NSU COMMUNITYFEST 2017
STUDENT CLUB/ORGANIZATION AGREEMENT

This is an agreement between the below stated club/organization and Nova Southeastern University’s Division of Student Affairs’ Special Events & Projects. This is to state that the club/organization __________________________ will be participating in the 14th Annual CommunityFest on Saturday, February 11th, 2017 from 12:00 p.m. to 4:00 p.m. The club/organization agrees that check-in will begin at 9:00 a.m. and be fully set up no later than 11:00 a.m. on the day of the event. Break down of the clubs/organization’s booth must not occur until the conclusion of the event at 4:00 p.m. This form must be turned into Rosenthal Student Center 211 no later than January 27th, 2017 at 5:00 p.m.

The club/organization named above will be hosting at their booth any of the following: a game, food, activity, or arts and crafts. The club/organization will be able to promote their club/organization and recruit new members while attending their booth. Upon the completion of the event, each club/organization will receive ten (10) FIN Points.

This club/organization will be putting on a:

__________________________________________________ booth,

(title of activity)

which will contain:

___________________________________________________________________________________

(description of activity).

The club/organization mentioned above understands that the activity at their booth is subject to review and approval by the members of NSU’s CommunityFest Committee.

At least 2 members from the club/organization are required to staff the booth at all times from 11:00 a.m. to 4:00 p.m. on Saturday, February 11th, 2017.

The club/organization will be responsible for organizing their booth, taking down the booth, and cleaning the booth and its surrounding area. The Division of Student Affairs’ Special Events & Projects will provide them with one (1) 6ft table and 2 chairs. If needed, electricity can be provided. The club/organization will also be responsible for all other supplies needed for decorating their booth. This will not be provided to them.

Will electrical equipment be needed? __ No __ Yes

If yes, please list the equipment that needs electricity and voltage: _______________

(INFORMATION REQUIRED IN ORDER TO FULFILL REQUEST)

There is no cost to the groups participating in the event. Therefore, charging, fundraising, or taking donations during the event is strictly prohibited. The club/organization participating in CommunityFest will be provided a maximum of $125 in reimbursement from the Office of Special Events & Projects upon the completion of the event, given the club/organization can provide original receipts (that are clear and legible) and/or invoices. Please see the attached list for approved and not-approved items. However, if the club/organization fails to participate or does not fulfill any part of this agreement, there will be no opportunity to be reimbursed and the club/organization shall be assessed the following fees:

Cancel booth by January 30th: No fee
Cancel booth between January 31st – February 3rd: $50 Cancellation fee
Cancel booth between February 4th – February 10th: $75 Cancellation fee
Do not attend event on February 11th: $250 Cancellation fee

By signing this form I, __________________________ verify that that every member working the booth will be 18 years or older by February 11th, 2017: Signature: __________________________

Club/Organization:
School or Department:
Club/Organization Representative:
Telephone Number of Representative:
Email Address of Representative:
Signature of Club/Organization Representative:
Signature of Club/Organization Advisor:

Phone: (954) 262-7274     Fax (954) 262-3823     Email: communityfest@nova.edu
All agreements and forms are due no later than January 27th, 2017 by 5:00 pm

NSU COMMUNITYFEST 2017 REIMBURSEMENT REQUEST
Date Due: Friday, February 24th, 2017 by 5:00 pm

Student Organization Name:   _________________________________________________________________________

** Check Amount:      _________________________________________________________________________________

Payable To (payee):   __________________________________________________________________________________

NSU ID:      ___________________________________________________________________________________________

NSU Email Address:       _______________________________________________________________________________

Phone:     _____________________________________________________________________________________________

Mailing Address:     ___________________________________________________________________________________

City:  __________________________ State:   ____________________ Zip:   ____________________________

**Maximum of $125 issued per Student Organization. Original Receipts ARE required. No Exceptions. Online orders must include the package slip along with reimbursement AND invoice must total ZERO amount owed. Please allow 2-3 weeks for processing and to receive your reimbursement. Copies of this form can be made if reimbursement is needed for more than one person. Please note that total reimbursement may not exceed $125 per club/organization. **

ITEMIZED LIST

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TOTAL AMOUNT: 
NSU COMMUNITYFEST 2017
APPROVED/NOT APPROVED ITEMS LIST

The below lists of APPROVED and NOT APPROVED items include, but are not limited to:

**APPROVED**

Booth Decorations (tablecloths, crepe paper, balloons, posters, glitter, streamers, etc.)

Give-aways (toys, candy, books, good, etc.)

Arts & Crafts

Games

Souvenir Items

**NOT APPROVED**

Gift Cards

Electronic Equipment for booth (iPods, TV’s, radios, karaoke sets, etc.)

Alcohol

Tobacco Items

Weapons

Sexual Products

Pharmaceuticals

Outtakes Purchase

Declining Balance

Online Orders: Must have an itemized receipt with a total of $0.00 amount owed.

**If there is a question about whether an item is approved or not approved, please contact communityfest@nova.edu or call 954-262-7274**
**2017 CommunityFest**  
**Scaffolding Competition**

**IMPORTANT DATES & TIMES:**
1. January 27\textsuperscript{nd}: Deadline to register for the competition  
2. February 11\textsuperscript{th}:  
   i. 9:00 AM-11:00AM: Designated Decoration Time (decorating before 9AM on 02/11/17 is not allowed)  
   ii. 11:30 AM: Judging begins  
   iii. 3:00PM: Winners are announced

**RULES:**
1. To enter the scaffolding competition an email expressing your interest along with the name of your student organization or department and contact information must be sent to sp1783@nova.edu  
2. Booths must be set-up and ready to be judged by 11:30AM on February 11, 2017 (The day of CommunityFest)  
3. Decorations should only cover the scaffold designated to your student organization or department  
4. Vandalism of decorations will not be tolerated and will result in disqualification from contest  
5. Offensive or inappropriate language or images are prohibited  
6. Destruction of any scaffolding or NSU property is prohibited  
7. Painting directly on scaffolds is prohibited

**JUDGING:**
- Student organizations and department booths will be judged on the following criteria:  
  - creativity, originality, construction, school spirit & representation  
- Each of the areas listed below is worth 20 points

**CATEGORY DESCRIPTIONS:**
CREATIVITY: Design is artistic, appealing & colorful  
ORIGINALITY: Design is unique  
CONSTRUCTION: Design is neat and display is sturdy  
SPIRIT: Design incorporates shark pride (NSU school spirit)  
REPRESENTATION: Design clearly represents your student organization or department

**PRIZES:**
- The winning student organization and department will receive 10 VIP passes to the NSU Shark Jam Concert  
  
  **VIP Passes include club room access as well as food and beverages** *(Subject to change)*  
  **Tickets are only for those ACTIVE NSU students/members in organization and department*

If you would like to participate in this new competition, please sign and date below:

Signature: ___________________________ Date: _________________