

Discipline Fine Guidelines

The Office of Community Standards and Wellbeing will take all requests for financial support from Creighton departments or student organizations. When determining if the request will be granted, and for how much it will be granted, the Office of Community Standards and Wellbeing will consider the following factors (in this order of importance):

1. Alcohol Alternative Event
2. The message of the event is that of responsibility and risk-reduction when educating about alcohol
3. Alcohol Alternative Event on a Friday or Saturday Night
4. Alcohol Alternative Event on a Wednesday or Thursday Night
5. Another campus event deemed worthy of support
6. Turned in 12 business days before the event
7. Turned in before the event

When being granted funds from the Office of Community Standards and Wellbeing, the grantee of funds agrees to:

- Include the Office of Community Standards and Wellbeing graphic on all event advertisements and publications
- Submit a report to the Office of Community Standards and Wellbeing within 12 business days after the event, sharing how the event went, including the number of students in attendance, your rating of the success of the event, etc.

Residence Life Discipline Fines Request Form

All requests for funds must be received 12 business days prior to the scheduled event. While Alcohol Alternative Events will be given priority, all other events are welcome to apply for funding. ***No alcohol can be served at an event receiving discipline fines funding.***

Date of Request: _____ Residence Director's Name: _____

Name of Requesting Party: _____ Residence Director's Signature: _____

Name of Contact Person: _____ Contact Person's Telephone Number: _____

Agency Account Name/Number: _____ Contact Person's Email Address: _____@creighton.edu

Title of Event: _____

Description of the Event: _____

Date of Event: _____ Time of Event: _____

Location of Event: _____ Approximate Number Attending Event: _____

Event Budget:

Rental Fees: _____
Food: _____
Transportation: _____
Decorations: _____
Honoraria: _____
Advertising: _____
Miscellaneous: _____

TOTAL EXPENSES: _____

Event Funding:

Are you receiving financial support from any other individual, department, or organization, including Residence Life?

Yes: _____ No: _____

If yes, from whom? _____

How much? _____

**Amount Requested
from Discipline Fines:** _____

Please submit to the Office of Community Standards and Wellbeing 12 business days before the scheduled event. Electronic submissions are accepted at communitystandards@creighton.edu or in person in Creighton Hall, Suite 224.

Don't Forget To:

- Include the Office of Community Standards and Wellbeing graphic on all event advertisements and publications.
- Submit a report to the Office of Community Standards and Wellbeing within 12 business days after the event.

For OCSW Use Only:

Approved: _____ Not Approved: _____

Approved Amount: \$ _____

Approval Signature: _____