COUNCIL OF ORGS

9.6.2022

COMPLEX EVENT ADVISING POLICY

1. All student organizations will comply with the **Program Planning Guide**.

2. All student organizations hosting an event defined as a "**special event**" in the Program Planning Guide are required to participate in the Complex Event Advising Process.

   a. Student Organizations must submit the Complex Event Advising form four (4) weeks in advance.

   b. If at such time the student organization does not comply with a deadline or requirement of the process, the event will be cancelled.

   c. Any student organization found hosting a special event without completing the Complex Event Advising Process will be charged with Failure to Comply through the University Student Code of Conduct.

PROGRAM PLANNING GUIDE DEFINING A SPECIAL EVENT

Special Events are defined as any event held on campus, including but not limited to a dance, party, concert, or show. These are events other than standard meetings possibly **requiring a special setup, food, public safety, electrical needs, special hours,** and which may necessitate the use of Public Safety coverage to ensure a safe and secure environment for all WCU students and their guests.

WHAT TYPE OF EVENTS ARE SPECIAL EVENTS

YES

- Guest Speaker
- Political Campaign Event Featuring Candidate/Voter Registration
- Concert or Performance
- On Campus Party
- Banquet
- Film/TV Showing
- Outdoor Recreation event (5K, Basketball Tournament)
- Competition for Non Club Sports
- Fashion Show/Pageant
- Large Scale Fundraising Event
- Something else – set up meeting w/ SLI Staff

NO

- Meetings (even if they are larger)
- Member only social gathering
- Trip to a Phillies Game
- Tabling in Sykes

BEFORE SUBMITTING THE FORM…

Choosing the wrong one will route the form to the wrong person, which will create a delay!

PREPARE THE FOLLOWING:

1. 25 Live Confirmation PDF or screen shot of email that includes the event number
2. Know your organization's SLI Point of Contact
3. Budget for the event and an awareness of organization's account balance in SSI
4. Have reviewed the program planning guide and Event Planning information on the SLI website.
5. Informed the organization advisor of this event and planning process.
6. Submit this form a minimum for 4 weeks prior to the event.

WHO IS MY COMPLEX EVENT ADVISOR?

