



Guide for Completing the Civic Engagement Event Registration Process

Civic Engagement Event Registration Process

Step 1)

Review all information necessary to successfully complete the approval and registration process:

- A. Read this document in its entirety
- B. Review your council's event registration requirements, available in your council's governing documents on the council-specific page of the SFE website
- C. Review all Event Authorization Committee (EAC) guidelines and resources, available on the [Event Authorization and Planning webpage](#) of the Student Activities Center website

Step 2)

Register your event with your council AND the Event Authorization Committee (EAC):

A. Council Registration

Council Registration is a requirement of each governing council within the Sorority & Fraternity Community

- a. Access the [Civic Engagement Event Registration Form](#) to register the event with your council
 - i. Events hosted by more than one chapter require that a council registration form be submitted by all chapters involved. You should indicate all other chapters hosting the event on Page 5 of this form
 - ii. If you answer "yes" to any of the questions on Page 4, you will need to submit a separate form to register the event with the Event Authorization Committee (EAC). *More information about this process can be found within the next section of this document – B. Event Authorization Committee (EAC) Registration*
 - iii. If you are uncertain of how to answer a question within the form, answer it to the best of your ability - providing as much detail as possible will expedite the registration process
- b. Once you have completed the entire form, click "next." This should prompt the form to provide a notice that it has successfully been submitted
 - i. The Cross-Council Civic Engagement Team and advisor meet weekly throughout the semester to review events submitted within the previous week. You should expect to be notified of your event's status by email and see it listed as *pending* on the community calendar (located on the home page of the SFE website) within 10 days of submission – it is at this time that you will be given further instructions if necessary.

*Pending status holds the date, but **does not** indicate that the event meets expectations.*

Dates will not be held for incomplete submissions/submissions containing minimal information.

B. Event Authorization Committee (EAC) Registration:

Event Authorization Committee (EAC) Registration is a requirement of the university for all recognized student organizations

- a. If you are a first time user for the EAC Registration process, you will need to follow the steps outlined in the [Event Authorization Procedural Steps](#) to gain access to the system.
- b. Visit the [Student Organization Event Authorization Application page](#) and click on *Application* to complete the EAC form
 - i. You will need to have reserved a space to be able to complete this form; if the event is at your chapter facility, select "Off Campus" as the location. You may then provide the address of your facility in the box labeled "please specify."
 - ii. You will be asked to select all "Event Types" that apply. At the very least, you will likely need to check the "Fundraiser" box for your event to ensure that it routes to the correct entities for approval.

- c. Submit the form. The Event Authorization Committee will review your submission, then use the event chat function to discuss any questions/corrections that must be made. The event will be marked as approved once all information is correct.
 - i. It is best to submit the EAC Form as early as possible. Submit at least 30-60 days prior to a large event, and at least 10 business days prior to a small event.
 - ii. Only one EAC form is needed per event, regardless of the number of chapters hosting it.

Your event will remain marked as pending on the community calendar until both the Council Registration and Event Authorization Committee (EAC) Registration processes are complete. You may only advertise and/or host your event once you have received confirmation from both entities that your event meets expectations.

More information and resources for planning events in accordance with the Student Organizations Event Authorization process are available on the Student Activity Center's [Event Authorization and Planning webpage](#).

Step 3)

Initiate the Food Safety Certification process (if applicable)

If there will be food at your event, you must complete the Food Safety Certification process. All members, regardless of whether or not they will be serving food, must be Food Safety Certified. The certification is valid for the academic year during which it was received.

- A. Enroll in SafeFood101 on Canvas
 - a. View the safety course videos in boxes 2 and 3, then the handouts in box 4.
 - b. Take the Food Safety Quiz. You must receive a 75% or higher to pass.
 - c. After you have successfully completed the SafeFood quiz, you will automatically receive the SafeFood badge via Badgr. Click on the "Badges" module in Canvas to view your badge.

Step 4)

Complete the Civic Engagement Reporting Form

It is critical that chapters report all Civic Engagement activity, as this is how both SFE and councils record data and give credit to chapters for their accomplishments.

- A. Your council officer should send you a link to this form at the end of each month, but you are able to access it at any time on the [Civic Engagement page](#) of the SFE website
- B. You will be prompted to select the type of submission
 - a. If you select *Philanthropy – Fundraiser (monetary donation)*, be prepared to provide documentation of your donation.
 - i. Examples: picture/carbon copy on the check you sent, an account statement from your HQ, a thank you note/email from the organization to which you donated, etc. Anything that shows that the money was received by the organization for which it was raised is acceptable.
 - b. If you select *Philanthropy – Indirect Support (donated items: food, clothing, books, etc.)*, be prepared to provide documentation of your donation.
 - i. Examples: picture of you delivering the items, a thank you note/email from the organization to which you donated, etc. Anything that shows that the money was received by the organization for which it was raised is acceptable.

- c. If your event was in collaboration with another chapter/student organization, please be prepared to designate the portion(s) raised by each entity involved.
 - i. Example: Delta Sigma Theta and Kappa Sigma hosted an event together and donated a total of \$1000. Of the total, Delta Sigma Theta raised \$700 and Kappa Sigma raised \$300.

Still have questions? Contact your council officer responsible for Civic Engagement oversight:

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