

Event Proposal Form

The event planning process will now start on the Nest. To begin planning your event you will need to "Create an Event" on the Nest, which will act as the event proposal form.

Please note: all events must still get approved. To propose an event following these steps:

- Log into the Nest using your CUA credentials
- Search for your organization using the search bar at the top
- Click "Manage Organization" in the top right corner
- This will take you to a page where you can see your upcoming events. In the right corner will be a button that says "Create Event"
- Follow the steps of the form. Once it gets approved, Student Life will reach out regarding your room reservations and any other details that you will need assistance with.

Note: Speakers still must be vetted **before** they are invited to speak.

Registering your organization

Every new school year, each student org will need to re-register on the Nest and update their Executive Board. The steps are below:

- Log into the Nest using your CUA credentials
- Search for your organization using the search bar at the top
- Click "Manage Organization" in the top right corner
- This will take you to the page with a form for "Re-Registering" your org
- Follow the steps of the form, making sure to update your Executive Board
- The Office of Student Life will review and approve each organization's submission



Student Organization's Manual

**How to use the
Nest to register
your
organization, plan
events, and
handle club
finances**

Club Finances

At the start of the semester, the Student Bar Association (SBA) will allocate money to each **active** organization. When you need to use these funds for events, you will need to make a "Purchase Request" in the Nest. This requests go through the Office of Student Life. To make a request follow these steps:

- Go to the home page of your club and hit "Manage Organization" in the top right corner
- On the left will be a list of options. Click "Finance"
- Click on "Create Request" in the top right corner and fill out the form

Additional Information

* What is the purpose of this purchase request?

P-Card In-Store Purchase *(please specify store)*

P-Card In-Office Purchase

Online Purchase Request

Dining Services Catering

Reimbursement

Paying a Contract/Invoice

Other *(please specify)*

Understanding the Form

- If you need to reserve the P-Card to buy something off campus, click the first options. We need receipts for every purchase on the P-Card, and alcohol cannot be purchased.
- If you need to buy something over the phone in the Student Life office, click the second option.

- If you need Student Life to purchase something online for your club, click the third option and provide a link for the item.
- If you need Chartwells ordered please click the fourth option.
- If you need to be reimbursed for a purchase on your own credit card for your organization, please click the fifth option and upload a copy of the receipt.
- If you need us to pay a contract or invoice, please click the sixth option and provide the necessary paperwork.

Questions?



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