

Project Plan

Submit your project plan for a proposed event involving your Student Organization or Program.

The approval process ensures that all activities are conducted in a safe manner, according to College policies and procedures, as well as local, state and federal laws. An approved Project Plan is the ONLY way to get approval for your activity to take place and is required prior to incurring ANY expenses. Submitting a project plan does not guarantee your event will be approved by Student Programs, as resources on campus are limited.

As a Helpful guide, use this document to prepare your responses to the questions covered in the online Project Plan Form.

CONTACT & INFORMATION

Provide all the details we will need about you and your organization/program.

Select Your affiliation:

- A BC-Chartered Student Organization (aka Club)
- A Recognized On-Campus Program

Select Your Student Org or Program Name

This list is updated once every academic year. If you don't see your group's name, don't panic! Simply select "other", then type it in.

Other Organization Name:

Advisor/Program Manager

Advisor/Program Manager Email Address

This form will be routed to your Advisor/Program Manager for approval upon submission. Please double-check the email address, as an incorrect address will prevent your charter request from proceeding.

Your name

Your email address

Your phone number

PROJECT INFORMATION & SUMMARY

Use this section to tell us what your project is about and why it is important.

Project Title

Is this a multi-day event?

Desired date

Desired location

Event Time

Actual time of event	Setup time	Cleanup time

Select Project Type

Cultural, Educational, Social, Travel, Fundraiser

Does this project involve travel? If Yes, Travel Information – Departure Date, Arrival Date, Destination

Number of Attendees

EQUIPMENT & SUPPORT

Do you require any Equipment or Resources?

Yes/No

Do you require a Media Cart?

Yes/No

Do you need the Stage? (cafeteria only)

Yes/No

Project Outcomes (Goals)

Project Summary

What tangible outcome do you hope to achieve with this project?

For example, number of attendees, amount of funds raised, number of meals served, etc.

What do you hope your audience will gain from this project?

What does your group hope to gain in carrying out this project?

For example, build project management skills, build teamwork, garner recognition, etc.

RISKS

Risks

Please describe any risks that your project might involve.

COMMUNICATIONS

If you met with a Student Programs staff member about this project, provide their name below.

BUDGET, COSTS & CALCULATIONS

Does this activity incur costs?

Yes/No

Will you use additional budget numbers to support this project?

Yes/No

Notes regarding Costs:

Estimated cost of your project or event:

\$

PROJECT TEAM

Use this section to describe the assignments your team members have for carrying out the event.

Are you the main point of contact for this project?

Yes/No

Who is responsible for turning in Planning forms and organizing resources?

Name	Email address

Who is responsible for Marketing & Communications?

Name	Email address

List the people who will be setting up the event

Name	Email address

List the people who will be cleaning up the event

Name	Email address

Who will be turning in funds and receipts after the event is completed?

Name	Email address

Who will give the project wrap-up after the event?

Whenever you request and receive funds from ASG, you need to present a summary of the event at an ASG Board meeting. In addition, all activities require completion of an evaluation form.

Name	Email address

Date submitted**Upload any related files**