

| 2025 Welcome Events Period Group Event Application Booklet (OIC Version)

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)**

※There is no secondary application period. Please apply during the application period.

※Unlike outdoor stage events and circle booth events, “group event” refers to indoor events that include exhibitions, performances, and experiences.

Applications for groups to participate in stage events and circle booth events will be accepted later. Please wait a while.

Contact information (for inquiries before application)

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

※Please make sure the title of the mail is [2025 年度新歓期 OIC 団体企画].

※For inquiries after application, please contact the official LINE account.

Publisher University-wide Events Department,
Ritsumeikan University Student Union

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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.

○ Organizations that can perform organization events

- 2025 affiliated organizations of the Ritsumeikan University Student Union
- College project organizations
- Other authorized organizations
 - ※ Other authorized organizations have to meet the following requirements
- 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
- Events and organizations with antisocial ideology
- Events with religious and political bias
- Events with discriminatory acts and expressions
- Other events that are judged as inappropriate by University-wide Events Department and Welcome Events Executive Committee

Flow of the Whole Process

① Making the files (refer to P.8~12)

Please download all the files on Student Union Home Page (HP) and fill in the necessary information.

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

② Application (refer to P.13)

Please subscribe the official LINE account in this booklet and turn the files in through the line account. Both the event manager and accounting manager should subscribe the official LINE account. (However, for those events that does not use Student Union budget, it is fine for only the manager to subscribe the official LINE account.)

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

③ Hearing with the University-wide Events Department (refer to P.14~15)

In order to ensure the content, necessary facilities, and equipment of the events, each organization have to attend 2 hearings in principle. Each hearing lasts 30 minutes. Please check P.14~15 for dates and detailed information.

④ Temporary 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.

After being approved by the Welcome Events Executive Committee at the end of March, **organizations have to make the facility reservations by themselves**

(refer to ⑥ about the reservations).

⑤ Approval 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 keep the receipt (領収書) as is required in Student Union fee assistance.

~Notice~

Any changes of the content or budget of the events after being approved are not permitted.

⑥ Reservations (refer to P.16~24)

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

The organizations must make the reservations themselves at the Student Office by themselves.

※ If the reservations are not made by the organizations, facilities cannot be used.

⑦ Guidance (refer to P.25)

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.25 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 normal 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 University-wide Events Department and Welcome Events Executive Committee

Actions that would cause a suspension of the event

- Damage of the equipment and facilities
- Violent actions and alike, which would cause huge damage to other organizations and normal 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 University-wide Events Department and Welcome Events Executive Committee

⑨ Submission of the receipts and balance sheet (refer to P.26~31)

In order to make the settlement of accounts of the budget, a 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. Assistance will be cancelled in principle when the managers are absent unauthorized during the guidance.

※ Please take not 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.

About the files ※ Please fill in all the following items

※Please download all the files from the HP of Student Union

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.

• **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. Information would be conveyed to the event manager and the accounting manager through official LINE account. In addition, the accounting manager cannot serve as the event manager or deputy event manager, and all the managers can serve in other events including circle booth events, stage events, and group flyer distribution events.

• **Event name**

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

• **Intention of the event**

Please fill in the reason of 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 the during the hearing.

• 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.

• 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. The layout map can be either drew by hand or graphic design software such as Adobe Illustrator. Also, please include a count of personals that are present all the time.

• 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.

• **Preferred date of hearing**

Please choose the dates of the two hearings that you prefer. For each hearing, 3 dates can be chosen, and the determined date will be contacted through the official LINE account.

• **Advertising methods**

Please fill in the method that will be used to advertise the event to new students. For example, poster, X, Instagram, etc.

• **Handling of Personal Information**

Please read the *Terms of Use for Personal Information* on P.40~41 and choose whether you accept or not.

• **Pledge**

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

• **The preferred location of events (refer to P.16~19)**

Please fill in the first to third choice of facilities.

• **Waiting room request (refer to P.16~19)**

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

• **Equipment request (refer to P.20~23)**

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.

• **Cart and stepladder request (refer to P.23)**

Please fill in only if you would like to use carts or stepladders.

• **Electricity use request (refer to P.24)**

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

• **Vehicle entry request (refer to P.24)**

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.

• **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.30~31 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.

