

RECRUITMENT BROCHURE FOR CLUB ACTIVITIES
DURING THE 2024 NEW STUDENT WELCOMING PERIOD.

KIC Ver.

〈Implementation period of the plan events〉
From Friday, April 5th to Tuesday, April 30th.

〈Recruitment period〉
From Thursday, February 15th, 14:00 to Thursday, February 29th, 23:59.

[Caution!]

This recruitment booklet is only for events held at KIC. If you plan at OIC/BKC, please
check the recruitment booklet for that campus and apply.

Reception: On the Student Union website.

TEL : 075-465-7891

Published by Central Administrative Office University-wide events Department

KIC Ver.

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◎Welcome Events period Group Events ◎

○ Welcome Events period Group Events

Welcome Events period Group Events is an opportunity for organizations affiliated with Ritsumeikan University to share their daily activities and achievements with new students. The purpose of this program is to convey the appeal of extracurricular independent activities to new students through group events and to get them interested.

Groups that can carry out events

- 2024: Groups affiliated with the Academic Friends Association
- Faculty Event Organizations
- Other organizations recognized by the university

*With regard to the above, the following two requirements shall be satisfied.

- The majority of the members shall be undergraduates of Ritsumeikan University.
- The persons in charge of events and accounting shall be undergraduates of Ritsumeikan University.

○ Organizations or organizations that are unable to carry out events

- For-profit organizations or programs
- a event with antisocial ideas (Illegal acts, acts deviating from common sense, etc.)
- a event biased against religious or political ideas
- a event with discriminatory acts or expressions
- other events deemed inappropriate by Welcome Events Executive Committee and University-wide Events Department

◎Flow of event implementation ◎

① Preparation of submission documents

Please download all of the submission files posted on the Academic Friends Association website (<https://www.ritsumei.club/>) and fill in the necessary information.

Please check this application booklet carefully so that there are no defects.

② Application

Please register the official LINE of Kinugasa group events published in this application booklet (P. 12) and submit the submission document on LINE.

Recruitment period: Thursday, February 15 14:00~ Thursday, February 29 23:59

③ Hearing with University-wide Events Department

We hold two hearings for each group in order to understand the specific content of the event and the facilities and equipment required for the event. The hearings are scheduled to last from 30 minutes to 1 hour. Please refer to page 14 for the schedule and other details.

④ Temporary closure of facilities and equipment

Based on what we heard during the hearing, University-wide Events Department will make a temporary reservation for facilities and equipment that may be used in the events. This temporary reservation will be done by University-wide Events Department in a lump sum, so it will not be done by a group.

⑤ Approval of the event

Welcome Events Executive Committee will decide whether to approve the event or not based on what we heard at the hearing. When we decide whether to approve it or not, we will inform you of the result on the official LINE. It is scheduled for the end of March.

Please do not purchase or advertise items until the event is approved.

Please note that we cannot provide budget support for items purchased before approval. MA Also, if you don't have a receipt, we can't provide budget support, so please make sure to issue a receipt and keep it.

⑥ Book holder

We will inform the group whose plan has been approved of the facilities and equipment

available on the official LINE.

As we hold the facilities and equipment in University-wide Events Department, there is no need for the group to do so. However, if you wish to use the waiting room, you need to do so on your own. Please be careful.

⑦ Guidance

Guidance will be provided on the details of the events process, precautions, prohibitions, and budget matters. This fiscal year, due to the convenience of our facilities, we will be doing it by zoom rather than in person. Please check page 23 for the schedule and other details.

⑧ Events Implementation

Thursday, April 5 - Tuesday, April 30

*Please do not commit any of the following violations.

[Precautions to be taken upon discovery]

- In the case of doing something different from what was confirmed in the proposal or hearing
- In the event of damage to property or destruction of facilities owned by the university
- In the event of causing inconvenience to other organizations or the general public
- In the event of eating or drinking at the events area (excluding drinks with lids)
- In the event of leaving equipment at the events area during events preparation or implementation

• In the event that University-wide Events Department and Welcome Events Executive Committee deem it inappropriate other than the above

[Suspension or Interruption of Events]

- In the case of damage to property or destruction of facilities, or in the case of such damage

*In the case of compensation, the organization will be fully responsible. Please note that University-wide Events Department will not be responsible.

