

# Student Life Program Planning Worksheet

Please submit this to your supervisor MINIMUM OF 2 WEEKS prior to the event.

I. Program name: \_\_\_\_\_

II. The learning outcome of this program: \_\_\_\_\_

III. Which SL strategic goals are you focusing on? (See back for more details)

Academic Bridging  Community Life  Diversity  Internationalization  Leadership Development  Wellness  Spiritual Formation

IV. How does this event fit with the University mission? : \_\_\_\_\_

V. How often?

One time event      Date of the event \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Ongoing Programs (please select one)    weekly    monthly    Date: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

VI. Campus Programming Calendar:

Checked the Student Programming Master calendar and there are no conflicts

Events during theme weeks    Approval by the chair \_\_\_\_\_ Date: \_\_\_\_\_

Submitted the event information for the master calendar to the Assoc. Dean of Students Approved: \_\_\_\_\_ Date: \_\_\_\_\_

VII. Format of the event (please check all that apply):

Speaker(s) (please attach a bio of the speaker(s))

Panel (please attach the list of the panelist and the moderator)

Q & A (please review the questions with your supervisor)

Spoken words (please review the lyrics with your supervisor)

Musical performances (please review the lyrics with your supervisor)

Other: \_\_\_\_\_

VIII. I'm targeting the following student population: \_\_\_\_\_

IX. The appropriate offices have been consulted. (Please have initials from the appropriate offices)

- Class specific events/transfer students events – OSS     Ethnic diversity events – MEP     Local & global relief – OWM  
 Health issues – Health Ctr. & Counseling Ctr.     Residential – RezLife     Local issues, services & ministries – MAS  
 International issues & ministries – ISS, OWM, MO     Spiritual life (campus ministries) – Campus Pastors  
 Large scale/campus wide social events (open to everyone) – Communiversity     Recreation (i.e. outdoors, sports, etc.) – Communiversity

X. The following budgetary issues have been completed.

- Budget proposal was submitted: Date: \_\_\_\_\_     Budget proposal was approved: Date: \_\_\_\_\_  
 Cash advance request     Check request     Payment for vendors

XI. The following is a checklist of things that you may need to do to plan your event.

**Campus Events Requests**

- Facility locations
- Chairs
- Tables
- Stage

**IMT Needs**

- Sound
- Lighting
- Computer/screen
- Tech support

**Facilities Management**

- Outdoor lighting
- Sprinkler systems
- Bonfire equipment
- Van/Bus reservation

**Food Services**

- Refreshments
- Water
- Food
- Walk-thru meals

**Collaboration (circle)**

- Communiversity
- ISS
- MAS
- MEP
- RezLife
- Others: \_\_\_\_\_

**Publicity (circle)**

- APU 411
- Posters/flyers
- Facebook, Twitter etc.
- Clause coverage
- Informing RezLife staff

**Campus Safety**

- Additional security for large events
- Traffic control/parking lot reservation
- Props (weapons)

**Housekeeping**

- Trash cans

**Athletics**

- Field reservations

**Misc.**

- Release of liability forms
- Film Permit
- Fire Permit

**Office Use Only**

APPROVED

Signature of the Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**APU MISSION STATEMENT**

*Azusa Pacific University is an evangelical Christian community of disciples and scholars who seek to advance the work of God in the world through academic excellence in liberal arts and professional programs of higher education that encourage students to develop a Christian perspective of truth and life.*

**STUDENT LIFE MISSION STATEMENT**

The Student Life team exists for the transformation of students through discipleship and scholarship to change the world for Christ.

**STUDENT LIFE VISION STATEMENT**

Student Life personnel and programs create environments and experiences that assist students to develop a commitment to lifelong learning in the areas of community life, diversity, internationalization, spiritual life, and wellness.

<b>STUDENT LIFE STRATEGIC PRIORITY</b>	<b>STUDENT LIFE STUDENT LEARNING GOAL</b>	<b>CORRESPONDING UNIVERSITY STRATEGIC PRIORITY</b>
<b>Academic bridging</b>	Students will identify and integrate classroom learning with out-of-class experience.	Transformational Scholarship
<b>Community life</b>	Students will engage in healthy interactions with others that enhance understanding and appreciation of personal and cultural differences.	People
<b>Diversity</b>	Students will be able to articulate and embrace God-honoring diversity and reconciliation as integral components of being a disciple of Christ.	Diversity
<b>Internationalization</b>	Students will become aware of God's heart for all people, and will accept challenges to sensitively and strategically engage in local, national and global concerns.	Intentional Internationalization
<b>Leadership development</b>	Students will engage in ongoing purposeful exploration to recognize and embrace their calling, and will desire to use their vocation to advance the Kingdom of God.	Transformational Scholarship
<b>Spiritual formation</b>	Students will learn to articulate and live out personal and corporate faith in Christ that inspires transformational discipleship.	Faith Integration
<b>Wellness</b>	Students will actively participate in the process of identity formation and in the development of the whole self.	People

Please go to the following websites for more information about our institutional values. [www.apu.edu/about/believe/](http://www.apu.edu/about/believe/)

As an evangelical Christian university, APU affirms the supremacy of Christ in all areas of life. These beliefs and values exist at the core of the university. Find out more about where APU stands as a faith community by reading the following documents.

**Identity Statements**

- Christian Worldview - [www.apu.edu/about/worldview/](http://www.apu.edu/about/worldview/)
- Statement of Faith - [www.apu.edu/about/faith/](http://www.apu.edu/about/faith/)
- Mission Statement - [www.apu.edu/about/mission/](http://www.apu.edu/about/mission/)
- Essence Statement - [www.apu.edu/about/essence/](http://www.apu.edu/about/essence/)
- Four Cornerstones - [www.apu.edu/about/cornerstones/](http://www.apu.edu/about/cornerstones/)
- The Motto - [www.apu.edu/about/motto/](http://www.apu.edu/about/motto/)

**Positional Statements**

- Evangelical Commitment - [www.apu.edu/about/evangelical/](http://www.apu.edu/about/evangelical/)
- Human Sexuality - [www.apu.edu/about/sexuality/](http://www.apu.edu/about/sexuality/)
- Diversity - [www.apu.edu/about/diversity/](http://www.apu.edu/about/diversity/)
- Use of Alcohol - [www.apu.edu/about/alcohol/](http://www.apu.edu/about/alcohol/)