2020-2021

simon fraser
student society

VP Student Life
Exit Report

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Simon Fraser Student Society

Executive Summary

Executive Summary

Hey! I'm Jennifer, AKA Meme Queen. Sadly I did not have time to put many memes in this report, but you can find a lot of them in my SFSS Board Meeting notes here.

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.

A lot of my projects this year revolved around the committees I chaired. With the Events Committee, I hosted a total of 28 collaborations, 19 giveaways, and 56 total events (workshops, webinars, and more).

Some of the projects I took on as part of the Accessibility Committee are still ongoing, including the Accessibility Bursary and the SUB Accessibility Audit.

You can find my key recommendations in the linked section.

Overall, it's been a hectic, fulfilling year of amazing events, projects, and other initiatives (despite COVID-19). I'll be sad to leave the SFSS after 2 years, but I know that I've done my best to prepare others who will be starting their time with the SFSS.

P.S.

I am sorry for how long this report is...please use control + f or the Table of Contents to navigate. This is intended to be a compilation of everything I have worked on, because I do not trust Google Drive with all my files (the links may be invalid because the files may be deleted in the future).

Control + f this document and type *important for things that you should know.

Here is a link to all the guides, reports, meeting notes, and documents I have compiled over the past year. Some of the guides are included in the Appendices section of this Exit Report.

Overview

As the VP Student Life/VP Events and Student Affairs, you mainly take on events and other student-facing initiatives and projects. However, the role is what you make of it and you can take on what you are passionate about!

Challenges

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.

Overworking

Another issue I had was overworking. I am still adamant that I don't burn out (I don't feel burnt out at all - I relax on weekends and I enjoy my work and planning/hosting fun events).

However, despite not burning out, I would say 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.

In the future, once some of my projects have concluded, I will have to remember to keep track of projects I am taking on to make sure I don't commit to too many things at once. The fact that things are online only makes it worse because I feel like I save a lot of time by not using transit, but I just use that time to sleep instead.

Learning Experiences

See [Recommendations section](#) below. Main takeaway is to not be afraid to ask for help and to try to exercise (go for a walk) outside of SFSS work!

Key Contacts

Events-Related

At SFU

Name	Role, Affiliation	Contact Information	Initiative(s) Collaborated On
Amy Farahbakhsh	Student Engagement Coordinator, SFU Student Engagement & Retention	amy_farahbakhsh @sfu.ca	Event Promotion
Caryn Cameron	Web Development Coordinator, SFU Student Services	cgc@sfu.ca	Event Promotion

Accessibility-Related

At SFU

Name	Role, Affiliation	Contact Information	Initiative(s) Collaborated On
Mitch Stoddard	Director, Centre for Accessible Learning	mitchell_stoddard @sfu.ca	Ongoing consultation
SFU Disability and Neurodiversity Alliance		sfudna@gmail.com	Ongoing consultation
Jaclyn Hayward	Communications and Marketing Coordinator, SFU Health & Counselling	jrj5@sfu.ca	Ongoing consultation
Martin Mroz	Director, SFU Health & Counselling	martin_mroz@sfu.ca	Ongoing consultation
Manoj Bhakthan	Director, SFU Financial Aid and Awards	manojb@sfu.ca	Accessibility Bursary

External

Name	Role, Affiliation	Contact Information	Initiative(s) Collaborated On
Darby	Accessibility Auditor, Level Playing Field	darby@levelplayingfield.ca	SUB Accessibility Audit
Yangyang	Accessibility Auditor, Level Playing Field	Yangyang@levelplayingfield.ca	SUB Accessibility Audit

Andrea Donohoe	Lawyer, Smetheram & Company	adonohoe@smetheramlaw.com	Accessibility Bursary (appropriate tax forms, provincial, and federal disability benefits and income)

ME AFTER WRITING THIS REPORT

Types of Headaches

Migraine   Hypertension

Stress   reading Jen's exit report

Completed Projects and Initiatives

SFU Advocacy

Summary

My SFSS term started at a weird time, when all classes shifted online. It was the end of the Spring 2020 semester, and a lot of students had concerns regarding how the transition online was handled. Some students had concerns about exam invigilation, final grades, and other factors of academic life that were affected by the shift to online learning.

Last year, as the SFSS FASS Rep, I acted as an advocate for students, emailing department chairs and professors. As a student Senator (my term ended May 2020), I was privy to information that wasn't necessarily easily accessible to students. This allowed me to bring students' concerns to the forefront of meetings with SFU, where I continued my advocacy work as both a student Senator and a Board member of the Simon Fraser Student Society.

For a more detailed report on my advocacy efforts, check out my Senate Report (scroll down for COVID-19-specific advocacy) here: https://docs.google.com/document/d/1HRqk_05Zs4r0XQRN_hsDDcXokblclRvx45fWwL JJcEU/edit?usp=sharing

Goals

Improve transparency surrounding new guidelines for online learning
- I connected with confused students via social media, addressing their concerns and posting updates

Act as a student advocate to improve the academic lives of students
- A lot of students reached out to myself and the SFSS President, Osob Mohamed
- We sent emails to their professors and the relevant department chairs to advocate on these students' behalves

Results

Provided a voice for students to SFU administration

- I regularly consulted with students on Facebook (Must Knows for Courses at SFU group), Discord, Reddit, and my personal Instagram account.
- I created a Google form for students to submit their thoughts and I collated these responses to present to SFU administration

Provided clarity for students who were confused about COVID-19 academic changes

- Since I was at the meetings where important decisions were made by SFU, I passed on this information to students who posted questions online.

Meetings and emails

- I successfully brought forward students' concerns to SFU administration, department chairs, and professors through meetings and emails.
- I worked with other SFSS Board members and the Ombudsperson to address and respond to students' concerns.

Cultural Groups Welcome Video

Summary

The FASS Rep, At-Large Rep, and I took on this project and contacted a lot of cultural and religious groups at SFU.

The goal of this project was to help incoming students feel more welcome like there is a group they are welcome to join at SFU.

Video: https://www.facebook.com/sfss1/posts/3906535776030469

Goals

Show students that they are welcome at SFU
- By having videos of people welcoming students to SFU, students may feel like they will be more likely to be accepted here
- Showcasing student groups can help provide students with a clear place to contact for support or new friends

Promote cultural groups on campus
- Cultural groups that are showcased in the video will be promoted on SFSS social media

Strengthen relationships with different groups on campus
- I reached out to many different cultural groups who expressed interest and support in this project
- We continuously communicated and worked together to collect the clips and put together the video

Results

Communicated with cultural groups on campus
- I reached out to groups through email and social media
- I communicated what was needed from these groups and gave group representatives a script for the video
- I collected videos from groups and got the communications department to create a video

Committed to accessibility

- I gathered a script from group representatives, which included spellings of any greetings from different languages
- The communications department has been amazing with captioning the video

Helped promote student groups on campus
- Provided a more engaging way for student groups to connect with new students
- Included the names and social media handles of student groups in the video

Welcomed incoming students
- Provided a way for students to get more information about a group they may be interested in

SFSS TikTok Video

Summary

I wanted to have a cool introduction for the new 2020-2021 SFSS Board. The Environment Rep, Anuki, helped out with this.

We collected videos from SFSS Board members. I filmed my stuffed raccoon, Miea, for Phum's video.

Video: https://www.facebook.com/129758267041591/videos/253726346003102

Goals

Introduce new Board members to students in a fun way
- Using TikTok and holding up a sign showing what SFSS meant to Board members allowed us to introduce ourselves in a fun and engaging way

Results

Created a fun video to introduce students to Board members
- The video was short and sweet (like me) and it was entertaining and cute and fun and amazing and all the positive words

Increased engagement on SFSS social media
- The Tiktok video got more likes and comments than usual posts

Increased transparency with SFSS Board members
- Putting a face to the name of the SFSS Board members to make us more approachable

*important: having a welcome video to introduce students to the new Board was super great! I would highly recommend doing this in the future again, it helps students get to know their Board members (who represent them) and also helps us feel less intimidating.

Financial Literacy Workshops

Summary

Post-event report here:
https://docs.google.com/document/d/1ef8Yaal-mzhd5cs3FKfev4MwLkQCAaGwPtVR9di2VsY/edit?usp=sharing

Videos:
- Budgeting: https://www.youtube.com/watch?v=MP5pOOzwhrs
- RRSPs and TFSAs: https://www.youtube.com/watch?v=zFRZN4633YY

This event went pretty well. We had around 40 signups on WebSurvey, although only around 20 attended each of the two workshops (Budgeting and RRSPs/TFSAs). However, we were able to record the workshops for the students who couldn't make it.

The workshops were hosted by some amazing volunteers at Vancity, free of charge. Attendees were very engaged and asked some great questions. The presentations themselves were interactive with polls and informative PowerPoint slides.

I really appreciated the VP Finance, Corbett, and the VP University Relations, Gabe, for helping host the workshop when I was unavailable to.

Goals

Help students learn more about personal finance and financial literacy
- Students asked a lot of questions to increase comprehension of finance

Increase awareness and knowledge about SFSS
- Talked about the SFSS and what we do at the beginning of the workshop

Facilitate student engagement during COVID-19
- Many students registered for the workshop
- I promoted the workshop in many different places, including Facebook, Instagram, and Discord

Results

Taught students financial literacy skills
- Students were very engaged and asked very thought-provoking questions to deepen their knowledge and understanding of Budgeting and RRSPs/TFSAs

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 community members
- Communicated with Vancity representatives and thanked them for the partnership and for facilitating the workshops

Events

This has been a hectic year for the Events Committee, but the committee has been amazing! We've bonded over the many hilarious meetings and socials we've had.

28 collaborations
Clubs, SFU Health & Counselling, SFU Recreation

19 giveaways
Mental Health Mondays

56
Total events

Meet the Team!

Hey SFSS Events! So excited for this, thank you! What a great way to jump into 2021!

Summer 2020 Events

Over the summer, there were some delays because we had to wait for students to apply to committees before we could hit the ground running. Our first few events and meetings occurred in July as things were getting set up.

You can find a compiled list of events and post-event reports here:
https://docs.google.com/document/u/3/d/1bMgVmni8qD37yU4QjdIERgaKLMtvNZHGJDjFhs2MGgU/edit

Find the Youtube SFSS Events playlist (recordings from previous events) here:
https://www.youtube.com/watch?v=_-VFDGEN7S4&list=PLQ7YNxmYhoXgpJccYArFuRoYhVJkxyZDP&index=9

SFSS Events X SFU Peak Frequency Live Concert

Summary

Post-event report here:
https://docs.google.com/document/d/1VcW03rKu9OIV2YROHPWApy46tG58VizGGSpz3H0CEG0/edit?usp=sharing

SFU Peak Frequency took over the @sfss_events Instagram for around 3.5 hours, from 4:30pm to 8pm. They did a livestream of amazing performances.

This event went pretty well. There was a lot of amazing support from folks at Peak Frequency. One student told me she only went to check out the event for one song only, but the performer was so talented that she stayed for a few more songs.

SFU Peak Frequency MCs went to the SFSS Board office and had the marketing material laid out in the background, which was awesome. However, they were some wifi issues, but the MCs handled it pretty well and were amazing presenters.

There were some wifi issues but the team was super adaptable and figured out a solution (shifting the performance times).

Goals

Increase student engagement
- Our @sfss_events Instagram had been inactive since elections; by hosting the Instagram Live concert, we would increase engagement

Provide an event for students who love music
- Students who loved music (whether it's performing or listening to music) attended this event
- We provided students with a platform to perform on
- One audience member said she intended to stay for one song but ended up staying longer because the singing was so good

Collaborate with SFU Peak Frequency and provide them with a platform to perform and promote the club
- Our event lead, SFSS At-Large Representative, Phum Luckkid, acted as a liaison between the SFSS Events Committee and SFU Peak Frequency

- Both sides (SFSS Events and SFU Peak Frequency) were very excited for the event

Results

Strengthened connections with SFU Peak Frequency
- Usually, the SFSS only collaborates with SFU Peak Frequency for the annual SFU's Got Talent event
- SFSS Events helped provide SFU Peak Frequency with a platform to host a concert. This was a great collaboration because in the past SFSS has only collaborated with SFU Peak Frequency on SFU's Got Talent

Provided an event for students who love music
- Gave a platform for music-lovers to perform
- Have an easy way for students to watch performances and connect over music

Pad Thai Food Workshop

Summary

Post-event report:
https://docs.google.com/document/d/1GX76L9RgOD0bck8SYHlmvzD3aoeNQLTD29jAg7ie34E/edit?usp=sharing

Video recording: https://www.youtube.com/watch?v=zIlB8_tBPr4

The SFSS Pad Thai Food Workshop with Chez Jorge was the first time the SFSS Events Committee has hosted a cooking workshop online.

Overall, 18 people signed up (3 of which were SFSS staff or Board members). Around 4 to 5 SFU students (non-SFSS staff/Board members) showed up to the Zoom workshop for the entire duration of the workshop; some students dropped by and left before the workshop was over. I (SFSS VP Student Life) was the only person making food alongside the chef, and it ended up being hilarious and entertaining (while still educational). The rest of the attendees watched and asked questions like it was a live interactive cooking show.

The overall budget (including contingency) was $240, and we spent $214.95. The event was very well-received by attendees, but since it was during finals season, I am expecting more people to watch the recording of the workshop once it is uploaded online.

One roadblock about the workshop was that it was during finals season, which could explain the low attendance. However, the workshop was recorded so other students can watch the recording later on once it is up on SFSS social media.

Goals

Test out events on an online platform (the only other event hosted on Zoom by the SFSS Events Committee were the financial literacy workshops)
- I had to use the Zoom account of SFSS VP External, Samad Raza because his Zoom account has recording permission
- The recorded video could be accessed publicly for those in different timezones
- The recorded video could also be screenshat to be turned into pictures for the post-event report

Build connections with more students and have them be more aware of what the SFSS is
- Some students attended the event and asked a lot of questions
- I didn't recognize them so they haven't attended previous SFSS events before (at least not the online ones)
- I talked a bit about the SFSS and what we do at the beginning of the workshop

Give students some skills that will help them in their future
- Student attendees said that they learned a lot from the workshop
- The workshop provided them with some cooking tips

Get more familiar with the process of obtaining and working with instructors for workshops
- We have never really done this before since the move online
- This was the first time we hired a paid instructor to host a workshop online
- The process went relatively smoothly (instructor was paid after the workshop), and I have a better idea of the process to hire instructors for future workshops

Results

Provided a positive, fun event for students interested in learning how to cook
- 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 with the young chef, George.

Collaborated with a young, up-and-coming chef, George
- This was the first time George had hosted a workshop like this but it went really smoothly
- Supported a small business

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

SFSS Funding Guidelines Working Group

Summary

Several members of the Member Services Advisory Committee formed a working group. The purpose of this group was to consult student group executives to hear what feedback they had for how current funding processes worked.

I assisted the Chair, SFSS At-Large Representative Phum Luckkid, in creating a list of groups to reach out to. I also reached out to these specific groups and got them to fill out the Google form with their feedback.

Goals

Improve the funding system to make it easier for students to use
- We sought input from various student groups as to what we could do to improve

Results

We had a meeting with several student group representatives to go over the feedback.

We discussed allocating core funding to clubs using a bracketed/tiered system so funding is determined by the number of members clubs have.

Greek Life Organizations

Summary

Meeting notes:
https://docs.google.com/document/d/1JjAY8-OSE3LXUt-gulIhNTx2g2Koyn1xcxppPx7YrAQ/edit?usp=sharing

The Board passed a motion to give professional fraternities permanent club status after this issue was the topic of many meetings.

