

Activity Planning Form (APF) 101 for Fraternity, Sorority, & Cooperative Life Organizations

How to submit an Activity Planning Form (APF):

- Log into Boilerlink
 - <https://boilerlink.purdue.edu/>
- Go to your organization's page of which you want to host the event on the behalf of
- If you are registered as the president, treasurer, or APF submitter of your organization you will have access to submit an APF
 - If you are not listed as any of these three, you will need someone in the president, treasurer, or advisor access to add you as an APF submitter (see next section).
- On the top left corner of your computer screen, left of the Purdue University logo, click the expand menu icon (three small bars and an < next to it)
- Under the expanded menu, there will be a section called "My Organizations". Click on the grey scroll wheel that is next to your organization's name that you would like to submit an APF for
- Once you click the gray wheel, a pop-out menu will come on the screen.
- Click "Events"
- On the top right part of the screen, click the blue "Create Event" button
- This will begin the Activity Planning Form submission process:
 - Event Details & Description
 - Please complete this with as thorough a description as possible. This is the front end of your event: students looking at the Events section of BoilerLink will be able to read this.
 - Event Options/Visibility
 - Public: your event will be visible to any staff, faculty, administrators, or students who have a BoilerLink account
 - Organization: only members on your BoilerLink profile roster will be able to see
 - Income and Expenses
 - Please provide as accurately an amount of anticipated income and expenses as possible. Income may be from sales, a grant (SOGA, SFAB, etc.), donations, or sponsors. Expenses may be from catered food, venue rentals, supplies, etc. Provide an estimate of how much each expense will be.
 - If you have any contracts or agreements, please have a copy to upload here
 - Charity or Philanthropy

- You will need to complete a Charity Guidelines form and upload it to the APF
- o Food & Beverages
 - Please list any food or drinks, including alcohol, that you will have at your event and whether they'll be pre-packaged, catered, or self-prepared.
- o Domestic/International/Coordinated Travel
 - Have your travel plans prepared. This includes (but is not limited to) the destination (domestic or otherwise), coordination (coordinated bus/carpool, or each person getting to the location on their own), and method of travel. Depending on the distance and length of the trip you may also need
 - A travel roster (list of everyone's names and phone numbers)
 - An "extended travel packet"
 - A travel itinerary
- o Event Parking
 - If your event requires parking, indicate what kind (visitor/bus/food truck/equipment)
- o Chartered Buses or rentals with a driver
 - If you are using a chartered bus for transportation, have a copy of the contract and itinerary available.
- o Rented Vehicles
 - Make sure you have enough drivers (one per vehicle if within Tippecanoe, two if outside) with unexpired RM01 certifications
 - Have an idea of how many miles your trip will be
 - Information about pick-up, drop-off, dates, and times for the vehicles
- o Concerts, Races, or Sports Competitions
 - If you are not using a standard 5K route, have a map/layout of your intended route to upload
 - Have an idea of how many participants you are expecting
 - Determine your safety protocol: plans for crossing streets, group communication, location of volunteer members, water/snack provisions, and weather plan
- o Animal Use on Campus
 - If you are using animals at your event, describe the number and type of animals
 - Provide the objective for having animals
 - Determine who will be responsible for them
 - Determine how they'll be confined and kept safe

- Determine how they'll be transported
 - Determine how bedding, feed, and waste will be taken care of
- o Non-Purdue Volunteers & Working with Minors
 - Check with Youth Protection Services at Purdue to see if you will need to submit an "Ideal Logic" registration
- o Large Scale Events
 - Determine the number of people you are expecting, both total and at one time
- o Event Parameters
 - Determine who will oversee safety for the event
 - If the event takes place indoors, have an entrance/exit protocol in place and decide how you will keep the venue safe and clean
 - If it is taking place outdoors, decide how you will secure the space and what your inclement weather plan is
- Once an APF is submitted, it will be assigned to an SAO staff member the next day to start the review
 - o Campus partners will be tagged on this as well, who may have additional questions/statements for you
 - o Please make sure to respond to all questions within 48 hours of them being posted. If not, your APF may be denied due to lack of response
- APFs must be submitted at least two weeks in advance of the event
 - o Please submit larger events with contracts and travel, such as:
 - Concerts: 90 days
 - Any Travel: 30 days
 - Formals: 30 days

