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# 2025 Welcome Events Period

## Group Event Application Booklet

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KIC ver.

〈Date of Welcome Events Period〉

April 5 (Sat) ~ April 25(Fri)

〈Application Period〉

2:00 p.m. February 15 (Sat) ~ 11:59 p.m. February 28 (Fri)

### 【Attention !】

\* This application booklet only covers events to be held at Kinugasa Campus. If you are planning a project at OIC or BKC, please be sure to check the application booklet for that campus and apply.

Application location: Official Line account

TEL : 075-465-7891

Publisher: Ritsumeikan University Student Union



← Click here for the official LINE

Central Administrative Office  
University-wide Events Department

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All the process are important for applying the group projects, so please do not skip any part of this booklet.

## ◎About Group Events in Welcome Events Period◎

### ○What is group events in welcome events period?

Group events in welcome events period is the time and place for organizations affiliated to Ritsumeikan University to show the appearance and results of their daily activities. The aim is to convey the charm of Extracurricular Voluntary Activities to new students and help them get interested in.

\* This is different from the Kinugasa Circle Booth Project for the New Year period, which will be held on April 3 (Thu) and April 4 (Fri). Please be sure to check if this applies to your group project before reading this application booklet.

### ○Organizations that can perform organization events

- 2025 affiliated organizations of the Ritsumeikan University Student Union
- College project organizations
- Other authorized organizations

\* For the above organizations, the following two requirements must be met

- More than half of the members are undergraduate students of Ritsumeikan University
- Event manager and accounting manager are undergraduate students of Ritsumeikan University

### ○Projects and organizations that cannot present

- Events and organizations that aims to profit
- Projects that include antisocial content (e.g., violations, acts that deviate from normal social norms, etc.)
- Events with religious and political bias
- Events with discriminatory acts and expressions
- Other events that are judged as inappropriate by the University-wide Events Department and Welcome Events Executive Committee

## ◎Flow of the Whole Process◎

### ①Making the files

Please download all the files on Student Union Home Page (<https://www.ritsumei.club/>) and fill in the necessary information.

Please confirm this booklet so that there will not be errors in the files.

### ②Application

Please subscribe the official LINE account on page 12 of this booklet and turn the files in through the line account.

Application Period: 2:00 p.m. February 15 (Sat) ~ 11:59 p.m. February 28 (Fri)

### ③Hearing with the University-wide Events Department

Two hearings will be held per organization to ascertain the specifics of the project and the facilities and equipment needed for the project. Hearings are scheduled to last 30 minutes to 1 hour. Please see p. 14 for the schedule and other details.

### ④Temporary reservation of facilities and equipment

Based on the hearing, facilities and equipment that are likely to be used in the events will be temporarily reserved. The University-wide Events Department will take care of this process, and organizations do not have to make the reservation.

#### ⑤Approval of the events

Based on the hearing, Welcome Events Executive Committee will decide whether or not to approve the events. The result of approval will be contacted by the official LINE account by the end of March after decided.

#### **Please do not purchase any item or advertise before being approved**

Please note that any item purchased before being approved cannot be assisted by Student Union fee. Please be sure to issue and keep receipts, as budget assistance will not be provided without them.

#### ⑥Reservations

The facilities and equipment that can be used in the event will be contacted through the official line account.

The University-wide Events Department will take care of this seizure of facilities and equipment, so there is no need for groups to do so. However, please note that if you wish to use the waiting room, you will need to take it yourself. Please see P.15 for details.

#### ⑦Guidance

A guidance will be held before the event, which is about the notices, prohibitions, and budgets. The guidance will be held face to face. Please check P.23 about the dates and details.

## ⑧ Implementation of Events

April 5 (Sat) ~ April 25 (Fri)

**\* Please refrain from performing any of the following violations.**

### **【Actions that will be alerted after being found】**

- Different content from the proposal and hearing
- Actions that would possibly damage the equipment and facilities owned by the university
- Actions that would cause inconvenience to other organizations or ordinary people
- Eating and drinking at the place of the events (it is fine to drink beverages with a cap)
- Leaving behind equipment during the preparation and perform at the location where events take place
- Other actions that are judged as inappropriate by the University-wide Events Department and Welcome Events Executive Committee

### **【Actions that would cause a suspension of the event】**

- If an organization damages property or destroys facilities, or if it does so, it will be held responsible for all damages.

\* If reimbursement is made, the organization will be held fully responsible.

Please understand that the University-wide Events Department will not be held responsible.

- Violent actions and alike, which would cause huge damage to other organizations and ordinary people
- Actions that are not improved after being alerted several times
- Activities that involve earning money

• Other actions that are judged as extremely inappropriate by the University-wide Events Department and Welcome Events Executive Committee

⑨Submission of the receipts and balance sheet

If the budget, guidance will be held for **settlement** of accounts. Details will be conveyed during the hearing.

Event manager and accounting manager must attend the guideline about the settlement of accounts if the organization with to be assisted by the Student Union Fee.

For details, please refer to “Budget” on p. 24.

**\* Please take note of the instructions of the Welcome Events Executive Committee as the guidance regarding the settlement of accounts is not controlled by the University-wide Events Department.**

## ◎Files to be Turned in◎

\* Please fill in all the following items

\* Please download all the files from the HP of Student Union

\* There are a total of four documents to be submitted. Please be sure to submit all documents.

