simon fraser student society

SFSS BOARD OF DIRECTORS SEMESTER REPORT

Jennifer Chou
VP Student Life

Sep 2020 - Dec 2020

SFSS Board of Directors Semester Report

September 2020 - December 2020

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EXECUTIVE SUMMARY

Executive Summary

Hi! I'm Jennifer, the VP Student Life for the 2020-2021 Board year. This year, I chaired the Accessibility Advisory Committee and the Events Committee. I have also been part of the Executive Committee, Finance and Administrative Services Committee, Member Services Advisory Committee, Surrey Campus Committee, Transition Steering Committee, and the Accessibility Designated Assistant Hiring Committee, along with many different working groups.

I've gotten the pleasure to work on a variety of exciting projects throughout the Fall 2020 semester, and am in the process of finishing up some more projects before my term ends. Some projects that I have completed include various events (like the Stranger Things Murder Mystery Night) and promoting the SFSS Annual General Meeting. Projects that I am excited to continue working on include Black History Month, the SUB (Student Union Building) Accessibility Audit, and finalizing what training would look like for SFSS Council representatives and SFSS Board Executive Officers.

My biggest pain point this semester was running SFSS Events giveaways and not delegating enough work.

A recommendation I have would be to have a routine, find a way to make giveaways easier (I have a few suggestions in the recommendations section), and to plan for the busy exam season.

Overall, it's been a very busy (in hindsight, I probably shouldn't have taken 18 credits???) but rewarding Fall semester. I am looking forward to wrapping up some projects in the Spring 2021 semester!

For a complete guide of all the reports and records I have, check out this document.

COMPLETED PROJECTS
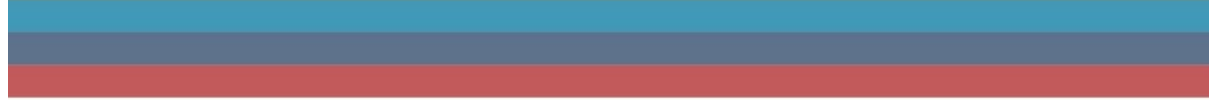
Completed Projects

September Events

This month, SFU helped us promote the event with their Month of Welcome webpage. I sent the events to Student Engagement and Retention, updating periodically as needed. SFU Psychology also put us on their newsletters to help promote.

An event that isn't listed in this semester report was Social Media Marketing for Student Groups, since it was led by the SFSS Events Coordinator, Dipti.

SFSS Trivia Night

Summary

Post-event report:
https://docs.google.com/document/d/1qwwgXCSsLiHUx7HjpCtShJayT8ApDq3mSmk8_-T6l9c/edit?usp=sharing

SFSS Trivia Night consisted of 20 Kahoot questions and winners could get up to $50 in gift cards.

We ran into some difficulties with the movie night portion because there were a lot of privacy and copyright concerns regarding streaming services. In the end, we decided to have the movie night be optional and just tell students that we get free movies (Criterion).

The free tickets were "sold" pretty quickly and we had about 40+ signups.

There were some delays in marketing due to confusion around whether the SFSS would get free Kahoot Premium or not (we ended up getting a free trial until the end of September).

Goals

Host an engaging, interactive event
- Kahoot trivia would require students to actively participate to win a gift card

See how a trivia night would work online and test out Kahoot
- We have never hosted a trivia night online before
- We've also never used Kahoot before
- Future themed trivia nights can use Kahoot once we've figured out how it works

Improve students' knowledge of SFSS and SFU
- Kahoot trivia questions consisted of information about SFSS and SFU
- Students were shown correct answers after every question

Results

Students learned a bit about SFSS and SFU
- The Kahoot trivia questions had some very obscure SFU facts
- Students who took the Kahoot trivia quiz would learn about SFU

Students had fun competing in trivia
- Kahoot is always fun
- Some of the questions were funny
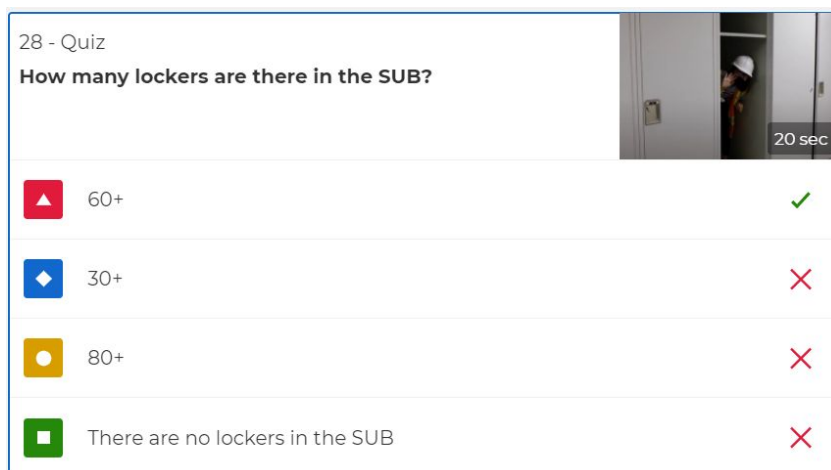
 yes that is me in the locker

Time Management Workshop

Summary

Post-event report:
https://docs.google.com/document/d/1xG-p80ocizpt7kXikzf2pDd2yosA27w6zB1WE2pADM8/edit?usp=sharing

Video recording: https://youtu.be/Ze6SYfjm_NI

The start of the school year can seem daunting for a lot of students, especially now that courses are online. This is why I reached out to a student productivity expert at SFU to host this workshop.

Get More Done: A Time Management Workshop for an Online Semester will help these students tackle schoolwork and offer strategies for productivity - whether they're new first-years or curious fourth-years.

This workshop helped students get in the right mindset for the new semester. With a focus on time management, Shay Hayashi, a student productivity expert (and local SFU student!) gave tips and resources for students to stay organized and succeed in their courses. Shay's website can be found here (free resources included):
http://shayhayashi.com/

Shay has offered to share some engaging PDF documents to help event attendees with their academic journey.

PDF documents here:
- Workshop document
- Time tracking Excel Sheet

The event was under budget since we did not use the contingency that we budgeted for.

SFU and SFU Psychology helped us market the event. We also promoted it on our social media and set up a Facebook and Eventbrite event page. The marketing was great because 68 people signed up, but around 25 showed up (some had to leave early, and some arrived late).

Goals

Improve students' time management skills

- The workshop will be interactive and engaging so attendees can get the most value
- Worksheets will be provided as a resource for attendees to refer to and help them in their time management goals

Support local brands
- The instructor is a local SFU student who runs a productivity blog: https://shayhayashi.com/
- Her advice can be tailored to SFU students specifically

Provide a way for students to interact with SFSS
- A lot of our workshops for September will have an SFSS representative there to do an introduction
- By being more familiar with the SFSS representative and the SFSS in general, students may be more likely to stay up to date with what the SFSS is doing, and ask us any questions when they arise

Results

Increased student engagement
- This workshop had the highest number of registrants so far (around 68) and also had a decent turnout (25 students)

Improved event/workshop accessibility
- Many students had to leave early or arrived late, so the workshop recording was sent out to event registrants (it was sent to everyone, not just those who asked for it)

Learned more about hosting virtual events
- The process of handling registration, marketing, and post-workshop recording details were fleshed out a bit more

TechBytes Collaboration Workshops

Summary

Post-event reports:
- Illustrator: https://docs.google.com/document/d/1Lv3FHGjQsGEkz0QcvUSkbR7MHBg20hEfOEXo9ix75G0/edit?usp=sharing
- Figma: https://docs.google.com/document/d/1KA9AmRB5wvziIvMvKMAU3-OeviU_ZsfngM0_CVw9hnE/edit?usp=sharing

Videos:
- Illustrator: https://youtu.be/b2_kYBdzhD0
- Figma: https://youtu.be/AQWl5IGD3B8

Illustrator
- Overall, this event had 71 registrants and 33 people attended. Some students said they would refer to the resources available, such as the workshop notes and the workshop recording to catch up later. Attendees thanked the instructors and SFSS for hosting the informative workshop.

Figma
- Overall, this event had 47 registrants and 11 or 12 people attended (excluding the 2 instructors and myself). We had a high retention rate because by the end of the workshop, only 1 person had left. Some students said they would refer to the resources available, such as the workshop notes and the workshop recording to catch up later. Students mentioned how cool the things you could do in Figma were. They also asked a lot of questions which was great for engagement. Some students had difficulty with Figma but it was resolved by using the desktop app instead of the web app. One student had a schedule change and wasn't able to attend, but I referred them to the notes and workshop recording. Attendees thanked the instructors and SFSS for hosting the informative workshop.

Goals

Improve students' design and software skills
- The workshop will teach students how to use specific design software

Support local student groups
- TechBytes is an IAT student-led group

- Collaborating with TechBytes would help promote their name to students who are not in IAT, like some followers of the @sfss_events Instagram

Results

Taught students technical and software skills
- Students were very engaged and asked very thought-provoking questions to deepen their knowledge and understanding of Illustrator and Figma

Increased awareness and knowledge about SFSS and what we do
- Had an introduction to SFSS and what we do, as well as introduction from the Board members present

Facilitate student engagement during COVID-19
- Recorded the workshop to ensure accessibility for those in different time zones
- Encouraged students to attend across different social media platforms

Strengthened relationships with other SFU groups
- Communicated with SFU TechBytes and thanked them for the partnership and for facilitating the workshops
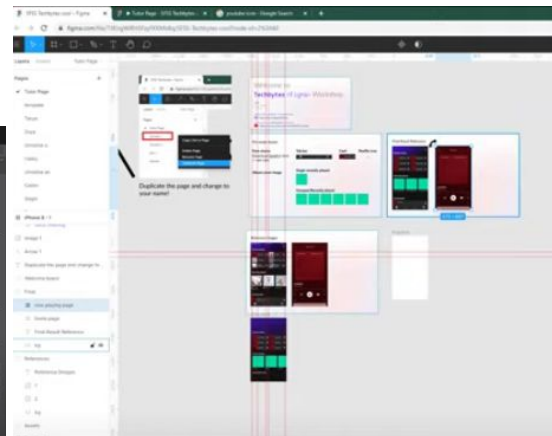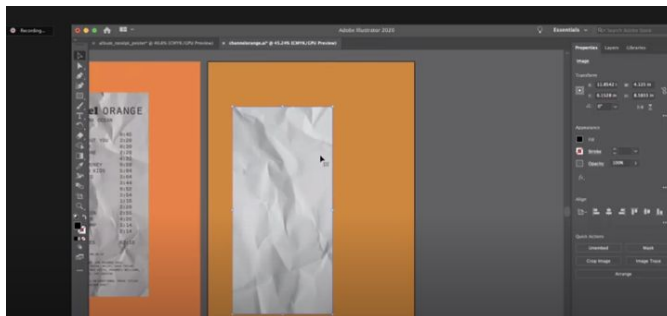
Dance Week

Summary

Post-event report here:
https://docs.google.com/document/d/1HCvq7mp_ZmyNoYCbsp58Od3xU2K2hVrqOZGad-08sL4/edit?usp=sharing

Video recording of Hip Hop Workshop: https://youtu.be/_z6NLaZY_Gk
Video recording of Afro Dance Workshop: https://youtu.be/NE70kmYgFww

The purpose of Dance Week was to introduce both new and old SFU students to some of the dance teams we have. It has become difficult for these dance clubs to gain more engagement due to everything shifting online, so Dance Week would help with that.

Overall Dance Week was received very well by students. We were able to produce engaging content through the form of "Instagram takeovers," which increased engagement for SFSS Events as well as the clubs we had collaborated with.

We collaborated with the Bhangra Club, Befikre Dance Club, SFU Athletics Dance Team, Hip Hop Club, and SFU SOCA. All club execs communicated and provided their content in a timely manner, and the two dance workshops held at the end were a success as well! Lots of students took part in the workshops, and many clubs are hoping to do more collaborations in the future.

