

COUNCIL OF ORGANIZATIONS

2.7.2023



WCU
WEST CHESTER
UNIVERSITY
Student Leadership & Involvement

AGENDA

2. Review CEA Policy

- **Defining Special Events**
- **Event Checklists**
- **Submitting the Form – flow and questions**
- **When Public Safety is Involved**
- **Formal Accountability Process**

3. Sykes Student Union – Advance Reservation Process

4. Student Leadership Awards – nominations open

5. General Announcements

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

OVERVIEW OF FALL EVENTS

Type of Event Fall 2022



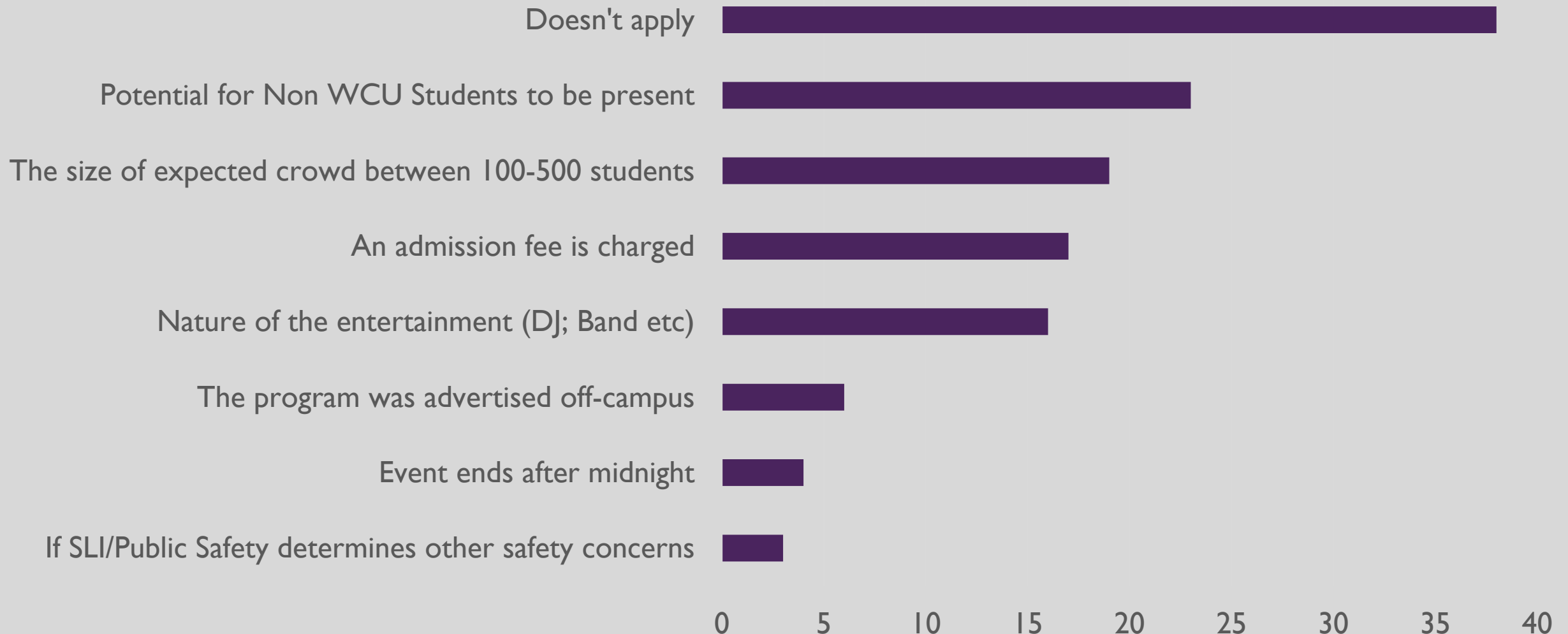
EXAMPLE EVENTS THAT HAPPENED IN THE FALL

- REP RALLY
- POWDERPUFF FOOTBALL
- HALLOWEEN PARTY IN SYKES
- HAUNTED HOUSE
- RAM THON
- GUEST SPEAKERS
- MISS WCU

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

Students Response on how they saw their events fit Public Safety Special Event Criteria



