

# **RSCO EVENT APPROVAL GUIDELINES**

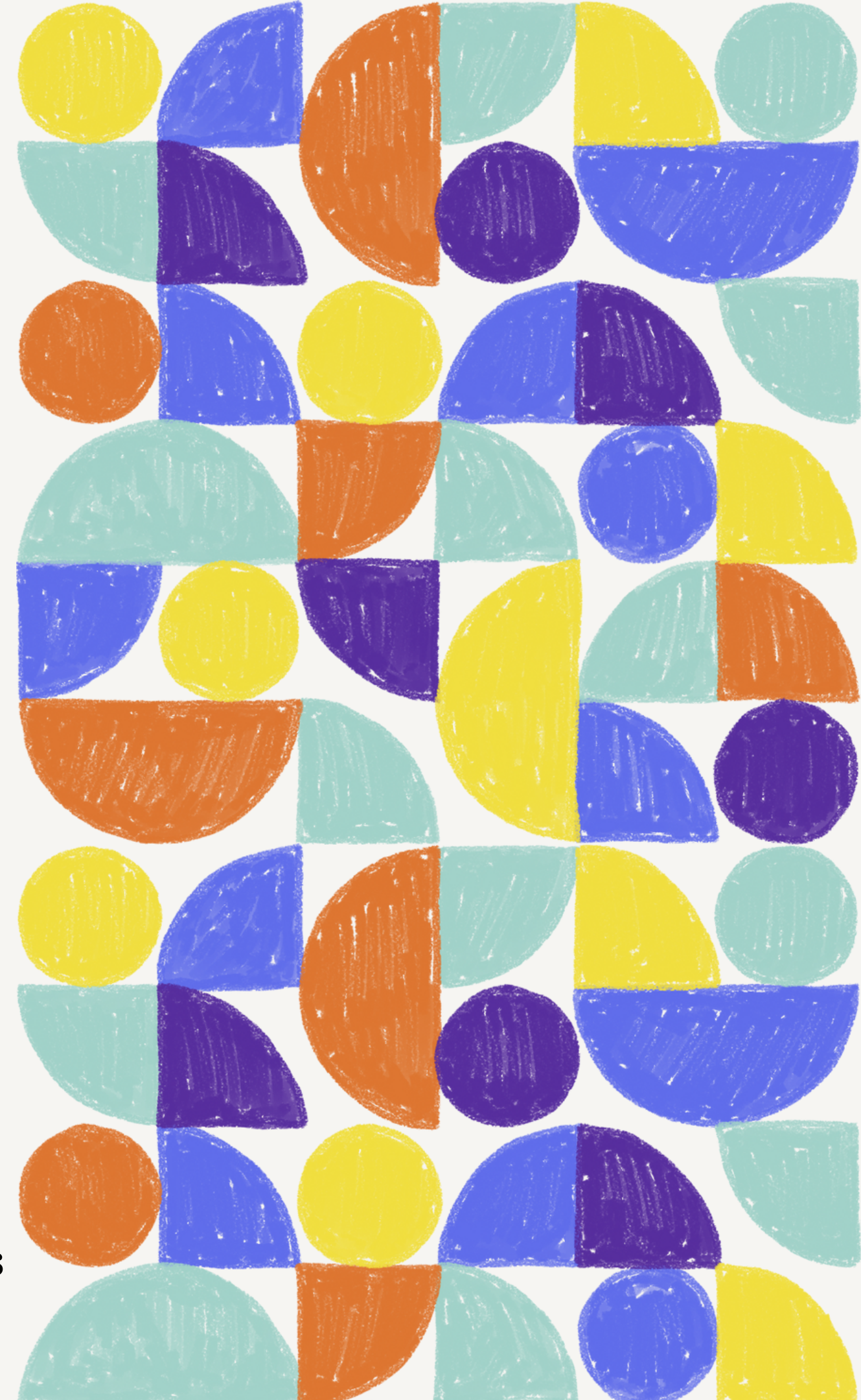
Mt. San Antonio College  
Student Life Office  
studentlife@mtsac.edu  
909.274.5959