Goals

Increase student engagement
- Having both Instagram takeovers and dance workshops mean students can participate and engage to whatever extent they are comfortable with

Provide an event for students who love dance or want to learn more about dance
- We provided students with a platform to showcase their dance and teach dance skills to others
- At the same time, students who wanted to learn more about dance or even just stay active during quarantine could participate

Results

Strengthened connections with groups we collaborated with

- This was a mutually beneficial initiative because student groups helped create content for Instagram takeovers and provided instruction for dance workshops, while SFSS Events helped promote the group and gave them a platform

Provided an event for students who love dance
- Gave an opportunity for people interested in dance
- Helped students stay connected and stay active during COVID-19

Screenshot from the SFU SOCA Dance Workshop

Bullet Journaling Workshop

Summary

Post-event report:
https://docs.google.com/document/d/1JR-w4L-ocpAbqOFzBIA8VVDalTAZqwK36RBNVgv7tGY/edit?usp=sharing

Video recording: https://youtu.be/_-VFDGEN7S4

This workshop was the second workshop that Shay Hayashi, a productivity expert and SFU student, has hosted with us. The first one was a Time Management workshop.

We had this workshop near the end of September so students can prepare to get organized in October (in time for midterm season).

Overall, 70 people registered for the event. However, one person got 9 tickets, so in reality it was 62 registrants.

There were some difficulties sending Zoom link details to people who registered at a later date, so I got two emails inquiring about the workshop.

There were 21 attendees total, including myself, the instructor, and the SFSS Events Coordinator. Some students had to leave for class, while others joined late.

The workshop ran smoothly with great engagement from attendees. Here is the instructor's website: https://shayhayashi.com/

The event was under budget since we did not use the contingency that we budgeted for.

SFU and SFU Psychology helped us market the event. We also promoted it on our social media and set up a Facebook and Eventbrite event page. This event got a lot more registrants than some of our other events.

Goals

Improve students' organization skills
- The workshop will be interactive and engaging so attendees can get the most value
  - Questions were asked to check in on students' familiarity with bullet journaling

- Links and resources were provided for students, and a recording will be available as well

Support local brands
- The instructor is a local SFU student who runs a productivity blog: https://shayhayashi.com/
- Her advice can be tailored to SFU students specifically

Provide a way for students to interact with SFSS
- A lot of our workshops for September will have an SFSS representative there to do an introduction
- By being more familiar with the SFSS representative and the SFSS in general, students may be more likely to stay up to date with what the SFSS is doing, and ask us any questions when they arise
- I promoted SFSS a lot and linked the @sfss_events Instagram in the chat

Results

Increased student engagement
- This workshop had the highest number of registrants so far (around 68) and also had a decent turnout (25 students)

Improved event/workshop accessibility
- Many students had to leave early or arrived late, so the workshop recording was sent out to event registrants (it was sent to everyone, not just those who asked for it)

Learned more about hosting virtual events
- The process of handling registration, marketing, and post-workshop recording details were fleshed out a bit more

Pets Social

Summary

Post-event report:
https://docs.google.com/document/d/138rkvNZpGVgfgj11Iz9DjG33OdYEWTTn6fG1IT-3mBk/edit?usp=sharing

This event was the first Pets Social event hosted by SFSS Events. We did not have a clear idea of how it would go, but attendees ended up being very engaged and fun to talk to.

Overall, 13 people registered for the event, and around 11 people came. Some people dropped by because they were given links from their friends, and they didn't register.

The event planning team met once to talk about how the event would go and how to make it engaging. However, we didn't have to worry because people just talked about their pets (and some pets did tricks) and it was very cute.

Some people from the Psychology Student Union came which was awesome.

We did a random draw for prizes by picking 2 numbers between 1 and 100 and having people submit their guesses. The closest guess would win. Unfortunately the gift cards were sent a little later (around a month later) though.

SFU Psychology helped us market the event. I also promoted it on our social media and set up an Eventbrite event page. Additionally, I promoted the event on various Discord servers.

Goals

Have students be social and bond with each other
- This is especially important during COVID-19, especially if some students are quarantining alone

Help students de-stress with cute pets
- This event happened during midterm season, and pets helped us de-stress a lot

Provide a way for students to interact with SFSS
- We had a few SFSS Representatives at the event (myself and 2 other SFSS Events Committee members)

Results

Students had fun
- It was so cute and some students showed off tricks their pets could do

The SFSS Events team got more experience with planning socials, not just workshops
- This event was kind of different from previous events we've hosted online - we weren't quite sure how to go about it since it was more of an icebreaker/social than a workshop
- After this event, we had a clearer idea of the process for hosting online socials

Food Justice Webinar

Summary

Post-event report:
https://docs.google.com/document/d/1bGVUHyVeykzf8yJNvk1VcBYcgKQdDIkx21WL9L0ksYE/edit?usp=sharing

This was the first Food Justice Webinar event that the SFSS has hosted online. This event came to be because our SFSS Environment Rep and unofficial Events Committee member, Anuki, had an amazing professor who could host a webinar.

The professor, Ataman Avdan, is an expert in environmental sociology, food and ecology, ecological gentrification, and human-nature relationships.

We had 13 registrants, excluding the professor, who also registered. The number of attendees fluctuated throughout the event - we had 5 people (excluding SFSS-related folks) attending at the beginning, and some people arrived later while others left early.

At the end of the event, a few people participated in the trivia for a gift card giveaway. We ended up giving both of them a gift card since we had budgeted for more people to come to the event. Our trivia master, Abhi (Vice-Chair of Events Committee), was hilarious because he sounded like a hockey sports announcer (I don't know the exact title of that position but you know what I mean).

Despite the low attendance, students were very engaged. Many expressed gratitude for the workshop and the professor for his lecture. Students also asked a lot of questions regarding the lecture content, like asking about charities/food banks (the stigma associated with them) and government policies. I learned about local food networks and how helpful they are: http://vancouverfoodnetworks.com/

I want to give a huge thanks to the professor, Dr. Ataman Avdan. He gave an engaging 30-minute lecture that was packed with interesting information.

Goals

Collaborate with a knowledgeable SFU professor (this is the first time SFSS Events has collaborated with a professor, to my knowledge)
- The professor had a PowerPoint slide presentation
- It was chill and like a lecture, but more interactive and intimate

Teach students about food justice
- Students who wanted to learn more about the topic would get the opportunity to ask questions from a professor/expert in the field

Engage a different audience than what SFSS Events has historically
- Usually, SFSS Events hosts socials and other events
- Having a webinar like this would help diversify SFSS' events portfolio and give us experience doing something different

Results

Taught students about food justice in the lower mainland
- This event included an engaging lecture and had a trivia game at the end for prizes

Brought more engagement and awareness to the SFSS
- We attracted a different type of audience with this event (students interested in food justice)

Had a successful collaboration with an SFU professor (Dr. Ataman Avdan)
- This gave us more experience about the process for collaborating (online) with any professors, industry experts, or speakers in the future

NHL Watch Party

Summary

Post-event report:
https://drive.google.com/file/d/1KPG4Dod56IXeaHRmSk7CHAseV539Fkwg/view?usp=sharing

Hosting an NHL watch party was an idea a returning Events Committee at-large member had last year. However, due to budget and timing concerns, this event didn't happen.

Because everything this year is online, it became easier to host this event in terms of budget and timing (since the NHL game times were not confirmed until the last minute).

Overall, the event went well. We had minor technical difficulties with both the Kahoot and the stream, but we found workarounds, and everyone had a good time. We received all positive feedback from attendees.

The marketing which brought most of the students to the event came from Abhi (event lead) messaging the SFU Ambush chat (the SFU students who played ball hockey on campus before COVID-19) and inviting friends. Small amounts of additional traffic came from either the SFSS newsletter, Instagram, and Discord marketing. Considering the extremely short marketing window of 3 days, the materials looked good and got the event across well. Ideally next time the NHL's schedule is clearer, and we can have a bigger run up to the event.

Goals

To bring hockey fans at SFU together, especially during COVID-19

Engage a different audience than what SFSS Events has historically
- Usually, SFSS Events hosts socials and other events
- Having a webinar like this would help diversify SFSS' events portfolio and give us experience doing something different

Results

Students had fun watching NHL stuff together (I think it was the playoffs? Sorry I don't know sports)

SFSS Events became more familiar hosting events online (that weren't workshops)

RAVE Music Streaming Party

Summary

Post-event report:
https://docs.google.com/document/d/1lLssv3TKFv6Wel4WXdn_1zHIwJS48eCn8t7iQWKPwl0/edit?usp=sharing

This is the first time an event like this was hosted. There are not enough music-related events hosted. Having enjoyed streaming music together on the RAVE app with his friends, the event lead, Ahad, thought this might be a fun idea for an event for students.

This event was broken up into two parts: a Spotify giveaway where students could leave song suggestions for a playlist, and a synchronous, live, RAVE listening party.

The song submissions and first giveaway was highly successful. The streaming party itself did not have many attendees, but was enjoyed by those who did attend. The event was neither under nor over budget.

The event was well promoted on the SFSS Events Instagram. Maybe a similar event in the future could be promoted via a paid ad.

Goals

- To host a music related event where attendees could stream and discuss music together
- To bring followers to the SFSS Events Instagram and to create a collaborative Spotify playlist for its followers

Results

A large number of song submissions were received for a Spotify playlist.

Music related content resonated well with students.

The first giveaway also brought a number of new followers to the SFSS Events Instagram.

Cultural Week

Summary

Post-event report:
https://docs.google.com/document/d/1PIBYq6kHChNG6tcOpJqsOlLmzyHrVXD0sD6txsdkCO8/edit?usp=sharing

Overall, this project was very well-received and engaging. Collaborating with different student cultural groups and clubs was a great experience and student club executives were happy that SFSS Events used our platform to promote them.

Students also seemed to like the low-barrier, engaging Instagram stories because they could play with the quiz and poll stickers at any time. However, sometimes the stories got really long especially if it was a video. There is a story highlight with all the cultural groups' Instagram takeovers saved.

I would suggest checking in with club executives regarding their takeover content often so things wouldn't be rushed. I would also recommend sending a callout for submissions via email to all club executives (SFSS email newsletter).

Goals

- Increase engagement with both @sfss_events followers and different cultural groups
- Collaborate with cultural groups on campus and strengthen connections with them
- Provide cultural groups on campus with a platform to share who they are and what they do

Results

We strengthened connections with SFU student groups.

We also raised awareness about SFSS and what we do - mainly, that we support student groups.

Lastly, we promoted and supported student groups by giving them a platform and urged students to check out their Instagram pages.

October Events

This month's events were Halloween- and Fall-themed, with baking workshops and a murder mystery night. This was when I got SFSS Events to be featured on the SFU Student Bulletin newsletter, which is emailed to every student. I had to email to get myself on the mailing list that would get the call for newsletter items, and I would send in event information at the beginning of the week for the newsletter at the end of the week.

Samosa Food Workshop

Summary

Post-event report:
https://docs.google.com/document/d/1-GKgSqtKvm0cg6VqcwGWHgeAz4r2qr1H6cDdv6ajuw8/edit?usp=sharing

The SFSS Samosa Food Workshop was the second time the SFSS Events Committee has hosted a cooking workshop online.

Overall, 18 people signed up (but 1 person got 2 - probably because one Zoom account had 2 people cooking together in the same kitchen). Around 4 to 5 people (non-SFSS staff/Board members/instructors) showed up to the Zoom workshop for the entire duration of the workshop; some people left early, and others joined late. 3-4 people made samosas alongside the chef, including myself. Attendees were very engaging and asked questions in the chat. One attendee even showed us their samosas (the only time they turned on their camera).

The overall budget (including contingency) was $170, and we spent $150. The event was very well-received by attendees.

Goals
- Build connections with more students and have them be more aware of what the SFSS is
- Give students some skills that will help them in their future
- Teach students how to make cultural foods
- Support small, local businesses
- Get more familiar with the process of obtaining and working with instructors for workshops

Results

Attendees of the event expressed positive feedback for the event. The project helped build connections with some SFU students interested in learning how to cook, and we also built connections in the community with a (very small) local business.

One roadblock about the workshop was that there were some technical difficulties. The chef had some issues with the wifi and sometimes the audio cut out. However, the workshop recording on YouTube will have the recipe document in the description so students can still follow along.

