

I. POLICY

Student Events Policy and Guidelines

II. PURPOSE

The Macon & Joan Brock Virginia Health Sciences (VHS) at Old Dominion University (ODU) recognizes that student classes and student organizations may wish to hold a number of events that further collegiality and professional development. This policy outlines the responsibilities of event coordinators of any on-campus or off-campus events for students in the School of Medicine (SOM) and School of Health Professions (SHP) at the VHS.

III. RESPONSIBLE PARTY AND REVIEW CYCLE

SOM and SHP Student Affairs will review the policy on an as-needed basis.

IV. TYPES OF EVENTS

All SHP and SOM student events that are sponsored by SOM or SHP students or that use VHS/ODU resources (collectively known as “VHS SOM and SHP Sponsored Student Events”) are subject to this Policy. Sponsorship includes but is not limited to events of any SOM or SHP student organization that receives SOM, SHP or VHS funds including any SOM and SHP chapter of a local, regional, or national organization, financing the event in any amount or proportion using SOM and SHP funds including class or club accounts; publicity or planning of the event using ODU email, mail, or social networks; or publicity on flyers, T-shirts, or other media funded in total or in part by SOM, SHP, or VHS funds, including when using the SOM, SHP, or VHS/ODU logos.

VHS SOM and SHP Student Events include, but are not limited to, the following types of events:

- Meetings
- Guest Speakers
- Fundraisers (whether for SOM or SHP, VHS, ODU, or non-VHS/ODU entities)
- Volunteer Activities
- Co-Sponsored Events
- Social Events

V. PROCEDURE

A. VHS SOM and SHP Student Events that Host or Meet with Non-EVMS Individuals. The SOM and SHP support students’ interests in hosting or meeting with individuals outside of VHS/ODU as part of class, student organization, or national organization events. The following procedures apply to requests to host or meet with non-VHS/ODU individuals, including elected or appointed government officials (local, state, or federal), celebrities, and other high-profile individuals. If students are unsure as to which processes or timeline below applies to their proposed meeting or event, they are encouraged to contact SOM and SHP Student Affairs at the start of their planning.

1. Requests must be approved by SOM and SHP Student Affairs prior to initiating contact with the individual(s) or the group(s) they represent at least eight (8) weeks in advance

- of the proposed event. Students may make a request by using the form available from SOM and SHP Student Affairs. If students are unsure of the proposed date of the event, they are encouraged to contact SOM and SHP Student Affairs as early as possible to discuss the proposed event. For SOM and SHP Sponsored Student Events, all other procedures and timelines as outlined in Section B must also be followed.
2. Requests by SOM and SHP students for purposes outside of Section 1 above, including by students who are part of a national organization or professional society that does not have a VHS chapter or any other group that does not receive VHS funds or use resources, are considered to be in an individual capacity. The VHS/ODU name, letterhead, logo, email, phone systems, or other ODU-owned resources may not be used. Individuals may utilize their student program and year or state that they are a SOM and SHP or ODU student as an identifier or statement of fact; however, they must also clearly state that they are acting in a personal capacity and not on behalf of SOM and SHP or ODU or reflecting the views of VHS/ODU. Students are not required to do so but are asked to inform SOM and SHP Student Affairs of these plans out of professional courtesy.
- B. Applying for and Approval of Other VHS SOM and SHP Sponsored Student Events. All SOM and SHP Sponsored Students Events must be reviewed and approved by SOM and SHP Student Affairs. No funds will be expended or reimbursed unless approval by SOM and SHP Student Affairs has been received. The approval process begins with the completion of an online application as follows:
1. For meetings, the online Club/Class Meeting Application must be completed at least two (2) weeks prior to the meeting.
 2. For all other events, the online Club/Class Events and Fundraising Application must be completed at least four (4) weeks prior to the event, subject to and with the exceptions below:
 - a. Large off-campus events must be discussed with SOM and SHP Student Affairs staff and submitted at least three (3) months before the event date.
 - b. Events for fundraising will require secondary approval by VHS Development.
 - c. Events that will use biohazardous materials (defined as biological agents such as human or animal tissues, cells, organs, microorganisms, and chemical agents such as chlorine and ammonia) must also be approved by ODU Institutional Biosafety.
 3. In order to submit an application, organizers must:
 - a. *Determine Event Name and Purpose.*
 - i. Name. Event organizers should choose an official title that will be used to advertise the event. The name should be as succinct as possible while reflecting the intent of the event. The name cannot connote the consumption of alcoholic beverages as a focus of the event.

