The Super Application (Clubs)

Part 1: Project Proposals & Reporting

The Super Application is a required application that acts as a registration/renewal for all APSC-related groups. It must be submitted annually for a student group to maintain its status as an APSC group.

# Summary

See the following table for a breakdown of the various SuperApp deadlines.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Application Opens | Application Deadline | Results Reported |
| **Part 1: Project Proposals & Reporting** | **Early August** | **September 30th** | **Mid-November** |
| Part 2: Funding & Finance | Early August | September 30th | Mid-November |
| Part 3: Group Policy Handbook | Early August | April 30th | Summer 2023 |

See the following table for a complete overview of the Super Application cycle.

Part 1 of The Super Application details important group contact information and registration details. It also includes student group goals and development.

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Question Name | Required? | Notes |
| Part 1: Project Proposals & Reporting | Basic Information | Group Name | Yes | If your group name has changed, state your previous group name as well. |
| Home Department | Yes | If your home department has changed, make a note. |
| Community / Alumni / Other Faculty Advisors | If applicable |   |
| Affiliated National / International Organizations | If applicable |   |
| Group Generic Email | Yes |   |
| Group Purpose/Mission | Yes |   |
| Communi­cations & Outreach | Social Media Details | Optional | Any unused social media platforms can be left N/A.  |
| Outreach Plan | Optional |   |
| Promotion Plan | Optional |   |
| Student Group Learning | Long-term Group Learning Goals | Yes |   |
| Current Year Learning Goals | Yes |   |
| Facilities Management | Designated/Bookable Space | If applicable |   |
| Departmental Funding | Optional |   |
| Support Requests | Optional |   |
| Part 2: Funding & Finance | Funding Sources & Finance | Financial Account Details | Yes |   |
| Current Year Budget | Yes |   |
| Previous Year Expenses | Yes |   |
| Accounting Assistance | Yes |   |
| Group Roster | Yes |   |
| PD Opportunities | If applicable |   |
| PAF Funding Information | Yes |   |
| Sponsorship Package | Optional |   |
| **Part 3: Group Policy Handbook** | Safety & Risk Management  | Safe Working Environment Plan | Yes |   |
| Psychological Safety | Yes |   |
| Safety on Campus | Yes |   |
| Student Group Success | EDI Action Plan | Yes |   |
| Membership Policies | Yes |   |
| Recruitment Plan | Yes |   |
| Collaboration Plan | Yes |   |
| Academic Success Plan | Yes |   |
| Student Code of Conduct | Yes |   |

# Basic Information

|  |  |
| --- | --- |
| Group Name |  |
| Primary Faculty Advisor |  |
| Community / Alumni / Other Faculty Advisors |  |
| Affiliated National / International Organizations |  |
| Group Generic Email |  |
| Group Purpose/Mission |  |

# Communications & Outreach

## Social Media Details (Optional)

|  |  |
| --- | --- |
| Website |  |
| Facebook |  |
| Twitter |  |
| Instagram |  |
| Youtube |  |
| LinkedIn |  |
| Other |  |

## Outreach Plan (Optional)

If your group engages in outreach, please provide details here. (150 words)

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## Promotion Plan (Optional)

Please provide details of how your group promotes what you do within its department, faculty, university, and the greater scientific/engineering community. (150 words)

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# Student Group Learning

## Long-term Learning Goals

Please list the overall objectives of your group. New groups must discuss how the proposed group overlaps and/or complements the existing groups. (50 words)

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## Current Year Learning Goals

Please detail the specific objectives you will be targeting this year – your priority areas. (50 words)

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# Facilities Management

Most student groups can request for resources/support from their associated department(s). Detail everything you are requesting from relevant departments on this page. Requests for funding/support not summarized on this page (but included elsewhere in the document) will not be considered.

Refer to the table below for resources available from different departments in 2022-2023.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Designated/Bookable Space** | **Accounting Assistance** | **Department Funding** |
| BMEG | Y | Y | Y |
| CHBE | N | N | Y |
| CIVL | Y | Y | Y |
| CPEN | N | N | Y |
| ELEC | N | N | Y |
| ENPH | Y | N | N |
| ENVE | N | N | N |
| GEOE | N | N | N |
| IGEN | Y | N | Y |
| MANU | N | N | N |
| MTRL | N | N | N |
| MECH | N | Continuing | Y |
| MINE | N | N | N |

## Designated and Bookable Space

List below all the spaces your group plans to use during the 2022-2023 year. Indicate the current use for the space. If your group requires more space, explain how much and for what use.