④ Application sheet for flyer distribution permission (Excel)

Please fill in the **application sheet** if your organization would like to perform advertisements using flyers for the purpose of publicity to new students. These advertisements include the **distribution of flyers** and **publicity using Point of Purchase (POP)**.

⑤ Event information signboard and publication information on HP (Word)

An information signboard would be set beside the AN escalator on the 1st floor to advertise the organization events. Please fill in the information to be posted on the signboard on the implementation date of each event according to the format.

✂Notice

•The goal of organization event is to show new students the activities that organizations carry out on a daily basis, thereby expanding the possibilities and options for their upcoming university life and encouraging them to think for themselves and take action.

For these reasons, events and advertising with the purpose of recruiting people to join organizations is not permitted.

•Any contents other than those stated in the proposal will not be accepted.

•If the content of the event is not clearly stated, the event 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 新歓期 OIC 団体
企画” (the following QR code)



- Method of application: submit the following files to the official
LINE account
 - ※Both of the event manager and accounting manager should subscribe the
official LINE account.
- 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
 - ④ Application sheet for flyer distribution permission
 - ⑤ Event information signboard information
 - ※Please fill in the **application sheet** if your organization would like to perform
advertisements using flyers for the purpose of publicity to new students.
These advertisements include the **distribution of flyers** and **publicity using
Point of Purchase (POP)**.

- If you would like to hold event on other campuses

Please check the Application Booklet of KIC and BKC if your organization would like to hold events in KIC or BKC. **There may be differences of application periods and other details between campuses so please check carefully.**

About Hearing

- About hearing

Hearing is the process of discussion between the organization and 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 7 (Fri) ~ March 9 (Sun)

Second hearing: 11:00 a.m. ~ 6:00 p.m., March 14 (Fri) ~ March 16 (Sun)

Please choose preferred time of hearing and fill that in the event proposal.

※ If it is not possible to find a time available, March 10 (Mon) for 1st hearing and March 17 (Mon) for 2nd hearing are set as spare date.

※ Please contact through the official LINE account if you wish to use the spare hearing dates.

- Method of hearing

Hearing is held online (by Zoom).

The Zoom meeting ID and password will be sent to the **event manager** and **accounting manager** through official LINE account before the hearing day.

○ Participants of the hearing

Both event manager and accounting manager should attend the hearing.

- ※ If the budget is 0 yen, the accounting manager do not have to attend.
- ※ If the event manager or the accounting manager is not available on the hearing day, an attorney that has full understanding of the event can present instead. Also, another day may be chosen to hold the hearing individually.
- ※ Please contact the official LINE account before the hearing day if an attorney is presenting the hearing.

About the Location and Equipment

There will be a lot of events during the organization event period, which means that the possibility of duplicate use of equipment will be high.

In order to prevent trouble and ensure the smooth operation of organization events, University-wide Event Department will take charge of all the facilities and equipment during the period.

There is the possibility that University-wide Event Department may specify another facility for the event based on the hearing if the facility or equipment require is duplicated.

※ Please note that the university and University-wide Event Department may request your organization to change the location and time of the event after the announcement because of university events and regular curriculums.

○ Possible facilities for organization events

- Normal classrooms in Building A
- Student Hall 1 in Building D
- Student Hall 2 in Building D
- Building G
- JINZAL HALL in Building H

※ If the request of facility use is duplicated with other organization, lottery will be used to ensure fairness.

○ About the available use time of each facility

※ Available time for waiting room is the same as facilities.

〈Weekdays〉

	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00
A 棟 一 般 教 室	9:00-22:00 準備・企画実施・撤収												
D 棟 学 生 ホ ー ル 1 ・ 2	9:00-22:00 準備・企画実施・撤収												
G 棟		10:00-20:00 準備、企画実施、撤収 ※20時厳守											
H 棟 J I Z A I H A L L	9:00-22:00 準備・企画実施・撤収												

<Weekends>

	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00
A 棟 一 般 教 室	9:00-22:00 準備・企画実施・撤収												
D 棟 学 生 ホ ー ル 1 ・ 2	9:00-22:00 準備・企画実施・撤収												
G 棟		10:00-20:00 準備、企画実施、撤収 ※20時厳守											
H 棟 J I Z A I H A L L	9:00-22:00 準備・企画実施・撤収												

○ Notice

Please check the following sites when choosing the facilities.

