

2025 Ritsumeikan University
Welcome Events Period's Group Event
Application Booklet (BKC Version)

Application Period: February 17th (Mon) 14:00 ~ March 2nd (Sun) 23:59

Event Period: April 5th (Sat) ~ April 25th (Fri)

※Caution※

This booklet is an application booklet for the welcome events period's group event at BKC.

It is not for the circle booth event or the stage event.

Please refer to each campus's booklet for the application of the group event at KIC and OIC. The application for the circle booth and stage events will begin later, so please wait a while.

Click [HERE](#) to the Group Event's Official LINE ↓

(QR Code)

Publishment: The Central Administrative Office University-wide Events Department

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About the welcome events period's group event

○ What is the welcome events period's group event

It is a place for affiliated organizations of Ritsumeikan University to communicate daily activities and achievements to new students. It aims to get new students interested in extracurricular voluntary activities by conveying the appeal of activities.

○ Organizations that can carry out events

- 2025 student union affiliated organizations
- Undergraduate project organizations
- Others recognized by the university

※For the above, the following two requirements must be satisfied.

- The majority of members must be undergraduates at Ritsumeikan University.
- The person in charge of planning and accounting must be an undergraduate student at Ritsumeikan University.

○ Organizations that cannot carry out events

- Organizations and projects for profit
- Projects containing anti-social elements (illegal acts, groups that deviate from social norms)
- Religiously or politically biased projects
- Projects with discriminatory acts or discriminatory expressions

Other projects that the Welcome Events Executive Committee and the University-wide Events Department deem inappropriate.

About the advertisement flyer

○ About the advertisement signboard and flyer

To inform new students about the content of the group event, we will set up an information signboard to display flyers for the event that will be held daily. Therefore, all organizations are asked to submit the flyer to be posted using the Google form sent from the official LINE **by Friday, March 28th**. Please use **A4** size.

※It is a different signboard from the circle booths. Please be careful!

・ Contents of the signboard

Please describe the organization's name, the event's content, and the plan.

※The flyer declares the contents of the welcome events period's group event. The personal information that can be posted is the individual's campus address, the group's e-mail address, and the group's SNS account. In addition, please follow the instructions from the University-wide Events Department.

About the official LINE

Please be sure to add the official LINE to the planning manager and the accounting manager. At that time, to be able to send a message from a member of the University-wide Events Department, please be sure to send a message saying, “(organization name)の企画責任者 or 会計責任者の(your name)です。”



Overall flow to the implementation of the event

① Preparation of documents to be submitted

documents	quantity	indispensability	seal
2025 welcome events period's team event planning proposal (Excel)	1	●	
Event member list (Excel)	1	●	
Documents posted on HP and Instagram	1	●	
Budget estimate worksheet (Excel)	1	●	
Pledge (PDF)	1	●	necessity
2025 welcome events period's facility usage request (Excel)	1	●	
2025 welcome events period's equipment usage request (Excel)	1		
2025 welcome events period's electricity usage request (Excel)	1		
2025 welcome events period's vehicle entry application form (Excel)	1		
Corporate sponsorship application form (Excel)	1		
Corporate sponsorship pledge form (PDF)	1		necessity

Please download all the documents files from the link below and complete the required information.

<https://drive.google.com/drive/folders/15jLbBH616iBYEdk18R5sEZCVx0KjXFhI?usp=sharing>

Please check this booklet carefully to make sure there are no deficiencies.

② Application (p.14~15)

Please fill out all the documents created in ① and submit the documents from the Google form sent from the official LINE during the application period. Please

be sure to add the official LINE to the planning manager and the accounting manager.

[Application period: February 17th \(Mon\) 14:00 ~ March 2nd \(Sun\) 23:59](#)

※Click to enter the form.

※The application period is different from other campuses. Please check it carefully and submit it to make sure there are no mistakes.

③ Hearing with the University-wide Events Department (p.14)

We will conduct two interviews per organization to understand the plan's details, the facilities and equipment used, and the necessary budget. Please check p.15~16 for more information, such as the schedule.

※Hearings will be conducted online or face-to-face. If you are an organization that would like to meet face-to-face, please use the Google form in the document submission form to request an in-person meeting.

※The participation of the planning and accounting managers is mandatory for the hearing. If you cannot attend, please appoint a substitute and contact the University-wide Events Department by the day before the hearing.