• If you engage in or engage in acts of violence or other acts that cause great harm to other organizations or the general public

• If you are already paying attention and you don't see an attitude to improve even after paying attention again

- If you engage in activities that generate cash income

• If University-wide Events Department and Welcome Events Executive Committee deem it highly inappropriate

⑨ Submission of receipts and accounts

In order to settle the budget, we provide financial guidance.

Please wait for Welcome Events Executive Committee to contact you regarding the location, date and time.

Events officers and accounting officers of organizations wishing to receive budget support are requested to attend the financial guidance.

For details, please refer to "About the Budget" on page 24.

*As financial guidance is outside the jurisdiction of University-wide Events Department, please consult with Welcome Events Executive Committee.

◎Submission document ◎

*Please complete all of the following:

*Please download each document from the Academic Friends Association website.

*There are 4 documents to submit in total. Please make sure to submit all the documents.

① Proposal (Word file)

The proposal is to inform University-wide Events Department of the event to be carried out by the organization. Please describe in detail as much as possible.

- Event name

Please write the name according to the event content.

- Official name of the group

Please write the name of the group by its official name.

*Please write down the details such as whether "Ritsumeikan University" is attached or not and the case distinction of the alphabet correctly.

- Group Category

Check the category to which the group belongs.

- Each responsible person

Only students enrolled at Ritsumeikan University are responsible for events and accounting. We will contact you using the basic official LINE, but in case of an emergency, we will contact you using a mobile phone or email, so please make sure to fill out the form. Also, the person in charge of accounting cannot be held concurrently with another person in charge.

- Events intentions and goals

Please describe specifically why you plan and how you want new students to feel through the plan.

- events form

Check the form that applies.

- Contents of the event

Please specify the contents of the event.

If the content deviates significantly from the content confirmed at the hearing on the day, the event may be forcibly terminated.

- Layout

When events is being carried out, please write down in detail the location of club members, the location of participants, how to arrange equipment, etc., assuming the facility of your first choice. You can use diagrams or hand-drawn illustrations. Also, please indicate the number of residents.

- Events schedule

Please describe in detail the daily flow from the preparation of the day to the withdrawal.

If you need to prepare other than the day, please also describe the timetable of the preparation day.

- means of publicity

Please describe how you will publicize the event to new students.

(ex. Posters, leaflet distribution, X (formerly Twitter), Instagram, etc.)

*As for the parade and leaflet distribution, you can only do it on the day of the event. Also, the time is only the preparation time and the event execution time submitted in the proposal.

When parading and distributing leaflets, please be sure to write down the date, time, place and how (What leaflets to distribute, how to walk around with POPs, etc.).

*When parading and distributing leaflets, you need to apply. University-wide Events Department will apply, but please make sure to apply according to the date, place and contents of the application. You are not allowed to do anything that you have not applied for.

- Corporate sponsorship

Please check whether there is corporate sponsorship.

If you accept sponsorship, please fill out the required information on the corporate sponsorship application form and the corporate sponsorship pledge form.

- Handling of Personal Information

Please read the Terms and Conditions for Personal Information and choose whether you accept or not.

- Preferred date for hearing

Please indicate your preferred date for hearing. Please fill in your preferred dates for both the first and second time from your first preference to your third preference. Once the dates are decided, we will contact you via official LINE. The first time is in person and the second time is online. Please refer to page 14 for details.

- Pledge

Please read it carefully and write down the necessary matters.

- Hope of the place where the event is carried out

Please indicate from your first choice to your third choice.

- Reservation room preferred

Please indicate only if you wish to use a reservation room.

- Use of equipment

Choose whether to use school equipment or not, and if so, list your preferred equipment.

- Willing to use electricity

Please indicate only if you wish to use electricity.

- Vehicle entry request form

Please write only when you wish to use vehicle entry.

