Planning Process for Student Club/Organizational Events

What is your event?

- Is it a fundraiser? See below for requirements.
- Is it a trip/traveling? See below for requirements.

What is the proposed date?

- Have you checked with the OSL staff to see what else is happening on their planning calendar on that same day and time?
- Do you need a rain date? Do you have an alternative date?
- Have you booked a room or space? Please log into [http://www.ccri.edu/businessaffairs/dir_of_admin/classroom_space.html](http://www.ccri.edu/businessaffairs/dir_of_admin/classroom_space.html) for further instructions. To request maintenance work or event set up log into [How to register, login and track Work Order Requests](#). Please

  **Note:** This process requires your advisor or a staff from the Office of Student Life, students are not authorized. To request media services, please log into [http://www.ccri.edu/it/forms/equipment/](http://www.ccri.edu/it/forms/equipment/).

Where is the event?

- If off campus, what are the transportation needs?
- Is there a site cost?

How are you advertising this event?

- Did you make fliers and post on bulletin boards where permitted around campus?
- Did you get the fliers stamped per college policy? Check with Office of Student life on your respective campus for locations.
- Did you contact Marketing & Communications for submitting announcements and photo opportunities for your event?
- Did you send a mass email to all Student Club Advisors informing them of your event?
- Do you want a video added to the campus televising screens?

Are you providing entertainment?

- Contact the Office of Student Life for a list of vendors who bill us directly.
- For DJ’s, presenters or guest speakers, a Payment Order must be completed along with an invoice and updated W-9 per vendor.
- Do these vendors require a contract?

**Note:** An “Event Registration Form” must be completed for all events. Please see an Office of Student Life Program Assistant for assistance in registering your event.
What (non-food) supplies do you need for your event?

- Only during emergency cases will you be allowed to purchase out of own pocket and get reimbursed. You must get prior written approval.
- Use Tax Exempt form when purchasing items for college-related events. See Office of Student Life for copy of the form.
- Contact Dean Christine Jenkins at cjenkins@ccri.edu for college credit card purchases.

Do you need food for this event?

- All on-campus events must go through Lessings Food Services. An F1-A form found on www.ccri.edu/osl/forms must be completed at least two weeks in advance, prior to event. Form must be submitted to the Office of Student Life for processing.
- For off campus events, prior approval must be received.

How much will this entire event cost you?

- Is there enough money in your budget to cover the cost?
- Did you consider a co-sponsor to increase the audience and reduce the cost?

Is your event part of a fundraiser?

- Are you selling items? If so, must fill out a Club and Organization Fundraising Planning & Verification Form and a Cash Reconciliation Form found on www.ccri.edu/osl/forms
- Do you know how to fill out a Deposit Slip? Please visit the Bursar’s Office or Office of Student Life for blank Deposit Slips. All deposits must be submitted no later than next business day. A club/organizational advisor or campus program assistant must witness all cash deposits to the Bursar’s Office.
- Two officers must always be present during exchange of money for the entire event? For coin rolls or cash box, see Office of Student Government on your respective campus.
- When wishing to make a donation to an outside charity (nonprofit) organization or individual, only documented fundraised monies from the club may be utilized, after expenses have been taken out. To send a donation, monies fundraised must be deposited into the agency account to which the donation will be made. A payment order must be submitted with two copies of a letter from the club to the organization to which the donation is being sent. The letter shall include the intent of the donation as well as a request for receipt. One copy is for the Controller’s Office and the other copy will be mailed along with the donation check. As a reminder, the donation must be pre-approved by the Office of Student Life on the Fundraising form. The payment order must be submitted and processed with the Special Authorization line signed by the Dean of Students.

Is this a trip?

- Please complete a Travel Request Form found on www.ccri.edu/osl/forms
- If cost is over $500, must get three quotes
- Please allow four weeks in advance for In-State travel, eight weeks in advance for Out of State travel, and six months in advance for International travel.

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