Student Event Registration and Approval Process Policy

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Student Event Registration Overview
Overview: To support student organizations as they plan, market, and implement student
programming, the following approval process was created to help student leaders minimize risks
associated with health and safety, business and financial agreements, and/or potential liabilities.
The following guide provides information related to the participating Schools and/or Programs;
a Step-by-Step guide; and a Policy FAQ.

Click here to watch a video tutorial of the Event Registration and Approval Process

School/Program Participation in Centralized Event Registration and Approval Process
Below is a table outlining school and program participation in the event approval process:
<table>
<thead>
<tr>
<th>School/Program</th>
<th>Contact Name</th>
<th>Contact Email</th>
<th>Event Approval Policy</th>
<th>Directions Website</th>
</tr>
</thead>
<tbody>
<tr>
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<td>UMBengaged Submission Required</td>
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<td>School/Program Specific Process</td>
<td><a href="https://www.law.umaryland.edu/Current-Student-Resources/Student-Life-and-Services/Student-O">https://www.law.umaryland.edu/Current-Student-Resources/Student-Life-and-Services/Student-O</a> rganizations/</td>
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<tr>
<td>School of Social Work</td>
<td>Henriette Taylor</td>
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<td>School/Program Specific Process</td>
<td><a href="https://www.ssw.umaryland.edu/sga/event-planning-and-catering-options/">https://www.ssw.umaryland.edu/sga/event-planning-and-catering-options/</a></td>
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**Event Registration and Approval Step-by-Step Process**

**Step 1: Register Your Organization**
Student Organizations should register as a “Group” in UMBengaged. Click [here](https://www.law.umaryland.edu/Current-Student-Resources/Student-Life-and-Services/Student-O rganizations/) to learn how to register your student organization in UMBengaged, if you have not done so already.

**Step 2: Add Executive Board Members/Officers**
After the student organization has been approved as a “Group” in UMBengaged, the organization’s Officers should be added or confirmed in the group’s Dashboard.
Step 3: Register Event
At least 2 weeks before your event or before the start of your event marketing, an executive board member/officer in the student organization should submit the event in UMBengaged.

Step 3.1: Access Student Organization Dashboard
To start the event registration process, log onto UMBengaged, click on your student organization’s “Group” profile, and click one of the three buttons which all lead to the Create Event tool.

Step 3.2: Fill in Event Information
Fill out the event information portion of the Event Registration Form. The information on this form will be posted publicly on UMBengaged. If you do not want the information to be public, be sure to check the box to have the event only visible to certain groups or to no one.
Step 3.3: Identify and Document Risks
After submitting the first portion of the Event Registration form, **UMBengaged** will automatically take you to the Risk Mitigation portion of the Event Registration Form. Answer all of the questions listed on this portion of the form and be as detailed as possible.

Step 4: Confirm Submission
After submitting the form, check your email for an event submission confirmation.
Step 7: Check for Email and/or UMBengaged Notification
1-2 business days after you submit your form, you should be notified by email and through UMBengaged if your event has been approved, rejected, or requires modifications.

Step 8: Confirm Approval
When your event is approved, you will receive a confirmation email.
Event Registration FAQ

What is an Event?

UMB Student Affairs defines an “Event” as a gathering of students both in-person or virtual.

When do I need to submit an event to UMBengaged?

Events need to be submitted to UMBengaged if they match the following:

- Involve COVID-19 associated risks
- Are an in-person event
- Event has possible risks associated with the student-health, safety, liability, contractual agreements, etc.

When do I not need to submit an event to UMBengaged?

The following types of events do not need to be submitted:

- Virtual student organization meetings that are not open to the public or contain any of the aforementioned risks.
- In-person meetings of 25 or fewer students where eating is not occurring, face coverings are worn, and other COVID-19 guidance is followed.
How early should I submit my event to UMBengaged?

Events should be submitted at least two (2) weeks prior to an event occurring or your marketing begins. The approval process may take up to two weeks, therefore, it is important that student leaders plan ahead because you will be asked to submit your event details (e.g., anticipated location, date, time), a list of possible risks, and a health safety plan.

Who needs to submit events to UMBengaged?

- Any student organization seeking or awarded funding from USGA for their event.
- Student organizations overseen by the following Schools:
  - School of Medicine
    - MD Program
    - Genetic Counseling
    - PT Program
  - School of Dentistry
  - School of Nursing
  - School of Pharmacy
  - Graduate School
- All University-Wide Student Organizations

What if my School or Program is not listed as participating in the shared Event Registration and Approval Process?

If your academic program or school is not listed as participating in the shared Event Registration and Approval Process, check your program or school-specific student affairs website.