- Application form for entering Welcome Events period group vehicles in FY 2024

Please enter only if you wish to use the vehicle entrance.

In addition, please enter the minimum time as permission may not be granted for long hours.

- Application form for corporate sponsorship

Please indicate only if you wish to be a corporate sponsor.

- Pledge for Corporate Sponsorship

Please indicate only if you wish to sponsor a company.

- ② List of event executors (Excel file)

Please include information about everyone involved in the event.

③ Budget Estimate Worksheet (Excel File)

Please list Item Purchased Item Unit Price Quantity Total Estimated Amount.

Please list Item based on Withdrawal Criteria Table (P. 28).

Please list Unit Price with tax included.

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

④ Group events leaflet for distribution of new students (Word file)

We distribute leaflets with information about group events to new students. Please fill in the necessary information to be posted on the leaflet. Regarding the remarks section, please fill in what you want to be aware of when you participate in the event (reservation required, etc.).

*Notes

- Plans other than those described in the proposal are not permitted.
- If the content is ambiguous, the plan may not be approved.

◎About the application ◎

Application period: Thursday, February 15 14:00~ Thursday, February 29 23:59

Application place: "2024 Kinugasa Welcome Events period Group Plan" Official LINE

○ How to apply: Please submit the following submission via official LINE.

If you cannot send the file by official LINE, please send it by e-mail. (E-mail address: info@r-circle.net) If you send it by e-mail, please make sure to let us know that you submitted it by e-mail by official LINE in order to confirm it within the period.

○ Submitted documents: Each document can be downloaded from the Academic Friends Association website.

- ① Proposal
- ② List of event executors
- ③ Budget estimation worksheet
- ④ Group events leaflet for distribution of new students

If you wish to plan at another campus

If you wish to plan at OIC/BKC, please check the recruitment booklet for OIC and BKC on the Academic Friends Association website.

◎Hearing ◎

(v) Hearing

Hearing refers to discussions with University-wide Events Department. It is conducted in order to carry out the events without problems by confirming the events contents, events intentions, and assessing the budget, and to grasp and manage the specific contents, necessary facilities and equipment, and the budget. In principle, it is conducted twice per group.

Date and time of hearing

First hearing: Wednesday, March 6 - Saturday, March 9 11:00~18:00

Second hearing: Thursday, March 14 - Sunday, March 17 11:00~18:00

From the above schedule, please write your preferred date and time in the "proposal" which is a submission document.

*If the above schedule does not suit you, we have a reserve date of Sunday, March 10 for the first and Monday, March 18 for the second.

○ Hearing method

- This year, the first and second hearing methods are different.

The first hearing will be held face-to-face at Ritsumeikan University Kinugasa Campus.

The second hearing will be held online (Zoom).

By the day before the hearing, we will send the ID and password of Zoom via official LINE to the events manager and accounting manager.

- Please make sure that two people, the events manager and the accounting manager, participate.

*If the events manager and the accounting manager cannot participate in the hearing schedule, a person who fully understands the content of the plan can also attend on their behalf. If you would like to attend on your behalf, please let us know by the official LINE the day before. Alternatively, we can do individual correspondence on another day.

◎About Facilities ◎

This fiscal year, the reception of events during April will be suspended. Therefore, organizations that have not applied for group events cannot hold events, so please be aware.

○ Applicable facilities

- Venue for the event

Student hall small hall, open factory, IG101, IG102, multipurpose hall 1, multipurpose hall 2, multipurpose hall 3, east square, west square

- Each classroom

Shigakukan, Zonshinkan, Ryoyukan, Tsuneshinkan, Mitsukokan, Yokokan, Shigakukan, Kenshinkan

- Former Impression Residence of Domoto (You may not be able to use it depending on the reservation or the content of the plan.)

*The events site may be changed due to the schedule of classes.

(x) Organization events and implementation facilities

Coordination, application and reservation of organization events and implementation facilities for this fiscal year will be conducted in University-wide Events Department and Office of Student Affairs. Please do not apply or make reservations by yourself. Please note that it is very different from last year.

