The Big Event 2017 Attendance Policy

Over the previous several years, organizations participating in The Big Event have registered significantly more members than have actually participated on the day of The Big Event.

In certain years this behavior has been particularly evident, as some registered groups were completely absent. This ultimately put members of The Big Event Executive team in a position to communicate to jobsites that the previously committed volunteers would not be coming.

In conjunction with our parent office, the Office of Leadership & Volunteerism, we believe that this is a detriment to both the organization of The Big Event and the University’s image in the Central Oklahoma community. While we desire to continue to include as many members of the OU community as possible, our Executive Team needs a more reliable and definitive number of volunteers for planning purposes.

**Enforcement:**

A swipe-to-enter system will be implemented at the North Oval Ceremony to determine which volunteers attend. This information will be collected by The Big Event Executive Team and distributed to participating organizations as well as the offices of Student Affairs and Leadership & Volunteerism.

**New Policy:**

Based on the number of volunteers pre-registered for The Big Event, participating organizations must have at least 50% of their registered volunteers present at the North Oval Ceremony, the opening ceremony for The Big Event. Volunteers can only be marked present by swiping their OU ID at one of the laptops or tablets provided and monitored by The Big Event Executive Team.

Organizations that fail to meet the 50% threshold or fail to notify The Big Event Executive Team of their forthcoming absence at least 48 hours before the North Oval Ceremony will be subject to the following conditions:
1. The organization will be banned from participation in The Big Event the following year; with the stipulation that their individual members will still be permitted to participate as individual volunteers or as a part of another group or organization.

2. At the discretion of The Big Event Chair, representatives of the organization will write apologies to the affected jobsites.

3. After meeting the previous two conditions, the organization will be eligible to participate in the following year’s The Big Event and receive credit towards on-campus awards.
Further Attendance Policy Notes

- Before the North Oval Ceremony, volunteers will be instructed to check-in at various locations at which The Big Event Executive Team members will provide OU ID Scanners. If a volunteer has forgotten their OU ID, they will be directed to a station at which a member of The Big Event Executive Team will manually enter their attendance into The Big Event’s Database.

- An organization will be deemed to have failed to meet the participation threshold when 50% of its registered volunteers fail to attend The Big Event 2017 North Oval Ceremony or fail to notify The Big Event Executive Team of their forthcoming absence at least 48 hours before the North Oval Ceremony.

- At the conclusion of The Big Event 2017, The Big Event Executive Team will process the check-in data and notify the offices of Student Affairs and Leadership & Volunteerism. Representatives of participating organizations will also be notified of their participation.

- The Big Event Executive Team understands that organizations often form partnerships with other organizations when creating groups for The Big Event. Attendance and membership for these organizations will be processed independently of each other.
  - Therefore, an organization will not be penalized if they meet the minimum threshold for volunteer participation in The Big Event, regardless of the overall attendance of their partnered group.

- Participating organizations will have two weeks to appeal decisions made by The Big Event Executive Team and the Office of Leadership & Volunteerism. The appeal process requires a representative of the appealing organization to schedule an appointment with an appeal board comprised of The Big Event Advisor and representatives of The Big Event and the Office of Leadership & Volunteerism to discuss any extenuating circumstances surrounding their organization’s volunteer attendance. The appeal board will issue a joint, final decision regarding the appealing organization’s participation status for the following year’s The Big Event.