### ① Event Proposal (Word)

Event proposal is the file that organizations use to convey the event to the University-wide Events Department. Please write in details as possible.

- Event name

Please make a name based on the content of the event.

- Official name of the organization

Please fill in the official name of the organization.

\* Please check if the official names carefully and be aware of details such as with “Ritsumeikan University” or not, the difference between capital alphabet and small alphabet, etc.

- Organization classification

Please check the classification of the organization.

- Managers

Both the event manager and the accounting manager should be undergraduate students of Ritsumeikan University. Contact will be made using the basic official line, but in case of emergency, we will contact you using your cell phone and e-



mail, so please be sure to fill out the form. The treasurer cannot be concurrently responsible for other responsibilities.

- Intention of the event

Please fill in the reason for performing the event and how you would like the new students feel after attending the event in detail.

- Event type

Please check the type of your event.

- Event content

Please fill in the content of the event in detail.

Please note that the event would be suspended if the content is significantly deviated from the content confirmed during the hearing.

- Layout map

Please make a layout map that shows the position of organization members, participants, equipment, and other important items based on the facility of your first choice. Layout maps may be drawn using diagrams or hand-drawn illustrations. Also, please include a count of persons that are present all the time.

- Event schedule

Please fill in the flow of the whole day from preparation to tidying up.

If the event requires preparation other than the event day, please also fill in the timetable for the preparation day.

- Advertising methods

Please fill in the method that will be used to advertise the event to new students.  
(ex. poster, leaflet distribution, X, Instagram, etc.)

\* **Parading and leaflet distribution may only be conducted on the day of the project.** The time frame is limited to the preparation time submitted in the proposal form and the time of the project implementation. If you plan to parade and distribute leaflets, please be sure to include the date, time, location, and how you will do it (e.g., what leaflets you will distribute, whether you will walk around with POP, etc.).

\* If you plan to parade and distribute leaflets, an application is required. Applications will be handled by the University-wide Events Department, but please make sure that you do exactly what you have applied for in terms of date, time, place, and content. No activities that have not been applied for will be permitted.

- Corporation sponsorship

Please check if there is corporation sponsorship or not.

Please fill in the application form and pledge for the corporation sponsorship if your organization is sponsored.

- Privacy Policy

Please read the Terms of Use for Personal Information and either accept or reject the terms.

- Preferred Hearing Dates

You will be asked to provide your preferred dates for the hearings, both for the first and second hearing, from your first to third choice. We will contact you via our official LINE once the dates have been set. In principle, the first hearing will be held in person and the second hearing will be held online. For details, please refer to P.14.

- Pledge

Please read the content carefully and fill in the necessary items.

- The preferred location of events

Please fill in the first to third choice of facilities.

- Waiting room request

Please fill in only if you would like to use a waiting room.

- Equipment request

Please choose whether your organization would like to use the equipment owned by the university and fill in the item to be used if the usage is preferred.

- Electricity use request

Please fill in only if you would like to use electricity.

- Vehicle entry request

Please fill in only if you would like to have a vehicle enter the campus.

- Application sheet for event vehicle entry during Welcome Events Period 2025 for group events

Please fill in only if you would like to have a vehicle enter the campus.

Also, please state the minimum amount of time, as long periods of vehicle entry may result in denial of permission.

- Application sheet for corporation sponsorship

Please fill in only if your organization is sponsored by a corporation.

- Pledge regarding corporation sponsorship

Please fill in only if your organization is sponsored by a corporation.

### **② List of executive members of the event (Excel)**

Please fill in all the members that are involved in the event.

### **③ Budget estimate worksheet (Excel)**

Please fill in the classification of the item, name of item, unit price, number, and estimated price.

Please refer to 2025 Student Union Fee Withdrawable Item Classification List on P.28 for “classification of the item.”

Please fill in the price including tax for the “unit price.”

Please fill in the estimated price in total after filling out all the items.

#### **\* Notes**

Please note that any proposal other than those described in the proposal form will not be accepted.

If the contents of the proposal are ambiguous, the proposal may not be approved.

## ◎About Application◎

○ Application period:

2:00 p.m. February 15 (Sat) ~ 11:59 p.m. February 28 (Fri)

○ Application location:

Official Line account “2025 衣笠新歓期団体企画” (the following QR code)



○ Method of application: submit the following files to the official LINE account

In the unlikely event that you were unable to send the file via the official line, please send it by e-mail. (E-mail address: info@r-circle.net) Also, if you sent the file by e-mail, **please be sure to inform us that you submitted the file by e-mail on the official line** to ensure that we confirm it within the time frame.

Files to be turned in: can be downloaded from Student Union HP

① Event Proposal

② List of executive members of the event

③ Budget estimate worksheet

If you would like to hold event on other campuses

Please check the Application Booklet of OIC and BKC if your organization would like to hold events in OIC or BKC.

## ◎About Hearing◎

### ○ About hearing

Hearing is the process of discussion between the organization and the University Wide Events Department. It is held to assess the content, intention and budget of the event, and understand the necessary facilities, equipment and budget so that the event can be held without trouble. In principle, 1 organization have to attend 2 hearings.

