

Partnering with the Office of Student Life 2006-2007

The Office of Student Life is dedicated to provide a collegiate environment that is outside the academic offering of the college. Our programming supports opportunities for students to experience and learn about issues that are not covered in the classroom. Our funding and support are strictly for students.

Guidelines:

- A detailed itemized budget and request will need to be submitted for approval (no unauthorized purchases will be paid for) as well as summaries for each event no later than ten working days prior to an event. Each summary should outline how the event will support a student's college experience in a non-academic method (a sample will be provided).
- All promotional materials and emails etc. must have the following tagline: This event is made possible by the Office of Student Life.
- Sign-in sheets must be kept at all events and returned no later than five working days after the event. Student Life will provide you the sign-in sheet.
- All work orders, facilities use form, request for security, health code permits, refreshment requests, mailings, etc. are the responsibility of the applicant.
- A written disabled student access plan must accompany all requests.
- Advertising for the event should include, but are not limited to SACALL's and PALALL's.
- A calendar of events that includes times, locations and contact person's name and phone number/email address must be submitted two weeks in advance to the Office of Student Life in an electronic format.
- The Office of Student Life has limited staff and cannot be expected to provide you with event staff. The Director of Student Life must previously agree to any changes.
- All financial documents for the event need to be submitted totally complete to the Office of Student Life at least one month prior to the event. The Office of Student Life will enter the information into the Banner system. No account numbers will be released outside the Office of Student Life. All documents for vendor application etc. should be submitted directly to the appropriate District offices.
- Performance contracts take at least 45 days to process. Plan accordingly.
- An appropriate event evaluation must be submitted within 10 days of the event.

The Office of Student Life's support should not be considered to be automatically renewable. Each year we are allocated a limited amount of departmental funds and the partnership process is competitive. This process must be followed each year. Failure to provide requested documents or follow guidelines will result in the inability to partner with the Office of Student Life.