Philanthropy Event Approval Process

Step 1: Access the Philanthropy & Community Service Registration Form

1. Log on to: [https://iastate.qualtrics.com/jfe/form/SV_02ihpWEqm1cjtYN](https://iastate.qualtrics.com/jfe/form/SV_02ihpWEqm1cjtYN) It’s a long URL, so make it a Favorite in your Bookmarks (it will save you a ton of time)
   a. Start filling out the registration form beginning with the involved chapters.
      i. Please note that collaborative events require registration forms from all chapters involved
   b. Fill in the information, making sure to remember to attach any necessary flyers/PR material to be approved by your respective Council.
   c. If you come across a question that you are unsure of how to answer, answer it to the best of your abilities and fill out the description with as much detail as possible.

2. Once you have filled out the entire form, click "next" and the form should give you notice that it has been successfully submitted.
   a. The Sorority and Fraternity Events Review Team with the advisor meets weekly on Tuesdays at 7:00pm in room 3512 of the Memorial Union in the Fall semester (spring semester TBD).
   b. If you have questions or comments regarding an event please contact the Sorority and Fraternity Events Review Team respective Council officer to set up a meeting.

**Note:** The information that is used to complete this form is also applicable to the Event Authorization Forms. Save the information on a separate document to save time.

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/](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: If your event is at your chapter's facility, 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 going to 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 easy to complete.
b. If your event is in collaboration with another council, one EAC form needs to be submitted per event.

**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. Enroll in SafeFood101 on your Canvas.
   a. Link: [https://canvas.iastate.edu/courses/27943](https://canvas.iastate.edu/courses/27943)
2. 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).
3. Take the Food Safety Quiz, in order to pass you have to get 75%! You got this :)  
4. 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)*. Make sure you visit the office during business hours.
5. 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. Look-out for your Council officer's email including an online form to complete for your philanthropy fundraising numbers and community service hours at the end of each semester.
2. Remember to submit proof of your philanthropic donation via email to your Council officer. (ex. Picture of the check you send to your charity)
3. YOU’RE DONE! HOORAY! Congratulations!

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

Jennifer Sigmon  
Position Email: cppphilanthropy@iastate.edu  Phone Number: 319-551-7276

Joe Fetherling  
Position Email: ifcphilanthropy@iastate.edu  Phone Number: 815-575-6042

Satoria Williams  
Position Email: nphcvp@iastate.edu

Micaela Choate  
Position Email: mgcpresident@iastate.edu