Appendix XIII Policy Revision Form

Instructions:
The purpose of this form is to present proposed policy amendments or additions in an explicit and standard manner. Members of the Graduate Student Society of UBC Vancouver wishing to make policy amendments or additions for Council approval must use this form. Consultation with the Code and Policy Committee is strongly recommended to ensure that the language and style reflects that of the current policy manual. The Committee can be emailed at cpcom@gss.ubc.ca. As per bylaw 13.1.4 and policy 1.2.1, notice of a proposed policy amendment or addition must be posted on the Society’s website and emailed to all Council members at least seven days prior to the motion at Council. For assistance with putting forms on the website, you may contact Communications and Marketing Director at communications@gss.ubc.ca.

Date: May 8, 2019
Submitted by: Katharine Sedivy-Haley, Chair of Code & Policy Committee

What type of change is this?
Amending an existing policy
Addition of a new policy
Removal of a policy

Original Policy #: 9.3.2 and 9.3.7, Appendix VII

New Policy # (if applicable): same

Proposed Revised Policy:

9.3.2 Rebate shall be based on the guidelines devised by the Services Committee during the annual budgeting process. It is the Services Committee’s responsibility to communicate these guidelines, which may include publishing reimbursement criteria or calculator on the GSS website.

9.3.7 Money will be disbursed after the event is completed, and:

a. A report sheet of the event (see Appendix VII), including statement of expenditures with original receipts attached, has been submitted to the Vice President Students within thirty (30) days of the event.

b. The statement of expenditures and receipts have been reviewed by the Finance and Executive Oversight Officer. If requested and on demonstration of special circumstances, the Finance and Executive Oversight Officer may return hard copies of original receipts after disbursement to the respective AO.

The updated Event Fund application and report forms at the end of this form will be appended to the Policy Manual Appendix VII.
Rationale Behind Proposed Changes:

Improvements can be made to existing procedure for communicating with Affiliate Organizations regarding event reimbursement, and for receiving reports after the event. The Event Fund application form contains out of date contact information, and the event report form should have room for providing a testimonial, optional event photos for promotion, and for providing evidence that the GSS logo has been included at the event as required by Policy 9.2.2.
Please complete this form in as much detail as possible.

Event Organizer

GSO name: 

Contact name: 

Email: 

Phone: Are you a recognized Affiliated Organization? Yes

Note: You must be recognized as an AO to receive event funding

Event Information

Event name: 

Date: Venue: 

Expected number of attendees: Expected number of graduate students: 

Expected number of departments/programs: 

Event type: Academic Athletic Cultural Family Social

Event Description: (Please include a short breakdown of the budget and what the Event Fund would cover)

Benefits to graduate students:

Please email a copy of the completed form to vpstudents@gss.ubc.ca.

Event Fund Application must be submitted no later than four (4) weeks before the event.

To be reimbursed, a post-event report must be submitted, including evidence that the GSS logo is displayed at the event and in promotional materials.
Please complete this form in as much detail as possible.

Event Organizer

Primary GSO: 
Other organizing GSOs: 

Event Information

Event name: 
Date: __________ Venue: 
Total number of attendees: __________ Number of graduate students: __________

Event type: Academic Athletic Cultural Family Social

Event Description: 

Testimonial (to be published on GSS Website; please describe how the GSS helped your event):

Photos showing GSS Logo at event and in promotional materials have been attached: 
Yes  No (explain): ________________________________

Photos from event for publication on GSS website have been attached, including relevant waivers (optional):
If there was no revenue or expense, please write $0.

Total revenue (e.g. ticket sales, drink tickets, or registration fees): $ 

Total expense (e.g. food and drinks, supplies, or venue rental): $ 

Reimbursement

Cheque: pick-up mail

Recipient name: 

E-mail: 

Mailing address: 

How could the GSS have supported you with your event?

__________________________________________

Please submit a hard copy of the completed Event Report form and original receipts to:

Vice Presidents Students
Graduate Student Society, UBC Vancouver
225 – 6371 Crescent Road
Vancouver, BC V6T 1Z2

Event Report must be dropped off at the GSS Office within thirty (30) days of the event.