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## Departmental Funding

Fill out the table below for any departmental funding requests. In the ‘Proposed Use’ column, provide details on what your group will use this funding for (i.e. $500 toward travel expenses for Formula SAE 2022 competition). Your department will need to see detailed information here as a rationale for approving your funding request. This table is also included in the PAF funding application. **Please fill out both with matching details.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Department | Number of Students | % Representation | Amount Requested | Proposed Use |
| CHBE |  |  |  |  |
| CIVL |  |  |  |  |
| ECE |  |  |  |  |
| ENPH |  |  |  |  |
| ENVE |  |  |  |  |
| GEOE |  |  |  |  |
| IGEN |  |  |  |  |
| MANU |  |  |  |  |
| MTRL |  |  |  |  |
| MECH |  |  |  |  |
| MINE |  |  |  |  |
| SBME |  |  |  |  |

## In-kind and Other Support Requests

If your group requires assistance from your home department (recruiting communications, boosting content on social media, updating group information on department website, etc.), indicate your request here and to which department(s).

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The Super Application

Part 2: Funding & Finance

The Super Application is a required application that acts as a registration/renewal for all APSC-related groups. It must be submitted annually for a student group to maintain its status as an APSC group.

# Summary

See the SuperApp timeline and tasks attached on pages 1-2 of this document.

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Part 2 of The Super Application details your group’s budget and roster, and assesses your eligibility for APSC funding opportunities.

# Funding Sources & Finance

## Financial Account Details

Provide a summary of all accounts your group holds with APSC or your home department(s). Any PAF/TLEF/other accounts must be included here. Provide detail on non-APSC finance accounts.

|  |
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## Current Year Budget

Fill out in PAF application spreadsheet.

Provide a summary of your group’s budget for the coming year. If your group has funding they plan to carry forward, please also include in the table. Indicate both your group’s income and expenses in the spreadsheet.

## Previous Year Expenses

Fill out in PAF application spreadsheet.

Provide a summary of your group’s income and expenses for last year. If you have funds left over from last year, indicate them in the spreadsheet.

## Accounting Assistance

Indicate the current status of your accounting systems below:

 [ ]  We currently have an account with an APSC department and wish to retain it
 [ ]  We do not have an account with an APSC department but wish to open one
 [ ]  We do our accounting outside of APSC

## Group Roster (Optional)

Fill out in PAF application spreadsheet.

Fill out your group’s roster, including First Name, Last Name, Student #, Faculty, Degree, Program, Academic Year, Role, Email, and project involvement.

## Sponsorship Package (Optional)

In **Qualtrics**, attach your group’s sponsorship package for review.

## PD Opportunities + Other Projects

Fill out in PAF application spreadsheet.

Fill out the PD Opportunities sheet, and other projects in the corresponding sheet in the PAF spreadsheet.

## PAF Funding Information

Fill out in PAF application spreadsheet.

Indicate the amount of funding requested from PAF this cycle.

The Super Application

Part 3: Group Policy Handbook

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Part 3 of The Super Application details your group’s policies and addresses key concerns for managing a student group.

**Group Policy Handbook format**: This is flexible, we will accept many different formats – more information is available in the SuperApp handbook. At a minimum, the handbook must contain the information below. If your group already has a similar document or repository, ensure that everything aligns with these requirements (but you can have additional sections, if they are already there!).

# Safety Plan & Rules

## Safe Working Environment Plan

Discuss how your group will ensure that all of the environments it undertakes activities in will be managed for a safe working environment, including enforcement policy. (150 words)

## Psychological Safety

Describe how your group ensures the psychological safety of its members and the mechanisms used. (150 words)

## Safety on Campus

Indicate how your group works to create a safe space on campus for all members, and the expectations on members to uphold these guidelines. (150 words)

# Student Group Success

## EDI Action Plan (Encouraged, but Optional)

Detail your group’s EDI Action Plan according to the Canvas TESL module. We encourage you to make this a collaborative event!

## Membership Policy

List the membership policies pertinent to your group, including but not limited to:

* Requirements for joining
* Classes of membership, if applicable
* Limitations on the number of members
* Membership selection criteria
* Organization leadership selection
* Minimum participation requirements

(250 words)

## Recruitment Plan

Briefly outline how you attract new members and help them make an informed decision about joining your group. For new groups, please provide an in-depth plan to attract a sufficient member base. We are interested in how you plan to recruit new members initially, but also what plans you have made to foster a strong commitment from them throughout the year. (250 words)

## Collaboration Plan

Provide a detailed list of all collaborations you take part in. We are particularly interested in cross-group collaborations, cross-institutional collaborations, and industry collaborations (include industry associations). (200 words)

## Academic Success Plan

Detail any policies or programs that help ensure your members do not experience academic difficulty as a result of their commitment to the group. (50 words)

## Student Code of Conduct

Provide a basic outline of the expected standards and relevant group policy to ensure members maintain professional and effective working standards. (250 words)