

# Student Organization Event Registration Policy

## Purpose

The Office of Student Involvement is committed to ensuring successful student organization operations. As such, there are a variety of policies and processes required of student organizations when holding meetings and/or events. The purpose of this policy is to ensure student organizations are following all required policies and legal requirements when hosting meetings and/or events. Additionally, registering these meetings and/or events will create more opportunities for organizations to connect with students across campus.

For the purpose of this policy, all meetings and events must be registered with the Office of Student Involvement. See below for the following definitions for meetings and events.

## Definition of Student Organizational Activities and University – Related Activities

Northwest defines a “University-related activity” as any activity sponsored by the University or by an organization recognized by the University. The Office of Student Involvement recognizes events and activities that meet any or all of the following criteria as being student organizational activities which includes, but is not limited to, events or activities:

- Paid for by student organization funds or pooling funds among the membership
- Using the NW name, organization name, or trademarks in the event or activity, name, advertising, and/or marketing
- Serving as recruitment activities for the student organization
- Publicized using chapter resources, including but not limited to, Facebook, Twitter, List serves, announcements in meetings, and/or websites
- Meetings in which organizational business is conducted

Registered student organization events and activities meeting the above criteria must be in compliance with University and Office of Student Involvement policies and procedures. Please note that events and activities that may not meet the above criteria may be considered a “university-related activity.” In those cases, the Office of Student Involvement and the Office of Student Rights and Responsibilities go by a “reasonable person” doctrine. Meaning that it is a registered student organization event or activity if a reasonable person would consider it as such. As such, those events and activities that may be considered “University-related activities” may still be the responsibility of the student organization as outlined below.

The degree to which an organization is responsible for the activity of its members is not necessarily dependent upon the number of members engaging in the activity but depends upon whether the activity is related to the organization as described above.

Student organizations may be held responsible for the acts of the individual members when the acts grow out of, or are directly related to, the student organization’s activities or an environment created or knowingly permitted by the organization.

## Event Requirements

All registered student organizations in good standing (i.e. free of outstanding financial balances, organizational conduct issues, paperwork updated within Bearcat Link, etc.) can host student organization events (on or off-campus) under this policy.

- Organizations in good standing may host/co-host events; however, all organizations MUST comply with this and all related policies/regulations.
- Events must be submitted in Bearcat Link ([Event Registration Form](#)) no later than 72 business hours (Monday-Friday when classes are in session) before the event (see chart below):

Day of Event	Day Event Submission is due in BCL
Monday	Prior Tuesday by 5pm
Tuesday	Prior Wednesday by 5 pm
Wednesday	Prior Thursday by 5pm
Thursday	Prior Friday by 5pm
Friday	Prior Monday by 5pm
Saturday	Prior Tuesday by 5pm
Sunday	Prior Tuesday by 5pm

- Organizations should reserve the venue through Astra for on-campus events or the appropriate contact for off-campus events before submitting the event in Bearcat Link.
- Each event should have an identified Event Coordinator, (one who registers the event). They will be responsible for meeting with the various offices and departments to ensure proper event planning and execution.
- To minimize concurrent events, priority for approval will be given to the event which was first to reserve the space and complete the Bearcat Link event registration.
- No events will be approved beginning the Friday before finals week and extending through the Saturday of finals week.

The hosting student organization(s) shall be responsible for informing all its members and volunteers of the guidelines outlined in this document, as well as of any additional regulations/policies that apply from the venue in which the event is being held.

### **Approval for an Organization Event**

- Every event, including but not limited to, weekly meetings, new member activities, and off campus or out-of-town events, must be registered with the Office of Student Involvement through the online Event Registration form (BL). Anything submitted less than 72 business hours before an event may not be approved.
- Student organization event approval may only be given by the AVP of the Office of Student Involvement or his/her designee.

