Gettysburg College Policy on Sponsorship of Events

Adopted by Gettysburg College President’s Council

Effective Date:

Rationale:

Gettysburg College prides itself on the vibrancy of the liberal arts experience it offers its students and the way it supports their intellectual and co-curricular life with campus events. It is no surprise, therefore, that any given day or night during the Academic Year, multiple events of various sizes and complexity will be taking place.

The College also hosts multiple conferences, camps and other events outside the Academic Year, frequently welcoming groups who are new to our community. In addition, the College hosts events off campus as part of its outreach to its many constituencies including prospective students, alumni, parents and friends.

The success of all these events has an impact on the College’s delivery of its mission and on its reputation.

The purpose of this policy is twofold:

1. To distinguish between College-Sponsored events and Non-College Sponsored events.

2. To ensure that all events have a Sponsoring Department and a College Agent. Having a Sponsoring Department and an Agent enables the kind of planning and effective communication across multiple departments that is necessary for the success of events. It also allows for the risks associated with events to be recognized and managed.

Policy:

Events during the Academic Year may only be approved if the event is College-Sponsored (see definition below). Non-College Sponsored events are limited to use of facilities during the non-academic year only. Personal Sponsorship of an event is considered to be non-College sponsored.

Definitions:

A College-Sponsored event is defined as an event that is initiated by a recognized college organization or an academic/administrative department.

A Non College-Sponsored event can be one that is initiated by a non-college affiliated person or organization or it can be one that is initiated by an individual college.
community member acting on their own behalf (faculty, administrator, staff or student, alumni). This latter is defined as **Personal Sponsorship**.

**Requirements to host a College-Sponsored Event**

The act of sponsoring an event commits the **Sponsoring Department** to the following:

- The **Sponsoring Department** must have a **College Agent** (current faculty, administrator, staff or student) who is responsible for the following:
  - Making all necessary arrangements including but not limited to scheduling space, advertising, coordinating with College Dining Services, and technology support.
  - Assuring compliance with all campus policies and guidelines.
  - Being present at the event’s location for the entire event.
- The **Sponsoring Department** must be clearly identified in all publicity materials.
- The **Sponsoring Department** must accept financial responsibility for any costs incurred and must provide a Gettysburg College internal account number (GL) prior to the event.

**Please Note:** Before scheduling the event, check with the Sponsoring Department’s leadership to confirm their willingness to sponsor the event.

- For student organizations: executive board or club leadership
- For academic departments: department chair
- For administrative departments: department head

**Requirements to host a Non-College-Sponsored Event**

All **Non College-Sponsored** events must be scheduled through the **Conference and Event Office** who will act as the **College Agent** for the group. The group will be required to have proof of insurance and will be billed according to their specific requests.

**Examples of College Sponsored and Non-College Sponsored Events:**

- A departmental social (i.e. a retirement reception for an employee) would be **College Sponsored**.
- A social hosted by an employee (i.e. a birthday party for a family member) would be **Non-College Sponsored** because it is **Personally Sponsored**.
Contacts:

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**For Non College-Sponsored Events**
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