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**Campus Life**

**Student Organization Event Approval Form 2015-2016**

**Form must be submitted at least 2 weeks prior to date of event.**

**● Please refer to the RSO Handbook for information regarding budgets & spending. ●**

Campus: [ ]  Klamath Falls [ ]  Wilsonville [ ]  Salem [ ]  La Grande

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contact information for event:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |       | Phone: |       | Oregon Tech Email: |       |
| Club/Program Name:  |        | Budget Account # (SAC or similar):  |       |

**Event Details (Room reservations must be confirmed with the Info Desk prior to submitting form):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title of Event: |       | Location: |       | Anticipated # of Attendees: |       |
| Date of event: |       | Time of event: |       [ ] am [ ] pm | until |       [ ] am [ ] pm |

Description/Purpose of event: (The information you provide will be used for the Campus Events Calendar. Be specific.)      **\*All events will be added to the Campus Events Calendar on the Oregon Tech website unless you request otherwise. If your event should not be included on the online calendar, please check here:** [ ] **Type of Event (check all that apply):** [ ]  Club/Organization meeting [ ]  Guest Speaker/Performer [ ]  Event/Program [ ]  Banquet[ ]  Fundraiser: for fundraising events, please indicate where proceeds will go: [ ]  To the club [ ]  To a charitable organization – name of organization:      [ ]  Travel – if traveling, student travel paperwork must be completed. See Campus Life for support (at least 2 weeks prior to travel).**Estimated (Maximum) Total Cost of Event:$**     **Sources of Funding (check all that apply and indicate funding amounts):**  [ ]  Club funds from Incidental (student) Fees: $     [ ]  Club funds from fundraising/income: $      [ ]  Funding support from an academic department: $      Name of Department:        Academic Department Budget Approval:  Budget Authority Signature Date [ ]  Funding support from an off-campus entity: $      Name of Company/Funding Source:      **\*CONTRACTS AND AGREEMENTS** of any nature for activities, meals, rentals, or services must be reviewed and signed by Procurement and Contract Services. Neither students nor advisors have the authority to sign contracts or agreements on behalf of Oregon Tech (including student organizations). |  |

**\*Form continues on Page 2 below…\***

**Expected Audience & Cost to Attendees:**

**Please check the box beside each group that is able to attend your event, and for each group checked, indicate how much those individuals would have to pay to participate. If the event is free, please write “$0”.
(\*Attendance sheet must be submitted following event.)**

[ ]  Students - Cost: $      [ ]  Employees - Cost: $      [ ]  Guests/Community - Cost: $

**Anticipated purchases (check all that apply):**

[ ]  Food – meals [ ]  Food – refreshments [ ]  Decorations [ ]  Supplies

[ ]  Alcohol\* - Alcohol Approval Form must be completed & submitted to VP of Student Affairs and approval granted prior to event.

***\*Use of student organization or departmental budgets for the purchase of alcoholic beverages or alcohol-related services (including bartenders/servers) is prohibited. Alcohol and bartender/server charges must be separately invoiced and paid from external funding.***

[ ]  Other

Specific description of anticipated purchases:

|  |
| --- |
|       |

**Planned Method of Payment:**

[ ]  P-card [ ]  Direct bill or Invoice [ ]  Out-of-pocket (to be reimbursed)

**Advisor Agreement Statement**

* By my signature, I certify that this event meets the Oregon Tech purchasing policy guidelines.
* I understand that I may be held personally liable for repayment of funds for non-approved purchases.

Club Advisor Signature Date

Director of Campus Life/Student Services Date Vice President of Student Affairs Date

**Department of Campus Life Use Only:**

Date received: Received by: Entered in Campus Calendar:

Liability Waiver required for this event? □ YES □ NO

The purchase of meals or refreshments from institutional funds is allowed only under the following guidelines:

□ **FPM 56.100.200 (A): Hosting Non-Employee Groups (including STUDENTS) and Guests**

Event includes expenditures for luncheons, meals, snacks, and/or beverages for hosting non-employee groups/guests. An employee may, in the course of employment serve as host. In these cases, reimbursement for the full amount of reasonable expenditures may be authorized.

 □ **FPM 56.100.200 (B): Refreshments Served at Meetings**

Event is a planned meeting with a specific purpose and agenda. For purposes of this section, a meeting is defined as an assembly of persons to discuss business, relate information, instruct employees, or conduct similar business. Serving beverages ONLY does not require the completion of this form. The meeting must last at least two hours.

□ **FPM 56.100.200 (C): Meals Served at Meetings**

The event is a required meeting and has a formal written agenda with a duration requiring meal(s) to be served to maintain continuity of the meeting. The meal is included as part of the meeting’s formal agenda.