

Managing my organization on the

Involvement Website

www.union.ufl.edu/involvement

Event/Program Permitting

A guide for using the involvement website to submit program/event planning forms



308 J. Wayne Reitz Union
352-392-1671
CSIDesk@union.ufl.edu

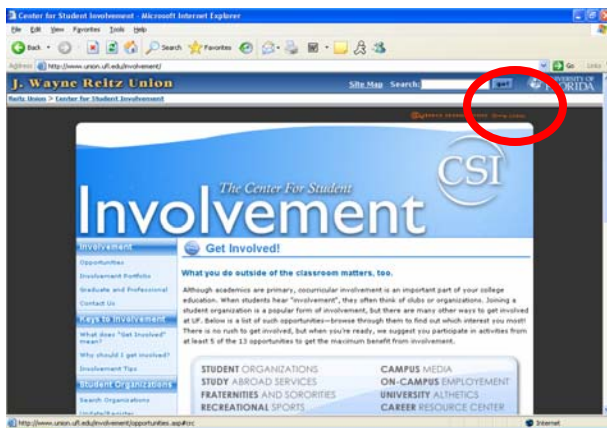
All student organization events or programs that take place on University grounds must receive a permit through the Office of Student Activities. Submitting a Program Planning Form should be the first step you take in planning a program or event on campus.

The president of each organization must select who can access the online program planning forms to request permits for events. All officers who have been given permitting permissions must first complete the permitting tutorial before they can submit a program planning form for an actual event. Since the tutorial is only practice, **DO NOT USE INFORMATION ABOUT AN ACTUAL EVENT.**

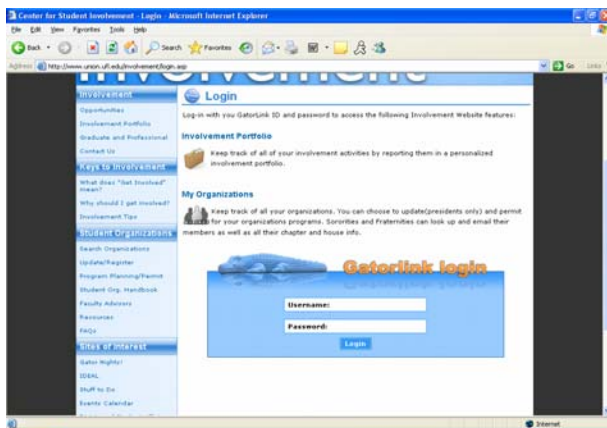
To complete the permitting tutorial AND to submit a program planning form follow steps detailed in this brochure.

PERMITTING TUTORIAL

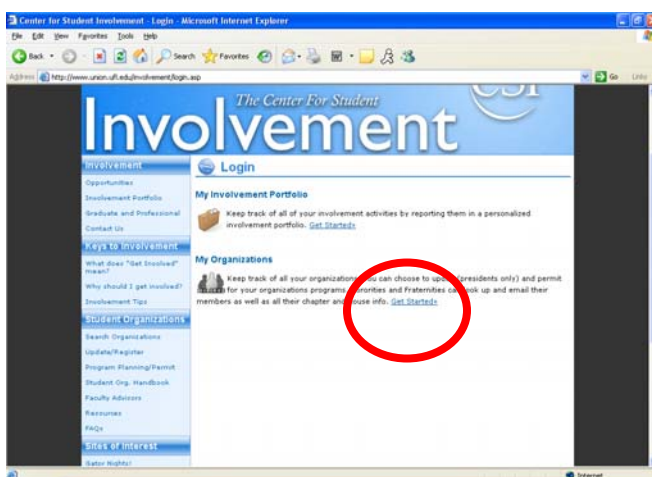
1. Go to www.union.ufl.edu/involvement. Select the orange "LOGIN" link on the top right of the screen.



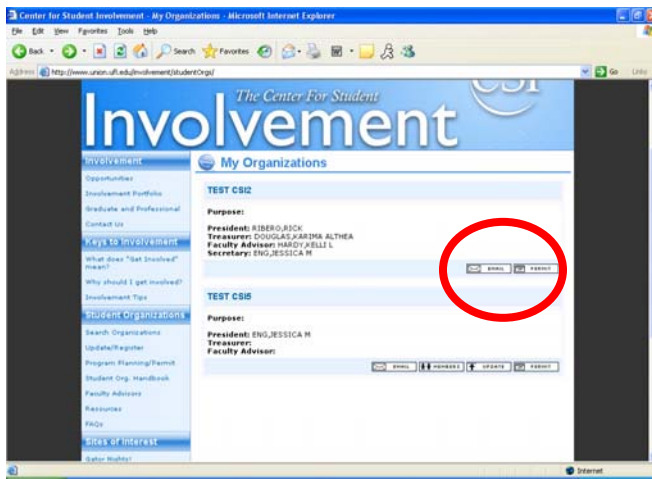
2. Here, you will be prompted to login using your GatorLink ID and password.



3. Once you have logged in, you will be directed to the screen below. Under "My Organizations" select the "Get Started" link.



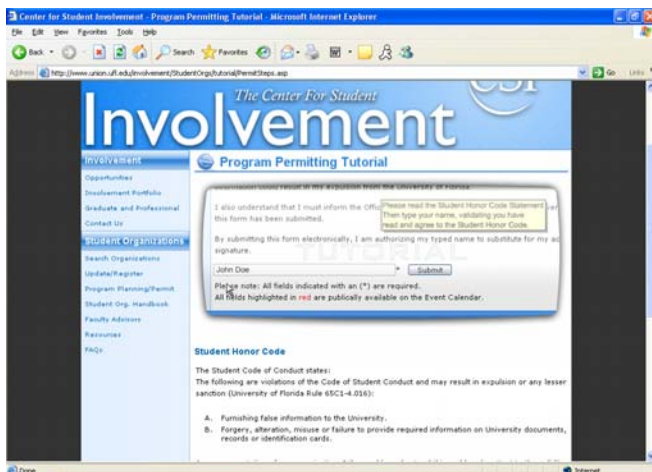
4. You will then be directed to a listing of all of the organizations for which you are an officer. Here, you should see a “permit” icon for all organization(s) for which you have been given permitting permission. If you do not see the “permit” icon, you have not been assigned permitting permission by your organization’s president.



