



## **Local Programme Implementation Team (LPIT) Events Funding Process**

LPIT's have an important and potentially highly beneficial role to play in rolling out events at a local level on the various DIT sites. Experience has shown that LPIT's can be the source of good ideas for events as well as being a good sounding board and gauge of what will work on the different DIT sites.

Events and Marketing Dept and Chief Operations Dept need to work positively with LPIT's and support and mentor them in the utilisation of new dedicated local budgets which will enable local events, on individual sites.

Where it is proposed to run events locally which require financial resources, then such events require approval from both Events and Marketing and the Deputy CEO, and require full and detailed financial transparency and a complete audit trail.

Where the event concerned does not involve financial expenditure then the LPIT should still notify Events and Marketing of the proposed Event.

Events and Marketing will at the beginning of each Semester circulate to all LPIT's a list of dates of all events which Events and Marketing are running in that semester, in so far as possible. Should extra events be organised during the semester, Events & Marketing will inform LPIT's as soon as they are confirmed. This will enable LPIT's to ensure that local and central events do not clash or undermine each other.

This policy will be reviewed and monitored by the President, Vice President Services & Trading, Events & Marketing Manager, CEO and Deputy CEO on an ongoing basis

### **Criteria for funding:**

- ◆ Applications for funds must be made prior to the event. No retrospective payments will be considered.
- ◆ No cheques will be made payable to CASH.
- ◆ The Application Form must be completed and authorised by the Site Class Rep Convenor and Site Student Support Advisor.
- ◆ All relevant documents must be submitted together with the Application Form at least 48 hours in advance of the event.
- ◆ Receipts must be submitted following each event. Further expenditure will not be authorised where receipts have not been submitted from a previous event.
- ◆ Decisions relating to expenditure must be agreed at an LPIT meeting and a minute of this meeting must accompany the application form.
- ◆ Expenditure on an event which is solely or substantially alcohol based, will not be funded.
- ◆ All events must adhere to the Policies of the DIT Students' Union and must not bring the good name of either the DIT or the DIT Students' Union into disrepute.
- ◆ All posters, fliers and advertising must have prior approval from the DITSU Communications Department.

### **Funding Application Process for Site Events:**

- ◆ Where there is no expenditure involved, the LPIT must notify Events and Marketing at least 5 working days in advance of an on site event taking place.
- ◆ In the case where a locally organised event clashes with an Events and Marketing organised event, then approval for the local event may be refused, but will not otherwise be unreasonably withheld.
- ◆ Where there is expenditure involved, the LPIT must notify Events and Marketing at least 5 working days in advance of the site event taking place.
- ◆ The Application Form for funding (see above) must be submitted at least 4 days in advance of the event.
- ◆ A final decision on the funding application will be made by the Deputy CEO in consultation with Events and Marketing within 48 hours of receipt of the application. This decision will be e-mailed to the relevant Class Rep Convenor and Student Support Advisor.

### **Funding Application Process for off site Events:**

- ◆ Events and Marketing must be notified at least 5 working days in advance of an off site event taking place.
- ◆ The Application Form for funding (see above) must be submitted at least 4 days in advance of the event.
- ◆ Should Events and Marketing advise that an event should not proceed, the decision, outlining the reasons, will be e-mailed to the relevant Class Rep Convenor and Student Support Advisor within 48 hours of the request being submitted. This notification will be copied to the President, CEO and VP Services and Trading.
- ◆ A final decision on the funding application will be made by the Deputy CEO in consultation with Events and Marketing within 48 hours of receipt of the application. This decision will be e-mailed to the relevant Class Rep Convenor and Student Support Advisor.
- ◆ LPIT's have no authority to enter in contracts with external service providers. Events and Marketing shall provide this service to LPIT's on a central basis. Events and Marketing will ensure that any such contacts requested by an LPIT will be made within 24 hours of any such request and the booking confirmed to the LPIT, within 48 hours.