Event approvals

Service type	Knowledge, risk management
Provided by	Student Success and Experience, University of Alberta Student Group Services, University of Alberta Students' Union
Available to	All registered student groups
Website	Resource Hub and U of A Website

The Student Group Operating Policy states that all events/activities organized or planned by a student group must be submitted for approval via the online platform Rubric for review. The event reviewer assists Student Groups in navigating various university and external policies and processes, including, but not limited to, Alberta Gaming, Liquor, & Cannabis, Alberta Health Services, the University's Outdoor Site Booking and Office of the Registrar Room Bookings to support student groups in organizing safe and fun events.

Events must be submitted during the planning phase and **a minimum of 15 full business days prior to the event**. We strongly encourage you to submit your application as early as possible once you have the majority of your planning details in place. Approval may take 1-3 weeks and must be granted prior to the group announcing or advertising the event/activity. If you wish to advertise your event weeks in advance of the event, please submit it earlier than the minimum timeline.

Every event/activity that student groups hold (or participates in as members of the group) must be submitted, with the exception of regular meetings, annual general meetings, and elections that are open only to members of the group. If your group partners with an external organization to host an event, or your group is advertising or promoting an event under your group name, the event must be submitted for review and approval. If you have any questions, please email clubs@uasu.ca, and Student Group Services will clarify if your event/activity needs to be submitted.

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