COLLEGE of CENTRAL FLORIDA
–an equal opportunity college–

OFFICE OF STUDENT LIFE OPERATING PROCEDURE

Departmental Procedure: SA-SL5 Event Planning and Approval Form Procedure

CF Board Policy: 8.01, 5.11
CF Administrative Procedure: 8.04, 5.11

Effective Date: 7/26/07
Revised Date: 9/27/18
Revised By: M. McGee

Department: Student Life

Personnel Involved: Director of Student Life, Student Activities Team, Club and Organization Advisors and Students, Business Office, Conference Services, Public Safety, Plant Operations, Information Technology, Vice President for Administration and Finance, Vice President for Student Affairs, Purchasing, Foundation, and Governmental Relations Office.

Person Primarily Responsible: Director of Student Life

Objective: For student clubs and organizations to plan and gain approval from the Office of Student Life and various campus departments for events.

Procedure:

I. Event Information

A. Each campus shall follow its own guidelines for tracking club/organization events. This process is in place so that each campus can support all events that are taking place and avoid duplication of events. Prior to holding a campus event the student group must submit a completed **Event Planning and Approval** form (SA-SL5A or electronic version) to the appropriate office for review.

- If the event is to be held at the Ocala Campus, submit the form to Student Life and Veterans Center located in Building 11. **A meeting must be held with the Student Activities coordinator to review the form and discuss the next steps.**
- If the event is to be held at the Citrus Campus, submit the form to the Office of Student Life, Citrus Campus.
- If the event is to be held at the Levy Campus, submit the form to the provost, Levy Campus.
- If the event is to be held at the Hampton Center, submit the form to the Associate Dean, Health Sciences.

B. The **event information** must be filled out in detail, including contact information for the student responsible, a detailed description of the event and expected attendance. This also includes answering questions regarding Conference Services and political based events. The club/organization advisor and a club officer must sign the form. For the electronic version, the CF staff member will use his or her credentials to sign and submit the form. A meeting must be set up with the Student Activities coordinator or appropriate designee to review the proposed event.

C. Tentative approval will be granted for the event, as long as there are no other conflicts with the college calendar. The club/organization will have two weeks from the date of the meeting to gather other required signatures and information. The same timeline will apply to the electronic version, which will begin once submitted by the Club Advisor and the additional planning meeting is held. This will be reviewed with the students during the meeting.

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Governmental Relations: If the event involves any candidate, elected official or political issue, the Office of Student Life will provide tentative approval. The form will be sent to the Governmental Relations Office, which will approve and work with the group on all arrangements and details.

D. If the event is a **fundraiser**, it must be listed as to whom or what the proceeds will benefit. This could include the club's 06 account, local organizations or the foundation. If this is an event that will benefit the CF Foundation, the foundation staff must be notified and sign off on the form. If there will be cash collected, cash handling policies that have been established by the Office of Student Life must be followed. If Fund 06 monies are to be used for purchasing, follow the process for purchasing. At no time can an event involving a public official be used as a fundraiser or for fundraising purposes.

- If change is required for an event (for example, to start a bank for a yard sale) clubs/organizations can sign for money at the Cashiers Office. The advisor must send an email to the Student Activities coordinator requesting these funds (up to $100 out of the 06 fundraising account). The email will be forwarded to the Business Office for approval, and then on to the cashier. The club advisor can then pick up and sign for the cash. As this would use 06 money, minutes must back up this request.
- Funds will be available to pick up after 3 p.m. and must be returned in three business days.
- When money is collected, it must be deposited that day or the next business day. At all times money should be secured.
- Collecting money at events can be handled in several ways:
    - Receipts may be used for every transaction. At the end of the day or the next business day, all money collected along with the yellow receipts must be turned in to the cashier who will verify the amounts. A deposit ticket must also be filled out. Receipt books will be provided by the Office of Student Life.
    - Tickets will be issued by the Office of Student Life prior to an event. At the end of the event, unused tickets along with the cash will be returned to the Office of Student Life which will verify the amount. The club advisor will then deposit the money with the cashier.
    - A portable credit card machine may be available. Inquire with the Office of Student Life.

