



DIVISION OF STUDENT AFFAIRS  
*The UNIVERSITY of OKLAHOMA*

### Event Definition for Registered Student Organizations (RSOs)

An event is any gathering, program, or activity conducted, hosted, facilitated, or organized by a Registered Student Organization (RSO) that meets **one or more** of the following criteria:

#### RSO Involvement:

- Represents the organization, its members, or its mission.
- Initiated, planned, communicated, or promoted by the RSO or its members.
- Utilizes RSO communication channels or social media to promote. (ex: RSO or RSO subset/cohort's GroupMe, WhatsApp, Instagram, SnapChat, etc.)
- Questions to consider:
  - What is the event's purpose? Does it relate to the purpose, mission, or aims of the organization?
  - Is the event being planned by one or more organization officers/members/new members/alumni, alumnae, graduate group?
  - Is the organization leadership aware of or facilitating the event?
  - Would a reasonable outside observer, or the media, associate this event with the organization?
  - Does the event meet the requirements to be considered an organizational event by the inter/national organization?
  - Is the event actively or passively endorsed by a majority of the active organization?
  - If no members attended the event, would the event still happen?
  - Is the event an organizational tradition?
  - Is the event listed on an organizational calendar or agenda (public or private)?
  - Is the event listed or advertised on organizational social media (e.g. Instagram, SnapChat, GroupMe, etc.)?
  - Is the event being planned in conjunction with another RSO and if so, what event planning responsibilities are there (e.g., sober monitors, promotion of the event) for your organization?
  - Do invitations refer to the organization (either in formal or informal names), e.g. Snaps, etc.?
  - Will the event be announced at an organization meeting?
  - Is there a theme for the event?
  - Are individuals allowed to wear their letters or anything that would identify the organization at the event?

### **Community Impact:**

- Open to non-members, including other students, faculty, staff, or the general public.
- Involves collaboration with external organizations, businesses, or community groups.
- Questions to consider:
  - Who will attend this event and why will they attend it?
  - Is the entire organization invited to attend? A majority of the organization? Are new members invited to attend? Are certain groups of the organization invited to attend (ex: new members, executive members)?
  - If a member/new member showed up, could they attend the event?
  - Will officers be in attendance?
  - Would a reasonable outside observer, or the media, associate this event with the organization?

### **Resource Use:**

- Utilizes university-owned, leased, or controlled property or facilities, funding, or other institutional resources.
- Requires university support, such as public safety, IT services, or special permits.
- Utilizes RSO-owned, leased, or controlled property or facilities, funding, or other organizational resources.
- Utilizes RSO communication channels or social media to promote. (ex: RSO or RSO subset/cohort's GroupMe, WhatsApp, Instagram, SnapChat etc.)
- Questions to consider:
  - Is the event funded by the organization?
  - Is the event being funded by a collection of funds from a group of members?
  - Is the event being hosted in a facility owned, leased, or controlled by the organization?
  - Is the event being hosted in a university provided meeting space?
  - Is the event being hosted in a location where you traditionally hold your events?
  - Is the event being hosted in a location on or off campus reserved by the organization?

### **Risk Management:**

- Involves potential risks to participants, including physical, financial, or reputational risks to the university or the RSO.
- Includes the sale, distribution, or consumption of food, beverages, or other items.
- Questions to consider
  - If a crisis occurred, would an organization leader take charge?
  - Is any organizational property used for the event (e.g. sound system)?
  - Does this event require approval and/or additional steps or requirements of a inter/national organization or headquarters?

RSOs are responsible for adhering to national, state, local and university policies, procedures, and guidelines when planning and conducting events. Any event fitting the above criteria should be registered with the appropriate university office, stakeholder (such as inter/national organizations, etc.), or platform to ensure compliance and access to resources and mitigate risk.