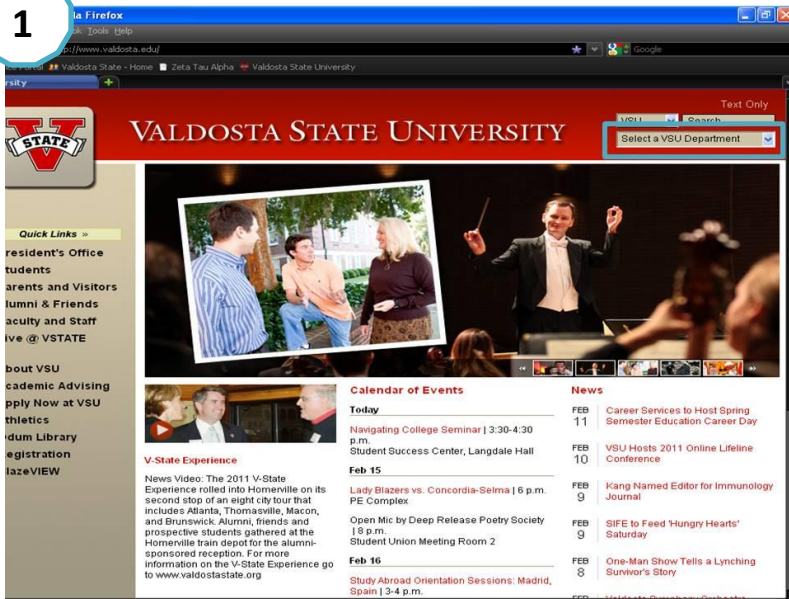


**How to Access the  
Event Coordinator  
Authorization Forms,  
Fundraising Request Forms  
and  
Fundraising Financial  
Disbursement Forms  
on Campus Connect.**

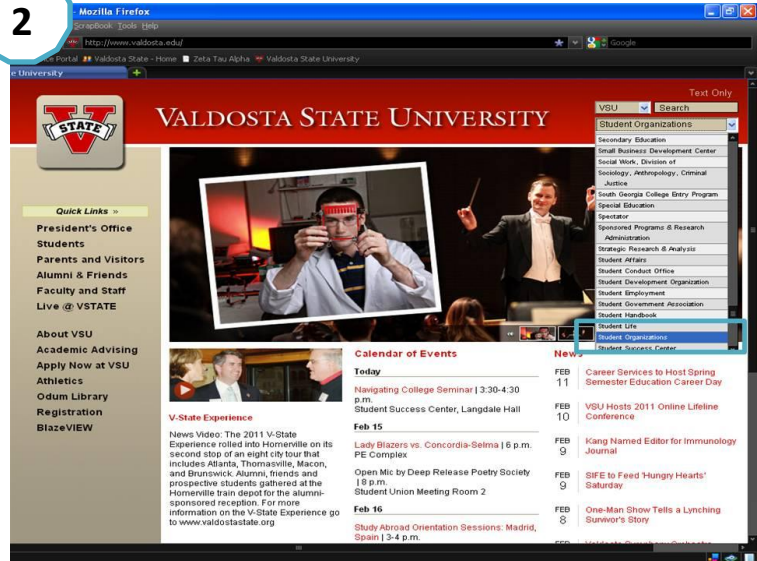
**If you have any questions, please contact Alisha Stabler in Student Life.**

1



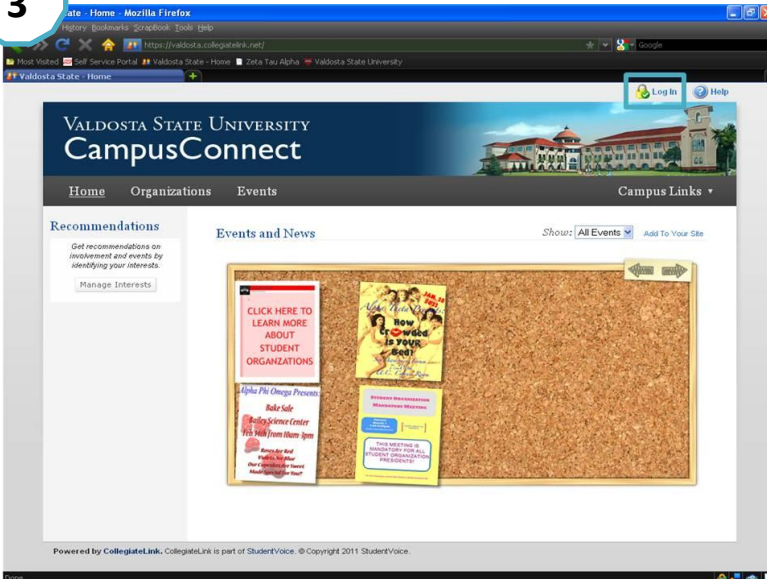
Visit the Valdosta State University Homepage and select the dropdown window on the right hand side of the page.

