SFSS Staff-Led Events Policies

Simon Fraser Student Society
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INTRODUCTION
POLICIES
Policy
1.1 The General Office, Surrey Campus Coordinator, and Student Union Organiser are responsible for supporting the development of all event proposals, and filing a copy of each. The VP Student Life will serve as a Board liaison for this function and ensure that this process does not break down.

Definitions
1.2 ‘Event’ is defined for the purpose of this policy as a staff-led event.

Supports
- Directors
- Staff

Process
1.3 Anyone wishing to host an ad-hoc Society event must submit an Event Proposal Form.

1.4 The General Office, Surrey Campus Coordinator, and Student Union Organiser will:

   (a) receive and file a copy of all ad-hoc event proposals, and

   (b) consult with the requester for additional details where required.

1.5 A feedback form will be made available to all requesters using the event proposal consultation and filing service.
EP-2: EVENT BUDGETS

Policy
2.1 The General Office, Surrey Campus Coordinator, and Student Union Organiser are responsible for supporting the development of all event budgets and filing a copy of each for record keeping. The VP Student Life will serve as a Board liaison for this function and ensure that this process does not break down.

Definitions
2.2 ‘Event’ is defined for the purpose of this policy as a staff-led event.

Supports
- Directors
- Staff

Process
2.3 Anyone wishing to host an ad-hoc Society event must submit an Event Budget Proposal.

2.4 The General Officer, Surrey Campus Coordinator, and Student Union Organiser will:

(a) receive and file a copy of all event budget proposals, and

(b) consult with the requester for additional details where required.

2.5 A feedback form will be made available to all requesters using the event budget proposal consultation and filing service.
EP-3: EVENT REPORTS

Policy
3.1 The General Office, Surrey Campus Coordinator, and Student Union Organiser are responsible for supporting the development of all ad-hoc event reports and filing a copy of each for record keeping. The VP Student Life will serve as a Board liaison for this function and ensure that this process does not break down.

Definitions
3.2 ‘Event’ is defined for the purpose of this policy as a staff-led event.

Supports
- Directors
- Staff

Process
3.3 Anyone having hosted a Society event must submit an Event Report.

3.4 The General Officer, Surrey Campus Coordinator, and Student Union Organiser will:

(a) receive and file a copy of all event reports, and

(b) consult with the requester for additional details where required.

3.5 A feedback form will be made available to all requesters using the event report consultation and filing service.