The SLIC’s Guide To...

Registering Your Student Organization Event
-Event Registration and Approval (EvR) Process-

All undergraduate student organizations must register their event in order to reserve any space on-campus and receive funding from Associated Students. In addition, clubs and organizations must register an off-campus event for risk management checks and as a stipulation to receive any allocated funding.

REGISTERING ON-CAMPUS EVENTS:
- Every on-campus event sponsored by your organization must be registered in order to reserve an on-campus facility (indoor or outdoor).
- First, be sure to check the Online Campus Calendar* to see when/where the most convenient time/place is for your event — http://www.sandiego.edu/usdcal/campus. It’s helpful to determine multiple dates (a preferred date and back-up dates) on which your event can take place in case the space you want is not available initially. Also, take into consideration other events that are occurring simultaneously; avoid programming over other positive, student-centered programs.
- Next, fill out the On-Campus Event Registration and Approval (EvR) Form. This form is how you register your event AND request an ON-CAMPUS space reservation — http://www.sandiego.edu/slic (click on “Events” and use your MySanDiego username and password).
- Last, a Student Leadership and Involvement Center (SLIC) staff member or a Student Organization Representative (SOR) will notify you of the status of your event registration.

**ALL EvR FORMS SHOULD BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO YOUR EVENT DATE. PROCESSING/CORRESPONDENCE TAKES AT LEAST 5 BUSINESS DAYS AND IS SUBJECT TO CHANGE.**

REGISTERING OFF-CAMPUS EVENTS:
- Any event or activity your organization sponsors off campus should be registered with the SLIC. We can help you with your event planning, including risk management considerations, to ensure your event’s success and your members’ safety. Off-Campus EvRs are also a stipulation to receive University funding for events held off-campus.
- Fill out the Off-Campus Event Registration and Approval (EvR) Form — http://www.sandiego.edu/slic (click on “Events” and use your MySanDiego username and password).
- One of the purposes of Off-Campus Event Registration is risk management. You will be asked to assess your event for potential risk factors. Based on the level of risk, your event will either be approved, or you will be contacted by a Student Organization Representative (SOR) to discuss the precaution needed for your event to occur.
- Once your Off-Campus Event is approved for content and safety, you will receive an e-mail confirmation from a SLIC staff person.

Helpful Hint: USD’s Event Planning website is a useful resource for all of your event/program planning needs. You can even download a full “Event Checklist” to help you get organized! Visit the site at http://www.sandiego.edu/eventplanning. As always, e-mail us if you have any questions!

http://www.sandiego.edu/slic
slic@sandiego.edu
619-260-4802
Student Life Pavilion, 3rd Level

*Campus Calendar url is subject to change.
Check the EvR Form for updates.