



Nicholls State University

Student Activities and Fundraiser Request

GOLD FORM

Individuals needing ADA accommodations contact (985) 448-4783 or visit www.nicholls.edu/ada

____ New Request

____ Revised Request

**** Submit to the Reservations Office in Student Life 2 WEEKS before the event. ****

Name of Organization _____	Today's Date ____/____/____
Contact Person _____	Phone _____ Email _____
Campus/Local _____	Campus Advisor _____ Phone _____

Name of Event: _____ Estimated Attendance: _____

Type of Event: Lobby Table Bake Sale Meeting/Lecture Banquet/Awards Ceremony Fundraiser Other _____

1st Date Preference: _____ 2nd Date Preference: _____

Is this request for a recurring event (multiple dates)? No Yes If YES, please list all event dates in detailed description.

Indicate Event Location: Off-Campus - Complete the "OFF-CAMPUS" Activity Request Form (obtain from the Student Life Office)

On-Campus - Building/Room: (1st Choice) _____ (2nd Choice) _____

Event Start Time: _____ Event End Time: _____ Set-up Time: _____ Clean-up Time: _____

Event Participants: (check all that apply) Organization Members Only On-Campus Community Off-Campus Public

Will there be ticket sales? No Yes, \$ _____ charged for pre-sale tickets and \$ _____ charged for gate tickets.

How will funds be used? _____

Do you want this event listed on the university master calendar (nicholls.edu/calendar) Yes No

Event Description: _____

Indicate Set-up:

Theater/Classroom	Square	U-Shape	Workshop	Banquet Round	Banquet Long

List set-up and audio visual needs: _____

Will food and/or beverage be served? No Yes** If yes, will alcohol be served? No Yes**

**Sodexo must provide services for events open to participants other than your organization's members and when alcohol is served.

Have you contacted Sodexo Food Services? Yes No

Provide a complete description of food/beverage planned for the event: _____

By signing below, I agree to abide by all policies governing the use of facilities at Nicholls State University:

_____ Organization President or Representative (Required)	_____ Date	_____ Faculty/Staff Advisor (Required)	_____ Date
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APPROVAL PROCESS

After chain of command approvals are obtained, submit this form to the Reservations Office at least two weeks prior to the event date. The Reservations Office will continue the routing process (including the Calendar Review Board if needed). Once all approvals are obtained, you will receive an email stating that the event is "CONFIRMED." You may begin advertising once the event is CONFIRMED.

Student Life Officer Date _____ Reservations Office Date _____

ROUTING: ____ MAINTENANCE ____ GROUNDS ____ UNIVERSITY POLICE ____ 3RD PARTY LOCATION



RSO Event Guidelines - Fall 2020

With the health and safety of all students at the forefront, these guidelines and protocols are being provided to assist your organization with planning a safe and successful meeting or event this fall. By balancing health and safety with engagement opportunities, our goal is for your student experience during these challenging times to continue to be positive and safe at the same time. It is important to note that in these rapidly changing circumstances, these guidelines and protocols will be adjusted as needed in accordance with CDC, state, and university guidance.

