I. POLICY

Eastern Virginia Medical School (EVMS) recognizes that students 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.

II. TYPES OF EVENTS

All student events that are sponsored by EVMS, or that use EVMS resources (collectively known as “EVMS Sponsored Student Events”), are subject to this Policy. Sponsorship includes (but is not limited to): financing the event in any amount or proportion using EVMS funds (including class or club accounts), publicity of the event using EVMS email, mail, or social networks, or publicity on fliers, T-shirts, or other media funded in total or in part by EVMS funds.

EVMS Sponsored Student Events include, but are not limited to, the following types of events:

- Meetings
- Guest Speakers
- Fundraising (whether for EVMS or non-EVMS entities)
- Co-Sponsored Events
- Social Events

III. PROCEDURE

A. Applying for and Approval of an EVMS-Sponsored Event

The planning of a student event begins with completion of the online Student Event and Fundraising Application. No expenditure of funds will be issued for an event without completion and approval of the application. Applications should be submitted to the Office of Student Affairs at least thirty (30) days in advance of the event. Once the Office of Student Affairs deems the application complete and approves the event, the application is forwarded to the Office of Development for secondary approval. In order to apply for approval, event organizers must:
1. **Determine Event Name and Purpose.**
   
a. **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.

b. **Description/Purpose.** Event organizers should be prepared to provide a written description of the activity and event purpose.

2. **Select Event Date and Time.** Before selecting a date and time, it is highly recommended that event organizers check with the EVMS Scheduling and Events calendar posted on MyPortal, 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. Events should also be planned in consideration of major religious holidays. Student Affairs will approve events on a first-come, first-serve basis.

3. **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.

   **B. Venue, Caterer, Other Services.**

   1. **Find a Venue.** Students may choose on-campus or off-campus venues for events. Instructions for reserving rooms or facilities on campus are included in the Events Application. Keep in mind that The Hague Club Apartments is 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. In some cases, such as Spring Fling, Fall Ball, or other events with a large number of attendees, a pre-approved vendor must be used. A listing of pre-approved vendors is maintained in the Office of Student Affairs. Under no circumstances may an EVMS Sponsored Student Event be held at a private residence.

   2. **Food and Beverages.** Food and non-alcoholic beverages may be provided for EVMS students and their guests, subject to budgetary approval. In accordance with the EVMS Drug and Alcohol Use Prevention Policy, EVMS 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 Student Affairs and guidelines established by the EVMS Drug and Alcohol Use Prevention Policy.
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 are maintained in the Office of Student Affairs.

C. Secure Contracts. Arrangement for a vendor to provide a venue, food/beverage, entertainment and/or other services must be established by contract. No student is authorized to create or sign contracts on behalf of EVMS. If a student organizer personally signs a contract, that individual is personally making a guarantee of payment and acceptance of personal liability. Upon selection of your vendors, but no less than 20 days prior to the event, you must contact Student Affairs to discuss contracting. Funds for an event will not be distributed until both EVMS and the vendor sign the contract.

D. Advertise. 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 EVMS website must be approved in advance by the Office of Student Affairs, prior to distribution, mailing, emailing or posting of such communication.

E. 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 and/or to make final “on delivery” payments to vendors.

2. Event Conduct. EVMS expects that students and their guests will exemplify professional behavior at all times and enforcement of conduct at the event is the responsibility of event organizers. Event organizers must ensure that all EVMS polices, including the EVMS Code of Conduct, Student Code of Conduct and EVMS Drug and Alcohol Use Prevention Policy, are adhered to.

F. Post-Event.

1. Venue Clean-up. Event organizers are responsible for ensuring that the venue meets contractual requirements (debris cleaned, furniture removed, etc.) before leaving the venue. Organizers are responsible for making sure the venue looks presentable when you leave.

2. Financial Closeout. The event financials must be reconciled within 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 the Office of Student Affairs in order to receive payment.