



Mt. San Antonio College

RSCO EVENT APPROVAL GUIDELINES



UPLOAD SYMBOL

1

Does this event include performers, speakers, DJ's, rentals or any special type of display, food vendors, etc.?
If yes, you may need to obtain Board of Trustees approval. Please consult with Student Life staff.
(6-8 week advance planning is required for these types of events)


2

25Live On-Line Request (must be completed for all club/org functions - on & off-campus, including club/departments collaborations)
Select "**Student Club Event**" as the **Event Type** in order to obtain the proper approvals.
Check facility availability: spaces.mtsac.edu (use Portal log-in to view)
Has the club/org been approved to function for the semester? **Check mtsac.edu/clubs**
Requests must be submitted by the Club/Org Advisor on record.
Requests must be submitted with attachment(s) at least 12 calendar days prior to the event.

3

UPLOAD an event description or event flyer. 
(Full description, date, time, location, contact info., what the event includes, product, price, fundraiser, etc.)

4


Is the Event a Fundraiser? (Is money being collected?)
UPLOAD Fiscal Services Club Fundraising Form (one form per day) w/Advisor signature
UPLOAD Fiscal Services Cash Box/Change Form (if needed) w/Advisor signature 

[Click Here for Fiscal Forms \(found under Fiscal Services/Student Club Forms & Procedures\)](#)

5

Is the Event being held off campus?
If yes, has each student completed a Student Agreement and Medical Release for Classroom-Related Travel Form?

[Click Here for Student Travel and Medical Release Form \(found under Administrative Forms\)](#)

UPLOAD Student Agreement 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](#)

6

Is there food involved?
Will there be pre-packaged food? (no homemade food allowed)
Include food related information in 25Live Request. What will be served?

[Click Here to view Food Regulations \(found under Risk Management\)](#)

7

Is there physical activity included in the event?

[Click Here to complete a Voluntary Participation Waiver for each participant](#)

QUESTIONS REGARDING 25LIVE? Contact **Event Services at 909.274.4797**

QUESTIONS REGARDING CLUB/ORG PROCESS FOR APPROVALS? Contact **Student Life at 909.274.4525**