



CAMPUS & COMMUNITY
RECREATION

SPECIAL EVENT REQUEST FORM

Event	Examples	Club Sports - Special Event Request Form Approval Required	Dean of Students - BearsDen Submission Approval Required
<ul style="list-style-type: none"> On-Campus On CCR property Related to club mandate 	<ul style="list-style-type: none"> Trainings, Practices, Rehearsals, games, AGM's, elections, etc. Try-outs (depending on club classification) 	no special event form required please speak to club sports staff for more info on booking	
<ul style="list-style-type: none"> On-Campus On CCR property Related to club mandate unique compared to regular club activities 	<ul style="list-style-type: none"> dance workshop open to non-club members, water polo tournament open to public members, etc. 	✓	
<ul style="list-style-type: none"> On-Campus On CCR property Unrelated to club mandate 	<ul style="list-style-type: none"> Bake sales, games night, paint night fundraisers, yoga session (i.e. hockey club hosting a yoga class?), etc. 	✓	
<ul style="list-style-type: none"> On-Campus Not on CCR property Related to club mandate 	<ul style="list-style-type: none"> Open Styles Dance Club Pop-Up Dance Workshop at RATT Orchestrals Club Drop-In Dance Session at Dinwoodie 	✓	
<ul style="list-style-type: none"> Off-Campus Related to club mandate 	<ul style="list-style-type: none"> Rugby Club traveling to Vancouver 7's Tournament Cheer Team competing at Nationals in Florida conferences, workshops 	✓	
<ul style="list-style-type: none"> On-Campus Not on CCR property Unrelated to club mandate 	<ul style="list-style-type: none"> Triathlon Club Public Speaker Series Event in SUB Synchro Club Board Game Night at RATT 		✓
<ul style="list-style-type: none"> Off-Campus Unrelated to club mandate 	<ul style="list-style-type: none"> Squash Club Board Game Night at Game Cafe Bollywood Dance Club Mini Golf Team Bonding Night 		✓
<ul style="list-style-type: none"> Alcohol is involved On or Off-Campus 	<ul style="list-style-type: none"> Dance Team Bar Night Fundraiser Swim Club Board Game Night at Bar Club Party at the home of a club member 		✓

→ If your Special Event based on the table above is considered a "**Club Sports**" request, please continue with the completion of this form.

→ If your Special Event based on the table above is considered a "**Dean of Students**" request, please do NOT continue with this form, please reach out to Club Sports Staff for further instructions on how to submit your BearsDen request.

Final Submission Deadlines	For Club Sports Staff Use Only
<ul style="list-style-type: none"> → 14 days (2 weeks) before on-campus → 21 days (3 weeks) off-campus, within the Greater Edmonton Area. → 15 business days for Dean of Students (BearsDen) approvals. 	Special Event Date(s) Date Submitted Date Approved / Not Approved

PRIVACY STATEMENT

Protection of Privacy

Personal information provided is collected in accordance with Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (the FOIP Act) and will be protected under Part 2 of that Act. It will be used for the purpose of Club Sports Programming. Should you require further information about collection, use and disclosure of personal information, please contact: Campus & Community Recreation Club Sports Programs W-90 Van Vliet Centre, Edmonton, AB T6G 2R4, clubsports@ualberta.ca



CAMPUS & COMMUNITY
RECREATION

OVERVIEW

Club Name	
Special Event Name	

Special Event Name	
Special Event Location	
Special Event Date(s)	
Special Event Time(s)	

Primary Event Organizer Name	
Primary Event Organizer Email	
Primary Event Organizer Phone	
Primary Event Organizer Role in Club	
Secondary Event Organizer Name	
Secondary Event Organizer Email	
Secondary Event Organizer Phone	
Secondary Event Organizer Role in Club	

Special Event Description	
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Special Event Purpose	
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**CAMPUS & COMMUNITY
RECREATION**
HOSTING

Special Event Information	
Name	
Phone	
Street Address	
City	
Province	
Country	
Postal Code	
Email	
Website Link	
Google Map Link	

Theme				
Arts & Music	Athletics	Cultural	Fundraising	Club Business
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning	Service	Social	Spirituality	Club-Specific Activity
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Visibility			
Public	Institution / University	Organization / Campus & Community Recreation	Private / Club-Only
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RSVP			
No One	Anyone	Only Invitees	Ticket Sales
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Components				
Athletic / Club Activities	Academic Activities	Alcohol	Animals	Awareness Campaign
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clubs Fair	Contactless Delivery	Food	Food Truck	Guest Speakers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lectures / Presentations	Group Meeting	Movie / Concert	If you selected 'Alcohol' as a component, please complete the following form links EAP RAP	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Perks			
None	Free Goods	Free Services	Credit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Promotions				
Email List	Handouts	Posters (On Campus)	Posters (Off Campus)	Radio / Podcast
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Media	Video	Booths / Tabling	Word of Mouth	Private (not promoted)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CAMPUS & COMMUNITY RECREATION

