

**SEMESTER ACTIVITY PLAN (SAP)** Fill out one SAP for each activity you are planning.

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| Activity Name: | | Society Name: | | | |
| What type of activity are you planning?  event |  contest |  other *(please describe):* | | | | | **Is this activity:  in-person |  virtual** |
| This activity is *(check all that apply)*:  new |  one time only |  weekly |  monthly |  annually | | | | | |
| Activity Details | | | | **Staff Advisor Feedback** | |
| How does the activity relate to your [society’s mission](https://www.guelphhumber.ca/life/societies)? |  | | |  | |
| Potential date(s): |  | | |  | |
| Potential start & end times: |  | | |  | |
| What will happen during the activity? *Include times if applicable.* |  | | |  | |
| Who is your activity for?  *Identify a specific year or group of students.* |  | | |  | |
| Potential [advertising strategy](https://www.guelphhumber.ca/societyresources/advertising-events-home) and dates:  *List forms of advertising you may use.* |  | | |  | |
| Are you inviting [guest speakers](https://www.guelphhumber.ca/societyresources/guest-speakers-guidelines)?  *List possible contacts.* |  | | |  | |
| Proposed Budget | | | | **Staff Advisor Feedback** | |
| What is your [budget](https://www.guelphhumber.ca/societyresources/sap) breakdown?  *List each item and its amount.* | **Item** | | **Amount $** |  | |
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| **Total proposed budget:**  ***\****[***Purchases***](https://www.guelphhumber.ca/societyresources/purchases-reimbursements) ***must be pre-approved by your Staff Advisor.*** | | **$** |  | |
| Additional Activity Information | | | | **Staff Advisor Feedback** | |
| What else should your Staff Advisor know about your activity? |  | | |  | |
| What questions do you have for your Staff Advisor? |  | | |  | |

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| PLANNING CHECKLISTS  Use these checklists as a guide for planning your activity. | | |
| Event Planning Checklist | **Contest Planning Checklist** | **Staff Advisor Feedback** |
| 1 Semester Prior | **1 Semester Prior** |  |
| Discuss your event idea with your Staff Advisor  Review your society’s Semester Activity Plans (SAP) and Activity Debrief Forms (ADF) from previous events  Submit your SAP to your Staff Advisor  (June 15 for Fall SAPs and December 1 for Winter SAPs) | Discuss your contest idea with your Staff Advisor  Review your society’s Semester Activity Plans (SAP) and Activity Debrief Forms (ADF) from previous contests  Submit your SAP to your Staff Advisor  (June 15 for Fall SAPs and December 1 for Winter SAPs) |  |
| 2 Months Prior |
| Decide what each executive will be responsible for  Book your [location](https://www.guelphhumber.ca/facilities/spaceroom-bookings). Consider the number of participants.  Invite [guest speakers](https://www.guelphhumber.ca/societyresources/guest-speakers-guidelines) (if applicable)  Review [tips for planning accessible events](https://hrs.humber.ca/assets/files/human_rights/AODA/planning%20accessible_events_booklet_eng.pdf)  Review the [sustainability checklist for events](https://humber.ca/sustainability/sites/default/files/uploads/documents/Green%20Event%20Toolkit.pdf) |
| 1 Month Prior | **1 Month Prior** |  |
| Discuss your event’s [CCR eligibility](https://ccr.uofgh-humber.ca/about/overview.htm) with your Staff Advisor  Begin [advertising](https://www.guelphhumber.ca/societyresources) your event  Open your event registration form (if applicable) | Decide what each executive will be responsible for  Determine the [contest guidelines](https://www.guelphhumber.ca/societyresources/prizes-and-giveaway-guidelines)  Begin [advertising](https://www.guelphhumber.ca/societyresources) your contest |
| 1 Week Prior |
| [Request supplies](https://uoguelph.eu.qualtrics.com/jfe/form/SV_8c6Lr0GMhzFRd1b?Q_JFE=qdg), gifts for guest speakers, and any giveaways (for in-person events) |
| During the Event | **During the Contest** |  |
| Track attendance for CCR (if applicable) | Track participants and [select a winner](https://www.guelphhumber.ca/societyresources/prizes-and-giveaway-guidelines) |
| Within 1 Week after the Event | **Within 1 Week after the Contest** |  |
| [Request a gift card](https://www.guelphhumber.ca/societyresources/prizes-and-giveaway-guidelines) for guest speakers (for virtual events)  Schedule a [reimbursement meeting](https://www.guelphhumber.ca/societyresources/purchases-reimbursements) (if applicable)  Email CCR attendance list to your Staff Advisor (if applicable)  Submit your [Activity Debrief Form](https://www.guelphhumber.ca/societyresources/activity-reports) to your Staff Advisor | Schedule a [reimbursement meeting](https://www.guelphhumber.ca/societyresources/purchases-reimbursements) (if applicable)  Make arrangements with your Staff Advisor for [the prize claim form](https://www.guelphhumber.ca/societyresources/prizes-and-giveaway-guidelines) (N/A for electronic gift cards)  Notify the winner  Submit your [Activity Debrief Form](https://www.guelphhumber.ca/societyresources/activity-reports) to your Staff Advisor |
| **For virtual contests**  [Request a gift card](https://www.guelphhumber.ca/societyresources/prizes-and-giveaway-guidelines) for the winner |
| **For in-person contests**  [Request a prize](https://uoguelph.eu.qualtrics.com/jfe/form/SV_8c6Lr0GMhzFRd1b?Q_JFE=qdg)for the winner |