming people into the space and showing them around. All SFU community members are the target group of people.

Planning and Historical Information

We typically organize an Open House in fall and spring semesters. The last year Open Houses have exceeded our expectations in terms of attendance and the extensiveness of our outreach thanks to community partners.

SFSS Services

We will be using SFSS catering services as well as printing for posters, both of which will be coming from DOC's budget.

| Accommodations Requested | |
|---|--|
| Assisted Listening Device^ <input type="checkbox"/> | Sign Language (ASL)* <input checked="" type="checkbox"/> |
| Materials in Braille <input type="checkbox"/> | Oral Interpreter* <input type="checkbox"/> |
| Materials in Large Print <input type="checkbox"/> | Captioning Services (CART)* <input type="checkbox"/> |
| Wheelchair-Friendly Venue <input type="checkbox"/> | Assistance Arranging Attendant Care Service <input type="checkbox"/> |
| Meet/Assist <input type="checkbox"/> | Scent-Free Event <input type="checkbox"/> |

* For these services, please provide a basic agenda prior to the event

^ For event organizers, please fill out an Equipment Loan form to secure the FM listening device

Revenues

| Description | Amount |
|-------------|--------|
| None | |

Total Revenues: \$0

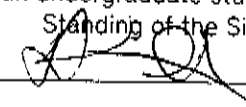
Expenses

| Description | Amount |
|--|-----------------------|
| 1. Room Booking | 1. Free |
| 2. Food | 2. \$200 (OOC Budget) |
| 3. ASL (55 hr x 2 hrs) = | 3. \$110 |
| 4. Deaf/blind interpreters/interveners | 4. ~\$400 |

Total Expenses: \$710

Grant Funding Requested

\$510 (up to)

| | |
|--|---|
| <p>PLEASE SIGN BELOW</p> <p>By signing and submitting this form, I hereby declare that I am an undergraduate student at SFU and a member in Good Standing of the Simon Fraser Student Society.</p> <p></p> | <p>FOR OFFICE USE ONLY</p> <p>APPLICATION RECEIVED</p> |
|--|---|

Funding is normally provided through reimbursement once official receipts or invoices are provided. Direct payments can only be done if organizers are using SFSS services. Please provide a detailed report of the event outcome including the number of undergrads involved in the event including organizers, volunteers and participants, and a reflection on how to improve or enhance future similar event.

Please return this form to the SFSS Organiser Office (organiser@sfss.ca) in person or online.

This form has been created in compliance with the Privacy and Information Protection Act. Personal information will be used solely to process an accessibility accommodation request. By providing it, you hereby consent to the Simon Fraser Student Society using this information in this way only. This information will be kept confidential and will not be sold or traded to any other organization. If you do not consent to this, please refrain from providing us with your information.

SFSS GRANT PROGRAM EVALUATION MATRIX

1. PROPONENT INFORMATION

| | |
|--|--------------------------|
| First Name: | Devyn |
| Last Name: | Davies |
| Email: | ooc@sfss.ca |
| Telephone: | 778-782-8140 |
| Student Number (if applicable): | n/a |
| Affiliate SFSS Group or External Organization: | Out on Campus |
| Proposal Title | Out on Campus Open House |

2. GRANT INFORMATION

| | |
|-----------------|--|
| Grant ID Number | |
|-----------------|--|

3. REVIEWER INFORMATION

COORDINATOR (UP TO \$500)

| | |
|-------------|----------------------------|
| First Name: | Adrienne |
| Last Name: | Marino |
| Email: | Adrienne@sfss.ca |
| Position: | General Office Coordinator |

MANAGEMENT (\$500 - \$5,000)

| | |
|-------------|--|
| First Name: | |
| Last Name: | |
| Email: | |
| Position: | |

DIRECTOR (\$5,000+)

| | |
|-------------|--|
| First Name: | |
| Last Name: | |
| Email: | |
| Position: | |

4. PROPOSAL EVALUATION

4.1 SCALED EVALUATION CRITERIA

CRITERIA 1 – THE PROPOSAL SUPPORTS THE MISSION AND VISION STATEMENTS CONTAINED IN THE SFSS ENDS POLICIES (WEIGHTED X2).

Determining a value

| Value | Reason |
|-------|--|
| 1 | At least one of the Ends Policies contained in the Board Policies is cited in the proposal, and a clear link between the proposal and that end is shown. |
| 2 | At least two of the Ends Policies contained in the Board Policies is cited in the proposal, and a clear link between the proposal and those ends is shown. |
| 3 | At least three of the Ends Policies contained in the Board Policies is cited in the proposal, and a clear link between the proposal and those ends is shown. |

Proposal Score (value * weight): 4 (2x2)

Comments:

This proposal meets the social and health & wellbeing pillars. The doors of OOC will be open for students to come meet new people, build community, play games, and learn about this department of the SFSS.