### ○ Date and time for hearings

First hearing: 11:00 a.m. ~ 6:00 p.m., March 8 (Sat) ~ March 10 (Mon)

Second hearing: 11:00 a.m. ~ 6:00 p.m., March 14 (Fri) ~ March 17 (Mon)

You are requested to write down your preferred date and time from the above schedule in the “Event Proposal” document to be submitted.

**\* If the above schedule is not convenient for you, we will set a backup date for the first session on March 7 (Fri) and for the second session on March 18 (Tue).**

### ○ Hearing method


This year, the first and second hearings will be conducted differently.

The first hearing will be held in person at Ritsumeikan University's Kinugasa Campus.

The second hearing will be conducted online (Zoom).

The ID and password for Zoom will be sent to the person in charge of planning and the person in charge of accounting via the official LINE by the day before the hearing.

Please make sure that the person in charge of planning and the person in charge of accounting participates in the hearing.



\* If the person responsible for planning or the treasurer is unable to attend the hearing date, a proxy who fully understands the content of the project can attend in his/her place. If you wish to attend on behalf of someone else, please inform us of this on the official line at least one day in advance. Alternatively, individual correspondence can be made on a different date.



## ◎About the Location◎

The event registration will be suspended during the group planning period.

Therefore, groups that have not applied for the group program will not be able to hold events.

### ○Target Facilities

- Event halls

Student Center Small Hall, Student Center OF, Open Factory, IG101, IG102, IGAKUKAN HALL Multipurpose Hall 1, IGAKUKAN Multipurpose Hall 2, IGAKUKAN HALL Multipurpose Hall 3, East Plaza, West Plaza

For reservations for classrooms not related to group projects, such as meetings, please make your own reservations through TriR.

IGAKUKAN HALL, ZONSHINKAN HALL, RYOYUKAN HALL, KWNSHINKAN HALL, YOYOKAN HALL, SHIGAKUKAN HALL, KENSHINKAN HALL

THE FORMER DOMOTO INSHO HOUSE (may not be available in case of prior reservations or depending on the content of the project)

\* If you wish to use THE FORMER DOMOTO INSHO HOUSE, a preliminary inspection must be made in advance.

\* The location of the project may be subject to change due to class schedules.

○About the facilities for group events

The University-wide Events Department and Office of Student Affairs will be in charge of coordinating, applying for use, and reserving facilities for this year's group events. **Groups should not apply for or reserve facilities on their own.**

#### ○About Waiting Rooms

Regarding the number of anterooms to be reserved, please apply for as many as you normally use for your activities. However, please note that the availability of the facility can only be confirmed after March 5.

In addition, **please make an anteroom reservation after the project is approved.**

#### ○Facilities Available Hours

- Student Center + Event Hall: 9:00-22:30
- IG101 + IGAKUKAN HALL Multipurpose Hall: 9:00 - 21:30
- IG102: 9:00 - 18:30
- General classrooms (weekdays) 18:00-21:30
- Outdoor (East Plaza, West Plaza): Noon (12:15 - 12:55) only.

**\* Sound is allowed outdoors from 12:20 to 12:50.**

**\* This may vary depending on regular classes, school events, and facilities.**

**\* On Sundays and holidays, all facilities are available from 9:00 to 18:30.**

期間・曜日		学生会館・アトリ棟 AV ラボ・尚学館 BF	IG101・IG102 多目的ホール 1-3 ※IG102の音出しは 通年で <b>18:30</b> まで	学部基本施設 (音出し教室・ 洋々館フィットルーム)
開講期間	月～土	9:00～22:30	9:00～21:30	9:00～21:30
	日・祝	9:00～18:30	9:00～18:30	9:00～18:30
長期休暇中	月～土	9:00～21:30	9:00～18:30	9:00～18:30
	日・祝	9:00～18:30	9:00～18:30	9:00～18:30

\*Opening period for new students is subject to the duration of the course.

○About sound production facilities

- Facilities where musical instruments can be played

Student Center Small Hall, IG101, IG102, East Plaza, West Plaza

- Facilities where singing without microphone (no musical instruments) is allowed

KENSHINKAN HALL (KE301, KE302, KE401), RYOYUKAN HALL (RY401-RY408, RY501-RY508)

**\* Sound for IG101 and IG102 is available from 9:00 to 18:30.**

**\* Sound for outdoor projects will be from 12:20 to 12:50.**

**\* Outdoor projects will be conducted in the presence of Office of Student Affairs and the University-wide Events Department..**

**\* When setting up sound outside, please keep the volume near the sound source to 80db and the boundary line between off-campus and on-campus to 45db.**

○Points to keep in mind when using IG102

- Only the following equipment can be operated with IG102.

① Two wireless microphones

② Full illumination and darkening of audience seats and stage lights (only)

\*If you wish to use facilities other than those listed above, you will need to request hall staff (students).

\*Please note that requests may not be accepted depending on the schedule.

\*Please submit a request form to Kinugasa Student Office as soon as the use of IG102 is confirmed.

\* If you only need to open and close the rugs, you do not need to request hall staff.

#### 【Notices】

• The University-wide Events Department will not be responsible for any damage to property or other problems that may occur as a result of the project.

• After the event, each group is responsible for returning all facilities to their original state and cleaning them up.

