

Student Organization Special Event Advising Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose:

The purpose of this policy is to reduce aspects of risk associated with multi-layered student organization events. This process will help student organizations understand and follow existing event policies to address any health and safety concerns.

Policy Statement:

1. All student organizations will comply with the [Student Organization Event Planning Resource](#).
2. Student organizations are required to execute events according to the policies and procedures of the venue in which it is being held.
3. Student organizations are responsible for following all SSI policies and procedures.
4. Student Organizations need to meet with Public Safety for any event that would be considered a special event at least two weeks prior to the event.
5. All student organizations hosting an event defined as a "special event" in the Student Organization Event Planning Resource must:
 - a. submit a "Special Event Intake Form" at least four weeks in advance.

6. If at such a time the student organization does not comply with a deadline or requirement of the process, the event will be cancelled.
7. Any student organization found hosting a special event without adhering to the Special Event Advising Policy will be charged with Failure to Comply through the University Student Code of Conduct.

References:

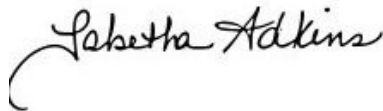
[Student Organization Event Planning Resource](#)

[Student Code of Conduct](#)

Reviewed by: Office of Student Leadership and Involvement, Sykes Student Union, Department of Public Safety, Campus Recreation, Assistant Vice President for Student Engagement

Policy Owner: Director of Student Leadership and Involvement

Approved by:



Dr. Tabetha Adkins, Interim Vice President for Student Affairs

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