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.**

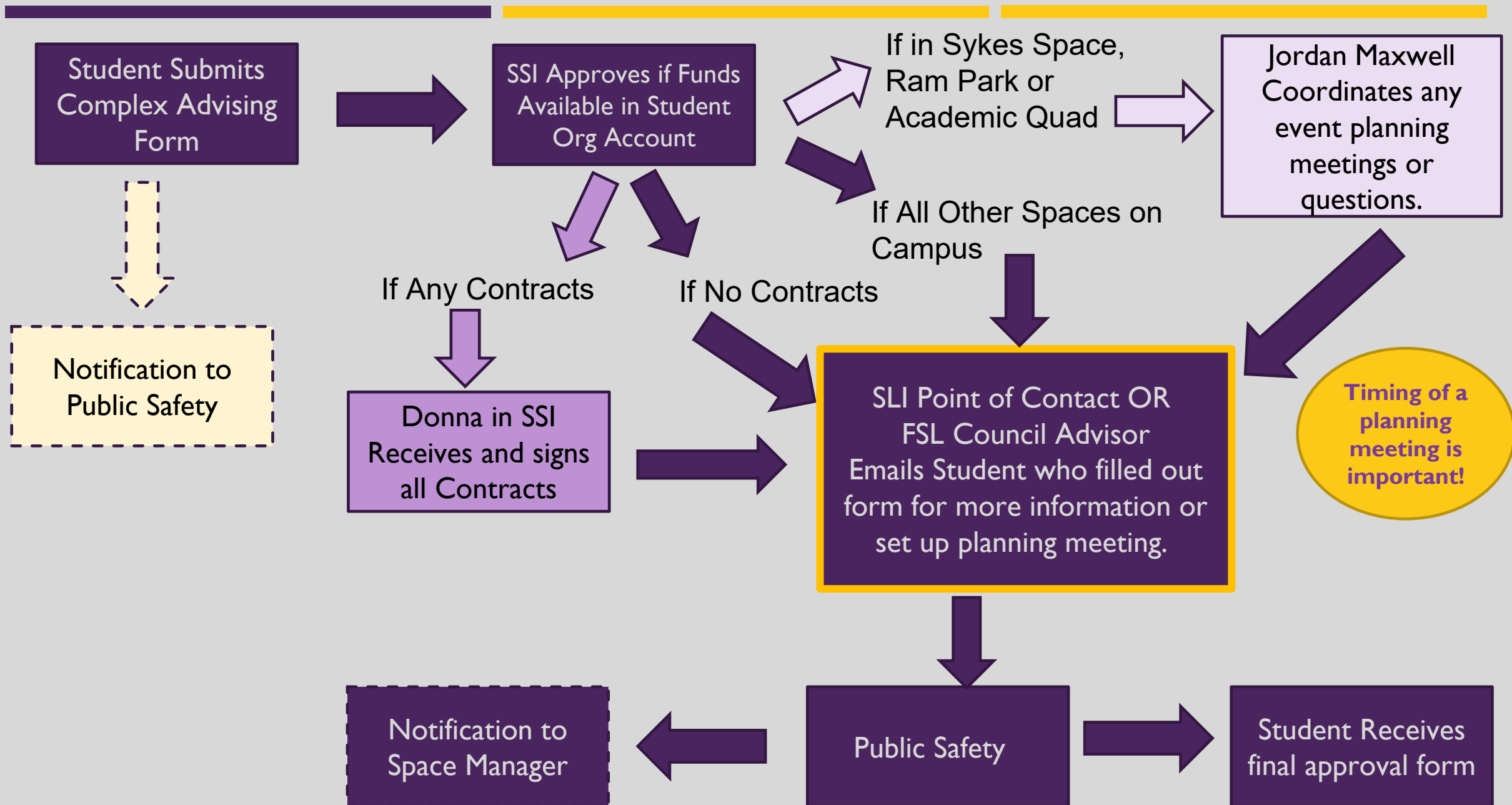
WHO IS MY COMPLEX EVENT ADVISOR?

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

EVENT CHECKLISTS

Now linked on the SLI Website!

1. **Financial** - What is the budget of the event? Are you aware of the SSI fundraising policy? What is the entrance fee for the event? How will you be collecting money? Cash, Venmo, ticket sales, etc. When will you be dropping off and depositing the money?
2. **Logistical** – room setups, work orders needed, rain plan, amplified sound, food, accessibility issues
3. **Intended Audience** – non WCU participants, advertising
4. **Public Safety** – will a Public Safety presence be necessary? (#of people, admission fee, etc.)
5. ****New pre-event checklist for Sykes Spaces FROM SYKES**

COMPLEX EVENT CHECKLIST – FUNDRAISER/PHILANTHROPY EVENT

Event Name:

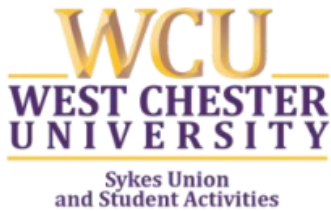
Date of Event:

Benefiting Organization/Agency:_____

SSI Organization Account:

- ☐ Walk me through your idea of your event.
- ☐ What is the budget of the event?
- ☐ Are you aware of the SSI fundraising policy?
- ☐ What is the entrance fee for the event?