④ Announcement of equipment and facilities

We will present the results of coordinating equipment and facilities used in the planning. The announcement results will be sent on the official LINE.

⑤ Approval of the event

Based on what we hear at the hearing, the Welcome Events Executive Committee will decide whether or not to approve the project. Once the approval is decided, we will inform you of the result on the official LINE. It is scheduled for the end of March.

Please do not purchase goods or publicize until the event has been approved.

※Please note that we cannot provide budget assistance for items purchased before approval. In addition, if you do not have a receipt, we cannot offer budget assistance, so please be sure to issue and keep a receipt.

~Notice~

Once the event is approved, no changes to the content or budget of the project or cancellation of the project

⑥ Orientation (p.15)

As a general rule, guidance on the detailed flow, precautions, prohibitions, budget-related matters, etc., up to the day of the project will be conducted face-to-face. There will also be an explanation of equipment, facilities, etc., so please have the planning manager and the accounting officer in attendance.

⑦ Implementation of the event

Event Period: April 5th (Sat) ~ April 25th (Fri)

※Please do not commit any of the following violations.

[Caution will be taken as soon as it is discovered]

- If you are doing something different from what was confirmed in the proposal or hearing
- If you are engaged in an act that may damage property owned by the university or destroy the facilities
- If you are acting in a way that causes trouble to other groups or the general public
- If you are eating and drinking at the planned place (excluding drinks with lids)
- If equipment is left at the planning location during planning preparation or implementation
- In addition to the above, when the University-wide Event Department and the Welcome Events Executive Committee deem it inappropriate.

[Items that will be canceled or interrupted from the project]

- If you are damaging property or destroying facilities

※In the event of reimbursement, the organization will be responsible for everything. Please note that the University-wide Event Department does not take any responsibility.

- If you are doing or are doing something that causes a lot of damage to other organizations or the general public, such as violent acts
- If you have already taken precautions and do not see an attitude of improvement even if you pay attention again
- If you are engaged in activities that earn cash income
- When the University-wide Event Department and the Welcome Events Executive Committee deem it highly inappropriate.

⑧ Submission of receipts and settlement of accounts

We will provide financial guidance to close the budget. The schedule, location, and time will be announced at the hearing, but please wait for the Welcome Events Executive Committee to contact you.

If you are the accounting officer of an organization seeking budget assistance, please be sure to attend the financial guidance.

※Financial results guidance is outside the jurisdiction of the University-wide Events Department, so please ask for instructions from the Welcome Events Executive Committee.

About the documents to be submitted

※Please fill in all of the following items.

※Please download each document from the link below and be sure to submit all documents.

<https://drive.google.com/drive/folders/15jLbBH616iBYEdk18R5sEZCVx0KjXFhI?usp=sharing>

○ **Planning proposal (Excel)**

The proposal is used to convey the project to the University-wide Events Department. Please provide as much detail as possible so a third party can read it and understand the project's content.

• **Project name**

Please include a name that matches the content of the project.

• **Official name of the organization**

Please use the official name of the organization.

※Please correct the details, such as whether “Ritsumeikan University” is attached and whether the alphabet is case-sensitive.

• **Group classification**

Please check the category to which the organization belongs.

• **Person in charge**

The person in charge of planning and accounting must be a student enrolled at Ritsumeikan University. Matters to be contacted will be communicated to the planning manager and the accounting officer by phone or official LINE. In addition, the accounting officer cannot concurrently serve as another manager.

• **Planning intentions and goals**

Please be specific about why you are doing the project and how you want the new students to feel through the project.

• **Specific details of the event**

Please be specific about the content of the project you will do.

On the day of the hearing, if the content deviates significantly from the content confirmed at the hearing, the project may be forcibly terminated.

• **Layout diagram**

Please describe in detail the position of the club members, the position of the participants, how the equipment will be arranged, etc., based on the premise of the first-choice facility when the project is being implemented. You can use diagrams and hand-drawn illustrations. Also, please include the number of people stationed at all times.

- **Project schedule**

Describe in detail the flow of the day from preparation to withdrawal.

If you need to prepare anything other than the event day, please include the timetable for the preparation date.

- **Means of public relations**

Please describe how you will publicize your project to new students.

(e.g., poster, X (formerly Twitter), Instagram, etc.)

