

Annual On-site Meeting	
Description	The annual on-site meeting allows for new member orientation, interaction with UA executives, goal setting, and information sharing.
Timeframe	June, after the SAA elections have been finalized
Location	Fairbanks – Butrovich
Resources	Travel for Anchorage members; catering for breakfast, lunch, snack
Budget	SAA/System Governance
Organizer	Executive Officer
Event Lead	XO

Summer Picnic	
Description	A summer event for employees.
Timeframe	Sometime between May and September
Location	Fairbanks – Butrovich and Bragaw
Resources	Catering and entertainment/games
Budget	SAA/System Governance
Organizer	SAA committee, Executive Officer, and President’s Office
Event Lead	SAA president and XO

Thanksgiving Potluck	
Description	Thanksgiving celebration potluck. All SW employees are invited to attend and welcome to bring a dish to share.
Timeframe	Friday before the Thanksgiving holiday
Location	Fairbanks – Butro 109; Anchorage – Bragaw 205
Resources	SAA provides paper plates, cups, napkins, flatware, and table cloths; President’s Office has also offered to provide the main dishes
Budget	Combination of SAA & President’s Office funding
Organizer	SAA members – SAA arranges a dish sign-up list and distributes it to staff; also responsible for the set-up and break-down of the event—to include decorations, tables and chairs, power strips/warming stations, entertainment, etc.
Event Lead	TBD for FY18

Adopt-a-Family	
Description	SAA sponsors two or three families (names supplied by Love, Inc.) each year and solicits gifts from UA staff.
Timeframe	Starts the day of the Thanksgiving potluck and concludes the week before winter break at UA
Location	Fairbanks
Resources	System Governance has a stockpile of wrapping paper and ribbon for wrapping presents. No other resources are allocated to this event.
Budget	n/a
Organizer	A committee of SAA members is formed to address this task. It is up to the committee to decide each year how they want to solicit donations and communicate with staff at UA. A family of four will typically have 20-30 gifts, so this is a larger undertaking than it may appear.
Event Lead	TBD for FY18

Toys for Tots (ANC)	
Description	Donation drive for youngsters in Anchorage.
Timeframe	Starts the day of the Thanksgiving potluck and concludes the week before winter break at UA
Location	Anchorage
Resources	Governance members will solicit and collect donations from SW staff.
Budget	n/a
Organizer	A committee of SAA members is formed to address this task. It is up to the committee to decide each year how they want to solicit donations and communicate with staff at UA. A family of four will typically have 20-30 gifts, so this is a larger undertaking than it may appear.
Event Lead	TBD for FY18

Canned Food and Mug Drive	
Description	SAA holds an annual food drive during the winter.
Timeframe	Starts the day of the Thanksgiving potluck and concludes at the end of February
Location	Fairbanks
Resources	System Governance has several boxes that are placed around the building during the drive to collect cans and boxes. SAA members take the donated food to the Food Bank.
Budget	n/a
Organizer	A committee of SAA members is formed to address this task. It is up to the committee to decide each year how they want to solicit donations and communicate with staff at UA.
Event Lead	TBD for FY18

Christmas Event	
Description	In previous years, UA has held a department decoration contest and/or another potluck. Other options include a cookie exchange or dessert party (SAA can provide coffee and hot cocoa).
Timeframe	The week before winter break
Location	Fairbanks – Butro 109; Anchorage – Bragaw 205; does not have to be simultaneous
Resources	SAA provides paper plates, cups, napkins, flatware, and table cloths
Budget	n/a
Organizer	A committee of SAA members is formed to address this task.
Event Lead	TBD for FY18

Valentine’s Day Event	
Description	Anchorage employees have noted they would like to try a mid-winter event, rather than another potluck before the winter break
Timeframe	The week of Valentine’s Day
Location	Anchorage
Resources	SAA provides paper plates, cups, napkins, flatware, and table cloths
Budget	n/a
Organizer	Anchorage SAA members and Anchorage staff
Event Lead	TBD for FY18

Outstanding Employee & Department Awards	
Description	SAA solicits, on behalf of the UA president, nominations for outstanding employees (exempt, non-exempt, and student) and department. Nominations are submitted via Google Form and are reviewed by the awards committee. There has been discussion to have the awards committee provide a recommendation that is then reviewed by SAA as a whole, before sending the recommendation to the UA president for final approval.
Timeframe	Nomination period: January-February; award ceremony: April
Location	Fairbanks – Butro 109; Anchorage – Bragaw 205 (simulcast)
Resources	See Longevity awards
Budget	President’s Discretionary – System Governance submits an estimate budget to the president for approval before proceeding with any purchases.
Organizer	SAA Awards Committee
Event Lead	TBD for FY18

Longevity Awards	
Description	Longevity awards are presented to employees reaching 5, 10, 15, 20, 25, 30, and 35-year milestones. Awards are presented at a spring ceremony hosted by SAA and the UA president.
Timeframe	UA HR typically sends a list of employee names to System Governance in late December/early January. The award ceremony typically takes place in April.
Location	Fairbanks – Butro 109; Anchorage – Bragaw 205 (simulcast)
Resources	SAA members provide treats—cookies, veggies, crackers and cheese, etc. There is also typically some form of entertainment—varies by year. SAA is also responsible for the set-up and break-down of the event—to include award display, decorations, tables/chairs, power strips/warming stations, entertainment, etc.
Budget	President’s Discretionary – System Governance submits an estimate budget to the president for approval before proceeding with any purchases.
Organizer	SAA Awards Committee – The committee orders longevity awards for 5, 10, and 15-year employees—typically from Atta-a-Boy Trophy in North Pole; small acrylic nameplates are ordered for the 20-year+ employees. SAA also develops and prints the award program—includes short bios on all employees receiving an award, as well as thanks to local sponsors.
Event Lead	TBD for FY18