- Campus Map (<https://en.ritsumeai.ac.jp/campusmap/>)
- Floor Map (<https://en.ritsumeai.ac.jp/file.jsp?id=246778&f=.pdf>)

All the organizations must take full responsibility of the damage of facilities and equipment. Please note that the University-wide Event Department will not take any responsibility.

Valuable item storages are not set so please take care and manage them yourselves. The University-wide Event Department will not take any responsibility even if valuable items are lost or stolen.

○ Prohibitions

The event would be suspended, and the organization will be punished by the university and the University-wide Event Department if any of the following prohibitions takes place. Also, organizations are subject to punishment even the violations are found after the event.

- Damage to the paint, walls, ceilings, etc. of the room, or flooding the room
- Use of fire
- Use of tapes that leave marks on walls, glass, doors, ceilings, etc. (If you wish to use tape, please use masking tape. Any other type of tape is not allowed.)
- Damaging desks, chairs, or other equipment, or removing them without permission
- Eating or drinking anything unrelated to the event (except for drinks with a lid)
- Unauthorized use of electricity (including charging mobile phones)
- Unauthorized use of facilities
- Changes to event times, facility usage times, and event locations
- Actions unrelated to the events
- Any other actions that the University-wide Event Department deems dangerous

About the equipment

1 Equipment that are available

・Equipment at Campus Information

貸し出し備品リスト (学生用)

2021.7 改訂

番号	品名	数量	貸出場所	備考
1	案内用ボード (小)	29	A棟1Fインフォ前備品置き場	
2	案内用ボード (大)	21	A棟1Fインフォ前備品置き場	
3	案内用スタンド A3 サイズ	30	A棟1Fインフォ前備品置き場	縦横対応 指定がなければ縦
4	屋外用案内用スタンド	29	A棟1Fインフォ前備品置き場	(内ウエイト数量 20) No.65 テント用ウエイト申請必須
5	A1 対応 A 型看板	10	A棟1Fインフォ前備品置き場	
6	パーテーション (中) 幅 82.5cm×高さ 174cm	20	C棟1Fセミナーハウス前専用 EV ホール	
7	パーテーション (大) 幅 112.5cm×高さ 174cm	20	C棟1Fセミナーハウス前専用 EV ホール	
8	イーゼルスタンド	50	A棟1Fインフォ前備品置き場	
9	イーゼル用ホワイトボード (小) A3 サイズ	20	A棟1Fインフォ前備品置き場	
10	イーゼル用ホワイトボード (大) A2 サイズ	10	A棟1Fインフォ前備品置き場	
11	A1 対応ポスターパネル	20	A棟1Fインフォ前備品置き場	イーゼルスタンド推奨
12	PA セット (小)	2	A棟1Fインフォ窓口	コンセントのない場所で使用する際は電池の申請要
13	PA セット (大)	1	A棟1Fインフォ窓口	
14	有線マイク	5	A棟1Fインフォ窓口	
15	有線マイク延長コード	5	A棟1Fインフォ窓口	
16	プロジェクター (液晶)	2	A棟1Fインフォ窓口	
17	大型スクリーン (縦 205×横 180)	2	A棟1Fインフォ窓口	
18	パーテーションボール	16	A棟1Fインフォ前備品置き場	
19	台車 (小)	5	A棟1Fインフォ前備品置き場	
20	台車 (大)	2	A棟1Fインフォ前備品置き場	
21	傘袋スタンド、及びその傘袋	4	A棟1Fインフォ前備品置き場	
22	RGB ケーブル	3	A棟1Fインフォ窓口	
23	HDMI ケーブル	3	A棟1Fインフォ窓口	
24	延長コード	3	A棟1Fインフォ窓口	
25	腕章	158	A棟1Fインフォ窓口	
27	腕バラ (赤) サイズ特大・大・中各 10 個	30	A棟1Fインフォ窓口	花のみ or リボン付きか指定要
28	腕バラ (白) サイズ特大・大各 10 個中 9 個	28	A棟1Fインフォ窓口	花のみ or リボン付きか指定要
29	マイクスタンド (卓上)	8	A棟1Fインフォ窓口	
30	マイクスタンド (床上)	8	A棟1Fインフォ窓口	
31	ドラムコード (100m)	1	A棟1Fインフォ前備品置き場	重い!!
32	ドラムコード (50m)	2	A棟1Fインフォ前備品置き場	台車申請推奨
33	ドラムコード (30m)	2	A棟1Fインフォ前備品置き場	
34	ドアストッパー	111	A棟1Fインフォ前備品置き場	