Some considerations:
- Professional fraternities have important ties to their parent group - networking events, funding, etc.
- They also have their own insurance, covered by their international board
- Professional fraternities are co-ed - accept everyone
- Professional fraternities have ties to faculty members, they fundraise, and may need free SFSS room booking/grant requests like a club (instead of being treated like an external group, getting some discounts)
- Professional fraternities were not banned - it was social fraternities that was banned in the motion (but this was penciled in so may not have been in every copy of the document)
- If they were an SFSS club permanently it might be easier to oversee/regulate activities and ensure that rules are being followed

Causes for concern:
- SFU is firm on not accepting Greek Life
- Social fraternities may want to push for club status as well if we approve permanent club status to professional fraternities
- Our current insurance provider probably would not help out if something happened and they say Greek Life was involved
  - Potential reputational damage for SFSS as well
- Training may not be enough to prevent harassment/hazing from happening (this is shown with UBC AMS' experiences)
  - However this is mainly only for social fraternities

Goals

- Find a way to give students a community they can belong to while still ensuring the safety of students

Consider the situation with professional fraternities and make an informed decision
- After meetings with a representative from a professional fraternity and discussions at SFSS Committee and Board, we concluded that professional fraternities should be given permanent club status

Work with professional fraternities to address students' concerns
- Discuss next steps for addressing the cGPA requirement issue and the membership fee
- cGPA requirement can be waived on a case by case basis and is not enforced - but the representative from a professional fraternity will talk to the international chapter and see if the language can be changed to "recommended cGPA"

Results

Greek Life Organizations now have club status

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

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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-ocpAbqOFzBIA8VVDaITAZqwK36RBNVgv7tGY/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

Make Your Own Bujo

Take out your tools! We'll start in 2 min.

13

October Bullet Journal Workshop

Semester Goals & Plans

TO INCLUDE:

- Class Schedule →
- Semester Overview →
  - Prof (name, email, office hours)
  - Exams/Assignments
- Goals →

18

Elizabeth Journals

Studying Amino

October Bullet Journal Workshop

Pets Social

Summary

Post-event report:
https://docs.google.com/document/d/138rkvNZpGVgfgj11Iz9DjG33OdYEWTTn6fG1lT-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/1KPG4Dod56lXeaHRmSk7CHAseV539Fkwg/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.

*important: I would highly recommend doing something similar in the future, but different themes. For example, this year we did cultural week and dance week. In the future, you can showcase arts and crafts clubs. This is a bit more work than Clubs Days but can help people get engaged and involved with clubs outside of the beginning of the semester. It is a bit of work to plan but all of the clubs involved were very grateful for the promo and students loved interacting and learning about clubs via SFSS Events' Instagram stories (quiz stickers, question stickers, etc.). One thing you should do in the future is have a budget so make it a **giveaway** - students always love giveaways.

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-lN6WnQ/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/19alZaMf71BcQJPLZsHdhRsatdrQPvicVBjavGEoxIGA/edit?usp=sharing

Salted Caramel Pretzel Cookies
- Workshop recording: https://youtu.be/k9_AQSVnuPc
- Recipe: https://docs.google.com/document/d/1goQN_SrBpogQDOxYwbm0ABELk3v42muibzgdR_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-aere2NnQH3NekPtGm2fXMJJDw/edit
- Recipe: https://docs.google.com/document/d/1bWZiEEnAZptdgu7L670x0vAmkpxKeCpG6p978MR3QZ0/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.

From our apple pie workshop today! It smells just like fall 🍎🥧💖

Flaky crust and delicious filling omg

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

HORROR MOVIE NIGHT

Friday, Oct. 30 at 7pm

Movie: Hereditary

simon fraser student society

sfss_events • Following

sfss_events Grab your popcorn 🍿 and join us for a screening of Hereditary (2018) 🎬👹

To RSVP, check out the link in our bio!

We will be using Netflix Party. Please note that a Netflix subscription is required to watch. We will also be on Zoom and can also communicate with the chat function on Netflix Party.

About Hereditary (2018):
When the matriarch of the Graham family passes away, her daughter and grandchildren begin to unravel cryptic and increasingly terrifying secrets about their ancestry, trying to outrun the sinister fate they have inherited.

Liked by sfudna and 64 others

OCTOBER 27, 2020

Add a comment...   Post

Stranger Things Murder Mystery Night

Summary

Post-event report:
https://docs.google.com/document/d/1TIb-Cap2HQyDAv-J5Bp432ctBDpblavqHIAzUx9sJzl/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.

*important: THIS WAS MY FAVOURITE EVENT OF THE YEAR! However it took months of planning and coordination. It would be too chaotic with too many people too...but the students who came (and who knew Stranger Things) LOVED it so much. People made new friends and had a great time. We (the Events Committee members who worked on this) brainstormed all the puzzles in one sitting - the bulk of the time was

spent on testing things out and figuring out everyone's availability. Working the breakout rooms was also a bit of a hassle.

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. 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_01XvUeXhH3vU7twj0T4dE0vwn808xc/edit?usp=sharing

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

Original event plan here:
https://docs.google.com/document/d/1JBwWCG1sLqp0sxGeoRcgmyxklxsQu3hh/edit#heading=h.gjdgxs

Recipe here:
https://docs.google.com/document/d/1OF_nZr5y5IzUjaecUwC4C2E0hhskBddepQ7DkcDT428/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/1LbMl8MOYrxZ6jZxFGo94NwdCpKQB_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

*important: please don't get Zoom bombed like we did! I usually make Eventbrite links private now (only those with the link get to RSVP, so they can get it from the SFSS Events link in bio). You could also get people to put in their SFU emails when signing up.

Holiday Giveaways

Summary

[Post-event report](#)

[Original event plan](#)

[Ideas and brainstorming document](#)

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):

*important: people LOVED THIS!!! Go to the post-event report and check out the feedback section. It was also a great way to collect feedback - for the This or That activity I noticed that people picked they preferred socials rather than workshops, but then people would rarely come to socials (maybe just because we don't host them often). Check out the chaotic Notion document here where I screenshotted (screenshat?) everyone's responses:
https://www.notion.so/Holiday-Giveaways-baa1e8ee321f4ac1b860abd565ad8d71

The team brainstormed everything in 1 meeting, but you have to remember to keep checking in on people who said they'd do certain things. This is to remind them and put the task back on their radar!

January Events

Around this time, students (including students on the Events Committee) were feeling kind of burnt out. The attendance definitely was not the same as it was in the Fall 2020 semester, and it was clear that the COVID-19 pandemic had taken a toll.

However, we were still able to host some fun events to brighten up people's day! Some events that were planned but did not happen include: Stock Marketing 101, VIdeo Games Night (ended up turning into an Events Committee social - *important: it's great to do a social once a semester, because it was soooo fun!), and a collaboration with Red Bull. For the Red Bull collaboration, things get a bit confusing because SFU has a partnership with Pepsi so if we are using SFU spaces, I think we have to make sure that SFU is okay with it or something. Dipti (the SFSS Events Coordinator) would know more!

Easy Stir Fry Food Workshop

Summary

This workshop had 15 registrants and 6 attendees (but 1 left early). I asked whether attendees were just watching or if they were making food alongside us (myself and the event lead, Fiona), and one person said they would not be able to keep up with us so they would just be watching. Participants were very engaged and asked and responded to questions in the chat despite how quickly the event went (30 minutes).

We also did a few things differently for this workshop - I started with a territorial acknowledgement and linked native-land.ca in the chat. We also had the Otter.ai auto captioning with the SFSS Zoom accounts.

We marketed around a week in advance and there was no budget since this event occurred before the first Events Committee meeting of the Spring 2021 term.

Relevant links
- Post-event report
- Video recording

Results

The project helped build connections with some SFU students interested in learning how to cook.

Just had our easy stir fry workshop - made this in under 30 mins!

Thanks to everyone who joined 💚

Behind the scenes LOL

This meal is actually really easy, we just took whatever vegetables we had in the fridge and tossed them together!

I used:
- leafy greens
- avocado
- cherry tomatoes
- broccoli
- Taiwanese cauliflower
- frozen veggies
- quinoa
- sesame sauce
- seaweed and sesame seeds

Goal Setting Bullet Journaling Workshop

Summary

Overall, 23 people registered for the event. As I said earlier, attendance rate for Spring 2021 events dropped from Fall 2020 events, presumably due to burnout (the COVID-19 pandemic had gone on for a long time). Another reason could be that there are less incoming, eager, new students. A similar workshop in Fall 2020 had 62 registrants.

Prior to the workshop, I got an email asking if the workshop would be recorded due to scheduling conflicts.

There were 11 attendees total, not counting myself and the instructor. Some students had to leave early, while others joined late. However, the retention rate was fairly high, with around 8 people who stayed for the entire workshop, and at the end (1:30pm) there were 5 people.

The workshop ran smoothly with great engagement from attendees. Attendees asked questions, made comments, and left positive feedback.

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

SFU helped us market the event. We also promoted it on our social media and set up an Eventbrite event page.

Relevant links

- [Post-event report](#)
- [Video recording](#)
- [Presentation PDF](#)
- [Goal setting printable](#)

Results

Shay Hayashi (the instructor) was a great person to collaborate with. She was really organized (we communicated via Instagram) and provided helpful worksheets for attendees.

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.

Mindfulness Meditation

Summary

This event was mainly planned by Dipti, the SFSS Events Coordinator. The SFSS' Transition Manager at the time, Lawrence, facilitated the event, which many SFSS staff and students came to. The engagement was very high as students asked many questions.

Relevant links

- [Video recording](#)

Results

Helped students and SFSS staff learn how to meditate.

BollyX Fitness Workshop

Summary

Huge shoutout to an Events Committee at-large member, Karishma, for being the lead on this event!

The purpose of this BollyX Fitness Dance workshop was to allow SFU students to start their fitness New Year's Resolutions. Due to COVID restrictions many students are unable to go to the gym or attend fitness classes, therefore this workshop was a fun way to bring students together and encourage them.

We collaborated with the SFU Recreation, the instructor communicated well. We had a good turn out, and the workshop was engaging and it seemed that the attendees had fun and were excited to join future workshops.

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 instructor also shared the posts on herInstagram page as well.

Relevant links

- [Post-event report](#)

Results

The workshop was really successful and we received a lot of positive feedback from the students who had participated. We had a great turnout.

February Events

I was kind of worried for this month because it was during midterm season, and we had some things planned with Black History Month, Global Talent Night (collaboration with SFU Global Student Centre), and more. There was also Reading Break but it went by so fast that most students felt like we barely had a break.

Black History Month (and Jollof Rice and Plantain Food Workshop with Lagoschop)

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.

There were a few events and initiatives planned for Black History Month, including:
- Black History Month Spotify Playlist
- Jollof Rice and Plantain food workshop with Lagoschop
- Gift card giveaways to showcase Black businesses
- Instagram trivia

Unfortunately, February was a very busy month so we mainly supported SFU SOCA (Students of Caribbean and African Ancestry) and their events, like their Afro Dance workshop. We also compiled resources and playlists, but were not able to do giveaways and Instagram trivias.

We had some hiccups with the food workshop we hosted--there was a miscommunication and the chef thought she was supposed to go to SFU to cook (instead of it being an at-home Zoom event). We postponed for an hour, and 9 people showed up. Students were super engaged and asked questions and showed off their food. They also tagged us on Instagram!

Relevant Links
- Original event plan
- Post-event report
- Workshop recording (me chopping onions with goggles got...almost 2k views…)
- Recipe for Jollof Rice and Plantain Food Workshop

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

Results

We had a great collaboration with Lagoschop and SFU Students of Caribbean and African Ancestry (on their Afro Dance workshop).

Attendees of the food workshop 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 small, local business.

Attendees asked a lot of engaging questions and the chef kept stopping to ask where attendees were at so she could slow down accordingly. We also talked about the food and cultural background of the chef (Lagos, Nigeria).

This looks AMAZING

@LAGOSCHOP

Finished product

I made jollof rice!!
@lagoschop
@sfss_events

Didnt post any pics of mine cuz my dish was straight up attacking me (the boiling sauce lol)

The scene of the crime

Global Talent Night Collaboration

Summary

Shoutout to the Events Committee Vice-Chair, Abhi, for being the lead on this collaboration and helped co-host!

Overall, this event was received very well. Until the very end, everything ran on schedule with only the prize draw going over time. The event was on budget as expected as the only expenses were fixed costs (gift card prizes). The event had a decent promo on Instagram with Abhi collaborating with Emeralde from Global Community at SFU.

Planning for this event started early which helped the marketing and set up for the event. Overall, this collaboration with Global Community went very well.

Relevant Links

- [Post-event report](#)

Results

The event was attended by 50 students. Both performers and attendees enjoyed the event. This helped students bond as a community while being in an online environment.

This event did raise some awareness for the SFSS with its large turnout.

Most of the roadblocks for this event were tech related. These roadblocks all had workarounds. For example, the videos of the performers were laggy in Zoom, so links to performances on Youtube were provided.

Spring 2021 Trivia Weeks (Brooklyn Nine-Nine, Grey's Anatomy, and Harry Potter)

Summary

This was pretty fun (Kahoot is pretty great - everyone loves it). First, we had Brooklyn Nine-Nine, then Grey's Anatomy, then Harry Potter (but this one was cancelled).

This event was fun to host and it was also well-received because the shows were very popular with our audience.

Brooklyn Nine-Nine
- 36 registrants
- 16 attendees
- (1-2 people were late but we couldn't let them in)
- 30 minutes (5 test run questions, 50 trivia questions with some mistakes oops, 3 min intro)

Grey's Anatomy
- 26 registrants
- 12 attendees (+1 more who was late and couldn't join)
- 40 minutes (5 test run questions, 44 trivia questions, with some explanation and talking / bonding in between)
- Suggestions for future trivia nights (people were so passionate after):
  - How I Met Your Mother
  - Marvel
  - Schitt's Creek
  - Parks and Recreation
  - The Good Place
  - Alice in Borderland (I suggested this)
  - Once Upon A Time
  - Green's Gambit
  - Lord of the Rings/The Hobbit
  - Arrow/The Flash
  - Percy Jackson
  - Disney
- Other show recommendations:
  - Nancy Drew
  - Fuller House

    ○ The Society
- Also talked about experiences/casual conversations after (meeting celebrities, topics and opinions on TV shows, SFU food places)
    - People turned on cameras after
    - We chatted for like 30 mins after (ended at 8:22pm)

Harry Potter trivia
- Cancelled (more details in the [Logistics](#) section of the post-event report)
- *important: please read through this to ensure something similar doesn't happen in the future!

Overall, attendees said they had fun. Some had suggestions for future trivia nights. Marketing occurred 1-2 weeks before the event.

Relevant Links

- [Original event plan](#) (The Office Trivia Night was separate because it ended up being delayed and planned later)
- [Post-event report](#)

Results

This series of events strengthened community ties between SFU (and FIC!) 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.

Valentine's Day Origami Rose and Letter-Writing Workshop

Summary

Overall, this was a fun event. We had 8 people come (including VP Student Life Jennifer, Events At-Large member Fiona, and the Events Coordinator Dipti). At the end (at the one-hour mark), people had to leave so it was just Jennifer and Fiona with 2 other students talking about The Office and Friends (as potential future trivia nights) and past events we did (Stranger Things murder mystery night).

Relevant Links

- [Post-event report](#)

Results

This event strengthened community ties between SFU students and SFSS.

