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## ASUN Operating Procedure – 4011

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### Operating Procedure Synopsis

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**Title:** Student Activity Request

**Approval Date/Revision Date(s):** 11/2017

**Review Date(s):** 5/2020, 7/2021

**Executive Cabinet Liaison:** Vice Chancellor for Student Affairs

**Responsible Manager:** Director for Student Support and Engagement

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### A. Purpose and Scope

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The purpose of the Student Activity Request process to ensure that student activities are in the scope of the mission, vision, and values of ASU-Newport. This operating procedure pertains to the request of student activities on and off the ASU-Newport campuses.

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### B. Definitions

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NA

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### C. Procedures

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All ASU-Newport student activities, class trips, fundraisers, etc. require approval of a Student Activity Request Form, located on the ASU-Newport website. All Student Activity Request Forms should be submitted at least two (2) weeks prior to the activity and/or event. The Forms shall be reviewed and/or completed by the appropriate student organization leadership (President, Vice President, secretary, etc.) and/or the student organization faculty advisor. Furthermore, faculty advisor shall review this form: [Activity Advisor Approval Form](#) and ensure proper placement of pertinent details regarding the requested activity.

Once all of the necessary signatures are complete, then the form should be submitted to the Director for Student Support and Engagement for approval. The Director for Student Support and Engagement will notify the student organization or faculty of whether or not the event and/or activity is approved or denied.

- If approved, the student organization or faculty will proceed with the necessary activity.
- If denied, the Director for Student Support will contact the student organization faculty advisor for comments and questions regarding the denial of their respective request.

#### Step 1

- Complete the Student Activity Request Form: <https://hermes.asun.edu/eforms/asu-newport-student-activity-request-form/68/>
- Fundraising events also require completing the RSO Solicitation Request form [https://files.asun.edu/student\\_affairs/ASUN\\_RSO\\_Solicitation\\_Request\\_Form.pdf](https://files.asun.edu/student_affairs/ASUN_RSO_Solicitation_Request_Form.pdf)

#### Step 2

- Notification of approval or denial will occur within 72 business hours of submission. Requestors

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

will be notified by the Director for Student Support and Engagement via ASU-Newport email of the decision.

#### Step 3

- Approved  
Submit materials necessary for appropriate marketing of the activity to the Director for Student Support and Engagement ([samantha\\_harris@asun.edu](mailto:samantha_harris@asun.edu)).
  - On campus activity, work with the Vice Chancellor for Leadership and Community Engagement ([ike\\_wheeler@asun.edu](mailto:ike_wheeler@asun.edu)) to book the space(s) needed for the activity.
  - Off campus activity, students should complete the “[Event Participation Waiver](#)” form and [Travel Authorization Form](#). Submit to the Director for Student Support and Engagement ([samantha\\_harris@asun.edu](mailto:samantha_harris@asun.edu))
- Denied  
Please direct comments and questions to the Director for Student Support and Engagement.

#### Step 4

- Implement the approved Student Activity.
- If appropriate, take pictures for publicity on social media. Submit pictures and content to the Marketing Ticketing System at the following address: <https://asun.sharepoint.com/sites/MandC>.

#### Step 5

- Submit assessment results of student activity via email to the and the Director of Student Support and Engagement ([samantha\\_harris@asun.edu](mailto:samantha_harris@asun.edu)).

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#### **D. Related Information**

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[Student Activity Request Form](#)

[Event Participation Waiver](#)

[Travel Authorization Form](#)

[Registered Student Organization Fundraising Request Form](#)