

# The Super Application (E-IDEAS Affinity Groups)

## Summary

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.

The word counts provided are only an estimate, we expect groups to submit responses  $\pm 20\%$  in length within the limits given.

### Breakdown of the SuperApp:

| Sections                        | Application Opens | Application Deadline | Results Reported |
|---------------------------------|-------------------|----------------------|------------------|
| 1. Group Information & Learning | Early August      | September 30th, 2024 | Mid-November     |
| 2. Funding & Finance            |                   |                      |                  |
| 3. Group Policy Handbook        |                   |                      |                  |

### Overview of the Super Application format and content

E-IDEAS Affinity Groups have the option of using our templates or uploading documents with their preferred formatting.

#### At the minimum, APSC PD requires the following content:

- Group Name
- Generic group email
- Membership policies for the upcoming year
- Executive members roster
- Goals, activities and major events for the upcoming year
- Proposed budget for the upcoming year which outlines major expenses and funding amount requested from APSC PD
- Facilities

#### Recommended content that would be helpful

- Recruitment & Outreach plans
- Collaboration opportunities
- Any support/questions you have for us!

| Category                             | Question Name                                   | Required?     | Notes  |
|--------------------------------------|---|---------------|--|
| <b>Group Information</b>             | Group Name                                      | Yes           | Enter N/A if a section does not apply to your group.   |
|                                      | Group Generic Email                             | Yes           |  |
|                                      | Membership Policies                             | Yes           |  |
|                                      | Community/Alumni/Other Faculty Advisors         | If applicable |  |
|                                      | Affiliated National/International Organizations | If applicable |  |
|                                      | Home Faculty                                    | Yes           |  |
|                                      | Group Purpose/Mission                           | Yes           |  |
|                                      | Social Media Details                            | If applicable |  |
| <b>Student Group Learning</b>        | Current Year Learning Goals                     | Yes           | 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)   |
|                                      | Long-term Group Learning Goals                  | Optional      | Please detail the specific objectives you will be targeting this year - your priority areas. (50 words)  |
| <b>Facilities Management</b>         | Locker request                                  | Yes           | Do you require a locker for the upcoming year?   |
|                                      | 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).  |
| <b>Funding Sources &amp; Finance</b> | Executive members roster                        | Yes           |  |
|                                      | Current Year Budget & Tentative Events          | Yes           | List any major activities, workshops or events you may arrange - the list does not have to be finalised.   |
|                                      | Previous Year Budget & Past Events              | Recommended   | Summary of activities from the previous year<br>Actual spending from the previous year (along with approved funding sources)<br>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 relevant document should the faculty need more information. You're not required to complete the Expense Category - this is for your own personal reference. Also briefly note down key milestones and events that were planned and executed for your student group for the past academic year. |

|  |  |             |  |
|--|--|-------------|--|
|  | Group Roster - General Members   | Optional    | Your student group's roster must include all the executives of your group. General members can choose to share their information with the Faculty <b>should they give consent and feel comfortable doing so</b> . 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. Ensure you define what general member means in your team. If possible, provide the 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. |
|  | Departmental Funding (Refer to the <a href="#">Departmental Support list</a> ) | Recommended | List any departmental funding requests. In the 'Proposed Use' column, provide details on what your team 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.  |
|  | Sponsorship Package  | Optional    | Separate file submission - This would be helpful so that we can share with interested employers. If you need help developing one, please email Minoli  |
| <b>Communi-<br/>cations &amp;<br/>Outreach</b> | Recruitment Plan   | Recommended | 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.  |
|  | Outreach Plan  | Recommended | If your group engages in outreach, please provide details here.  |
|  | Collaboration Plan   | Recommended | 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).   |
|  | 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.  |
| <b>Safety &amp; Risk<br/>Management</b>        | Psychological Safety   | Optional    | Describe how your group ensures the psychological safety of its members and the mechanisms used to achieve it.   |
|  | 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.  |