This event also increased student engagement (one of the students tagged us on Instagram).

March Events

At this point in the semester/in the pandemic, I could tell students were getting burnt out, especially with exams. This month, most of the events mainly came from collaborations and groups reaching out to the SFSS Events Committee for support, promotion, and funding. We also focused on planning the Women of the Year Awards, which was rushed due to a late start this year.

SFSS x SFU Recreation Quick Bites Food Workshop

Summary

This workshop was hosted on Instagram Live in collaboration with SFU Recreation. It had 5 to 10 attendees (the number fluctuated as people came and went). People were commenting in the chat and asking some questions.

Marketing started a week before the event and both SFU Recreation and SFSS promoted the event. SFU Recreation had a trivia on Instagram stories (using the Quiz sticker) about nutrition and food.

During the workshop, the co-host and I (SFSS VP Student Life) traded nutrition facts (which we had searched up ahead of time - we also made a rough script ahead of time) while making the energy bites. The event lasted around 40 minutes.

Relevant Links

- Original event plan
- Post-event report
- Video recording

Results

Attendees of the event expressed positive feedback for the event.

The event helped teach students more about nutrition.

The event taught students how to make a healthy study snack and promoted healthy living.

We had a successful collaboration with SFU Recreation.

Surrey Campus Committee 2000s Music Throwback Trivia Night

Summary

This was not really part of the SFSS Events Committee (we used the Surrey Campus Committee's budget), but most things were run the same otherwise - we promoted on the SFSS Events Instagram page, and we saw familiar faces of those who usually come to our events.

Huge shoutout to Surrey Campus Committee members Kali and Kimia for helping create the questions and Kahoot!

This event was fun to host and it was also well-received. We had around 40 people registered, and 20 people showed up. The event lasted around 30 minutes (including the test run Kahoot round).

Overall, every attendee said they had fun. Marketing occurred more than a week before the event.

Relevant Links

- [Post-event report](#)
- [Spotify playlist](#) (people loved this, it has 8 likes) *important: Spotify playlists are lit

Results

This event strengthened community ties between SFU students and SFSS.

This event also increased student engagement because students who were passionate about the topic of the trivia night were more likely to come to the event. Students also said they listened to the playlist prepared for the event.

Surrey Campus Committee got more engagement and more students were aware of what we do.

Hosting Inclusive Events Workshop with SFPIRG

Summary

This event arose out of a previous event where we realized we needed to learn more about hosting inclusive events. We reached out to SFPIRG and asked if they would host a workshop with us. There were 16 people in attendance including some SFSS Board members, people from Departmental Student Unions, people from the SFSS Events Committee, SFSS Staff members, and the SFPIRG facilitator, Kalamity.

It was mainly a more interactive workshop where we all introduced ourselves (with names, pronouns, and access needs). We also did territorial acknowledgements and talked about why it was important. We also learned a lot about accessible event-planning (physical spaces, social spaces, etc.) and Kalamity shared an organization: https://www.linkedin.com/company/karmik-harm-reduction/

Overall, attendees said they learned a lot and thanked us for the workshop.

Relevant Links

- [Post-event report](#)
- [Folder with resources](#) *important

Results

This workshop taught SFU students and SFSS staff about how to host more inclusive events.

This workshop strengthened community ties between SFU students and SFSS.

This workshop strengthened the relationship between SFSS and SFPIRG.

Online Activism Burnout Event

Summary

An SFSS External and Community Affairs Committee member approached me with the idea to host this event, and I helped provide resources (recommended speakers) and support (advice/guidance). We used Events Committee funding for a speaker's honorarium.

Relevant Links

- [Original event plan](#)
- [Event summary](#)

Anti-Racism Workshops

Summary

The SFSS Environment Representative, Anuki, and SFSS Health Science Representative, Nafoni, approached the SFSS Events Committee for honorarium funding for the speakers of these workshops.

There would be 4 workshops and 4 speakers total. Here were the workshop topics:
- How to be Anti-Racist
- Anti-Black Racism
- Anti-Indigenous racism
- Anti-Asian racism

There were some technical difficulties with sharing screens, but many students and SFSS staff members came (on average 15 registrants and attendees).

Resources were also shared by speakers after.

Relevant Links

- [Event plan](#)
- [Resources shared by speakers and compiled by SFSS](#) (huge shoutout to Anuki and Nafoni!)
- [Instagram post promoting the resources](#) (thank you Anuki for making this! A student commented thank you)

Results

This event helped students and community members learn more about how to be more equitable and better allies.

Women's Personal Safety and Self-Defence Workshop

Summary

This event was led by the SFSS Events Coordinator, Dipti. Dipti reached out to the Elements Academy of Martial Arts.

Attendees said the event was very informative and helpful - I personally learned a lot from it as well. It was 2 hours long but it went by so fast!

Relevant Links

- [Post-event report](#)

Results

This event strengthened community ties between SFU students and SFSS.

The event helped nurture a relationship between SFSS and the Elements Academy of Martial Arts.

This even taught students how to better defend themselves.

Women of the Year Awards

Summary

The SFSS Women of the Year Awards celebrates incredible women in the community who have demonstrated leadership and advocated for positive changes in society.

For this year's Women of the Year Awards, we had three initiatives:
- Women's Personal Safety and Self-Defence Workshop with Elements Academy of Martial Arts
- Women of the Year Awards
- Women of the Year Awards Celebration event

Overall, the budget for this year (2021) was significantly smaller than previous years due to everything being online. However, we also started planning later this year so the timeline was rushed.

We promoted across multiple SFSS platforms and asked other groups to help promote, but there could be more extensive promotion in which groups would actively ask their members to get involved and nominate someone rather than reposting our graphics on their stories.

Some key considerations to keep in mind for future Women of the Year Awards are:
- Board members' eligibility for nominations
- Earlier timeline (plan earlier)
- Better documentation (write things down)
- Clear nomination form (have clearer guidelines)
- Secure ballot (ensure no multiple votes from 1 person)
- Improved communication with winners and nominees
- Sexism (brainstorm ways to address this)

*important: the post-event report (linked below) has a LOT of details and recommendations. Also, please start planning this early - in like October or November.

Relevant Links

- Post-event report
- Event plan
- Website statement (linked on the nomination form)

- [Celebration event script](#)
- [Meeting notes from 2 planning meetings](#) (it says Feb 18 but we met twice)

Results

This event strengthened community ties between SFU students and SFSS.

This event recognized incredible self-identifying women for their achievements.

Attendees of the celebration event expressed [positive feedback](#) for the event. The awards recognized hard working women in the community.

The Office Trivia Night

Summary

Huge shoutout to the SFSS FCAT Rep, Haider! It was so funny because he got locked out of his room like 5 minutes before the event and had to run around and get new keys and made it just in time.

The Office Trivia was hosted over Kahoot upon feedback over previous Trivia Nights and it was also recommended by other members to host a trivia based on the show. The Kahoot included 50 questions.

Relevant Links

- [Post-event report](#)

Results

This event strengthened community ties between SFU students and SFSS.

This event was a fun way to engage students who liked The Office and gave us more experience hosting Kahoot trivia nights.

April Social Media Giveaways and Campaigns

Summary

We had 3 giveaways with 3 separate themes:
- Study snacks (with recipes)
- Sustainability (with sustainability tips for Earth day)
- Semester-end (with study tips and encouragement)

Overall, each giveaway had more than 100-200 participants. We had students engage with our Instagram account ([@sfss_events](#)) to enter the giveaway.

The giveaway was under budget because we did not use our contingency.

The posts did really well because they acted as a resource in addition to the giveaway.

We also shared prompts on our Instagram stories to get more people to be aware of the giveaways.

We also had a Zodiac signs as events post (huge shoutout to the Events Committee at-large member, Emma, for creating these graphics!) just for fun - not for a giveaway.

Relevant Links

- Post-event report
- Collaborative Spotify study playlist

Results

Engaged SFU students with fun activities to de-stress over finals season.

Provided value to SFU students with swipeable informative posts (recipes, sustainability tips, and study tips).

Increased awareness of SFSS and expanded our portfolio of events/giveaways.

Feedback for these giveaways was really positive. Feedback for the Zodiac signs as events post was also positive - students said it was very accurate.

SFSS x SFU Recreation Pets Yoga Post-Event Report

Summary

This workshop was hosted on Zoom in collaboration with SFU Recreation. It had around 15 attendees, including myself (SFSS VP Student Life - Jennifer) and SFU Recreation volunteers/student staff.

Marketing started around a week before the event and both SFU Recreation and SFSS promoted the event. SFU Recreation created the graphics and put the SFSS logo on them, so SFSS Events just reposted the same graphic.

During the workshop, both SFU Recreation and SFSS (me - SFSS VP Student Life, Jennifer) did introductions and promoted ourselves (I promoted the SFSS Events Instagram).

Relevant Links

- [Post-event report](#)
- [Introduction script](#)

Results

Attendees of the event expressed [positive feedback](#) for the event.

The event helped teach students more about yoga and health.

This event helped students become more connected with the SFU community.

We had a successful collaboration with SFU Recreation.

SFSS and Student Group Collaborations

Summary

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.

Note: I go into more detail on hosting effective collaborations in my guide in the [Appendices section](#).

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

Results

We faced some logistical issues, but despite this, had multiple successful collaborations with different groups (from SFU Departments to SFSS clubs).

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).

We even had an astrology section of the podcast!

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:

#	TITLE	ALBUM
1	**please** Chelsea Cutler, Jeremy Zucker	brent
2	**Come to This** Natalie Taylor	Come to This
3	**Annual** Iqonic	Annual
4	Annual Futinori	Equivalent Exchange Rule
5	General Riktorex	Paradiso
6	**Meeting** Rakesh Chaurasia, Talvin Singh	Vira
7	**SFU** E Cayley Spivey	SFU
8	**Stop** Anthony Ramos	Stop
9	**Raising** Ahrix	Raising
10	Tuition Viraya Ju	Mornings
11	**monday** E Free Arlo	another EP
12	**October** Alessia Cara	This Summer
13	**26** Paramore	After Laughter
14	**Meet Me On the Mountain** Fruition & Grant Farm	Meeting On the Mountain
15	**Jk** Crywank	Wearing Beige on a Grey
16	**It's On!** Korn	Follow The Leader
17	**Zoom** E Cheque	Razor

•

[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

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

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

Accessibility Designated Assistant Hiring

Summary

This was one of the projects in the Accessibility Advisory 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.

The committee Chair, Jennifer, and another committee member sat on the hiring committee to hire an assistant. Jennifer (me) sorted out logistics like setting up interviews, contacting shortlisted candidates, and so on. The hiring committee came up with interview questions, took notes during interviews, and decided on someone to hire.

The SFSS Accessibility Committee wrote a [letter of support to increase the wage of the assistant position to a living wage](). Other groups around campus signed on to the letter.

Any wage increase will have to be done at Collective Agreement bargaining which is still ongoing. Wage increases would include hours already worked.

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

Results

We hired an amazing Accessibility Assistant who has been helping us with the Accessibility Standard Policy Appendices. More details can be found in the [Accessibility Committee Exit Report](#).

*important: Brianna (our current Accessibility Assistant) is awesome. Let her know that <3

Disability Justice Issues Policy

Summary

The SFSS passed multiple issues policies this year. In the past, we had Issues Policies, but the 2015-2016 SFSS Board repealed them.

We wanted to work on a Disability Justice issues policy. The SFSS Accessibility Committee Chair, Jennifer, worked on the policy with the help of the incoming VP Events and Student Affairs and VP University Relations. SFSS Accessibility Committee members and SFU Disability and Neurodiversity Alliance were invited to make edits to the draft.

You can find SFSS Board meeting notes in my [Board-Council liaison reports](#) - issues policies motions are April 9 and April 23.

Timeline

- Late March: talk about the issues policies we wanted
- Early April: draft issues policies completed, multiple groups are notified
- Late April: SFSS Board passes a motion to approve the issues policies

Results

Pass a motion on all our Issues Policies. More edits can be made.

Student Union Building (SUB) Gender Neutral Washrooms Consultation

Summary

It was noted that there were no gender neutral washrooms by the Out On Campus lounge in the SUB. Myself and some members of the SFSS Accessibility Committee were tasked with consulting multiple groups like Out On Campus, SFU Multifaith Centre, and SFU Muslim Students Association regarding this.

SFU Multifaith Centre and SFU Muslim Students Association noted the importance of haivng gendered washrooms. A possible solution was reached: levels 1000 and 2000 (where Out On Campus is) could have gender-neutral washrooms, while the other floors would have gendered washrooms. There would be clear signage regarding where the next nearest gender-neutral or gendered washroom is in the building.

Relevant documents:

- [SUB Washrooms Consultation meeting notes](#)
- [Ablution Room in the SUB briefing note](#)
  - The motion did not occur because it was noted by some students that you would have to walk through gender-neutral bathrooms to get to the possible ablution room (shower room), and it was decided further consultation is needed
- [Prayer Room in the SUB briefing note](#)
  - The motion on this briefing note passed at the SFSS Board meeting

Timeline

- February: consultations start; meetings with Out On Campus, SFU Multifaith Centre, and SFU Muslim Students Association
- March and April: conversations around an ablution room and a prayer room space
- Late April: SFSS Board passes a motion to set aside a prayer room space in the SUB for students of faith

Results

Agreement was reached between all groups affected.

How to Book CART Captioning Guide

Summary

The Accessibility Committee Chair, Jennifer, made this guide (with suggestions and edits made by the Accessibility Assistant and some other committee members) to help students learn how to book CART Captioning. Jennifer had to book CART Captioning for an event (Disability Awareness workshop with Creating Accessible Neighbourhoods, hosted by SFSS Events Committee), so in the process, she created a guide.

Note: the contents of these guides will also be available in the Appendices section because I'm scared that the Google document will get deleted...this way the guides can be immortalized in this looooooong exit report.

Relevant document:

- How to Book CART Captioning

Timeline

- Late April: guide made and comments/suggestions added

Results

The guide was created and will hopefully help make events more accessible.

How to Apply for the SFSS Accessibility Fund Guide

Summary

The Accessibility Committee Chair, Jennifer, and an Accessibility Committee at-large member made this guide to help students navigate the accessibility granting process, which can be confusing.

Note: the contents of these guides will also be available in the Appendices section because I'm scared that the Google document will get deleted...this way the guides can be immortalized in this looooooong exit report.

Relevant document:

- How to Apply for the SFSS Accessibility Fund: A Step-by-Step Guide

Timeline

- Early February: document was created

Results

The guide was created and will hopefully encourage usage of the fund.

Accessibility Fund Delegation of Authority

Summary

Before, the Accessibility Fund request process requires students to fill out a form to be brought to the SFSS Accessibility Committee.

The SFSS Accessibility Committee meets once every two weeks. In the past, we've had issues where a grant needed to be approved before there were any at-large members appointed to the committee.

Recently, we hired an SFSS Accessibility Designated Assistant who can take on the role of reviewing grant applications. This would allow students to submit grant applications and get them approved more quickly.

The SFSS Board passed a motion to delegate Accessibility Fund approvals under $3,000 to the Accessibility Designated Assistant. The Accessibility Designated Assistant will report any funds approved between meetings at the upcoming Accessibility Committee meeting, where the committee can review the funds approved.

In the past, grant request amounts for CART Captioning for biweekly (once every two weeks) meetings has been around $3,000, so the maximum amount the Assistant can approve is $3,000.

Relevant document:

- [Accessibility Fund Delegation of Authority Briefing Note](#)

Timeline

- Mid-March: discuss this at the SFSS Accessibility Committee and pass a motion at the SFSS Board

Results

The Accessibility Assistant can now approve fund requests under $3,000.