E. The **location** for the event must be secured. If using Conference Services space (Klein, Webber, cafeteria, etc.) this must be reserved and confirmed with the manager for Conference Services. After it is confirmed, the students may work with the Conference Services staff on details. A signature from the manager for Conference Services will be required on the form. If the space is reserved through the Office of Student Life or other resources, their signature must be present as well. Note that there may be an additional cost for space and custodial services for events in the evening and weekends.

F. Contracts must be used when bringing outside speakers, vendors or novelties to campus. All contracts must be reviewed and approved by the vice president for Student Affairs and the vice president for Administration and Finance. Both signatures must be on the form, along with a copy of the contract. The Office of Student Life will assist with review prior to submission to the administration. An **Agreement to Provide Professional Services** must also be filled out for this type of vendor.

G. Conference Services: When using 02 funds for catering and food service, CF Conference Services must be given the first right of refusal to provide the service. A meeting will be held with the manager for Conference Services to review all catering and food service requests. They will determine if they can provide a comparable service to an outside catering vendor. They will provide an approximate cost. If they are unable to provide the service, they will give approval for an outside vendor and list any additional paperwork that is required. The manager for Conference Services must sign off on the form.

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H. Insurance must be provided by any vendor/novelty that is brought to campus that increases the risk of injury to our students. Vendors must submit a Certificate of Insurance naming the college as an additional insured. If an event is held off campus, event insurance must be purchased by the club/organization. A meeting must be held with the director of Purchasing to begin this process. The insurance form must be signed by the director of Purchasing.

I. Public Safety must be consulted for all student events. The event details will be explained and the Public Safety representative will make a recommendation for public safety. This includes recommending off duty Ocala Police Department officers for certain events. Note that this will be paid for by the club. There is a minimum four-hour charge per officer. Parking issues will also be discussed. The manager of Public Safety must sign off on the form that the information has been reviewed with the student.

J. Additional **Ordering/Purchasing** may be required for events. Quotes must be attached to this form prior to placing any orders. Once approved, purchasing can take place once an invoice is received in the Office of Student Life along with a Purchase Approval form.

K. Equipment checkout is available on a first-come, first-serve basis. The form is available online and can be submitted via email or hard copy.

L. Publicity must be approved prior to event. The form is available online and can be submitted via email or hard copy.

M. Plant Operations must be contacted if there are needs for tables, chairs, trash cans, etc. Students will work with the Office of Student Life staff to submit an online work order for the event. The work order number will be recorded on the form. If additional staff hours are required, it will be discussed at this time.

N. Information Technology must be contacted if there are any audio-visual needs for the event. Students will work with the Office of Student Life staff to submit an online work order for the event. The work order number will be recorded on the form. If additional staff hours are required, it will be discussed at this time.

II. When using the electronic version, steps B-N will occur sequentially online. When using the hard copy, meetings will take place to complete the form.

III. Final Approval

Once approval for the activity is granted, an email will be sent to the appropriate advisor so that they may inform the group to proceed with planning and implementation. An email will also be sent to all parties that have signed off on the form to inform them that it is confirmed.

Once approved, the student group is responsible for working with the appropriate office to coordinate all details of the event, follow up on all required paperwork, and implement the activity.

IV. Off Campus Events

When a student club/organization is planning to participate in an event off campus (with the exception of conference or tournament travel), the following must happen.

- If a college van is needed for transportation, the advisor must complete necessary travel authorization paperwork. **Code of the Road** (SA-SL25) and **Consent and Release for Off-Campus College Student Activity** (SA-SL2) forms must be completed by all students participating.
- If students are meeting at the location, they need to sign **Code of the Road** and **Consent and Release** forms once they arrive on site. The club advisor must notify the Office of Student Life that the club/organization is participating in an offsite activity.

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