CRITERIA 2 – THE PROPOSAL HAS BEEN PREVIOUSLY SUCCESSFUL (WEIGHTED x1)

Determining a value

| Value | Reason |
|-------|--|
| 1 | A similar proposal has previously been submitted and all required documentation and reporting was submitted fully, correctly, and adequately. |
| 2 | A similar proposal has previously been submitted and all required documentation and reporting was submitted fully, correctly, and adequately; and, the metric used to measure success was successfully implemented and appropriate. |
| 3 | A similar proposal has previously been submitted and all required documentation and reporting was submitted fully, correctly, and adequately; the metric used to measure success was successfully implemented and appropriate; and, there was greater member participation than projected. |

Proposal Score (value * weight): 3 (3x1)

Comments:

There is typically an OOC Open House event every fall and spring semester. OOC has cited that the last four open houses have exceeded their expectations in attendance.

CRITERIA 3 – THE EXPECTED PARTICIPATION LEVELS ARE REALISTIC (WEIGHTED x1)

Determining a value

| Value | Reason |
|-------|--|
| 1 | Projected participation rates are based on cited research |
| 2 | Projected participation rates are based on research into previous SFSS proposals of a similar nature. |
| 3 | Proponents have a list of SFSS members who have stated their intention of participating in the proposed project. |

Proposal Score (value * weight): 3 (3x1)

Comments:

The attendance levels are based on previous open houses. In fact, OCC may have underestimated how many students will attend as they put down a modest number.

CRITERIA 4 – AN APPROPRIATE PLAN FOR THE PROJECT WAS PROVIDED (WEIGHTED X3)

Determining a value

| Value | Reason |
|-------|---|
| 1 | The proposal includes a schedule, list of activities, and budget. |
| 2 | The proposal includes a schedule, list of activities, and budget; it includes a timeline for the preparation of all logistical requirements. |
| 3 | The proposal includes a schedule, list of activities, and budget; it includes a timeline for the preparation of all logistical requirements; and, it includes a list of interested SFSS members who wish to volunteer and/or available SFSS support staff able to contribute to the requirements of the proposed project. |

Proposal Score (value * weight): 7.5 (2.5x3)

Comments:

The proposal has a list of activities, budget, and schedule. The application has been submitted well enough in advance so that all of the logistical requirements can be comfortably done before the event date (September 21st).

CRITERIA 5 – THE PROPOSED BUDGET IS REALISTIC (WEIGHTED X2)

Determining a value

| Value | Reason |
|-------|---|
| 1 | The proposed budget is based on costs cited by the proposed suppliers. |
| 2 | The proposed budget is based on costs cited by the proposed suppliers; and, the suppliers chosen are shown to be the most cost effective against others that have been considered and cited. |
| 3 | The proposed budget is based on costs cited by the proposed suppliers; the suppliers chosen are shown to be the most cost effective against others that have been considered and cited; and, the cost per participant does not exceed \$20. |

Proposal Score (value * weight): 6 (3x2)

Comments:

The budget is accurate and shows the contributions from the OOC budget line.

4.2 BASIC EVALUATIVE CRITERIA

All simple evaluation criteria have a score of either 1 or 0 where a criterion is met or not, respectively.

| <i>Criteria</i> | Yes | No |
|--|----------|----|
| <i>Open to all SFSS members</i> | Y | |
| <i>Security requirements are captured</i> | Y | |
| <i>Licensing requirements are captured</i> | Y | |
| <i>Insurance requirements are captured</i> | Y | |
| <i>The project will be on campus</i> | Y | |
| <i>The space requirements are appropriate</i> | Y | |
| <i>The project involves the collaboration of multiple student groups</i> | | N |
| <i>Total</i> | 6 | |

4.3 SCORE

Scaled Criteria Score: 23.5

Simple Criteria Score: 6

Total Score: $29.5/34 = 87\%$

5. RESULT

☐ Approved

☐ Denied

Value Allocated: _____

5.1 COORDINATOR THRESHOLD (UP TO \$500)

Date _____

Coordinator Name _____

Coordinator Signature _____

5.2 MANAGEMENT THRESHOLD (UP TO \$5000)

Date _____

CEO Name _____

CEO Signature _____

5.3 BOARD THRESHOLD (\$5000+)

Date _____

CEO Name _____

CEO Signature _____

| | |
|--|--------------------------------------|
| Name: Devyn Davies | Student Number: |
| SFU E-mail: doc@sfss.ca | Phone/TTY: 778-782-8140 |
| Name of SFSS Group: Out on Campus | |
| Name of SFSS Event: All Volunteer Training Day | |
| Event Date(s): October 1 st 2016 | Event Location: MBC Conference Rooms |
| Event Start and End Times: 10:30 am - 4:30 pm | Event Expected Attendance: 20-30 |

Event or Project Description

This is an all day training for all volunteers. Training involves skills sharing, information about OOC and a chance for volunteers to get to know each other.

