

RSCO EVENT APPROVAL GUIDELINES

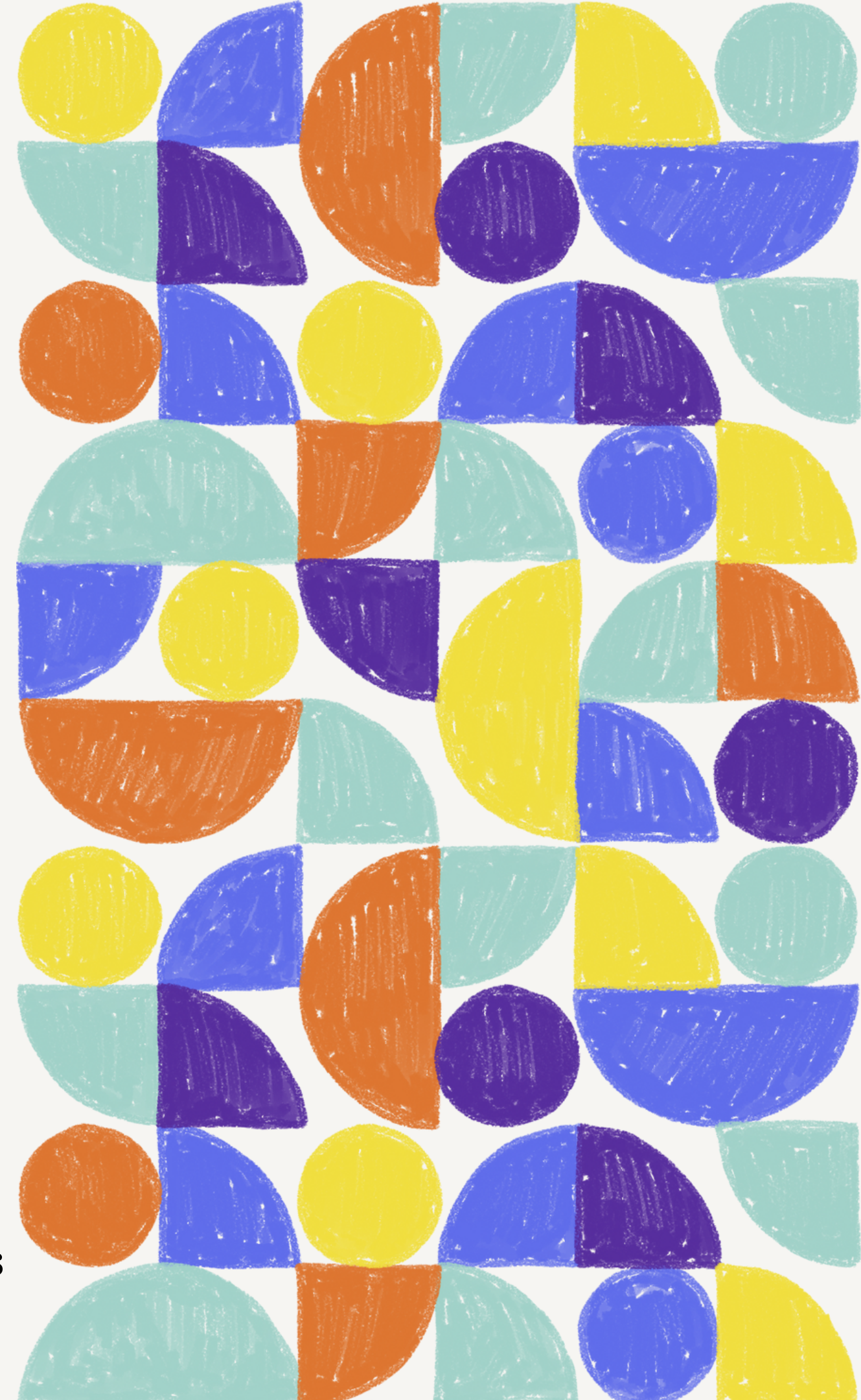
Mt. San Antonio College
Student Life Office
studentlife@mtsac.edu
909.274.5959

