

BYU Office of Belonging

Event Coordination and Approval

Approval for Campus Events Related to Belonging

We appreciate you working to build unity, understanding, and connections at BYU. The following form allows the BYU Office of Belonging to help coordinate and promote events across campus. The process also ensures that campus events are aligned with university policy and the Statement on Belonging.

"We strive to create a community of belonging composed of students, faculty, and staff whose hearts are 'knit together in love' (Mosiah 18:21)." (Statement on Belonging)

All campus events related to belonging must be approved by the Office of Belonging for their alignment with University Policy and the Statement on Belonging. In an effort to build a community based on Christ-like love and understanding, events are to be centered on the Gospel of Jesus Christ. As such, all advertisements (including posters/flyers), as well as presentations, should lead out with gospel principles, which promote unity and understanding.

Please submit this form at least six (6) weeks prior to your event by clicking the button at the end of the form that corresponds to your organization. Early submissions are appreciated. To use this form most effectively, make sure you have Adobe Reader or download it [here](#).

What are belonging-related events?

Belonging-related BYU events include any event designed specifically to promote belonging or an event supporting a marginalized group. These groups may include but are not limited to first-generation college students, women in science, LGBTQ+ students, racial minorities, or religious minorities.

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The request is for(check all that apply): Approval ☐ Promotion ☐ Co-sponsorship ☐

Submitter's Name: _____

Submitter's NetID: _____

Submitter's title and department: _____

Hosting college, department, or organization: _____

Responsible Employee (non-student), contact information, and department:

Same as submitter ☐

Responsible employee will be present at event ☐

Any co-sponsoring organizations/departments? Yes ☐ No ☐

Co-sponsor(s) responsible employee and contact information:

Event is aligned with the Statement on Belonging ☐

Event is aligned with the Speaker and Events Policy ☐

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Day of the Week: _____

Date(s): _____

Begin time: _____

End time: _____

Location: _____

Will there be a livestream or Zoom option? Yes ☐ No ☐

Type of Event:

- ☐ Panel
- ☐ Presentation
- ☐ Social
- ☐ Training
- ☐ Workshop
- ☐ Other: _____

Demographic Focus:

- ☐ General Belonging
- ☐ Mental Health/Disability/Neurodiversity
- ☐ Nationality
- ☐ Race/Ethnicity
- ☐ Religion
- ☐ Sexuality & Gender Identity
- ☐ Women
- ☐ Other: _____

Intended Audience (e.g. specific major, college faculty etc.): _____

Expected number of attendees: _____

Invitation type:

- ☐ Campus wide
- ☐ College
- ☐ Department
- ☐ Invite-only
- ☐ Other: _____

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RSVP required? If so, how are they submitted? Yes ☐ No ☐

Where and how will this event be advertised?

Do you want this event on a public Office of Belonging calendar? Yes ☐ No ☐

Event Calendar URL (if applicable):

Event Description:

Presenter's Name(s), relation to BYU, contact information, and qualifications to present on the subject:

Is there anything else you want us to know about this event?

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All proposals can be submitted along with any promotional material for the appropriate review by clicking one of the following three buttons or save this pdf and email it to the appropriate address below.

Academic Colleges

All events sponsored by an academic college (including student associations affiliated with that college) should be submitted here for review by Associate Vice President Julianne Grose. All activities should have approval from their college-based employee dedicated to these efforts prior to submission. For questions, please email belongingacademicevents@byu.edu.

BYU Organizations

All events sponsored by an academic support organization such as Counseling and Psychological Services, BYU Athletics, OIT, etc. should be submitted here for review by Associate Vice President Lita Little Giddins. For questions, please email belongingacademicsupportevents@byu.edu.

BYUSA Clubs

All events sponsored by a student club should be submitted here for review by Fui Vakapuna. For questions, please email belongingclubevents@byu.edu.