Goals and Objective of Event or Project

The goals of this event are to bring volunteers together to learn skills and more about how they can get involved in Out on Campus.

Event or Project Target Audience

SFU students → those interested in volunteering for Out on Campus. Devyn will be facilitating mainly, besides, perhaps an outside facilitator for part of the training.

Planning and Historical Information

Typically, there is an All Volunteer Training Day every fall and spring semester. Attendance varies but typically 20-30 people participate. People call

SFSS Services

No printing or catering services are required.

| Accommodations Requested | Assisted Listening Device^ <input type="checkbox"/> | Sign Language (ASL)* <input checked="" type="checkbox"/> |
|--|---|--|
| * For these services, please provide a basic agenda prior to the event | Materials in Braille <input type="checkbox"/> | Oral Interpreter* <input type="checkbox"/> |
| ^ For event organizers, please fill out an Equipment Loan form to secure the FM listening device | Materials in Large Print <input type="checkbox"/> | Captioning Services (CART)* <input type="checkbox"/> |
| | Wheelchair-Friendly Venue <input type="checkbox"/> | Assistance Arranging Attendant Care Service <input type="checkbox"/> |
| | Meet/Assist <input type="checkbox"/> | Scent-Free Event <input checked="" type="checkbox"/> |

Revenues

| Description | Amount |
|-------------|--------|
| None | |

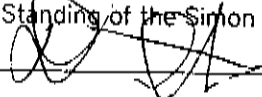
Total Revenues:

Expenses

| Description | Amount |
|---|------------------------|
| 1. Room Booking | 1. Free |
| 2. Food | 2. \$600 (OOC Budget) |
| 3. Skills based facilitator | 3. ~\$500 (OOC Budget) |
| 4. ASL \$55/hr x 7 hrs + 2 hr preptime | 4. \$ 495 |
| 5. Deaf/Blind interp interpreters/ interveners | 5. ~\$800 |
| 6. Scent-Free Soap | 6. \$ 20 |

Total Expenses:

Grant Funding Requested \$ 1,315 (up to)

| | |
|--|---|
| <p>PLEASE SIGN BELOW</p> <p>By signing and submitting this form, I hereby declare that I am an undergraduate student at SFU and a member in Good Standing of the Simon Fraser Student Society.</p> <p></p> | <p>FOR OFFICE USE ONLY</p> <p>APPLICATION RECEIVED</p> |
|--|---|

Funding is normally provided through reimbursement once official receipts or invoices are provided. Direct payments can only be done if organizers are using SFSS services. Please provide a detailed report of the event outcome including the number of undergrads involved in the event including organizers, volunteers and participants, and a reflection on how to improve or enhance future similar event.

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SFSS GRANT PROGRAM EVALUATION MATRIX

1. PROPONENT INFORMATION

| | |
|--|----------------------------|
| First Name: | Devyn |
| Last Name: | Davies |
| Email: | ooc@sfss.ca |
| Telephone: | 778-782-8140 |
| Student Number (if applicable): | n/a |
| Affiliate SFSS Group or External Organization: | Out on Campus |
| Proposal Title | All Volunteer Training Day |

2. GRANT INFORMATION

| | |
|-----------------|--|
| Grant ID Number | |
|-----------------|--|

3. REVIEWER INFORMATION

COORDINATOR (UP TO \$500)

| | |
|-------------|----------------------------|
| First Name: | Adrienne |
| Last Name: | Marino |
| Email: | Adrienne@sfss.ca |
| Position: | General Office Coordinator |

MANAGEMENT (\$500 - \$5,000)

| | |
|-------------|--|
| First Name: | |
| Last Name: | |
| Email: | |
| Position: | |

DIRECTOR (\$5,000+)

| | |
|-------------|--|
| First Name: | |
| Last Name: | |
| Email: | |
| Position: | |

4. PROPOSAL EVALUATION

4.1 SCALED EVALUATION CRITERIA

CRITERIA 1 – THE PROPOSAL SUPPORTS THE MISSION AND VISION STATEMENTS CONTAINED IN THE SFSS ENDS POLICIES (WEIGHTED X2).

Determining a value

| Value | Reason |
|-------|--|
| 1 | At least one of the Ends Policies contained in the Board Policies is cited in the proposal, and a clear link between the proposal and that end is shown. |
| 2 | At least two of the Ends Policies contained in the Board Policies is cited in the proposal, and a clear link between the proposal and those ends is shown. |
| 3 | At least three of the Ends Policies contained in the Board Policies is cited in the proposal, and a clear link between the proposal and those ends is shown. |

Proposal Score (value * weight): 3 (1.5x2)

Comments:

This event meets the academic pillar (learn useful skills and information about getting involved with OOC) and partly the social pillar (students getting together, sharing ideas, meeting new people etc).

CRITERIA 2 – THE PROPOSAL HAS BEEN PREVIOUSLY SUCCESSFUL (WEIGHTED x1)

Determining a value

| Value | Reason |
|-------|--|
| 1 | A similar proposal has previously been submitted and all required documentation and reporting was submitted fully, correctly, and adequately. |
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| 3 | A similar proposal has previously been submitted and all required documentation and reporting was submitted fully, correctly, and adequately; the metric used to measure success was successfully implemented and appropriate; and, there was greater member participation than projected. |

Proposal Score (value * weight): 3 (3x1)

Comments:

There is typically a Volunteer Training Day every fall and spring semester that OOC hosts.

CRITERIA 3 – THE EXPECTED PARTICIPATION LEVELS ARE REALISTIC (WEIGHTED x1)

Determining a value

| Value | Reason |
|-------|--|
| 1 | Projected participation rates are based on cited research |
| 2 | Projected participation rates are based on research into previous SFSS proposals of a similar nature. |
| 3 | Proponents have a list of SFSS members who have stated their intention of participating in the proposed project. |

Proposal Score (value * weight): 2 (2x1)

Comments:

The participation rates are based on previous volunteer training days. Approximately 20 – 30 people participate.

CRITERIA 4 – AN APPROPRIATE PLAN FOR THE PROJECT WAS PROVIDED (WEIGHTED X3)

Determining a value

| Value | Reason |
|-------|---|
| 1 | The proposal includes a schedule, list of activities, and budget. |
| 2 | The proposal includes a schedule, list of activities, and budget; it includes a timeline for the preparation of all logistical requirements. |
| 3 | The proposal includes a schedule, list of activities, and budget; it includes a timeline for the preparation of all logistical requirements; and, it includes a list of interested SFSS members who wish to volunteer and/or available SFSS support staff able to contribute to the requirements of the proposed project. |

Proposal Score (value * weight): 7.5 (2.5x3)

Comments:

The proposal has a list of activities, budget, schedule, and it has been submitted well in advance of the event date. All of the logistical requirements will be able to be completed ahead of time.

CRITERIA 5 – THE PROPOSED BUDGET IS REALISTIC (WEIGHTED X2)

Determining a value

| Value | Reason |
|-------|---|
| 1 | The proposed budget is based on costs cited by the proposed suppliers. |
| 2 | The proposed budget is based on costs cited by the proposed suppliers; and, the suppliers chosen are shown to be the most cost effective against others that have been considered and cited. |
| 3 | The proposed budget is based on costs cited by the proposed suppliers; the suppliers chosen are shown to be the most cost effective against others that have been considered and cited; and, the cost per participant does not exceed \$20. |

Proposal Score (value * weight): 6 (3x2)

Comments:

The budget is accurate, and shows the breakdown of each expense. The budget also includes the contributions from the OOC budget line (paying for food and skills based facilitator).

4.2 BASIC EVALUATIVE CRITERIA

All simple evaluation criteria have a score of either 1 or 0 where a criterion is met or not, respectively.

| <i>Criteria</i> | Yes | No |
|--|----------|----|
| <i>Open to all SFSS members</i> | Y | |
| <i>Security requirements are captured</i> | Y | |
| <i>Licensing requirements are captured</i> | Y | |
| <i>Insurance requirements are captured</i> | Y | |
| <i>The project will be on campus</i> | Y | |
| <i>The space requirements are appropriate</i> | Y | |
| <i>The project involves the collaboration of multiple student groups</i> | | N |
| <i>Total</i> | 6 | |