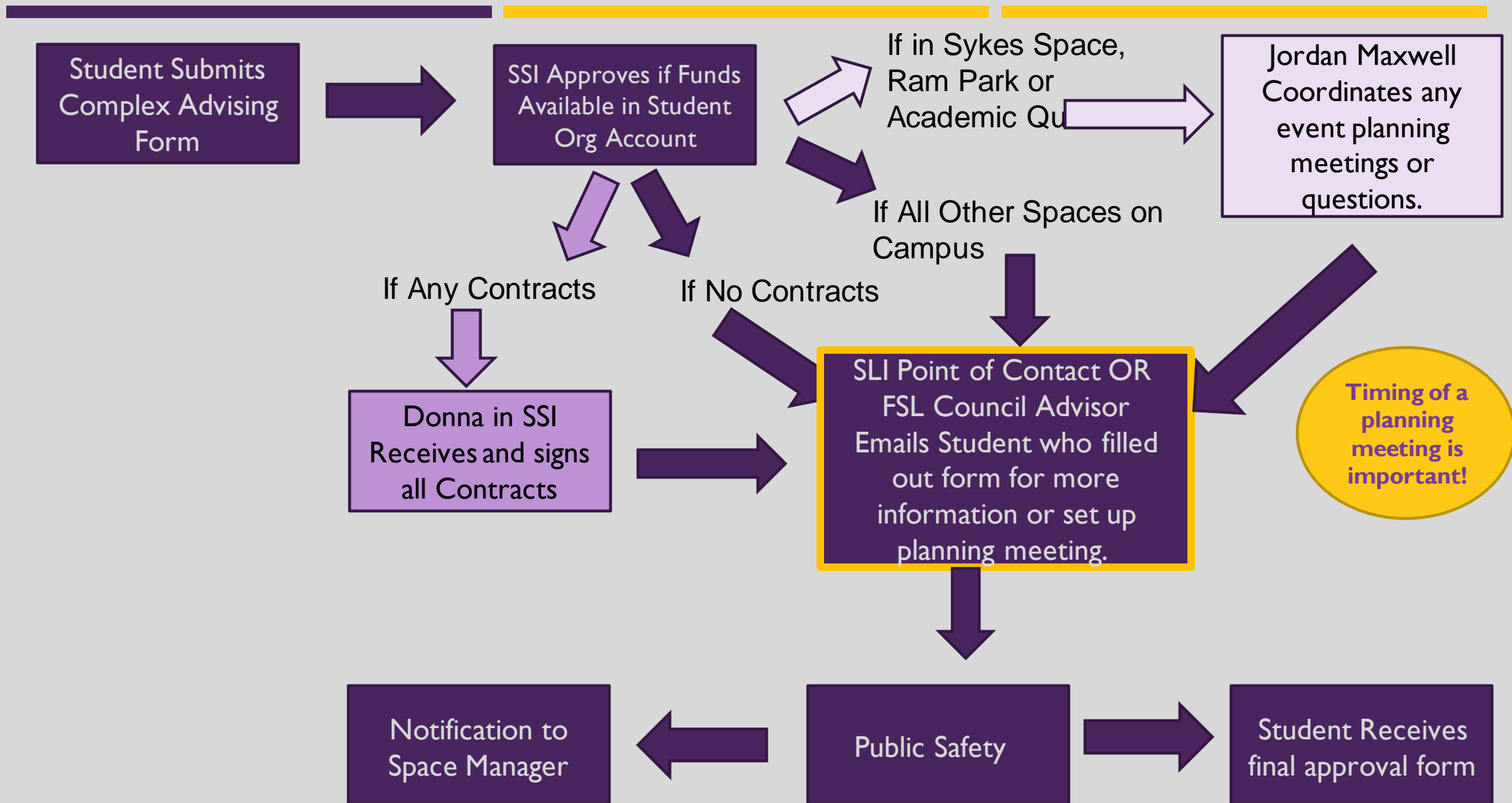**BY LOCATION – JORDAN MAXWELL**
1. Sykes Student Union
2. Academic Quad
3. Ram Park
4. Residential Quad

ALL OTHER SPACES:

1. SLI Point of Contact
2. (FSL Staff Advisor for fraternities or sororities).

RamConnect Complex Event Advising Form

```
Student Submits          SSI Approves if Funds                                       Jordan Maxwell
Complex Advising    →    Available in Student    ⇗  If in Sykes Space,    ⇒          Coordinates any
Form                     Org Account                Ram Park or                      event planning
                                                    Academic Qu                      meetings or
                                                                                     questions.
                              ↓        ↓            If All Other Spaces on
                       If Any Contracts    If No Contracts   Campus

                         Donna in SSI              SLI Point of Contact OR
                         Receives and signs   →    FSL Council Advisor              Timing of a
                         all Contracts             Emails Student who filled        planning
                                                   out form for more               meeting is
                                                   information or set up            important!
                                                   planning meeting.

          Notification to        ←       Public Safety       →    Student Receives
          Space Manager                                            final approval form
```

Submitted By

Patricia Riley
Faculty/Staff ·
priley2@wcupa.edu

💬 ① With the submitter

💬 Everyone involved in the workflow AND the submitter

Details

📋 Open Submission

Actions

🔄 Reset Workflow

ⓘ Requires Modifications

🚫 Reject

Chat (Private)

💬

Everyone involved in the workflow but NOT the submitter

SLI Patricia	Financial/SSI	Public Safety	APPROVED
✓	✓	✓	✓
EVERYONE (IN EACH TEAM) APPROVES	**AT LEAST ONE MEMBER (IN EACH TEAM) APPROVES**	**AT LEAST ONE MEMBER (IN EACH TEAM) APPROVES**	
	Are there enough funds in the student organization account?		

