

NSU COMMUNITYFEST 2022
STUDENT CLUB/ORGANIZATION AGREEMENT

This is an agreement between the below stated club/organization and Nova Southeastern University's Office of Campus Life & Student Engagement. This is to state that the club/organization _____ (*list name as you wish it to appear in program and other materials*) will be participating in our 18th Annual CommunityFest on **Saturday, February 12, 2022, 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 that they will be fully checked-in and set-up no later than 11:30 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. and must be checked out no earlier than 4:00 p.m. Checking in and out at the CLUB/ORG CHECK IN/OUT designated area/s is MANDATORY. Failure to do so will make your organization non-eligible for reimbursement. **This agreement must be turned into the Office of Campus Life & Student Engagement, located in the Don Taft University Center or emailed to communityfest@nova.edu, no later than **January 10, 2022, at 5:00 p.m.****

The club/organization named above will be hosting a booth containing **pre-packaged information, materials, and/or giveaways** to help promote their club/organization. Upon the completion of the event, each club/organization will receive ten (10) FIN Points (if applicable).

This club/organization will be putting on a: _____ booth,
(Title of activity)

which will contain: _____
(Description of activity and pre-packaged information, materials, and giveaways).

The club/organization mentioned above understands that your activity and pre-packaged information, materials, and/or giveaways are subject to review and approval by the members of the NSU's CommunityFest Committee. **Face coverings at the event are optional and standard sanitization protocols (washing hands, hand sanitizer, etc.) are highly encouraged.**

You must have 2 members from the club/organization at your booth at all times from 11:30 a.m. to 4:00 p.m. on Saturday, February 12, 2022.

The club/organization will be responsible for organizing and decorating their booth, taking down the booth, and cleaning the booth and its surrounding area. The Office of Campus Life & Student Engagement 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: _____)

(REQUIRED IN ORDER TO FULFILL REQUEST. IF NOT LISTED, WE DO NOT GUARANTEE YOU WILL RECEIVE ELECTRICITY)

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 \$100 in reimbursement from the Office of Campus Life & Student Engagement upon the completion of the event, given the club/organization can provide original/scanned 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 and/or confirmation/follow-up e-mail, there will be no opportunity to be reimbursed and the club/organization shall be assessed the following fees:

Cancellation

Should you no longer be able to participate, please take note of the following dates:

Cancel booth by January 24th: No fee

Cancel booth between January 25th – February 6th: \$50 Cancellation fee

Cancel booth between February 7th – February 11th: \$75 Cancellation fee

Do not attend event on February 12th: \$250 Cancellation fee

By signing this form, I, _____ verify that that every member working the booth will be 18 years or older by February 12, 2022, and shall adhere to all requirements outlined in this agreement:

Signature: _____

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

Phone: (954) 262-7453/7283

Email: communityfest@nova.edu

All agreements and forms are due no later than January 10, 2022, by 5:00 pm

2022 NSU COMMUNITYFEST REIMBURSEMENT REQUEST
Date Due: Friday, February 25, 2022 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 \$100 issued per Student Organization. **Original or Scanned Receipts ARE required.
No Exceptions. 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 \$100 per club/organization. **

ITEMIZED LIST

ITEM	AMOUNT
TOTAL AMOUNT:	

* Reimbursements are contingent on fulfillment of your CommunityFest agreement and confirmation e-mail.

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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, cameras 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 954-262-7453/7283***