

APPROVAL OF OFFSITE EVENTS FOR STUDENT GROUPS

Guidelines and Procedures

Applicable Events

These procedures apply only to events that satisfy all five of the following criteria:

1. The event is being organized for a student group.
2. The event is being organized and led by a UW-Green Bay staff member.
3. The primary purpose of the event is for team building and/or leadership training.
4. The event involves the rental of space plus other expenses.
5. The event is not being funded with segregated fees.

Note: For segregated fee, SUFAC funded, offsite events, Student Affairs should obtain general approval language confirming that SUFAC agrees to fund broad categories of activities that will be held both on campus and off campus (e.g., Leadership activities both onsite and offsite).

Guidelines

1. All UW-Green Bay sanctioned off-campus events for student groups require prior approval by the division head, area leader (or designee) and Vice Chancellor for Business and Finance (or designee).
2. With rare exceptions, overnight expenses for a destination less than 50 miles from campus will not be approved.
3. All applicable student offsite activities should include professional staff supervision.
4. A statement of the legitimate developmental justification(s) and the unique setting or service available at the site must be included with the request for approval.
5. The written request for approval should include a description of the event, justification, site location, approximate costs, funding source and date(s) event will be held.

Approval Process

1. Each unit planning an offsite event for a student group for the subsequent year should complete the attached template and submit it to the head of the unit for approval and forwarding to the division head.
2. The division head collates the requests, reviews each request and approves them based on the guidelines above.
3. The division head submits all approved requests to the area leader (or designee) for approval.
4. The area leader (or designee) forwards all approved requests to the Vice Chancellor for Business and Finance (or designee) for approval.
5. The Controller is sent notification of approved requests in order to audit expenses that are incurred.

Relevant UW System Policy Documents

<http://www.uwsa.edu/fadmin/meetguid/appa.htm>

<http://www.uwsa.edu/fadmin/fppp/fppp3623.htm>