# STUDENT EVENT APPROVAL CHECKLIST

Student events must operate within the parameters of the [Student Handbook](#) and [Code of Conduct](#). For questions about student events, contact the Campus Ministries Chaplain at 509-527-2010. It is necessary to obtain prior approval using this checklist at least two weeks in advance for events involving:

- physical activity
- event organizers charging participants for food
- guest speaker(s), musician(s), artist(s), or presenter(s)
- written agreements of any kind with non-WWU parties that require signatures by both WWU and the other party, and agreements in which a WWU faculty/staff/student is paid
- any transportation arrangements made by the sponsor or organizer*; follow the University Travel Policies (Transportation Options for WWU Activities section) at [https://wallawalla.edu/?id=1840](https://wallawalla.edu/?id=1840)
- any event in which one or more students stay overnight *

## Name: ___________________________ Date(s) of Event: ___________________________

Event Organizer (name and phone number): ___________________________________________

Event Description: _______________________________________________________________________________________

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**Campus Ministries Chaplain** | Albert Handal/Adrian Marston (509) 527-2010
Discuss your idea for a Student Event with the Campus Ministries Chaplain for approval.

**Risk and Safety Management** | Sophie Webster (509) 527-2250
Refer to the [Risk and Safety Management website](#) or call (509) 527-2250 for information about forms, procedures, insurance exclusions and/or waivers that might be necessary for your event. If your event involves a physical activity create a plan for how this activity will be conducted safely. If appropriate, communicate safety information to all participants and document that communication. Helpful resources and policies for reference include:

- Accident/Incident Reporting
- Approved Pilot List
- Boating Policy
- Contract/Agreement/Lease Policy
- Driver and Transportation Policies
- Food Policy (for events where participants pay for food service)
- Insurance Exclusions and Safety Guidelines
- Travel
- Waivers (for physical activities)

**Campus Security** | (509) 527-2222
Consider whether it may be helpful to have Campus Security present at your event. Remember to use appropriate safety equipment and bring an updated first aid kit (available on loan from Campus Security). Develop an emergency response plan to anticipate and minimize potential risks, and appoint someone to monitor safety at the event who will contact 911 and Campus Security in case of an emergency. Contact Campus Security if your event involves any of the following:

- Open flames (Hot Works Permit required)
- Animals (see Animal Policy)

**Police Chief** | Troy Tomaras (509) 394-8550
Consider whether you will need a permit for this event. Contact the Police Chief if you are unsure on this.

**Campus Ministries Chaplain** | Albert Handal/Adrian Marston (509) 527-2010
Return Student Event Approval Checklist to the Campus Ministries Chaplain for completion.

## Additional Resources

**Accounting** | (509) 527-2412
Make sure your student account has enough money to cover all event expenses (check your student account balance on myWWU). Save all receipts related to the event and submit appropriate documentation and requests related to the event.

**Travel Requests**
A WWU Domestic Travel Request Application for University-sponsored student travel may be required for your event. Please refer to [https://wallawalla.edu/?id=3245](https://wallawalla.edu/?id=3245).