



University of Missouri - Kansas City
Student Life Office
Registration Document

Money Collection

Reason for Policy:

To ensure smooth and safe flow of participants in and out of your event, as well as a strong accountability for “petty cash”. It is required to have a Student Life Office representative at the event when money is collected for attendance.

Procedure:

1. Read the “Money Collection Policy” (see attached).
2. Fill out the “Money Collection Policy Form” Application.
3. Submit the Application to the Student Life Office one week prior to the event.
4. Retain a copy of the “Money Collection Policy Form” for your records.

Student Organization: _____
Name of Event: _____
Name of contact person at event _____
Cell-phone number of contact person at event _____
Date of Event: _____
Location: _____
Start time: _____ End time: _____
Number of Attendees (estimated): Guests _____ Students _____ Total _____
Hours you will need student life to “work the door” (this includes collection of fees, admission, and supervision of attendees going in and out of the event) _____
Cost per non-UMKC participant (if applicable) _____

Organization Representative:

I have read, understand and agree to abide by the attached policy guidelines. By signing this form and registering this event, I and my organization will take full and complete responsibility for ensuring that the guidelines will be met. I understand that failure to do so may result in my organization not receiving university approval in the future.

(Signature) (Print Name) (Phone Number)

Thank you for taking the time and responsibility to promote a safe and fun UMKC event for everyone. Please return this form to the Student Life Office no later than a week prior to the date of the event.

(Office Use Only) Approved: Yes _____ No _____

Student Life Director
Revised: January, 2005



University of Missouri - Kansas City
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Policy Statement

Money Collection

UMKC implemented policies:

It is required that if a student organization has received appropriations from SGA for an event on the condition that non-UMKC participants are charged to participate, that the student organization abides to the agreement by charging non-UMKC participants.

It is required that a staff member of the UMKC Student Life Office handles all money for the event.

The fee for each non-UMKC participant will be derived from the amount of money allocated by SGA divided by the estimated number of non-UMKC participants.

There will be a fee of \$60 assessed to the organization to compensate each Student Life Office student-employee working the door.

An attendee must present an official UMKC student ID in order to be admitted into the event as a recognized student. There are no exceptions to this rule, even if the participant can be verified by a peer as a UMKC student.

No organization shall knowingly violate any of the policies. Any organization that knowingly violates this policy will be subjected to the student organization conduct code, the Student Life Office and the Campus Organization Board for appropriate disciplinary sanctions. A copy of the Campus Organization Board guidelines is available by contacting the Student Life Office.

Student Organization Copy
Revised: January 18th, 2005