Policy title	Category
Student Organization Program Planning	Student Involvement Student Life Traditional Undergraduate
Owner	**Approved by**
Student Life	Sarah Kelen, VPSL

Purpose of this policy

to ensure successful organization events on campus

Application of this policy

all student organizations

Policy statement

Program planning and registration is a REQUIRED process that student organizations must complete before any event with the professional staff in the Center for Student Involvement.

By registering your events, your organization will receive:

- Inclusion on the weekly Monday email to all students
- Staff assistance with planning the event and eliminating red tape in the process
- Some liability coverage which is dependent upon the type of event that is being planned Recognized student organizations or honoraries need to register their events and meetings when any of the following conditions exist:
- Money is exchanged and/or donations are solicited; all fundraising events 64
- Insurance is needed (the activity is open to the public and NWU or city buildings/grounds are used). Please note that if additional insurance coverage is needed, your organization may incur the cost of insurance
- Any special permits are necessary
- The event is a field trip
- Food is prepared or sold (if event is on campus, groups must use Sodexo)
- Event requires a contract from any outside source, i.e. band, vendor, etc.
- Reservations for campus facilities are required • Raffles must follow specific procedures as governed by Nebraska state law
- The event is co-sponsored with a commercial or contract service Registration of Fraternity & Sorority Events

All events and philanthropies sponsored by NWU fraternities and sororities, as well as those sponsored by Panhellenic Council, Inter Fraternity Council and Order of Omega must be registered with the assistant director of Student Involvement at least one full week prior to the event. Registration ensures compliance with all federal, state and university policies as well as best practices. Failure to complete the registration process can result in the event not being approved and the organization not being able to sponsor the event.

Last revised date