38	証書フォルダー		A棟1Fインフォ窓口	
39	机上札	70	A棟1Fインフォ窓口	
40	水差し	1	A棟1Fインフォ窓口	
41	名刺受	3	A棟1Fインフォ窓口	
42	クロス(演台用)	1	A棟1Fインフォ窓口	
43	クロス(花台用)	1	A棟1Fインフォ窓口	
44	司会台	1	C棟1Fセミナーハウス前専用EVホール	
45	メジャー(50m)	1	A棟1Fインフォ窓口	現状1個 2022/3/7
46	メジャー(100m)	2	A棟1Fインフォ窓口	
47	拡声器(小)	2	A棟1Fインフォ窓口	
48	拡声器(大)	2	A棟1Fインフォ窓口	
49	赤色棒	20	A棟1Fインフォ窓口	
50	ブラカード(中) A3サイズ	20	A棟1Fインフォ前備品置き場	
51	ブラカード(大) A1サイズ	10	A棟1Fインフォ前備品置き場	
52	脚立(小) 0.9m	3	A棟1Fインフォ前備品置き場	
53	脚立(大) 1.8m	3	A棟1Fインフォ前備品置き場	
54	ストップウォッチ	4	A棟1Fインフォ窓口	
55	学園歌CD	1	A棟1Fインフォ窓口	
56	長机	80	C棟1Fセミナーハウス前専用EVホール	
57	パイプ椅子	242	C棟1Fセミナーハウス前専用EVホール	
58	電気ストープ	3	A棟1Fインフォ前備品置き場	
62	テント(小) 1.8×2.7m 幕付き	2	D棟1F軒下	1台につきテント用ウエイト8個申請要
63	テント(中) 2.7×3.6m 幕付き	2	D棟1F軒下	1台につきテント用ウエイト8個申請要
64	テント(大) 3.6×5.4m 幕付き	7	D棟1F軒下	1台につきテント用ウエイト12個申請要
65	テント用ウエイト	124	D棟1F軒下	
66	カラーコーン	40	C棟1Fセミナーハウス前専用EVホール	カラーコーン43コーンウエイト40
67	トラパー	20	C棟1Fセミナーハウス前専用EVホール	
72	屋外用A1対応A型看板	4	A棟1Fインフォ前備品置き場	No.65テント用ウエイト申請必須

※ Some of the equipment is already in use on campus, so not all of the equipment will be available for use.

※ If there are any items whose names you cannot identify, please ask about them during the first hearing.

・If your organization wish to use Student Hall in Building D

〈学生ホール倉庫備品〉※一部倉庫2・ミーティングルーム保管の備品あり

区分	管理番号	品目	数量・単位	備考
音響システム	A1	オーディオミキサー	2台	
	A2	ミキサー用スタンド	2台	
	A3	パワードスピーカー	4台	
	A4	スピーカースタンド	4台	
	A5	有線マイクロホン	12本	
	A6	ダイナミック型マイクロホン	3本	
	A7	ワイヤレスマイクシステム	2セット	
	A8	床上ブームがタマイクスタンド	12台	
	A9	卓上型マイクスタンド	4台	
	A10	マイクホルダー	16台	
	A11	マイクケーブル (10m)	16本	
	A12	ワイヤレス受信機接続ケーブル	2本	
	A13	ベースアンプ	1台	
	A14	ギターアンプ	1台	
システム 移動型照明	C1	移動型照明	4台	
	C7	調光卓	2台	
照明システム 吊り下げ型	D2	バンドア	4台	
	D3	ハンガー	12個	
システム 映像	B1	【申請不要】プロジェクター&リモコン	2台	
その他	E1	舞台	5台	
	E2	パーティーション (小)	15台	
	E3	パーティーション (大)	15台	
	E4	長机	10台	
	E5	パイプ椅子	98脚	
	E6	【申請不要】ピアノ	1台	
	E7	【申請不要】ドラム	1セット	
	E8	【申請不要】スタンドミラー	2台	
	E9	電工ドラム	5台	
	E10	譜面台	6台	
	E11	ホワイトボード	3台	

· If your organization wish to use Building G

Item	Amount
LCD Screen (With Cable)	3
White Board (Movable)	1
Projector (Fixed Location)	2
White Board (Fixed Location)	1

※ If your organization wish to use this equipment, please fill that in the remarks with the location and discuss during the first hearing.

