

Lycoming College Club and Organization Event Registration Form

This form must be submitted at least 7 business days prior to the event date. Please note that events must occur no later than the last day of classes each semester. This event will not be confirmed unless this form has been fully completed. No publicity may be distributed or posted on websites until this form has been submitted and acknowledged that it has been approved. A Facility Scheduling Form must also be submitted. If there are questions or concerns about your event, you may be asked to meet with a member of Student Programs to discuss your event plans prior to the event being approved. Please plan accordingly and submit this form as early as possible. Event may not be planned or occur if this form is not approved.

Name of Organization: _____ Date: _____

Contact Name: _____ Box #: _____ Phone Number: _____

Advisor Name: _____ Phone Number: _____

Name of Event: _____ Location: _____

Event Date: _____ Start Time: _____ End Time: _____ Estimated Attendance: _____

1: Type of Activity * (check all that apply): Educational Program Spiritual Program Recreational Program Dance/Party
 Social Program Community Service Film Travel ***If you are conducting a Fundraiser, a completed Fundraising Form must be approved by the Office of the VP for Student Life/Dean of Students Office. If screening a film please submit a Film Screening Form. If renting a vehicle, please submit a Vehicle Rental Form. See all policies on Student Programs website under Student Organization Policies.**
 Fundraiser

2: Who is invited? (check all that apply):
 Student Org. Members Lycoming College Community Other Colleges & Univ. General Public

3: Will guests/participants be at least 51 percent from off-campus?
 No Yes

4: If this event is being held outside, what is your rain site or rain plan? _____

5: How will your organization fund this event? (check all that apply)
 Budget allocation from SSLC Club Savings account with Jean Wool Donations Other: _____

6: Will the event have an admission charge, registration fee, or donation?
 No Yes, how much? _____

7: Will the event have security?
 No Yes, please explain: _____

8: Will there be a vendor fair or exhibitors?
 No Yes

9: Is the event sponsored or promoted by a non-college organization?
 No Yes If Yes, what organization: _____

10: Will food be served? ***If yes see Lycoming College Policy on Food-Related Events**
 No Yes If Yes, who is the food provider? _____

What food and where will it be prepared*: _____
*Use back of this page if more space is needed.

Dining Services Approval: _____ Date: _____

11: Will outside media be notified (newspapers, television, radio stations)?
 No Yes ***If yes, consult with College Relations on media contact.**

12: Do you intend to invoke the Social Events Policy and have alcohol?
 No Yes *** If Yes, please go to <http://www.lycoming.edu/studentAffairs/studentHandbook/socialEventsPolicy.aspx> for more info.**

Event Guidelines

These guidelines are provided for the benefit of the students and the student organization and are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including but not limited to possible suspension of registration, events and/or use of facilities. Please also see the Student Organization Event Policy at:

http://www.lycoming.edu/StudentPrograms/documents/LycomingCollegeStudentOrganizationEventPolicy_000.pdf

Conduct: The organization assumes full responsibility for the conduct of participants at the event. Any violation of College policy may subject the participants and/or the organization to disciplinary action by the College.

Publicity: All publicity material including banners, brochures, announcements, etc. must have the name of the sponsoring group.

Timelines: All Event Registration Forms must be submitted to the Office of Student Programs and Leadership Development **at least 7 business days** prior to your event and before any publicity is distributed. If you have additional questions, please consult with the Office of Student Programs and Leadership Development, Wertz Student Center, 3rd Floor, (570) 321-4118, stuprograms@lycoming.edu.

Other: Injuries must be reported immediately to the Safety and Security (ext. 4064). In the event of an emergency, please dial 911.

My signature below indicates that I will take responsibility to ensure that the event which my organization is sponsoring will follow all College policies, all guidelines contained herein and in the College Code of Conduct as set forth by Lycoming College.

Student Org. Officer's Signature: _____ Name: _____ Date: _____

Advisor's Signature: _____ Name: _____ Date: _____

FOR OSPLD OFFICE USE ONLY

Date Received by OSPLD: _____

Is Fundraiser approved: Yes No N/A

If food, approved by Dining Services: Yes No N/A

Final OSPLD Approval: Approved Not Approved

Approved by: _____ Date: _____

Comments: _____
