



# Student Organization Event Form

The Event Form for Recognized Student Organizations (RSOs) is important to be able to provide critical thinking on event planning, risk management, and how to mitigate those risks. The form allows student organizations to connect with university resources efficiently to ensure their event is a success.



## WHY WE COMPLETE EVENT FORMS:

### Risk

The Get Involved Event Form is crucial for assessing and mitigating potential risks. Providing lists of common risks and corresponding mitigation strategies ultimately ensures the organization's and its members' safety.

### Rule

As per Student Rule 42.5, "it is expected that all student organizations will have their events, whether on or off campus, reviewed by their university advisors." The event form is a valuable tool for communication and tracking, although there are other methods for advisors to review.

### Resources

The Get Involved Event Form provides valuable resources for events, directing submissions to relevant campus entities based on selected options, such as indicating a need for "University Police or Security." However, student organizations must follow up with necessary campus resources to ensure the completion of paperwork, communication, and financial commitments.

### Record Keeping

The Get Involved Event Form archives submitted events. Offering a comprehensive record that facilitates the transition for new officers by providing detailed information on past hosted events.

### Marketing

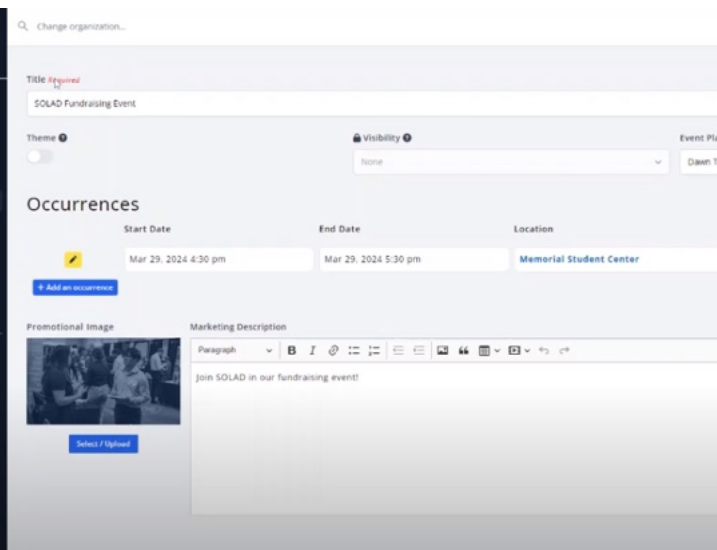
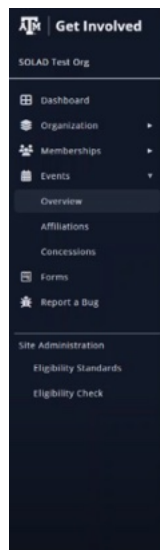
Marketing and publicity for events are essential, and through the Get Involved Event Form, recognized student organizations can showcase their events, featuring them on the Get Involved homepage and their organizations' profile pages while also enabling the collection of RSVPs post-approval and publication.

## ACCESSING THE EVENT FORM:

Permissions in Get Involved are managed indirectly through Roles assigned to Positions in Organizations facilitating smoother transitions among officers. A student leader's permissions may vary across organizations.

To edit Positions and Roles, officers should log in to Get Involved, access "Admin," ensure they're on the correct organization's page, and, if needed, switch organizations by searching in the bar. Eligibility to view an organization's Admin page requires listing as an officer or advisor.

Advisors, Chief Student Leaders (CSLs), Treasurers, and Officers can create, view, and edit events and forms, with a reminder to verify the organization's profile before starting an event form, especially for officers in multiple organizations.





# Managing Your Event



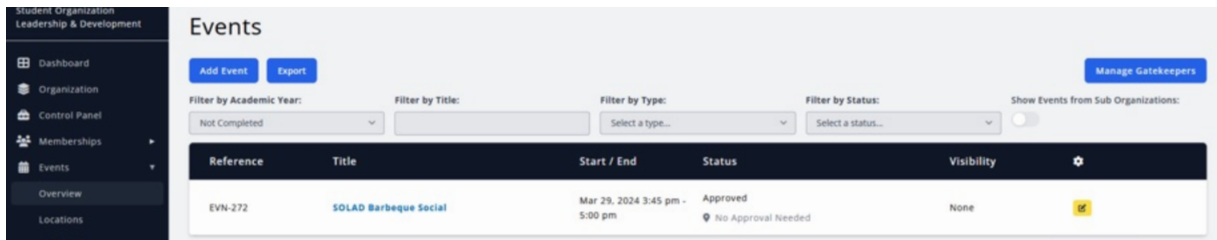
## GET INVOLVED TERMINOLOGY

### Status

Once a Get Involved event form is submitted, it undergoes various status changes before official approval and promotion. The Status column indicates the stage in the business process, including identifying the next reviewer. Some events may require review by campus partners.