※ There is a limit of equipment. Please only request for the **bare minimum amount** of equipment.

○ Stepladders and carts rental

Compared to the number of organizations wishing to use the stepladders and carts, there is only a limit amount of these equipment. For this reason, a shift for rental will be introduced to ensure most organizations can use the equipment as they wish. Thank you for your understanding and cooperation.

○ About the equipment in the facilities

Feel free to use the equipment including tables, chairs, whiteboard, teaching desk, etc. located in each facility. If your organization wish to move the chairs or tables outside the facility, please convey that during the first hearing.

○ Notice

· Multiple events will be held during the Welcome Event Period so there is the possibility for the **equipment being unavailable even if your organization request.**

- For some equipment owned by university that are wished a lot (e.g. blackout, partition, projector, PA set, etc.), it is likely to be difficult to make sure that all organization can use. However, it is possible to rent them from other corporations but **will cost a certain rent**. Please apply after understanding this issue.
- There is only limited amount of equipment. If one event uses up too much equipment, it **would be difficult for other events to execute**. Please do not apply for the equipment that you will not use on the day of event and only apply for **the bare necessary amount of equipment**.
- Please **lay a cloth or something similar** so that the tables and equipment will not be damaged when **put heavy items on**.

4. About the use of electricity

Please fill in the *Request for Use of Electricity* if your event involves using electricity.

※ Please note that based on the electricity usage of the whole campus, your organization may not be able to use electricity.

※ Please note that **electricity are not for private use. This includes charging your smart phone or other electronic devices.**

5. About vehicle entry

In principle, vehicles are not allowed into OIC. However, if it is necessary to use a vehicle to take in or move out items, please fill out the application sheet.

Please DO NOT drive a vehicle inside without permission.

About the Orientation

○ What is 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)

2:00 p.m. ~ 3:00p.m.

○ Location: Face to face (The classroom will be conveyed during the hearing)

○ 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 Lounge located on the 3rd floor of Building A. Please convey the issue and date you wish to have the orientation to the official LINE account by the day of orientation.

About the Budget

○ About budget support

Budget support from Student Union Fee will be available after the event is approved. However, if your organization wish to hold the same event in different campuses, the budget for items used must be turned into each campus. Please take note as this is different from last year.

○ 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.30~31 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 balance sheet

- 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.

○ 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 amount 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年〇月〇日(〇)
¥1,560-
但し A4 コピー用紙 ¥380×3、ボールペン ¥84×5

生協 印

2025 Student Union Fee Withdrawal Criteria Chart

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 Student Union Fee Withdrawable Item Classification List

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

	* Transfer fees, cash on delivery fees, etc.
Labor costs	General labor costs * Expenses for inviting lecturers, such as lecturer fees, accommodation fees, and transportation fees used for the lecturer.
Federation fees	Payments to the Federation * Federation dues (contributions), participation fees, tournament advertising fees, pamphlets, etc.
Accommodation fees	Accommodation fees * Accommodation, training camp, Accommodation in Kinugasa Seminar House or Epoch Ritsumeimei 21
Equipment expenses	General equipment * 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. * PC related items, shredders, shelves, desks, etc.
Repair costs	For repairing and maintaining equipment * Cleaning fees, instrument repair fees, etc. (Costs for repairing damaged rental items should be treated as miscellaneous expenses)
Miscellaneous expenses	Money that is related to the scope of individual activities rather than organization activities * Medicines, toys, food and drink (including water, sports drinks, and snacks), ceremonial items, tissues, uniforms, etc.

For Projects that Involve Professional Talent and Instructors

Only when it is necessary for the activity report of the organization when the organization can invite the 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 the 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 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.

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

○ Flow of corporation sponsorship

① Please read and check the *Corporation Sponsorship Guideline* on P.35~39.

② Please fill out the application sheet and pledge 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 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* 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.

Contact information (for inquiries before application)

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

※Please make sure the title of the mail is [2025 年度新歓期 OIC 団体企画].

※For inquiries after application, please contact the official LINE account.

Publisher University-wide Events Department,
Ritsumeikan University Student Union