Student Advocate Hiring

Summary

Last year when COVID happened, a lot of students needed someone to advocate for them since some professors were being unfair. Unfortunately, the Ombudperson can help advise but they are supposed to stay impartial, leaving the student to advocate for themself. Students turned to the SFSS, and it was up to individual Board members like myself to advocate for them. I sent multiple emails to professors and it took up a lot of my time (and I am just a student as well).

I was part of the hiring committee for the student advocate position and we saw great candidates who had years more experience than I did and can better advocate for students. We are currently in the process of finalizing the hire.

Timeline

- March: set up the hiring committee, go over the job description, and set up interview questions
- April: conduct interviews and hire a candidate

Results

Interviews were conducted and we are in the process of finalizing our Student Advocate Coordinator hire.

Wellness World

Summary

Wellness World is a platform that centralizes events, services, and resources for students to enhance their student experience and well-being.

A representative from Wellness World reached out to me and we set up multiple meetings in which the representative learned more about student life, services, and resources at SFU. Wellness World first reached out in Fall 2020, and followed up again in Spring 2021.

We had multiple meetings and presentations at committees like Member Services Advisory Committee. Unfortunately, the SFSS had some concerns because we felt like students may not use it. It was also similar to an SFU-led platform that was presented to the SFSS Board earlier, called MeaningfulWork (a club volunteer recruitment platform).

Timeline

- Fall 2020: initial meeting with Wellness World
- March and early April: meetings at Member Services Advisory Committee, an internal meeting with SFSS Member Services Coordinators, and more meetings with Wellness World

Results

Ended up not adopting the Wellness World platform.

Prayer Room in the SUB

Summary

Briefing note:
https://drive.google.com/file/d/1Yo7kcKmYLQsm56yjSaFZYxq1ZB0cUvI0/view?usp=sharing

The need for a prayer room was communicated to the SFSS during consultations regarding gender-neutral washrooms and an ablution room in the Student Union Building (SUB).

Through conversations with SFU Muslims Student Association, SFU Multifaith Centre, and the SUB Building Manager, John Walsh, we have identified a possible space for a prayer room in the SUB.

This **multifaith prayer space** could be for students from many different religions who need a prayer space, to prevent one group getting special treatment. This means Jewish, Christian, Hindu, etc. students could use the space for prayer and reflection. However, it is noted that prayer spaces may predominately be used by Muslim students.

This prayer space is important because the current prayer room space in the Multifaith Centre is inaccessible (too small, flooded, and far away). We were able to locate a room in the SUB that would meet all the needs of a potential prayer space.

The briefing note above has some photos of the room as well as a floor plan.

Timeline

- Early Spring 2021 (January and February): first conversations with SFU Multifaith Centre, SFU Muslim Students Association, and SFU Out On Campus about gender neutral washrooms in the SUB. Also discussed the topic of ablution rooms
- Early April: pass a motion on having a prayer room in the SUB

Results

The SFSS Board passed a motion to have a multifaith prayer room in the SUB.

- See April 9 meeting notes:
  https://docs.google.com/document/d/1XhOFqgCf-8_hl8FEtiV7XR4-HS0GZnxABn
  A4yNKJOT4/edit

Students of faith
got SUB space

THANK
YOU
SFSS!

From Students of faith
and the Multifaith centre

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 (not sure if this happened though).

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. The event was open to anyone, and I tabled for 2 days with some other Board members. It was very interesting and funny at times...definitely a different experience from the in-person StreetFest.

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

- Summer 2020: initial meetings and communication with SFU about StreetFest; SFSS passed a motion to financially support the initiative and get a booth there

- Fall 2020: StreetFest delayed
- January 2021: StreetFest happened and it was pretty cool

Look I even got to take a picture of myself riding the SFU Gondola! I think they got a drone to film clips, it was so cool. The virtual raccoons were cool too.

#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.

We received some submissions from students (not a lot, but some). Unfortunately not many people were working over the holidays and the cards never got sent out - it was put on the back burner as the new semester started and things got busy. We would have had to print and mail out the cards, which never ended up happening.

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

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

SFSS Board Year End Review

Summary

At the last SFSS Board meeting, we presented an SFSS Board Year End Review highlighting all the work we've done this past year.

I filled out the Events portion of the presentation and formatted the whole presentation.

Relevant link

- [Presentation](#)

Timeline

- The night before the last Board meeting: scramble to get the presentation together LOL rip..stayed up til 2am

Ongoing Projects and Initiatives

Mental Health Mondays Giveaways

Summary

Post-event report:
https://docs.google.com/document/u/3/d/138tFXNK0G1ViEIIsuRKUYtZf0HXW1CHcDXhyD5-M6XM/edit

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.

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.

To aid transition, the SFSS Events Committee passed a motion to continue Mental Health Monday Giveaways for Summer 2021.

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.)

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

Board-Council Liaison Reports

Summary

Compiled list of reports:
https://docs.google.com/document/u/3/d/1LCmqcw9VoTsWHMIUZ1jEHCezSrEPWkwBLz-FiK_wG_Y/edit

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 gave a verbal report alongside my written one at every Council meeting.

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

SFSS Town Hall

Summary

The Town Hall would be a way for students to get more involved with the SFSS, asking us questions and getting to know the projects that we have been up to.

Planning started sometime in the winter. We outlined preliminary plans and looked at how [previous Town Halls, like the one with the C19 Coalition](#), were run. Unfortunately, we never found a good time to host the Town Hall as it was during midterms and planning and promoting would take a few weeks/months. It was decided we could recruit more help from Councillors, because this project was a lot bigger than originally anticipated. I am currently in the process of working with Councillors who expressed interest in helping plan the Town Hall.

Note: it was recommended to have CART captioning at the Town Hall; [instructions for booking it are in the Appendices section](#).

Relevant Links

- [Survey](#) (made by Evan, a student who is helping out)
- [Meeting notes (planning)](#)
- *important: search for "Town Hall" on the VP Student Life Google Drive for more

Goals

Engage the student membership and let them know what the SFSS has been up to.

Give students the opportunity to ask us questions.

Timeline

- Winter (December, January, February): initial planning stages and meetings
- Spring (March, April): bring the topic to SFSS Council for a transition since Council will be the new Board
  - Note: this was a discussion item at SFSS Council meetings but kept getting postponed
- Late April: some Councillors expressed interest in helping plan

Large Event Fund

Summary

Rough draft of proposal/brainstorming document:
https://docs.google.com/document/d/1Mit23JGy4vo3mU93SX90lqtKF23YbSWPbLzgnpltjEQ/edit?usp=sharing

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, this project was put on the back burner as I was focusing on other projects. I met with the incoming VP Events and Student Affairs, Jess, and told her the background of this project, pointing her to relevant email threads. This will ensure the project continues to be worked on.

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

Up to the next VP Events and Student Affairs

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

SUB Accessibility Audit

Summary

With the opening of the SUB on the horizon, the Accessibility Committee wanted to conduct an Accessibility Audit.

We had multiple groups audit the building. First, a member of SFU Disability and Neurodiversity Alliance (DNA) walked around the SUB and made note of specific concerns:

SUB tour summary:

- Overall - a lovely space that I think will work well for us
- Pros: nice out of the way space (lowest level of building) away from high traffic and noise areas
- Close to accessible, all-gender washrooms and drinking fountains
- Rubber flooring (not super squeaky)
- A height-adjustable desk has been provided (it's currently in the smaller room)

Issues to note or to follow up on (these were discussed with Corbett - VP Finance and with John, the building manager)

- Room has fluorescent lights without dimming control
- There is an electrical breaker panel in our room that serves other rooms on the floor
- No automated buttons to open main door to space or door to side office (quiet room)
- Need to find out width of door to side room (John will measure & get back to Corbett)
- Emergency exit: only one completely flat way out from our space (doors to Science Road (back entrance of building).
- The room is echoey at the moment; it is mostly filled with large tables (so there are lots of surfaces for sound to bounce off). Can invest in furniture and acoustic paneling to help with this
- There is a noticeable and loud noise from the HVAC system in the main

room. Some might find this soothing; I found it annoying, and I worry it could be a barrier for those with hearing loss as it would compete with other noises in the room. John will look into this and we will need to discuss possible ways to mitigate the noise.

- Nearby accessible washroom doesn't have automated buttons to open the (heavy) doors to the stalls or to the universal changing room. This needs to be addressed.
- Do we want to ask for signage directing students to our space (some rooms are called out on directional signage, do we want this too or if it's not an option, do we want to figure out other permissible ways to help students find us?)
  - Having Braille would be good

Then, we searched for Accessibility Auditors who could audit the SUB for us. Out of the 3 we reached out to, only 1 responded: Level Playing Field (located in Calgary, Alberta). They could do a virtual audit and an in-person, physical audit. We ended up hiring them and they worked with us to create a survey asking students about their experiences navigating physical spaces on campus.

Relevant documents

- [Folder with Level Playing Field audit materials (original proposal, student survey, etc.)](#)
- [Accessibility Audit Briefing Note](#)
- [Potential Accessibility Auditors](#)

Timeline

- August: research potential auditors
- September: reach out to the potential auditors we researched
- October: SFU DNA member toured the SUB
- October to November: contacted Level Playing Field and received a proposal (Level Playing Field was the only one who responded)
- Late November: asked questions for Level Playing Field, which they answered
- Late November: Level Playing Field presented, and we hired Level Playing Field as auditors

- January: committee members appointed to the SUB Accessibility Audit Working Group
- February: contract signed with Level Playing Field; working group met with them
- March: working on a survey to be sent out to all students about their experience navigating physical spaces on campus; Accessibility Committee made edits
- April: send out the survey
- Summer 2021 onwards: continue working with Level Playing Field on the audit

Website Accessibility

Summary

The SFSS Accessibility Standard Policy had a section on website accessibility. The Accessibility Committee Chair, Jennifer, and another Accessibility Committee member went through this and suggested improvements for the future. For example, we could have an accessibility tab with all accessibility-related information.

After talking to the Communications Coordinator, I found out that there were some long-term plans in place to improve website accessibility. This would be costly, but the Communications Coordinator said she'd informed the developers that this project is coming and that we are aiming for the best practice: WCAG 2.0 at Level AA (World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 at Level AA).

Relevant document

- [SFSS Accessibility Standard Policy (with comments)](#)

Timeline

- N/A

Accessibility Standard Policy

Summary

This policy was a project of mine (Jennifer) from last year as the SFSS FASS Representative. It was aimed at ensuring accessibility-related things at SFSS are standardized, and provide guidelines and resources for us to follow to improve our accessibility.

After we passed the policy, there was a coming-into-force date of one year so we could make changes and update the appendices of the policy. Currently, the appendices are still being updated.

Relevant documents

- [SFSS Accessibility Standard Policy (with comments)](#)
- [SFSS Accessibility Standard Policy folder](#)

Timeline

- 2019-2020: creation of the Accessibility Standard Policy
- Fall 2020: work on improving the accessibility of the Accessibility Fund Grant Request forms
- Spring 2021: Accessibility Assistant helped with a lot of the appendices
- Summer 2021 onwards: continue working on the policy and appendices

Accessibility Definitions

Summary

This was Appendix A of the Accessibility Standard Policy. We added a lot of relevant definitions such as universal design and disability justice.

Relevant document

- [Appendix A: Definitions](#)

Timeline

- Spring 2021: Accessibility Assistant worked on the definitions and brought it to the committee for feedback

Accessibility Grant Request Forms

Summary

We wanted to improve the accessibility of these grant request forms because right now they are confusing and not screen reader friendly. They are also not available in multiple formats.

The Accessibility Committee Chair, Jennifer, and some Accessibility Committee members worked on variations of the form to improve it. Currently, the SFSS Accessibility Assistant is working on improving it.

There was some confusion around an accommodation request form versus an accessibility grant request form. Currently they are separate, but we are hoping to combine it so it is easier for students to fill out. The accommodation form would be if the student would like us to book services and handle everything (payment, booking, etc.) for them. The student would be looped in on all communication with vendors. The grant request form would be if the student wants to book services for themselves, and the student would fill out all the forms, handle payments, and handle other logistics. Then the student would get reimbursed if their grant request was approved.

Relevant documents

- [Briefing note from October](#)
- Search for "accessibility grant" in this document for meeting discussion: https://docs.google.com/document/d/1ZvN05I-jGADiMA-WeGOHaE0tGOhx6FX3IDyJnpl0Zml/edit
- [Folder with drafts of the forms](#) (some of the Microsoft Word documents did not convert well to Google Docs - downloading them may work better)

Timeline

- Fall 2020: make edits to the form to make it more screen reader friendly
- Spring 2021: Accessibility Assistant worked on the forms and reviewed it with the committee for feedback
- Summer 2021 onwards: continue working on improving accessibility of the forms and implement the new process

Accessible In Person and Online Events Checklist

Summary

This was an appendix on the Accessibility Standard Policy. Currently, the Accessibility Assistant is working on improving the checklists.

Relevant documents

- [Accessible In Person Events Checklist](#)
- [Accessible Online Events Checklist](#)

Timeline

- Spring 2021: Accessibility Assistant worked on these checklists and made amendments according to the Accessibility Committee's feedback
- Summer 2021 onwards: work on and publish the checklists

Accessibility Supplies for the SUB

Summary

This is a general list of supplies that SFSS could provide in the SUB. These include things like pronoun badges, scent-reduced products, assistive listening devices, and more.

When the Accessibility Committee discussed this, it was suggested having more items like hearing aid batteries, cane tips, ASL books, and more.

Relevant documents

- [Supplies list draft](#)
- [Search for "SUB Accessibility Supplies" on the meeting notes document to see more suggestions from Accessibility Committee members](#)

Timeline

- Spring 2021: Accessibility Assistant worked on this list and made amendments according to the Accessibility Committee's feedback. Various committee members also asked their networks for suggestions
- Summer 2021 onwards: work on and implement suggestions

*important: there are some great ideas here and I'd really love to have some supplies in the SUB to make students feel more included and welcome. Please check out the relevant documents above - there are some great ideas like ASL books, cane times, wheelchairs, canes, hearing aid batteries, etc.

Accessibility Fund Bursary

Summary

We can use the Accessibility Fund to set up a bursary for students experiencing barriers that prevented them from participating in campus activities.

Because we wanted to ensure the application process was low-barrier and inclusive, we decided not to disburse the bursary though SFU's Financial Aid and Awards Office, which has a GPA requirement and also requires you to take 9 credits of classes. Since we are disbursing the bursary ourselves, we are still in the process of sorting out the logistics. Currently we are consulting with our lawyers about tax details.