About the waiting room

Regarding the waiting room for this fiscal year, the group itself will use TriR. Regarding the number of reservation of the waiting room, please apply as much as it is used for normal activities. However, we can check the availability of the facilities after March 6 for classrooms and after March 8 for extracurricular facilities. Please be careful.

○ Facility usable time

- Student hall + event venue . . . 9:00~22:30
- IG101+ Junior Museum Multipurpose Hall 9:00~21:30
- IG102 . . . 9:00~18:30
- General Classroom (Weekdays) 18:00~21:30
- Outdoor (East Square, West Square) Only one Tuesday and Thursday noon (12:15~12:55)

*Outdoor sound production is 12:20~12:50.

*It may vary depending on the regular schedule, school events and facilities.

*All facilities are available at 9:00~18:30 on Sundays and holidays.

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 18:30 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

*Welcome Events period is open for classes.

About sound producing facilities

・ Musical instrument sound can be produced.

Student Center Small Hall, Music Hall, IG101, IG102, East Square, West Square

・ Can sing without using a microphone (no musical instruments)

Kenshinkan (KE301, KE302, KE401), Ryoyukan (RY401~RY408, RY501~RY508)

*The IG101 and IG102 sound is played until 9:00~18:30.

*The outdoor event sound is played at 12:20~12:50.

*The outdoor event will be conducted in the presence of Office of Student Affairs and University-wide Events Department.

*When playing outside, please limit the volume to 80db.

[Notes]

・ In the event of any trouble such as damage to property resulting from the event, the organization responsible for the event will bear all the responsibility. University-wide Events Department cannot be held responsible.

・ After the event is over, each group should restore and clean all facilities used, and if any desks or chairs are moved, please make sure to restore them.

・ If you would like to use the facilities for events practice, please contact University-wide Events Department without making a reservation.

Place to rent keys

・ Student Hall Reception on the first floor of Student Hall

・ Event Hall . . . Campus Information

*The Student Union Small Hall and Music Hall are available for rent at the Student Union.

- General classrooms... you don't need to borrow a key.

◎About the equipment ◎

○ Adjustment period and subject

Many events are expected to be implemented in Welcome Events period (Friday, April 5 to Tuesday, April 30), and there is a risk that the equipment used in each event may overlap. Therefore, University-wide Events Department manages and coordinates equipment for all events in Welcome Events period.

○ Announcement of equipment

- The scheduled date and time of the announcement will be in late March.

*I will tell you the detailed schedule at the hearing.

○ Cautionary notes

The announcement date may change depending on the university's circumstances. If you hold a rehearsal before Welcome Events period, please follow the usual procedure for each group regarding the equipment to be used. Please note that there may be a delay in the presentation of equipment that has become difficult to adjust.

◎Use of equipment ◎

○ Equipment with many requests

- In previous years, there are many requests for equipment such as dark curtains, partitions (display panels) and electric drum cords, so it may be difficult to adjust them. Therefore, please be aware that you may not be able to use all the equipment you want. Also, please understand that University-wide Events Department will make adjustments to other equipment after holding a hearing if you have conflicting needs.

○ Classroom accessories

- You can also use desks, chairs, displays, microphones, etc., which are accessories of each classroom. For classroom equipment, you will need a "teaching table key" to use the displays and microphones. In that case, please indicate that on the equipment application. Also, please be sure to check the attached equipment of each classroom by yourself in advance. We will not check it in University-wide Events Department.

○ Hold

- University-wide Events Department will submit a request for the use of equipment that can be submitted one week prior to the equipment use date. Therefore, it is not necessary for each organization to submit a request for the use of equipment.

○ Cautionary note

- Each organization should be responsible for managing the equipment to be used. Please make sure that the equipment is not damaged, missing or lost. There is a possibility that you will be reimbursed for these items. University-wide Events Department does not accept any responsibility, so please treat it carefully.

- There are several types and sizes depending on the equipment. See the example below for details. You can also use other equipment than those listed below. For details, please check the student loan equipment list and loan equipment photo book.

- It is not allowed to make any changes to the equipment after the adjustment results are announced. Thank you in advance We appreciate your understanding.