SFSS x UPhoto Photography Workshops

Summary

Post-event report:
https://docs.google.com/document/d/1l6u9SQKwpCDCN98euwKN7c-q8AcgHGuv-Ehcgfk-0MA/edit?usp=sharing

Photo Taking Workshop Recording: https://youtu.be/Ly4ttLEmxX0
Photo Editing Workshop Recording: https://youtu.be/cdyg41jEtcQ

Overall, 39 people registered for the photo taking workshop (Tuesday, Oct 6) and 44 registered for the photo editing one (Friday, Oct 9). However, 19-21 people attended the photo taking workshop while 17-18 attended the photo editing one. The photo editing one lasted longer because there was a chill Q&A session at the end, and 8 people (with 3-4 UPhoto executives) were just talking about photography and vibing.

This event was set up differently - I set it as a "recurring event" so I could send emails to attendees for both workshops or just one of the workshops. However, there were still some technical difficulties with Eventbrite regarding sending out the emails.

The workshops provided valuable insight for attendees and the collaboration with

The event was on budget (no extra fees for etransfer).

SFU UPhoto helped us market the event. We also promoted it through our regular channels.

Goals

Connect photographers and photography enthusiasts
- We promoted the SFU UPhoto Discord where people can ask more photography questions

Support the SFU UPhoto club
- We promoted the SFU UPhoto social media and upcoming events

Promote SFSS and expand our audience
- Promoted our SFSS Annual General Meeting coming up

- By being more familiar with the SFSS representative and the SFSS in general, students may be more likely to stay up to date with what the SFSS is doing, and ask us any questions when they arise
- I promoted SFSS a lot and linked the @sfss_events Instagram in the chat
- In the past, SFSS Events usually hosts pub nights and is mainly known for partying - hosting photography workshops can appeal to a different audience

Results

SFU UPhoto was a great club to collaborate with. The instructor was very knowledgeable and UPhoto helped us with marketing the workshops. Their Discord channel was also really helpful so attendees could connect there after workshops were over.

A lot of attendees expressed gratitude and said they got a lot of value from the workshop. Attendees also said they would refer to the recording.

Plant Ethnobotany Webinar

Summary

Post-event report:
https://docs.google.com/document/d/1Nna8qcYcsxhNQQeGxuPs67gJPAAezSDHMb3hesLquIE/edit?usp=sharing

Webinar Recording: https://youtu.be/ecZ0mznV2yM

This was the second part of the Food Justice Webinar proposed by the SFSS Environment Rep, Anuki. I wanted an Indigenous perspective for the second webinar, so we went with Plant Ethnobotany. Myself and the event support, Adrienne (an at-large Events Committee representative) worked on this event.

We had 54 registrants. The number of attendees fluctuated throughout the event - we had 25 people (excluding SFSS-related folks) attending at the beginning, and some people arrived later while others left early. At the end, we had 31 people in the Zoom room. The reason why attendance fluctuated was because people filed in as they got the Zoom link. I sent the link to our VP Student Services, Matt, and he sent it to a few Indigenous folks who were interested. Adrienne also got some emails that people did not get the Zoom link (they show as sent on Eventbrite but I guess they didn't actually send) so she sent the link to them and more people came in the Zoom room.

Students who attended were very engaged and asked a lot of questions. Some expressed interest in learning more through books, social media, and SFU courses.

I want to give a huge thanks to the facilitator, Senaqwila. Senaqwila gave an engaging presentation that was packed with interesting information.

Goals

- Collaborate with a knowledgeable local Indigenous student
- Engage a different audience than what SFSS Events has historically
- Encourage students to learn more about plant ethnobotany and Indigenous studies
- Encourage everyone to incorporate decolonization into their lives

Results

This project taught students about plant ethnobotany in the lower mainland.

This project also brought more engagement and awareness to the SFSS.

Collaborating with Senaqwila was a great experience. Senaqwila gave a great presentation and was very knowledgeable.

Trivia Week

Summary

Post-event report:
https://docs.google.com/document/d/18MmdmGGPd0A2fxAXo-gz6UqQ8Ot2cFnhnFpAxb1_Nh8/edit?usp=sharing

This event was fun to host and it was also well-received. First we had music trivia, then Friends trivia, then lastly, Modern Family Trivia.

Music Trivia
- 13 registrants
- 8 attendees
- 40 minutes (5 test run questions, 38 music trivia questions)

Friends trivia
- 17 registrants
- 10 attendees (+2 Events Committee members)
- 40 minutes (5 test run questions, 47 Friends trivia questions)
- Everyone introduced themselves, talked about their favourite characters, how many times they've watched Friends, other favourite shows, and experience with other Friends trivia nights
  - People were so knowledgeable about the show
  - Everyone was outgoing and had their cameras on (except 1 person)
  - However some people couldn't attend because Eventbrite didn't send out some emails

Modern Family trivia
- 8 registrants
- 6 attendees (+2 Events Committee members)
- 30-40 minutes (test run questions, 42 Modern Family trivia questions)
- Everyone introduced themselves, talked about their favourite characters, and how many times they've watched Modern Family
  - The questions were challenging - the scoreboard kept changing
  - Everyone was outgoing and had their cameras on (except 2 people)
  - Some people couldn't find the Zoom link because Eventbrite didn't send out some emails, so I manually sent them out
- Suggested an office trivia night, community trivia night

Overall, every attendee said they had fun. Some had suggestions for future trivia nights: The Office, Brooklyn Nine-Nine, Community, Grey's Anatomy, and another Music trivia night. Marketing occurred a week before the event.

Goals

- To increase student engagement for a specific audience (fans of music, Friends, or Modern Family)
- To get more familiar with hosting trivia nights via Zoom and Kahoot

Results

This series of events strengthened community ties between SFU students and SFSS.

This series of events also increased student engagement because students who were passionate about the topic of the trivia night were more likely to come to the respective event.

SFSS Friends Trivia

communications144

47 Questions   Visible to only you

SFSS Music Trivia night

communications144

38 Questions   Visible to only you

Modern Family Trivia

communications144

42 Questions   Visible to only you
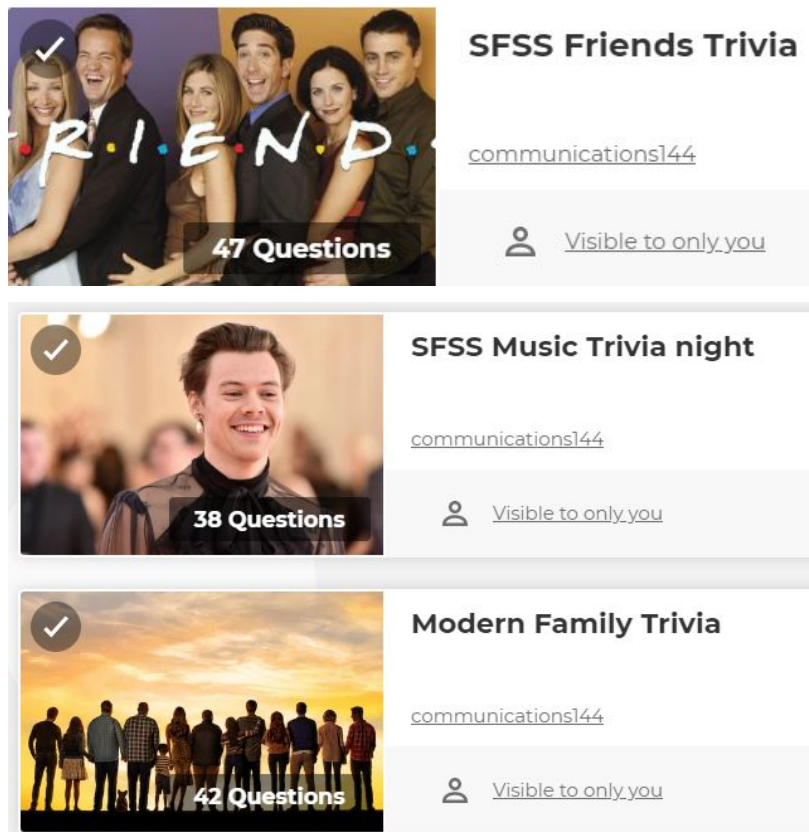
Stress Management Tips for Online Environments

Summary

Post-event report:
https://docs.google.com/document/d/1ZHd8X5JCXhcF1Z30hCQCaxlg5khsQC7ag_2l-IN6WnQ/edit?usp=sharing

Video recording: https://youtu.be/OwKlw4BytJI

Overall, we had 21 registrants (but one person signed up twice so the actual number was 20). 11 people (including the three facilitators: myself - SFSS VP Student Life, Harp - SFU Health & Counselling Access Case Manager, and Hussein - SFU Health & Counselling Health Promotion Assistant) attendeed. There were a lot of new names that I did not recognize so this may have been the first online SFSS event these students had been to.

The event went a bit over time (10 minutes over) but it was still great because everyone was so engaged.

Collaborating with SFU Health & Counselling was, as always, an amazing success. The staff were very friendly and helpful in preparing marketing/presentation materials, promoting the event, and facilitating the event.

Goals

- Strengthen ties between SFSS and SFU Health & Counselling.
- Provide a valuable and engaging mental health workshop for SFU students during the stressful midterm season.
- Bring awareness to various resources and communities for students.
- Increase awareness of SFSS and expand our portfolio of events.

Results

Strengthened ties between SFSS and SFU Health & Counselling.

Provided a valuable and engaging mental health workshop for SFU students during the stressful midterm season.

Brought awareness to various resources
(https://www.sfu.ca/students/health/resources/bouncing-forward.html) and communities
for students.

Increased awareness of SFSS and expanded our portfolio of events.

Baking Workshops

Summary

Post-event report:
https://docs.google.com/document/d/19alZaMf71BcQJPLZsHdhRsatdrQPvicVBjavGEox
IGA/edit?usp=sharing

Salted Caramel Pretzel Cookies
- Workshop recording: https://youtu.be/k9_AQSVnuPc
- Recipe:
  https://docs.google.com/document/d/1goQN_SrBpogQDOxYwbm0ABELk3v42m
  uibzgdR_jRjME/edit

This first part (salted caramel pretzel cookies) of the workshop series had 12 registrants
and 3 attendees. One registrant reached out saying she did not receive a link (which
was sent with Eventbrite and my vpstudentlife@sfss.ca), so I would look into telling
people to check their spam email in the event description. I didn't want to publish the
Zoom link publicly in case of Zoom bombers.

Mini Apple Pie
- Workshop recording: https://youtu.be/ok6f4Ntsn8g
- Original event plan here:
  https://docs.google.com/document/d/17ra1DmkBzilccswiM-aere2NnQH3NekPtG
  m2fXMJJDw/edit
- Recipe:
  https://docs.google.com/document/d/1bWZiEEnAZptdgu7L670x0vAmkpxKeCpG
  6p978MR3QZ0/edit

The second part (mini apple pie) of the workshop series had 26 registrants (but 3 of
which were 1 family, so it was really 23 registrants). 9 people attended (excluding
myself and the event lead, Fiona). Throughout the workshop, a few people had to leave
early.

We marketed around a week in advance and the budget mainly consisted of
ingredients.

Goals

- Build connections with more students and have them be more aware of what the
  SFSS is

- Give students some skills that will help them in their future
- Teach students how to make delicious food

Results

Attendees of the event expressed positive feedback for the event. The project helped build connections with some SFU students interested in learning how to cook.

Horror Movie Night

Summary

Post-event report:
https://docs.google.com/document/d/1tpuoyQ-xNgM_IpmgoMEkvuZeo0Ca-vbBd8iZNJMFUt8/edit?usp=sharing

For our Horror Movie Night, we watched Hereditary.

This event had 8 registrants (but 1 person got 2 tickets, so really 7 people registered). 3 students (outside the Events Committee) showed up. One of them said they heard about this event from the SFU Student Bulletin email newsletter.

Overall, this event was super fun and it brought attendees closer together (even though we just met) because we talked about our lives, school, and so on.