- ii. **Description/Purpose.** Event organizers should be prepared to provide a written description of the activity and event purpose.
 - b. **Select Event Date and Time.** Before selecting a date and time, it is highly recommended that event organizers check with the SOM and SHP Schedule of Events as well as student class calendars to ensure that another scheduled event or academic activity will not be competing with the proposed event. Events will not be approved for activities that conflict with scheduled academic classes or other VHS SOM and SHP Student Events. Events should also be planned considering ODU closing dates. SOM and SHP Student Affairs will approve events on a first-come, first-served basis.
 - c. **Establish Event Budget.** Event organizers must be able to justify the cost of the event and indicate the source(s) of financial support. All reimbursements to students must match the budget submitted; there will be no reimbursements for items or services not approved on the original application.
- C. **Venue, Caterer, Other Services**
 1. **Find a Venue.** Students may choose on-campus or off-campus venues for events. The Hague Club Apartments are considered campus property. When selecting a venue off campus, organizers should be cognizant of the venue capacity and appropriateness of the venue in relation to the event. It is highly recommended that students discuss potential venues with SOM and SHP Student Affairs staff before choosing a date. Under no circumstances may an VHS SOM and SHP Sponsored Student Events be held at a private residence.
 2. **Food and Beverages.** Food and non-alcoholic beverages may be provided for SOM and SHP students and their guests, subject to budgetary approval. SOM and SHP funds may not be used to purchase alcohol, and no self-service (i.e., bring your own, kegs, etc.) of alcohol is permitted. A cash bar may be permitted subject to approval by SOM and SHP Student Affairs and guidelines established by institutional policies.
 3. **Other Services.** Depending on the type of event, a DJ, transportation, or other services may be desired. Information regarding these services and any recommended vendors is maintained by SOM and SHP Student Affairs.
- D. **Secure Contracts.** Arrangements for a vendor to provide a venue, food/beverage, entertainment, and/or other services may require a contract. No student is authorized to create or sign contracts on behalf of EVHSC. Any student organizer who personally signs a contract is making a guarantee of personal payment and acceptance of personal liability. Upon selection of vendors, but no less than 20 days prior to the event, student organizers must contact SOM and SHP Student Affairs to discuss contracting. As legal review is required for all contracts, students are encouraged to submit contracts to SOM and SHP Student Affairs as quickly as possible. Funds for an event will not be distributed until both ODU and the vendor sign the contract.

- E. Advertisement. An event may not be advertised until all final approvals have been granted. In addition, all campus-wide communications, flyers, or advertisements to be posted on the ODU website must be approved in advance by SOM and SHP Student Affairs prior to distribution, mailing, emailing, or posting such communication.
- F. Use of Logos. The SOM, SHP, or VHS/ODU logo, images, and names are trademarked. All merchandise and promotional items, including T-shirts, pens, and other giveaways featuring the VHS/ODU or a program, department, or center name, must be approved by SOM and SHP Student Affairs, with secondary approval from ODU Marketing & Communications prior to purchase. Students are encouraged to keep these approval requirements in mind when planning purchases. Approval will not be provided retroactively and items purchased without approval may not be used and may be confiscated without reimbursement.
- G. Event Day
1. *Finalize Arrangements*. Event organizers should arrive at the venue early to ensure that it has been set up in accordance with expectations, to facilitate set up for catering or entertainment vendors, or to make final “on delivery” payments to vendors.
 2. *Event Conduct*. SOM and SHP expect that students and their guests will exemplify professional behavior at all times, and event organizers are responsible for enforcing conduct at the event. Event organizers must ensure that any observed violations of all VHS/ODU policies, including the SOM and SHP Expectations for Student Conduct Policy, ODU Code of Conduct, and other relevant institutional policies, are reported to SOM and SHP Student Affairs promptly.
- H. Post-Event
1. *Venue Clean-up*. Event organizers are responsible for ensuring that the venue meets contractual requirements (e.g., debris cleaned, furniture removed, etc.) before leaving the venue.
 2. *Financial Closeout*. The event financials must be reconciled within five (5) business days of the event to include:
 - a. Requests for final payments to vendors.
 - b. Final accounting of all ticket sales/revenues and expenditures.
 - c. Reimbursements to students. Students may be reimbursed for costs associated with the event if such costs were approved in the Events Application. A completed and signed Reimbursement Form and original receipts must be submitted to SOM and SHP Student Affairs in order to receive payment.