

# The Super Application (Clubs+Chapters)

## Summary

The Super Application is a required application that acts as a registration/renewal for all APSC-approved groups. It must be submitted annually for a student group to maintain its status as an APSC-recognised group. SuperApp application responses may be shared broadly within APSC, and with other UBC units, as necessary. The word counts provided within the applications are only estimates, we expect groups to submit responses  $\pm 20\%$  in length within the limits given.

Breakdown of the SuperApp	Application Opens	Application Deadline	Results Reported
1. Project Proposals & Support Requests	Early August	October 1, 2023	Mid-November
2. Funding & Finance			
3. Group Policy Handbook			

## Overview of the Super Application cycle:

Category	Question Name	Required?	Notes	
1. Group Information and Support Requests	Group Information	Group Name	Yes	Verification Only: Please go through the given link and verify that the basic information regarding your group has not changed.
		Home Department	Yes	
		Group Generic Email	Yes	
		Group Purpose/Mission	Yes	
		Community/Alumni/Other Faculty Advisors	If applicable	
		Affiliated National/International Organizations	If applicable	
		Financial Account Details	Yes	
Support Requests	In-kind and Other Support Requests	Optional		
2. Funding & Finance	Funding Sources & Finance	Sponsorship Package	Optional	To be completed in Funding Spreadsheet!
		Group Information + Exec Roster	Yes	
		Previous Year Budget	Yes	
		Expenses & Timeline	Yes	
		Income & Dept. Funding	Yes	
3. Group Policy Handbook	Safety & Risk Management	Psychological Safety	Yes	(Flexible format!)
		Safety on Campus	Yes	
	Student Group Success (Flexible format!)	Collaboration Plan	Yes	
		Promotion Plan	Yes	
		Academic Success Plan	Yes	
		Student Code of Conduct	Yes	

## Section 1: Group Information and Support Requests

Section 1 of The Super Application details important group contact information and registration details. It also includes **in-kind** departmental support requests.

### Group Information

Please go through [this spreadsheet](#) and verify that the basic information regarding your group has not changed. If anything has changed/you wish to add new information, please do so in the box below:

I confirm that I have verified the information and listed down any changes/additions here.

#### Changed?

Group Name  
 Home Department  
 Group Generic Email  
 Group Purpose/Mission  
 Community / Alumni / Other Faculty Advisors  
 Affiliated National / International Organizations

#### Changed?

Website  
 Facebook  
 Twitter  
 Instagram  
 YouTube  
 LinkedIn  
 Others

Changes (if any):

### Financial Account Details

Please list all non-APSC finance accounts.

### Support Requests

[List of department support.](#)

#### In-kind and Other Support Requests (Optional)

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

Request Details	
CHBE	
CIVL	
ECE	
ENPH	
ENVE	
GEOE	

IGEN	
MANU	
MECH	
MINE	
MTRL	
SBME	
APSC PD	
Other (APSC Units)	

## Section 2: Funding & Finance

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

### Funding Sources & Finance

#### Sponsorship Package (Optional - File Submission)

In the **SuperApp submission form**, attach your group's sponsorship package for review.

#### Spreadsheet Completion (Required)

**MUST COMPLETE THE FOLLOWING SECTION IN THE FUNDING APPLICATION SPREADSHEET:**

##### Group Information + Exec Roster

Fill out your group information (Name, Type, Email) and executive roster, including First Name, Last Name, Student #, Faculty, Degree, Program, Academic Year, Role, Email, and Returning/New member.

##### Previous Year Budget

Provide a summary of the income and expenses of your group from the previous year. If your income source spans a multi-year timeline, please note.

##### Expenses & Timeline

Provide a summary of your group's expenses for the coming year. Also provide a timeline of key milestones and events your group has in mind.

##### Income & Dept. Funding

Indicate your group's income, **including expected PAF income**, in this spreadsheet. Also let us know if your group has any departmental funding requests. If you have funds left over from last year, indicate them in the spreadsheet under Current Team Balance. If you are holding any funds for future work, please indicate that as well.

## Section 3: Group Policy Handbook

---

Section 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. If your group already has a similar document or repository (like a procedure manual, playbook, group wiki, etc.), that contains (at a minimum) the sections listed below, you are able to submit this instead (please ensure it's accessible). Ultimately, all of this information should be "group facing" (i.e., for the group's regular access and reference).

### Safety Plan & Rules

#### Psychological Safety

Describe how your group ensures the psychological safety of its members and the mechanisms used to achieve it. (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

### 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)

### Promotion Plan (Optional)

Provide details on how your group interacts with UBC departments, faculty, the university itself, and your greater community. This informs APSC on how your group markets itself internally and helps ensure groups are being treated equitably. Please provide details of how your group promotes what you do within its department, faculty, university, and the greater scientific/engineering community. (150 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)