Goals

- To bring students closer together/help students bond
- To create a fun Halloween-themed event for students
- To not be alone while watching horror movies lol

Results

Brought students closer together/helped students bond

Created a fun Halloween-themed event for students

Promoted SFSS and SFSS Events

Stranger Things Murder Mystery Night

Summary

Post-event report:
https://docs.google.com/document/d/1TIb-Cap2HQyDAv-J5Bp432ctBDpbIavqHIAzUx9sJzI/edit

We had 9 signups and 9-10 people attended (5 of which who had signed up, the rest were friends who were sent the link).

This event started around 7:02pm. We had introductions, then started the event. After every "round" everyone had to come back to the main room so the Zoom host could move everyone to the new rooms.

The event ended at around 8:50pm. We promoted other events and just chilled/vibed casually for a bit until the Zoom meeting was ended.

Goals

- To increase student engagement
- To get used to hosting more complex events online (this event involved a lot of components)
- To get into the Halloween spirit

Results

Community ties between the SFSS and SFU students were strengthened through this event.

Students who liked Stranger Things and/or murder mystery were more likely to come to this event and this created strong student engagement.

Students had a lot of fun with this unique event.

SFSS x ESports x CAC Spellbound Game Nights

Summary

Post-event report:
https://docs.google.com/document/d/1ki0lmZeqy2gf2KknkV33DcNa9drvSzE7MOrC_05iQzA

The SFSS Events Committee partnered with SFU Esports and SFU CAC (Canadianized Asian Club) for their October event "Spellbound Game Nights" as part of the SFSS x Club/Student Union Collaboration pilot project. The SFSS Education Rep, Emerly Liu, was the event lead for this on the SFSS Events side. This four-day long virtual event consisted of a variety of casual games and raffle prizes. SFU Esports and SFU CAC coordinated hosting 2-3 different games each night on their Discord channels. The event was successful in a number of aspects, most notably the number of unique students that participated in the games, costume contest, closing ceremonies, and movie viewing.

SFU Esports and SFU CAC demonstrated competency with organizing the event logistics, outlining raffle rules, designing promotional materials, advertising, and handling the finances. The Instagram poster and Facebook Banner were very well made and they were completed by the agreed upon date in order for the SFSS to cross-promote the event on the SFSS social media page. When the SFSS asked for an Instagram story poster, SFU Esports was quick to fulfill the request.

Goals

The main objective was to connect both clubs and their memberships and provide opportunities for students to foster new friendships online.

Results

"Spellbound Game Nights" was a successful collaborative event between the SFSS, SFU Esports, and SFU CAC. An estimated number of 70 SFU students participated over the course of 4 days. Some of the more popular social games, such as 'Among Us' and 'Codenames', consistently had two full lobbies with 20 people at a time. 45 students attended the closing ceremonies where the prizes were raffled.

November Events

There were less events this month because everyone (both potential event attendees and Events Committee members) were busy with exams/midterms. Something not listed this month is Tidy Tuesdays with a professional organizer (Koralee Pearson), which was led by the SFSS Events Coordinator, Dipti. These Tidy Tuesdays workshops were popular due to its short duration (30 min) and practical aspect (students could find value in the workshops).

Diwali Dance Workshop

Summary

Post-event report:
https://docs.google.com/document/d/1pTMJGF62BQWUQHdCdx_GO-u8zQ559Hf4tdL_R2b-UsA/edit?usp=sharing

The purpose of this Diwali Dance workshop was to allow SFU students to have some sort of small celebration for Diwali. Due to COVID restrictions many students are unable to celebrate with family and friends, therefore this dance workshop was a fun way to bring students together.

We collaborated with the SFU Befikre Dance Club, the execs communicated well. We had a good turn out, and the workshop was engaging and it seemed that the attendees had fun.

Overall this dance workshop was received very well by students. We were able to produce engaging content through an Instagram post, stories and eventbrite page. The SFU Befikre club also shared the posts on their Instagram page as well.

Goals

The main purpose for hosting this event was to engage SFU Students with the Dance clubs available at SFU. By introducing students to these clubs it encourages them to be a part of the club and their dance practices throughout the semester. Due to COVID it's more difficult for both new and old students to feel like they're a part of the SFU community with almost everything being online, and the event lead, Karishma, wanted this event to bring a sense of togetherness. Especially during this time, many students are away from their friends and family and unable to celebrate Diwali to the fullest. By having this dance workshop it allowed for a sense of community.

Results

The workshops themselves were really successful and we received a lot of positive feedback from the students who had participated. SFU Befikre is hoping to collaborate with workshops in the future again.

Some roadblocks that we encountered were the recording of the Zoom workshops was the internet connection of the instructor. The zoom call on her end continued to freeze, glitch and crash. As the instructor tried to reconnect to the call, I continued to engage with the students that attended through questions and conversation. Eventually, the event lead, Karishma, had to take over teaching the dance ensuring that the students were able to learn what they signed up for.

Rasam Soup Food Workshop

Summary

Post-event report:
https://docs.google.com/document/d/1OjnchhDlkBiT_01XvUeXhH3vU7twj0T4dE0vwn8
08xc/edit?usp=sharing

Workshop recording: https://youtu.be/UWY5V7m3hHI

Original event plan here:
https://docs.google.com/document/d/1JBwWCG1sLqp0sxGeoRcgmyxkIxsQu3hh/edit#h
eading=h.gjdgxs

Recipe here:
https://docs.google.com/document/d/1OF_nZr5y5IzUjaecUwC4C2E0hhskBddepQ7Dkc
DT428/edit

The SFSS Rasam Soup Food Workshop was the [I lost count] time the SFSS Events
Committee has hosted a cooking workshop online.

Overall, 9 people signed up. Around 3 to 4 people (non-SFSS staff/Board
members/instructors) showed up to the Zoom workshop, but some people left and the
number fluctuated. 1 person made soup alongside myself and the instructor (she turned
on her camera, which I'd crop out for the recording), while another person just watched.
These 2 people stayed the whole duration of the event.

The overall budget (including contingency) was $170, and we spent $150.

Goals

- Build connections with more students and have them be more aware of what the
  SFSS is
- Give students some skills that will help them in their future
- Teach students how to make cultural foods
- Support small, local businesses
- Get more familiar with the process of obtaining and working with instructors for
  workshops

Results

Attendees of the event expressed [positive feedback](#) for the event. The project helped build connections with some SFU students interested in learning how to cook, and we also built connections in the community with a (very small) local business.

<- my soup

<- instructor's soup

December Events

At this point of the semester, students were mainly burnt out and focused on finals. I tried hosting some holiday-themed events but kept them low-barrier to ensure students were still able to participate despite exams, papers, and projects.

An event that isn't mentioned here is the Lantern-Making Workshop (two-parter, spread out over 2 days), which was led by the SFSS Events Coordinator, Dipti. This event received great feedback from the small group of people who attended. We got a picture of a DIY lantern from an attendee and it looked great!

The SFSS Events Coordinator, Dipti, also put together food packages for students in Residence (last year it was really popular):

Bob Ross Paint Night

Summary

Post-event report:
https://docs.google.com/document/d/1titnm1Xy0A6C99HbH31iAgHW-4_RtiG18yAX_r1-Bko/edit

Overall, 31 people registered for the event. However, one person got 3 tickets, so in reality it was 29 registrants.

I sent 2-3 emails total, reminding people of the event 2 days before, 1 day before, and 1 hour before.

There were 17 attendees total, including myself and 2 events coordinators. At one point the number dropped to 14 but went back up to 17 as more people kept joining. However, some people joined and were zoom bombers (even though you need to register to be part of the event? So either a student was the zoom bomber or a student gave out the zoom link). They weren't super explicit - mainly annotating immature things on the screenshare of the Bob Ross video and using slurs/insults before being kicked out relatively quickly. I sent an email to attendees after the workshop:

> Hey there!
>
> Thanks for coming to our Bob Ross Paint Night. We hope you had fun. This email contains a photo of our finished masterpieces and some resources!
>
> Look how talented everyone is:
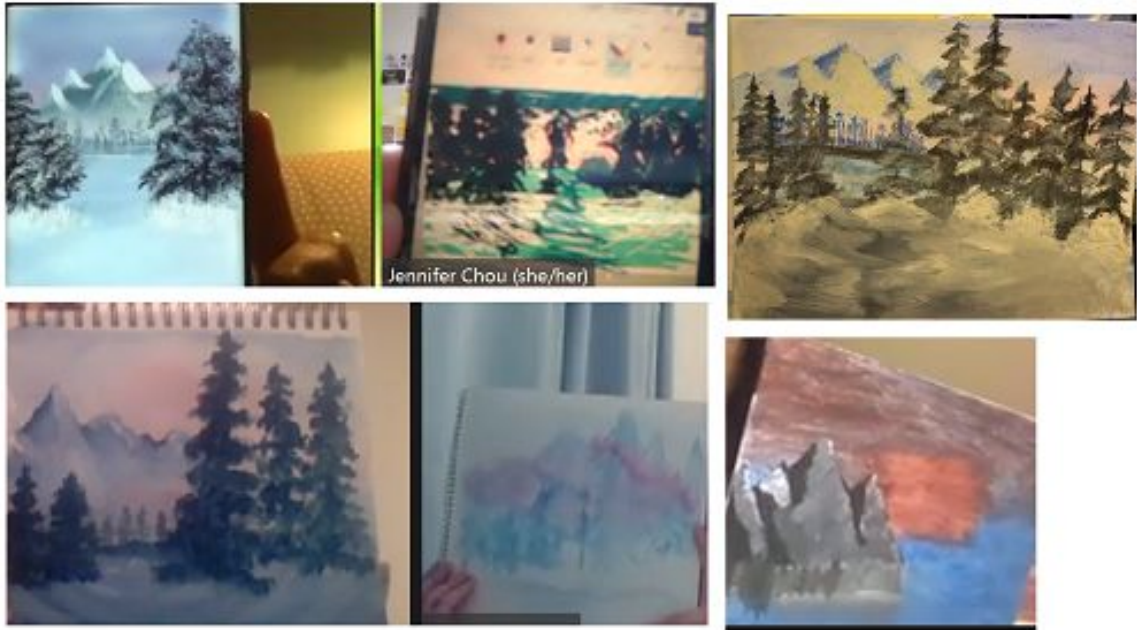
Remember to follow us on Instagram at https://www.instagram.com/sfss_events! Feel free to DM us with any questions or comments anytime. We're also hosting some giveaways (Etsy and Skip the Dishes)! We'll be doing more giveaways throughout December.

Resources

Whether you were affected by the Zoom bombing or you are stressed from finals, you can check out My SSP:
https://www.sfu.ca/students/health/resources/my-ssp.html

^The Health & Counselling website also has some great resources and drop-in programs to support your mental health!

I also have a study tips document that may help for your finals! Study guide can be found here (tailored to online learning environments):
https://docs.google.com/document/d/1LbMI8MOYrxZ6jZxFGo94NwdCpKQB_pgKRTjD2lx3cy0/edit

Good luck - we're almost at the end of the semester!

At the end of the event, we got to see everyone's masterpieces and they looked amazing!

Future directions for this event could include getting an artist to come in and teach us how to create masterpieces (paintings, drawings, etc.).

Goals

- Help students express themselves creatively
- Provide a way for students to interact with SFSS
- Provide a way for students to bond and be social

Results

Bonding session for students who painted together and loved Bob Ross' calming voice

Dealt with unexpected zoom bombers quickly and efficiently

Students made some art to destress

Holiday Giveaways

Summary

Post-event report:
https://docs.google.com/document/d/1N3--VEKMf9zSZeZxz9Jw4rUNlaDsFO8TnUXZW2-0DXc/edit

Original event plan:
https://docs.google.com/document/d/1Y0QeZFdbWQCJZLmnMG2OqkVt4oKp2AnjJbtSFUv5dLA/edit?usp=sharing

Ideas and brainstorming document:
https://docs.google.com/document/d/1_y_V17E6bNNPVqWorP2knyNPpTrXUowDgKehycY5N0U/edit

Overall, this giveaway had more than 400-500 participants. Each week, we had people engage with our Instagram account (@sfss_events). There were instructions on how to enable post and story notifications so we had a lot of people watching our stories.