### **Process and Deadlines**

- Submit event registration through Bearcat Link no later than 72 business hours (Monday-Friday when campus is open) before the event. Due to the time it takes to approve events, two (2) weeks or more is recommended for proper planning and advertising.
- Event requests involving contracts, contracted performers, insurance requirements, outside businesses or agencies, non-NW participants, a large number of participants, multiple NW resources and/or departments or other complex activities, or if the event is out-of-town or overnight, approval is recommended to be requested one month in advance. Events with aforementioned characteristics may require additional review and approvals from additional university personnel and, based on the event review process, a student organization advisor may be required to be in attendance throughout the duration of the event.
- Student Organizations may utilize Student Senate to help with promotion and monetary assistance. (Contact [senorg@nwmissouri.edu](mailto:senorg@nwmissouri.edu)).
- If the OSI needs to meet with a student organization to gather more information then the event may have to be cancelled/postponed, so it is recommend to register as soon as possible.
- Depending on venue requirements, the Event Coordinator may need to schedule a meeting with the event venue contact to learn about relevant policies and procedures and sign a contract (if applicable.) Check with the venue for requirements.
- The hosting/co-hosting student organization's Advisor and President will be notified of the event registration once it has been submitted by the Event Coordinator. Any issues or concerns should be directed to the OSI.
- In case the events require security to be present, the organization must contact UPD to arrange security. This must be reported to the OSI. If there is a need for further information, students should contact NW UPD. The Event Coordinator is responsible for discussing any outside performance contract (i.e. performers, DJ's, etc.) and will report a copy to the OSI Department (for on and off-campus events) and University Police Department (only for on campus events).
- Performances may not contain content that refers to offensive content which -materially and substantially disrupts the functioning of the University (see [Campus Free Expression](#) policy)

- Events will end at the contracted/registered time, regardless of start time or delays for on campus events.
- Events can end prior to contracted/registered time based on recommendations from the venue and/or UPD.
- Events hosted outside of Nodaway County require the student organization to utilize the [Student Travel Waiver](#).

### **Public and Guest Attendance**

- A record of attendees should be kept by the organization for future reference by University offices if needed. Bearcat Link has this option by checking students in to the event using the Digital ID app. Non-student attendee information should be collected and an identifier, such as state-issued driver's license number, should be used to properly identify individuals.
- Organizations may allow non-NWMSU individuals (18 and over) to attend events. All events allowing non-NWMSU students must examine identification and collect the identification card number for record.
- Any Northwest event having minors (under 18) in attendance will require all event planners and sponsors to successfully complete the "Keeping Minors Safe" online training module (approximately 15 minutes) at least 2 weeks prior to the scheduled event. Contact [titleix@nwmissouri.edu](mailto:titleix@nwmissouri.edu) (include all event planner or sponsor names/919 numbers/email addresses) for further instructions. Minors are not allowed at events with alcohol.

### **Movies and Screenings**

- If you are planning to show a movie or have a movie screening, please make sure you follow the movie requirements in the [Student Organization Handbook](#).

### **Events with Alcohol**

- Any non-Greek organization wishing to host an event with alcohol must register the event at least 60 days in advance so that proper procedures can be followed, including Risk Management Training and securing insurance for the event.
- Greek organizations should follow their Greek Life Risk Management Policy in hosting events with alcohol ([Greek Life Risk Management](#) policy).

### **Time Regulations-** meetings/events cannot be held during:

- Sunday – Thursday past midnight
- After 1 a.m. on Friday and Saturday
- Official University Holidays
- In person meetings/events when there is a campus closure due to inclement weather
- During Study Days and Final Exams
- During protected priority events as determined by the Office of Student Involvement

**General Expectations for All Events**

- Student organization and individual members may be held responsible for events directly preceding and following student organization events.
- The sponsoring student organization will be held responsible for addressing the conduct of all attendees and/or notifying university personnel of individuals violating this policy at their meetings/events.

**Violations**

- All violations of this policy will be addressed through the [Student Organization Conduct Policy](#).