2



From the dropdown window, scroll down to the Student Organization link and click on it.

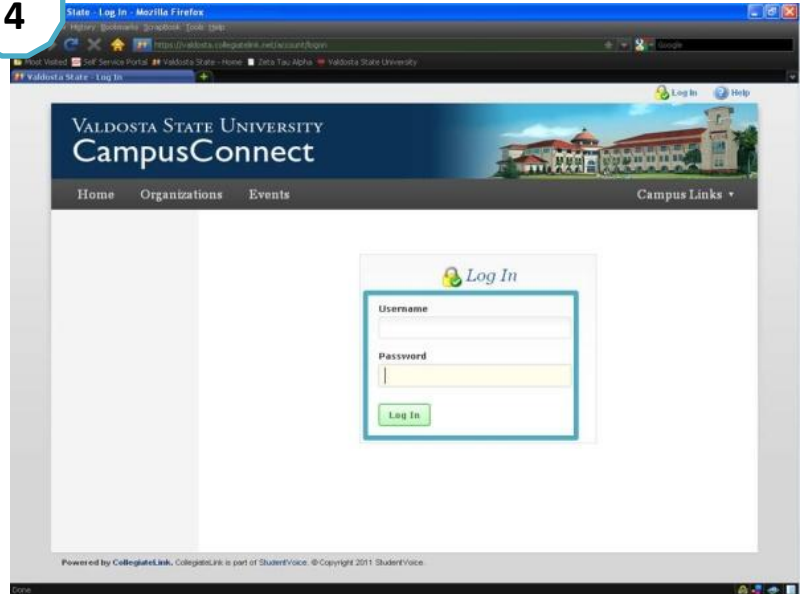
3



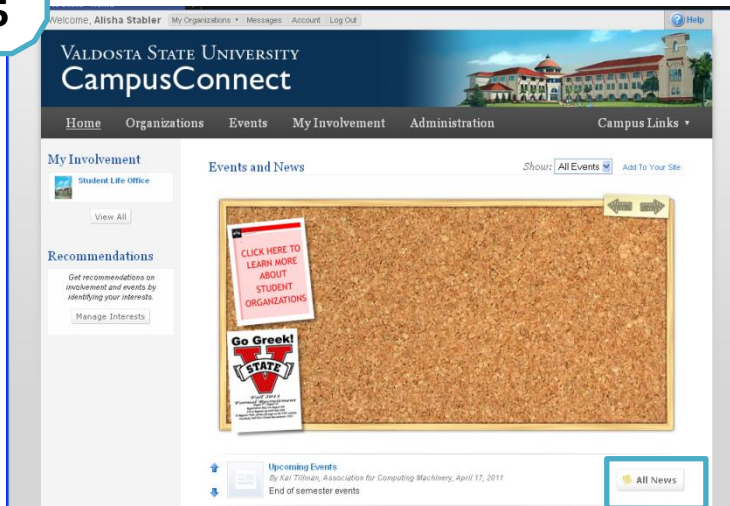
Once you have arrived at the Campus Connect website, click on the Login link in the top right hand of the window.

4

To login to Campus Connect, you will use your BalzeVIEW username and password. You must be a member of the VSU campus to login to Campus Connect.