The giveaway was under budget, but we used a bit of our contingency. It was good to have a contingency because there were unexpected costs, like USD to CAD conversion.

Goals

- Increase engagement with SFSS.
- Provide a fun way to de-stress and win prizes during the stressful finals season.
- Boost students' morale during exams.
- Bring awareness to various resources and communities for students.
- Increase awareness of SFSS and expand our portfolio of events.

Results

Engaged SFU students with fun activities to de-stress over finals season and the holiday break.

Provided value to SFU students (like with the goal-setting workshop and giving out gift cards).

Increased awareness of SFSS and expanded our portfolio of events.

Week 1 (bingo)

Week 2 (this or that and semester in gifs):

Week 3 (trivia):

Week 4 (holiday picture):

SFSS Podcast

Summary

The podcast episode I was co-host for (the Annual General Meeting):
https://www.youtube.com/watch?v=2b-WKgPB9I8

Some Board members and I worked on a podcast, which aired live and then was posted on our YouTube. I gave biweekly updates on upcoming events for each episode, and we recorded a total of three episodes (two of which were published on YouTube - I think we lost track of the third one).

Goals

- Engage students and provide a way for students to learn more about the SFSS
- Work with the campus radio station, CJSF

Results

We had fun working with CJSF and put out 3 episodes with information about SFSS in general and the SFSS Annual General meeting.

SFSS Annual General Meeting

Summary

Promoting the SFSS Annual General Meeting (AGM) was a lot of work. However, the results were amazing - we had a huge turnout and many students expressed interest in getting more involved with the SFSS.

Here are a few things I worked on for the AGM:

SFSS AGM Cheat Sheet
- I created a document explaining what will happen at the AGM in plain language
- This document was very helpful for students, and we got a lot of positive feedback from students when I linked the document at the meeting
- The memes made the document fun to read

SFSS AGM Promo using TikToks
- Who knew filming TikTok videos was so hard…
- Filmed some fun TikToks to promote the AGM:
    - https://www.instagram.com/p/CGb5_92AkSq/
    - https://www.instagram.com/reel/CGjX6GlAcFW/
    - https://www.instagram.com/reel/CGsv30KAiOe/

SFSS AGM Spotify Playlist
- Made a playlist to promote the AGM
- People loved the playlist since it was hilarious:

[Giveaways](#)
- I was in charge of the AGM giveaway. I picked giveaway winners and followed up with them, sorting out the forms and prizes with the help of some SFSS staff like Dipti, the Events Coordinator
- I also [ran a giveaway on the SFSS Events Instagram](#) to spread the word about the AGM:

  ○

Goals
- Increase student engagement
- Pass bylaw amendments that would change the governance structure of the SFSS, among other amendments
- Have students be more aware of SFSS and what we do

Results
We had over 600 students attend the AGM

Students were more aware of SFSS and what we do

Jennifer Chou, VP Student Life   Semester Report   Fall 2020

We increased student engagement - students were more interested in getting involved

We passed some important bylaws (a project that has been ongoing and had student consultation on for almost 2 years) that would improve the SFSS in the future

ON-GOING PROJECTS
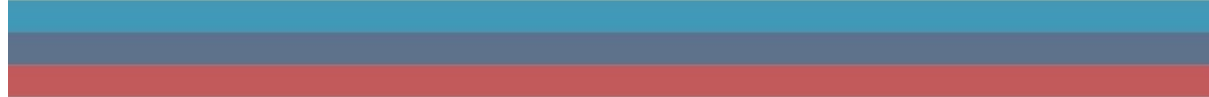
Ongoing Projects

Various Groups

Summary

In my role as the SFSS VP Student Life, I was also involved in many different groups on campus. I would sometimes provide information about SFSS but was also primarily involved in different groups in my own capacity as a student who cares about the SFU community.

Emerge SFU

About us video: https://www.youtube.com/watch?v=b8yNuOS2UuY

Last Board year, a student Senator approached me with a project idea because his project involved my faculty (and I was the Faculty of Arts and Social Sciences Representative).

I took on the project and became the PR Director for Emerge SFU.

Emerge SFU strives to instill valuable industry skills in students through a series of workshops over the course of four to six weeks. These workshops will be open to students from any discipline, giving them the opportunity to learn skills they might not typically be exposed to in their program.

SFU Disability and Neurodiversity Alliance (SFU DNA)

Last Board year, I aided SFU DNA with various advocacy efforts in my capacity as an SFSS Board member and a Student Senator. I helped other students on campus form DNA (we revitalized the constitution - the group for disabled students on campus used

to be called Students United for Disability Support, or SUDS), and became an executive member as the secretary.

This year, as the Chair of the SFSS Accessibility Committee, a lot of the committee's work overlapped with SFU DNA's work. For example, projects like the psychoeducational assessment, the SUB audit, and the Accessibility Bursary had members from both SFSS Accessibility Committee and SFU DNA working on it. Another example of SFSS overlapping with SFU DNA is that Ban the Bottle had a meeting with SFU DNA for a consultation on the accessibility of a plastic bottle ban in the SUB. This meeting occurred after Ban the Bottle presented at the SFSS Board table. A similar situation happened last Board year with Reuse For Good.

SFU Health & Counselling Electronic Health Record Replacement Project Steering Committee

Martin, the SFU Health & Counselling director, reached out to the SFSS to seek undergraduate student representation on this steering committee. This committee would help provide insight and advise on the direction of the project, which aims to improve students' experiences with SFU Health & Counselling.

I attend monthly committee meetings to go over the project, timeline, risks, and more. I am currently the only undergraduate student on the committee.

Goals

- Act as a liaison between several campus groups and SFSS
- Advise different campus groups based on information I have as an SFSS Board member

Mental Health Mondays Giveaways

Summary

This project was started with the intention to replace (in some aspects) the Care Packages project that I took on last year as the SFSS FASS Representative.

Each giveaway occurred on the [@sfss_events Instagram](#), and encouraged students to take care of their health. Writing down how they were planning to take care of their mental health, physical health, or academic health were prompts to participate in the giveaway.

So far, the giveaway has had a lot of success with more people entering when giveaways were themed (i.e. ice cream, cinnamon buns gift cards) than when they were not (i.e. Visa gift cards).

- July - Visa prepaid gift card
- August - Ice Cream (store of winner's choice)
- September - Flourgirl Baking Cinnamon Buns
- October - Starbucks
- November - Mala The Brand Eco-Friendly Candles
- December - Etsy

The giveaway also encouraged students to actively think about what they could do to lead a healthier lifestyle. Giveaway prizes included gift cards from small, local, and sometimes vegan businesses.

Goals

Get SFU students to be conscious of their health

- Each giveaway post makes students write down what they are doing to improve their health in some aspect of their life (mental health, physical health, academic health, etc.)
- Many giveaways had students express gratitude and there were positive interactions with their friends (they commented how they cherished their social connections)

Improve engagement by giving back to students

- The gift cards would show our appreciation for students and give them something to be excited about

Increase awareness of SFSS and what we do

- We always gain a lot of followers with the giveaways, and this would keep them posted about future SFSS Events posts about upcoming events

Support local businesses
- Our giveaway prizes included gift cards from local businesses
- These businesses would be promoted to a new audience

Timeline

Literally every month (first Monday of every month): Post the giveaway post

Second Monday of every month: Giveaway draw and winner is announced

Third week of every month: Decide next month's giveaway and begin preparing marketing materials

Results

Improved engagement

- There were a lot of comments for giveaway post entries, especially for a Starbucks giveaway
- SFSS Events' Instagram got some more followers who engaged with us and signed up for some of our events

Students thought more about their mental health

- Each month had a prompt to get students to reflect and express gratitude, state their goals, or focus on their mental and/or physical health

Accessibility Standard Policy Appendices

Summary

The Accessibility Standard Policy was something that I worked on last year as the SFSS FASS Representative. The 2019-2020 Board passed a motion to approve this policy, which has a coming-of-force date of one year.

A member of the Accessibility Committee (the name changed from Accessibility Fund Advisory Committee to Accessibility Advisory Committee and finally to Accessibility Committee) and I worked on the appendices. The appendices still need to be elaborated on some more though - for example, the accessibility fund request forms need to be made more accessible.

The appendices include the Accessible Events Checklist, the Accommodation Request Form, the Accessibility Fund Grant Request Form, and SFSS Event and Meeting Accessibility guidelines.

Currently, the Accessibility Fund Grant Request Form (part of the appendices of the Accessibility Policy) is obscure, inaccessible, and difficult to navigate. Some work has been done previously to revise the main application form, but all the documentation (http://sfss.ca/grants) requires heavy revision. Funding remains largely inaccessible to the bulk of students who attempt to apply. I will be doing research (on screen reader accessibility) and reviewing comments from Accessibility Committee members to implement a more accessible form.

Currently, I have a revised version of the form that I worked on. I took committee members' comments into consideration, as well as my own judgment, when working on this revised version. Here is the form:
https://drive.google.com/file/d/15A6kxCYsRoIqnvLwsiY2P9nsnnVK6lGL/view?usp=sharing

More work will have to be done on the Accessibility Granting Guidelines, which is linked on the Accessibility Fund Grant Request Form. We are hiring an Accessibility Designated Assistant in Spring 2021 to help with this work.

I am also hoping to advocate for accessibility training for not just SFSS Board/Council and staff, but also student group executives.

Goals

Increase accessibility in all aspects of the SFSS organization

Standardize what accommodations are provided

Support students who need accommodations and resources by making these resources more easily accessible and providing funding
- We are in the process of starting an accessibility bursary

Timeline

Spring 2021 semester: finish up editing the appendices of the Accessibility Standard Policy

SUB Accessibility Audit

Summary

The Accessibility Committee members could go in the building and conduct an accessibility audit, or we could hire an external auditor.

There aren't legal standards surrounding disability in BC so having a combination of different auditors may be more comprehensive.

We reached out to various different accessibility auditors, and Level Playing Field responded to us. They presented us with a proposal and also came to the SFSS Accessibility Committee and SFSS Board meetings (via Zoom).

Goals

Ensure the new Student Union Building is accessible
- Having an accessible SUB would improve students' experiences in the building
- It would also show students with accessibility needs that they were considered and are welcome

Timeline

Fall 2020: hire the auditor

Spring 2021: conduct the virtual part of the audit

Summer 2021 (or whenever COVID restrictions lift - like when most of the population has been vaccinated): conduct the physical audit

Accessibility Fund Bursary

Summary

Briefing note:
https://docs.google.com/document/d/1odY_21hzKbgLxZ8FhdaT5WpP70Bj9C9I/edit

We can establish a bursary for students who need funding for various access needs. This would use the Accessibility Fund and would be in line with the purpose of the fund.

The bursary can also "[remove] barriers to participation in campus activities and events." This means that a potential justification could be that disabled students can more easily access campus activities and events if their time is not spent trying to pursue funding for tuition and other accommodations.

Campus activities and events include:
- Classes
- Textbooks
- Any other course materials
- Technology
- Transportation
- Club and student union activities
- Recreation
- Residence

While the accessibility fund request is for a specific event or project, the bursary can be more inclusive of many other barriers the individual is facing.

Considerations like the bursary amount, application forms, application timeline, and eligibility will be determined by the Accessibility Bursary Working Group, which will report to the Accessibility Committee for feedback.

Currently progress on this project is stalled because there are logistical obstacles regarding administering the bursary. If we want to make it as low-barrier for students as possible, we may have to administer the bursary ourselves (and not use SFU Financial Aid and Awards), but this is more complex and we have to seek legal advice.

Goals

Help students with accessibility needs financially
- The accessibility fund is under-promoted and under-used

- The bursary could help students financially especially during the COVID-19 pandemic

Promote awareness of the Accessibility Advisory Committee and what we do
- Promoting this bursary can also promote the committee which means more people can get involved with the committee in the future
- This bursary can also lead students to find out more about accessibility

Timeline

Spring 2021: research and develop details of the bursary and application, with the help of the Accessibility Designated Assistant, SFU Financial Aid and Awards office, and other SFSS Board members and staff

Fall 2021: implementation (promotion, application period, selecting recipients)

Hiring Accessibility Designated Assistant

Summary

This was one of the projects in the Accessibility Committee's annual plan.