SYKES CHECKLIST



Reservation# (office use only):

Staff Initials (office use only):

Last Updated: 12.8.2022

Complex Event Reservation Intake

Sponsoring Org/Department Requesting: _____ Date(s): _____

Associated Contact: _____ Email: _____ Phone: _____

Event Title: _____ Estimated Attendance: _____

Event Type: ☐ Open to the public ☐ Closed (Sponsoring Group/Invited guests) ☐ Open to the WCU community only

Venue: ☐ Sykes Ballroom All ☐ Ballroom A ☐ Ballroom B ☐ Ballroom C ☐ Theater ☐ RamPark ☐ Quad ☐ Multiple Spaces

Additional Venues: _____

Client Access/Setup time:	Doors Open:	Vendor Arrival (if applicable):	Event Time:	Client Clean Up/Exit:

BASIC EVENT INFORMATION:

COMING PREPARED TO THE MEETING

SLI Point of Contact OR
FSL Council Advisor
Emails Student who filled out
form for more information or
set up planning meeting.

Events in Sykes Jordan
Maxwell Coordinates any
event planning meetings or
questions.

- All the stuff on those checklists – come ready to talk through all those points.

FORMAL ACCOUNTABILITY

According to Article V. Sections 1,2 and 3, the Office of Student Leadership and Involvement will respond to any student organization not following this policy with the following process:

1. A member of the SLI team will have an initial meeting with the group to discuss the violation, and a warning will be issued.
2. If a second violation occurs, a student organization may lose the right to reserve space.
3. If a third violation occurs within one calendar year, additional consequences may be administered based on the nature of the violation.

ADDITIONAL ACCOUNTABILITY

Due to the organization not following the requests from departments in the workflow, the organization will be sent communication that their event will be:

- a) Cancelled
- b) Scaled down/modified to not meet special event definition

LESSONS LEARNED

1. **Don't be scared of the form**
2. **Better system to track events circumventing the process**
3. **Working on a system for students to meet with Public Safety easily**

ADVANCE RESERVATION DATES

Tentative Dates for Advanced Reservation

- Monday, February 20, 2023
 - Form goes live on RamConnect at 8:00 am
- Friday, February 24, 2023
 - The form closes on RamConnect at 4:30 pm
- Week of February 27, 2023
 - You should receive a notification that your request was received.
- Week of March 6, 2023
 - Initial emails will be sent looking for organizations and departments to provide written acceptance of dates/times for events
- Friday, March 24, 2023
 - All written acceptance is due to confirm events.
- Week of April 3, 2023
 - Anyone that missed the Advance Reservation process will be able to submit requests for the following year

ADVANCE RESERVATION DATES

Available Dates To Request Sykes Ballrooms

September:
1, 8, 15, 22

October:
6, 13, 20, 27

November:
10, 17, 24

December:
1

February:
2, 9, 23

March:
1, 8, 15, 29

April:
5, 12, 19

May:
10

FRIDAY DATES IN SYKES BALLROOMS

- Intentional about those Fridays being available to have dances/parties in Sykes on Fridays

LEADERSHIP AWARDS- NOMINATIONS DUE MARCH 29

Student Organization Awards

- Community Service
- Most Improved
- New Student Organization
- Organization of the Year
- Program of the Year
- Student Club Collaboration

Individual Organization Awards

- Citizen Leader
- Emerging Leader
- Leadership in Sustainability
- Senior Leader
- WCU Leader
- And more!