• **If you wish to use the facilities to practice for your project, please contact the University-wide Events Department.**

○ Location for key rental

• Student Hall … Student Center 1st Floor Reception

• Event halls … Campus Information

\* The Student Center Small Hall can be rented at the Student Center.

• General classrooms: No need to borrow keys.

## ◎About Equipment◎

### ○Adjustment Period and Eligibility

During the New Year's Reception Period (April 5 (Fri.) to April 25 (Fri.)), many projects are expected to be held, and there is a risk that the equipment used for each project may overlap. Therefore, the University-wide Events Department will be in charge of managing and coordinating equipment for all projects during the New Year's Celebration.

### ○Announcement of equipment

- The date and time of the presentation is scheduled for **late March**.

**\* Detailed schedule will be provided at the time of hearing.**

### ○Notes

The date of the presentation may be moved back or forth depending on circumstances at the university. If rehearsals, etc. are to be held prior to the New Year, please follow the normal procedures for equipment to be used at that time by each group. Please understand in advance that the announcement of equipment that has become difficult to coordinate may be delayed.

## ◎About Use of Equipment◎

### ○Equipment that is frequently requested

In past years, we have received many requests for equipment such as blackout curtains, partitions (display panels), electric drum cords, etc., and it is sometimes difficult to coordinate with the organizers. Therefore, please understand that not all requested fixtures may be available. Also, please understand that if there is an overlap in requests for other equipment, the University-wide Events Department will make adjustments after conducting hearings.

### ○Accessory equipment for classrooms

Desks, chairs, displays, microphones, etc. that come with each classroom can be used. For classroom equipment, a “teaching key” is required to use the displays and microphones. In this case, please indicate so on the equipment use application form. Please be sure to check the equipment in each classroom in advance. The University-wide Events Department will not be able to confirm these items.

### ○Final seizure

The University-wide Events Department will be in charge of submitting requests for use of fixtures and equipment, which can be done one week prior to the date of use. Therefore, please do not make the final seizure by each organization.

### ○Precautions

- Please take full responsibility for the equipment you use. Please do not damage, lose, or damage any of the equipment. If any of these items are found, you may be asked to pay for them. The University-wide Events Department will not be responsible for any of the equipment, so please handle it with care.

- Some fixtures are available in multiple types and sizes. Please refer to the examples below for details. In addition to the equipment shown below, there are other equipment that can be used. For details, please check the list of loaned equipment and the photo collection of loaned equipment.
- Please note that any changes to the equipment after the results have been announced will not be permitted. Please understand this in advance.
- The number of equipment is limited. If a large number of equipment is used for one project, it may be difficult to implement other projects. Therefore, please estimate the minimum amount of equipment required and fill out the “Application for Use of Equipment” form after sufficient simulation.
- Please note that many groups will be using the equipment. Please be sure to borrow and return equipment within the allotted time.
- Please be sure to fill in the minimum amount of time required for the use of equipment such as rear carriages and carts. Please note that we may not be able to accommodate your request for rear carriages and dollies, as many groups request them. Please understand this in advance.
- Moving equipment within the facilities is not permitted. If you wish to move equipment, please contact the University-wide Events Department.
- For details on how to use each piece of equipment, please check with the receptionist on the first floor of the Student Center.

**\* We will tell you how to borrow the equipment at the guidance.**

備品名称	備考
長机	折りたたみ式 サイズ：180(横)×45(幅)×(高さ)(cm)
パイプ椅子	折りたたみ式
マイク	有線と無線の2種類
マイクスタンド	卓上、床式、ブームの3種類
電気ドラムコード	30m、50m、100mの3種類
台車	重いものを運ぶときに便利です
リヤカー	台車よりも多く物を運ぶことができます
パーテーション	旧式を含め2種類あります 詳しくは事業部員にお尋ねください

## 〈List of loaned equipment〉



Ver.25学生会館  
貸出備品リスト.xlsx



Ver25貸出備品リス  
ト.xlsx

- ・ Please see from Excel file.

## 〈Photo collection of loaned equipment〉



Ver25貸出備品写  
真集.xlsx

- ・ Please see from Excel file.

**\* Subject to change due to damage to property or purchase. Please understand.**



## ◎About Vehicle Entry and Use of Electricity◎

### ○Vehicle entry

Vehicles are not allowed to enter the premises unless it is deemed essential to enter the premises for the implementation of a project during the Welcome Events period, such as carrying in and out luggage. If vehicle entry is necessary, the University-wide Events Department will apply for vehicle entry, but we ask that each group apply for vehicle entry prior to the Welcome Events period by applying for it themselves. Also, please do not enter vehicles without permission.

### ○Use of electricity

If your project requires the use of electricity, please fill out and submit the [Application for Electricity Use] form. You do not need to apply for power for equipment provided in the classrooms. **Please note that the breaker will trip if power usage exceeds 1500W per outlet and 2000W per circuit.**

**\* Please note that power may not be available depending on the power usage of the entire Well Fest.**

**\* Usage of electricity for purposes unrelated to the implementation of the event, such as charging cell phones, is not permitted. If you wish to use the power for a project, please be sure to apply for it.**

## ◎About the Orientation◎

To ensure the smooth operation of events, very important explanations will be included in the orientation, including the detailed schedule of event day, notices, prohibitions, and budget related matters.