There was an Accessibility Designated Assistant back in 2017, but the position remained vacant in 2018 and 2019.

This year, the newly hired Accessibility Designated Assistant will be responsible for supporting the Accessibility Advisory Committee on the implementation and evaluation of a new Accessibility Standard Policy. The Assistant will be further responsible for assisting the development of proposals, facilitation and administrative work related to accessibility.

The Accessibility Advisory Committee revised the old 2017 job posting and reviewed it.

Several people were appointed to the hiring committee for this position, including myself as the Chair of the Accessibility Committee. The hiring committee reviewed applicants and I scheduled the interviews after both the SFSS Accessibility Committee and SFU Disability and Neurodiversity Alliance helped create interview questions.

As part of my role in the Accessibility Designated Assistant Hiring Committee, I contacted shortlisted candidates and sent them reminder emails for their interviews, along with scheduling all interviews and setting up interview notes documents.

Goals

Hire someone who is passionate and knowledgeable about accessibility
- This role requires some research work and would need expertise on the topic of accessibility and universal design

Hire someone with lived experience
- Having someone with lived experience would be very valuable to the SFSS
- Lived experience can help inform decision making

Hire someone who can help with the workload of the Accessibility Advisory Committee
- The Accessibility Designated Assistant will

Timeline

End of January - Early February: Hire an Accessibility Designated Assistant

Rest of Spring 2021 semester: Onboarding and various accessibility-related work

Psychoeducational Assessments

Summary

This project was led by Emerly, the SFSS Education representative.

Currently, we are working on the details of how the psychoeducational assessments would work, like whether a referral would be required, what psychoeducational assessments cover (we might broaden it to psychological assessments - so not just learning disabilities), and so on. The Accessibility Committee consulted with SFU Disability and Neurodiversity Alliance (some Accessibility Committee members were also a part of SFU Disability and Neurodiversity Alliance).

Goals

Help SFU students get accommodations they need without financial barriers
- Some students cannot afford an assessment which would help them get accommodations
- If SFSS implemented this policy, it may be easier for students to get the accommodations they need

Timeline

Spring 2021: Collect more feedback

Summer 2021: New policy year in August, so we would have the policy and details finalized

Fall 2021: Assessments offered according to new policy

SFSS Spotify and TikTok Accounts

Summary

Using other platforms such as Spotify and TikTok helped engage students in a different way. It was low-barrier and fun!

For example, I used Spotify to promote the SFSS Annual General Meeting. We also used it to [collect song recommendations from students for a giveaway](#), and created a [Spotify playlist for a music trivia night](#). Lastly, I created [a Spotify playlist for SFSS Board members](#) by asking each Board member for songs that represented them.

I also used TikTok to make fun videos for SFSS Events. I did event recap videos:
- https://www.instagram.com/reel/CHQw7AcAAI5/
- https://www.instagram.com/reel/CJsK3bIHdpw/

In the future, these short videos could be used to recap SFSS projects, work reports, and also convey information (governance, finance) in an easy to access way.

Goals

- Engage students in a fun way
- Provide a low-barrier way for students to learn more about the SFSS

Results

The videos did pretty well on Instagram, and we had 17 followers for one of our Spotify playlists!
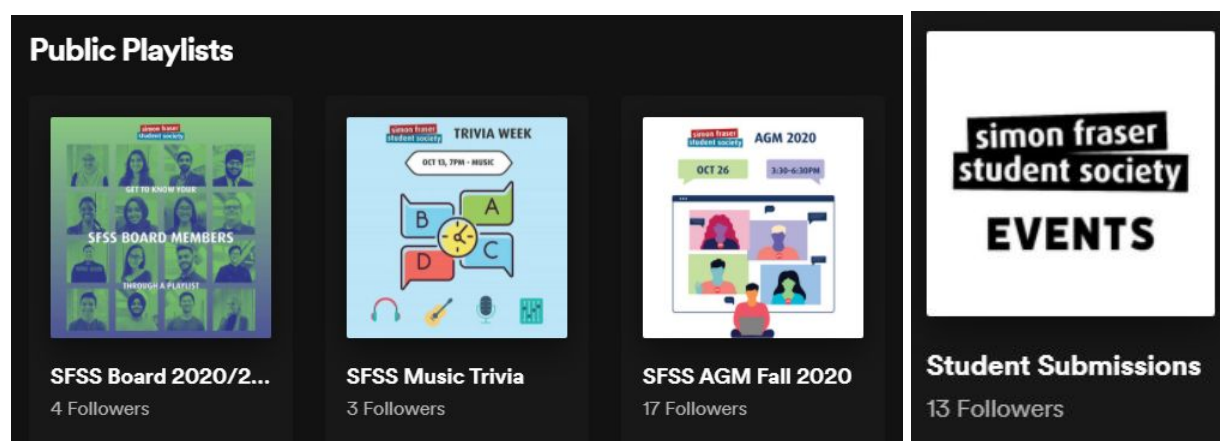
SFU StreetFest

Summary

Briefing note:
https://docs.google.com/document/d/1yWlKfqnsF4OKDxBKUnkBxsM8fdGJbjiF/edit

This year, StreetFest will be done with virtual reality. SFSS has committed to having two "booths" at the event, one for general SFSS and another for the SUB.

We will also have a raffle draw for people who enter via taking a survey.

I liaised between SFU and SFSS for this project. I met with SFU multiple times alongside the SFSS Events Coordinator, Dipti. I also filmed the SUB for the tour video.

StreetFest also has the option of booking a "live session" and I will be at the live session as well to answer any students' questions.

This was delayed until January 2021.

Goals

Promote SFSS and the new SUB to students
- StreetFest is a great way for SFSS to promote our services and SUB to students - both new and old
- We filmed the interior of the SUB and this video will be showcased at our virtual booth at StreetFest

Increase student engagement
- Having booths at StreetFest as well as including a live Q&A session is a great way to get students to know more about what we do
- Having a giveaway (and promoting this giveaway on our social media) can encourage students to learn more about us

Timeline

January: StreetFest happens

Goal-Setting Bullet Journaling Workshop

Summary

Event plan:
https://drive.google.com/file/d/15Pn7s0zbvVXMjXODSiWlNd0tNeBg4dpr/view?usp=sharing

Post-event report (technically this isn't Fall semester anymore but oh well):
https://docs.google.com/document/d/1cgN6QI1H0aQGfAonPxQOL811yXO9uieLNbVOYOOdje0/edit?usp=sharing

I reached out to Shay Hayashi to see if she would be able to host a bullet journaling workshop again.

This workshop would help students set goals more easily, and get organized for the new Spring 2021 semester.

Shay has offered to share some engaging PDF documents to help event attendees with their academic journey. There are more free resources available on Shay's website: http://shayhayashi.com/

The event would be for **Thursday, January 14th from 12:30pm - 1:30pm.**

Goals

Improve students' organization skills and provide them with a way to express themselves through artistic means
- The workshop will be interactive and engaging and attendees will be creating their own bullet journals for future use
- Attendees will learn strategies for organization and goal-setting using their bullet journals
- Attendees will be provided with a way to be creative and artistic/crafty, which can act as a de-stressor

Support local brands
- The instructor is a local SFU student who runs a productivity blog: https://shayhayashi.com/
- Her advice can be tailored to SFU students specifically

Improve students' goal-setting skills

- The workshop will be interactive and engaging so attendees can get the most value
- Worksheets will be provided as a resource for attendees to refer to and help them set good goals

Support local brands
- The instructor is a local SFU student who runs a productivity blog: https://shayhayashi.com/
- Her advice can be tailored to SFU students specifically

Provide a way for students to interact with SFSS
- A lot of our workshops for September will have an SFSS representative there to do an introduction
- By being more familiar with the SFSS representative and the SFSS in general, students may be more likely to stay up to date with what the SFSS is doing, and ask us any questions when they arise

Timeline

December: Reach out to instructor

January: Market the event, host the event, and write up the post-event report

SFSS Events x Student Groups Collaborations

Summary

Briefing note:
https://docs.google.com/document/d/1RXhV4fMk2Qh8CAMaIMVI75DIIF4GBlN4/edit

Guidelines:
https://docs.google.com/document/d/1wdeCQbxsesmjJqDGq5sp9CseElevhT1fZQAUFuysb7w/edit?usp=sharing

Difficulties, helped promote some, couldn't help others (sort out granting system)

Last year, we did club collaborations to strengthen our relationship with clubs and other student groups on campus. This collaboration would basically mean the SFSS Events Committee funds a part of a club's event.

The committee decided to change up the process this year. Committee members thought it would be better to have each club collaboration event have a specific event lead instead of one event lead for all the collaborations. The events that each student group submits as part of the collaboration would be sent to the Events Committee in a compiled Excel spreadsheet, and Events committee members would then pick and choose which events they would be interested in leading based on their experiences.

If no one is interested in leading an event, the event collaboration would not happen. So, there would be no designated project lead, and everyone would share equal responsibility.

$5,000 was allocated towards this project for the 2020-2021 Board year.

In Fall 2020, club collaborations were a little difficult to keep track of. We mainly helped promote events, because we redirected student groups to the grant system for small prize amounts. We had to make sure students didn't "double dip" with the grant system and Events funding. We did this by communicating with the club coordinators. Surprisingly, some clubs were not familiar with the grant request process so by promoting club collaborations, we also kind of promoted the grant funding process and taught some groups how to request funding for their future events.

Overall, collaborations worked better when members of the Events Committee reached out with a specific idea. This was more clear since we could split up the work - SFSS

would promote and set guidelines for what we wanted, and the group we collaborated with would create the content or host/facilitate.

Here were some examples of successful collaborations that were set up in this way:
- [Financial Literacy Workshops](#) (with Vancity)
- [SFSS x SFU Peak Frequency IG Live Concert](#)
- [Pad Thai Food Workshop](#) (with Chez Jorge)
- [Time Management Workshop](#)
- [SFSS x TechBytes Adobe Illustrator Workshop](#)
- [SFSS x TechBytes Figma Workshop](#)
- [Dance Week (Hip Hop and Afro Dance Workshops)](#)
- [Bullet Journaling Workshop](#)
- [Food Justice Webinar](#) (with an SFU professor)
- [Cultural Week](#) (cultural groups created content and were happy to be featured)
- [Samosa Food Workshop](#)
- [SFSS x SFU UPhoto Photography Workshops (Photo Taking and Photo Editing)](#)
- [Plant Ethnobotany Webinar: Squamish and Coast Salish Perspectives](#)
- [SFSS x SFU Health & Counselling: Mental Health Monday: Stress Management Tips for Online Environments](#)
- [Diwali Dance Workshop](#)
- [Rasam Soup Food Workshop](#)
- We also collaborated with some artists and experts for workshops like Tidy Tuesdays and Lantern-Making

Goals

To strengthen SFSS' relationships with student groups
- Working with student groups and helping support their events can strengthen our relationships with them

To improve student life at SFU
- Providing support to help make an event happen can lead to more events on our (virtual) campus, which leads to a better student experience if more people attend these events and find value from them
- By collaborating with clubs (a niche), the club's audience can benefit and may be more likely to go to the event than if it had been a more general SFSS event

To promote student groups
- Working with student groups and helping promote their event can also mean having our (sometimes larger) audience become aware of the student group

- Promoting the groups on SFSS social media can increase the number of members or social media followers in that group

Timeline

August: Approve the collaboration project and work out details

September (and every month onward): Promote this collaboration opportunity, help out with the event, and host the event
- Early in the month: sending out form for student groups
- Middle of the month: Events Committee members "claim" the events they're interested in for the specific month (so each month could have a different lead) and this is discussed at Events Committee
- End of the month to beginning of next month: assigned event lead helps out with the event and the event happens

Reports

Summary

Compiled list of Board-Council Liaison Reports:
https://docs.google.com/document/d/1LCmqcw9VoTsWHMIUZ1jEHCezSrEPWkwBLz-FiK_wG_Y/edit?usp=sharing

Compiled list of Events and Post-event Reports:
https://docs.google.com/document/d/1bMgVmni8qD37yU4QjdIERgaKLMtvNZHGJDjFhs2MGgU/edit?usp=sharing

Events Committee Meeting Debriefs:
https://docs.google.com/document/d/1UOMnCiRZEwGxwvn0koCxIGnAL77GwfTG4J4Cvp326DM/edit

Accessibility Committee Meeting Debriefs:
https://docs.google.com/document/d/1ZvN05I-jGADiMA-WeGOHaE0tGOhx6FX3IDyJnpl0ZmI/edit?usp=sharing

As the VP Student Life, it was my responsibility to type up reports of what happened at Board meetings and present them at every Council meeting. Previous reports I have made can be found in the folder linked above. I started putting memes in some of them hehe.