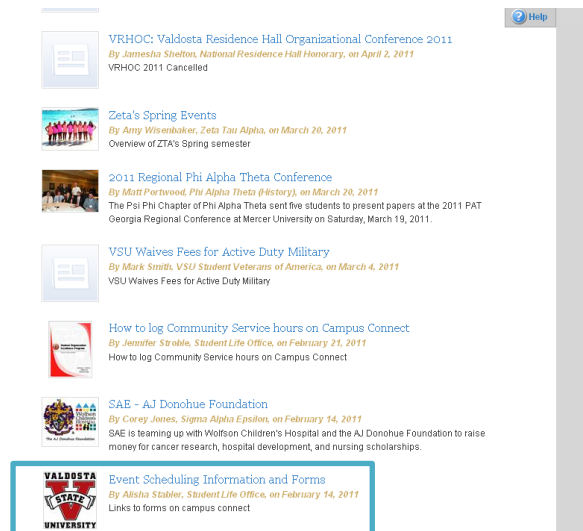
5

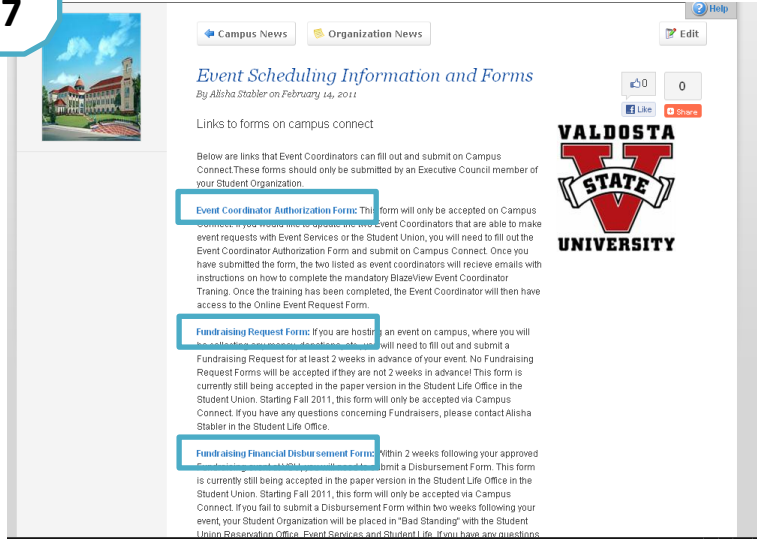


Once you have successfully logged in to Campus Connect you will be taken directly to the main page. From the main page, if you scroll down directly under the Events and News Board, you will see a scrolling area for News posts. Click on the button on the right side of the screen that says “All News”.

6

You will then be taken to a screen with a listing of all of the news articles that have been posted. Scroll down and the “Event Scheduling Information and Forms” article will be the very last one listed. You may have to go to the next page if necessary.





[Campus News](#)
[Organization News](#)
[Help](#)
[Edit](#)

## Event Scheduling Information and Forms

By Alisha Stabler on February 14, 2011


Links to forms on campus connect

Below are links that Event Coordinators can fill out and submit on Campus Connect. These forms should only be submitted by an Executive Council member of your Student Organization.

**Event Coordinator Authorization Form:** This form will only be accepted on Campus Connect if you are an approved Event Coordinator that is able to make event requests with Event Services or the Student Union, you will need to fill out the Event Coordinator Authorization Form and submit on Campus Connect. Once you have submitted the form, the two listed as event coordinators will receive emails with instructions on how to complete the mandatory BlazeView Event Coordinator Training. Once the training has been completed, the Event Coordinator will then have access to the Online Event Request Form.

**Fundraising Request Form:** If you are hosting an event on campus, where you will be collecting money for your organization, you will need to fill out and submit a Fundraising Request for at least 2 weeks in advance of your event. No Fundraising Request Forms will be accepted if they are not 2 weeks in advance! This form is currently still being accepted in the paper version in the Student Life Office in the Student Union. Starting Fall 2011, this form will only be accepted via Campus Connect. If you have any questions concerning Fundraisers, please contact Alisha Stabler in the Student Life Office.

**Fundraising Financial Disbursement Form:** Within 2 weeks following your approved Fundraising Request, you will need to submit a Disbursement Form. This form is currently still being accepted in the paper version in the Student Life Office in the Student Union. Starting Fall 2011, this form will only be accepted via Campus Connect. If you fail to submit a Disbursement Form within two weeks following your event, your Student Organization will be placed in "Bad Standing" with the Student Union, Reservations Office, Event Services and Student Life. If you have any questions



Once you are taken to the “Event Scheduling Information and Forms” news article, you will see a description of each form and the link to each form. To proceed to any form, simply click on the name of the form and you will be directed to a new window to begin filling out the form.