

Policy and Procedure

Department: Student Leadership and Involvement Center	Section:
Title: Event and Travel Guidelines for Student Clubs and Organizations	Effective Date:
Authored by:	Approval Date:
Approved by:	Revision Date:
Type: Department Policy	

Purpose: To give direction on registration and guidelines for events hosted by student clubs and organizations.

Scope: All registered student clubs and organizations must comply with the guidelines set in this policy.

Policy: It is required that student clubs and organizations contact the Student Leadership & Involvement Center if they wish to host any event/activity on or off campus.

Student clubs and organizations are prohibited from hosting events if they do not fit within the mission of Creighton University.

All student co-curricular travel must follow the University's Domestic and International Travel Policy and must be registered through the Division of Student Life.

Procedure: All student club and organization events/activities need to be registered through the Student Leadership & Involvement Center via CU Involved at least two weeks in advance of the event date and prior to a reservation being made.

This includes but is not limited to the following events:

- Movie viewing events, both documentaries and fictional movies
 - i. Movies are copyrighted material; federal guidelines mandate that organizations have copyright approval to show the film outside a classroom setting
- An event on campus where alcohol will be present (see the "Serving Alcohol on Campus Policy" for more information)
- Date auctions, where individuals are being bought for a date. Service auctions are permitted so long as the services are within the University mission (i.e., raking leaves, housework, car washes, etc.)

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- Food and drink consumption contests where competitive consumption is the goal
- A public event that is open to the Creighton community and/or the Omaha community, particularly if the organization will be entering a contract with a speaker or speaking agency
- Potentially controversial events or activities (including but is not limited to speakers, lectures, concerts, films, tabling, fundraisers, philanthropy event/activities, apparel creation, and date parties). These events must adhere to the Student Handbook Speakers Policy and the University's [Freedom of Expression and Active Dialogue Policy](#).
- If a student club or organization desires to use food provided from someone outside of the University, the organization needs to apply for Catering Exclusivity and follow the Catering Exclusivity policy.
- Travel requests must be submitted via the CU Involved Event Form to the Student Leadership & Involvement Center. The travel form must be submitted a minimum of 3 weeks prior to domestic travel and a minimum of 9 weeks prior to international travel. In addition, trip leaders must submit the appropriate documentation for their travel and attend a pre-departure orientation.

Accountability/Follow-up: What happens when a student fails to comply or is in violation of the policy/procedure? (e.g., If a student organization does not enter an event into CU Involved, they would be referred to the Office of Community Standards and Wellbeing for failure to comply with the event entry procedure.)