

# Event Planning Updates & Off-Campus Event Approvals

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# Today's Presentation

- ▶ Preparation to be 1<sup>st</sup> Day Ready
- ▶ Purpose of Event Approval Process
- ▶ How to Create an Event Submission
- ▶ Review Form
- ▶ Tips for creating event submissions
- ▶ Event Submission Reviewers & Approvers
- ▶ Event Approval Process in Relation to the SGA Spending Process
- ▶ Questions

# Updated Guidance

- ▶ All students must be vaccinated prior to returning to campus
  - ▶ No social distancing or facemask requirements
- ▶ Gathering Sizes: No restriction
- ▶ Events & Meetings:
- ▶ Travel:
  - ▶ Domestic: Domestic travel is allowed, however, must get prior approval Student Life at least 14 days in advance of any travel. No SGA funds (130 & 131) can be used for any travel without official authorization.
  - ▶ International: International travel will be reviewed and will be in conjunction with country's COVID-19 requirements.

# Purpose of Event Approval Process

- ▶ Streamline event review process for students and various offices campus wide.
  - ▶ Risk Management
  - ▶ SGA Finance Office
  - ▶ Student Life Advisors
    - ▶ Club Sports
    - ▶ Civic Engagement
    - ▶ Outdoor Programs
- ▶ Ensures we can provide proper event advising of off-campus events.
- ▶ Ensures we capture all programming for Clery Reporting Compliance

# How to Create an Event Submission

- ▶ Log onto UVM Clubs: <https://clubs.uvm.edu/>
- ▶ Go to your RSO UVM Club Page
- ▶ Select “Manage Organization”
- ▶ Select your “Menu” button *(3 parallel lines on left hand side)*
- ▶ Select Events
- ▶ Select “+Create Event”
  - ▶ Only President and Treasurer currently have access to create events.
  - ▶ If you need access for another officer to create event submissions:
    - ▶ Select your “Menu” button *(3 parallel lines on left hand side)*
    - ▶ Select “Roster”
    - ▶ Make sure the person you want to have access is assigned a “Position.”
      - ▶ You can create a position if needed by selecting “Manage Positions.” Here you can:
        - ▶ Edit an existing position or create a new position
        - ▶ “All Access will give them all access to make changes to your page.
        - ▶ “Limited Access,” you can give them access to only certain features such as “Events” by changing it to “Full.”

# Form

- ▶ Event submission process is intuitive.
- ▶ Depending on how you answer questions will determine:
  - ▶ What pages of questions will you be required to answer
  - ▶ Who reviews your event submission
  - ▶ Who approves your event submission
- ▶ Meetings and practices on-campus will be a quick submission.
- ▶ Events off-campus will have more pages and questions.

# Tips for Creating Event Submissions

- ▶ **PLAN AHEAD AND CREATE AN EVENT SUBMISSION WEEKS IN ADVANCE!!!**
  - ▶ Small meetings and practices can take a week.
  - ▶ Larger events, events off campus, or high risk activities can take several weeks.
- ▶ For meetings and practices that occur throughout the semester, do 1 event submission for all dates by utilizing the “add dates” feature. You do not need to do a submission for every single one.
- ▶ Answer all the questions appropriately and honestly.
- ▶ For hyperlinks in form, right click and open link in a new tab.

# Form: General Event Information

- ▶ Event Details
- ▶ Time & Place
- ▶ Event Options
- ▶ RSVP Options
- ▶ Post Event Feedback



# Form: SGA RSO of Residence Life Event

- ▶ Select “SGA Recognized Student Organization (RSO)”

# Form: Additional RSO Event Information

- ▶ Why type of RSO is your group?
- ▶ What type of event/activity will this be?
- ▶ On or Off Campus?
- ▶ Questions about needing spending.
- ▶ Other organizations working with?

# On-Campus Events

- ▶ Will provide you a link to EMS if you need to make a reservation.
- ▶ If a reservation has been made, please insert your reservation number found on your request.

# Form: General Event Information

This page will request general event information and will trigger other pages for additional questions needed to be answered. This will also trigger, who will need to review your event.

- ▶ Who will be in attendance?
- ▶ Who will be participating?
- ▶ Will minors be in attendance?

# Form: Travel Questions

Event submission process takes the place of the old Travel Form no longer in use.

- ▶ How will those in attendance be traveling to the location?
- ▶ Dates & Times of arrival?
- ▶ Dates & Times of departure?
- ▶ Is this an overnight stay?

# Form: Lodging Questions

This page will appear if you indicated that your event will be an overnight stay.

- ▶ Type of accommodation
- ▶ Name of lodging site
- ▶ Address/Coordinates
- ▶ Arrival & Departure Dates & Times
- ▶ Number of nights at accommodations

# Form: Vehicles

Page will appear if you selected SGA Vehicle, Avis/Hertz Rental, or Bus Rental

- ▶ SGA
- ▶ Hertz & Enterprise
- ▶ Bus Rentals
- ▶ Personal Vehicles
- ▶ Acknowledgements
- ▶ Link to making reservations, if needed.

