

Policy for the Seneca Student Federation Student-Led Initiative Fund

8 December 2023

Purpose:

Student-led initiatives are an important part of Seneca Polytechnic's focus on experiential learning. This policy provides a framework to support and encourage student-led initiatives, providing funding for approved initiatives. By empowering students to take the lead in creating innovative programs, events, and activities, we aim to foster a vibrant and engaged student community that enhances the student experience and contributes to the overall mission of Seneca Polytechnic.

The purpose of this policy is to provide guidelines for allocating funds to student-led events at Seneca Polytechnic. The Fund is set up to encourage the inclusion of students in organizing innovative programs, events, and activities that contribute to their fellow students' educational, social, cultural, and intellectual enrichment.

Scope:

This policy applies to all that seek funding from the Seneca Student Federation Student-Led Initiative Fund.

Eligibility:

Any student-led event that meets the following criteria is eligible for funding:

- a. The event must be organized and led by currently enrolled students of Seneca Polytechnic.
- b. The event must be open to all members of the campus community.
- c. The event must align with Seneca Polytechnic's values and policies.
- d. Student-led initiatives must have a faculty or staff advisor who will provide guidance, support, and oversight throughout the planning and execution phases of the initiative.
- e. The intended audience of the initiative must be 20 or above.

Funding Parameters:

- a. The maximum amount of funding available for an initiative is \$5,000.
- b. Funding will be provided via invoice payment for vendors or journal voucher to the academic department that supports the event. For any additional incidental costs related to the initiative, an Instacard (i.e. gift card) can be requested in advance from the Finance department with a list of expected purchases. Receipts will be required to reconcile all expenses.

Application Process:

Student organizations and groups must submit a completed application form that includes the following information to alumni@senecacollege.ca at least three weeks before the event:

- Title and description of the initiative.
- Goals and objectives and expected outcomes of the initiative.

- Timeline for the initiative, including planning and execution phases.
- Budget and funding sources, if applicable, and amount requested.
- List of collaborators, if any.
- A letter of support from a professor or student advisor who will support the initiative.
- Plan for measuring success and impact.

Allocation of Funds:

The allocation of funds will be determined by Seneca Alumni. Applications are evaluated based on the criteria outlined in this policy and the availability of funds.

Recognition and Reporting Requirements:

- a. SSF will be invited to the event and recognition will be provided in promotional materials, social media and event related communications.
- b. After the event, the student, organization or group must submit a final report to alumni@senecacollege.ca.
- c. The report must include an evaluation of the event's success, attendance figures, and a detailed accounting of how the funds were used.
- d. The report must also include any suggestions for future improvements or recommendations for future events.