

## **Student Club Event Form Submittal Process** **Frequently Asked Questions**

### **Why do event forms need to be turned in (2-3) weeks in advance of an event?**

1. Time is needed for the Manager of Student Life to review all forms submitted and approve them.
2. Time is needed for the Student Life office staff to work with the other LCCC departments to secure all of the requested arrangements for the event and those departments require lead time to process requests:
  - a. **Facilities Usage** – Multiple departments on campus schedule different rooms across campus. Some require facilities usage forms to be submitted and approved. The Student Life staff must work with these various departments to request space and reserve it for campus events.
  - b. **Purchasing Office** – When a purchase order is needed, a purchase requisition must first be created by Student Life staff, then the Dean needs to approve the requisition, then the Purchasing Office staff needs to create the purchase order and dispatch it to the vendor, and then the invoice/receipt needs to be turned into the Accounts Payable Office, and then a check needs to be produced.
  - c. **Direct Payment Voucher** – When a reimbursement check is needed for a student, the Student Life staff have to create a Direct Payment form, then the Manager of Student Life needs to approve it, then the Dean needs to approve it, and then it needs to be turned into the Accounts Payable Office to produce a check.
  - d. **Accounts Payable Office** – Requires 1 – 2 weeks to produce a check after documentation is received in their office.
  - e. **Physical Plant Department** – Requires 5 – 7 days advanced notice for any room set-up requests (tables, chairs, stages, podiums, etc.) which are submitted by the Student Life staff.
  - f. **Audio/Visual Department** – Requests for any audio/visual needs (laptops, projectors, screens, PA systems, microphones, etc.) are submitted to the AV department by the Student Life staff, so the AV staff can schedule the delivery and set-up of the equipment.
  - g. **Dining Services** – Requires 3 days advanced notice for the Student Life staff to submit catering orders for events.
  - h. **Food Waivers** – Anytime a club wants to bring any food on campus that is not purchased through Dining Services, the Student Life staff is required to submit a Food Waiver to Dining Services and receive their approval.
  - i. **Publicity** – Information regarding a club event should be advertised across campus 1 – 2 weeks prior to the event in order to solicit participation.

### **Why do you have to purchase food through Dining Services for on campus events or get approval from them to bring any other food on campus?**

1. In accordance with LCCC guidelines, Dining Services is contracted to supply all food on the LCCC campus. They ensure proper health code regulations are followed. In instances when a club would like to try to bring food on campus which is not ordered through Dining Services, a Food Waiver must be submitted to Dining Services listing all food items requested to be brought on campus and must be approved by them. This helps ensure proper health code regulations are being followed with all food on campus.
2. Dining Services may offer an option of providing comparable food items listed on submitted food waivers to the clubs.