SCAN ME



Active web links

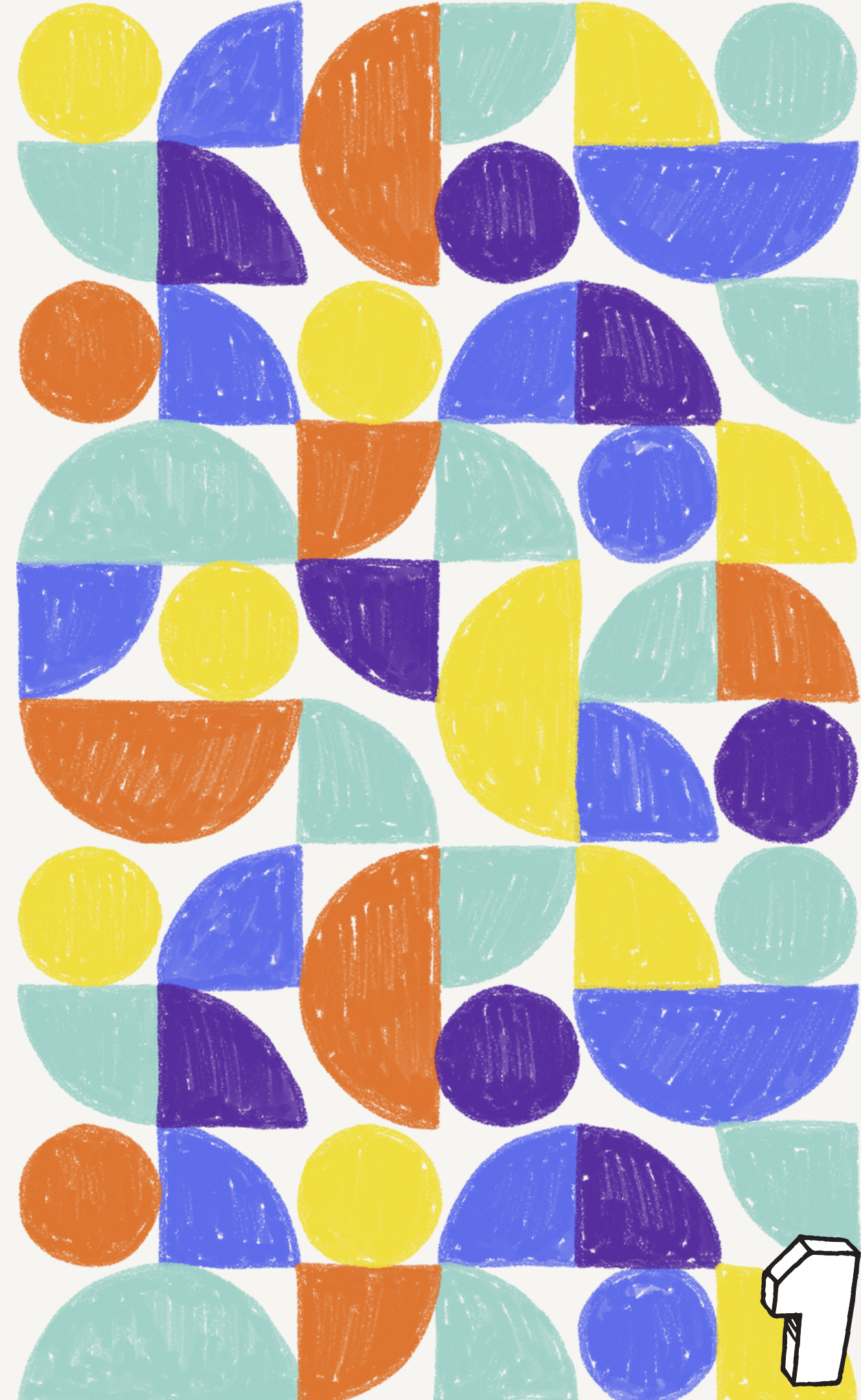
<https://bit.ly/RSCOEventGuidelines>





CHECK CLUB

- Club/org has been activated for the current semester?
Check mtsac.edu/clubs
- Event requests must be submitted by the Club/Org Advisor on record



SPACE

25LIVE - [HTTPS://25LIVE.COLLEGENET.COM/PRO/MTSAC](https://25live.collegenet.com/pro/mtsac)

- Event Type = **Choose** "Student Club Event"
- Organization = **Choose** *your Club/Org Name*
- Submit with attachment(s) at least **12 calendar days** prior to the event.



ATTACHMENTS TO UPLOAD TO 25LIVE REQUEST

- Event description/flyer
- Fiscal Forms
- Medical Release Forms

SPACE

EVENT DESCRIPTION/FLYER

- **UPLOAD** event description or event flyer to 25Live to be used for social media advertising
- Full description, date, time, location, contact info., what the event includes, product, price, fundraiser, etc.



THINK

**PERFORMERS, SPEAKERS, DJ'S, RENTALS OR
ANY SPECIAL TYPE OF DISPLAY,
FOOD VENDORS, ETC.?**



- Yes? Board of Trustees approval may be required
- Consult with Student Life
- 6-8 week advance planning required

THINK

FUNDRAISER OR \$ BEING COLLECTED?



- **Click Here** for Fiscal Forms (found under Fiscal Services/Student Club Forms & Procedures)
- **UPLOAD** to 25Live: Fiscal Services Club Fundraising Form (one form per day)
- **UPLOAD** to 25Live: Fiscal Services Cash Box/Change Form (if needed)

THINK SAFETY



FOOD

- Will there be food? (Homemade food not permitted)
- Include food related information in 25Live Request
- [Click Here](#) to view Food Regulations (found under Risk Management)

PHYSICAL ACTIVITY?

[Click Here](#) to complete a Voluntary Participation Waiver for each participant

THINK SAFETY

MEDICAL RELEASES - OFF CAMPUS EVENTS

- **Click Here** - Student Travel and Medical Release Form (found under Administrative Forms)
- **UPLOAD** - Student Travel and Medical Release for Classroom-Related Travel forms to 25Live Request



Before event, distribute completed forms as follows:

- 1) Division Office of Advisor
- 2) Advisor to take on the trip in case of emergency
- 3) Police & Campus Safety - use link below to SmartSheet
 - [Police and Campus Safety Medical Release Form Upload Link](#)