# Form: Air Travel

Page will appear if you selected you are traveling by airplane.

- ▶ Planned airport information
- ▶ Departure flight plans
- ▶ Return flight plans



# Form: Minors

Page will appear if you selected that minors will be in attendance or participating.

- ▶ Will student have direct contact with minors?
- ▶ Information provided of next steps and important information.
- ▶ Risk Management will be notified to review event submission (to comply with UVM's Protecting Minors policy).

# Form: Safety Questions

These are general safety questions that will help determine if Risk Management will need to follow up.

- ▶ Will your event be conducting scientific experiments?
- ▶ Use of hazardous materials?
- ▶ Generate chemical or hazardous waste?
- ▶ Use of re-chargeable batteries?
- ▶ Increase risk of creating a fire?
- ▶ Security, evacuation, & emergency procedures?
- ▶ Risk Management will be notified to review event submission to advise on safety guidelines.

# Form: Club Sports

This page will appear if the RSO is a Club Sport

- ▶ Information on Agreement to Participate Form
- ▶ Information on Safety Officer in attendance.
- ▶ Names of members participating in this specific event.
- ▶ Bailey will be notified to review and approve the event submission.

# Form: Outdoor General Questions

This page will appear for any RSO who will be doing any Outdoor (*adventuring, hiking, camping, canoeing, etc.*) trip. Depending on how you answer the following questions will trigger other follow up questions

- ▶ What type of outdoor trip will this be?
  - ▶ Front Country/Local
  - ▶ Remote Trips
  - ▶ Extended Trips
- ▶ Are you doing any high risk activities will you be doing?
- ▶ Are you planning a flat water paddling trip?
- ▶ Devon & Megan will be notified to review and approve the event submission.

# Form: Outdoor - Front Country/Local; Remote Trips; Extended Trips

Each type of trip has a dedicate page of questions and will appear depending on if it is a front country/local, remote, or extended trip. Types of questions will include information on:

- ▶ Anticipated weather
- ▶ Specific hazards of the event
- ▶ Information of type of trip leader certifications will be required on the trip?
- ▶ Devon & Megan will be notified to review and approve the event submission.

# Form: Outdoor - 3<sup>rd</sup> Party Vendor

This page will appear should your event submission indicate that your group does not have certified trip leader for your front country/local, remote, or extended trip.

- ▶ Information will be provided on hiring 3<sup>rd</sup> party contractors.
- ▶ Devon & Megan will be notified to connect with the student group and assist with helping them find qualified leaders for the trip. Once that is secured, they will review and approve the event submission.

# Form: Community Service

This page will appear for any RSO who indicates that their activities is a community service event.

- ▶ Name of the service site
- ▶ Community organization website
- ▶ Address of service site
- ▶ Service site contact information
- ▶ Service Information
- ▶ The Assistant Director for Civic Engagement will be notified to review and approve the event submission.

# Form: Vendor Information

This page will appear should the event be working with a 3<sup>rd</sup> party vendor.

- ▶ Name(s) of the vendor(s)?
- ▶ Interaction with vendor.
- ▶ This page is important as this will help determine if your organization will be required to either have a UVM Service Agreement, Contract, or Memorandum of Understanding (MOU) with the vendor, which will be needed by the SGA Finance Office should the vendor need to get paid.
- ▶ This will also determine if your organization will need a Certificate of Insurance (COI) to show the vendor has the required insurance should something happen.
- ▶ Risk Management will be notified to review the event submission.