1. Quick Takeaways
 - a. Events with guests other than Nicholls current students, faculty and staff must have an approved invitation, ticket and/or reservation process (via RSVP)
 - b. Must wear a mask at all times (inside and outside)
 - c. Must maintain 6ft social distancing at all times
 - d. Gold Forms should be submitted virtually to RSO advisor AND Student Engagement representative via email
 - e. RSOs are required to submit attendance rosters after all events for contact tracing to the appropriate Student Engagement representative
Registered Student Organization - Carly Clark (carly.clark@nicholls.edu)
Greek Life- David Ford (david.ford@nicholls.edu)
2. Definitions
 - a. Meeting - a sit-down function where RSO members enter a facility, sit/stand in a specifically designated spot to conduct a business meeting, then exit facility
 - b. Social Event/Activity - a gathering hosted by an organization that involves active movement and socialization around a facility (movie nights, gaming activities, block parties)
3. Responsibility and Enforcement
 - a. The example starts with YOU! Wear your mask, stay 6 ft. apart and set an example for the people attending your activities. If you see a group of people not wearing a mask, ask them to put on their mask. The chain of responsibility is as follows:
 - i. Students
 - ii. Student Leaders
 - iii. RSO Advisors
 - b. Failure to comply with meeting and event guidelines will result in referral to the Conduct and Accountability Office
4. Meetings
 - a. Based on room size and 6ft social distancing
 - b. Everyone must remain seated 6 ft apart
 - c. Must wear a mask at all times
5. Lobby Table
 - a. No communal candy bowl, pen jars, or other giveaways where students grab items for themselves
 - b. Only one (1) RSO representative allowed at a time
 - c. Bake Sales are not allowed during this time
 - d. Handouts are allowed
6. Fundraisers
 - a. Fundraisers with food - All food must be provided by Sodexo
7. Social Events
 - a. Events with guests other than Nicholls current students, faculty and staff must have an approved invitation, ticket and/or reservation process (via RSVP)
 - b. Dances are not allowed at this time
 - c. Indoor live music and karaoke are not allowed at this time
 - d. Indoor events shall be limited to a maximum of 50 persons or 1 person per 30 square feet of net usable floor area, whichever is less
 - e. Confined common use spaces such as jump houses, ball pits, haunted houses, and similar spaces where distancing between individuals and small groups are not practical, or where surfaces that are subject to frequent touching cannot be regularly sanitized, shall remain closed during this Phase 2 period
 - f. Outdoor events are allowed (please see the Outdoor event section)
8. Events with Food
 - a. Food must be purchased from Sodexo unless the event is a closed/private (organization members only) event
 - i. Closed Events (current members only) - can self cater if they have a designated food server to hand out the items
 1. Only one person can be designated to hand out food
 2. Must wear gloves and masks at all times when distributing food
 3. No self serve food allowed
 - b. Events where food that is homemade is not allowed (bake sales, snowballs, fried fish, etc.)
 - c. Can have a served (sit down) meal using Sodexo as the caterer but only 2 people per table, unless immediate household members.
 - d. No buffets or common food/beverage service stations
 - i. Common food/beverage stations - coffee bars, trays of food, beverages in dispensers, etc.
 - e. Can have individually wrapped pre-packaged food items and bottled beverages
 - f. Kona Ice is not allowed in Phase 2
 - g. Cook-offs are not allowed in Phase 2
9. Outdoor events
 - a. Events with guests other than Nicholls current students, faculty and staff must have an approved invitation, ticket and/or reservation process (via RSVP)
 - b. No more than 50 persons in a single outdoor space where individuals who are not immediate household members are unable to maintain strict social distancing of six feet from others
 - c. One person per 30 square feet of the net usable area within a fenced-in or contained area
 - d. Movie on the lawn and outdoor music event requests will be reviewed to ensure all health and safety guidelines are met prior to approval being given.
 - e. Students must bring a chair, stay in or by their chair, remain 6ft apart, and wear a mask the whole time.
 - f. Dancing not allowed
10. Venue/Room Capacity and Availability
 - a. Venue/room capacity at this time is based on Phase 2 regulations and 6 ft distancing. Indoor events shall be limited to a maximum of 50 persons or 1 person per 30 square feet of net usable floor area, whichever is less. The capacity size you are used to will not be the same and should be considered when filling out your Gold Form. Many spaces are being used as classrooms and may not be available or will have limited availability.
11. Off-Campus Events and Activities
 - a. Not allowed at this time
12. Tailgating
 - a. Not allowed at this time.
13. Important university links and resources
 - a. Nicholls State University [Return to Campus](#) Website
 - b. [Student Organization](#) Website
 - c. [Greek Life](#) Website
 - d. [Counseling Center](#) Website

Failure to comply with meeting and event guidelines will result in a referral to the Conduct and Accountability Office and consequences will be decided upon by the Student Affairs staff, which can include organization/chapter suspension. Student Organization Presidents/Leaders are responsible for ensuring that all members of their organization are aware of the above event guidelines. During this time, RSO advisors are required to be in attendance throughout an event/activity planned by their organization. This requirement for advisor presence will not be required at business meetings but is still encouraged.

By signing below, I agree to abide by all policies governing the use of facilities at Nicholls State University:

Organization **President** Signature

Date

Organization **Advisor** Signature

Date