※Regarding parades and leaflet distribution, up to two people can do it only on the planning day. In addition, **the preparation time for the project submitted in the proposal will be limited.** If you parade or distribute leaflets, please specify the date, time, place, and how you will do it (what kind of leaflets will be distributed, whether you will be walking around with POP, etc.).

※If you want to parade or distribute leaflets, you will need to apply. The University-wide Events Department will make the application, but please follow the application's date, time, place, and contents. You will not be allowed to do anything you have not applied for.

- **Corporate sponsorship (p.31~36)**

Please check if there is a corporate sponsorship.

If you wish to receive sponsorship, please complete the corporate sponsorship application and pledge forms.

- Pledge (PDF file)**

Please read it carefully and fill in the required information.

- 2025 welcome events period's facility, equipment, and electricity usage request (Excel)**

Please include it only if you wish to use facilities, equipment, or electricity.

- 2025 welcome events period's vehicle entry application form (Excel)**

Please include it only if you wish to use the vehicle entry.

Corporate sponsorship application form (Excel)

Please include this only if you wish to sponsor a company.

Corporate sponsorship pledge form(PDF)

Please include this only if you wish to sponsor a company.

Event member list (Excel)

Please include the information of everyone involved in the project.

Documents posted on HP and Instagram (Excel)

Please include the planning information for each organization in the special affairs department's announcement.

Budget estimate worksheet (Excel)

Please describe “項目,” “購入品目,” “単価,” “数量,” “見積合計額”.

Please describe the “項目” based on the “withdrawal criteria” on p.27~29.

For the “単価,” please state the price, including tax.

After stating everything, calculate the estimated total amount and write it in the total column.

About the application

<application period>

February 17th (Mon) 14:00 ~ March 2nd (Sun) 23:59

<how to apply>

It will be conducted on the web.

Please submit the documents to be submitted using the Google form sent from the official LINE.

<https://drive.google.com/drive/folders/13P9PBR-d4rxQdB35JYJvKYLJwUcWSlha?usp=sharing>

※If you would like to hold a project at another campus, please check each campus's recruitment booklet on the Student Union website. Please note that the application period and application method may vary.

About the hearing

About the hearing

A hearing is a discussion with the University-wide Events Department. We will confirm the content and intention of the plan, assess the budget, and understand and manage the specific contents, necessary facilities, equipment, and funding to implement the plan without problems. **Generally, it will be held twice per group for 1 hour.**

Schedule and time of the hearing

1st hearing: March 6 (Thu) ~ March 9 (Sun) 10:00~18:00

2nd hearing: March 13 (Thu) ~ March 16 (Sun) 10:00~18:00

※If the above schedule does not suit the two hearings, the first hearing will be held on Monday, March 10th, and the second on Monday, March 17th. If you want a hearing on the reserve day, please contact us directly on the official LINE.

Hearing method

It will be held face-to-face or online (Zoom).

Participants in the hearing

Both the planning manager and the accounting officer must participate.

※If the planning or accounting manager cannot attend the hearing schedule, it is possible to participate on behalf of those who fully understand the project's content. Or we will respond individually on another day.

※If you wish to attend on your behalf, please get in touch with us on the official LINE by the day before.

About the orientation

What is orientation?

To ensure that the project proceeds smoothly, we will explain the detailed flow of the day, precautions, prohibitions, and budget-related matters. **Attend on either one day.**

Date: **March 27th (Thursday), March 28th (Friday)**

※We will inform you of the time at a later date.

Venue: Face-to-face (The class will be announced on the official LINE later.)

○Attendees: **Both the planning manager and the accounting manager**

※If the planning or accounting manager cannot participate in the guidance, attending on behalf of those who fully understand the project's content is possible.

※If you wish to attend on your behalf, please get in touch with us on the official LINE by the day before.

※If you are unavoidably absent from the guidance, we will respond individually at the Central Act Office on the 4th floor of Central Arc later. In that case, please contact us on the official LINE by the day before the guidance regarding your absence and the desired date and time for individual correspondence.

About the planning location and equipment

○ Subject of adjustment

Group projects will be coordinated from <Saturday, April 5th to Friday, April 25th>.

○ Adjustment of equipment and facilities

Equipment and facilities will be adjusted with priority given to those whose legitimacy and necessity can be read from the proposal's contents, so please write the proposal carefully.

