



## Mt. San Antonio College CLUB 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 complete for all club functions - on & off-campus)  
Select **"Student Club Event"** as the **Event Type** in order to obtain the proper approvals.  
Check facility availability: [spaces.mtsac.edu](https://spaces.mtsac.edu) (use Portal log-in to view)  
Has the Club been approved to function for the semester? **Check [mtsac.edu/clubs](https://mtsac.edu/clubs)**  
**Requests must be submitted by the Club 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



**Forms located here: [mtsac.edu/clubs/studentlifecubforms.html](https://mtsac.edu/clubs/studentlifecubforms.html)**

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?

**Form located here: [mtsac.edu/employees/forms/administrative/student\\_travel\\_medical\\_release.pdf](https://mtsac.edu/employees/forms/administrative/student_travel_medical_release.pdf)**

**UPLOAD** Student Agreement and Medical Release for Classroom-Related Travel forms to 25Live Request.



Copy 3 sets and distribute before the event to: 1) Police & Campus Safety, 2) Division Office of Advisor, 3) Advisor to take on the trip in case of emergency?

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?

**Refer to Food Policy: [mtsac.edu/clubs/studentlifecubforms.html](https://mtsac.edu/clubs/studentlifecubforms.html)**

QUESTIONS REGARDING 25LIVE? Contact **Event Services at 909.274.4797**  
QUESTIONS REGARDING CLUB PROCESS FOR APPROVALS? Contact **Student Life at 909.274.4525**