4.3 SCORE

Scaled Criteria Score: 21.5

Simple Criteria Score: 6

Total Score: 27.5/34 = 81%

5. RESULT

☐ Approved

☐ Denied

Value Allocated: _____

5.1 COORDINATOR THRESHOLD (UP TO \$500)

Date _____

Coordinator Name _____

Coordinator Signature _____

5.2 MANAGEMENT THRESHOLD (UP TO \$5000)

Date _____

CEO Name _____

CEO Signature _____

5.3 BOARD THRESHOLD (\$5000+)

Date _____

CEO Name _____

CEO Signature _____

| | |
|--|--|
| Name: Devyn Davies | Student Number: |
| SFU E-mail: OOC @sfss.ca | Phone/TTY: 778-782-8140 |
| Name of SFSS Group: Out on Campus | |
| Name of SFSS Event: OOC Volunteer Orientations | |
| Event Date(s): Sept 20, 21, 23, 29 | Event Location: Out on Campus Lounge |
| Event Start and End Times: 10:45-11:45, 2:45-3:45, 6:45-7:45, 2:45-3:45 | Event Expected Attendance: 3-7 people /session |
| Event or Project Description | |
| <p>These are one hour facilitated sessions that give prospective volunteers an idea about who Out on Campus is in terms of mission and values, an introduction to safer space, and lets volunteers know about the opportunities available to them.</p> | |
| Goals and Objective of Event or Project | |
| <p>The goals are to let folks know about Out on Campus and our services so they can assess if volunteering for us is a good fit for them. SFSS members will learn about our services and OOC more generally and be given the opportunity to be involved.</p> | |
| Event or Project Target Audience | |
| <p>New SFU students looking for community and ways to be involved in student activism. Devyn will be facilitating the orientations.</p> | |
| Planning and Historical Information | |
| <p>We have organized many new volunteer orientations before that require registration and have been successful.</p> | |
| SFSS Services | |
| <p>We do not anticipate needing SFSS catering services. We will be printing posters from our departmental budgets.</p> | |

| Accommodations Requested | |
|---|--|
| Assisted Listening Device^ <input type="checkbox"/> | Sign Language (ASL)* <input checked="" type="checkbox"/> |
| Materials in Braille <input type="checkbox"/> | Oral Interpreter* <input type="checkbox"/> |
| Materials in Large Print <input type="checkbox"/> | Captioning Services (CART)* <input type="checkbox"/> |
| Wheelchair-Friendly Venue <input type="checkbox"/> | Assistance Arranging Attendant Care Service <input type="checkbox"/> |
| Meet/Assist <input type="checkbox"/> | Scent-Free Event <input checked="" type="checkbox"/> |

* For these services, please provide a basic agenda prior to the event

^ For event organizers, please fill out an Equipment Loan form to secure the FM listening device

Revenues

| Description | Amount |
|-------------|--------|
| None | |

Total Revenues:

Expenses

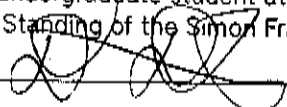
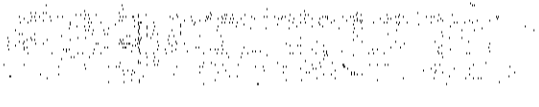
| Description | Amount |
|---|------------|
| 1. Room Booking | 1. Free |
| 2. ASL 1655/hr x 4 hrs + 1 hr prep time = | 2. \$275* |
| 3. Deaf/Blind interpreters/Intervenors = | 3. ~ \$500 |

Total Expenses:

775

Grant Funding Requested

\$ 775 (up to)

| | |
|--|---|
| <p>PLEASE SIGN BELOW</p> <p>By signing and submitting this form, I hereby declare that I am an undergraduate student at SFU and a member in Good Standing of the Simon Fraser Student Society.</p> <p></p> | <p>FOR OFFICE USE ONLY</p> <p>APPLICATION RECEIVED</p> <p></p> |
|--|---|

Funding is normally provided through reimbursement once official receipts or invoices are provided. Direct payments can only be done if organizers are using SFSS services. Please provide a detailed report of the event outcome including the number of undergrads involved in the event including organizers, volunteers and participants, and a reflection on how to improve or enhance future similar event.

Please return this form to the SFSS Organiser Office (organiser@sfss.ca) in person or online.

This form has been created in compliance with the Personal Information Protection Act. Personal information will be used solely to process an accessibility accommodation request. By providing it, you are consenting to the Simon Fraser Student Society using this information in this way only. This information will be kept confidential and will not be sold or traded to any other organization. If you do not consent to this, please refrain from providing us with your information.

SFSS GRANT PROGRAM EVALUATION MATRIX

1. PROPONENT INFORMATION

| | |
|--|----------------------------|
| First Name: | Devyn |
| Last Name: | Davies |
| Email: | ooc@sfss.ca |
| Telephone: | 778-782-8140 |
| Student Number (if applicable): | n/a |
| Affiliate SFSS Group or External Organization: | Out on Campus |
| Proposal Title | OOC Volunteer Orientations |

2. GRANT INFORMATION

| | |
|-----------------|--|
| Grant ID Number | |
|-----------------|--|

3. REVIEWER INFORMATION

COORDINATOR (UP TO \$500)

| | |
|-------------|----------------------------|
| First Name: | Adrienne |
| Last Name: | Marino |
| Email: | Adrienne@sfss.ca |
| Position: | General Office Coordinator |

MANAGEMENT (\$500 - \$5,000)

| | |
|-------------|--|
| First Name: | |
| Last Name: | |
| Email: | |
| Position: | |

DIRECTOR (\$5,000+)

| | |
|-------------|--|
| First Name: | |
| Last Name: | |
| Email: | |
| Position: | |

4. PROPOSAL EVALUATION

4.1 SCALED EVALUATION CRITERIA

CRITERIA 1 – THE PROPOSAL SUPPORTS THE MISSION AND VISION STATEMENTS CONTAINED IN THE SFSS ENDS POLICIES (WEIGHTED X2).