For equipment, please check the equipment list (p.17) that describes the equipment that can be used.

○ Flow until lending

1. Please fill out the 2025 welcome events period's facility and equipment usage request and submit them with other required documents at reception.
2. The University-wide Events Department will hold hearings.
3. We will announce the results of the adjustments, so be sure to check back.
4. Receive a permit to use equipment and facilities at the orientation and take it with you to rent equipment and facilities.
5. Please return it after the project is completed.

About application

Fill in all the required items on the attached "2025 welcome events period's facility usage request," "2025 welcome events period's equipment usage request," "2025 welcome events period's electricity usage request," and "2025 welcome events period's vehicle entry application form," and submit them to the University-wide Events Department together with other required documents.

◆ About equipment

○ About equipment installed in the room

The classroom, which can be used for planning, is equipped with chairs, desks, audio-visual equipment (AV table), etc. Chairs, desks, and lecterns in the classroom can be used freely.

○ Examples of rental equipment

equipment name	uses and remarks
long desk	Size is 180×45×90 (cm)
pipe chair	foldable chairs
sandbag	It is necessary if you use signboards, etc.
bogie	used when transporting luggage
rear car	Large items that cannot be transported by trolley can be transported.

You can view the equipment list from the link below for more information.

<https://drive.google.com/drive/folders/1JSmo18vaMESarGxPONKiqU-hbjkQbU6?usp=sharing>

If you have any questions, please get in touch with the University-wide Events Department.

○ Cautions

- The number of supplies available is limited. We may not be able to lend out the equipment you requested.

※Please note that the equipment that can be rented has not been determined at this time, and even if the equipment is listed on the loan candidate list, it may not be possible to borrow it.

- Any changes to the equipment after the announced Adjustment are prohibited.
- Many organizations use the equipment. Please borrow and return within the specified time.
- Please manage borrowed equipment, as it is the responsibility of the organization. In the unlikely event of loss or damage, the organization that borrowed it will be responsible. The University-wide Events Department is not responsible for any of this.
- Equipment provided in each facility cannot be moved outside without permission. If you wish to move equipment, please apply to the University-wide Events Department.
- Please fill in all the names, types, numbers, periods, and uses of the equipment you wish to use and submit it.

◆ About the facility

○ Facilities that can be used as planning places

List of possible facilities	classroom name	chairs & desks	screen
Prism House	Room 106~114	mobile	yes
	Prism Hall	fixation	yes
Ad-Seminario	Room 201~214	mobile	yes
	Room 301~314	mobile	yes
	Room 401~414	mobile	yes
Co-Learning House I	Room 101~109	fixation	yes
	Room 201~206	fixation	yes
	Room 301~306	fixation	yes
	Room 401~403	fixation	yes
Co-Learning House II	Room 501~510	mobile	yes
Rarcadia	Room 101~103	fixation	yes
	Room 201~202	mobile	yes
	Room 301~315	mobile	yes
	Room 401~415	mobile	yes
Union Square	Union Hall		
Central Arc	<ul style="list-style-type: none"> • Dream cross lounge space • Jungle gym of expression 		
Outdoor Facilities	<ul style="list-style-type: none"> • Between Excel I and Forest House • Between Excel I and Lexel • In front of the fountain 		

※We cannot provide the announcement date of the facility use survey results by the hearing date so that we can contact you separately about the adjustment results. Please refer to the above facility candidates for reference only. (After the hearing, at the convenience of the university, there may be a possibility that the facility will not be available.)

○ Facility usage hours

The facility will be available from 9:00 to 21:00, including preparation and withdrawal time. Times vary depending on facility usage. In addition, there are lectures on weekdays, so the classroom hours are from 18:00 to 21:00.

Please request facility usage time within this time and complete all removal by 21:00.

○ Cautions

- When choosing a planting location, please go to the preliminary inspection.
- If the wishes of the group overlap, the planning location may not meet your wishes.
- Facilities may not be available during the health checkup. In addition, there are restrictions on where it can be used due to the university's relationship, such as guidance and regular classes.
- Any change in the project's location after announcing the adjustment results will not be permitted.

In addition, after the presentation, the university authorities and the University-wide Events Department may ask you to change the project's location.

(As mentioned above, we cannot tell you the date of the announcement of the facility survey results by the hearing date, so we can tell you separately about the adjustment results.)

