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 Code and Policy 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 the Communications and Marketing Director at communications@gss.ubc.ca.

Date: 2020-11-19
Submitted by: Code & Policy Committee

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

Original Policy #: Appendix VII  New Policy # (if applicable):

Proposed Revised or New Policy:
Appendix VII will be replaced in its entirety with the attached document titled “Appendix_VII_Revisions.pdf”.

Rationale Behind Proposed Changes:
The current forms listed in Appendix VII are outdated and require updating. VP Students, HF, G&A, Services, Events Manager, and CPC have collaborated on revamping the forms in Appendix VII related to Affiliate Organization Application, Event Fund Form, Event Fund Budget Sheet, and Post Event Follow-Up Form. These forms update the language used on the form as well as what information is requested.
TERMS AND CONDITIONS

The Graduate Student Society (GSS) of the University of British Columbia (UBC) has made the provision for the aforementioned departmental or graduate student organization. We, the undersigned, being duly registered members of the GSS hereby request the GSS Council to approve the formation of the Committee described below.

We understand that membership in the Committee entails the following obligations

1. Abiding by the Constitution and Policies of the GSS;
2. Undertaking such activities and events as will promote the well-being of the members of the Department or Graduate Student Organisation;
3. Making use of the Thea Koerner House Graduate Student Centre as much as desirable for such activities and events;
4. Supervising the disbursement of funds for such activities and events.

Notes:

A. A minimum of four signatures is required.
B. This petition must be submitted to the GSS office and ratified by Council.
C. The Committee must be renewed on an annual basis.
D. Failure to adhere to the terms of reference may result in withdrawal of Council approval and any benefits to the department.

General

Is your organization: ☐ A departmental organization, ☐ A non departmental organization

Organization Name: 

Primary Contact: 

In the case of Departmental Organizations, it is suggested that this is your departmental secretary

Contact Phone: 

Contact Email: 
First Signatory Name (Last, First):  
Email:  
Position:  
Signature:  

Second Signatory Name (Last, First):  
Email:  
Position:  
Signature:  

Third Signatory Name (Last, First):  
Email:  
Position:  
Signature:  

Fourth Signatory Name (Last, First):  
Email:  
Position:  
Signature:  

Fifth Signatory Name (Last, First):  
Email:  
Position:  
Signature:  

Optional Questions

Please complete if you can

Where is your organisation located:  ☐ On Campus,  ☐ Off Campus

How old is your organization?  

What is main purpose of your organization?  

What type of events does your organization hold?  

How many graduate students do you represent?  ☐ 0-50,  ☐ 51-100,  ☐ 101-200,  ☐ More than 200

Contact email:  

We list and email on the GSS website as contact information for the AO. Please list the email you would like to have on the website.
Please use this form for applying for the GSS Event Fund. Note that only Affiliate Organizations (AO) with an expiry date after the end date of the event/project can be approved.

Maximum funding: 100% of cost or $400.00 per AO involved in the event/project (whichever is lower of the two)

Please complete this form in as much detail as possible.

### General

<table>
<thead>
<tr>
<th>AO Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
</tr>
<tr>
<td>Last Name:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>UBC Student Number:</td>
</tr>
</tbody>
</table>

### Event/Project Outline

**Type of Project:**
- [ ] Event, [ ] Equipment/Account Purchase, [ ] Project, [ ] Other

*If “Other,” describe here:*

What is the goal?

(e.g. academic panel, networking, fundraiser, social event)

**Event/Project Name:**

Location: [ ] In-Person, [ ] Virtual

*If “In-Person”:*

**Specify Location:**

*What are the measures being taken to ensure that the event aligns with the guidelines of the BC Ministry of Health?*

**Event/Project Start Date:**

**Event/Project End Date:**
Description of Purpose of Event/Project:

Describe your project and what the funds will be used for. Be sure to explicitly relate anticipated costs/expenses listed in your preliminary budget to your event/project's description and explain why each expense is relevant to your operations.

How will this event/project benefit the students involved directly and the GSS as a whole?

Financial Information

Amount Requested: 

Have you applied for other funding?  ☐ Yes, ☐ No

If “Yes,” please list the funding sources being applied to:
Event Fund Application Form

GSS Event Fund

Expenses and Revenues:

Upload a detailed outline of all anticipated expenses and revenues for your event/project. Please upload the budget of your event/project in pdf or xlsx format using the GSS-approved template.

Recognition

How will you recognize the GSS for the support?

For example, using our logo on posters, social media recognition, etc.

Can the GSS use your event/project to promote both the AO/initiative and the fund? ☐ Yes, ☐ No

Are you willing to take and submit photos of the event/project for GSS promotional material? ☐ Yes, ☐ No

Reimbursement

If your application is approved, the GSS VP Students requires the event fund report, final budget, and all receipts to be submitted before the money can be reimbursed. Photocopies of the receipts are also acceptable. The event fund report should highlight the project’s successes and how it benefitted attendees. Please submit the event fund report no later than 2 weeks after the end of the event/project.

Event Fund Report Submission Date: 

This date can be no later than 2 weeks after the end date of the project as listed above.
# Budget for _____ Event/Project

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Estimated</th>
<th>Revenues</th>
<th>Estimated</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td><strong>Site (e.g. venue, equipment)</strong></td>
<td></td>
<td><strong>Sources of Funding</strong></td>
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<tr>
<td></td>
<td></td>
<td>Confirmed</td>
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<tr>
<td>Totals</td>
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<td><strong>Pending</strong></td>
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<tr>
<td><strong>Decorations</strong></td>
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<tr>
<td>Totals</td>
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<td><strong>Confirmed</strong></td>
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<tr>
<td><strong>Marketing</strong></td>
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<tr>
<td>Totals</td>
<td>$0.00</td>
<td><strong>Confirmed</strong></td>
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<tr>
<td><strong>Miscellaneous</strong></td>
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<tr>
<td>Totals</td>
<td>$0.00</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>Estimated</strong></td>
<td></td>
<td><strong>Total Revenue</strong></td>
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<tr>
<td><strong>Profit/Loss Estimate</strong></td>
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<tr>
<td>- loss in (RED)</td>
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<tr>
<td>- profit in BLACK</td>
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</tbody>
</table>

*Please do not include the funding from the GSS for which you are applying*
Please complete this form in as much detail as possible.

Name to receive reimbursement:  

Email to receive reimbursement:  

How many graduate students attended/were impacted by this project/purchase?  

Please attach some sort of attendance sheet (e.g. Zoom screenshot, Eventbrite summary, etc.)

What about the event went well?

What about the event could have gone better?

How did the event benefit attendees/Recipients of the project?
Updated budget:

*Please upload the updated budget of your event/project in pdf or xlsx format using the GSS-approved template.*

Receipt:

*Please upload receipts from your event/project in pdf or xlsx format. This must be itemized and add up to the updated budget.*

Marketing materials and/or photos from the event: