



## RE-MIX (REsident Organized MIX) Implementation Guidelines

RE-MIX differs from AP House's MIX Program in the respect that RE-MIX events are planned and run by residents themselves. Residents will design and implement events based on 8 dimensions of wellness with the aim of providing opportunities for exchange between residents and the chance for deeper involvement in dormitory management and residential education.

### 1. Application Information

**【Number of events approved per semester】**

Approximately three

Event applications accepted year-round. (Applications screened in the order received.)

**【Periods when events are possible】**

◎ Spring Semester: June 1 (Thurs) ~ August 31 (Thurs)

◎ Fall Semester: November 1 (Weds) ~ February 28 (Weds)

\*Excluding the period before final exams when events/activities are prohibited and the final exam period itself.

**【Eligible applicants & event participants】**

Students who are residents of AP House 1, 2, or 5 on the day of the event.

**【Event subsidies】**

Maximum of 50,000 yen per event

**【Eligible for STEP】**

Student **T**otal **E**nrichment **P**oints will be granted

### 2. Event Categories

Before working on an event proposal, imagine what you want to express/convey to participants/offer and do through your event, and plan your event based on the following four event types and themes describing the details.

**【Event Type & Theme】**

(1) Resident Exchange Events: Events held with the aim of encouraging exchange between residents  
Examples) Sports/ eSports tournament/ art exhibit/ study session for a certification/qualifying exam / cultural event with a focus on the food and language of a certain country, etc./ event for people with similar interests and hobbies (anime, musical instruments, fashion, etc.)

\* Excluding events that would require large acoustic and/or lighting equipment

(2) Seminar/Lecture Events: Workshop or seminar by a guest speaker (expert, academic, etc.) on a

specific theme

Examples) Bodybuilding/ financial literacy seminar / special lecture by an APU professor / seminar on how to launch a startup during university, etc.

(3) Workshop/Lesson Events: Events where participants can learn a specialized skill/knowledge through a hands-on activity

Examples) Language, cooking, dance lessons / drone lessons / traditional crafts / programs, etc.

(4) Study Trips: Off-campus excursions that serve to broaden participants' knowledge and insight  
Examples) Trips to tourist spots / trips to towns or cities to view their *machizukuri* (town planning) initiatives in practice / company visits / visits to places to experience the unique local culture, etc.

➤ Notes

- 1) The following activities are prohibited during RE-MIX events: Selling goods and any other profit-making activities, religious solicitation, activities that could serve as publicity/advertising for a specific company or organization.
- 2) RE-MIX events are categorized as being self-motivated extracurricular activities or research activities. It is not possible for student organizations (clubs/circles) to submit a RE-MIX event application to host a club/circle activity.
- 3) Subsidies for study trips cannot be used to cover food and souvenir purchases at the study trip location.

**【8 Dimensions of Wellness】**

RE-MIX is a program that aims to promote self-motivated activities that would raise awareness of wellness and contribute to AP House residents' overall wellbeing. The 8 dimensions of wellness are listed below. Choose the dimension that would be the focus of your event and come up with an event plan.

- ① Emotional wellness
- ② Physical wellness
- ③ Social wellness
- ④ Occupational wellness
- ⑤ Financial wellness
- ⑥ Environmental wellness
- ⑦ Spiritual wellness
- ⑧ Intellectual wellness



**3. Planning Your Event**

Be sure to thoroughly read and understand the following before drafting your event application.

**【Event Overview & Purpose】**

Choose one of the 4 event types listed in “2. Event Categories” and provide a detailed explanation of your event.

## **[Goals·Objectives·Outcomes]**

Clearly define the goals, objectives, and outcomes you hope to achieve through your event.

## **[Event Management Framework]**

- Possible to apply on your own (only 1 applicant) or to apply as a team.
- In case of applying as a team, a team representative must be appointed and the representative shall communicate with the AP House.
- The number of core members including the representative (who will take the lead in important tasks such as overall supervision, budget management, schedule management, etc.) is limited to 3, and the number of non-core members (including support for core members and/or volunteers on the day of the event) is limited to 10.
- Assign the roles for each member in advance.
- All team members must be AP House residents as of the day of the event.

## **[Eligible Event Participants & Participant Numbers]**

- Events are open to all AP House residents. It is possible to make the event open to non-residents as well.
- Plan your event with a bare minimum of at least 5 participants or more.
- Set a maximum number of event participants to ensure the event will be well managed and run smoothly.
- Do not exceed the maximum number of participants of the facility for your event. (This number includes the team running the event as well.)

## **[Possible Event Locations]**

### **■ On-Campus**

(1) Facilities in AP House:

⇒ [AP House 1-2 Facility Information](#) or [AP House 5 Facility Information](#)

(2) Campus facilities ⇒ Refer to "[Information for facility use](#)" on the Student Office website.

**■ Off-Campus:** Be sure to check in advance that you are able to reserve the off-campus facility you want to use for your event.

**■ Online:** Possible to hold a seminar where the guest speaker appears online (someone from outside Oita Prefecture) and the participants gather in one place to listen or hold a completely online event (both the guest speaker and event attendees participate online).

## **[Event Costs]**

- Use of campus and AP House facilities and equipment is free of charge.
  - ⇒ For campus facilities and equipment: "[University Facilities & Equipment](#)" on the Student Office website
  - ⇒ For AP House equipment: Refer to the "[b\) List of AP House Equipment and Items](#)"
- Think about whether you are able to procure or make any of the things you need for the event yourselves.
- If you plan on inviting a speaker/lecturer from either on or off-campus for your event.
  - ⇒ Refer to the "[c\) Note on Inviting Lecturers](#)".
- It is possible to charge an admission fee or crowdfund, however, your event profits must be

equivalent to your event expenses.

- \* There is the possibility that the decision to approve certain items for event subsidy coverage may be overturned if you profit from your event. Any revenue generated must be donated to an outside organization.
- Not possible to purchase expensive prizes/participation gifts to attract event participants  
⇒Refer to "[d\) Note on Prizes and Gifts for participantss](#)".

### **[Event Date]**

- Events cannot be held during the week before the final exam period in addition to the final exam period itself. Schedule your event for a day that does not overlap with a university sponsored event (Tenku Festival, etc.) or a House Event.
- Make sure that the event ends within the time you have reserved the event facility for. (Have a clear idea of the amount of time you will need to run the event and include both the time it will take to set up before the event and clean up afterwards when you reserve the facility.)
- Have a plan in case of bad weather: Decide if you will hold the event as planned, postpone it, or change venues. \*Setting a postponement date is recommendable

### **[Event Publicity]**

- It is possible to get the word out about your event by hanging event posters and flyers in AP House kitchens and lobbies, making event announcements at floor meetings, and putting up event announcements on Campus Terminal.
- All materials must be submitted to the AP House Office for approval prior to the event.

### **[Safety and Infection Prevention Measures]**

- Insurance coverage is required for participants if you will be holding a sports event or an event that requires participants to be physically active. (The university will handle insurance coverage procedures.)
- Have measures in place to be able to appropriately respond to accidents and participants who suddenly become ill during the event in addition to infection prevention measures.

## **4. Documents** \*Click the document name to download

### **[Documents to submit]**

#### ©Mandatory

[①Event Proposal Form](#)

[②Budget Planning Sheet](#) (the file has three different sheets; A, B, and C)

- Sheet A: Expense: Items to apply for subsidy \*Mandatory
- Sheet B: Expenditures: Items to purchase with the group's funding \*If applicable
- Sheet C: Income \*If applicable

[③List of Participants](#): When you create an application form, please include the necessary items of the list.

[④Participant questionnaire](#): Have participants fill it out as well as the team members who attend the day of the event.

[⑤Activity Report](#): you may submit one in form of video/PPT as long as the required items are covered.

- ⑥Financial Report: Use the same form as “②Budget Planning Sheet”
- ⑦All receipts: Paste the receipts for items you bought for the event on A4 sized paper in the order of the date you bought them and submit them together with the ⑥Financial Report. ⇒ Refer to the “[e\) Note on How to Submit Receipts and Ryoshu-sho](#)”.

◎ **If applicable**

- [⑧Receipt of Gift Card](#)
- ⑨Request for using AP House Facilities: Available at AP House Security Office
- ⑩Use of AP House Facility Pledge: Available at AP House Security Office

**[References]**

- a) Facilities in AP House: “[AP House 1-2 Facility information](#)” or “[AP House 5 Facility information](#)”
- b) [List of AP House Equipment and Items](#)
- c) [Note on Inviting Lecturers](#)
- d) [Note on Prizes and Gifts for participants](#)
- e) [Note on How to Submit Receipts and Ryoshu-sho](#)

**5. Timeline until completing the event and documents to submit**

Although it depends on the content and scale of the event, it is advisable to start specific preparatory work one month or more prior to the event date. Unexpected things can happen at an event, but early preparation and careful, detailed planning can prevent/deal with problems and happenings on the day of the event.

