

University of the Pacific

Thomas J. Long School of Pharmacy and Health Sciences

Committee and Organization Event and Fundraising Procedures

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I. A DOCUMENT FOR FUTURE PRESERVATION

The purpose of this document is to ensure that all committees and organizations operating under The University of the Pacific Thomas J. Long School of Pharmacy and Health Sciences understand the procedures that are in place at our school. These procedures were put in place to ensure not only safe and effective student outreach or events, but to also to make sure every committee or organization has a fair chance to develop at this campus.

Once this document is officially handed to the President or Co-Chair of their respective organization or committee, it is assumed that anyone who is, and or who will be, operating with these parties understands these procedures.

II. HOW TO PLAN AN EVENT

- A. Clear your event on the ASP Calendar
 - a. Check the ASP Calendar on <http://www.aphaaspacific.com> to make sure the desired date and time are available
 - b. Email VP of Student Affairs (ASP_StudentAffairs@pacific.edu) with Subject Line: “Calendar Update: Hosting Group – Event Name”
 - c. Include:
 - i. Name of the Event
 - ii. Date and Time Frame of the Event
 - iii. Location of the Event
 - iv. Contact Personnel – Name and Email
 - d. Expect a response and calendar update from VP of Student Affairs within 48 business hours
 - e. Please notify VP of Student Affairs if changes to any above are made
- B. Verify that your event is on the ASP Calendar
- C. For marketing purposes clear your event with the School of Pharmacy and Health Sciences Event Calendar before advertising or spending any funds

- a. Email the External Relations Coordinator in the Office of Marketing and Communications
 - b. Include:
 - i. Name of the Event
 - ii. Date and Time Frame of the Event
 - iii. Location of the Event
- D. For any speaker or prominent visitors visiting the school, email the Dean's Office at PHSDean@pacific.edu with the following:
- a. Name of the Event
 - b. Date and Time Frame of the Event
 - c. Location of the Event
- E. For any outreach event notify the Office of Enrollment and Pre-Pharmacy Affairs at PreHealth@pacific.edu
- F. Reserve a room for any pharmacy/north campus event through the Office of Student Affairs and Organization (OSAO) and for any south campus event, please contact the ASuop Scheduling Coordinator.
- a. Do this at least 2 weeks in advance of the event and prior to advertising for the event
 - b. Save your event confirmation and print it out in case of discrepancy
 - c. Number of persons allowed in a room
 - i. PHS 110-114 allows for 54 or less attendees
 - ii. PHS 110-111 (combined) allows for 55 – 100 attendees
 - iii. PHS 115 & R103 allows for more than 100 attendees
 - 1. If any event is found having more than the maximum occupancy, as stated above, the responsible group will be at risk of a fine or have reservation privileges revoked
 - iv. More than 100 attendees will require security
- G. If there is going to be more than \$250 worth of food for your event, you must contact Bon Appetite for the following choice:
- a. Cater through Bon Appetite OR
 - b. Request permission from Bon Appetite to cater from an outside source
- H. If this is a community outreach event, an "Event Planning Form" must be completed and submitted to IPPE office at IPPE@pacific.edu at least 12 weeks in advance. Upon approval of the "Event Planning Form", the "Event Form" must be completed and turned in to IPPE@pacific.edu at least 6 weeks prior to the event.
- I. Contact PHS_Support@pacific.edu to request that they file a Service Request (SR) to have the lights, heat, or AC on in the appropriate rooms/building and that the sprinklers be turned off, if needed. Many events require that a security officer be present when building is open (e.g. when events include non-SOPHS and speakers) or include more than 100 people. If you have food, you may need to inform PHS_Support to request for janitorial services. Many of these requests require an index Code to which any charges will be posted (refer to OSAO for an index code)
- a. Email PHS_Support@pacific.edu and CC Dr. Norton (lnorton@pacific.edu)

