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## SATURDAY NIGHT ACTIVITY

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**Effective Date:** September 2010

**Responsibility:** VP Student Services

**Amends Policy dated:** September 1, 1989

**Policy Number:**

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**Scope:** Students, faculty and staff

Saturday night programming is listed in the Calendar of Events and is cleared through the Student Service Office. Saturday night programming is to provide an activity for both CUC and PAA students, ensuring all students have an option to do something on this evening.

### **Planning a Saturday Night Program**

1. Planning should align with the Vision, Mission, and Values of the University College. Reference the *Programming Guidelines Policy*
2. Annual Saturday night programs will be approved when the Calendar of Events is created. Student Services will work to establish a Saturday night program for each weekend within the school year excluding breaks.
3. For new programs, permission for the event will be from the Campus Life Committee (CLC). Request forms may be obtained in the Student Services Office. Ample time should be allowed to process the request. The Calendar of Events lists the dates when the CLC meets.
4. Student Services will supply the individual/group organizing a Saturday night program with \$200 to support the program
5. Each organizing individual/group should plan to advertise their program at least two weeks prior to the event. The Student Service office is willing to assist in advertising if requested by the individual/organizing group.
6. Extra help and volunteers is the responsibility of the organizing individual/group.
7. In accordance with guarding the edges of the Sabbath, a program should be planned no earlier than ½ hour after sundown. Set-up for the program should only happen outside Sabbath hours as well.
8. The length of time for Saturday night programming should be long enough that students are not left looking for more to do when it is done.
9. It is the responsibility of the organizing individual/group to ensure with the host location appropriate activity and food stuffs. Cleaned up is expected when the function is complete.
10. Any damage, as a result of the function, is the responsibility of the organizing individual group.