<http://bit.ly/wculeadaward>

RAMCONNECT-
HIGHEST
NUMBER OF
EVENTS POSTED
FIRST THREE WEEKS

Alpha Phi Omega

Student Government Association

Women's Club Ice Hockey

Kickboxing

Photography Club

Anthropology Club

Phi Sigma Pi

Oceanography Club

RAMCONNECT-
MOST EMAILS
SENT
FIRST THREE
WEEKS

Anthropology Club

Society of Physics Students

Astronomy Club

Pre-Medical Student Association

Women In Business

RAMCONNECT- ATTENDANCE TRACKING

Photography Club

Accounting Society

American Sign Language

Astronomy Club

College Republicans

Swing Dance

WCU Studios

American Medical Women's Association

Swift Society

RAMCONNECT-
MOST ACTIVE
OVERALL
JANUARY-
FEBRUARY 5

Alpha Phi Omega

WCU Studios

Sustainable Yoga Club

Investment Group

Transfer Student Association

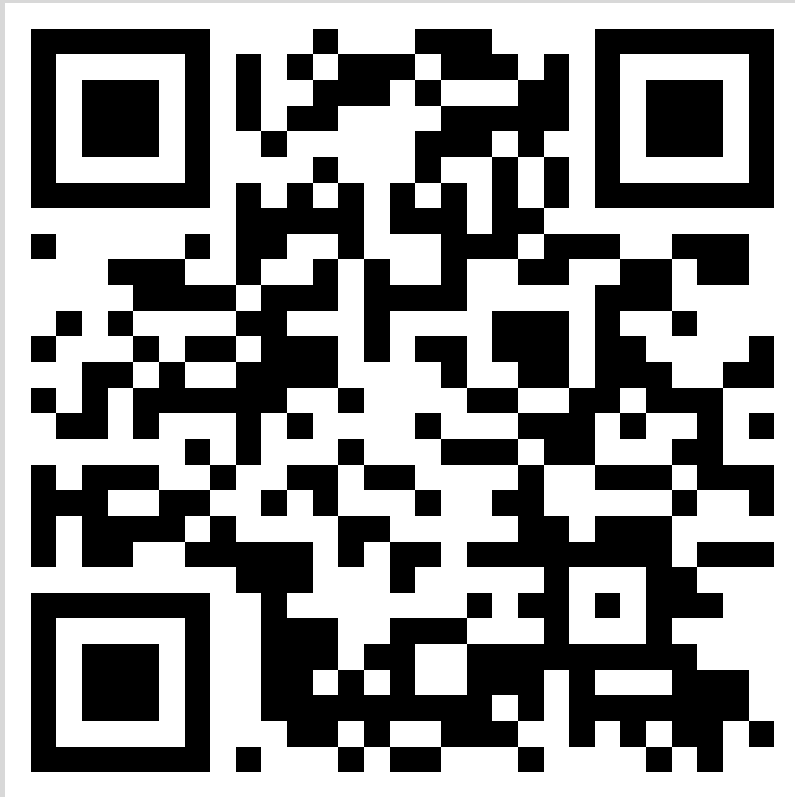
Veg Out

NEED HELP & RESOURCES? HAVE AN LC COME TO YOU



<https://cglink.me/2f3/s84074>

BE A PART OF A VIDEO SERIES



<https://cglink.me/2f3/s84337>

SGA TOWN HALL & COO 2.28

Submit Questions



<https://cglink.me/2f3/s83580>

Sign Up to Attend



<https://cglink.me/2f3/r1919218>

SGA FUNDING REMINDER

- Requesting for 2023-2024 academic year
 - If Requesting up to \$9,999 due by February 24
 - If Requesting up to \$1,000 due by April 7
- Make sure you sign up for presentation time on RamConnect, times slots, are limited
- Still accepting Auxiliary Requests for this academic year on RamConnect
- SGA Funds do not roll over to next academic year.
- All forms and resources available at <https://bit.ly/sgabudget>

UPCOMING CAREER DEVELOPMENT EVENTS

Public Service Career & Volunteer Fair - Wednesday, February 15, 2023, 2:00 – 5:00 pm: Sykes Ballrooms

In partnership with the Center for Civic and Social Impact, students can meet alumni and employers from non-profit and government sectors to explore volunteer, internship and job opportunities

Spring 2023 Job & Internship Fair (150 employers) - Wednesday, February 22, 2023, 2:00 – 5:00 pm: Student Recreation Center

Connect with employers across multiple industries for full-time, part-time, and internship opportunities!

Dining Do's & Don'ts - Tuesday, February 28, 2023, 5:00 – 8:00 pm: Sykes Ballrooms

Learn about proper etiquette from around the world in a formal dining setting with employers and alumni

UPDATES

- Digital Signage now needs to be submitted by a Faculty/Staff member via ServiceNow portal.
- Be mindful of food allergies when having food at events

ATTENDANCE