I gave a verbal report alongside my written one at every Council meeting. It was really fun! I had a Councillor reach out to me with questions because I was approachable which was really nice to hear <3

Goals

Update Council on SFSS Board meetings
- Giving a 2-minute (often less) verbal report to Councillors, and condensing Board meeting information, into a report was a really efficient way to update Council on Board meetings
- This strengthened the relationship between Council and Board because Council was more aware of what was happening at Board meetings

Make Board meetings more accessible

- I tried to make my reports easy to read (less jargon, or jargon explained)
- My reports started to have a "highlights" section at the top that was like a TL;DR and basically had the most important summaries

Timeline

Literally every Board and Council meeting: write and present the report

SFU ESports Gaming Lounge

Summary

Proposal:
https://drive.google.com/file/d/1VOVDGmgG4LPC3jQDR1gk16EowUOtJgkE/view?usp=sharing

Inclusivity group:
https://docs.google.com/document/d/1hIyZ_yaoABsm8TFUPYeQspjuBPmmrk8yWeWnI8jYm5A/edit

This project was to sort out the details of how the Gaming Lounge in the Student Union Building (SUB) would be run. SFU Esports, a club on campus, offered to help out.

I was in charge of the inclusivity working group, in which I had to make sure the Gaming Lounge was a safe and inclusive environment for all students. I set up a meeting time with members of the gaming community at SFU who were interested in giving insight and providing advice on how to make the space more inclusive. Unfortunately, not a lot of people could make it to the meeting. We had a few ideas jotted down on paper, but not much progress has been made since so unfortunately this was another project that was put on the back burner.

Goals

To improve student life at SFU
- Collaborating with SFU Esports to run the Gaming Lounge would help promote student life, especially for students who enjoy gaming

To provide a fun, safe, and inclusive space
- Ensuring the Gaming Lounge is a safe and inclusive space for all students would align with SFSS' values

Timeline

Not too sure because of COVID-19 delaying the SUB's opening date

Training for Student Groups

Summary

I wanted to have mandatory anti-racism, accessibility, and Sexual Violence Support and Prevention training for student groups.

Throughout my discussion with many different groups (Sexual Violence Support and Prevention Office, SFSS Member Services Advisory Committee - which had club coordinators on it, SFU Disability and Neurodiversity Alliance, and SFSS BIPOC Committee), it seemed that mandating training for ALL student groups would be too difficult logistically. Making live training would be difficult as well.

With SFSS Council becoming the main governing body of the SFSS, I want to ensure Council representatives have this training, similar to how current SFSS Board members have biweekly development sessions. I am a part of the Training and Communications Working Group of the Transition Steering Committee, and have brought up my ideas for training and development to the group. This working group is primarily responsible for how new Councillors and Executive Officers will be trained.

Paola from the SVSPO has also created some content for the asynchronous Canvas course training. Additionally, SFSS Events has promoted some of Active Bystander SFU's posts on Instagram.

Goals

To improve training for student representatives
  ● Since Council is made up of student group representatives, training Councillors can increase the possibility of Councillors passing the training information onto the rest of their group
  ● Better training can ensure student group events are more accessible

To help students professionally develop to help their community
  ● Having these training sessions for student representatives on SFSS Board and Council will help students' professional development as well as make students more aware of what they can do to help their community

Timeline

Fall 2020: Consult with various groups and work out the details of how training would look

Spring 2021: Plan out when each training/development session would be with the Training and Communications Working Group

Summer 2021 (start of the new term): Implement the training sessions as planned

#DearSFU Campaign

Summary

Toolkit:
https://docs.google.com/document/d/1L63qeulSQMzBH-Q0uacxWrfZX4MUQwLB8rr-czcPymo/edit?usp=sharing

Form: https://forms.gle/cX9mWQBoWu9UBSPG6

Some student representatives from Concordia University reached out to us to join them in a #DearUniversity campaign, in which students would write holiday cards to their university administration and ask for improved accommodations, better resources, more mental health support, a tuition freeze, and so on. Students could write about how the online Fall 2020 semester has impacted them, and what they need SFU administration to know in order to better support students for future semesters.
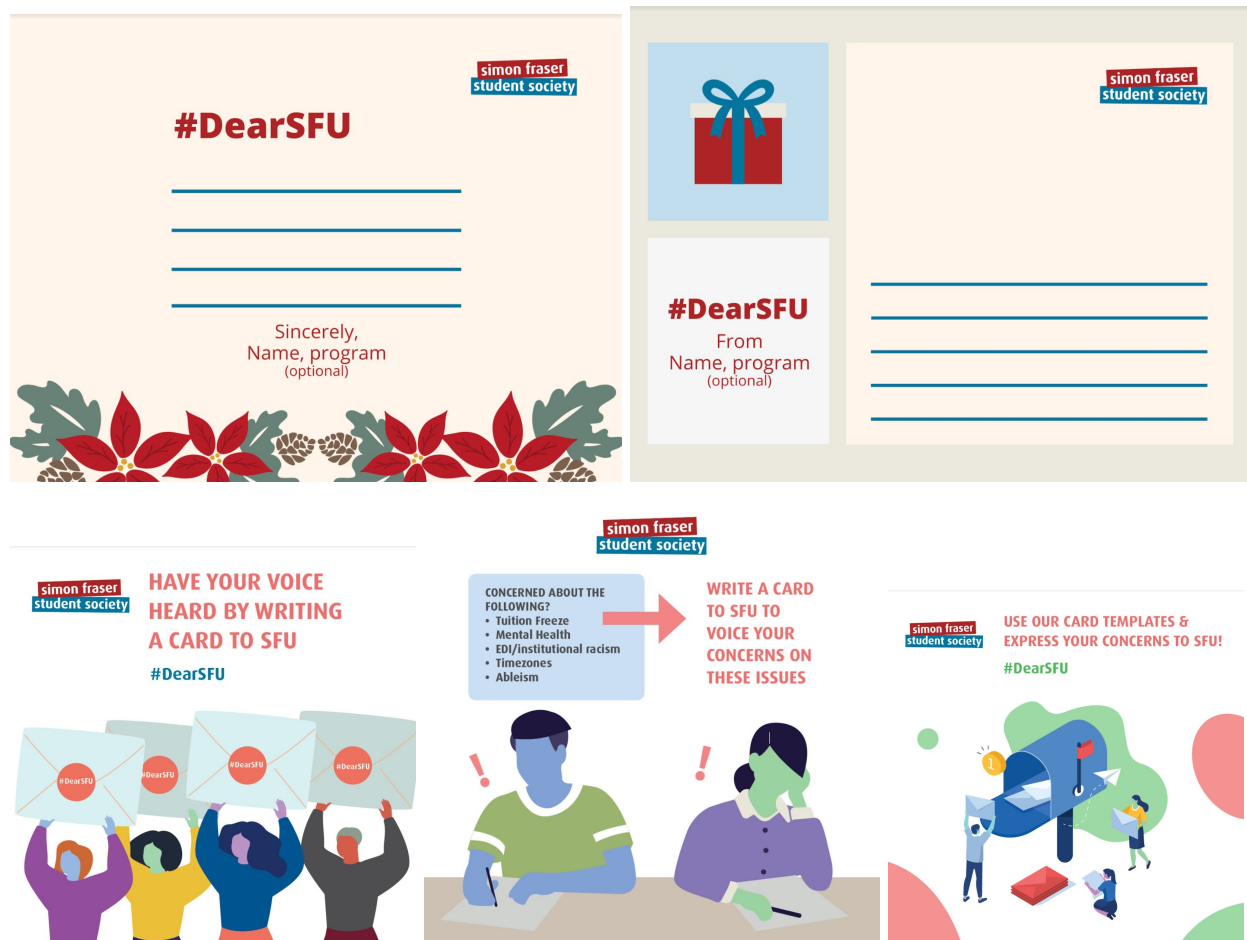
Goals

Advocate for student needs
- Having students express what they need and want from SFU can help us fight for improvements like better academic accommodations

Timeline

December: Launch campaign

January: Promote campaign and send cards to SFU administration

Pass/Fail Grading Advocacy

Summary

I wrote a [really long document](#) for SFU Senators to consider when talking about implementing a Pass/Fail grading system. Working alongside Student Senators, I talked about what I had heard from many other students who had their mental and physical health impacted by the pandemic and online learning. I attended some Senate and Senate committee meetings to ask questions and debate.

In the end, Senate voted to implement a Pass/Credit/No Credit grading system. However, right now P/Cr/NC is only for electives. Faculty representatives of student groups will have to push for departments to expand it to more than just elective courses.
- P grade = C- or higher, fulfills minimum grade for prereq course
- CR grade = D grade, fulfills total units for a degree
- NC = no credit

Goals

To improve academic accommodations for students
- The shift to online learning, especially during a pandemic, has been hard on some students. By advocating for a better grading system, we could help these students

Timeline

December: Various meetings and miscellaneous work discussion Pass/Fail grading

January: Senate meeting happens, where the vote for P/Cr/NC passed

STEPS Forward

Summary

STEPS Forward emailed me and asked for support in helping students with developmental disabilities get involved in student life at SFU. STEPS Forward supports students with developmental disabilities, supporting them as they audit courses at SFU. These students still convocate alongside their peers and complete every assignment, project, and exam in class. The main difference is that these students do not currently pay SFSS student activity fees, meaning they would not be able to hold executive positions in SFSS clubs, student unions, or on the SFSS Board or Council. Although they can still come to events and activities, they would not be able to take on official leadership roles.

We are working to figure out an associate member agreement, similar to the one that makes FIC students associate members of the SFSS, so that the students that STEPS Forward supports can partake in SFSS student life.

Goals

Allow students that STEPS Forward support access to SFSS student group executive positions
- This would give students the opportunity to showcase their leadership skills and get more involved at SFU

Timeline

Not too sure - need to follow up with STEPS Forward

Storage in the SUB

Summary

A student group (SFU Choir) reached out to me about storage space in the SUB. Currently, items (file cabinets of sheet music) are stored in members' houses, which is not sustainable long-term. SFU Choir was very understanding that everything is uncertain with the pandemic, and was willing to hold onto their items for a bit longer at least until the SUB opens to the public.

Myself, the SUB manager (John Walsh), and some other SFSS Board members and staff (Osob Mohamed - President, Corbett Gildersleve - VP Finance, and various other club coordinators) met with SFU Choir to discuss their needs and expectations. We talked about a storage room for music groups in general, if all the music groups could communicate and collaborate with each other.

However, since SFSS has not occupied the SUB yet due to COVID-19 and the lockdown (which keeps being extended because unfortunately COVID cases are still on the rise), we could not make any guarantees.

Goals

Figure out a way to support music groups
- Even if we cannot offer them storage in the SUB, we can help advocate for space on SFU property (places other than the SUB)

Timeline

Uncertain due to COVID-19

Projects to Start

Large Event Fund

Summary

This is part of the Finance and Administrative Services Committee.

The SFSS's Fall Kickoff Concert financial issues, student club large-scale events like CaseIT, and the spring hackathon all speak to the need for better financial and planning policies. I will be working with the Members Services Committee and Governance committee to determine possible usage and financial controls/policies.

I also reached out to some students to see if they had feedback or were interested in being a part of the working group.

Unfortunately I have had my plate full of other projects this semester (Fall 2020) so was unable to progress much in this project. I am hoping to put it on the front burner (is that a thing?) for Spring 2021 before my term is over.

