Simplified Process Map for High Risk Student Group Events

Updated June 2016

Submit Event On BearsDen (10 FULL business days in advance of event)

Note: Process below are only outlined for HIGH RISK events (alcohol, travel or physical activity). Groups are still required to submit all other events for approval.

Event Involves Alcohol

LICENSED VENUE, ON or OFF CAMPUS *
Group Not Serving Alcohol Themselves

- PEO and SEO need Event Organizer Training
  do NOT need ProServe
- Submit Emergency Action Plan (EAP) and Risk Assessment Plan (RAP)
- Include Venue Confirmation (email, screenshot, booking sheet etc)
- Tickets with Disclaimer OR Disclaimer Language Posted (depending on venue/number of participants)
- IF OFF CAMPUS: Double check that venue has U of A on their insurance (List of venues with this already in BearsDen form)
  If not, ask them to add *"The Governors of the University of Alberta, the University of Alberta, and the Students' Union"* as additional insured on the policy. Ask SERM Coordinator for help!

UNLICENSED VENUE , ON or OFF CAMPUS
Group Serving Alcohol

- PEO and SEO need **both** Event Organizer Training and ProServe
- Volunteer Servers and Security need valid ProServe.
  Note: Security requiurement is 1 per 50 guests, **plus** *2 stationed at each entry/exit. PEO and SEO cannot be Servers or Security.*
- Submit Emergency Action Plan (EAP) and Risk Assessment Plan (RAP)
- Tickets with Disclaimer OR Disclaimer Language Posted (depending on venue/number of participants)
- IF OFF CAMPUS: Need PAL Insurance in the name of the student group with *"The Governors of the University of Alberta, the University of Alberta, and the Students' Union"* added as additional insured on the policy

Event Involves Physical Activity

- Submit Emergency Action Plan (EAP) and Risk Assessment Plan (RAP)
- Group will receive Waivers from SERM Coordinator

Event Involves Travel or Transportation

- Submit Emergency Action Plan (EAP) and Risk Assessment Plan (RAP)
- Submit Emergency Contact Information for participants
- Submit Trip Itinerary
- Group will receive Waivers from SERM Coordinator

*** NOTE:**

On Campus Licensed Venues include: RATT, Deweys, Faculty Club, Lister Conference Centre, Myer Horowitz, Dinwoodie

On Campus Unlicensed Venues include: classrooms, atriums etc.

Off Campus Unlicensed Venues include: community halls, banquet halls etc.