How to get access to submit an APF if you do not have access

- The President, Treasurer, or Advisor will click "Manage Organization".
 - o This should be located on the top right corner of your screen, with a scroll wheel in the box. This may look different if you are not on a laptop/computer
- That person will then go to the settings and select "Roster"
- The roster will appear and on the right side there will be a pencil that you can click to add a position of "APF Submitter". After you select that, make sure to hit save and they should be able to submit APFs on behalf of your organization.
 - o If they do not appear on the roster, you will want to select "Invite People" at the top. You may ONLY use their purdue.edu to add them. When you add them, make sure to select all the positions they hold. They will not be able to submit an APF until they accept the invite. The invite can be accepted via email or when you check notifications on right hand side of the platform. You may have to click your picture/initials to open that right hand side dropdown.

Events that require an APF

- After Business Hours and Weekend Events on Campus
 - This is a requirement of space management campus partners to ensure the organization can/will pay fees associated with buildings outside of regular hours
 - An example is for facilities to keep the doors unlocked, heat/AC on, and custodial staff maintaining bathroom cleaning
- Alumni
 - Events that include alumni – these do not include random individual drop-ins or alumni council/ housing corporation meetings
 - Brunches, Dinner
- Concerts
 - Please note that for a high profile or international artist, the APF and contracts must be submitted at least 90 days in advance of the event
 - The Business Office for Student Organizations will then provide additional information regarding the contract and requirements
- Contracts
 - ALL Events regardless of the nature that need contracts signed must have an APF so that the Business Office of Student Organizations (BOSO) can help process and sign the documentation needed
 - This includes speakers and vendors to be vetted and approved
- Events on Campus that are in...
 - Purdue Memorial Union, Stewart Center, Graduate Student Center, CoRec, and Outdoor Spaces surrounding those spaces
- Family / Parent Events & Weekends
 - Events that include family – these do not include random individual drop-ins at organization owned/rented facilities
- Functions and Dances (with and without alcohol)
 - Formals, Semi-formals, Spontos, Barn Dances, held on campus, in & outside Tippecanoe County
 - These may be required to go through the campus safety committee review process
- Funded by Student Organization Grant Allocation (SOGA), Student Fee Advisory Board (SFAB), or Equipment Support Grant
 - More about SOGA/SFAB
 - <https://www.purdue.edu/sao/Fundraising/SOGA%20and%20SFAB.html>
- Service & Philanthropy
 - Charity accounts are needed when fundraising for an organization that is not your internal budget
 - Drives
 - Blood Drives
 - Collection Bins & Donations
 - Dunk Tanks
- Fundraising

- o External & Internal
 - Games/Tournaments (Cornhole, Super Mario Bros Tournaments)
 - Hosted Meals at Houses (i.e., Burrito Bowls, Sundae Bars)
 - Pie-in-the-Face
- o **External fundraising that does not raise money for your organization's funds**
- Recruitment
 - o Multi-session activities, presentations, and roundtables
 - o House Tours
- Travel
 - o Any travel outside of Tippecanoe County
 - Examples may be going to conferences, competitions, formals, leadership retreats, headquarters training
- Water Features
 - o These are events/functions where a water feature is planned to be present.
 - o Examples include, but are not limited to:
 - waterslides, pools, dunk tanks, buckets/pools of water balloons, etc.
 - o Additionally, you must have approval from your organization's insurance provider.
 - o Council Registration should be done in addition to an APF.
- Work Orders Required for Events
 - o Events that need the Purdue Fire Department (PUFD) and Purdue Police Department (PUPD) to block off roads and parking spaces, or to be on site for safety.

