

# Late Night Alcohol-Free Event

## Funding Guidelines

Updated Spring 2022

### Description of Criteria:

- All events must be held on Wednesday, Thursday, Friday, or Saturday nights during the hours of 10:00 PM and 2:00 AM for at least a 2 hour time span to qualify. Funding may be available for events on other days and times, provided that these events are designed to provide a healthier alternative to a high risk drinking event (e.g. a Super Bowl or St. Patrick's Day party).
- Events must be alcohol and drug free regardless of age or student status of the attendees. All function attendees must abide by campus, local, state, and federal laws while attending the sponsored event.
- Award allocation funds may be used for specified expenditures only.
- Prizes may be given at the event, but prizes must not include alcoholic beverages or gift certificates to bars or stores that sell alcohol (e.g. Walmart, Kroger). Gift certificates may be given to restaurants that serve alcohol (e.g. Applebees, Alex's Pizza). Prizes should not promote alcohol use or abuse. All events must have prior approval from the Review Committee for Late Night Programs in order to receive funds.
- Events must not glamorize or normalize high risk drinking when advertising the event nor during the event.

### Funding Parameters (typical funding limits, though exceptions may apply)

1. If the event is for your group or floor (50 people or less) the award will be up to \$75.
2. If the event is for the entire hall or is a multi group event (51-100 people) the award will be up to \$125.
3. If it is a campus wide event the award will be up to \$225.

### Late Night Programming Funds vs. Alcohol Education Funds:

- Alcohol free opportunities to socialize are an important part of the university's plan to reduce high risk drinking.
- This Late Night Programming funding is designed to be used for events that are primarily social in nature.
- This funding may not be used for a Residential Life alcohol **education** program.

### Steps to the funding process:

1. Fill out the [application](#) and email Student Well-Being with any questions or concerns. Please allow up to 2 weeks for application processing. **Funding requests should be submitted at least one month prior to the event day, with additional time allotted for special requests or requests that require custom orders (such as customized giveaways).**
2. Once your application has been reviewed, you will be asked to meet with Student Well-Being staff to go over whether or not your request has been approved, what steps need to be taken, and to go over any other details.
3. Hold the event/program.
4. Turn in itemized receipts, copies of any publicity used, and a program summary report (on the next page) no later than 1 week after the event is held.

# Late Night Alcohol-Free Event

## Program Summary Report

(To be completed after the event. This form *must* be emailed/returned to the [Student Well-Being Office](#).)

Title & Location of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Budget # or person to be reimbursed: \_\_\_\_\_

Total Amount Spent: \_\_\_\_\_ Total Number in Attendance: \_\_\_\_\_

### Program Overview:

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### What would you improve next time?

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### Do you feel the program was effective in achieving your goals? Please explain?

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### Checklist of items to give to the Student Well-Being Office:

- Program Summary
- Itemized Receipts
- Publicity Examples