**SCAN ME**



**Active web links**

<https://bit.ly/RSCOEventGuidelines>

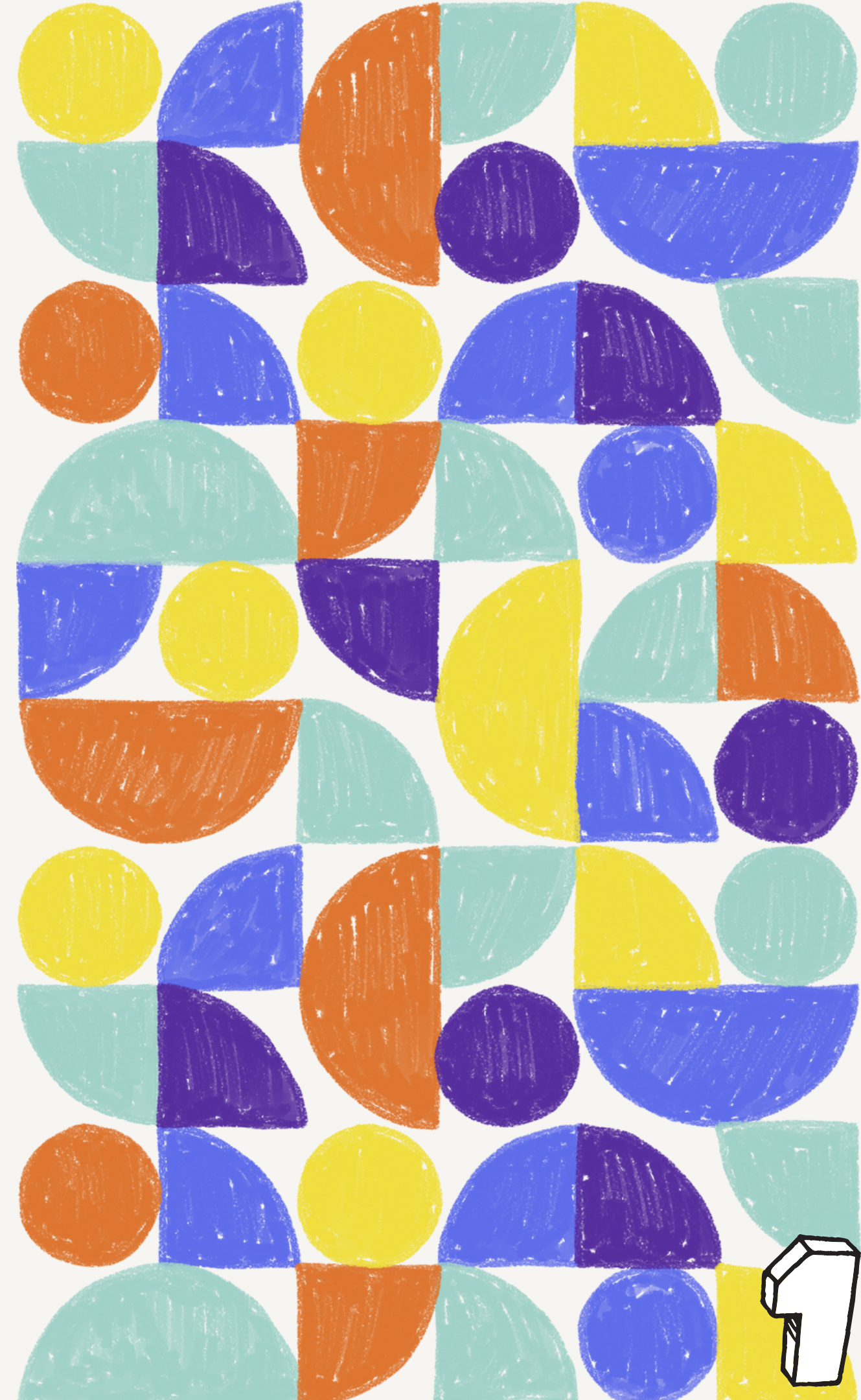






# ***CHECK CLUB***

- Club/org has been activated for the current semester?  
Check [mtsac.edu/clubs](https://mtsac.edu/clubs)
- Event requests must be submitted by the Club/Org Advisor on record





# SPACE

**25LIVE – [HTTPS://25LIVE.COLLEGENET.COM/PRO/MTSAC](https://25live.collegenet.com/pro/MTSAC)**

- Event Type = **Choose** "Student Club Event"
- Organization = **Choose** *your Club/Org Name*
- Submit with attachment(s) at least **12 calendar days** prior to the event.



## **ATTACHMENTS TO UPLOAD TO 25LIVE REQUEST**

- Event description/flyer
- Fiscal Forms
- Medical Release Forms



# SPACE

## EVENT DESCRIPTION/FLYER

- **UPLOAD** event description or event flyer to 25Live to be used for social media advertising
- Full description, date, time, location, contact info., what the event includes, product, price, fundraiser, etc.





# THINK

**PERFORMERS, SPEAKERS, DJ'S, RENTALS OR  
ANY SPECIAL TYPE OF DISPLAY,  
FOOD VENDORS, ETC.?**



- Yes? Board of Trustees approval may be required
- Consult with Student Life
- 6-8 week advance planning required



# THINK

## FUNDRAISER OR \$ BEING COLLECTED?



- **Click Here** for Fiscal Forms (found under Fiscal Services/Student Club Forms & Procedures)
- **UPLOAD** to 25Live: Fiscal Services Club Fundraising Form (one form per day)
- **UPLOAD** to 25Live: Fiscal Services Cash Box/Change Form (if needed)



# THINK SAFETY

## COVID-19

- RSCO Advisors are being asked to check to ensure all participating students show clearance on their Cleared4 account.
- Please use the following link to access the RSCO Cleared4 Scanner: <https://bit.ly/Cleared4RSCO>



## FOOD

- Will there be food? (Homemade food not permitted)
- Include food related information in 25Live Request
- [Click Here](#) to view Food Regulations (found under Risk Management)



# THINK SAFETY

## MEDICAL RELEASES – OFF CAMPUS EVENTS

- **Click Here** - Student Travel and Medical Release Form (found under Administrative Forms)
- **UPLOAD** - Student Travel and Medical Release for Classroom-Related Travel forms to 25Live Request



Before event, distribute completed forms as follows:

- 1) Division Office of Advisor
- 2) Advisor to take on the trip in case of emergency
- 3) Police & Campus Safety - use link below to SmartSheet
  - [Police and Campus Safety Medical Release Form Upload Link](#)

## PHYSICAL ACTIVITY?

**Click Here** to complete a Voluntary Participation Waiver for each participant