Determining a value

| Value | Reason |
|-------|--|
| 1 | At least one of the Ends Policies contained in the Board Policies is cited in the proposal, and a clear link between the proposal and that end is shown. |
| 2 | At least two of the Ends Policies contained in the Board Policies is cited in the proposal, and a clear link between the proposal and those ends is shown. |
| 3 | At least three of the Ends Policies contained in the Board Policies is cited in the proposal, and a clear link between the proposal and those ends is shown. |

Proposal Score (value * weight): 3 (1.5x2)

Comments:

This proposal meets the academic component of the four pillars as the session will introduce students to the mission and values of OOC and an opportunity to learn about what OOC can offer. The proposal also arguably meets a bit of the social pillar as students are volunteering their time coming together and sharing a common goal.

CRITERIA 2 – THE PROPOSAL HAS BEEN PREVIOUSLY SUCCESSFUL (WEIGHTED x1)

Determining a value

| Value | Reason |
|-------|--|
| 1 | A similar proposal has previously been submitted and all required documentation and reporting was submitted fully, correctly, and adequately. |
| 2 | A similar proposal has previously been submitted and all required documentation and reporting was submitted fully, correctly, and adequately; and, the metric used to measure success was successfully implemented and appropriate. |
| 3 | A similar proposal has previously been submitted and all required documentation and reporting was submitted fully, correctly, and adequately; the metric used to measure success was successfully implemented and appropriate; and, there was greater member participation than projected. |

Proposal Score (value * weight): 3 (3x1)

Comments:

OOO has facilitated many volunteer orientations over the years and all have been quite successful.

CRITERIA 3 – THE EXPECTED PARTICIPATION LEVELS ARE REALISTIC (WEIGHTED x1)

Determining a value

| Value | Reason |
|-------|--|
| 1 | Projected participation rates are based on cited research |
| 2 | Projected participation rates are based on research into previous SFSS proposals of a similar nature. |
| 3 | Proponents have a list of SFSS members who have stated their intention of participating in the proposed project. |

Proposal Score (value * weight): 3 (3x1)

Comments:

The attendance levels are based on registration.

CRITERIA 4 – AN APPROPRIATE PLAN FOR THE PROJECT WAS PROVIDED (WEIGHTED X3)

Determining a value

| Value | Reason |
|-------|---|
| 1 | The proposal includes a schedule, list of activities, and budget. |
| 2 | The proposal includes a schedule, list of activities, and budget; it includes a timeline for the preparation of all logistical requirements. |
| 3 | The proposal includes a schedule, list of activities, and budget; it includes a timeline for the preparation of all logistical requirements; and, it includes a list of interested SFSS members who wish to volunteer and/or available SFSS support staff able to contribute to the requirements of the proposed project. |

Proposal Score (value * weight): 7.5 (2.5x3)

Comments:

The proposal has a list of activities and budget. The orientation dates are well enough in advance so that all of the logistical requirements can be completed.

CRITERIA 5 – THE PROPOSED BUDGET IS REALISTIC (WEIGHTED X2)

Determining a value

| Value | Reason |
|-------|---|
| 1 | The proposed budget is based on costs cited by the proposed suppliers. |
| 2 | The proposed budget is based on costs cited by the proposed suppliers; and, the suppliers chosen are shown to be the most cost effective against others that have been considered and cited. |
| 3 | The proposed budget is based on costs cited by the proposed suppliers; the suppliers chosen are shown to be the most cost effective against others that have been considered and cited; and, the cost per participant does not exceed \$20. |

Proposal Score (value * weight): 6 (3x2)

Comments:

The budget is accurate and shows a complete breakdown of the expenses.

4.2 BASIC EVALUATIVE CRITERIA

All simple evaluation criteria have a score of either 1 or 0 where a criterion is met or not, respectively.

| <i>Criteria</i> | Yes | No |
|--|------------|-----------|
| <i>Open to all SFSS members</i> | Y | |
| <i>Security requirements are captured</i> | Y | |
| <i>Licensing requirements are captured</i> | Y | |
| <i>Insurance requirements are captured</i> | Y | |
| <i>The project will be on campus</i> | Y | |
| <i>The space requirements are appropriate</i> | Y | |
| <i>The project involves the collaboration of multiple student groups</i> | | N |
| <i>Total</i> | 6 | |