○Time and Date:

March 27 (Thu) and March 28 (Fri) 11:00 a.m. ~ 1:00p.m. (scheduled)

○Location We will inform you of the facility as soon as it is confirmed.

○Attendees : Event manager and Accounting manager (2 people)

**\* If the event manager or the accounting manager is not available on the orientation day, an attorney that has full understanding of the event can present instead.**

**\* Please contact the official LINE account before the orientation day if an attorney is presenting the orientation.**

**\* Including the attorney, if your organization will not be able to present the orientation, another day may be chosen to hold the orientation individually at Student Center B207. Please convey the issue and date you wish to have the orientation to the official LINE account by the day before the orientation.**

**【Approval Certificate for Planning】**

The certificate will be handed out at the guidance venue after the guidance is over.

## ◎About Budget◎

### ○ About budget support

Budget support from Student Union Fee will be available after the event is approved. However, if your organization wishes to hold the same event in different campuses, the budget for items used must be turned into each campus.

### ○What is Student Union Fee?

Student Union Fees are money collected from all students at Ritsumeikan University to support extracurricular activities.

### ○About the support amount

40% of necessary expenses (no more than 100 thousand yen)

Example 1: 50 thousand yen of necessary expense

50 thousand yen  $\times$  40% = 20 thousand yen of support

Example 2: 300 thousand yen of necessary expense

100 thousand yen of support since the expense is over limit

### ○About necessary expenses

Only the bare necessary number of items for the event will be approved. For that reason, items that are not directly related to the event or unclear budget plans will not be approved.

○ How to make a budget plan?

① Please search the price of necessary items for your event. Please use the price of Co-op if the item is available on that. Please choose contractors with better price performance. Please use the contractors that are unlikely to have huge price changes like ASKUL and Co-op unless necessary. This is because online shopping sites like Amazon have huge price changes, and the price may change before and after the approval of the budget.

② Please check P.29 for “2025 Student Union Fee Withdrawable Item Classification List and classify the items.”

○ About purchasing the items

〈Period for purchasing〉

Only the items purchased after the approval of the event will be counted in the budget support. University-wide Event Department will contact your organization if your event is approved.

**\* No budget will be supported by Student Union Fee if the item is purchased before approval.**

**\* Please keep the receipts (領収書) as no support can be performed without the receipt.**

## ◎About the Receipts◎

- Please write 「立命館大学学友会新歓実行委員会」 as the addressee of the receipt.
- The date, name of the company (or issuer), and the stamp of the issuer must be shown on the receipt.
- The name of the item, unit price, and quantity must be written in the note (但し書).
- Please check if the price is correct.

\* Please ask the contractor or company to correct the receipt if there are any errors. Please DO NOT correct the receipt yourself.

\* Any items without receipts or in violation of notes on the above will not be able to get support from the Student Union Fee.

(Example)

領収書	
宛名	立命館大学学友会新歓実行委員会 様
	2025 年○月○日(○)
	¥1,560-
但し	A4 コピー用紙 ¥380×3、ボールペン ¥84×5

生協 ⑧

○ About the settlement of accounts

- The present of orientation related to settlement of accounts is necessary for taking support from Student Union Fee. Both the event manager and accounting manager must attend the orientation. The detail of the orientation will be conveyed during the hearing.
- **Support from the Student Union Fee will be cancelled in principle** if the organization is absent at the orientation.
- If insurance is necessary for the event, it is counted as necessary expends.
- Estimation should be submitted if the items are a part of orders to the contractors, such as flyers.
- However, only flyers that contain information about the group's project are eligible for budget support. If they contain solicitation language, they are not eligible for budget support.

