The Super Application (E-IDEAS Affinity Groups)

Section 1: Group Information & Learning

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

# Group Information

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| Group Name |  | Website |  |
| Home Department |  | Facebook |  |
| Primary Faculty Advisor |  | Twitter |  |
| Community / Alumni / Other Faculty Advisors |  | Instagram |  |
| YouTube |  |
| Affiliated National / International Organizations |  | LinkedIn |  |
| Other |  |
| Group Generic Email |  |  |  |
| Group Purpose/Mission |  | | |

## Membership Policies (Required)

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)

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# Student Group Learning

## Current Year Learning Goals

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

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## Long-term Learning Goals (Optional)

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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# Facilities Management

## Locker request

Do you require a locker for the current year?

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

If your group requires assistance from your home department or other APSC units (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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Section 2: Funding Sources & Finance

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

If you require any assistance or have any questions, reach out to [eideas@apsc.ubc.ca](mailto:eideas@apsc.ubc.ca)

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| I confirm that all information provided on this form is correct |  |

# Summary

## General Member

Please define what a general member means to your student group. Include any specific roles and responsibilities general members hold (max. 150 words)

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| Number of general members affiliated with your student group: |  |

## Active Member

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| Number of active members in your student group: |  |

*An active member is an engineering student actively involved in the shaping of the student group's year-long operations such as attending meetings, holding specific responsibilities, etc.*

# Current Year Budget and Schedule

## Report spendings from the current cycle

Your student group's current year finances must include all of your group's expenses and income that are significant in your group's operation. The level of detail may vary depending on your documentation process and the information you have available. Please ensure that all responses provided are accurate and can be supported by the relavant document should the faculty need more information. You're not required to complete the Expense Category - this is for your own personal reference.

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| Budget Summary |
| Provide a 2023/24 budget summary of your group's main expenses. Include details on the goals that you hope to accomplish through the mentioned expenses (max. 150 words) |
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| Timeline | |
| Briefly note down key milestones and events that were planned and executed for your student group for the past academic year. | |
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| **Term 1** |  |
| **Term 2** |  |

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| **Expected Budget 2023-2024** | | | | |
| Expense Category | Expense | Amount | Reference Link | Notes |
| Team Building |  |  |  |  |
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| **Expect Income 2023-2024** |  |  |  |
| **Income Category** | **Source of Income** | **Amount** | **Notes** |
| Sponsorship |  |  |  |
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# Previous Year Budget and Schedule

## Report spendings from the previous cycle

Your student group's previous year finances must include all of your group's expenses and income that was significant in your group's operation. The level of detail may vary depending on your documentation process and the information you have available. Please ensure that all information provided is accurate and can be supported by the relavant document should the faculty need more information. You're not required to complete the Expense Category - this is for your own personal reference.

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| Budget Summary |
| Provide a 2022/23 budget summary of your group's main expenses. Include details on the goals that were accomplished through the mentioned expenses (max. 150 words) |
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| Timeline | | | | | |
| Briefly note down key milestones and events that were planned and executed for your student group for the past academic year. | | | | | |
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| **September** |  | | | | |
| **October** |  | | | | |
| **November** |  | | | | |
| **December** |  | | | | |
| **January** |  | | | | |
| **February** |  | | | | |
| **March** |  | | | | |
| **April** |  | | | | |
| **May** |  | | | | |
| **June** |  | | | | |
| **July** |  | | | | |
| **August** |  | | | | |
| Budget 2022-2023 | | | | | |
| Expense Category | | Expense | Amount | Reference Link | Notes |
| Team Building | |  |  |  |  |
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| Income 2022-2023 |  |  |  |
| **Income Category** | **Source of Income** | **Amount** | **Notes** |
| Sponsorship |  |  |  |
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|  | **TOTAL** | $ - |  |

# Group Roster

Your student group's roster must include all the executives of your group. General members can choose to share their information with the Faculty should they give consent and feel comfortable doing so. Many students may not be agree with others knowing they identify with a certain group. The Roster is only asked for to nominate students for scholarships or awards for their contributions to the group.

Clearly identify the executives and general members of your student group in the next page. The first row is provided to guide you; delete its contents before submitting.

*The number of general members listed in the following page do not need to match the number listed in the summary section*

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| **TEAM ROSTER** | | | | | | | | | | | |
| **First Name** | **Last Name** | **Student #** | **Faculty** | **Degree** | **Program** | **Year** | **Role (if any)** | **Email** | **Executive/General** | **New/Returning** |
| Jane | Doe | 12345678 | APSC | BASc | ELEC | 3 | Treasurer | [janedoe@gmail.com](mailto:janedoe@gmail.com) | Executive | Returning |
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# Departmental Funding

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| 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 SAE 2022 competition). Your department will need to see detailed information here as a rationale for approving your funding request. | | | | |
| **Department** | **No. of Students** | **% Representation** | **Amount Requested** | **Proposed Use** |
| CHBE |  |  |  |  |
| CIVL |  |  |  |  |
| EECE |  |  |  |  |
| ENPH |  |  |  |  |
| ENVE |  |  |  |  |
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| MECH |  |  |  |  |
| MINE |  |  |  |  |
| MTRL |  |  |  |  |
| SBME |  |  |  |  |

# Sponsorship Package (Optional – File Submission)

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

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.

# Student Group Success

## Recruitment Plan (Optional)

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)

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## Outreach Plan (Optional)

If your group engages in outreach, please provide details here. (120 words)

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## Collaboration Plan (Optional)

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). (180 words)

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## 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)

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# Safety Plan & Rules

## Psychological Safety (Optional)

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

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## Safety on Campus (Optional)

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)

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