



# How to Identify a Student Organization Event

## A Resource for Student Leaders

This list is not all encompassing, but can be a helpful guide for organization leaders to understand factors that may be used to evaluate the totality of an organization’s responsibility for hosting an event, particularly if that event does not meet university criteria.

Organizational Event Questions		
<i>Promoted in the name of the organization</i>		
1. Was the activity or gathering communicated through official organization channels (i.e. email, social media, group chats, organizational meeting)?	Yes	No
2. Was this activity or gathering organized or communicated via an informal, but organizational-related group or Snap chat, social media account, email-address, or a meeting?	Yes	No
3. Was the activity or gathering shared with a specific class year, pledge class, big/lil family, or members affiliated with each other because of their position in the organization?	Yes	No
4. Was the activity or gathering advertised or promoted by the organization?	Yes	No
5. Was the activity or gathering advertised or promoted by another organization?	Yes	No
6. Was the activity or gathering registered or advertised through <i>GW Engage</i> ?	Yes	No
<i>Location of Activity</i>		
7. Did the activity or gathering take place in a space reserved by a member or affiliate?	Yes	No
8. Did the activity or gathering include a vendor contract?	Yes	No
9. Did the activity or gathering take place at an on-campus residence dedicated specifically to the organization (e.g., affinity floor, townhouse)?	Yes	No
10. Was there an unsuccessful or successful attempt to reserve or request a physical space (e.g., GW District House, off-campus restaurant, etc.) on behalf of the organization or by a member in the organization for the activity or to gather?	Yes	No
11. If off-campus, was the activity or gathering hosted at a location (including apartments, townhouses, other rental property or venue including restaurants or hotel meeting rooms) rented or paid for by an individual member of the organization or organizational affiliates (e.g., alumni, potential new members, advisors, member’s guests, parents or other family of members)?	Yes	No
<i>Activity Funding</i>		
12. Was there food or other elements that were paid for with organization funds, regardless of where the funds are stored and who has access to the account?	Yes	No
13. Was there an entry fee to attend the activity or gathering in which said fees would be collected and managed by the organization (like covering the cost of the activity or gathering or other purposes)?	Yes	No
14. Were or will any members or affiliates be reimbursed by the organization for purchases made for the activity or gathering (supplies, food, beverages, etc.)?	Yes	No
15. Were supplies, beverages, food, or other items funded by the organization or by donations from members of the organization or organizational affiliates?	Yes	No
16. Was the activity or gathering funded/sponsored by the Student Association, a University department, or any University official?	Yes	No



<i>Activity Attendees and Membership</i>		
17. Were the majority of attendees, or nearly the majority of attendees, members of the organization or organizational affiliates?	Yes	No
18. Was a majority of the membership, or nearly a majority of the membership, invited to attend the activity or gathering?	Yes	No
19. Were members of the organization required or encouraged to attend the activity or gathering (by other members, leaders)?	Yes	No
20. Was the activity tied to a specific group (i.e., planned for the rookies, new members, seniors, etc.) within the organization?	Yes	No
<i>Nature of Activity</i>		
21. Was this activity or event organized to promote or celebrate anything specific (Bid day, recruitment week, welcome week, organizational traditions, etc)?	Yes	No
If no to above, and the activity occurred on a day when the organization did have an official or registered event, how would an outside observer know these were separate activities? <u>[Fill in the blank]</u>		
22. If an outsider observed the activity, could they assume this was an organization activity?	Yes	No
What factors support your answer? (consider: tradition, exclusivity of non-FSL students, apparel or attire of attendees) <u>[Fill in the blank]</u>		
23. Have members hosted or attended similar activities or gatherings in recent weeks?	Yes	No
<i>Organization Leadership</i>		
24. Were members instructed not to post about the activity on their personal social media accounts?	Yes	No
25. If members had learned about the activity or gathering before it occurred, would they be discouraged from or ridiculed for reporting?	Yes	No
26. Were there organization leaders (with perceived or actual authority) present or aware of the activity?	Yes	No

\*If you answer “Yes” to any one of these “Organizational Event Questions,” the gathering in question is likely to be considered an organizational event.

Questions? Contact Student Involvement & Leadership: [orghelp@gwu.edu](mailto:orghelp@gwu.edu)