- We have a limited number of supplies. If you use many supplies in one event, it may be difficult to carry out other events. Therefore, please estimate the minimum necessary supplies after conducting a sufficient simulation and fill out the "Equipment Use Request."

- Supplies are used by many organizations. Please make sure to borrow and return within the specified time.

・ Equipment used in many events, such as rear cars and trolleys, are not only scheduled, but also used for different times. Please also write down the minimum required usage time. As for rear cars and trolleys, many groups request them, so we may not be able to meet your request. We appreciate your understanding in advance.

・ Equipment cannot be moved within each facility. If you wish to move your equipment, please be sure to contact University-wide Events Department.

・ For detailed instructions on how to use each equipment, please check on your own at the reception desk on the first floor of the Student Union.

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

< Student loan equipment list >

共通備品			共通備品			小ホール用備品			以学館ホール用備品		
No.	品名	数量	No.	品名	数量	No.	品名	数量	No.	品名	数量
101	マイク (5Mケーブル付)	A 15	138	経編 全 セット (旧) A/B	1set	201	小H 有線マイク	A 5	301	有線マイク (ケーブル型)	A 8
102	音楽系専用マイク (ケーブル型)	11	139	経編 A セット (旧)	1	202	小H ワイヤレスマイク	S 2	302	以1号 ワイヤレスマイク	S 1
103	マイクスタンド 卓上	B 8	140	経編 B セット (旧)	1	203	小H ワイヤレスピンマイク	2	303	袖付型ワイヤレスマイク	1
104	マイクスタンド 卓上可曲式	1	141	経編予備品 (通常貸出なし)	1set	204	小H 集音用マイク	3	304	マイクケーブル (6m)	10
105	マイクスタンド 2шт	C 4	142	平台・全数 (小H)	1set	205	小H インカム	1ヘア	305	マイクケーブル (9m)	10
106	マイクスタンド アーム	D 7	143	平台・大厚 (小H)	8	206	小H 床式マイクスタンド	C 3	306	卓上マイクスタンド	B 8
107	ドラムコード 30M (旧)	13	144	平台・大薄 (小H)	50	207	小H 脚立	E 1	307	床式マイクスタンド	C 4
108	ドラムコード 50M (旧)	7	145	平台・コーナー (小H)	2	208	小H 延長コード 全数209-213	1set	308	アークライフト (演奏者用)	D 8
109	ドラムコード 100M (旧)	6	146	フットベース (大)	2	209	小H 延長コード C-C (1m)	50	309	AVラックキー (097)	1
110	脚立 特大 3.0M	3	147	フットベース (中)	6	210	小H 延長コード C-C (3m)	20	310	以1号 AV車キー	1
111	脚立 大 2.0M(4.0M)	8	148	フットベース (小)	3	211	小H 延長コード C-C (5m)	10	311	以1号吊物物操作キー	1
112	ヘルメット (10-11歳用時必要)	25	149	ひな壇組立専用セット	1	212	小H 延長コード C-C (10m)	10	312	以2 ワイヤレスマイク	S 1
113	脚立 小 1.5M(3.0M)	E 1	150	仮設舞台専用セット	1	213	小H 分岐コード C-2C (2m)	15	313	以2 舞台吊り物キー	1
114	P.A.セット 大 (リヤカー)	1	151	文字幕	2	214	小H 延長コード各種予備品 ask	各100本程度	314	以多 共通 AV 機器キー	1
115	P.A.セット 小	2	152	K306用リモコン	1	215	接続 (延長) コード II-II	20	316	以多 共通 AV 機器キー	1
116	ハンドマイク (大) *	3	153	延長コード 1.0M (旧)	5	216	接続 (延長) コード II-II	20	317	以多 共通 ワイヤレスマイク	2
117	ハンドマイク (小)	1	154	延長コード 5M (旧)	10	217	接続 (変換) コード C-II	10	318	以2号タイプ型ワイヤレスマイク	1
118	カウンタ (数量カウンタ)	5	155	ワーキョレーター-延長コード付 (旧)	30	218	セラボルト	50			
119	メジャー 50M	3	156	HDMIケーブル(2M)	2	219	DF (スタジオ照明)	8			
120	メジャー 100M	2	157	ホルモップ	3	220	スタンドスポット	2			
121	プロジェクター	2				221	ペビースポット	6			
122	プロジェクター (総称機台版)	1									
123	スタンドスクリーン	1									
124	"* 付+北" (大)	47									
125	"* 付+北" (中)	16									
126	"* 付+北" - SUBWAY用	25									
127	測筒計	2									
128	大型看板 (付属品あり)	1									
129	金指風	2									
130	消光傘(Smart Fade)	1									
131	電機 *	10									
132	椅子 (パイプイス学生用) *	50									
133	経編 全 セット (新) A/B/C/D	1set									
134	経編 A セット (新)	1									
135	経編 B セット (新)	1									
136	経編 C セット (新)	1									
137	経編 D セット (新)	1									