Explanation of bursary scenarios:
- The first tab is "drain to 10k" which means we use the Accessibility Fund until there is only $10,000 left in it
- The second tab is "drain to 100k" which means we use the Accessibility Fund until there is only $100,000 left in it
- The third tab is "Endowment Fund" which is when we invest a portion of the revenue from student fees (at 2% interest rate) and this would ensure the longevity of the bursary
    - Concerns were expressed with investing in fossil fuel companies but VanCity has been pretty good with that, so we will not be investing in fossil fuels
    - This option is preferred by some committee members since it ensures the fund is sustainable and can last a long time
- The committee can decide how much money to give per bursary and how many students to give bursaries to
- Any costs that the Student Union Building might require (like if there needs to be new Braille signage or elevators), the money can come from the Space Expansion Fund instead of the Accessibility Fund

Relevant documents

- [Briefing note](#)
- [September 17 working group meeting notes](#)
- [Google Spreadsheet of bursary scenarios](#)

Timeline

- Summer 2020: came up with the idea and put this on the [Annual Plan](#) for the committee
- Fall 2020: set up a Accessibility Fund Bursary working group, discuss bursary details, and report this back to the Accessibility Committee for feedback
- Spring 2021: consulting with lawyers
- Summer 2021 onwards: work on and start the bursary

Psychoeducational Assessment Policies

Summary

Psychoeducational assessments basically assesses a student's learning abilities. Here is the full definition as per the SFSS Finance Policies:

> Psychoeducational assessments involve psychological testing to analyse a person's mental processes that underlie their educational performance. A psychoeducational assessment can help students in need identify areas of strength and weakness in their learning profile and obtain a deeper understanding of their educational abilities, as well as assisting with any academic accommodations they may wish to request through SFU's Centre for Accessible Learning. Psychoeducational assessments may cover learning assessments for Specific Learning Disorders, and assessments for other conditions such as ADHD.

Some students need this done in order to get accommodations, but these assessments are very expensive. This is now covered (up to 80%) by StudentCare, but it dips into the $500 psychology benefit, which can also be used for psychotherapy. These assessments will not require a referral.

This has been an ongoing project for a few years. The 2018-2019 SFSS Education Representative took on this project, and the 2019-2020 SFSS Education Representative, Emerly, continued it. Since Emerly was re-elected as the Education Representative for 2020-2021, the project carried over and she continued to work on it. There has been extensive consultation with SFU Disability and Neurodiversity Alliance.

We are the first university in Canada offering psychoeducational assessment coverage to this extent (UVic has it but theirs is much more narrow I think). This is more of a pilot and we are hoping to expand/improve it in the coming years. There will be surveys done to assess use of these psychoeducational assessments.

Relevant documents

- [StudentCare's webpage with details on the psychoeducational assessment](#)
- [SFSS Finance Policies](#) (read the section on Health and Dental Plan Reserve

Fund)
- [Search "psychoeducational" in the meeting notes document to see extensive discussion at the Accessibility Committee about it](#)
- [Psychoeducational Assessment Survey Draft](#)
- [Flowchart for Psychoeducational Assessment process](#)

Timeline

- 2018-2019: project started
- 2019-2020: working on the details of the project
- Fall 2020: consultation with various groups like SFU Disability and Neurodiversity Alliance (DNA)
- Spring 2021: finalizing details of the policy based on what Accessibility Committee members and SFU DNA said
- Summer 2021 onwards: do a survey based on usage and expand the policy if necessary

Accessibility Fund Promotion

Summary

Every semester, we want to promote the fund so more students use it. We had planned to promote this to students and get them to book ASL interpretation and CART captioning for student group events, but because we were making many changes to the booking process, we did not promote.

In the future, the Accessibility Fund could be promoted:

- Through SFSS channels
- Through the SFU Centre for Accessible Learning's mailing list
- Through Facebook groups, including SFU CAL Pals
- Through Discord servers, including SFU Disability and Neurodiversity Alliance's server

Relevant document

- [Search for "Accessibility Fund Promotion" on the meeting notes document to see further discussion](#)

Timeline

- N/A

Disability Awareness Workshop with Creating Accessible Neighbourhoods

Summary

At the beginning of the Board term (Summer 2021), I wanted the Board to have a development session about accessibility and disability. After reaching out to SFU Disability and Neurodiversity Alliance, we looked into Creating Accessible Neighbourhoods as a facilitator for this development session.

In Spring 2021, Creating Accessible Neighbourhoods reached out about hosting another workshop. I thought this was a great idea and passed a motion at the SFSS Events Committee to host this event in May. This allowed ample time for promotion and booking CART captioning.

Seeing as this event is after my Board term, I have updated my successor, Jess, and the Events Coordinator, Dipti, about next steps. Most things are already set up (automated Eventbrite reminder emails) so things should go smoothly for my successor.

Relevant document

- [Search for "Creating Accessible Neighbourhoods" on the meeting notes document to see further discussion](#)
- [Post-event report](#)
- [Folder with resources](#)

Timeline

- March 24: pass a motion at SFSS Events Committee for the workshop
- April: promote the workshop
- May 14: deadline to request accommodations
- May 28: host workshop

Wilderness Awareness Workshop

Summary

The SFSS Events Coordinator, Dipti, took the lead on this one while I connected with SFU Hiking Club and Backpacking Club for ideas and guidance. The rationale behind this event is that it would help students stay safe as they go outdoors over the summer to hike and do other outdoor activities.

Relevant document

- [Search for "Wilderness Awareness Workshop" on the meeting notes document to see further discussion](#)
- [Promotional post](#)

Timeline

- March/April: brainstorm ideas for the workshop, contact SFU Hiking Club and SFU Backpacking Club for potential contacts for facilitators
- May: host workshop

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.

I followed up with STEPS Forward in Spring 2021 as this project had been put on the back burner as I got busy with other things. STEPS Forward let me know that they had signed a Memorandum of Understanding (MOU) with SFU. However, it was still unclear whether the students that STEPS Forward supports would count as being enrolled or registered students.

Myself and the VP Finance, Corbett, met with STEPS Forward again in April. Corbett (also the incoming VP Internal and Organizational Development) will be able to continue with this project. I have looped in Marie, the incoming VP Equity and Sustainability, on the project as well in case Corbett needs support. It was noted that this could potentially be a very long process that takes a few months to a year.

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

- Fall 2020: initial meeting with STEPS Forward, and discussion at an SFSS Board meeting
- Spring 2021 (April): followed up and had another meeting with updates and next steps
- Summer 2020 onwards: continue communicating with STEPS Forward

Ablution Room in the SUB

Summary

SFSS Accessibility Committee was doing consultations regarding gender neutral washrooms in the SUB, and we reached out to the Multifaith Centre and Muslim Students Association for feedback.

The topic of ablution rooms came up during discussion, because while everyone agreed on the importance of gender-neutral washrooms, gendered washrooms are still needed because some people would not be able to fix their scarves or do ablution before praying in gender-neutral washrooms.

Ablution is what Muslims do before praying five times a day. This article explains the importance of ablution rooms on campus:
https://news.miami.edu/stories/2016/04/um-adds-ablution-room-for-muslims.html

A possible room that could be easily converted to an ablution room is the shower room on the 1000 level floor.

However, it was noted that having to go through a gender neutral washroom to get to the ablution room is not ideal, and it seemed like "cramming all the minorities into one space." Further consultation is needed, and I have met with the incoming VP Equity and Sustainability, Marie, who

Relevant document

- [Ablution Room in the SUB Briefing Note](#)

Timeline

- February: consultations start; meetings with Out On Campus, SFU Multifaith Centre, and SFU Muslim Students Association
- March and April: conversations around an ablution room and a prayer room space
- Late April: Met with the incoming VP Equity and Sustainability to brief her on this project

SFSS and SFU Esports Memorandum of Understanding (MOU)

Note: I will be saying Gaming Lounge throughout this report, but the official name is Gamer's Lounge.

Summary

Find the Memorandum of Understanding (MOU) here:
https://drive.google.com/file/d/1Ow4V1ajrR3n1m7TTb2V9Gdc4fV9L-7jC/view?usp=sharing

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.

In September 2020, SFU Esports presented a proposal for the Student Union Building's Gaming Lounge.

During this presentation, SFU Esports addressed some of the questions that Board members had. It was decided that a working group would work on a Memorandum of Understanding (MOU) regarding the Gaming Lounge space usage.

In December 2020, the SFSS Board had a motion to accept the Memory Express proposal to support the SFSS financially with a $0 lease of 15 PCs worth $33,000. After these two years, we had talked about SFSS funding equipment in the lounge.

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.

In Spring 2021, I wanted to wrap up the project and was in contact with the SFU Esports VP External. I talked with the VP Finance, Corbett, who needed additional support with drafting up an MOU.

Given the information I got from SFU Esports' VP External and SFSS' VP Finance, I drafted an MOU. At the April 9 SFSS Board meeting, we discussed the MOU with

Esports. It was decided that we would have the MOU reviewed by lawyers before signing onto it. We would also add to the inclusivity and safety guidelines in the appendix.

Throughout the month of April, the MOU has been reviewed multiple times by multiple people: SFSS Board members, SUB Manager - John, and our lawyer.

At the last SFSS Board meeting on April 30, 2021, we had a motion to approve and sign the MOU.

Relevant Documents
- [Briefing note](#)
- [Memorandum of Understanding](#)
- [Memorandum of Understanding draft with comments for context](#)

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
- September 2020: initial SFU Esports presentation to the SFSS Board
- December 2020: SFU Esports presented on a sponsor who was interested in providing PCs in the Gaming Lounge
- March 2021: meeting with SFU Esports VP External to determine next steps and action items
- April 2021: draft the MOU
- April 30, 2021: approve and sign the completed MOU

SUB Activism Pictures

Summary

The SFSS Science Representative, WeiChun, and I worked on this together. We went to the Student Union Building (SUB) to pick out photos from archives and measured empty walls in the SUB. WeiChun did the research into the history behind the pictures, while I looked at places to enlarge and print the photos and frame the photos. I also did the math and came up with an approximate budget.

Currently, the SFSS does not have any showcase of the history of student activism and the nature of the radical SFU campus. It is vital that the SFSS preserve and showcase this history of radical student activism to inspire and motivate students towards demonstrating collective student power.

The former Build SFU General Manager had possession of SFSS activism archive content and handed them over at the end of his employment with the SFSS. The content included pictures of student protests and rallies that dated as far back as the 60s.

SFU was once known as the radical campus that was full of progressive and radical student activists and faculty allies that held rallies, actions and protests against SFU administration, and other external governing bodies relating to tuition fee increases, anti-war protests, academic freedom, and LGBATQ+ rights.

The next VP Events and Student Affairs, Jess, will carry over this project.

Relevant documents

- [Briefing note](#)
- [Presentation with sample pictures](#)

Timeline

- April: go to the SUB and pick out pictures, do measurements, etc.
- April 30: pass a motion to allocate money for this project

Ongoing Communication with Students

Summary

Over the past year, I've kept my Facebook page active with updates. I've also made an effort to connect with students on SFU Facebook groups and Reddit by answering their questions and combating misinformation.

I highly recommend doing this to stay in touch with students and be transparent about what projects you are working on.

*important: someone suggested having regular updates posted on SFU's subreddit, which I did - you can find the post links and corresponding Google documentss below.

Relevant documents

- [SFSS VP Student Life Facebook page](#)
- [My Reddit account and posts](#)
- Council Remuneration Proposal
  - [Reddit post](#)
  - [Google document](#)
- VP Student Life wrap-up updates
  - [Reddit post](#)
  - [Google document](#)

Timeline

- N/A (gave updates year-round)

SFSS Spotify, Instagram, and TikTok Accounts

Summary

Over the past year, we created quite a few new accounts (including Kahoot but I've already mentioned this for Trivia Nights) and also managed the SFSS Events Instagram (which I created a Linktree for).

SFSS Spotify was pretty fun and students who liked music loved our playlists, especially the [SFSS Annual General Meeting playlist](). We also had a Board member playlist where each Board member picked a song to represent them.

We were very active on the SFSS Events Instagram, hosting lots of giveaways. In July 2020, we had around 600 followers; now we're almost at 2,000! Instagram was a great place to talk to students over DMs and comments. We ran a number of Instagram campaigns, including New Music Mondays where we showcased students' song recommendations.

*important: please check notifications regularly, because some students may ask questions in the comments and it's bad if you don't answer for a while.

*important: we started an SFSS Events Close Friends list, and sometimes I post sneak peeks and early access to events on Instagram Close Friends Stories. Feel free to continue using and promoting the Close Friends feature!

We also created a TikTok account and reposted content on Instagram Reels. The TikTok was mainly active due to promoting the SFSS Annual General Meeting.

Relevant links

- [SFSS Spotify]()
- [SFSS Events Instagram]()
- [SFSS TikTok]()

Timeline

- N/A; ongoing

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.

The Transition Steering Committee has come up with a plan to train the new members of the SFSS Executive and SFSS Council, which includes training on topics like anti-racism, anti-ableism, and sexual violence prevention.

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: Transition Steering Committee met multiple times to discuss training and orientation timeline and content
- Summer 2021 (start of the new term): Implement the training sessions as planned

Recommendations

General Recommendations

Do your reports right away

Often I get asked how I am so productive and how I manage to get my reports done super early (like this semester report and my biweekly work reports). What I do is...basically I have a terrible memory so whenever I have a meeting I will type down the notes from the meeting right after. These notes would be in my work report so I would add to it every time I had a meeting instead of trying to remember what happened in a meeting that occurred days ago. This really helped me because things would be fresh in my memory and I would be able to provide enough details (this is especially important for post-event reports).

You will save yourself a lot of stress and work if you incrementally work on your reports (splitting up the work over time) instead of cramming all the work in right before the deadline.

You can even copy over the reports template onto your own document and put stuff there, and copy paste it to the actual document before the deadline. This is so you don't have to waste time scrolling through everyone else's reports every time.

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_dXDcL
PGBw5Q/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

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.

Take days off

Something I noticed myself doing unintentionally was taking breaks over the weekend. Sometimes I would push tasks to the weekend because nobody would schedule meetings during that time. I would have the entire day to work.

However, more often than not, I would delay my tasks more and spend the weekend relaxing because I was not motivated to work.

In the future, I will need to account for this relaxation time over the weekend to ensure I meet my deadlines on time. This way, most of the work will get done over the weekday and I would be able to relax during the weekend guilt-free.

I will also be able to consistently start the week refreshed and ready to take on my work instead of having an inconsistent work schedule/routine.

Ask for support

As the VP Student Life, I had support from the SFSS Events Coordinator, Dipti. I am used to doing a lot of things myself and taking initiative, working independently to get something done.

However, something I have to remember is that there are people who can help me tackle my workload. The Events Coordinator, Dipti, has been super helpful and has made it clear that she is available to support me whenever I need it. The Communications Coordinator, Sindhu, has been amazing as well since I talk to her about the many events that need to be promoted.

I will need to ask for the support more often when I need it. This is something I had an issue with last year as well and I will have to constantly remind myself that there are people who can support me when I feel overwhelmed.