BUDGET

1. Will this Special Event Request require use of the club's TD bank account money?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

2. Will this Special Event Request require use of the club's CREF money?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

If yes, which CREF category will the funds be deducted from?	
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3. Will portions of this Special Event be paid for out-of-pocket by each member at the venue/location?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

If yes, what are members responsible for purchasing?	
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4. Will reimbursements be required?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

4a. Reimbursement Details (if yes to question 4)

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INCOMING REVENUE	AMOUNT

TOTAL	\$0.00
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OUTGOING EXPENSES	AMOUNT
TOTAL	\$0.00

BALANCE	\$0.00
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RISK MANAGEMENT

Item	Name	Contact / Location Information	Details
Primary Event Organizer			
Secondary Event Organizer			
Risk Management Binder			Online // Club Locker
First-Aid Kit			Club Locker
Recreation Facilitator			
Club Sports Program Coordinator	Danielle Smith	WVC 2-662M des1@ualberta.ca	
Waivers		<input type="checkbox"/>	ActivityReg registration includes an integrated waiver
Photo Release Forms		<input type="checkbox"/>	ActivityReg registration includes an integrated photo release form
Specific Certifications		<input type="checkbox"/>	Link to Certification
Insurance		<input type="checkbox"/>	Not required for most on-campus events
First-Aider Name #1			Link to Certification
First-Aider Name #2			Link to Certification

Activity Type	Low Physical Activity	Moderate Physical Activity	High Physical Activity
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list any **Equipment** (hot tubs, sports equipment, trampolines, power tools, tables, chairs etc.) you will require for your event

I understand that it is my club's responsibility to assess, mitigate, and manage risks associated with this event.

No, I do not understand	<input type="checkbox"/>
Yes, I understand	<input type="checkbox"/>



CAMPUS & COMMUNITY RECREATION

PARTICIPATION

How many of your specific club participants are involved in this Special Event?	
How many other UAlberta club participants are involved in this Special Event? (not your club, but other clubs)	
How many non-UAlberta participants are involved in this Special Event?	
How many spectators are you expecting/allowing?	
Total	0

Does your participation total(s) comply with university, provincial, and/or federal safety maximums?

Yes

No

Minors are not allowed to participate in Club Sports Programs (unless they are 17 and currently a University of Alberta student. We confirm that we understand this policy:

Yes

No

Notes

Please list your club participants information below:

	Full Name	Email	OneCard	ActivityReg
1				<input type="checkbox"/>
2				<input type="checkbox"/>
3				<input type="checkbox"/>
4				<input type="checkbox"/>
5				<input type="checkbox"/>
6				<input type="checkbox"/>
7				<input type="checkbox"/>
8				<input type="checkbox"/>
9				<input type="checkbox"/>
10				<input type="checkbox"/>
11				<input type="checkbox"/>

12				<input type="checkbox"/>
13				<input type="checkbox"/>
14				<input type="checkbox"/>
15				<input type="checkbox"/>
16				<input type="checkbox"/>
17				<input type="checkbox"/>
18				<input type="checkbox"/>
19				<input type="checkbox"/>
20				<input type="checkbox"/>
21				<input type="checkbox"/>
22				<input type="checkbox"/>
23				<input type="checkbox"/>
24				<input type="checkbox"/>
25				<input type="checkbox"/>
26				<input type="checkbox"/>
27				<input type="checkbox"/>
28				<input type="checkbox"/>
29				<input type="checkbox"/>
30				<input type="checkbox"/>
31				<input type="checkbox"/>
32				<input type="checkbox"/>
33				<input type="checkbox"/>
34				<input type="checkbox"/>
35				<input type="checkbox"/>
36				<input type="checkbox"/>
37				<input type="checkbox"/>
38				<input type="checkbox"/>
39				<input type="checkbox"/>
40				<input type="checkbox"/>
41				<input type="checkbox"/>
42				<input type="checkbox"/>
43				<input type="checkbox"/>
44				<input type="checkbox"/>
45				<input type="checkbox"/>
46				<input type="checkbox"/>
47				<input type="checkbox"/>
48				<input type="checkbox"/>
49				<input type="checkbox"/>
50				<input type="checkbox"/>