The following is a description of the flow of events from the submission of an event proposal to the AP House Office to the implementation and post-implementation of the event.

Flow/To Do	Details	Documents to submit
<b>Application</b>		
Submit required documents to the AP House Office	Read the “RE-MIX Implementation Guidelines” carefully and confirm documented required for application.	①Event Proposal ②Budget Planning Sheet
<b>Application Screening</b>		
Contact from the AP House Office	APHO contacts you regarding the contents of the application, requests for changes (venue, date, etc.) or an in-person consultation.	
<b>At least one month before the event date After Proposal is Approved</b>		
Reservation of Facilities and Equipment	Reserve the facility and equipment you will use for your event. (1) AP House 1, 2 or 5: Reserve facilities, equipment and items at AP House Security Office (2) Campus facilities: Make a reservation through the “ <a href="#">Reservation System</a> ” of the Student Office website.	(1) AP House ⑨ Request for using AP House Facilities ⑩ Use of AP House Facility Pledge

	<p>* Check with the office for the ID and password to login for the exclusive use for RE-MIX events.</p> <p>*Reservations can be made two weeks prior to the date of use. If you want to make a reservation before that, please consult with the AP House Office.</p> <p>(3) Off-campus facilities: Assure the usage rules, availability, costs, etc. before making reservations.</p>	
Creating promotional material	<p>Any application and design are possible, but it is required to obtain approval from the House Office before releasing the contents of the announcement.</p> <ul style="list-style-type: none"> <li>• Provide accurate information (event name and details, venue, date and time, application period, etc.).</li> <li>• Posters and flyers for posting and distribution should be printed by the House Office.</li> <li>• Postings on Campus Terminal shall be made by House Office staff.</li> <li>• Announcing at a Floor Meeting should be a length of one minute with visual materials and a script. The announcement will be done by the RAs through APHO.</li> </ul> <p>*Prepare materials in consideration of the date of the floor meeting.</p>	
Creating application	Create an application form using an application or in other form and reflect on the promotional material.	
Concretizing the content	<ul style="list-style-type: none"> <li>• Preparation of the program and scripts, as well as member assignments and roles for the event day.</li> <li>• Preparation of props and required materials.</li> </ul>	
<b>Three to two weeks before the event Start Recruiting Participants</b>		
Promoting the event	<p>Posting flyers inside AP House, announcing at Floor Meeting, posting on Campus Terminal</p> <p>* Re-announcement is possible on Campus Terminal if the number of applications is low.</p>	
Considering items to purchase	Determine the type and quantity of the items to purchase based on the status of applications.	
<b>Two Weeks to ten Days before the event Close Application</b>		
Close application ⇒ Create a list	<ul style="list-style-type: none"> <li>• For an event requiring insurance coverage, submit the list to the House Office by one week before the event.</li> <li>• Notify the participants of the detail/change of the event and/or send reminder messages as needed.</li> </ul>	③List of participants
Rehearsal	<ul style="list-style-type: none"> <li>• Confirm and decide on the schedule and members' roles and assignments for the day.</li> <li>• Check connection and operation of equipment and devices.</li> </ul>	

Finalizing the event proposal	Submit your final event proposal to the AP House Office.	① Event Proposal form
Finalizing the budget	Submit your final budget to the AP House Office: The final budget should reflect the exact number of participants you recruited.	② Budget Planning Sheet
<b>Day of the Event (start preparation from the day before the event as needed)</b>		
Setting-up and preparation	<ul style="list-style-type: none"> <li>(1) Borrow a room key/equipment at Security Office (AP House) or Central Security Office depending on the venue.</li> <li>(2) Locate the equipment and items borrowed or brought-in, printed material, etc. in place.</li> <li>(3) Confirm the overall set-up and do last minute rehearsal.</li> </ul>	
Door opening	<ul style="list-style-type: none"> <li>• Check attendance with <b>③List of Participants</b></li> <li>• Have the participants check temperature and fill out <b>④Participant questionnaire</b></li> </ul>	
Start of the event	<ul style="list-style-type: none"> <li>• Make any necessary minor adjustments depending on the number of attendees.</li> <li>• Manage the event to ensure it runs smoothly.</li> </ul>	
End of the event	<ul style="list-style-type: none"> <li>• Clean up and leave the venue within the usage time</li> <li>• Return the equipment/items borrowed to the place where it was borrowed or taken out within the reserved time.</li> </ul> <p>*Any loss, damage or stain of equipment may result in prohibition for future use.</p> <p>*Return the equipment to the house/office during the opening hours.</p>	
<b>Within One Week after the event Submission of post-event documents</b>		
Document submission	<ul style="list-style-type: none"> <li>• Submit all relevant documents to the House Office within one week after the implementation of the event.</li> <li>• The implementation report and expense report must be submitted as file attachments to an e-mail.</li> </ul> <p>*Do not submit them in a link.</p>	<ul style="list-style-type: none"> <li>③List of Participants</li> <li>④Participant questionnaire</li> <li>⑤Activity Report</li> <li>⑥Financial Report</li> <li>⑦All receipts</li> <li>⑧Receipt of Gift Card</li> </ul>