Events Recommendations

Internal

- Be familiar with how to Chair meetings
  - [Guide to Chairing SFSS Meetings](#)
- Go through how SFSS meetings run with committee members

- ○ [Guide to SFSS Meetings](#) | [PowerPoint Presentation](#)
- Have good time management skills
  - ○ [Time Management and Event Planning (read the presentation notes)](#)
- Host socials for committee members! Play Among Us, use https://rocketcrab.com/, etc.
- Regularly give updates from this committee to the SFSS Board

General

- Market a few weeks early and start planning early!
- I would also recommend having a Facebook event page so people can see which of their friends are "going" or "interested" in the event
- Instead of posting in random groups, there might be better buy-in if you approach specific groups of people (like the HIVE groups or mentorship programs) so people could attend with others that they knew
- I would recommend ensuring that Eventbrite attendees are SFU students. We can have a mandatory field in the Eventbrite asking people to input their SFU student number
- Having a post-event survey be sent out to attendees or registrants would be awesome too
- I would recommend setting up the Zoom link really early and having it in the order confirmation page or order confirmation email
- I would also recommend using this write-up (or something similar) for future event promotions:
  - ○ **ACCESSIBILITY**
  - ○ If you require any accommodations, please contact the SFSS Accessibility Committee at ac@sfss.ca by (insert date here).
  - ○ **ACKNOWLEDGEMENT**
  - ○ We acknowledge that the SFSS' work takes place on the unceded homelands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), səlil̓ilw̓ətaʔɬ (Tsleil-Waututh), kʷikʷəƛ̓əm (Kwikwetlem), Katzie, Semiahmoo, Qayqayt, Stó:lō, and Tsawwassen Nations. Although we are not on campus right now, you can check whose lands you are on here: http://native-land.ca/
  - ○ You can also learn more about Indigenous peoples and their histories with this free course: https://www.ualberta.ca/admissions-programs/online-courses/indigenous-canada/index.html

Giveaways

- Edit captions to say giveaway ended, so when the giveaway ends, there won't be more people commenting on the post
- We need to make it clear that students with private Instagram accounts who tag us in their story must screenshot and send their story to us or else we can't see their story
- Having a gift card tracker on Excel/Google Sheets was really helpful with keeping organized
- We need to ensure there are options to participate through desktop, not just the mobile app (like have students send in their answers or participation via DM instead of reposting things to story)

Workshops

- I would recommend formalizing a way to pay instructors. Currently there is no process so I just e-transfer and get reimbursed
- I would also recommend sending over documents and document instructions to attendees ahead of time, or send resources via email after the event
- Have a workshop moderator to help out (keep track of messages in the chat)

Collaborations

- It is very important for any SFSS Board member to be well informed about Member Services Policies and Board policies for Events
- Don't be too involved in the actual event planning process, this distracts from the work of team members who already have their own work styles and experience planning an event specifically for their audience. However, read the group chat and be on-top of details so that when a question arises you would be quick to follow
- In the future, I would recommend laying out the logistics of giving winners gift cards in advance. Decide beforehand who will handle the payments and reimbursements, and who will handle contacting winners

Trivia Nights

- I would recommend double checking the questions to ensure the answers are correct. Also double checking the formatting is good (making sure things aren't bolded unnecessarily)
- Make sure everyone knows how the Kahoot game works and play a few practice rounds (we have a test run Kahoot)
- State that you will need stable internet connection and good technology

Accessibility Recommendations

General

- Keep a notes document of important meeting discussions, similar to my [meeting notes document](#)
- Regularly check in on projects and give updates to committee members
- Regularly give updates from this committee to the SFSS Board
- Host committee socials to get to know each other!
  - An accessible game is to name a category then go through the alphabet. For example, if the category was animals, the first person could say Aardvark, the second person could say Bee, and so on. This ended up being really funny and entertaining as people got creative.
- Check in with the Accessibility Assistant often (but currently the Accessibility Assistant is amazing and sends regular updates)

Positional How-Tos

Final Thoughts

Put memez here

Appendices

Most of these are tidied up and covered [here in my document of compiled reports](#), but because Google links can be fickle, I have copy pasted everything in this appendices section to immortalize it.

Appendix A: Events

How To Run Giveaways

Important documents:
- [Event plan](#)
- [Receipt of gift card/prize acknowledgement form](#)
- [Cheque Requisition form](#)
- [Post-event report](#) (Events Committee version - Google doc)
- [Post-event report](#) (Official SFSS version - PDF)

1. Create a new (or use an existing) Excel or Google Sheets spreadsheet with:
   a. The event name
   b. Event date
   c. The winner's name (or Instagram handle)
   d. The winner's email/contact info
   e. The gift card amount ($25, $50, etc)
   f. Status (emailed the gift card confirmation form or sent the gift card)
   g. Notes ("cheque requisition not sent out yet" for example)
   h. Address (optional)
2. This spreadsheet will be used to keep track of all the giveaways for the year or for the semester

Before the giveaway

3. Have an event plan with the details of the giveaway and a budget
   a. https://docs.google.com/document/d/1qkXha1LKivR0VgoVJNqA8MSlxQz8R-_GeIXvgV5wzpA/edit
4. Bring the motion (money needed for giveaway) to the relevant SFSS Committee
   a. Save the meeting minutes from this meeting for the cheque requisition
5. Submit a work order to the communications department for any graphics or promotional materials
   a. https://secure.jotform.ca/form/52435231914248

During the giveaway

6. Host giveaway (at event or on social media)
7. Keep track of entries
    a. If it's a social media one like [Holiday Giveaways](#) or [Mental Health Mondays](#), you'd have to keep track of comments and/or DMs (for Instagram story shares)
    b. Remember if you're doing extra entries through Instagram story tags, ensure people with private accounts send you a screenshot of their story repost (if you don't follow the private accounts you won't be able to see their story tags)
8. Pick the winner(s)
    a. You can use a giveaway picker online too: https://commentpicker.com/business-instagram.php
    b. If the giveaway is at an event, you can use a random name generator or pick a number from 1-100 and have people guess what that number is
    c. If it's a prize for winners of an event or trivia night, you can just note down who the winners were
    d. Can also use this fun wheel: https://wheelofnames.com/
9. Ensure winners follow giveaway rules
    a. Like following specific SFSS Instagram accounts
10. Post the winners
    a. Can be on Instagram stories and you can tag the winners and write "please DM us to claim your prize"
    b. Don't need to post winners if it's an event like a trivia night

After the giveaway

11. Get the winners' emails (SFU emails preferred if you want to ensure they're SFU students)
12. Email winners the [prize/gift card acknowledgement form](#) (you can make a Gmail Template with this)
    a. Subject: $X gift card - congratulations!
    b. Hey there,
    c. Congratulations on winning a $X gift card to <GIFT CARD HERE>! Could you quickly fill out/sign the prize confirmation form (attached)? You can use today's date. After sending the filled out form back to me, I'll send you the gift card!Thank you in advance, and congrats again!
13. When you get the signed form back, you can buy and send the winner the gift card (or get the SFSS Events Coordinator, Dipti to send it)

  a. Remember to save the receipt!
14. Fill out the [cheque requisition form](#) and the signed prize/gift card acknowledgement form
  a. Related: [How to Get Reimbursed](#)
  b. Whoever bought the gift card (you or Dipti) should fill this out
15. Send the cheque requisition package to Dipti. Include:
  a. The filled out cheque requisition form
  b. The signed prize/gift card acknowledgment form
  c. The gift card receipt
  d. The minutes from day the motion was passed to spend money on the event or giveaway
16. Fill out the [post-event report](#) (optional but recommended)

How to Promote Events

See this guide from [Creating Accessible Neighbourhoods](#) for social media accessibility:
https://drive.google.com/file/d/1j2AB4kQDCwWMl2cs_d3RX6ZZK7c50fmz/view?usp=sharing

Before the event post has gone up

1. Give heads up to people if you can!
    a. For example, if dates and times aren't finalized, let Sindhu know what the event will be about so graphics can be created first, and dates and times can be put on later
    b. This helps prevent an increased workload and tight deadlines
2. Set up event details (Eventbrite, Linktree, Zoom)
    a. You can use Eventbrite or something else, like https://lu.ma/ (I haven't tried this one, but SFU Surge has and it's beautiful)
    b. I recommend setting the order confirmation page and email to include the Zoom link, and also scheduling emails to go out 2 times - 1 day and 1 hour before the event (as a reminder with details like the event will be recorded, when the event is, Zoom link, etc.)
    c. Remember to include ticket info in Linktree so when you promote, you can say "link in bio"

When posting the event and promoting

3. Post the event on the accounts you have access to (like @sfss_events Instagram)
    a. You can also send a work order to Sindhu, the SFSS Communications Coordinator, to post on Twitter and Facebook as well (on main SFSS accounts): https://secure.jotform.ca/form/52435231914248
    b. *Note:* you may get requests from various student groups to promote their events on the SFSS Events Instagram stories - feel free to post these on stories and add them to the "upcoming events" highlight
4. Promote through SFSS channels (other than social media)
    a. Newsletter: https://form.jotform.com/91915578101256
    b. Events calendar (on our website): https://form.jotform.com/193455648848274
5. Connect with various groups on campus to help you get the word out:

a. **SFU Student Bulletin Newsletter** (gets emailed to every student) - deadline to send in event promo is Wednesday morning, and they send it out Thursday or Friday afternoon
   i. You will receive an email calling for items to be put on the newsletter every week
   ii. I usually schedule the email with event write-up info in case I have more stuff to add later (so can just cancel schedule and re-schedule)
   iii. Put the event write-up as close to what is currently on the newsletter:
      1. **BollyX Fitness Workshop**
      2. Get active with a fun dance workshop! You will learn a few wellness tips in addition to learning some ways to stay active in the new year. Thursday, **January 21**, 6:00 - 7:00pm. [Free registration](). Through the SFSS and SFU Recreation.

b. **SFU Psychology (or any other department/DSU) Newsletter**
   i. You will have to email them by a certain deadline to get on the newsletter
   ii. Email psycepa@sfu.ca
   iii. Connect with someone from SASS for their newsletter (or put it on the Consent Agenda - deadline is third week of each month, and the newsletter goes out at the end of the month)

c. **Official Reddit SFU Discord Server (or other Discord servers)**
   i. I message one of the admins (mainly waffle_maker#3223) to get a channel made for our event, then repost what was posted on Eventbrite/Instagram

d. **SFSS Board and Committees**
   i. You can give semi-regular reports on what Events Committee is up to and ask Board members, Councillors, and Events Committee members to help promote the event on their personal social media

e. **Facebook Groups**
   i. Must Attend Events SFU
   ii. SFU Undergrads
   iii. SFU Student Clubs and Groups (this is mainly club executives though)

After event promo

6. Double check email spam for any event inquiries

      a. Sometimes Sindhu will forward general inquiries from students about events (whether they'll be recorded and stuff)
7. Ensure Eventbrite (if using Eventbrite) emails are sent out
8. Double check for any questions on Discord and Facebook (or wherever you promoted)
9. Push out a last promo on Instagram stories (check DMs for any questions)
      a. Take some stories of you at the event to hype it up (or get people to watch the recording when it's uploaded)
10. Start the post-event report to reflect on how the marketing and promotion went (optional but highly recommended)

Guide to Hosting Accessible Events

Important documents:
- Accessibility-related
  - [Accessible In Person Events Checklist](#) (draft; may need to be updated)
  - [Accessible Online Events Checklist](#) (draft; may need to be updated)
  - [How to Apply for the SFSS Accessibility Grant Fund](#)
  - [SFU's Events Checklist](#)
- Events-related:
  - [Event plan](#)
  - [How to Promote Events](#)
  - [Receipt of gift card/prize acknowledgement form](#)
  - [Cheque Requisition form](#)
  - [Post-event report](#) (Events Committee version - Google doc)
  - [Post-event report](#) (Official SFSS version - PDF)

This guide is informed by SFPIRG's workshop for hosting accessible events.

Suggested timeline

- Month 1:
  - Start brainstorming and planning
  - Can bring up the idea (no budget yet) at the SFSS Events Committee meeting
  - Book accommodations (if any)
- Month 2:
  - Bring the motion (if there is a budget) or discussion item (if no budget) to the SFSS Events Committee near the beginning of this month (since committee meetings are every two weeks)
  - Start [promoting the event](#) - there should be a few weeks of buffer time between promotion and the event date
  - Set the deadline to request accommodations to be 1 week before the event date
- Month 3:
  - Host the event
  - Give a post-event update to the SFSS Events Committee

Booking accommodations

1. See the guide on how to book CART captioning here:
   https://docs.google.com/document/d/10kl5WO-Ao6TrBsz3KAA9Anm0XS62BP95RIHUHn1IU_E/edit?usp=sharing
2. If you want accommodations for your event, look into it early!
3. Sometimes you can book something (like ASL interpretation) and cancel it if no one requests it. This is faster than booking things last minute
4. Keep go through the Accessibility Events Checklist to make sure you don't miss anything:
   a. Accessible In Person Events Checklist (draft; may need to be updated)
   b. Accessible Online Events Checklist (draft; may need to be updated)

Planning event logistics

1. Think about the event from an Equity, Diversity, and Inclusion perspective. Make sure the event is appropriate, and research speakers if you are hosting a panelist event
   a. Example: we were going to host a Harry Potter trivia night which was requested by students. However, we did not mention JK Rowling's transphobia and some students were harmed. In the end, we cancelled the event and sent resources to those who had RSVP'd
2. Try to plan 2-3 months in advance. Have an annual events plan and check it regularly
3. Have an event plan with the details of the event
   a. https://docs.google.com/document/d/1qkXha1LKivR0VgoVJNqA8MSlxQz8R-_GeIXvgV5wzpA/edit
4. Bring the motion (if money is needed for the event) to the relevant SFSS Committee
   a. Save the meeting minutes from this meeting for the cheque requisition
5. If the event does not require money, then just have it as a discussion item at a meeting so everyone can stay updated

Promoting the event

1. Follow these guidelines below. Resource provided by Creating Accessible Neighbourhoods
   a. https://drive.google.com/file/d/1wRLLxW_vYwalAuq8Xn8GqvXb4NsKTRNz/view?usp=sharing

b. You can find more resources from Creating Accessible Neighbourhoods in this folder: https://drive.google.com/drive/folders/1wKK9wEggFFayZa9tKBDA2sdf9TcyW1Ai?usp=sharing

2. Check out this guide on how to promote events below
   a. https://docs.google.com/document/d/1z0U6F_Dr1u5dR74KwGXQINzDBGnTmupZb4-zg6DUw9o/edit?usp=sharing

3. Submit a work order to the communications department for any graphics or promotional materials
   a. https://secure.jotform.ca/form/52435231914248
   b. Try to make sure there is enough colour contrast so text is easy to read
   c. No excessively bright colours!
   d. Ask for relevant details on the graphic, like which accommodations are available and the deadline for requesting accommodations
   e. Example graphic below:

   f.

4. Sample social media write-up:
   a. CART captioning will be available at this workshop.
   b. Join us on Friday, May 28 as we learn more about disability, ableism, and how to better ensure equity for all. RSVP via the link in our bio!

      c. Workshop hosted in collaboration with @can_bc

      d. Image description below. We have added alt text for screen readers, but have also included image descriptions to help people with low vision understand the image if the text is too small. Image descriptions also help people with learning disabilities and other disabilities.

      e. Image description: promotional poster title text says "Disability Awareness Workshop with Creating Accessible Neighbourhoods." SFSS logo on the top left. Text underneath says the date and time: Friday, May 28 from 2:30pm to 4:30pm.

5. Include an accessibility statement and territorial acknowledgement in event descriptions. Here is an example: https://docs.google.com/document/d/1WbuUIqrafRUGqAdtRl1nA-aPlo1fSimalE-9pgBsys0/edit?usp=sharing

      a. This is where you can put the deadline to request accommodations

      b. Example: If you require any accommodations, please contact the SFSS Accessibility Committee at ac@sfss.ca by Friday, May 14, 2021.

During the event

6. Do a territorial acknowledgement - you can find a script here: https://docs.google.com/document/d/1WbuUIqrafRUGqAdtRl1nA-aPlo1fSimalE-9pgBsys0/edit?usp=sharing

7. You can also say something to ensure the space is inclusive and accessible, like stating access needs

      a. Access Needs: something a person needs to communicate, learn, and take part in an activity, such as a meeting or an event. Everyone has access needs, which may be met or unmet depending on the situation. An individual may communicate how their access needs can be met either publicly or privately to the Chair of a meeting. The members of a meeting shall do everything in their power to ensure that the access needs of each individual person present at a meeting, whether virtual or in person, are met.

