THE
LeMoyne-Owen
COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT:	Effective Date:	Policy Number:
Special Events Sponsored by the College Guidelines	July 1, 2011	06-1-006
	Supersedes:	Page 1 Of 2
	Policy:	
	Date:	
	Responsible Authority:	

I. Purpose of the policy/Policy statement

The purpose of the guidelines listed above is to ensure that appropriate activities that are scheduled will establish/promote the College's presence in the community.

II. Detailed Policy Statement

The systematic planning and evaluation of appropriate College-sponsored events requires that the following criteria be meet:

1. The event maintains the image and integrity of the College.
2. The event is promoted and operated in an ethical and professional manner.
3. To schedule events in a suitable way that will be in harmony with other activities of the College and will not be a burden on its donor base.

III. Applicability/Scope

The policy applies to all Faculty, staff, students, student advisors, approved solicitors/volunteers and trustees of the College; including any entity, whether expressly or implicitly named herein, who wishes to sponsor any type of special event.

IV. Definitions

V. Implementation procedures

Responsibility	Action	Timeline
Trustee Development Committee; Executive Director, OIA	Approval of all special events	Prior to implementation of plans
President's Cabinet	Approval of date and location	
Executive Director, OIA	Review and sign event-related contracts	
Special Events Coordinator	Coordination of events from start to finish: Annual Hank Aaron celebrity Sports Weekend	
One member of the Trustee Development Committee; Executive Director, OIA; Special Events Coordinator	Act as liaison to the Board with and OIA Staff to coordinate approved events throughout the process	
Executive Director, OIA; Special Events Coordinator	Regular reports to the Trustee Development Committee during planning and promotion	
Executive Director, OIA; Special Events Coordinator	Approval of all brochures, promotional materials and ticket copy for proper imaging	
Faculty, staff, students, student advisors, approved solicitors/volunteers and trustees of the College	All revenue for advance ticket sales must be turned in to OIA prior to the event	
Administrative Assistant, OIA; Special Events Coordinator; Donor Relations Officer	Accounting Records kept	
Risk Management	Obtain necessary licensure and insurance as needed and warranted by the type of event	

VI. Related policies/References for more information

The Office of Institutional Advancement Operations Handbook, 2011
United Negro College Fund, Inc., Solicitation Policy

Authorizing Official: Roger R. Brown Roger R. Brown Authorization Date: October 6, 2011

Title: Executive Director, Office of Institutional Advancement