◎Table of Disbursement Criteria◎

〈2025 Table of Disbursement Criteria for Student Union Membership Fee〉

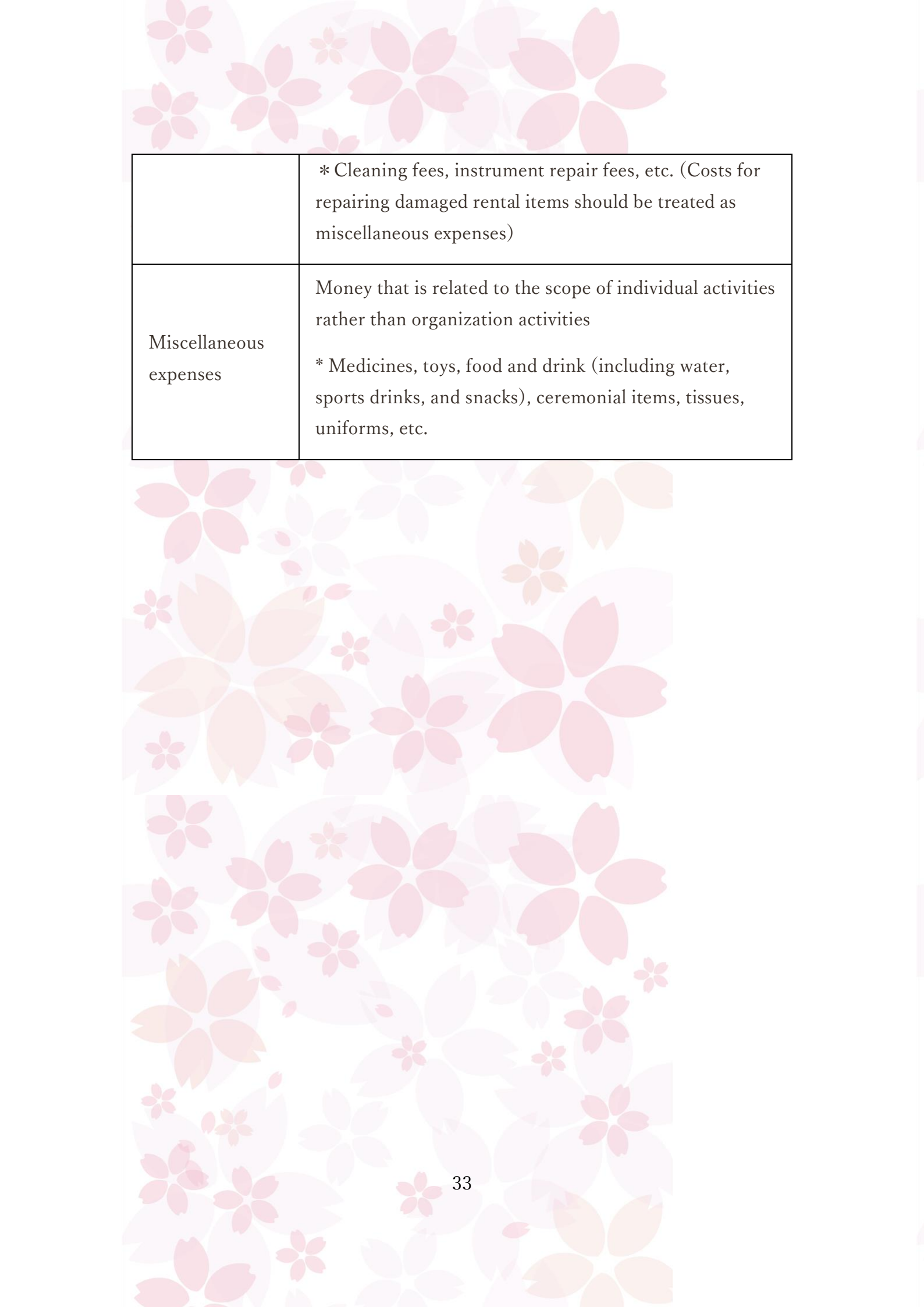
Consumables	Withdrawal possible
Book expenses	Withdrawal possible
Shipping costs	Withdrawal possible
Transportation costs	Withdrawal possible
Printing costs	Withdrawal possible (Approval from University-wide Events Department required for orders to contractors)
Usage fees	Withdrawal possible
Insurance premiums	Withdrawal possible
Commission	Withdrawal possible
Labor costs	Up to 5000 yen per RU personals Approval from University-wide Events Department required for non-RU personals
Federation fees	Withdrawals not possible
Accommodation fees	Withdrawals not possible
Equipment expenses	Withdrawals not possible
Repair costs	Withdrawals not possible
Miscellaneous expenses	Withdrawals not possible

## 〈2025 Classification Table by Expense Items for Student Union Membership Fee〉

Consumables	<p>General consumables and office supplies</p> <p>* PPC paper, envelopes, drawing paper, arts and crafts strings, line tape, parts, sports club lime, files, etc.</p>
Book expenses	<p>Books, CDs, DVDs, etc.</p> <p>* Specialized books, newspapers, periodicals, maps, sheet music, etc.</p>
Shipping costs	<p>Communication, postage and shipping costs</p> <p>* Telephone charges, postage, mail, postcards, stamps, etc.</p>
Transportation costs	<p>Travel and transportation costs</p> <p>* Money required for the transportation of people and goods during the event, such as shuttle bus tickets, public transport, taxis, trucks for transport, etc.</p>
Printing costs	<p>Printing costs for materials published by the organization</p> <p>* Copy cards, on-campus copies, flyers ordered from businesses, photo fees, etc.</p>
Usage fees	<p>Fees for using facilities, rental equipment, etc.</p> <p>* Facility use fees, rental fees, copyright fees, ticket registration fees, rental car fees, etc.</p>



Insurance	<p>Insurance premiums related to the event</p> <p>* Recreational insurance, etc.</p>
Commission	<p>Commission Overall fees for handling</p> <p>* Transfer fees, cash on delivery fees, etc.</p>
Labor costs	<p>General labor costs</p> <p>* Expenses for inviting lecturers, such as lecturer fees, accommodation fees, and transportation fees used for the lecturer.</p>
Federation fees	<p>Payments to the Federation</p> <p>* Federation dues (contributions), participation fees, tournament advertising fees, pamphlets, etc.</p>
Accommodation fees	<p>Accommodation fees</p> <p>* Accommodation, training camp, accommodation in Kinugasa Seminar House or Epoch Ritsumei 21</p>
Equipment expenses	<p>General equipment</p> <p>* The standard for determining whether an item is a consumable item is generally a unit price of 10,000 yen, and the judgment should be made based on the nature of the item.</p> <p>* PC related items, shredders, shelves, desks, etc.</p>
Repair costs	<p>For repairing and maintaining equipment</p>



	<p>* Cleaning fees, instrument repair fees, etc. (Costs for repairing damaged rental items should be treated as miscellaneous expenses)</p>
Miscellaneous expenses	<p>Money that is related to the scope of individual activities rather than organization activities</p> <p>* Medicines, toys, food and drink (including water, sports drinks, and snacks), ceremonial items, tissues, uniforms, etc.</p>

## ◎About the project to invite professional talent and instructors◎

Only when it is necessary for the activity report of the organization when the organization can invite professional talent and instructors.

