

MEMO

Update to AMS Event Sanctioning

Submitted by: Anika Chowdhury, Campus Affairs Commissioner

The Campus Affairs Commission oversees event sanctioning on-campus for undergraduate student-led events. This memo will serve as an update to AMS Event Sanctioning and the September 3rd CRAG memo as the Campus Affairs Commission have been working with the University over the past month to plan a safe return to in-person activities on campus.

The following groups fall under the AMS Event Sanctioning umbrella and are required to submit a form which includes details of their event plan **at least two weeks prior to the intended event date for all ONLINE AND IN-PERSON EVENTS**:

- AMS Services/Commissions/Offices
- All Ratified AMS Clubs
- Faculty Societies
 - Executive Teams
 - Faculty Society Clubs
 - Faculty Society Committees
 - Faculty Society Services
- Department Student Councils

We understand that in years past, groups may not have been aware of this requirement, or their organizations have not required them to complete the AMS Event Sanctioning process. The AMS has been consulting with its stakeholders and the University's Risk and Safety department to improve upon the procedure. It is designed to educate event planners to build a robust and safe plan for their event. AMS Event Sanctioning is in place to be able to review events to ensure event plans are safe for organizers and participants alike. Furthermore, it incorporates relevant University and AMS policies, which include updated COVID-19 safety measures.

Events that need to be sanctioned are any events or activities that are outside a regular executive or team meeting. Examples include:

- Panel talks
- Meet and greets
- Movie/trivia night
- Group socials
- Conferences
- Booth space, etc.

If you are ever unsure whether your event needs to be sanctioned or a certain group needs to go through sanctioning, it's always better to ask than not fill out the form!

This process is **not** put in place to discourage student engagement or police student groups on campus. It is a risk mitigation program intended to provide support and advice to ensure best and safe practices are applied to the event planning process. When an event is sanctioned, it results in any potential injury or damage that results in a legal liability being protected through insurance. Otherwise, the students running the event risk being held personally and financially responsible.

With that being said, we are incredibly excited to announce that submissions for in-person event sanctioning will be accepted beginning today, October 7!!! The AMS executives and their team have advocated for the return of in-person events for its members and worked tirelessly with the University administration to get to this point. We ask that you remain open-minded as many restrictions are still in place, and it is our ongoing commitment to you that we will work with every team individually to make events possible. Additionally, we have prepared [Event Sanctioning guides](#) that are intended to walk you through the completion of the [form](#). This guide is highly detailed and is there to answer any preliminary questions, however **my inbox is always open**. Please note that because we are sanctioning events in-person during a pandemic, we are going to put out a **14-to-21-day turnaround for in-person event approvals**.

I am very excited to see what you all have planned for this year. More information is available in the guide attached and the AMS website under the Clubs tab.