4.3 SCORE

Scaled Criteria Score: 22.5

Simple Criteria Score: 6

Total Score: $28.5/34 = 84\%$

5. RESULT

☐ Approved

☐ Denied

Value Allocated: _____

5.1 COORDINATOR THRESHOLD (UP TO \$500)

Date _____

Coordinator Name _____

Coordinator Signature _____

5.2 MANAGEMENT THRESHOLD (UP TO \$5000)

Date _____

CEO Name _____

CEO Signature _____

5.3 BOARD THRESHOLD (\$5000+)

Date _____

CEO Name _____

CEO Signature _____

| | |
|---|-------------------------------|
| Name: Brianna Price | Student Number: 301242278 |
| SFU E-mail: tap10@sfu.ca | Phone/TTY: 604-401-2111 |
| Name of SFSS Group: Out On Campus | |
| Name of SFSS Event: Testimonial Interview | |
| Event Date(s): September 4 th , 2016 | Event Location: Out On Campus |
| Event Start and End Times: 1pm - 2pm | Event Expected Attendance: 5 |
| Event or Project Description | |
| An interview with a queer/trans student who about their experiences as a trans student at SFU. | |
| Goals and Objective of Event or Project | |
| To give the guide a realistic strain that allows trans students of many identities to have an idea of what to expect when at SFU. Contributes to the betterment of the guide. | |
| Event or Project Target Audience | |
| Readership of the guide, open to all membership, only worked on by myself. | |
| Planning and Historical Information | |
| I have conducted several (5-6) of these interviews before. This is the first one requiring ASL. | |
| SFSS Services | |
| No need | |

| | | | | |
|---|----------------------------|--------------------------|---|-------------------------------------|
| Accommodations Requested <i>* For these services, please provide a basic agenda prior to the event</i> <i>^ For event organizers, please fill out an Equipment Loan form to secure the FM listening device</i> | Assisted Listening Device^ | <input type="checkbox"/> | Sign Language (ASL)* | <input checked="" type="checkbox"/> |
| | Materials in Braille | <input type="checkbox"/> | Oral Interpreter* | <input type="checkbox"/> |
| | Materials in Large Print | <input type="checkbox"/> | Captioning Services (CART)* | <input type="checkbox"/> |
| | Wheelchair-Friendly Venue | <input type="checkbox"/> | Assistance Arranging Attendant Care Service | <input type="checkbox"/> |
| | Meet/Assist | <input type="checkbox"/> | Scent-Free Event | <input type="checkbox"/> |

Revenues

| Description | Amount |
|-------------|--------|
| | |
| | |
| | |

Total Revenues:

Expenses

| Description | Amount |
|------------------------------------|----------|
| Honourarium Honourarium | \$50.00 |
| ASL Interpretation | \$110.00 |
| | |
| | |

Total Expenses:

Grant Funding Requested

\$

PLEASE SIGN BELOW

By signing and submitting this form, I hereby declare that I am an undergraduate student at SFU and a member in Good Standing of the Simon Fraser Student Society.

Signature

FOR OFFICE USE ONLY

APPLICATION RECEIVED

Funding is normally provided through reimbursement once official receipts or invoices are provided. Direct payments can only be done if organizers are using SFSS services. Please provide a detailed report of the event outcome including the number of undergrads involved in the event including organizers, volunteers and participants, and a reflection on how to improve or enhance future similar event.

Please return this form to the SFSS Organiser Office (organiser@sfss.ca) in person or online.

In submitting your request for funding, you are giving us the right to use your name and contact information for our information only. We do not intend to provide your name and contact information to any other organization. By providing your name and contact information to the Simon Fraser Student Society using this information, in this way only, the information will be kept confidential and will not be sold or traded to any other organization. If you do not consent to this, please refrain from providing us with your information.

SFSS GRANT PROGRAM EVALUATION MATRIX

1. PROPONENT INFORMATION

| | |
|--|-----------------------|
| First Name: | Brianna |
| Last Name: | Price |
| Email: | Tap10@sfu.ca |
| Telephone: | 604-401-2111 |
| Student Number (if applicable): | 301242278 |
| Affiliate SFSS Group or External Organization: | Out on Campus |
| Proposal Title | Testimonial Interview |

2. GRANT INFORMATION

| | |
|-----------------|--|
| Grant ID Number | |
|-----------------|--|

3. REVIEWER INFORMATION

COORDINATOR (UP TO \$500)

| | |
|-------------|----------------------------|
| First Name: | Adrienne |
| Last Name: | Marino |
| Email: | Adrienne@sfss.ca |
| Position: | General Office Coordinator |

MANAGEMENT (\$500 - \$5,000)

| | |
|-------------|--|
| First Name: | |
| Last Name: | |
| Email: | |
| Position: | |

DIRECTOR (\$5,000+)

| | |
|-------------|--|
| First Name: | |
| Last Name: | |
| Email: | |
| Position: | |

4. PROPOSAL EVALUATION

4.1 SCALED EVALUATION CRITERIA

CRITERIA 1 – THE PROPOSAL SUPPORTS THE MISSION AND VISION STATEMENTS CONTAINED IN THE SFSS ENDS POLICIES (WEIGHTED X2).

