

**AY2025 OIC Welcome Events Period
Group Flyer Application Booklet**

Time for distribution
April 3, April 4
11:00 a.m. ~ 2:00 p.m.

Application Time
March 13 ~ March 24

Contact information: Central Administrative Office
University-wide Event Department
OIC Public Relations Official LINE Account



Publisher:
Central Administrative Office
University-wide Event Department

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Everything in this booklet is
important information about
placed flyer distribution.
Please read without passing contents.

◆ About Placed Distribution of Flyers ◆

Organizations can distribute flyers in order to advertise themselves to more new students. Therefore, organizations can provide recruitment flyers for distribution the on the day of the Welcome Festival day in Room 7 and Room 8 on the 1st floor of Building A.

We look forward for your application.

※ This event has nothing to do with flyer distributions in other campuses.

【Time】 : 11:00 a.m. ~ 2:00 p.m., April 3 & April 4

【Location】 : Room 7 & Room 8, 1st Floor, Building A, OIC

※ There is a possibility for the change of time and location for distribution.

※ Please note that although two days are scheduled to have the flyer distribution, your organization may only can distribute on one day if there are too may organizations applying. The date will be determined by a fair lottery system. (There may be situations determined based on whether or not the organization is attending the Circle Booths and the date of the booth).

★ Organizations that can apply

- Affiliated Organizations of the Ritsumeikan University Student Union
- College Project Organizations
- Other Authorized Organizations

※ Volunteer Organizations cannot apply for the distribution

※ The manager and deputy manager should both be undergraduate of Ritsumeikan University. (Please note that the organization managers cannot be the manager of stage events at the same time).

① About the Application and Checking

Only **Google Form** will be used for application. Please note that your organization cannot apply through other forms such as face to face.

Application period: **March 13 ~ March 24**

Check period: March 13 ~ March 27

② Flow for Application and Checking

(1) Add the official LINE account through the QR code on the cover or the following link. <https://lin.ee/e1xB3qM>

Fill in the following information in the Google Form through the URL provided

- Organization name
- Manager (organization managers cannot be the manager of stage events at the same time)
- Deputy manager
- Name, Student ID, Mail address, and Phone number of the flyer editor
- **PDF file of the flyer (in A4 size)**

(2) Checking will be conducted after the application is confirmed.

University-wide Event Department will check if there are anything that should not be included.

Things that should not be included:

- Mail addresses, other contacts (phone number, SNS account, etc.) that are not school mails or organization mails
- Corporate sponsorship
- Discriminatory language, language that violates public order and morals
- Content containing religious or political statements
- Other contents that are considered inappropriate by the Welcome Events Executive Committee or the University-wide Event Department

(3) The result of the checking will be contacted through the following mail.
Please be sure not to overlook that.

Mail Address: Kohoka25oic@outlook.jp

When your flyer is approved:

Please **submit the last version** of your flyer.

Check ***About Final Submission on p.7.***

When your flyer is not approved:

Please **correct your flyer.**

Check ***About Correction and Re-submission on p.6.***

② About Correction and Re-submission

Please re-submit your flyer through the Google Form in the official LINE account if correction is conducted.

The flyer will be checked again.

Check ① *About Application and Checking* on p.5 for the flow of checking.

Period for correction and re-submission: March 13 ~ March 27

※ To ensure fairness, organizations that failed to submit their flyer during the application period will not be able to distribute. Please submit the file with plenty of time before deadline.

③ About Final Submission

After being permitted after the Flyer Check or Re-submission, please print and submit the flyers in Student Lounge on the 3rd floor of Building A in OIC. Printing service is available during **10:00 a.m. ~ 5:00 p.m. between March 29 ~ March 31.**

Final Submission Deadline: 5:00 p.m., March 31

Final Submission Location: Student Lounge, 3rd floor, Building A, OIC

You should bring: The flyer being permitted

※ You cannot bring more than **150 pages** of the flyers.

※ We may not be able to accept the flyers if the content of the flyer is changed after the permission.

④ About Filling Flyers on Event Day

Your organization will be noticed if your flyers are all distributed through the **official LINE account**. Please bring the additional flyers to the **location of distribution (Room 7 or Room 8)**.

※ The location of distribution will be conveyed during the final submission.

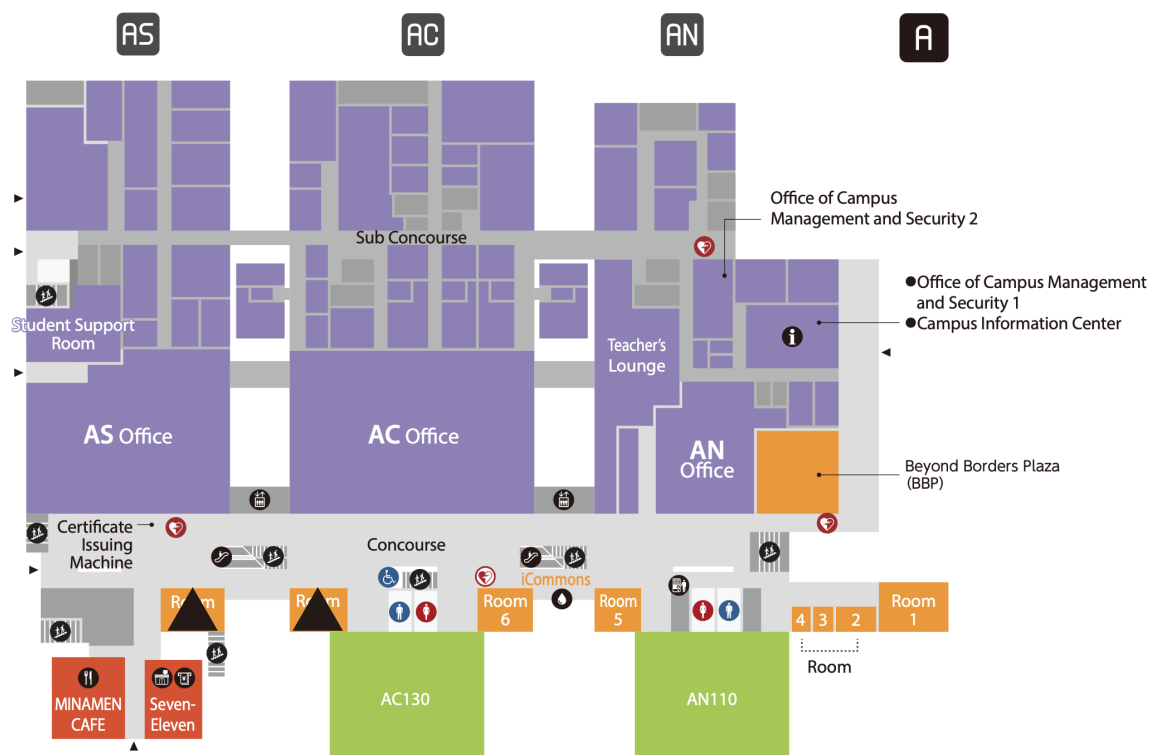
※ The manager of the distribution location will check if the flyers are the same as the permitted ones. Please note that the flyers cannot be distributed if the content is changed.

※ Your organization cannot refill more than **150 pages** of flyers.

※ The University-wide Event Department will be in charge of the refilling.

【Map】※ There is the possibility of changes.

▲ . . . Location for placed flyer distribution



◆ Privacy Policy ◆

The following is defined by the University-wide Event Department

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.

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