



SFSS Staff-Led
Events Policies

Simon Fraser Student Society

simon fraser

student society

TABLE OF CONTENTS

Introduction	3
Policies	4
EP-1: Ad-Hoc Event Proposals	5
EP-2: Event Budgets	6
EP-3: Event Reports.....	7

INTRODUCTION

POLICIES



EP-1: AD-HOC EVENT PROPOSALS

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

Policy

1.1 The Student Centre, Surrey Campus Coordinator, and Member Services Coordinator are responsible for supporting the development of all event proposals, and filing a copy of each. The VP Student Life will serve as a Board liaison for this function and ensure that this process does not break down.

Definitions

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

Supports

- Directors
- Staff

Process

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

1.4 The Student Centre, Surrey Campus Coordinator, and Member Services Coordinator will:

- (a) receive and file a copy of all ad-hoc event proposals, and
- (b) consult with the requester for additional details where required.

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



EP-2: EVENT BUDGETS

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

Policy

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

Definitions

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

Supports

- Directors
- Staff

Process

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

2.4 The Student Centre, Surrey Campus Coordinator, and Member Services Coordinator will:

- (a) receive and file a copy of all event budget proposals, and
- (b) consult with the requester for additional details where required.

2.5 A feedback form will be made available to all requesters using the event budget proposal consultation and filing service.



EP-3: EVENT REPORTS

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

Policy

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

Definitions

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

Supports

- Directors
- Staff

Process

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

3.4 The Student Centre, Surrey Campus Coordinator, and Member Services Coordinator will:

- (a) receive and file a copy of all event reports, and
- (b) consult with the requester for additional details where required.

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