

# Philanthropy Event Approval Process

## Step 1: Register your event on CyPoint

1. Log on to CyPoint:  
<https://www.cypoint.iastate.edu/group/DSO/ga/philcommserv/SitePages/Home.aspx>
  - a. It's a long URL, so make it a Favorite in your Bookmarks (it will save you a ton of time)
2. Select "Philanthropy Event Registration" and click on "New Item."
  - a. Fill in the information, making sure to remember to attach any necessary flyers/PR material to be approved by CPC.
3. Once you have filled out the entire form, click Save. (Save= submitting the form).
  - a. We meet with the Risk Management Chairs and Advisors in the Office of Greek Affairs once a week (Wednesdays), so check back on Wednesday evenings to see the approval on your events/any comments.

## Step 2: Event Authorization Forms (EAC).

EAC's are a requirement of the university and how we register/approve our events with Iowa State. Here is how to fill out an EAC

1. Go to: <http://www.events.stuorg.iastate.edu/> and select "Application in the menu bar on the left side of the page.
2. Fill out the form
  - a. Note: For Location, you should put "Off Campus" and when it says please specify, type in your address
  - b. When it asks you to check all the "Event Types" that apply, make sure you check "Fundraiser" (that's the most likely box you're gonna check at least)
3. Submit the form! They will review it and send you an email of any questions/corrections that need to be made, once everything is correct they will approve it!
  - a. The sooner you can get this done, the better. The university is sometimes a little slow, but the form is pretty painless

## Step 3: Food Safety Certification

All members, regardless of whether they are serving the food or taking tickets, need to be food safety certified. It is valid for the school year you receive it in.

1. Go to this link: Link: <http://courses.extension.iastate.edu/course/view.php?id=143>
2. Log in with your Net ID and once you are logged in, enroll in the course by clicking on the button in the upper-right hand corner of the screen ("Enroll me in this course")
3. View the safety course videos in boxes 2 and 3 and the handouts in box 4 (all of this info is pretty self explanatory, I wouldn't stress too much over it).

4. Take the Food Safety Quiz, in order to pass you have to get 75%! You got this :)
5. Once you pass, you need to go pick up your Food Safety Card in the Memorial Union (Just passing the quiz doesn't count, you have to actually obtain the card to be considered food safety certified). You will pick up your card in the *East Student Office Space in the MU (same floor as the food court, at the end of the hall)*. Once you pass the quiz, it will take 2-3 days for your score to register in the system, so *wait 48 hours* until after you took the quiz to go pick up the card.
6. Make sure all your members have their food safety card on the day of the event. This is important because if there was any issue, you would need to prove that your members are food safety certified.

#### **Step 4: Philanthropy Summary Report**

1. Log on to CyPoint and click on "Philanthropy Event Summary"
2. Fill out the form. Make sure you do this *no later than 2 weeks* after your event! (the earlier the better!)
3. YOU'RE DONE! HOORAY! Congratulations!

If you have ANY questions or concerns, please contact us!

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