- i. Make sure that your event is on both the ASP and SOPHS events
Calendar and all of the above are completed at least 2 weeks in advance
 - b. The use of the index code must first be approved by the Office of Student Affairs
 - J. To prevent possible physical harm, please do not throw anything in class or at any event
 - K. On the day of your event:
 - a. Arrive at the school at least 30 minutes prior to the event. Then unless a Security Officer will be onsite for your event, contact public safety at least 30 minutes prior to the beginning of the event make sure all necessary doors are unlocked
 - b. Make sure you test any electronic equipment prior to your event – of note, only individuals who have been trained are authorized to use the AV equipment in the School (Training can be requested through PHS_Support@pacific.edu)
 - c. If you are taking pictures during the event, please email photos to VP of Communications (ASP_Communications@pacific.edu), so they may become a part of our school memories (not required)
 - d. After your event, make sure the room is clean and reset for class, that the tables and chairs are clean, that the garbage has been dumped in the outside dumpster and that the rooms look how they looked prior to the event
 - e. Call public safety after your event to lock up and remain in the building until the building is locked
 - f. Unless an emergency has occurred that has made it unsafe for you and at least one other student to stay in the building do not leave the building unattended, even if the Public Safety dispatchers say that you can leave. Once a Public Safety Officer has arrived to lock the building, you may leave the building security to the officer

III. FUNDRAISING FOR AN EVENT

- A. If you are a committee operating under APhA-ASP, you are not allowed to fundraise on campus
 - a. You must submit your budget every year and work within the allocated budget
 - b. If you need additional funds aside from the allocated budget, please contact VP of Professional Affairs (ASP_ProfessionalAffairs@pacific.edu)
- B. If you have a fundraising week (i.e. Fraternities, Associations of Pacific Chapter)
 - a. You are allowed to email the pharmacy student body only 2 times for your fundraising week regarding fundraising activities
 - i. 1 announcement email per fundraising week
 - ii. 1 reminder email
 - iii. If necessary, 1 retraction/correction email per fundraiser
 - b. To have fundraising information posted on the school website and be included in e-blasts to alumni:
 - i. Email all information (including order forms) to the Office of Marketing and Communication at least 2 business days before you would like the information posted
 - 1. Include a post and removal date

2. Include contact information

- c. If an organization organizes an event that falls during another group's fundraising week involving the exchange of money with the student body, they must first ask for permission of the group, and send an email confirmation to VP of Student Affairs
- C. In class and break announcement are limited to 1 per break on a first come first serve basis at the discretion of the professor
- D. You are not allowed to solicit the faculty repeatedly
- E. If you do not have enough money to support an event:
 - a. You must go through the Associate Dean of External Affairs before asking for or accepting donations from any outside source
- F. There will be a maximum of 2 fundraising weeks, per academic year, for each fraternity or student organizations representing the Pacific Chapter

IV. ADVERTISING FOR AN EVENT

- A. If you like assistance with promoting and publicizing your event, please contact the Office of Marketing and Communications at least six weeks prior to your event
- B. You are allowed to email the pharmacy student body only 2 times prior to your event
 - a. 1 announcement email
 - b. 1 reminder email
 - c. If necessary, 1 retraction/correction email per event
- C. In class and break announcements are limited to 1 per break on a first come first serve basis at the discretion of the professor
- D. Exceptions to part B and C may be permitted upon approval by VP of Student Affairs
 - a. Exceptions include, but are not limited to, extra student participation, contests
- E. If you are using a Pacific Logo or any Pacific graphic, it must be approved by the Office of Marketing and Communications and they can help with the following:
 - a. Brochures and flyers
 - b. Press release to local and campus media
 - i. Newspaper
 - ii. Radio
 - iii. University Bulletin
 - iv. University E-News
 - v. Facebook/Twitter
 - c. Website placement
 - i. School
 - ii. University
 - iii. Alumni
 - d. Emails to alumni, faculty, students
 - i. Dean's Letter
 - ii. What's Up Pacific
 - iii. E-Blasts
 - e. Recruiting preceptors

F. If interested in advertising via digital signage, please contact VP of Communications
(ASP_Communications@pacific.edu)