

RSO Guide: Getting your RSO's In Person Events Approved

Until further notice, events of 50 or more attendees (students, faculty, staff, visitors/guests) organized, hosted or sponsored by the University must have their respective Vice Chancellor's Office approval and have filed an Event Risk Assessment with the Vice Chancellor for Business and Finance prior to the date of the event. **RSOs must comply to this policy for events on or off campus. [More details can be found here.](#) Events with over 50 attendees must have a UNL Staff Member or RSO advisor present for the duration of the event.**

We will not be able to process your EPR without the completed approval.

The process is routed through an electronic signature platform known as Frevvo. Once your event is approved by the Vice Chancellor for Student Affairs' designee, you will receive a copy. Keep this documentation – it is very important!

To make it easier for RSOs to get through the approval process, we've created this step-by-step guide to help you be successful.

1. **Start by reviewing your event –is it possible to be virtual? [Review the COVID-19 RSO Guide for event planning guidance.](#)**
 - a. **Submit your EPR on NvolveU.**
2. **Complete the Risk Assessment, which can be found in the [RSO COVID 19 guide.](#) Every in-person event (regardless of size) will need a completed Risk Assessment. If you need help, reach out to [Student Involvement.](#)**
3. **Complete the Approval Process for events over 50 in person attendees [using this form.](#)**
4. **Once approved, attach the signed form to your EPR.**

If you encounter issues with the application form, please reach out to [Jordan Malone](#) in the Office of Business & Finance.

If you have questions regarding your review, please reach out to the appropriate reviewer:

[Veronica Riepe for RSOs](#)

[Leigh Thiedeman for FSL Chapters](#)

[Debra Hendricks](#)

To Complete the Application [using this form:](#)

Step 1: Verify your Email.

Enter your full name and email address in the appropriate fields and click Verify Email. The system will then send you an email with the link to continue. All emails are sent from Business Central <no-reply@frevvo.com>

If reviewers have questions or need something changed, the system will send you a message with their notes. That message will contain a link to correct any errors or questions. Make sure to correct questions from reviewers to ensure continued responses.

Step 2: Complete the application form.

Here are some tips to complete the form successfully:

The **Name of your Event** should match the name of your event on your NvolveU EPR.

The **Planned Location of your Event** is where you hope to host the event. Be in touch with the facility before submitting this request and your EPR to ensure the space is available. Remember, final reservations for the Nebraska Union and Outdoor Spaces on campus are completed on the EPR.

The **Capacity of the Proposed Space** – ask the facility where you are having the event for this info.

If your event is **Outdoors**, you will be required to attach a map of the space. Include any set up details for the reviewers to learn more about your event.

Double check the **Date and Time** of your event (including AM/PM). You can add multiple dates by using the green plus button.

Make sure to click Yes when asked if the sponsoring organization is an **RSO or Greek Chapter**.

Attach your completed **Risk Assessment**. Make sure to provide mitigation strategies!

Provide a brief, but complete **Description of your Event**. You can add more documentation if necessary.

The **Total Number of Expected Attendees** needs to match your Risk Assessment and your EPR.

The system auto populates your name and email as the **Preparer Name, Preparer Email**.

The **Event Point of Contact** must be a UNL staff member. This person is responsible for ensuring compliance with all directed health measures, venue guidelines, and submitted risk management plan. If you are not the Event Point of Contact, fill out the form with the Event Point of Contact's **Name, Email, Phone, Title/Position** (at UNL) in the appropriate fields.

The **Sponsoring Unit/Department/Organization** should match your RSO name on NvolveU.

Step 3: Identify your Reviewers.

From the drop-down menu for **UNL Vice Chancellor or Designee**, select Debra Hendricks (on behalf of Laurie Bellows for Student events, including RSOs, Fraternities and Sororities).

For the **UNL Chair/Head/Director/Dean (for IANR events, please use the cognizant Dean)** field, begin typing the following:


For RSOs, type “Riepe” and select Veronica Riepe

For Fraternities and Sororities, type “Thiedeman” and select Leigh Thiedeman

Click **Submit!**

These two pages contain screen shots of the application, with the above notes.

▼ Enter Information



Event Approval Request

Name of Event *
 This should match your EPR once submitted

Planned Location(s) of Event *
Where you hope to plan the event. Be in touch with the facility before submitting this request and your EPR. For larger events that can help make sure the space is available.

Capacity of Proposed Space *
 Talk to the facility to find out the current capacity guidelines for the space you are using.

Is this an Outdoor Event? *
 Yes No **If yes, attach a map of the space you'll be utilizing. Including a set up will help.**

Will Alcohol be Served? *
 Yes No

**Enter dates and times below. Click green plus sign if multiple dates/times needed.
Use the green + button to add more dates! Double check your AM/PM**

	Date(s) of Event	Start	End
<input type="checkbox"/>	Ex. 8/31/2020	<input type="checkbox"/> Ex. 10:00 AM	* Ex. 3:00 PM *

**Download the Risk Assessment Form using the link below. Complete form and then attach .
Click Yes!**

Is the sponsoring unit an RSO or Greek Chapter? *
 Yes No
Attach a completed and in depth risk assessment. Be specific!
Attach UNL Event Risk Assessment Form

Brief Description of Event *
Attach additional documentation below if needed
Be specific! If needed, add a document below for more details.

Additional Documentation (if needed)

These numbers need to match your Risk Assessment & EPR

Total Number of Expected Attendees * # of non-UNL attendees *

Preparer Name



Double check these to make sure the system correctly autopopulated

Preparer Email



Event Point of Contact : Will be present for duration of event(s) and responsible for ensuring compliance with all directed health measures, venue guidelines, and the submitted risk management plan. This person must be a UNL staff member or the organization's advisor.

Check if you are the point of contact **The event Point of Contact must be at the Event for the duration of the event. The Point of Contact MUST be a University employee or RSO advisor.**


Point of Contact Name *



Full Name

Email *



Phone * 



Title/Position *



Sponsoring Unit/Department/Organization *



This name must match NvolveU - No acronyms.

▼ Approver Info

UNL Vice Chancellor or Designee

Select Debra Hendricks



Debra Hendricks (On behalf of Laurie Bellows for Student events, including RSOs, Fraternities and Sororities)

UNL Chair/Head/Director/Dean (For IANR events, please use the cognizant Dean) *

Start typing name, then select from dropdown.

For RSO events, Type "Riepe" and select Veronica Riepe

[Save PDF](#) (PDF will also be emailed after final step)

For FSL Events, Type "Thiedeman" and select Leigh Thiedeman

 Submit