- In the event that the facilities and equipment borrowed from the university are damaged or lost due to the implementation of the project, the organization will be required to compensate the implementing organization. The University-wide Events Department is not responsible for any of this.

○ Cleaning of the facility after the project and restoration to its original state

After the event, it is expected that the garbage generated by the visitors will be scattered. Since most of the planning sites are used for lectures, etc., please thoroughly clean up after the project is completed under the responsibility of the planning and implementing organization.

Also, please return the desk or chair that was moved to its original place.

○ About the use of electric power

For carrying out the project, it is necessary to apply for the use of electricity

when the equipment brought in other than the one provided in the classroom requires electricity. (Classroom lighting refers to using new lights, VCRs, etc., and monitors.)

If you wish to use electricity for the welcome events period's team event, please complete the attached "2025 welcome events period's electricity usage request" and submit it with other documents.

Prohibitions

- Use of fire
- Painting the room, damaging or staining the walls and ceiling, or flooding the room
- Use of tape that leaves marks on walls, window glass, doors, ceilings, etc.

(If you use tape, use curing tape)

- Damage to desks, chairs, and equipment provided, or taking out equipment without permission
- Eating and drinking (if food and drink are included in the project content, please be sure to let us know)
- Unauthorized use of electricity (including charging mobile phones)
- Extension or change of planning time and facility usage time
- Use of facilities other than those applied for
- Other acts unrelated to the content of the project
- Other acts that the Student Office, the Welcome Events Executive Committee, and the University-wide Events Department deem inappropriate.

If you violate any of the above prohibitions, you may be asked to cancel the project even if the project is in progress. In addition, even if a violation is discovered after the project is completed, the university authorities and the Welcome Events Executive Committee may impose some punishment.

About Budgets

Budget assistance

If your project is approved, you can receive budget support from the student

union fee after approval. Even if the same project is held at another campus, it is necessary to submit a request for budget assistance for the items to be used at each campus.

○What is the student union fee?

It is money collected from all Ritsumeikan University students to subsidize extracurricular voluntary activities.

○ About the amount of aid

40% of necessary expenses (up to 100,000 yen)

Example 1) If the necessary expenses are 50,000 yen, $50,000 \text{ yen} \times 40\% = 20,000 \text{ yen}$ aid

Example 2) If the required expenses are 300,000 yen, 100,000 yen will be provided because the upper limit will be exceeded.

○ About necessary expenses

Only the minimum necessary items are allowed for planning. Therefore, it will not be allocated to items unrelated to the project or ambiguous in the budget calculation.

○How to make a budget

① Find out the price of what you need for your project. For items sold at the Co-op, please use the Co-op price as a basis. Get a quote as much as possible and choose a reasonable price and quality vendor. Mail orders from companies such as Amazon have many price fluctuations. The price may change before and after budget approval, so unless you can only buy the item from mail order,

such as Amazon, **choose a vendor less likely to fluctuate, such as Askul or Co-op.**

② Categorize what you need by referring to the “2025 RU Student Union Fee withdrawable items list” on p.27.

○ About the purchase of goods

〈purchase period〉

It is only approved as a budget after the proposal is approved. The University-wide Events Department will contact you on the official LINE if your proposal is approved.

※The student union fees will not support items purchased before approval under any circumstances.

※We cannot assist if you do not have a receipt. Please be sure to keep it.

About receipts

- Please ask to write “立命館大学学友会新歓実行委員会.”
- The date, the name of the company of purchase (issuer’s name), and the issuer’s seal must be indicated.

・ Please ensure that the proviso contains all the items to purchase, unit price, and quantity.

・ Please check whether the total amount is correct.

※If the receipt is incomplete, **please correct it at the store that issued it. Please do not correct it yourself.**

※If you do not have a receipt or do not follow the above precautions, we will not be able to support the budget. Be careful.

Example)

receipt	
Address: 立命館大学学友会新歓実行委員会	2025/mm/dd (day)
¥ 1,560-	
但し A4 copy paper ¥380×3, ballpoint pen ¥84×5 として	
	Co-op (Seal)

Financial results

・ **If you want budget assistance, you must attend the financial guidance. The planning manager and the accounting officer must be present at this meeting.** Details of the guidance will be communicated by e-mail and at the time of the hearing.

・ If you are absent from the guidance without permission, the budget assistance will be canceled in principle.

