

I. POLICY

Eastern Virginia Medical School (EVMS) 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.

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 flyers, T shirts, or other media funded in total or in part by EVMS funds, including when using the EVMS logo.

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

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

III. PROCEDURE

A. Applying for and Approval of an EVMS-Sponsored Student Event. All EVMS Sponsored Students Events must be reviewed and approved by Student Affairs. No funds will be expended or reimbursed unless approval by 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 weeks prior to the meeting.
2. For all other events, the online Club/Class Events and Fundraising Application must be completed at least four weeks prior to the event, subject to and with the exceptions below:

- a. Requests to host non-EVMS speakers must be submitted at least eight (8) weeks in advance.
 - b. Requests to host elected officials, celebrities, and other high profile individuals must be submitted at least six months in advance.
 - c. Large off-campus events must be discussed with Student Affairs staff and submitted at least three months before event date.
 - d. Events for fundraising will require secondary approval by the Development Office.
 - e. 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 the 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 EVMS [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 EVMS Sponsored Student Events. Events should also be planned in consideration of EVMS closing dates. Student Affairs will approve events on a first-come, first-serve 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.

B. 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 Student Affairs staff before choosing a date. 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. 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 may require a 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. As legal review is required for all contracts, students are encouraged to submit contracts to Student Affairs as quickly as possible. Funds for an event will not be distributed until both EVMS and the vendor sign the contract.

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

E. Use of Logos. All merchandise and promotional items, including T-shirts, pens, and other giveaways featuring the EVMS and/or a program, department or center name, must be approved by Student Affairs before purchasing. Once approved by Student Affairs, secondary approval will be sought from Marketing & Communications. Students are encouraged to keep this in mind when planning purchases.

F. 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 any observed violations of all EVMS policies, including the EVMS Code of Conduct, Student Code of Conduct and EVMS Drug and Alcohol Use Prevention Policy are reported to Student Affairs promptly.

G. 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.

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.