

Paperwork & Forms

The Student Experience Center asks Registered Student Organizations, as well as Fraternities and Sororities, to complete specified forms prior to hosting activities on campus. The purpose is to assist organizations in hosting successful and responsible programming. In order to best assist organizations, it is asked that organizations adhere to the deadlines below:

Student Organization Registration Form:

- Completed annually to re-register organizations.
- Deadline set at the beginning of the Fall semester (typically early to mid- September).
- Can be submitted online.

Application for Fundraising Event:

- Completed prior to fundraisers (any event where money is raised, charitable or not).
- May need to be accompanied with Raffle/Bingo Permit.
- Due 5 business days in advance.
- Can be submitted online.

Off Campus Event Form

- Completed prior to hosting an event off campus (community service, social, etc.).
- Due 5 business days in advance.
- Must be signed by organization advisor, co-sponsoring representative, and co-sponsoring organization advisor (in order indicated).
- Event can be included on SEC calendar, if desired and description submitted.

On Campus Event Form

- Completed prior to hosting an event on campus (any location)
- Due 5 business days in advance.
- Must be signed by organization advisor, co-sponsoring representative, and co-sponsoring organization advisor (in order indicated).
- Event can be included on SEC calendar, if desired and description submitted.

Outdoor Sound Amplification Permit:

- Completed prior to hosting an event with amplified sound (party, concert, etc).
- Must follow policy in Student Handbook.
- Due 5 business days in advance or 10 business days in advance when associated with a party.

Literature Distribution Form

- Completed prior to distributing literature on campus (pamphlets, flyers, etc).
- Must follow policy in Student Handbook.
- Due 5 business days in advance.
- May require reservation of DSC Mall Area if doing a demonstration.

Student Organization Social Planning Form:

- Completed prior to hosting a social event (member/date, party, etc.).
- Must follow University policies, as well as organizational policies.
- Due 10 business days in advance.
- For on-campus dances or parties it must be accompanied by Department of Public Safety Contract.

Department of Public Safety Contract

- Completed prior to hosting a party or all campus event (open to all).
- Must contact Lt. Benjamin or Lt. Bailey and have their signature
- Due 10 business days in advance.
- Events at an organization lodge requires 2 officers and event in the Donaghey Student Center must adhere to the DSC Dance Policy.

Student Trip Authorization Form

- Provides liability insurance for the University.
- Completed form due 14 calendar days before the travel occurs ("Completed" means the full list of attendees and T numbers, along with legible copies of the drivers' licenses of those who will be driving is submitted to the Student Experience Center).
- The cost is 60 cents per person per day if traveling by car, and 70 cents if traveling by air. This is paid with the student organization's funds.

Driver Authorization Form

- Required for anyone driving personal or state vehicles for a UALR/ Organizational function.
- Due 14 calendar days before the travel occurs and must be accompanied with Class Trip Authorization Form.
- A legible copy of the driver's license must accompany the form.