以学館地下倉庫 保管備品			以学館西倉庫 保管備品			運搬用機材 (使用説明書を申請してください)		
No.	品名	数量	No.	品名	数量	No.	品名	数量
401	パーテーション (新)	59	501	高机 *	100	601	リヤカー (鉄製)	3
402	以多共通 机	8	502	椅子 (パイプイス学生用) *	200	602	リヤカー (アルミ製) 大	1
403	以多共通 椅子	18	503	脚置 (大)	5	603	リヤカー (アルミ製) 小	1
404	以多共通室内 ボード	2	504	脚置 (小)	2	604	台車 (備品運搬用) 大	2
405	以多ポータブルステージ	2	505	パーテーション (旧)	53	605	台車 (備品運搬用) 中	2
			506	パーテーション (旧) 金具・脚	65	606	平台車 (軽備品運搬用) 大	2
			507	パーテーション (旧) 金具・脚	44	607	平台車 (軽備品運搬用) 小	2
			508	ポリウレタンマット(クラブ使用)	7			

運搬用機材 (使用説明書を申請してください)		
No.	品名	数量
701	システムジョイントマット	100
702	エバマット	1
703	カラマツ (ブルー)	2

©About entering the vehicle and using electric power©

About entering the vehicle

The entry of the vehicle is not allowed unless it is deemed essential for carrying in and out of the package or other events by Welcome Events period. If the entry of the vehicle is necessary, University-wide Events Department will apply for the entry of the vehicle, but we ask each organization to apply for the entry of the vehicle before Welcome Events period. Also, please do not enter the vehicle without permission.

○ Power usage

If you need to use power for events, please fill out the "Power usage application" and submit it. You do not need to apply for power for the equipment provided in the classroom. Also, be careful that the circuit breaker will fall if the power consumption exceeds 1500 W per outlet or 2000 W per circuit.

*Please note that the power consumption of the entire WELFACE may not be available.

*The use of power unrelated to the event is not permitted for charging mobile phones. We appreciate your understanding. If you plan to use it, please apply for it.

◎About the guidance ◎

In order to facilitate the events process, we will provide very important explanations about the detailed flow of the day, precautions, prohibitions, and budget matters.

00 hours Thursday, March 28, Friday, March 29 14:00~15:00 (scheduled)

0 Conducted by zoom

Regarding the link, we will send it via official LINE the day before the guidance.

○ Two persons in charge of events and accounting

*If the person in charge of events and accounting cannot participate in the guidance, a person who fully understands the content of the plan can attend on behalf of the person.

*If you would like to attend on behalf of the person, please let us know by the official LINE the day before.

*If the person, including the agent, is unavoidably absent from the guidance, we will deal with it individually via zoom at a later date. In that case, please contact us via official LINE by the day before the guidance regarding your absence and the date and time you would like to deal with it individually.

[Events Approval Certificate]

After the guidance, you need to ask each organization to pick up the events approval certificate. This events approval certificate must be posted at the events place when the events is carried out. It is necessary to show that the events is approved, so please be sure to come and receive it. Anyone can come and pick it up.

