SFSS Staff-Led Events Policies

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
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

**Policy Type:** STAFF-LED EVENT POLICY  
**Policy Title:** EVENT BUDGETS  
**Policy Reference Number:** EP-2

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**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

POLICY TYPE: STAFF-LED EVENT POLICY
POLICY TITLE: EVENT REPORTS
POLICY REFERENCE NUMBER: EP-3

Adopted: June 12, 2020
Next Scheduled Revision: June 2021
Previous Revisions

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.