Spring Fest
Activities 2015 Fact Sheet

Description:
You are encouraged to be very creative when brainstorming ideas for activities during Spring Fest. The more interactive, educational, and original the idea, the better it is received by the attendees. There are a few important things to remember when planning activities:

- Student organizations interested in participating in Spring Fest must be in good standing with the Office of the Dean of Students and be sponsored by a University department.
- The primary purpose of activities at Spring Fest is to educate the youth and families who attend. Activities MUST have an educational component to them. Fundraising for student organizations is an added bonus.
- Student Organizations may not use Spring Fest as a venue to voice political views or values. Their message should be appropriate for the family audience that attends this event.
- Many Spring Fest guests like to collect stamps/stickers as a way of showing all the sites they visited. There is a place to collect these stamps on the back of the Spring Fest program. If you would like to participate in this, you must provide your own stamp/stickers.
- Anyone interested in raising money during an activity for Spring Fest must be registered as a participant by February 13th, 2015. Activities submitted after the deadline above will not be allowed to charge for participation. This includes your intent to sell food/drink items, though specific items don’t need to be reported until March 13th.
- If a student organization is coordinating an activity and/or raising money, they must be sure to submit an activities form online through BoilerLink. This ensures that the Office of Student Activities and Organizations knows that the activity is taking place, if funds are being raised, if risk management needs to be involved, etc. This form needs to be submitted to the Student Activities and Organizations Office no later than two weeks before the event, however we encourage you to complete this process as soon as possible.
  - Funds raised without having submitted an Activities Form CANNOT be deposited into a BOSO account.
  - It is now University policy that all volunteers must have a background check before they are permitted to work at
a University event. This excludes Purdue students and faculty/staff, but includes retirees, alumni, and other non-university volunteers.

- Because the nature of this event is to interact with children, the Dean of Students Office requires that a list with ALL participating students be submitted with the event planning form. This list will be checked against a list of sexual offenders on campus to be sure they are not involved with Spring Fest activities.

- University Policy guidelines must be followed when background checking non-University volunteers. Please visit this link for the University procedures on volunteers http://www.purdue.edu/ethics/manual_on_volunteers.html

- ALL volunteers that are not current faculty, staff, or students must be background checked. This includes retired faculty and staff and alumni. There are NO EXCEPTIONS. It is YOUR responsibility, not the Spring Fest organizer’s or the SAO office’s responsibility to check your volunteers. You may use the Excel spreadsheet “Volunteer Database” as a template to gather information for background checking volunteers.

- When you submit your activities form at the ODS, expect to be interviewed about the details of your activity. This can take some time, so be prepared.

- If the activity you choose has ANY component that would be considered a potential hazard or could cause injury, be sure to list this on your event planning form or event description. Risk Management reviews any “questionable” activities.
  - Rented items are often required to provide their own certificate of insurance through risk management. This is most economical way to go, but often requires that the rental company run the equipment. If this is the case, the student organization that contracts with the rental company MUST RECEIVE ALL FUNDS generated from the activity. This is in line with the commercial exhibitor/vendor policy for Spring Fest.
    - Bounce houses are an example of this situation and additional waivers signed by parents/participants are required by Purdue.
  - Many activities will require you to have waivers signed by participants. Risk Management will help you with this process if it is necessary.

Examples include:
  - Games, Wheel of Prizes, Educational activities
• Rented bounce houses, mazes, dunk tanks, etc.
• Tree climbing, tractor rides, etc.