00: Thursday, March 28, 29 (Fri), 30 (Sat), 31 (Sun), Monday, April 1

11:00~17:00

0: Place Student Hall 207

◎About budget

0 About budget aid

If the event is approved, you can receive budget aid from Student Union membership fee after approval. Even if you plan the same event at another campus, you must request budget aid for the items to be used at each campus. Please note that this is different from last year.

What is Student Union membership fee?

Student Union membership fee collects money from all Ritsumeikan University students as aid for extracurricular activities.

(v) Amount of assistance

40% of necessary expenses (maximum 100,000 yen)

Example 1) When necessary expenses are 50,000 yen

50,000 yen x 40%= 20,000 yen assistance

Example 2) When necessary expenses are 300,000 yen

100,000 yen assistance for exceeding the upper limit

○ Necessary expenses

Only the minimum necessary items are allowed for events. Therefore, items that are not related to the events itself or for which the budget calculation is ambiguous are not applied.

How to prepare a budget

① Please check the price of the items needed for the event. Please base the price of the items sold at the co-op. Please get an estimate and choose a supplier with a good price and quality. The price of an item by mail order such as amazon fluctuates a lot and the price may change around the approval of the budget, so unless you can buy the item only by mail order such as amazon, please buy it from a supplier such as ASKUL or a co-op where the price fluctuation is unlikely.

② Please refer to "Student Union membership fee Classification Table 2024" on page 29 to classify the items you need.

○ Purchase of goods

(Purchase period)

The budget is approved after the event is approved. University-wide Events Department will contact you if the event is approved.

*Under no circumstances will Student Union membership fee support goods purchased prior to approval.

*If you don't have a receipt, we can't help you. Please make sure to keep it.

◎Regarding the receipt ◎

・ Please make sure to write "Ritsumeikan University Student Union Welcome Events Executive Committee" as the address.

・ The date, the name of the company you are purchasing from (publisher name), and the publisher's seal must be written on the address.

・ However, please make sure that all items purchased, unit price, and quantity are written on the document.

・ Please make sure that the total amount is correct.

*In case there is a defect in the receipt, please have it corrected at the store that issued the receipt. Never correct it by the group itself.

*We cannot support the budget if there is no receipt or if the above precautions are not followed. Please be careful.

Example)

領収書
宛名 立命館大学学友会新歓実行委員会 様
2024 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 ⑩

*Receipts will be issued in Japanese.

○ Financial results

・ If you receive budget assistance, you need to attend the financial results guidance. Please be sure to have 2 people present here, the events manager and the accounting manager. We will contact you with the details of the guidance at the hearing.

・ If you are absent without permission from the guidance, the Budget Assistance will be cancelled in principle.

・ Items that require insurance in the plan are included in the necessary expenses.

- For items ordered by the contractor (leaflets, etc.), you need to submit the estimate of the contractor order at the hearing.
- However, with regard to leaflets, only leaflets with information on the group plan can provide budget support. If they contain the wording of the solicitation, they are not eligible for budget support. Thank you for your understanding.

©Withdrawal criteria table ©

2024 Student Union membership fee Withdrawal Criteria Table

expendable cost	Withdrawal allowed
Book expenses	Withdrawal allowed
Postage	Withdrawal allowed
Transportation expenses	Withdrawal allowed
Printing expenses	Withdrawal is possible (The contractor is Welcome Events Executive Committee's Permission required)
Royalty	Withdrawal allowed
Insurance premiums	Withdrawal available
Fees	Withdrawal allowed
Personnel expenses	Up to 5000 yen per person on campus Permission from Welcome Events Executive Committee is required on off-campus
Federation expenses	Withdrawal not possible
Accommodation expenses	Withdrawal not allowed
Equipment expenses	Withdrawals not allowed
Repair expenses	No withdrawals
Miscellaneous expenses	Withdrawal not possible