Difficult work and knowledge are needed for this process include the following:

- Dealing with troubles
- Points to note when negotiating guarantees and signing contracts
- The way to make a contract
- Making a security plan
  
- An event that only aim to invite a professional talent or instructor may not be approved as it lacks student autonomy.
- There is the possibility for being asked penalty if the event is not able to implement because not being approved after the start of contract negotiation with professional talent and instructors.
- Please consider over whether inviting a professional talent or instructor is the best way to show the charm of your organization in the event before making any plans.

## ◎About Corporation Sponsorship◎

- What is corporation sponsorship?

Corporation sponsorship is the request to companies and corporations outside of Ritsumeikan University to cooperate with the event. Most corporation involves earning sponsor fee and goods. However, extracurricular activities need to keep the autonomy of students, rather than becoming the place for business activities. In order to keep the autonomy of extracurricular activities and prevent confusion of the new students, a permit system is introduced to corporation sponsorship by the University-wide Events Department.

\* All the organizations outside of Ritsumeikan University including For-profit Organizations and Non-profit Organizations are included in this part. However, volunteer organizations that are affiliated to Ritsumeikan University or consist of undergraduate students of Ritsumeikan University are excluded in this part.

\* For-profit Organizations and Non-profit Organizations that aim for religious and political indoctrination will not be approved to sponsor because of inappropriateness.

\* The University-wide Events Department will not take any responsibility if there are trouble with the corporation sponsoring.

- Notes

The organization concerned shall bear full responsibility for any damage to facilities and equipment associated with the implementation of the project. Please note that the University-wide Events Department. will not be held responsible for any damage to facilities or equipment.

Valuables will not be kept in storage and must be managed by the participants themselves. Please note that the University-wide Events Department. will not be held responsible for any theft of valuables.

## ○ Prohibited Items

Violation of the following prohibited items will result in the cancellation of the project and severe disciplinary action by Welcome Events Executive Committee and the university. If the violation is discovered after the event, it will also be subject to disciplinary action.

- Damage to the paint, walls, or ceiling of the room, or any activity that will cause the room to be flooded.
- Use of firearms
- Use of adhesive tape that leaves marks on walls, glass, doors, ceilings, etc. (When using tape, please use curing tape or masking tape. Other tapes are not allowed.)
- Damage to desks, chairs, or other furnishings, or unauthorized removal of these items.
- Eating and drinking unrelated to the project or unauthorized eating and drinking.
- Unauthorized use of electricity (including charging cell phones)
- Unauthorized use of facilities
- Changes in planning time, facility use time, or planning location.
- Activities unrelated to the content of the project
- Other acts deemed dangerous by the University-wide Events Department

## ○ Flow of corporation sponsorship

- ① Please read and check the Corporation Sponsorship Guideline.
- ② Please fill out the Corporate Sponsorship Application Form and the Corporate Sponsorship Pledge Form before submitting the event proposal.

③ Please send a sample of handouts and publicity materials related to corporation sponsorship to the official LINE account. The deadline is before the first hearing.

④ The University-wide Events Department will check if the content is suitable or not when judging.

→ If the event is approved, the corporation sponsorship is also approved.

**\* Please note that your event may not be approved even though you applied for getting corporation sponsorship before deadline.**

## ©Corporation Sponsorship Guideline©

### 【Those sponsorship that are permitted】

- The expenditure and advertising fee used to make the pamphlet or flyer in the event.
- Providing prizes with the products in the event.
- Providing or lending the items or equipment used in the event for free.
- Providing funding for the event.

\* However, the event will not be approved by the University-wide Events Department if the sponsorship damages the autonomy of students in the event or the sponsorship is too big that largely exceeds the field of students in the event.

### 【Things organizations can do in return for sponsorship】

- Publication of the name of the corporation. (on posters, flyers, pamphlets, HP, SNS, etc.)
- Introduction in the event. (only the introduction by students affiliated to the organization will be permitted)
- Exhibiting the items that the corporation use or distribute.
- Advertising in the flyers mainly used to promoting the event and organization.
- Distribution of product sample.

### 【Things organizations may not do in return for sponsorship】

- Commercial activities for profit (such as selling items in the campus or contracting)

- Personals from the corporation participating in the event or advertising at the event.
- Making a corporation booth (offering a part of the campus site to the corporation)
- Making questionnaires. (however, questionnaires used to survey the result of sponsorship is permitted by the University-wide Events Department)
- Job ads.
- Real estate ads. (only the name of the corporation is permitted)
- Making students wear the uniform of the corporation. (however, wearing the uniform for safety reasons is permitted by the University-wide Events Department)
- Other things that are judged as inappropriate by the University-wide Events Department.

