



## Northlands College Policy Campus Events

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### **POLICY STATEMENT**

Northlands College, as part of its commitment to student success, will recognize student's effort and achievement through the planning of campus events. Students campus life should be community minded.

### **GUIDELINES**

1. The College may subsidize campus events through the administrative budget.
2. The Campus Manager should submit a campus event/public relations plan to the Director of Student Services each spring for the following school year to aid with budgeting.
3. The events should be planned with one or more of the following intentions in mind: student and/or staff appreciation, public relations, and/or student recruitment.

### **PROCEDURES**

1. Prior to March 15 of each year, each Campus Manager should submit an initial campus events plan for the following school year to the Director of Student Services for approval and budgeting purposes. The campus event plan should consider:
  - a. A welcome to school event;
  - b. one scholarship event (must be coordinated with other Campus Managers to ensure no date duplication);
  - c. student Christmas celebration;
  - d. staff Christmas party (not necessarily planned by campus staff);
  - e. a year end celebration; and
  - f. off-campus program visits.
2. This campus events plan should be accompanied with confirmed and tentative dates by August or early September. This updated campus events plan is to be forwarded to Marketing, so that they can plan to attend events that they deem appropriate for promotional or recruitment reasons.
3. With the odd exception such as additional funds for other departments to contribute to Christmas parties or recruitment events, all monies to be spent on Campus Events should flow from the campus budgets.
4. Staff should be encouraged to help with campus events. No overtime/TIL will be approved in the planning or implementation of campus events.



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5. Campus events geared towards students should, for the most part, be planned to be held during school hours.

Policy Originated: June, 1990	Approved by: President & CEO
Last Approved: January 2018	Signature: 