Determining a value

| Value | Reason |
|-------|--|
| 1 | At least one of the Ends Policies contained in the Board Policies is cited in the proposal, and a clear link between the proposal and that end is shown. |
| 2 | At least two of the Ends Policies contained in the Board Policies is cited in the proposal, and a clear link between the proposal and those ends is shown. |
| 3 | At least three of the Ends Policies contained in the Board Policies is cited in the proposal, and a clear link between the proposal and those ends is shown. |

Proposal Score (value * weight): 2 (1x2)

Comments:

This proposal meets the academic component of the four pillars. A trans student will be documenting their experience at SFU.

CRITERIA 2 – THE PROPOSAL HAS BEEN PREVIOUSLY SUCCESSFUL (WEIGHTED x1)

Determining a value

| Value | Reason |
|-------|--|
| 1 | A similar proposal has previously been submitted and all required documentation and reporting was submitted fully, correctly, and adequately. |
| 2 | A similar proposal has previously been submitted and all required documentation and reporting was submitted fully, correctly, and adequately; and, the metric used to measure success was successfully implemented and appropriate. |
| 3 | A similar proposal has previously been submitted and all required documentation and reporting was submitted fully, correctly, and adequately; the metric used to measure success was successfully implemented and appropriate; and, there was greater member participation than projected. |

Proposal Score (value * weight): 3 (3x1)

Comments:

OOO has conducted numerous similar interviews in previous years.

CRITERIA 3 – THE EXPECTED PARTICIPATION LEVELS ARE REALISTIC (WEIGHTED x1)

Determining a value

| Value | Reason |
|-------|--|
| 1 | Projected participation rates are based on cited research |
| 2 | Projected participation rates are based on research into previous SFSS proposals of a similar nature. |
| 3 | Proponents have a list of SFSS members who have stated their intention of participating in the proposed project. |

Proposal Score (value * weight): 3 (3x1)

Comments:

The attendance is based on registration for the interview.

CRITERIA 4 – AN APPROPRIATE PLAN FOR THE PROJECT WAS PROVIDED (WEIGHTED X3)

Determining a value

| Value | Reason |
|-------|---|
| 1 | The proposal includes a schedule, list of activities, and budget. |
| 2 | The proposal includes a schedule, list of activities, and budget; it includes a timeline for the preparation of all logistical requirements. |
| 3 | The proposal includes a schedule, list of activities, and budget; it includes a timeline for the preparation of all logistical requirements; and, it includes a list of interested SFSS members who wish to volunteer and/or available SFSS support staff able to contribute to the requirements of the proposed project. |

Proposal Score (value * weight): 6 (2x3)

Comments:

The proposal has listed the activity and a modest budget. The proposal was submitted in advance of the event date (September 9th).

CRITERIA 5 – THE PROPOSED BUDGET IS REALISTIC (WEIGHTED X2)

Determining a value

| Value | Reason |
|-------|---|
| 1 | The proposed budget is based on costs cited by the proposed suppliers. |
| 2 | The proposed budget is based on costs cited by the proposed suppliers; and, the suppliers chosen are shown to be the most cost effective against others that have been considered and cited. |
| 3 | The proposed budget is based on costs cited by the proposed suppliers; the suppliers chosen are shown to be the most cost effective against others that have been considered and cited; and, the cost per participant does not exceed \$20. |

Proposal Score (value * weight): 6 (3x2)

Comments:

The budget is accurate and based on previous costs.

4.2 BASIC EVALUATIVE CRITERIA

All simple evaluation criteria have a score of either 1 or 0 where a criterion is met or not, respectively.

| <i>Criteria</i> | Yes | No |
|--|------------|-----------|
| <i>Open to all SFSS members</i> | Y | |
| <i>Security requirements are captured</i> | Y | |
| <i>Licensing requirements are captured</i> | Y | |
| <i>Insurance requirements are captured</i> | Y | |
| <i>The project will be on campus</i> | Y | |
| <i>The space requirements are appropriate</i> | Y | |
| <i>The project involves the collaboration of multiple student groups</i> | | N |
| <i>Total</i> | 6 | |

4.3 SCORE

Scaled Criteria Score: 20

Simple Criteria Score: 6

Total Score: 26/34= 76%

5. RESULT

☐ Approved

☐ Denied

Value Allocated: _____

5.1 COORDINATOR THRESHOLD (UP TO \$500)

Date _____

Coordinator Name _____

Coordinator Signature _____

5.2 MANAGEMENT THRESHOLD (UP TO \$5000)

Date _____

CEO Name _____

CEO Signature _____

5.3 BOARD THRESHOLD (\$5000+)

Date _____

CEO Name _____

CEO Signature _____