

So you want to host a club event...

Rev. 2020-06-26

START HERE: always Submit a Club Event Planning Form
outside a regular club meeting

* at least 2 weeks prior; 4 weeks preferred * wait for response * Student Life will guide you through additional steps





FIELD TRIP / CLUB TRAVEL  	SPEAKER / PROF DEVELOPMENT 	COMMUNITY SERVICE 	FUNDRAISER	SOCIAL	CLUB MEETING
In State	Hosting	Liability	Pay & Go	Food On Campus	Regular Meeting
Submit all forms in 1 packet 2 weeks prior to travel. • Field Trip Approval Form and Participant List • Acknowledgement of Risks and Conduct Code (1 for each participant) <i>*Advisor Overnight prior to travel</i>	No additional paperwork beyond Club Event Planning Form. During Club Meeting Must submit Club Event Planning Form prior and submit a club attendance roster after.	Pending the nature of the service activity, participants may be asked to complete a Risk and Release of Liability Waiver. (prior to event)	Give deposit slip and \$ to Student Finance (same day) Advance Orders Give deposit Slip and \$ to Student Finance (weekly)	If the event is at the Wausau campus and includes food over \$200, you must order through Campus Cafe. (at least 2 weeks prior)	Club Event Planning form is not needed unless there is a planned speaker. Submit a club roster of attendance. (within 1 week after the meeting)
Out of State	Traveling to	Traveling to	Raffle	Liability	Email to studentlife@ntc.edu or Drop off in the Student Leadership Center.
Same guidelines as In State PLUS • Dean/ELT Approval <i>*Advisor Overnight prior to travel</i>	See steps for Field Trip / Club Travel	See steps for Field Trip / Club Travel	Raffle Approval Form (2 weeks prior) Raffle Report Form (day of event)	Pending the nature of the service activity, participants may be asked to complete a Risk and Release of Liability Waiver. (prior to event)	

Did you know...

- Clubs can request funding assistance to help offset up to half the cost of an event?
- Submit a Club Funding Request Form for consideration.
- Recommended at least 4 weeks prior to your event.

Key

-  Indicates events may be eligible for advisor bonus stipend. Planning Form must be turned in prior to event.
-  To receive additional overnight travel bonus, advisor(s) must submit Overnight Travel form prior to trip.

Which form do I use and what does it do?

All forms are available on the Student Life section of the website.
www.ntc.edu/studentlife - scroll over Clubs & SGA - click Clubs

Form	What does it do?	When is it due?
Club Event Planning Form	Notifies Student Life about event and starts the approval process.	2 weeks prior to event; 4 weeks preferred
Field Trip Approval Form & Participant List	Identifies students who will be traveling along with emergency contact information and that the travel is approved by dean.	2 weeks prior to travel
Acknowledgement of Risks & Conduct Code	Allows participants to make an informed decision regarding the risks and holds them accountable to code of conduct.	2 weeks prior to travel
Risk and Release of Liability Form	Allows participants to make an informed decision regarding the risks. <i>*Custom form created with Student Life based on the event.</i>	Prior to event, if necessary
Deposit Slip	Provides Student Finance with deposit information and club details.	When depositing money
Payment Authorization	Provides NTC Finance with club and payment details to prepare a check.	2 weeks prior to needing
Raffle Approval Forms <i>*Advance Sales or Day Of Sales</i>	Identifies all necessary information for the raffle and provides guidance on important pieces needed DURING the event.	2 weeks prior to start of sales
Raffle Report Form	Collects information required by State of WI Division of Gaming to maintain raffle license.	Review prior to day of drawing, have at the drawing, submit no more than 10 days following the drawing
Club Funding Request	Allows club to request assistance to offset the cost of event.	2 weeks prior to event; 4+ weeks recommended (Submitted closer to event may result in less funding.)
Overnight Travel Bonus Request	Alerts Student Life a club advisor would like to receive an extra bonus for an overnight event.	Prior to travel