- Items that require insurance are included in the necessary expenses.
- For items ordered by a contractor (leaflets, etc.), it is necessary to submit an estimate of the contractor's order at the hearing.

About the withdrawal criteria

2025 RU Student Union Fee withdrawable items list

Consumables costs	accepted
Book fees	accepted
Shipping costs	accepted
Transportation	accepted

expenses	
Printing costs	accepted (contractor consignment requires permission from the Welcome Events Executive Committee)
Rental costs	accepted
Insurance premiums	accepted
Commission	accepted
Labor costs	The maximum amount of money per person on campus is 5000 yen. Permission from the Welcome Events Executive Committee is required for off-campus activities.
Federation fees	NOT accepted
Accommodation costs	NOT accepted
Equipment costs	NOT accepted
Repair costs	NOT accepted
Incidentals	NOT accepted

2025 RU Student Union Fee classification list

Consumables costs	Consumables in general and office supplies in general ※PPC paper, envelopes, construction paper, strings for curatorial arts, line tape, parts, lime for athletic clubs, files, etc.
Book fees	Books, CDs, DVDs ※Specialized books, newspapers, periodicals, maps, sheet music, etc.

Shipping costs	<p>Communication, postage, and shipping costs</p> <p>※Telephone bills, postal charges, mail services, postcards, stamps, etc.</p>
Transportation expenses	<p>Transportation and transportation costs</p> <p>※Money necessary for the movement of people and goods in activities such as shuttle bus tickets, public transportation, taxis, trucks for transportation, etc.</p>
Printing costs	<p>Printing costs related to external publications by the organization</p> <p>※Copy cards, on-campus copies, leaflets commissioned by vendors, photo development fees, etc.</p>
Rental costs	<p>Expenses incurred when using facilities and rental equipment</p> <p>※Facility use, rental equipment, copyright fee, ticket registration fee, rental car fee, etc.</p>
Insurance premiums	<p>Insurance premiums related to planning</p> <p>※Recreational insurance, etc.</p>
Commission	<p>Costs to pay fees in general</p> <p>※Transfer fee, cash on the delivery fee, etc.</p>
Labor costs	<p>General labor costs</p> <p>※Expenses for inviting lecturers include instructor fees, accommodation, transportation, etc.</p>
Federation fees	<p>Money is to be paid to the federation</p> <p>※Federation contributions (contributions), participation fees, tournament advertising costs, pamphlets, etc.</p>
Accommodation costs	<p>Accommodation expenses</p> <p>※Accommodation expenses, training camp fees, accommodation expenses at Kinugasa Seminar House and Epoch</p>
Equipment costs	<p>General equipment</p> <p>※Judgment of consumables is generally based on the</p>

	<p>unit price of 10,000 yen and is judged in consideration of the product's characteristics.</p> <p>※PC-related shredders, shelves, desks, etc.</p>
Repair costs	<p>For repairing and maintaining equipment</p> <p>※Cleaning fee, musical instrument repair fee, etc. (The cost of repairing the rental item when it is damaged will be treated as miscellaneous expenses)</p>
Incidentals	<p>Money related to the scope of individual activities rather than group activities</p> <p>※Medicines, playground equipment, food, drinks (including water, sports drinks, tea, and sweets), ceremonial events, tissues, uniform costumes, etc.</p>

About income from the event

In planning, selling goods or receiving admission fees from participants is prohibited from earning income. The welcome events period's team event is designed to attract the interest of new students by showing their daily activities and to convey the appeal and potential of extracurricular voluntary activities. Therefore, a project that leads to the organization's profit cannot be recognized as a group project during the period.

Planning the event outside of the university

Suppose you want to do a project off-campus. In that case, you will be asked to explain in detail why you are doing it off-campus through a proposal document, such as safety and the management system for new students, and the University-wide Events Department will confirm whether it is necessary.

About the project by inviting professional talents or instructors

Only if it is deemed necessary to report on the organization's activities can the organization invite professional talents and lecturers.

In doing so, the following complex work and knowledge are required.

- Handling in case of trouble
- Precautions when negotiating and signing a guarantee
- How to conclude a contract
- Creation of a security plan

In addition, a plan that wants to invite professional talents and lecturers may not be approved because there is a possibility that the student's independence will be lacking.

