

**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 CHECKLISTSUse 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  |