SLI PATRICIA 💬

✔ Approved on Aug 29, 2022 11:21 AM

SSI ACCOUNTS 💬

Laura Sheehan
Approved on Aug 29, 2022 12:00 PM

PUBLIC SAFETY 💬

Robert Herzog
Approved on Aug 29, 2022 12:06 PM

Laura McGill
Waiting for approval
Resend Notification

Raymond Stevenson
Waiting for approval
Resend Notification

Complex Event Advising `PENDING APPROVAL`

×

Submitted By

Kristina Westervelt
Student · 2023
KW914806@wcupa.edu

💬 With the submitter

💬 Everyone involved in the workflow AND the submitter

Details

📋 Open Submission

Actions

🔄 Reset Workflow

ℹ️ Requires Modifications

⊘ Reject

Chat (Private)

💬

Everyone involved in the workflow but NOT the submitter

Financial/SSI	FSL Notifcation-IFC/PHC	Sykes Space Student Events	Public Safety
✓	✓	○	
EVERYONE (IN EACH TEAM) APPROVES	**AT LEAST ONE MEMBER (IN EACH TEAM) APPROVES**	**EVERYONE (IN EACH TEAM) APPROVES**	**AT LEAST ONE MEMBER (IN EACH TEAM) APPROVES**

Are there enough funds in the student organization account?

SSI ACCOUNTS 💬

Laura Sheehan
Approved on Aug 30, 2022 8:11 AM

IFC/PANHELLENIC 💬

Stephen Hopson
Approved on Aug 30, 2022 8:54 AM

SYKES SPACE STUDENT EVENTS 💬

Jordan Maxwell
Waiting for approval
Resend Notification

PUBLIC SAFETY 💬

Robert Herzog
Waiting for approval
Resend Notification

Laura McGill
Waiting for approval
Resend Notification

Raymond Stevenson
Waiting for approval
Resend Notification

PUBLIC SAFETY SPECIAL EVENT CRITERIA

- ✓ There is a potential for non-WCU students to be present,
- ✓ An admission fee is charged,
- ✓ The size of the expected crowd (100-500),
- ✓ Event ends after midnight,
- ✓ The program was advertised off-campus,
- ✓ Nature of the entertainment, i.e. DJ, band, live performer, etc.
- ✓ IF SLI/Public Safety determines other safety concerns

REJECTED EVENT

Complex Event Advising REJECTED

×

Submitted By

Courtney Medwin
Student · 2024
CM950089@wcupa.edu

💬 With the submitter

💬 2 Everyone involved in the workflow AND the submitter

Details

📋 Open Submission

Actions

🔄 Reset Workflow

ℹ️ Requires Modifications

🚫 Reject

Chat (Private)

💬

Everyone involved in the workflow but NOT the submitter

SLI Patricia	Financial/SSI	SSI Contracts	Sykes Space Student Events	
○	○	○	○	
EVERYONE (IN EACH TEAM) APPROVES	**AT LEAST ONE MEMBER (IN EACH TEAM) APPROVES**	**EVERYONE (IN EACH TEAM) APPROVES**	**EVERYONE (IN EACH TEAM) APPROVES**	**AT LEAST ON**
	Are there enough funds in the student organization account?	*If any contracts need to be signed or secured.*		

◄ ━━━━━━━━━━━━━━━━━━━━━━━━ ►

SLI PATRICIA 💬

✔️ **Approved on Aug 26, 2022 11:26 AM**

SSI ACCOUNTS 💬

Laura Sheehan
Waiting for approval
Resend Notification

SSI CONTRACTS 💬

Donna Snyder
Waiting for approval
Resend Notification

SYKES SPACE STUDENT EVENTS 💬

Jordan Maxwell
Waiting for approval
Resend Notification

Rob
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Rese

Lau
Wai
Rese

Hi Courtney,

Your "Student Organization Complex Event Advising Form " workflow has been **rejected** on Fri, Aug 26 at 11:13am.
Additional message from workflow approver:
Sorry you don't any money-Test example

View Rejected Survey

WHAT HAPPENS WHEN….?
(FOUR WEEKS IS ACTUALLY NOT A LOT OF TIME)

- A group has advertised their event, but the CEA form has not been submitted?