In addition, if the project is not approved after you start contract negotiations with professional talents and instructors, and you cannot make the plan, you may be penalized.

Please think carefully about whether inviting professional talents and lecturers to the project is an appropriate way to maximize the appeal of your organization and what you want to convey about the project.

About corporate sponsorship

○What is corporate sponsorship?

It is to ask for cooperation from organizations and companies outside the university. The primary corporate sponsorships include the acquisition of sponsorship fees associated with the placement of advertisements and the acquisition of prizes. However, extracurricular activities are student-driven, so they are not a place for corporate commercial activities. To ensure the independence of extracurricular activities and to prevent confusion among new students, we will adopt a permission system by the University-wide Events Department.

※Companies listed here refer to all external organizations, such as for-profit and non-profit corporations. However, voluntary organizations belonging to Ritsumeikan University and voluntary organizations composed of Ritsumeikan University undergraduate students are excluded.

※Commercial corporations and non-profit corporations whose primary purpose is judged to be religious, political, or anti-social will be deemed inappropriate and will not be allowed to sponsor them.

※The University-wide Events Department is not responsible for problems with the sponsoring companies.

○Flow of corporate sponsorship

- ① Please read and check the “corporate sponsorship guidelines” on p.33~36 in detail.
- ② Fill in the necessary items on the corporate sponsorship application and pledge forms and submit the proposal.
- ③ Please submit a sample of the publicity material to be posted in the corporate advertisement and the prize to be distributed as a prize on the official LINE. The deadline is until the hearing.
- ④ At the time of content review, the University-wide Events Department will

confirm whether or not the corporate sponsorship is appropriate.

→ If the project is approved, corporate sponsorship will be permitted.

※Please note that even if an organization has already accepted applications by the application deadline if the corporate sponsorship plan is not approved during the application period, it will not be posted.

Corporate sponsorship guidelines

[Sponsorship that organizations can receive from companies]

- Posting fee or creation fee for advertisements when creating pamphlets and leaflets in planning.
- Provision of goods to be used for prizes in planning.
- Borrowing or providing items used in the project free of charge.
- Provision of funds for planning and operation.

※However, if the University-wide Events Department determines that the above sponsorship will impair students' autonomy in the project or cause the project to reach a scale far exceeding the scope of student activities, it will not be

accepted.

[What organizations can do as compensation for sponsorship to companies]

- Publication of the name of the company
Posting the company name on posters, leaflets, pamphlets, HP, SNS, etc.
- Introduction to the project
However, only students who belong to the organization can introduce companies.
- Exhibition of products to be used and distributed in the project
- Advertising on leaflets and flyers that are used primarily to promote planning and solicitation of groups
- Distribution of samples as freebies

[What companies cannot do in exchange for sponsorship]

- Commercial activities for profit
Sales of goods on campus, contracts, etc.
- A company appears in a project and advertises the company.
- Expansion of corporate booths
Providing a fixed location on campus for the enterprise.
- Conducting surveys
However, exceptions are allowed when the University-wide Events Department approval is granted, the effect of corporate sponsorship is measured, and the target is limited to planning participants.
- Jobs, including advertising
It is not limited to a specific occupation but applies to all professions.
- Real Estate Advertising
However, it is possible to declare only the name of the company.
- Require students to wear corporate costumes (uniforms, etc.)
However, it is possible to wear corporate costumes only when it is necessary to wear them for unavoidable reasons such as safety.
- Other items that the University-wide Events Department deems inappropriate.

[Others]

- Distributions and media are limited to those with permission from the University-wide Events Department. However, before the announcement, the corporate sponsorship application form, the corporate sponsorship pledge form, and samples of handouts and media must be submitted and

- reported to the University-wide Events Department simultaneously.
- When applying for permission for handouts and media to be made in advance, even if the amount of advertising is less than the permitted range described below, if the University-wide Events Department determines that the commercial flavor is strong, caution or warning may be issued.
 - As a general rule, corporate personnel are prohibited from entering the premises. However, only organizations that have applied to the Student Office with permission from the University-wide Events Department can enter the campus.
 - Distribution of leaflets created by companies is prohibited. However, if the organization considers the leaflet's content, an order can be placed with a printer.
 - Handouts must be reported to the University-wide Events Department before submission or printing.

The specific scope of permission

The proportion of advertisements about companies to be posted is determined as follows to guarantee autonomy.

