



SFSS Staff-Led
Events Policies

Simon Fraser Student Society

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student society

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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: April 2024</p> <p>Previous Revisions: Sept 2022</p>		
Position	Signature	Date
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

- Councillors
- 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

<p><i>POLICY TYPE: STAFF-LED EVENT POLICY</i></p> <p><i>POLICY TITLE: EVENT BUDGETS</i></p> <p><i>POLICY REFERENCE NUMBER: EP-2</i></p>		
<p>Adopted: June 12, 2020</p> <p>Next Scheduled Revision: April 2024</p> <p>Previous Revisions: Sept 2022</p>		
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

- Councillors
- 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>		
<i>Adopted: June 12, 2020</i> <i>Next Scheduled Revision: April 2024</i> <i>Previous Revisions: Sept 2022</i>		
Position	Signature	Date
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

- Councillors
- 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.