Events that go to Campus Safety

The following types of events are considered moderate to high risk and will be asked to schedule a meeting with the Campus Safety team:

1. Large-scale events including (but not limited to) carnivals, barn/boat dances, concerts, etc.
2. Overnight/multi-day activities
3. Events with high-profile/controversial entities
4. Political events
5. Competitions
6. Haunted tours
7. Block parties
8. Events that involve large inflatable rentals or regulated amusement rides (mechanical bulls, zip lines, etc.)
9. Events involving stages or tents greater than 400 square feet or large quantities of outdoor equipment
10. Anything involving pyrotechnics or fireworks
11. Anything involving simulated weapons or firearms

12. Anything involving drones, rocket launches, or smashing/chucking (pumpkins, computers, and/or cars)
13. Co-sponsoring with a college, school, or department
14. Events involving animals outside of a vet lab or without the handler/owner present. This includes but is not limited to Corgi races, petting zoos, and therapy animals.

Events that do NOT require an APF or Council Registration as of Spring 2024:

- Fundraising (Internal Only)
 - Purdue hired by Levy, Residence Life, Athletics
 - Skip-a-meals
 - External/Charity/Philanthropy Events must have an APF and Charity Account
 - Information on Setting Up Charity Accounts
 - <https://www.purdue.edu/business/boso/manual/splitCharity.php>
- Marketing Purchases
 - Banners, Merchandise, T-Shirts
- Members Only Meetings
 - Purchased and/or grocery store bought food
 - Only use campus food venues or from the approved caterer list
 - <https://dining.purdue.edu/AboutUs/ApprovedCaterers.html?ga=2.39710944.211637915.1660567557-2080704579.1658234992>
- Online Only Events
 - Zoom, Livestream, Instagram, Webex, Etc.
- Rehearsals
 - Singing, Dancing, Instruments
- Shopping
 - Online & within Tippecanoe County
- Sports
 - Bowling at Rack & Roll within Purdue Memorial Union
- Recruitment without Food & Activities
 - Information Only Sessions & Tabling

Events that require Council Registration, but NOT an APF

- Events with Alcohol that do not require travel
- Tailgates that do not require travel

Council Event Registration Instructions

Any events with alcohol with or without travel need to be registered through your respective councils. Submissions for these events are due at 5pm every Sunday for events that happen in the subsequent 7 days. Events with alcohol that include travel require an APF, those without travel just need a council event registration form.

- Interfraternity Council (IFC)
 - Policy
 - <https://www.purdue.edu/fscl/resources/Joint%20Social%20Policy%20-Updated%2002%2021%2023-.pdf>
 - Registration Link
 - <https://boilerlink.purdue.edu/submitter/form/start/159197>
- Panhellenic Association (PHA)
 - Policy
 - <https://www.purdue.edu/fscl/resources/Joint%20Social%20Policy%20-Updated%2002%2021%2023-.pdf>
 - Registration Link
 - <https://boilerlink.purdue.edu/submitter/form/start/107327>
- Purdue Cooperative Council
 - Policy
 - <https://www.purdue.edu/fscl/resources/PCC-Risk-Management-and-Social-Policies---Updated-Spring-2021.docx-11.pdf>
 - Registration Link
 - <https://boilerlink.purdue.edu/submitter/form/start/81653>
- Multicultural Greek Council
 - Policy
 - <https://docs.google.com/document/d/12N9zyhxlsgQPVrlk2iC-AAjp2LoIjzt4miWiS93Sq4/edit?usp=sharing>
 - Registration Link:
 - <https://boilerlink.purdue.edu/submitter/form/start/714687>

If there are questions about if an event requires an APF or not, please contact SAO at SAO@Purdue.edu or call SAO at 765-494-1231. You can also stop by SAO and speak to a staff member Monday through Friday, 8:00 am to 5:00 pm. Staff may be unavailable between 9:00 am and 11:00 am on Wednesdays due to staff meetings. When in doubt, submit an APF, and SAO staff will assist you from there.

If there are questions on whether an event requires council registration, please contact your council president to inquire for more information or email fscl@purdue.edu.