

**CENTRAL FLORIDA COMMUNITY COLLEGE
STUDENT AFFAIRS DIVISION
OPERATING PROCEDURE**

DEPARTMENTAL PROCEDURE: OSL-4 EVENT PLANNING AND APPROVAL FORM PROCEDURE		
POLICY AND PROCEDURE REFERENCE:	5.02	EFFECTIVE DATE: 07/26/07 REVISED DATE: 03/04/10 REVISED BY: M.MCGEE

DEPARTMENT: Student Life

PERSONNEL INVOLVED: Director of Student Life, Staff Assistant, Club and Organization Advisors and Students, Business Office, Conference Services, Public Safety, Plant Operations, Information Technology, Senior Vice-President, Vice President for Student Affairs, Purchasing and the Foundation.

PERSON PRIMARILY RESPONSIBLE: Coordinator 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 their 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 (OSL-4a) and submit it to the appropriate office for review:

- If the event is to be held at the Ocala Campus, submit the form to the Office of Student Life located in the Bryant Student Union. A meeting must be held with the Director of Student Life 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 the Provost, Citrus Campus.
- If the event is to be held at the Levy Center, submit the form to the Director, Levy Campus.
- If the event is to be held at the Hampton Center, submit the form to the Director, Hampton Center.

b. The **event information** must be filled out in **detail**, including a detailed description of the event, goals and expected attendance. Special emphasis should be noted when a third-party vendor is being contracted to provide an attraction such as a ride or devices that students will interact with during the event. The club/organization advisor must sign the form before it can be submitted. A hard copy must be submitted, including contact information (name, e-mail and phone number) for the student that will be responsible for planning the 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. This will be reviewed with the students during the meeting. An “event number” will be assigned for tracking purposes.

d. If the event is a **fundraiser**, it must be listed as to whom or what the proceeds will benefit. This could include the clubs 06 account, local organizations or the Foundation. If this is an event that will benefit the CFCC 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 change is required for an event (say to start a bank for a yard sale) clubs/organizations can sign for money at the cashier’s window. The advisor must send an e-mail to the Coordinator of Student Life requesting these funds (up to \$100 out of the 60 fundraising account). The e-mail 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 60 money, minutes must back up this request.
- Note that if money collected is over \$100 – it must be deposited that day, or the next business day. If it is under \$100 it must be deposited once a week no later than the last working day of the week.
- Collecting money at events can be handled in one of two 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 who will verify the amount. The club advisor will then deposit the money with the cashier.

e. The **location** for the event must be secured. If using conference services space (Klein Webber, cafeteria, etc.) this must be reserved with a form and confirmed with the Manager for Conference Services. This initial contact and reservation form must be filled out by the advisor. 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 custodial services for events in the evening and weekends

f. **Contracts** must be used when brining outside speakers, vendors or novelties to campus. All contracts must be reviewed and approved by the Vice President for Student Affairs and the Senior Vice President. The Office of Student Life will assist with review prior to submission to the administration. Both signatures must be on the form, along with a copy of the contract. An **Agreement to Provide Professional Services** must also be filled out for this type of vendor. Note that all third-party vendors must operate their own equipment. At no time shall a CFCC staff member or student be left in charge of an activity. Any vendor’s activity or attraction that could reasonably lead to an injury will require that all participants sign a waiver provided by the vendor. If they do not have one, then one provided by Risk Management will be made available.

g. **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 – and his signature must be on the form.

h. **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 and is a minimum of four hour charge per officer. Parking issues will also be discussed. The Manager of Public Safety must sign off on the form that they have reviewed this information with the student.

i. **Note that the above offices/departments must be visited in sequential order and signed off in this manner. For example, if a contract is required – the Purchasing office will not sign off on the form until The Vice President for Student Affairs and the Senior Vice President of Administration and Finance have signed off on the form.**

j. **Shopping** may or may not be necessary for an event. If supplies are needed, please list at least two days that a club member can shop with the Office of Student Life staff.

k. 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.

l. **Equipment Checkout** is available on a first come first serve basis. The form is available on-line and can be submitted via e-mil or hard copy.

m. **Advertising** must be approved prior to posting. When returning to the Office of Student Life for final approval, bring a hard copy of the flier with you for review.

n. **Plant Operations** must be contacted if there are needs for tables, chairs, trashcans, etc. Students will work with the Office of Student Life staff to submit an on-line work order for the event. The work order number will be recorded on the form. It will also be discussed if there will be additional staff hours required.

o. **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 on-line work order for the event. The work order number will be recorded on the form. It will also be discussed if there will be additional staff hours required.

II. FINAL APPROVAL:

Once approval for the activity is granted, an e-mail will be sent to the appropriate advisor so that they may inform the group to proceed with planning and implementation. An e-mail 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 and follow up on all required paperwork. As well as implement the activity. A follow up e-mail will be sent to all parties involved confirming the event.

III. DAY OF THE EVENT:

Note that the advisor for the club will be listed as the “Site Supervisor” for the event and is required to attend for the duration of the event. In case of an accident or incident during an event, contact Public Safety who will initiate all of the required paperwork.