#### 【Others】

- Distribution of materials and media may only be permitted with the permission of the University-wide Events Department. (However, prior to publication, a corporate sponsorship application sheet, corporate sponsorship contract, and samples of handouts and media outlets must be submitted to the University-wide Events Department.)
- When applying for permission in advance for distribution materials or media, if the University-wide Events Department judges that the advertising fee is highly commercial, a caution or warning may be issued, even if it is within the permitted range below.
- In principle, entry by company personnel and vehicles into the premises is prohibited. (However, only corporate personnel from organizations that have applied to the Student Office with permission from the University-wide Events Department will be allowed to enter the campus.)



- Distribution of materials by corporations is prohibited. However, flyers made by students can be ordered from a printing company.
- Regarding distribution materials, be sure to report to the University-wide Events Department before submission or printing.

### Permitted Range

In order to protect the autonomy of the organization, the advertisement is required to fit in the following range.

- Poster (including sticky flyers) . . . Less than half of the total
- One-sided flyer . . . Less than half of the total
- Double-sided flyer . . . Less than half of the total

Full-page advertisements are not permitted.

- Pamphlet . . . Less than half of the total

In addition, advertisements can only take less than half of the front and back covers.

- Pocket tissue . . . Less than half of the total

The part on which the design is applied is considered the whole. If flyers are enclosed, the rules for single-sided or double-sided flyers will be adopted.

- The following range will be determined for corporate sponsorship of video, audio, and other media.

- Graphics . . . Less than 1/4 of a picture.

For videos less than 30 seconds, the advertisement can only take 1/5 of the whole time. For videos more than 30 seconds, the University-wide Events Department will judge if it is appropriate. In addition, pictures used in the

videos may not contain advertisements that occupy more than 1/4 of the picture, while the picture may not occupy more than 1/5 of the whole video. The University-wide Events Department will judge the appropriateness of videos in more than 30 seconds.

- Audios • • • For audios less than 40 seconds, the advertisement may not occupy more than 1/5 of the audio. For audios more than 40 seconds, the University-wide Events Department will judge if it is appropriate.

**\* Please bring the sample of audios and videos and discuss with the University-wide Events Department during the hearing.**

<Reasons for setting the permitted range >

Print Media : In order to ensure the organization's publicity space and to clarify the restriction line itself, the page size should be less than half of the entire page.

Videos & Audios: In order to ensure that there is enough space for the organization to properly advertise. In addition, videos and audios are considered to have stronger influences than print media, they are subject to stricter regulations than print media.

**\* For promotional materials and projects other than those mentioned above, the advertisement may not occupy more than 1/4 of the whole item.**

○ Notices

- If your organization wish to have corporation sponsorship, please submit the Corporate Sponsorship Pledge Form to the University-wide Events Department and obtain the permission.

- 
- Due to liability reasons, only organizations affiliated to the Student Union are eligible to receive corporate sponsorship.
  - The same regulations as other companies apply to venture companies whose activities are primarily carried out by Ritsumeikan University undergraduate students. If you wish to receive sponsorship, be sure to follow the application procedures.
  - If each organization has difficulty deciding on corporate sponsorship, the University-wide Events Department will make the decision.

## ◎Terms of Use for Personal Information◎

### Article 1: Purpose

The purpose of these terms is to protect personal information acquired by the University-wide Events Department (hereinafter referred to as “this department”) in the course of its activities.

### Article 2: Definition

The personal information included in the terms refer to personally identifiable information, including the name, address, birthday, phone number, E-mail address, student ID, etc.

### Article 3: Obligations

This department is reasonable for following the terms regarding the use of personal information.

### Article 4: Person in Charge of Management

A person in charge of management of protecting personal information is set in this department by the department manager.

### Article 5:

The person in charge of management guides and supervises the member of this department to follow these terms.

#### Article 6: Safety Management

This department manages personal information properly so that a third party cannot access the personal information.

#### Article 7: Purpose of Usage

This department only use the necessary personal information to plan the events and operate during the Welcome Event Period.

#### Article 8: Discarding

This department discards all the personal information as soon as possible after all the work the preceding article provides ends.

#### Article 9: Providing to a Third Party

This department does not provide personal information to a third party.

#### Article 10:

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

- a. When consent has been obtained from the provider.
- b. When there is a request from the police, courts, etc. to disclose information related to a criminal investigation.
- c. When required by law.

## ◎List of documents to be submitted◎

### <Documents to be submitted>

- Event Proposal (Word)
- Application for use of facilities and equipment (in the event proposal)
- Pledge (in the event proposal)
- Event member list (Excel)
- Budget Estimate Worksheet (Excel)

### <Documents to be submitted as necessary>

- Corporate Sponsorship Application Form (in the event proposal)
- Corporate Sponsorship Pledge Form (in the event proposal)
- Vehicle Entry Request Form

### <Attention>

Please be sure to submit your application within the application period. In the unlikely event that you are unable to submit your proposal in time, we will accept it as long as you notify us in advance that you will be late with an appropriate reason for the delay. Please note that any late submissions without prior notice will not be accepted.

Contact information (for inquiries before application)



Please contact us on our basic official line even before applying.

In case of emergency, we also accept e-mail.

E-mail address: [info@r-circle.net](mailto:info@r-circle.net)

\* Please make sure that the subject line of your e-mail is 【2025 年度  
新歓期衣笠団体企画】 before sending it.

We are looking forward to hearing from you!!

Publisher      University-wide Events Department,  
Ritsumeikan University Student Union