After the event

8. You can get feedback from attendees regarding the accessibility of the event and any other comments

9. If you used funds from the accessibility grant:

     a. You must fill out the [official SFSS post-event report](#) and submit it to get reimbursed

     b. See [How to Apply for the SFSS Accessibility Fund](#)

10. If you did not use funds from the accessibility grant:

     a. Fill out the [post-event report](#) (optional but recommended)

How to Book CART Captioning

Important documents:

- How to Apply for the SFSS Accessibility Grant Fund
- CART Captioning Excel Spreadsheet from Accurate Realtime
- Cheque Requisition form

CART stands for Communication Access Realtime Translation. CART captioners convert speech to text, like live closed captioning. CART captioning can be provided remotely, where a captioner joins the Zoom room and is assigned to type.

Before the event

1. Check the price of CART captioning - sometimes there are additional costs! You can contact the vendor and ask for an estimate.
2. Apply for the SFSS Accessibility Grant Fund
   a. You will need to have an approximate budget and event plan to apply
      i. CART captioning usually costs around $120 per hour with additional preparation fees (usually for a 2-hour event we would request $600 for it in case things go over time or there are extra charges)
   b. Guide on how to apply here: https://docs.google.com/document/d/1a7leizW6A2SYsjsj-PNPKNepKe2Ec5HnbizxgTKDkHk/edit?usp=sharing

3. Create the Zoom link
   a. You may want to test it out to see if it has a "closed caption" tab
   b. SFU has a guide on how to enable live transcription, if you are using automated captioning: https://www.sfu.ca/itservices/technical/videoconferencing/zoom/using-zoom/how-to-guides.html#transcription

4. Optional: submit a work order to the communications department for any graphics or promotional materials
   a. Work order form: https://secure.jotform.ca/form/52435231914248
   b. Guide on how to promote events here: https://docs.google.com/document/d/1z0U6F_Dr1u5dR74KwGXQINzDBGnTmupZb4-zg6DUw9o/edit?usp=sharing
   c. You can indicate that CART captioning will be available

     d. Please also add alt text (image descriptions) when posting graphics and promotional posts!

After the accessibility grant funding has been approved

5. Accurate Realtime is an agency that provides CART captioning in BC. Fill out Accurate Realtime's spreadsheet, linked here (make a copy of the document and edit it yourself):
   https://drive.google.com/file/d/1VaNwYSFBRzvY54sTQwYtmY3IiMSuarAM/view?usp=sharing
       a. The document automatically checks off that it's remote CART and that audio will be accessed via phone
       b. **Note:** this spreadsheet may be outdated so double check with Accurate Realtime by emailing admin@accuraterealtime.com

6. Email the form to admin@accuraterealtime.com
       a. Include Zoom links, where applicable
       b. Please request an estimate on price if you did not do so when seeking accessibility grant funding (**make sure it's in CAD**)

7. You can also ask for a streamtext link which you can copy paste in the chat for attendees.
       a. The streamtext link will open in a new window on your browser and show the closed captioning, only it will not disappear after so you can read what was previously said. There are also options to change the font size and style.
       b. Additional fees apply to having a Streamtext link, but it is much more accessible than Zoom's full transcript option!

Note: if you wish to book CART captioning with another vendor, please follow booking instructions from them

During the event

8. Enter the Zoom room 5 to 10 minutes early

9. As a host of the Zoom call, click on the CC button at the bottom. Click "Assign a participant to type" and assign the closed captioning to the CART captioner (once they arrive in the Zoom room)

a.

After the event

10. Accurate Realtime will email you the invoice, which you can pay*

11. Fill out a post-event report and a cheque requisition form and send it to accessibility@sfss.ca to get reimbursed

12. A cheque will be mailed to you in a few weeks.

13. You can contact accessibility@sfss.ca for questions or to request updates on the status of the cheque

*note: we are working on a process in which you can just request accommodations (like CART Captioning) and SFSS will book everything and pay for everything for you

Guide for Effective Collaborations

Important documents and links:
- [Compiled list of events and post-event reports](#)
  - Events that were collaborations are highlighted
- [Event plan](#)
- [Club Collaboration Briefing Note](#)
- [Guidelines for Event Collaborations](#)
- [SFU Student Clubs and Groups Facebook Group](#) (mainly club executives)

Background

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.

Usually, there was one club collaboration a month and clubs would apply to be a part of this.

Issues

We tried doing club collaborations again for the Summer and Fall semester, but things did not go smoothly. There was a lot of delay because the Events Committee did not assign a club collaboration lead - instead, we decided to have committee members voluntarily sign up for collaboration opportunities they were interested in. This led to a lot of work for the VP Student Life (me - Jennifer), who had to process all collaboration requests, wait for the next Events Committee meeting to discuss it, then communicate details with the clubs we would collaborate with.

Clubs usually can access grant funding themselves, and we did not need to overcomplicate things because usually they would request promotion as a reason to collaborate with the SFSS. However, I would help promote clubs who emailed and asked for help promoting on social media, so making them fill out a collaboration request form was extra work. Additionally, requesting grant funding was quicker than accessing Events Committee funding because clubs would have to wait for the next SFSS Events Committee meeting. Usually, students requested 1 or 2 gift cards which is generally covered under a grant.

There was also the issue of clubs requesting grant funding *and* Events Committee funding at the same time, essentially double-dipping. We did not have set guidelines for this, so I met with the SFSS Clubs Coordinators to sort this out.

Effective collaborations

I wanted to encourage individual students to apply. Individual students would benefit most from a collaboration like this because since they were not an SFSS group, they would not get access to the grant funding pool. However, individual students did not reach out for collaboration.

Instead, the collaborations that worked the best were more unofficial ones that did not go through the formal "club collaboration request" channels (i.e. they didn't fill out the collaboration request form). Another collaboration that worked well was for something that the club grant funding could not cover.

Unofficial collaborations

I defined unofficial collaborations as groups that I reached out to to collaborate with. For every event idea I had, I could think of some student groups who would love to work with me on it. The student groups were happy to get access to funding beyond the grant pool (since there was a limit to how much money could be given out for prizes and honoraria). Student groups were also appreciative of the promotion and it was less of a workload if two groups worked together.

For example, I worked with SFU UPhoto Club on a photography workshop. SFSS handled promotional graphics and logistics (setting up the Zoom room, honorarium for instructor), while SFU UPhoto provided the instructor and also helped promote. Other successful collaborations outside of workshops included social media "events" such as Cultural Week (cultural clubs did Instagram takeovers for SFSS Events, and everyone loved it) and Dance Week.

These collaborations were successful because it was clear how each group would contribute. We planned the event together, as opposed to student groups coming to us with everything already done and only asking for promotional help (easily done outside of formal event collaborations) or prize money (covered under grant funding).

SFU departments who reached out for collaboration hosted successful events with us as well. We hosted a mental health event with SFU Health & Counselling where both groups promoted the event. I reached out to SFU Health & Counselling for an engaging

mental health strategies event. This event did not have a budget so did not need the Events Committee to pass a motion for money. SFU Health & Counselling came up with the presentation and gave the presentation, while SFSS Events worked out logistics like setting up the Zoom room. SFU Health & Counselling also set up a feedback form and shared the results with us, which was helpful.

Another SFU Department we worked with was SFU Recreation. We collaborated on a [food workshop on Instagram Live](#) and a [pet yoga event on Zoom](#). SFU Recreation reached out to us, inviting us to co-host the event. They also requested gift card prizes for winners since they did not have access to club grant funding. In return, they put the SFSS logo on all promotion materials, and I could just repost the graphics they had made. SFU Recreation also planned all event logistics - I only had to do the SFSS introduction and co-host / participate in the event.

Funding

Another successful collaboration was with a club called Emerge SFU. I was part of this club so had to abstain from all motions to do with approving money for the club.

Emerge SFU is a club that hosts skills-based workshops for students. These workshops run for 4 to 6 weeks at one hour per week. For Fall 2020 and Spring 2021, Emerge SFU hosted 4 separate workshop topics. Unfortunately, the club granting system did not cover instructor honorarium because Emerge SFU is the only club running a workshop series like this. Because workshops had so many instructors dedicating multiple hours, Emerge SFU came to the Events Committee, who approved $800 for Fall 2020 and $800 for Spring 2021 for instructor honoraria for these workshops.

Recommendations

To host more effective collaborations, I would recommend being more familiar with various clubs and other student groups on campus. Be clear on what's expected of them and of SFSS Events if you are collaborating!

I would also recommend reaching out to individual students (maybe on SFSS Events' Instagram) if any students are interested in hosting an event.

Collaborating with student staff and volunteers from various SFU departments (SFU Health & Counselling and SFU Recreation) was a great experience. I would definitely recommend collaborating again!

Please keep detailed records! Have post-event reports and meeting notes to refer to in case you need to look at them again (like if you want to host an event again).

SFSS intro and territorial acknowledgement template and script

Template for event descriptions

ACKNOWLEDGEMENT
We acknowledge that the SFSS' work takes place on the unceded homelands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), səlil̓ilw̓ətaʔɬ (Tsleil-Waututh), kʷikʷəƛ̓əm (Kwikwetlem), and Katzie Nations. Although we are not on campus right now, you can check whose lands you are on here: http://native-land.ca/

You can also learn more about Indigenous peoples and their histories with this free course:
https://www.ualberta.ca/admissions-programs/online-courses/indigenous-canada/index.html

ACCESSIBILITY
If you require any accommodations (CART captioning or ASL interpretation, for example) please contact Jennifer at vpstudentlife@sfss.ca by [INSERT DATE AT LEAST 5-10 DAYS BEFORE THE EVENT].

If you have any questions about this event, please contact Jennifer Chou, SFSS VP Student Life at vpstudentlife@sfss.ca.

Script for SFSS introduction

The SFSS (which stands for the Simon Fraser Student Society) represents all undergraduate students at SFU. We host fun events like trivia nights, but we also provide services like the UPass and the Health and Dental plan. Student advocacy is also something we've been doing a lot, from pushing for a tuition freeze to campaigning for a better grading system like Pass/Credit/No Credit grading. If you have any questions about any events or general SFSS stuff, feel free to email me at vpstudentlife@sfss.ca. To stay up to date with other SFSS events and activities, remember to follow @sfss_events on Instagram and SFSS on other social media!

Script for territorial acknowledgements

I'd like to acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the Musqueam, Squamish, Tsleil-Waututh, Kwikwetlem, and Katzie Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

I also recognize that the settler colony of British Columbia was created using various forms of strategic violence and dispossession, which has structured our society and created lasting injustices that persist today. Today, new forms of colonial violence and dispossession continue to be established on these territories, like with the TMX pipeline.

Today we have people from all over, so to check whose lands you're on, you can go to http://native-land.ca/. You can also learn more about Indigenous peoples and their histories with this free course linked in the Zoom chat (I will also be emailing this out to everyone):
https://www.ualberta.ca/admissions-programs/online-courses/indigenous-canada/index.html

Appendix B: Links to Other Reports

- Board-Council Liaison Reports
- Work Reports
- Semester Reports
- Accessibility Committee Exit Report
- Events Committee Exit Report (includes recommendations for different types of events)

Appendix C: Committee Meeting Notes/Debrief Documents

- [Accessibility Committee](#)
- [Events Committee](#)

Appendix D: Other Guides

Guide to SFSS Meetings

*important: this may be outdated - double check with others.

Links: Guide to SFSS Meetings | PowerPoint Presentation

See my other guides here:
https://docs.google.com/document/d/1ri7eiCJuMyeZj3XOiUHlpXIgAaCEDdop0n2yJqiHD6o/edit?usp=sharing

Remember to offer to set up a meeting to explain things further if needed!

Note: we usually have Google Hangouts/Zoom link in the calendar invite.

Robert's Rules

Here is a short video that kind of explains it:
https://www.realboardsolutions.com/2020/01/02/roberts-rules-of-order-the-basics/

Agenda items explanation

Basically, the email "Call for Agenda Items" is something I will be sending before every meeting. If you have something you want to talk about at the meeting, email me back and say "I'd like to submit an agenda item" and tell me what you'd like to talk about.

There are many different types of agenda items - the most common being motions and discussion items.

Motions: a formal proposal. We usually have motions when it's to do with taking a formal action or passing money. These motions usually look like this: "Be it resolved to approve $5,000 (or any other number) for *event or project name*."

- Motions require a mover and a seconder which I will explain in more detail below.

Discussion items: these do not require a mover or seconder. It's basically something we can discuss as a group.

Here's an example if you want to submit an agenda item. If I want to talk about setting up a bursary for students with disabilities, I would say "I'd like to submit a discussion item - Bursary for Students with Disabilities."

Regrets explanation

If you are unavailable and cannot come to one of our meetings, you'd have to let me know (send me an email or Discord message). This is called "sending your regrets" and we approve your regrets at our meeting.

If you don't send in your regrets and it's not approved, then you may be kicked off the committee (but only if this happens 2 or more times). Don't worry, this rarely happens and we are generally very nice and understanding people so don't be scared of getting kicked off!

Moving and seconding a motion

Basically, we can't really talk about a motion unless someone moves it and someone else seconds it. After moving and seconding, the floor is open for discussion so we can talk about what the motion is.

So:

> Moving: this person says yes, let's discuss this agenda item

> Seconding: this person also wants to discuss the agenda item

After someone moves and someone else seconds, we discuss the motion. You don't have to agree with the motion to move it or second it, it just means you want to discuss it. Any of you can move or second a motion, just say "*your name* moves/seconds."

Here's an example:

Let's say you want to pass a motion to spend $55 on gift cards to give away at a virtual event. The motion would read "be it resolved to approve $50 for *the event name*.

Then someone would move the motion, someone else seconds it, then we discuss it.

The person who is in charge of the event would talk about the motion. For example, the person could say "the $55 will be split into 2 $25 Indigo gift cards for 2 winners. The extra $5 is for contingency in case something comes up and there is an extra fee (we usually add 10% for contingency)."

Then if anyone has questions, they would ask them by putting their name on the list (type "list" in the chat) and the chair (me) would call on people to speak in the order they put their names on the list.

After discussion is finished, it's time to vote on whether we'd spend the money on these gift cards. When most people seem to have no problem with the motion (i.e. not a lot of people speaking against it in the discussion section), I will be saying "all in favour, seeking unanimous consent." So if you keep your mic muted you're in favor, if you unmute your mic you're dissenting.

If it seems like we are divided on spending money on these gift cards, I'd do a roll call vote where I'd call out everyone's names and you'd tell me whether you are in favour, against, or if you abstain (not voting in the motion).

If the motion passes, then the event organizer can spend the $55 on these gift cards.

Amending the agenda or a motion

Sometimes things have to be changed. For example, if something urgent came up last-minute and you want to talk about it at the meeting, you can amend the agenda at the meeting.

You can amend the agenda when the Chair reaches the "Adoption of the Agenda" section. The Chair will ask for a mover and seconder, and during the discussion portion, you can move to amend the agenda to include a motion or discussion item.

It's generally best if you can let people know ahead of time that you will be amending the agenda. For example, you can send an email to everyone with the full motion or discussion item (including any attachments). You can also copy paste this information in the chatbox.

After someone moves and seconds the amendment, the Chair will need to get everyone to vote for the amendment. If the amendment passes, the Chair goes back to the main motion, then a vote occurs again for the main motion (or in the case of amending an agenda item, the adoption of the agenda) *as amended*.

