

I. Planning an activity/event

- a. All activities/events created by student organizations must be officially approved by the Office of Student Life.
- b. In order to request official approval, the organization must complete the “Office of Student Life Event Proposal” form and submit it (along with any other necessary materials) to the Office of Student Life at least 6 weeks prior to proposed activity/event date. The event proposal form is located in the boxes outside the Office of Student Life at the Parham Road campus (Burnette Hall, Room 256-B) or at the Downtown campus (Room 116). The organization is required to submit the following information on this form:
 - i. Name of organization
 - ii. Proposed activity/event name
 - iii. Proposed activity/event date and time
 - iv. Proposed activity/event location (For instructions on reserving rooms for activities/events, see “Reserving a room on campus”.)
 - v. Estimated number of guests
 - vi. The organization is asked whether or not the activity/event will be advertised college-wide.
 - vii. The organization is asked whether or not campus security has been notified of the proposed activity/event.
 - viii. The organization is asked whether or not refreshments will be sold/provided.
 - ix. Brief description of activity/event
 - x. Name and contact information of the organization’s member who completes this form
 - xi. Name and contact information of the organization’s faculty advisor
 - xii. The organization is asked whether or not the faculty advisor will be present during the activity/event. If not, the organization is asked to provide the name of the individual who will be responsible for the activity/event in place of the faculty advisor.
 - xiii. The organization is asked whether or not it will need funding for the activity/event. (For instructions on requesting funds, see “Requesting funds from the Office of Student Life.”)
 - xiv. The form requires the signature of one member of the organization as well as the signature of the faculty advisor.
- c. Once the event proposal form is submitted, the Coordinator for Student Life will present the document at the next Student Council meeting. Official approval of an activity/event requires a three-fourths vote. (The Student Life Specialist serves as co-advisor to Student Council, and this individual has full voting privileges.)
- d. If the proposal is approved, a representative from the organization is required to meet with the Coordinator for Student Life before the organization continues to plan the activity/event.
- e. Any changes to the logistics of the activity/event (i.e. date, time, location, etc.) must be reported immediately to the Office of Student Life.

- f. Each organization is required to sponsor or administer at least 1 activity/event each academic year to the entire JSRCC student body.
- g. Please note that the above procedures also apply to those activities/events that have occurred in the past by current student organizations.
- h. Failure to follow any of the procedures mentioned above may result in the refusal of funding for that particular activity/event.