- 5.
6. After selecting the “permit” icon, you will be directed to the screen below to begin the permitting tutorial. (If you have permission to permit for multiple organizations, you will NOT have to complete the tutorial for each group. Once you complete the tutorial, you will not be asked to complete it again.) Select the “start tutorial” icon.



7. Throughout the tutorial, there will be a screen on the top half of the page that will guide you through completing each of the nine steps. On the bottom half of the page, you must enter fake event information to practice what the tutorial instructs.



- When you have completed the tutorial you can either continue on to complete an actual event permit or logout. The next time you login to permit for an organization, you will not be asked to complete the tutorial.

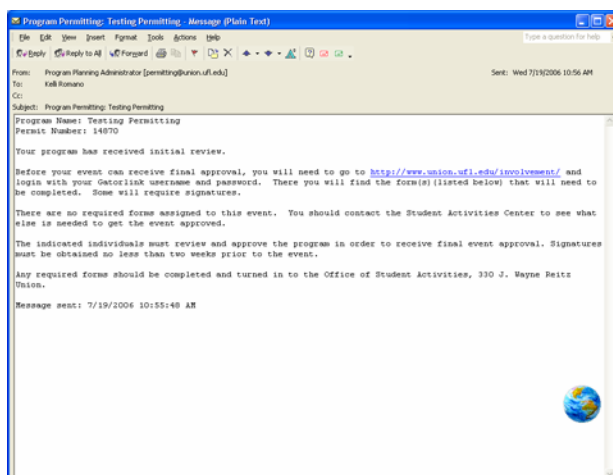


SUBMITTING PROGRAM PLANNING FORMS

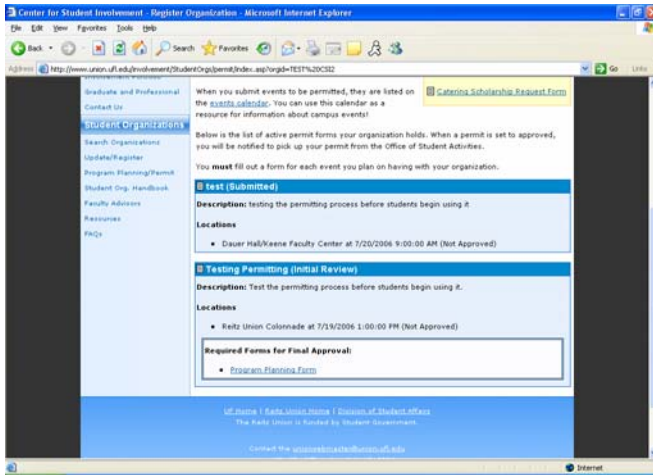
- Complete steps 1-4 under the **Permitting Tutorial** section
- When you select "permit" for your organization, you will see the below screen. Here, you can select the "start new program permit" link inside the yellow box to enter information about your event.



- Proceed with completing the program planning form being as specific as possible. Make sure to review all of the event details before selecting the "finish" icon. Once you have submitted the program planning form, it will take 1-3 business days for the OSA staff to review the form. You will receive an e-mail notification if changes need to be made or if the event has received initial review (tentative approval).

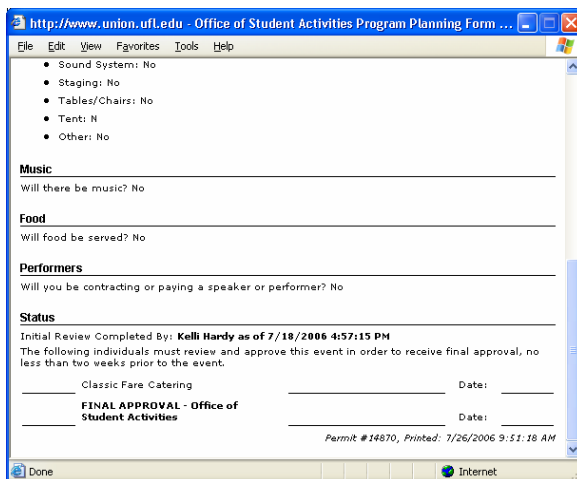


- If you receive the e-mail stating your event has received initial review, you will be asked to login to the involvement website and view your permit (for the appropriate organization) (steps 1-4) and select the submitted program planning form for the initially reviewed event. Here, you will download and print required forms.



- You must print the Program Planning form and obtain the necessary signatures, as indicated on the form. Once all of the signatures have been obtained, you should bring the form to the Office of Student Activities (330 JWRU) for final approval.

Some of the signatures may be received electronically, although some may need to be obtained in person. The form will specify which are being forwarded to the indicated department/individual by e-mail and which are not. You will NOT need to follow up on the e-mail signatures unless contacted directly by them. The signatures on your form that are blank will need to be hand carried to the indicated individuals for approval. At any time you can log into the form to check the status of the e-mail approvals.



- After the OSA staff review the completed program planning form, they will send an e-mail notification that final approval has been given. You will be instructed to pick up your event permit from the Center for Student Involvement (308 JWRU). **Note** You must have the event permit with you at the event.

If you have any questions about event planning or about the permitting process, please contact the Office of Student Activities at 392-1655.