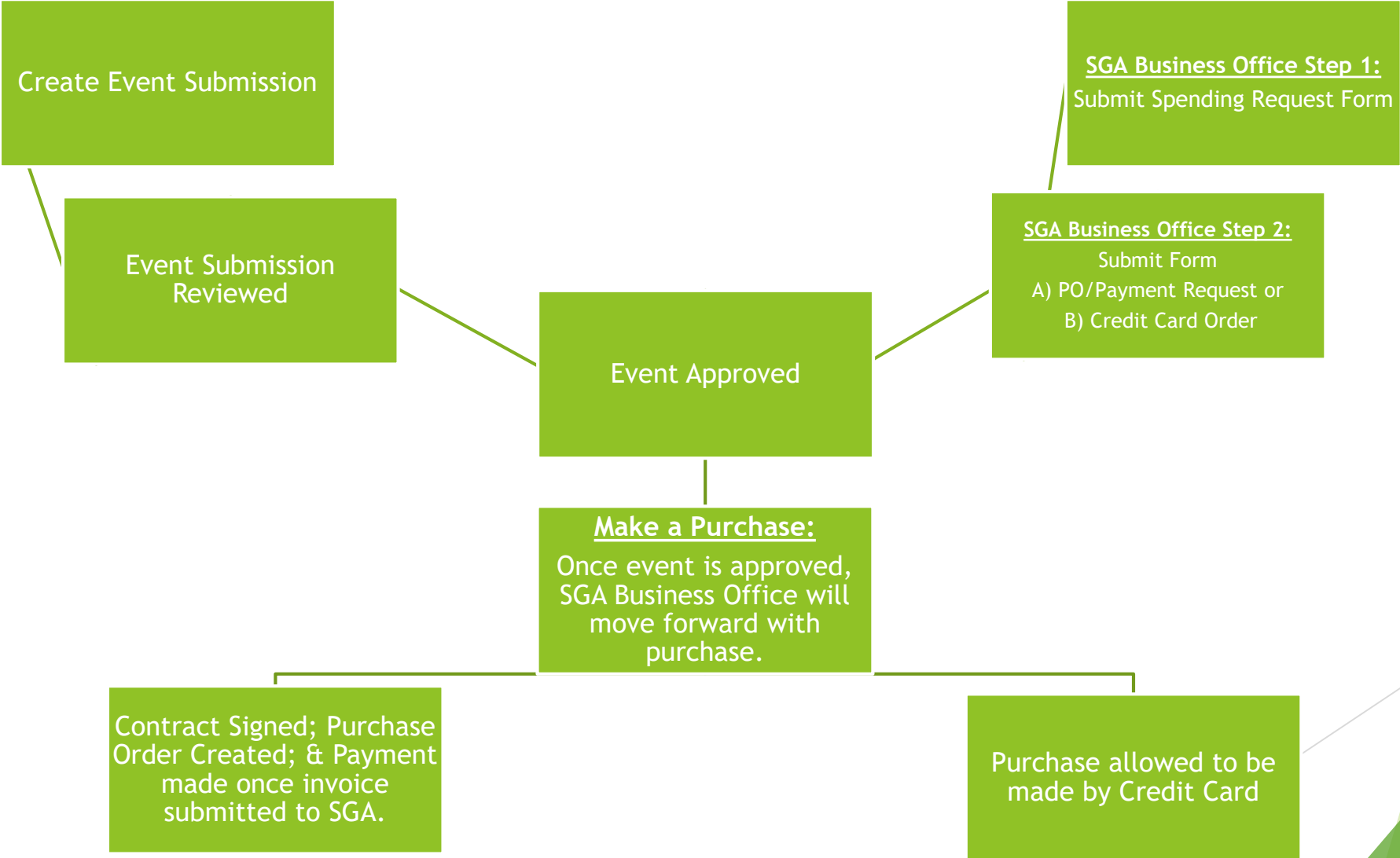
# Form: International Travel

- ▶ This page will appear if your event submission indicated you will be traveling outside the U.S.
- ▶ Any international trip will require direct advising by the appropriate Student Life staff as this will require additional approvals for many departments of the university.
- ▶ We recommend starting the planning of international trips several months in advance as those approvals will need to be in place prior to signing of any contracts or purchases of plane tickets, lodging, etc.

# Form: SGA Business Office Reminders

- ▶ Important SGA Business Office Reminders
- ▶ Will provide in-depth video tutorials on University and SGA Business Office policies.
- ▶ There will be a mandatory in-person training by the SGA Business Office on Tuesday, September 6 at 5 PM in the Grand Maple Ballroom.

# Event Approvals & SGA Spending Process



# What Happens After You Submit?

- ▶ While under review, you cannot see or change your submissions.
  - ▶ If you need to make any changes while under review, email [uvmsga@uvm.edu](mailto:uvmsga@uvm.edu) and inform us that you need to make changes.
  - ▶ We will “deny” your submission so you can go back into your form and make the necessary changes you need so that you can re-submit.
- ▶ You will receive notification if your event is either approved or denied.
  - ▶ Make sure to read any comments as we may request follow up or additional information.
  - ▶ Should your event be denied, do not panic. More likely it is because we need more information and we are kicking your form back so you can make edits and re-submit for continued review.

# Who are Reviewing Event Submissions

- ▶ Risk Management Review
  - ▶ General Risk, insurance requirements, waivers/acknowledgement of risk forms
  - ▶ Amanda Hannaford, Katie Haining, John Luter
- ▶ Student Life Advisors - Reviewers & Approvers
  - ▶ Ana Sola - Club Sport events
  - ▶ Devin Farkas & Megan Meinen - Outdoor type events
  - ▶ Mimi Sperl - Community Service type events
  - ▶ Jerome Budomo - All other events

# Reminders

- ▶ Re-Register Your Organization
- ▶ Sign up for:
  - ▶ New Student Orientation ActivitiesFest
  - ▶ Week of Welcome ActivitiesFest

# Questions



If you have any questions, please email us at [uvmgsa@uvm.edu](mailto:uvmgsa@uvm.edu).