Here's an example of an amendment to the agenda:

> Chair: Be it resolved to adopt the agenda as presented. Can I get a mover?
>
> Person 1: I move.
>
> Chair: Can I get a seconder?
>
> Person 2: I second.
>
> Chair: Any discussion?
>
> Person 3: I would like to move to add a discussion item to the agenda: "Anti-Racism Workshops."
>
> Chair: Can I get a seconder for this amendment?
>
> Person 4: I second.
>
> Chair: All in favour of this amendment? Seeking unanimous consent, unmute your mic if you dissent.
>
> *no one unmutes their mic*

Chair: Motion carries, back to the main motion: "Be it resolved to adopt the agenda *as amended*." All in favour, seeking unanimous consent?

no one unmutes their mic

Chair: Motion carries.

Here's an example of a motion being amended:

Chair: Be it resolved to spend $X on an anti-racism workshop. Can I get a mover?

Person 1: I move.

Chair: Can I get a seconder?

Person 2: I second.

Chair: Any discussion?

Person 3: I move to amend the motion to read "Be it resolved to spend $500 on an anti-racism workshop."

Chair: Can I get a seconder for this amendment?

Person 4: I second.

Chair: All in favour of this amendment? Seeking unanimous consent, unmute your mic if you dissent.

no one unmutes their mic

Chair: Motion carries, back to the main motion as amended: "Be it resolved to spend $500 on an anti-racism workshop." All in favour, seeking unanimous consent?

no one unmutes their mic

Chair: Motion carries.

As you can see, amending the agenda and amending a motion are very similar. People usually amend the agenda when they want to add something to it last-minute. Motions are generally amended to fix some of the wording or change the dollar amount.

Virtual meeting etiquette

I will most likely be asking everyone to introduce themselves by saying names, pronouns, and accessibility needs (anything we can do to make you more comfortable).

For example, here would be my introduction:

> I'm Jennifer, and I use she/her pronouns. My accessibility needs are mainly met right now, but I may have to turn off my camera sometimes to get up and stretch.

Please note that if you have something to say while we are discussing agenda items, type "list" in the chat. This puts you on the list to speak (the Chair will call on you).

If you have a direct response to someone who has just spoken, you can type ** to speak right away.

Typing ++ in the chat means you really agree with whoever has just spoken.

To ensure meetings run efficiently, after each agenda item I will be counting down from 5 slowly to give people a chance to speak their thoughts (or type "list" in the chat). Once the 5 seconds are up, I would move on to the next agenda item.

If you are more comfortable **typing out your thoughts in the chatbox** instead of speaking, please do so! I will read out your comments (asking for clarification if needed) and respond to them.

How the committee works

Below is a writeup I did of how the Events Committee works. Feel free to tailor it to your own committee!

If you have an event idea, here are the steps you need to take:

1. Email me or message me on Discord/Instagram/Facebook with your idea so we can put it on the [Annual Plan](#)
2. I will help you with some action items and help you work to make the event a reality (preparing budget, sorting out logistics, marketing/promo, etc.)
   - You can also informally discuss your idea in our Events Committee Discord channel to see what people think (please join the Discord if you haven't already)
3. You would bring a motion about the event to the Events Committee by replying to my email when I send my "Call for Agenda Items" email. It's generally good to provide a briefing note (just a document explaining the event).
   - "Be it resolved to approve $x (replace x with however much the event would cost) for *event name*" if the event costs money
   - "Be it resolved to approve *event name* and task *your name* to work on the event" if the event doesn't cost money
4. If the Events Committee approves the event, the main organizer would work on event logistics, like promoting it, setting it up, hosting it on the day of, etc.
   - Myself or Dipti, our events coordinator, can help with this
   - Other Events Committee members who are interested in the event can help out as well
5. Host the event and give us an update about how it went at the committee!
   - Post-event report template: https://docs.google.com/document/d/1ZknT5wDBnONglsvt894zkpnGZ7y638FfpkAuKNocwqo/edit?usp=sharing
   - Having this event report filled out isn't necessary but it would be amazing if you could fill it out so we know how to improve the event in the future. Please try to fill it out within a week of the event so details are still fresh on your mind.

Video for Chairs and Vice-Chairs:
https://drive.google.com/file/d/1faxdmNn79sEvkkI7NhFza46hOnFdnEcz/view?usp=sharing

Guide to Chairing SFSS Meetings:

https://docs.google.com/document/d/1-hOwAJD8g8pj-wcWXyZDE16YMpyJRHGpN0EJvBCQe40/edit?usp=sharing

Guide to Chairing SFSS Meetings

See my other guides here:
https://docs.google.com/document/d/1ri7eiCJuMyeZj3XOiUHlpXIgAaCEDdop0n2yJqiHD6o/edit?usp=sharing

See Guide to SFSS Meetings for information about how SFSS meetings are run.

For a video about chairing using Robert's Rules of Order (including PowerPoint slides), click here.

Before the meeting

Here are the things you need to do before a committee meeting:
- Call the meeting
- Send a calendar invite
- Send agenda items to administrative assistant (2-3 business days before the meeting)

Call the meeting

Call the meeting around a week in advance. For example, if the meeting is happening on Friday, July 31st, call it on Monday, July 20th. This gives people time to send in agenda items and you will also have time to send these agenda items in to the administrative assistant.

You call a meeting by sending an email (template below).

To: [mailing list]@sfss.ca (example: events@sfss.ca)

Subject: [COMMITTEE NAME] July 31 Meeting - Call for Agenda Items

Hi everyone,

I'm calling our next [INSERT COMMITTEE NAME HERE] Committee meeting for Friday, July 31st at 12:00pm via Google Hangouts.

I'd like to invite you to submit agenda items (including motions, discussion items, and regrets). Please submit agenda items by Friday, July 24th at 12pm (noon).

Current items on the agenda include:
- Priorities for the year
- Appointing a Vice-Chair for the committee
- List other items here that you have (people can add to this as they email you)

Please email me back if you have any questions!

Kindly,
[YOUR NAME]

Send a calendar invite

Create a calendar invite for the date and time of the meeting. If you're using Gmail, you should click the option to create a Zoom or Google Hangouts link (recently we use Zoom). You can install the Zoom Scheduler extension:

Image description: on the calendar invite page, there is a blue button saying "Add Google Meet video conferencing". Underneath it is a blue button saying "Make it a Zoom meeting."

Invite the entire mailing list by using the "guests" section of the calendar invite.

Send agenda items to administrative assistant

After the deadline for submitting agenda items has passed, email the administrative assistant (admin.assistant@sfss.ca) with agenda items.

See below for a sample email.

> To: admin.assistant@sfss.ca
>
> Subject: [COMMITTEE NAME] July 31 Meeting - Agenda Items
>
> Here are the agenda items for the July 31st Events meeting!
>
> **Approving minutes**
> - Approve the minutes from the last meeting
>
> **Motions**
> - Be it resolved to appoint X as Vice-Chair of the Events Committee.
> - Be it resolved to approve the Events Committee Annual Plan.
> - Be it resolved to approve $50 for Jackbox Party Pack 6 for future game nights hosted by the Events Committee.
>
> **Discussion**
> - August events
> - Post-event report template
>
> **Updates**
> - Financial Literacy Workshops Post-event Report
> - Photography workshops
> - SFU Peak Frequency IG Live Concert Event Debrief
> - SFU Anime x SFU Esports x SFSS Events Gamefest Debrief
>
> **Attachments**
> - Events Committee Annual Plan
> - Post-event report template
> - Financial Literacy Workshops Post-event Report
> - Photography workshops

- [SFU Peak Frequency x SFSS Events IG Live Concert Post-event Report](#)

Thanks in advance!

Kindly,
[NAME]

During the meeting

Check out the [Guide to SFSS Meetings](#). You will be asking for movers and seconders for motions, as well as calling on people to speak in the order that they put their names on the list.

For more details, watch this video about how to chair meetings [here](#).

After the meeting

After the meeting, there are a few things you should do:
- Send follow-up emails (optional)
- Read over the minutes
- Send minutes to SFSS Board for approval
- Give committee updates to SFSS Board (optional)

Send follow-up emails (optional)

These follow-up emails can be action items following the meeting or just general debriefing for those who couldn't make it.

Here is a sample email:

    To: [MAILING LIST]@sfss.ca

    Subject: [COMMITTEE NAME] July 17 Meeting Debrief

    Hey everyone,

Thanks again for coming to the meeting today! Hopefully Robert's Rules wasn't too daunting :p

Action Items

Here are some action items following today's meeting:
- Fill out our LettuceMeet for meeting times if you haven't already
- Join our Discord Server - things are a lot more casual there and you can ask questions, throw ideas around, etc. We'll be using the Events Committee channel
- Email or message me any event ideas you have for the year by next Friday, July 24th for our Annual Plan
- Email or message me if you are interested in being the vice-chair of the Events Committee by next Friday, July 24th
- Email or message me if you are available to attend the social event to get to know everyone on the committee (see more details below)

Social Event

As discussed in the meeting today, we will probably be having an Events Committee social to get to know each other! Seeing as most of us are available on Friday afternoons, our social will probably be next Friday, July 24th at 12pm.

Please let me know if you can make it (email me back saying "I'll be coming to the social!"). We will probably play some games, do some icebreakers, etc. If you can make it, I'll send over a Zoom link before the social.

Looking forward to working with you all over the next year! Don't hesitate to email me or message me on Discord if you have any questions.

Kindly,
[YOUR NAME]

Read over the minutes

Once the meeting minutes are ready, the Administrative Assistant will send them to you. Read over them to ensure that everything is accurate.

Send minutes to SFSS Board for approval

Once minutes of a meeting have been approved, you can submit them as an agenda item for the SFSS Board meeting.

Usually, committees have to approve minutes from a previous meeting first before it goes to the SFSS Board.

For example, if I had a committee meeting on July 17th and another one on July 31st, then the meeting minutes for the committee on July 17th would get approved at the July 31st meeting. After the July 31st meeting, you can email the minutes to the Chair of the Board to get approved by the Board.

Give committee updates to SFSS Board (optional)

In addition to sending in committee minutes to get approved, you can give updates from your committee to the Board. Just submit an agenda item called "[COMMITTEE NAME] Updates" and you can give a verbal update of things that your committee has done or is going to do.

How to Get Reimbursed

See my other guides here:
https://docs.google.com/document/d/1ri7eiCJuMyeZj3XOiUHlpXIgAaCEDdop0n2yJqiHD6o/edit?usp=sharing

Important documents:
- Event plan
- Receipt of gift card/prize acknowledgement form
- Honorarium form
- Cheque Requisition form
- Post-event report (Events Committee version - Google doc)
- Post-event report (Official SFSS version - PDF)

Before the event or project

1. Have a motion at the relevant committee
   a. If you're hosting an event, remember to have an event plan filled out (if you're doing a club collaboration, the event lead in charge will be doing the event plan)
   b. Sample motion:
      i. Whereas the Fall 2020 Bullet Journaling event had over 60 people registered,
      ii. Whereas students have expressed interest in another Bullet Journaling event centering around the New Year,
      iii. Be it resolved to approve $60 for the January Bullet Journaling Workshop.
2. Save the meeting minutes from the meeting this motion was passed

During the event or project

3. Collect ALL receipts, invoices, any documentation (sometimes things are bought before the event or project, but if it's a giveaway, don't buy gift cards until you get the signed forms from winners)
   a. If it's an honorarium, you can use the e-transfer confirmation from your bank
   b. If it's an instructor's fee (for running a workshop), ask them to send an invoice
   c. If it's a prize for winners, use the gift card or item receipt
   d. Related: How to Run Giveaways

After the event or project

4. If for a giveaway or workshop, email the necessary people (winners, instructors, speakers, etc.) and get them to fill out a confirmation form
    a. [Receipt of gift card or prize acknowledgement form](#)
        i. You can fill out the signature, gift card number, etc.
        ii. Most important thing is to get the participant's name and signature
    b. [Honorarium form](#)
        i. If the money is coming from a committee, you don't need to fill out the Trust Account or Grant Account Numbers section
5. You can get the necessary coordinator (Events Coordinator or another committee) to do the steps below, but in case it's time-sensitive and over the break, you can do these steps.
6. Send over the gift card, prize, or money (and save the receipts!)
7. Fill out the forms with necessary information
    a. After getting the signed form from the winner/instructor/speaker, you can plug in the "gift card/product number" and add your signature (or send it to a coordinator to sign)
    b. Use a number from the receipt - like the gift card number, the invoice number, order number, etc.
8. Fill out the [cheque requisition form](#)
    a. Make sure the description includes the event/project details, which committee the money's coming from (if applicable), and which gift cards were purchased
    b. "Invoice Number" can be any number from the receipt - gift card number, the invoice number, order number, etc. (the same one you plugged in to the signed forms confirming the other person got the prize/money)
    c. "Invoice Date" is when the item was purchased (date on the receipt or invoice)
    d. "Account Breakdown" is the line item that the money comes from; for SFSS Events Committee it's **817/20**
    e. Both "Invoice Total" and "Amount" is where you can put the amount of money that was spent

Invoice Number	Invoice Date (mm/dd/yy)	Invoice Total	Account Breakdown	Amount	
			/		
			/		
			/		
			/		
			/		

f.

      g. You don't need to fill out the "Office Use Only" section

9. Send the cheque requisition package to the SFSS coordinator related to the committee you passed the money on, the SFSS VP Finance, or the SFSS Finance Coordinators. Include:

      a. The filled out cheque requisition form

      b. The signed prize/gift card acknowledgment form

      c. The gift card receipt

      d. The minutes from day the motion was passed to spend money on the event or project

      e. The post-event report (optional but recommended)

How to Apply for the SFSS Accessibility Fund

This is a step-by-step guide on how to apply for the SFSS Accessibility Fund.

This fund allows student groups and individual students to increase the accessibility of student-led events and activities. You can use the SFSS Accessibility Fund for:
- Sign language interpretation
- CART (Communication Access Real Time) a.k.a. Professional live captioning
- Accessible venues or online platforms
- Projects that improve accessibility on campus (including in-person and online)

1. Go to the the SFSS Grants webpage: https://sfss.ca/services/grants/

2. Download the Accessibility Fund Grant Form. You can also use the direct link here:
https://sfss.ca/wp-content/uploads/2019/03/SFSS-Accessibility-Grant-Application-Form-1.pdf

3. Fill out the form. The most important information to include is:
- Your personal contact information
- A description of the event or project your need funding for
- How this project/event will improve student experiences
- Rough estimates of how many people will be there (if for an event)
- A list of specific expenses - for example, CART captioning being $600 or ASL interpretation for $500
  - Tip: You can simply copy your answers for Question 2.10 onto Question 3.2 if your only expenses are for accessibility services/supports
  - Tip: You don't have to use the whole space on Question 3.1 to explain why the accessibility supports are being requested. A sentence or two is okay.

If you need help to fill out the form, email ac@sfss.ca

4. Email the completed form to ac@sfss.ca

5. Once the funding has been approved, you will be emailed back with confirmation.

6. Host the event or carry out the project. Save your receipts!

- To book CART Captioning for your event, check out this guide here: https://docs.google.com/document/d/10kl5WO-Ao6TrBsz3KAA9Anm0XS62BP95RIHUHn1IU_E/edit?usp=sharing

7. Email a cheque requisition form and your receipts to accessibility@sfss.ca (Accessibility Assistant)

8. You will be reimbursed (a cheque will be mailed to you) in a few weeks.

We are currently working on changes to the grant form for improved accessibility. Please stay tuned to SFSS communications and social media for updates!

SFSS Facebook: https://www.facebook.com/sfss1
SFSS Instagram: http://instagram.com/sfss_sfu

Appendix E: Time Management and School

- [Time Management and Event Planning (read the presentation notes)](#)
- [Study Guide for Online Courses](#)