

## Trine University's Tabling Policy

### Trine Tabling Statement:

Any group (sports team, organization, etc.) on Trine University's campus has the ability to table. Tabling includes all activities through which Campus Operations tables are utilized such as event promotion, giveaways, etc. Monetary funds are NOT collected during tabling.\* A tabling approval form must be completed and turned in to the Department of Student Success & Engagement (DSSE), located on the first floor of the Link, for approval **before** tabling may take place. The forms will be considered (approved, denied, request for changes) on a first submitted, first approved basis by the Director of Student Leadership or the Director of Student Activities.

- You must receive complete approval before you begin tabling
- DSSE will email a copy of the tabling form to the requester following approval – **this copy needs to be present at the time of tabling, available upon request**
- Tabling outside of Whitney Commons
  - Limited to two groups at a time (lunch hours or dinner hours)
    - If two groups are already *fundraising* in the UC, two additional groups are permitted to merely *table*
  - Groups may request to table outside of Whitney Commons during lunch hours or dinner hours or both
  - Approval for tabling is on a first submitted, first approved basis and is dependent upon 1) approval of completed Fundraiser Approval Form and 2) **confirmed reservation in Ad Astra Campus Scheduling** for approved time/date
    - DSSE will keep record of the time and dates of approved Whitney Commons tabling events as they are confirmed in Ad Astra
- Groups **MUST** gain approval for the design of any content planned to be displayed on the glass windows outside of Whitney Commons or on the televisions in the UC
  - If your design is not approved by DSSE at the time of your tabling approval, it is not permitted to be displayed in the UC during your tabling event

### Upon approval from DSSE:

- Use your student organization's Ad Astra log-in information to sign in to the scheduling system to reserve a campus space & any resources you may need **at least 5 days before your scheduled event**
- Send any marketing pieces for your fundraising efforts that you would like displayed on the UC digital screens to [cadanner15@trine.edu](mailto:cadanner15@trine.edu) in **.JPG landscape format in 1920 X 1080 px size** as soon as you would like your event advertised
  - Do not begin advertising until your event has been approved in Ad Astra
- If you need resources such as tables or chairs for tabling, you will need to request these through Ad Astra. They will not be reserved for you

\*When monetary funds are collected during tabling, the activity/event becomes a fundraiser. In this case, refer to Trine University's Fundraising Policy.