

NSU COMMUNITYFEST 2019
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 _____ (*list name as you wish it to appear in program and other materials*) will be participating in the 16th Annual CommunityFest on Saturday, February 9th, 2019 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 11:00 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. and must be checked out no earlier than 4p.m. Checking in and out are mandatory. Failure to do so will make your organization non-eligible for reimbursement. **This form must be turned into Rosenthal Student Center 211 no later than January 21st, 2019 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 9th, 2019.

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 \$100 in reimbursement from the Office of Special Events & Projects 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 27th: No fee
Cancel booth between January 28th – February 3rd : \$50 Cancellation fee
Cancel booth between February 4th – February 8th: \$75 Cancellation fee
Do not attend event on February 9th: \$250 Cancellation fee

By signing this form I, _____ verify that that every member working the booth will be 18 years or older by February 9th, 2019: 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

Email: communityfest@nova.edu

All agreements and forms are due no later than January 21st, 2019 by 5:00 pm

NSU COMMUNITYFEST 2019 REIMBURSEMENT REQUEST

Date Due: Friday, February 22nd, 2019 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. 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 \$100 per club/organization. **

ITEMIZED LIST

ITEM	AMOUNT
TOTAL AMOUNT:	

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

NSU COMMUNITYFEST 2019 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 954-262-7274***

2019 CommunityFest Scaffolding Competition

IMPORTANT DATES & TIMES:

1. January 21st: Deadline to register for the competition
2. February 9th:
 - i. 9:00 AM-11:00AM: Designated Decoration Time (decorating before 9AM on 02/9/19 is not allowed)
 - ii. 11:30 AM: Judging begins
 - iii. 3:00PM: Winners are announced
 - iv. **RULES:**

*****IN OUR EFFORTS TO SUPPORT **RECYLEMANIA** WE ASK THAT YOU INCORPORATE RECYCLABLE ITEMS INTO YOUR DECORATIONS

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 ir350@nova.edu.
2. Booths must be set-up and ready to be judged by 11:30AM on February 9, 2019 (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, and incorporates recyclable items

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:

- 1st Place – 10 VIP passes to the NSU Laugh Your Fins Off Comedy Show (Prize is subject to change)
 - 2nd Place – 5 VIP passes to the NSU Laugh Your Fins Off Comedy Show (Prize is subject to change)
 - 3rd Place – 5 tickets to NSU Laugh Your Fins Off Comedy Show (Prize is subject to change)
- *VIP Passes include clubroom access as well as food and beverages*
**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: _____