- A group does not submit something that is required as part of the planning process? (ie: space layout diagram, guest list, signed contract, copy of the flyer, etc)

- SLI team didn't know about a special event until after it happened…

- Planned Event Management roles did not happen during the event

***There is a difference between intentionally circumventing the policy and having issues completing a task.

THANK YOU TO
GROUPS ALREADY SUBMITTED COMPLEX EVENT FORM

- Colleges Against Cancer

- MGC & NPHC

- Kappa Delta

- Pre-Medical Student Association (PMSA)

- Panhellenic Council

QUESTIONS

EVENT PLANNING 101 – IN D2L

HOW TO ENROLL - EMAIL JORDAN MAXWELL
JMAXWELL3@WCUPA.EDU

- SUBJECT LINE: ENROLLING IN EVENT PLANNING 101

- SEND A GROUP OF STUDENTS WITH NAMES & STUDENT ID'S IF COMING FROM AN ORGANIZATION

STUDENT GOVERNMENT REPORT

SGA MEETS TUESDAYS AT 7:15 PM IN SYKES 115

Open Senate Seats

- College of Business & Public Management
- College of Education & Social Work
- College of Health Sciences
- University College
- Wells School of Music
- Technology Senator
- Diversity & Multicultural Affairs
- Multicultural Greek Council (MGC)

SGA Committees

- Bylaw Review
- Finance
- Public Relations
- Outreach
- Diversity & Multicultural Affairs

sgapresident@wcupa.edu

TREASURER TRAINING

- September 13th at 3 PM https://cglink.me/2f3/r1622298
- September 16th at 11 AM https://cglink.me/2f3/r1622309
- September 21st at 3 PM https://cglink.me/2f3/r1622308
- September 22nd at 11 AM https://cglink.me/2f3/r1622307
- September 27th at 3 PM https://cglink.me/2f3/r1622313

Make sure you sign up on RamConnect

Treasurer must attend ONE in order to submit a budget request

sgatreasurer@wcupa.edu

ORG RAMCONNECT RECOGNITION POSTING EVENTS

- Alpha Phi Omega
- Climbing Team
- Computer Science Club
- eSPORTS at WCU
- Health & Physical Education
- Honors Student Association
- Music Therapy
- Net Impact
- Off Campus Commuter Association (OCCA)
- Philosophy Club
- Phi Sigma Pi

- Pre Law-Society
- Pre-Medical Student Association (PMSA)
- Running Club
- Society of Physics Students
- Swing Dance
- Stitched Together
- The Quad
- University Dance Company
- WCU Dance Marathon
- Gospel Ministries of West Chester University

ORG RAMCONNECT RECOGNITION FOR SENDING EMAILS

- Accounting Society
- Anthropology Club
- Beta Alpha Psi
- Chess Club
- Climbing Team
- College Republicans
- Competitive Programming Club
- Cru
- eSports
- Gender Studies Club
- Irish Dance Team
- Investment Group

- Judo Club
- Kappa Delta Pi
- Men's Ultimate Frisbee
- Mentoring Club
- Music Therapy
- Muslim Student Association
- Now Music Society
- Off Campus & Commuter Association (OCCA)
- Philosophy Club
- Percussion Club
- Pre-Medical Student Association

- Retro Gaming Club
- South Asian Student Association
- Spanish Club
- Student Activities Council
- Sustainable Yoga Club
- Transfer Student Association
- The Quad
- Women In Business
- Women In Science
- WCU Dance Marathon

INVOLVEMENT FAIR ANNOUNCEMENTS

- If you have a confirmed table, please be sure to check your email tomorrow for final instructions.

- If you need to make copies – refer to SLI Newsletter – one day only submit form by midnight tonight!

- You can start setting up at 10:30 AM. You can go directly to your table. Please be sure to be there as SLI will be checking who is there.

- You will get one table and two chairs from SLI.

- Rules about music, moving, tents, stakes, etc.

- Utilize the group QR code on RamConnect.

- See the map!

- Need something printed?

ADDITIONAL ANNOUNCEMENTS

COUNCIL OF ORGANIZATIONS DATES

- October 11th (COO & Town Hall) - Sykes Theatre

- November 1st - Sykes Theatre

- December 6th - Sykes Theatre

All start at 7:15pm
Register on RamConnect

ATTENDANCE

CHECK-IN

COUNCIL OF ORGANIZATIONS (COO)

TUESDAY, SEPTEMBER 6 AT 7:15PM

https://cglink.me/2f3/c1640743727143843