The Status column may include:

- Initiated – A new event proposal has been added but has not yet been submitted for approval.
- Submitted – An event proposal that has been completed and is awaiting approval.
- Approved – A proposed event that has been approved and is not yet being promoted.
- Active – A current or future event that Get Involved is actively promoting.
- Expiring – A past event that may require completion of an evaluation before it gets closed out.
- Terminated – An event that has concluded and requires no further action.



### Visibility

The Visibility setting dictates the audience for event promotion and visibility, with approved events displaying the target audience in the Visibility column. Changes to the event form reset visibility to "none" until the approval process is complete.

Setting include:

- Public - can be viewed by anyone (no need to log in)
- Users - can only be viewed by Texas A&M University (TAMU) users who have logged in
- Members - can only be viewed by members on your organization roster in Get Involved
- None - event is currently not being promoted

### Theme

A theme, distinct from an individual event, serves as a grouping for events, facilitating joint marketing between organizations or organizing a collection of events over a period without specific time and place requirements, not necessitating an event form; once established, themes remain unchanged, enabling events to be associated with them, allowing organizations to link their events to it by indicating the theme on the event form. Examples: Hispanic Heritage Month, Sport Club Competitions

### Affiliation

A recognized student organization can establish an affiliation with another organization's event or theme, enabling joint promotion. To affiliate with an event or theme, the organization hosting it must approve related events seeking affiliation.

### RSVP Option

The event form also includes event RSVP, attendance, and assessment options.

- RSVP - includes features such as simple RSVP, pre-event registration, and participant details (e.g., dietary restrictions, allergies, accommodations)
- Attendance - includes event check-in options and attendance tracking and reporting
- Assessment - includes post-event feedback collection



# Managing Your Event



## GET INVOLVED TERMINOLOGY

### Reviewers and Approvers:

Based on selected options, campus partners may review the form before advisor approval. Student leaders and event planners should maintain communication with partners to ensure all inquiries are addressed for event success. Advisors serve as both reviewers and approvers. They must officially approve each Event Form submitted by the RSO.

### Event Planner

The creator of the event is considered the event planner within the form. The event planner will receive notifications about the status of the form, as well as comments from the reviewers (if applicable). If needed, this role can be shifted to another individual at any point in the approval process, e.g., the event planner can no longer oversee the event. Note that this role can only be assigned to another officer and may not be assigned to a general member.

### Tool Tip

If you are stuck or unsure what a word, icon, or phrase means in Get Involved, look for the question mark (?) icon above a field or in the upper right-hand corner of your screen. This will take you to a help site where you can find definitions, how-to's, and more to facilitate your experience with this platform.

## AFTER THE EVENT FORM IS COMPLETED:

### STEP 1 - WHO RECEIVES THE COMPLETED FORM?

The completed form is received by the advisor(s) of the organization and campus partners selected based on the options chosen, including Education Abroad (EA), Office of Fraternity and Sorority Life (OFSL), Recreational Sports, Residence Life, Student Organization Leadership & Development (SOLAD), Transportation Services, University Center and Special Events (UCEN), University Police Department (UPD), and University Youth Programs (UYP).

### STEP 2 - POSSIBLE RESPONSES FROM ADMINISTRATORS

After you submit the form, anticipate responses from reviewers, which may entail requests for additional details, provision of resource access information, or confirmation of policy compliance. It is imperative to promptly review and respond to these comments for effective event preparation, ensuring active engagement on your event form(s) for a seamless planning process.

### STEP 3 - INTERNAL EDITS AND REVIEWS

During the review process, advisors or other reviewers may leave comments for edits before event approval with the event form potentially returning to the creator for revisions and further review. If the event is well-planned with no comments, the advisor can directly click "approve" fulfilling the student rules requirement for proper event notification and necessary steps for success. Completing the event form does NOT serve as a reservation tool, necessitating separate communication with venues for space reservations.





# Managing Your Event

## YOU ARE READY TO HOST AN EVENT!

You now have the tools you need to excel in event planning using Get Involved. From understanding the importance of event forms to mastering the entire process, you're fully equipped to leverage this platform effectively. Remember to maintain open communication, stay responsive to feedback, and utilize platform resources when needed.

Learning new systems can be challenging. If you encounter any issues or bugs, please submit a bug report on [getinvolved.tamu.edu](http://getinvolved.tamu.edu). The bug report link can be found at the bottom of the web page or on your Admin dashboard. Additionally, the Student Organization Leadership & Development team is here to assist you with any questions or concerns regarding the event form. Feel free to reach out to us at [solad@stuact.tamu.edu](mailto:solad@stuact.tamu.edu) or call 979-458-4371.



**CONNECT WITH US**

Submit a Bug Report

Are you experiencing something unexpected and think it is a bug? Please **fill out a bug report** and let us know!