## 6. Event Subsidies

Maximum of 50,000 yen subsidy per event.

Items able to be covered by the subsidy and the method of subsidy payment are as follows.

The subsidy will be paid after the event has finished and all required documents have been submitted (documents in "5: Documents to Submit").

### 【Items Subsidized in Cash】

- ① Event items (Item total must not exceed 10,000 yen. Subsidy will only cover event-related items.)
- ② Accommodation expenses
- ③ Transportation expenses (The AP House Office will provide a round-trip bus ticket for 1 person to shop for event items.)

### 【Items Directly Paid for by the University】

- ④ Facility usage fees
- ⑤ Outsourcing expenses
- ⑥ Honorarium (amount based on APU honorarium standards) and other guest speaker expenses (including accommodation and transportation expenses)
  - ※It is better to hold the event online if you plan to invite a guest speaker or lecturer from outside Oita Prefecture.
- ⑦ Insurance expenses (Insurance coverage is required for off-campus events and events that involve physical activities.)
- ⑧ Other expenses as approved by AP House Office
  - Notes
    - There are exceptions to the above. Please consult with AP House Office staff in advance if you are unsure which payment method category a certain item would fall in.
    - All items purchased with the event subsidy must be turned over to the AP House Office after the event.
    - Purchase of plastic bags is not permitted (use eco-bags or suitcases)
    - Do not include printing costs for event posters and other materials needed on the day of the event in your budget. Printing will be handled by the AP House Office.

## 7. First-Year Educational Dormitory: The AP House Living Learning Program

A variety of educational opportunities are offered to residents that will assist with their competency development described below. RE-MIX is one of the programs offerings to help residents make the most of AP House’s multicultural environment and to support competency development.

### 【Competencies】

Self-discipline Initiative	• Can set one’s own objectives and plans, give thought to living habits and time management and formulate appropriate methods to achieve them, and conduct oneself autonomously and purposefully.
Civic sense Normative sense	• Can lead one’s life from day to day with normative and civic sense, understanding that compliance with laws and the rules and protocols of community life contributes to the safety and livability of society as a whole.
Wellness	• Can habitually concrete action to manage one’s own health and prevent infectious disease, and lead one’s life with an awareness not only of public health issues but also of wellness in a broader sense.
Communication	• Can convey one’s own opinions clearly, fully understand the opinions of others,



	and achieve smooth communication.
Empathy· Cooperation	<ul style="list-style-type: none"> <li>• Appreciate their own role within a group based on an assigned environment and set of conditions, and can work collaboratively with others.</li> <li>• Can build relationships of trust, taking into account and sympathizing with the feelings and circumstances of others.</li> <li>• Understand differences in culture and values systems, and can work collaboratively based on mutual respect and cooperation.</li> </ul>

**【STEP (Student Total Enrichment Points)】**

RE-MIX is one of the programs offerings to help residents make the most of AP House's multicultural environment and to support competency development.

Students who organized an event using this scheme will be awarded Student Total Enrichment Points (STEP), as well as who participate in your event.

- ◆ Core member: 5 points
- ◆ Non-core member: 2 points
- ◆ Participant: 1 point
- Notes
  - Only one of the points will be awarded.
  - Points will only be awarded after implementation, submission of the required documentation to the House Office, and approval.

**【Inquiries】**

AP House Office [ssc\\_bo@apu.ac.jp](mailto:ssc_bo@apu.ac.jp)

Office Hours: Monday-Friday: 10:00~16:30 (Closed 13:00-14:00) \*Tuesdays: 14:00-16:30