Goals

To have set guidelines for how large events are planned financially
- Having set guidelines can prevent overspending or other mistakes
- These guidelines can help with institutional memory and to standardize processes

To give student groups a clearer idea of what to do if they need funding for large events
- These guidelines can be published publicly and be sent to students who request it
- Students can refer to the guidelines for how to proceed in planning their event

To support student groups to the best of our ability
- Promoting these new guidelines can help student groups know that they have an additional avenue of support for their large event

Timeline

February: Have a working group meeting, consider what is needed in the policy

March: Workshop the policy and come up with a draft

April: Consult with other student group executives, other SFSS Committees, and SFSS Board

Fall 2021: Implement the policy

Miscellaneous January Events

Summary

As the Chair of the Events Committee, I will be supporting many events and helping Event Leads/At-Large Committee Members.

Some of these events we will be planning include:
- Mental Health Mondays Giveaway
- Stock Market 101
- Fitness/Yoga workshop
- Goal-setting Bullet Journaling workshop with Shay Hayashi
- Food workshop
- Video Games Night
- Trivia Week
  - Harry Potter
  - Brooklyn Nine-Nine
  - The Office
  - Grey's Anatomy
- Red Bull Collaboration
- Meditation and Mindfulness Workshop with Lawrence Jones
- [Black History Month](#)

Goals

To engage students by providing events on topics they are interested in
- We have a wide variety of events for many different interests

To help facilitate connections between students
- A lot of students expressed concerns about making new friends in an online environment
- Having many events can help students meet new people and make new friends

To give Events Committee members event-planning and leadership experience
- Events Committee members joined the committee to get more experience and plan fun events
- Helping support these events but having a committee member lead the event can lead to more experience and confidence in planning and hosting events

Timeline

These events will take place throughout January, with possible delays for events which can happen in February. Black History Month will also be in February, but myself and some other Board members will be planning Black History Month posts and campaigns in January. Read more about Black History Month planning [here](#).

SFSS Rebranding

Summary

Currently, the SFSS logo is arbitrarily chosen. A group of SFSS Board members formed a working group for rebranding, in which we will be creating a new SFSS logo.

Although we met a few times in the Fall 2020 semester, we did not have a lot of progress on this project and it got put on the back burner since we had more pressing projects like promoting the SFSS Annual General Meeting.

Goals

To instill meaning in the new SFSS logo and brand
- The current logo doesn't have a lot of meaning behind it
- Our new logo will reflect SFSS values, mission, and history

Timeline

I don't know what's happening anymore

Black History Month

Summary

I reached out to African Students' Association and SFU SOCA (Students of Caribbean and African Ancestry) to see if there were any areas for collaboration for Black History Month in February. I attended an SFU SOCA meeting in which executive members were very excited about the month-long project/event/initiative.

I also talked about Black History Month at the SFSS BIPOC Committee, where two other Board members, Nafoni (SFSS Health Science Rep) and Anuki (SFSS Environment Rep) mentioned they were interested in supporting this project. Currently, the ideas we have are:
- Create informational graphics on Canva for posts
- Do interactive trivia on Instagram stories
- Stories or a series of posts about racism, colourism, classism, intersectionality, etc.
- IG highlights/story featuring some Black scholars and then recommend some books
- Tag local Black makers/creators, businesses, activists
  - Compile a list of resources and places to support

Originally, I thought about having anti-racism workshops as part of Black History Month. However, as Balqees (SFSS At-Large Rep) pointed out, Black History Month should be more about celebrating instead of trauma. Because of this, we will not be hosting an anti-racism workshop for Black History Month, but there is a possibility of hosting one in the future. We can also have a panel event or discussion about anti-racism in the future as well.

Goals

To educate SFU students about Black History Month
- We are planning some educational posts for Black History Month where students can learn more about Black history and culture
- We are also planning on providing resources for learning more information

To celebrate Black history and culture
- There will be many different activities where students can learn about Black History and culture - for example, there will be an Afro Dance and cooking workshop where we will make cultural foods (like from Lagos, depending on if the instructor is available)
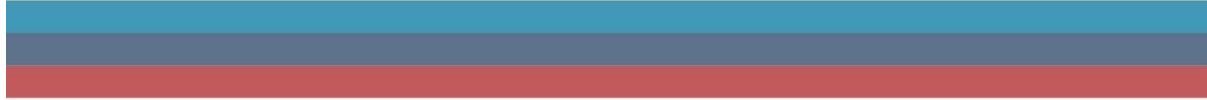
- We will support Black students and instructors and promote local Black businesses and projects

Timeline

December-January: Come up with ideas

February: Implement ideas, host workshops, etc.

PAIN POINTS

Pain Points

Giveaways

It was so painful tracking everyone down, keeping track of winners' emails, receipts, forms, etc. You have to be SUPER organized (have a spreadsheet tracking winners, what they won, and their contact information, as well as having organized folders for all the cheque requisition forms). Also, I didn't always use an external app to pick winners, since some giveaways allowed extra entries if the student reposted our giveaway post on their Instagram story. This meant I had to go through entries manually, plug them into a random name picker, and pick the winners that way. For giveaways with 200+ entries, this was kind of daunting and took a while.

Forgetting about projects

I tend to take on too many projects because I get excited about a lot of them and I want to be involved. However, this resulted in me forgetting some of my responsibilities or putting them in the "back burner" when really I wanted to give the project my full focus.

Not delegating

I feel soooo bad because I'm so used to being *that* group project member who does everything that I kind of assume every team I'm on is like that. I would take on a lot of work and not delegate or let others help, which resulted in overworking and overwhelming myself (although I do thrive on chaos and love being busy). I feel like some people thought I wasn't letting them in the loop or that I "took over" the work they were supposed to do, so in the future I will need to be more clear and communicate more effectively. I will also have to keep in mind that others can help me and remember that not everyone is like the group project member that just disappears and leaves the work for you to do.

RECOMMENDATIONS
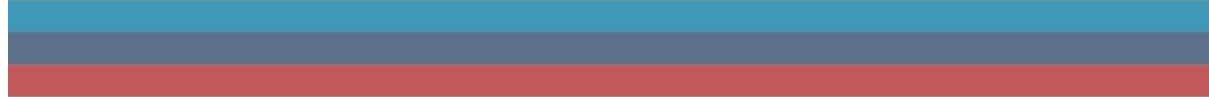
Recommendations

Wake up early

Drink water before bed to force yourself to get out of bed to pee. You can get a lot done before meetings start for the day, because no one schedules meetings before 9am. You can also listen to lecture recordings before bed because learning stuff before sleeping helps with memory consolidation, and as a bonus, the droning sound can help you fall asleep.

Have a routine and exercise

When I tell people I exercise for 1-2 hours a day every day, they're shook but it's only because I take extra long rest breaks lol. I go for a walk and do at-home workouts while listening to lecture (or LinkedIn Learning), and this helped me improve my memory. It also helped me with feeling more tired during the evening, which regulated my sleep routine. More details on work-life balance in my presentation here (remember to look in the speaker notes section): https://docs.google.com/presentation/d/1tFTjsbUxeigs8hsi1OPEZYN12w6SSLn_dXDcLPGBw5Q/edit?usp=sharing

Remember exam season

I had so many fun event ideas like an eco-friendly fabric gift wrapping workshop, but I realized students were busy with exams. This also counted students in the Events Committee. In exam-heavy months like late October, November, and December, we had a significant drop in attendance and engagement because everyone was busy with exams. People who were planning these events also had exams and I did not want to put unnecessary strain on them. Instead, we focused on low-barrier easy social media campaigns and giveaways.

Use apps to make giveaways and events easier

Giveaways are sooooo much work...but some apps can make it easier. You can pass a motion to pay for an app to count any extra entries for you automatically too. If you Google it, there are many options to choose from. Some examples:

- https://commentpicker.com/business-instagram.php (requires you to connect to a Facebook page, but SFSS Events did not have an associated Facebook page)
- https://www.jonportella.com/free-instagram-random-comment-picker/
- https://app-sorteos.com/en (simple to use, but you have to pay extra if you want extra functionality like adding bonus entries)
- https://www.wask.co/instagram-giveaway-comment-winner-picker
- https://www.easypromosapp.com/instagram-sweepstakes/
- https://instabom.com/en/giveaway
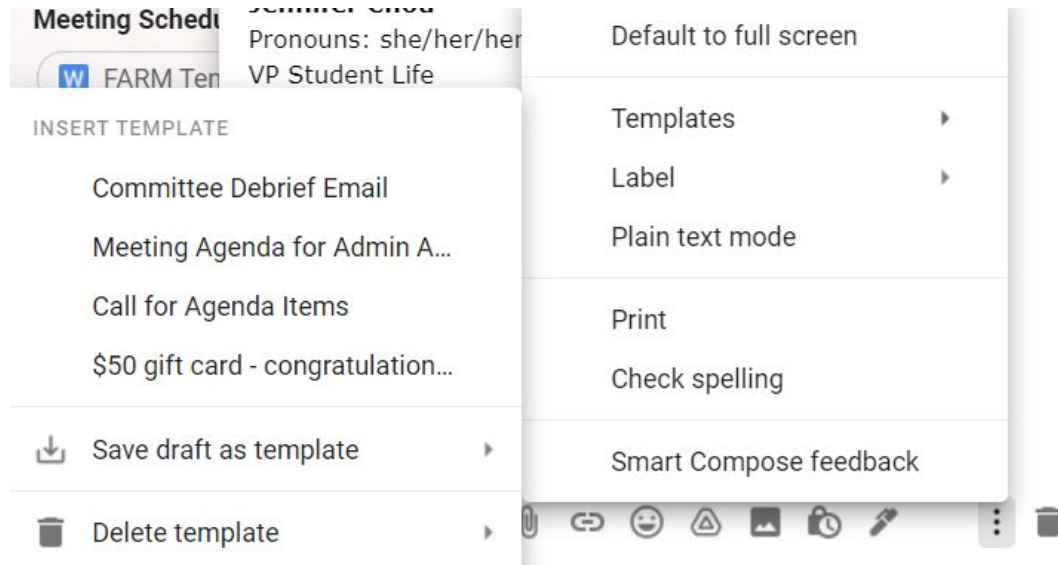- https://simpliers.com/en/giveaway/instagram

We also had some difficulties with Eventbrite because not everyone got the emails with Zoom links. I figured out that we can just have the Zoom link in the confirmation email and the order confirmation page. However, I noticed some groups used Luma instead of Eventbrite, and it seemed to work pretty well.

Use Gmail email templates

I recently discovered Gmail email templates and they have saved me SO much time. I don't even have to copy paste the "call for agenda items" emails or the "congrats for winning an SFSS Events giveaway!" emails from Notion.so anymore! I could just click on the template and it'd load for me, and I'd just plug in and change the necessary information (like dates).

Here's how to use Gmail templates:
https://support.google.com/a/users/answer/9308990?hl=en

Meeting Sched

W FARM Ten

Pronouns: she/her/her

VP Student Life

Default to full screen

INSERT TEMPLATE

Templates   ▸

Committee Debrief Email

Label   ▸

Meeting Agenda for Admin A…

Plain text mode

Call for Agenda Items

$50 gift card - congratulation…

Print

Check spelling

Save draft as template   ▸

Delete template   ▸

Smart Compose feedback

Check spam folder

Sometimes there's actually important information sent there so you should make sure you don't miss anything. Maybe set a calendar reminder for yourself every month or so?

Schedule emails

Scheduling emails on Eventbrite to remind attendees 1 day and 1 hour before the event can save you a lot of time and ensure you don't forget to send the reminders. On the day of the event, instead of sending reminder emails, you can worry about promoting, setting up the event, and checking DMs for event inquiries.

Scheduling emails on Gmail also helps because you can always cancel it before the send time and add more things to it as stuff comes up. For example, if you have more events planned that you want to send in to the Student Bulletin newsletter, you can cancel send, add the event in the email, and reschedule it. This means you won't have to send multiple emails. Also, if you're working at like 3am and you schedule the email to send at 8am, you can seem like a responsible adult AND the email will be at the top of the person's inbox the next day.