



SFSS Staff-Led  
Events Policies

Simon Fraser Student Society

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# INTRODUCTION

# POLICIES



## EP-1: AD-HOC EVENT PROPOSALS

<i>POLICY TYPE: STAFF-LED EVENT POLICY</i>		
<i>POLICY TITLE: AD-HOC EVENT PROPOSALS</i>		
<i>POLICY REFERENCE NUMBER: EP-1</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 <a href="#">Previous Revisions</a>		
Position	Signature	Date
Board President		

### 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

<i>POLICY TYPE: STAFF-LED EVENT POLICY</i>		
<i>POLICY TITLE: EVENT BUDGETS</i>		
<i>POLICY REFERENCE NUMBER: EP-2</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

### 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

<i>POLICY TYPE: STAFF-LED EVENT POLICY</i>		
<i>POLICY TITLE: EVENT REPORTS</i>		
<i>POLICY REFERENCE NUMBER: EP-3</i>		
<i>Adopted: June 12, 2020</i> <i>Next Scheduled Revision: June 2021</i> <i>Previous Revisions</i>		
Position	Signature	Date
Board President		

### 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.