- Posters (including leaflets): Less than 1/2 of the total
- Single-sided leaflet: Less than 1/2 of the total
- Double-sided leaflet: Less than 1/2 of the total is not allowed to be posted on one side
- Pamphlet: Less than 1/2 of the total

In addition, it must be less than 1/2 of the front and back covers themselves.

- Pocket tissue: Less than 1/2 of the total

The part that has been designed, such as printing, is the whole. When enclosing leaflets, etc., follow the regulations for pocket tissues.

The following scope of corporate sponsorship in media, such as video and audio, will be determined.

Video: In the case of a still image, it should be 1/4 or less of the total area.

In the case of a video, if the broadcast time is 30 seconds or less, it should be 1/5 second or less, and if it is longer than 30 seconds, the University-wide Events Department will judge its appropriateness. In addition, when a still image is displayed in a video, the area of the still image shall be 1/4 or less of the total area of the screen, and if the broadcast time, including the display of a still image, is 30 seconds or less, it shall be 1/5 second or less. In addition, if it is longer than 30 seconds, the University-wide Events Department will determine

its appropriateness.

Audio: If the broadcast time is 40 seconds or less, it should be 1/5 second or less, and if it is longer than 40 seconds, the University-wide Events Department will judge its appropriateness.

※Bring a sample during the hearing and consult with the University-wide Events Period for video and audio.

<Reasons for setting the specific scope of permission>

Paper media: It is set at less than 1/2 to secure organizations' communication space and make the regulation line more straightforward.

Video and audio: To ensure the group's appropriate communication range. In addition, since it is considered to have a more substantial influence than paper media, it will be regulated more firmly than paper media.

※In the case of items used for information and projects other than the above, it will be less than 1/4 of the total.

○Cautions

- If you wish to sponsor a company, please submit a "corporate sponsorship pledge form" to the University-wide Events Department and obtain our permission.
- For reasons such as liability, the only organizations that can sponsor companies are those that belong to the student union.
- The same rules apply to venture companies that Ritsumeikan University undergraduate students lead, so please follow the application procedure when receiving sponsorship.
- The University-wide Events Department will decide on complex matters for each organization to determine whether to sponsor a company.

Terms and conditions regarding personal information

(Purpose)

Article 1

This agreement aims to protect personal information acquired by the University-wide Events Department (hereinafter referred to as the “Department”) during its activities.

(Definition)

Article 2

For these Terms, “personal information” refers to information that can identify an individual, such as name, address, date of birth, telephone number, e-mail address, and student ID number.

(Responsibilities)

Article 3

This department is responsible for complying with this agreement regarding protecting personal information.

(Person in charge)

Article 4

The department's general manager shall be appointed as the person responsible for acquiring personal information protection in the division.

Article 5

The person in charge of management shall instruct and supervise the members of this department to comply with these terms.

(Safety management)

Article 6

This department will strictly manage personal information so third parties will not view it.

(Purpose of use)

Article 7

This department will use personal information only for the work necessary to plan or operate during the welcome events period.

(Disposal)

Article 8

This department shall promptly dispose of personal information after completing all the operations stipulated in the preceding article.

(Provision to third parties)

Article 9

This department will not provide personal information to third parties.

Article 10

Notwithstanding the preceding article, this department may provide personal information to a third party in the following cases.

1. When consent is obtained from the provider
2. When there is a request from the police or court to disclose information related to the investigation of the case
3. When required by law

Submission checklist

Are there any omissions? After reviewing it again, let's make a final check in the box below.

- ① 2025 welcome events period's team event planning proposal
- ② 2025 welcome events period's team event member list
- ③ Documents posted on HP and Instagram
- ④ Pledge (seal required)
- ⑤ 2025 Welcome events period's budget estimate worksheet
- ⑥ 2025 welcome events period's facility usage request

----- Please submit the following documents as required -----

- ⑦ 2025 welcome events period's equipment usage request
- ⑧ 2025 welcome events period's electricity usage request
- ⑨ Corporate sponsorship application form
- ⑩ Corporate sponsorship pledge form (seal required)
- ⑪ Vehicle entry application form

Information

077-561-3990 (Phone)

info@r-circle.net (e-mail)

※The subject line has been changed to

[2025 年度新歓期 BKC 団体企画].

Please check it before sending it to us.