

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 grey 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
 - Please make sure you have all of the details planned before filling out an APF because the questions you will be asked get into all the details of the event, which include location, times, date, contracts, marketing, risk management plan, attendee information, assessment and attendance, and more.
- Once an APF is submitted, it will be assigned to an SAO staff member the next day to start the review
 - Campus partners will be tagged on this as well, who may have additional questions/statements for you
 - 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
 - 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".
 - 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.
 - 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 the nature that need contracts signed must have a APF so that 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 located 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, Informals, 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
 - External & Internal
 - Games/Tournaments (Cornhole, Super Mario Bros Tournaments)
 - Hosted Meals at Houses (i.e., Burrito Bowls, Sundae Bars)
 - Pie-in-the-Face
 - *External fundraising that does not raise money for your organization's funds*

- Recruitment
 - Multi-session activities, presentations, and roundtables
 - House Tours
- Travel
 - Any travel outside of Tippecanoe County
 - Examples may be going to conferences, competitions, formals, leadership retreats, headquarters training
- Water Features
 - These are events/functions where a water feature is planned to be present.
 - Examples include, but are not limited to:
 - waterslides, pools, dunk tanks, buckets/pools of water balloons, etc.
 - Additionally, you must have approval from your organization's insurance provider.
 - Council Registration should be done in addition to an APF.
- Work Orders Required for Events
 - Events that need 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 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 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_21_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_21_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/12N9zyhxlsagQPVrIk2iC-AAjp2LoIjzt4miWiS93Sq4/edit?usp=sharing>
 - Registration Link:
 - https://docs.google.com/forms/d/e/1FAIpQLSe6bhLboC4vzDovR2P8Axn7KImNGtkFXXBmYoTLYV85_sJeUw/viewform?usp=sf_link

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 purduefscl@gmail.com.