

**MILWAUKEE AREA TECHNICAL COLLEGE
OFFICE OF STUDENT LIFE**

**Policies and Procedures Governing
Student Organizational Event Registrations**

MATC -recognized student organizations must preregister all organizational events, programs and projects, sponsored or Co-sponsored by or associated with the organization, that are planned, promoted or conducted by the organization or by its members/advisors on behalf of the organization, whether held on or off campus, utilizing an Event Registration Form. This form must precede any other registration requirements or reservations for use of campus equipment facilities or services (see reverse side for Additional Registration/Reservation Requirements).

The attached registration form is to be completed by the student organization event chairperson and the faculty advisor who both must be knowledgeable about and comply with the requirements detailed in this document. This form, and any other registration or reservation forms that are required, must be submitted to the Office of Student Life at the respective campus according to the following deadlines:

Note: Student organizations conducting on-campus programs/events are required to meet with the Office of Student Life Coordinator at the campus where the functions is to be held prior to any requested facilities and/or services being confirmed. Student organizations conducting programs/events at the Downtown Campus are required to meet the campus's conference management team to review and finalize arrangements relevant to the event's implementation. Details relative to scheduling these meetings will be provided by the Office of Student Life following the submission of this form.

Conferences: 60 days in advance of the conference date.

Community/College Service Projects and Cultural Events: 30 days in advance of the event.

Social Events: 30 days in advance for an on-campus event; 15 days in advance for an off-campus event.

Note: All social events held on campus require the supervision of at least one MATC employee (advisor) per 75 participants. Social events involving the exchange of money (e.g. admission fee) require an MATC Public Safety Officer be present (see #11 on the reverse side). Alcohol is prohibited at any social events sponsored by the Office of Student Life and student organizations.

Raffles: 30 days in advance of the drawing.

Fundraisers: 30 days in advance for an outside vendor sale; 15 days in advance for food sales.

Note: All monies derived from student organization-sponsored events must be deposited in the organization's campus account and copies of all deposits submitted to the Office Of Student Life

at the respective campus, with their monthly treasurer's report.

Speakers and Meetings: 15 days in advance of the event

Recruitment/Information Booth/Table: Five days in advance of the event

Admission Events: Before financial commitment (contract) is made

Other: 10 day minimum, depending on the nature of the event

All student organization programs/events are subject to the review and approval of the Office of Student Life, whose decision is final. Every attempt will be made to accommodate all requests.