< FY 2024 Student Union membership fee Classification Table by Category >

Consumables expenses	Consumables and office supplies in general *PPC paper, envelopes, drawing paper, curatorial strings, line tape, parts, athletic lime, files, etc.
Book expenses	Books, CDs, DVDs, etc. *Professional books, newspapers, periodicals, maps, sheet music, etc.
Postage	Communication, Postage, and Shipping *Phone, Postal, Mail, Postcards, Stamps, etc.
transportation cost	transportation cost *money necessary for the movement of persons and goods in activities such as shuttle bus tickets, public transportation, taxis, and trucks for transportation
printing costs	printing costs related to what an organization issues externally *photocopy cards, campus photocopies, flyers commissioned by vendors, photo development fees, etc.
usage fees	the amount of money required to use facilities, rental equipment, and other items *the cost of using facilities, rental equipment, copyright fees, ticket registration fees, rental car fees, and so on
insurance fees	insurance premiums related to the event *recreation insurance, etc.
Fees	General fees * Transfer fees, handling fees, etc.
Personnel expenses	Personnel expenses *Expenses for inviting instructors, such as honoraria for instructors, accommodation expenses, and transportation expenses
Federation expenses	money paid to the Federation *contributions to the Federation (dues), participation fees, competition advertising fees, brochures, etc.
accommodation cost	accommodation cost *accommodation cost, training camp cost, clothing semi/epoch accommodation cost
equipment cost	general equipment *The judgment as consumables is generally based on the unit price of 10,000

	<p>yen, and the judgment is based on the nature of the consumables themselves. *PC-related items, shredders, shelves, desks, etc.</p>
<p>Repair expenses</p>	<p>Repair and maintenance of equipment *Cleaning fees, repair fees for musical instruments, etc. (Expenses for repair of damaged rental items shall be treated as miscellaneous expenses)</p>
<p>miscellaneous expenses</p>	<p>money related to a range of individual activities rather than group activities *medicines, playground equipment, food and drinks (Includes water, sports drinks and tea snacks), ceremonial occasions, tissues, uniform costumes, etc.</p>

©About the plan to invite professional talents and lecturers©

You can invite professional talents and lecturers by yourself only if it is deemed necessary to report the activities of the organization.

In doing so, complex tasks and knowledge are required as described below.

- Handling Problems
 - Notes on Negotiating and Contracting Guarantees
 - How to conclude a contract
 - Creating a security plan
-
- Also, an event that simply wants to invite professional talents and instructors may not be approved because it may lack the independence of the students.
 - Furthermore, if the event is not approved after the contract negotiation with the professional talents and instructors has started, a penalty may be charged.
 - Please consider whether inviting the professional talents and instructors to the event is really appropriate as a way to maximize the appeal of your organization, and what you want to convey in the event.

◎Corporate sponsorship ◎

○ Corporate sponsorship

It means asking for cooperation from organizations and companies outside the university. Major corporate sponsorships include the acquisition of sponsorship fees and prizes for advertising. However, since extracurricular activities are student-centered, they are not the place for corporate commercial activities. In order to ensure the independence of extracurricular activities and prevent confusion among new students, we will adopt a permit system by University-wide Events Department.

*The companies mentioned here are all outside organizations such as for-profit corporations and not-for-profit corporations. However, voluntary organizations belonging to Ritsumeikan University and voluntary organizations composed of undergraduate students of Ritsumeikan University are excluded.

*For-profit corporations and not-for-profit corporations whose purpose is determined to be religious or political indoctrination are deemed inappropriate and will not be allowed to sponsor companies.

*University-wide Events Department is not responsible for any problems that arise with the companies that sponsor companies.

○ Cautionary notes

When choosing a events site or waiting room, please check the following website.

All responsibility for damage to facilities and equipment associated with events will be borne by the organization concerned. Please note that University-wide Events Department does not accept any responsibility.

We do not take care of your valuables, so you have to manage them on your own. Please be careful when managing them. Please note that University-wide Events Department is not responsible for theft of valuables.

(x) Prohibited items

Any violation of the following prohibited items will result in cancellation of the event and severe punishment from Welcome Events Executive Committee and the University. In addition, if it is discovered after the event is over, it will also be punished.

- Damage to interior painting, walls, ceilings, etc., and the act of flooding the interior
- Use of firearms

- Use of adhesive tape that leaves residue on walls, glass, doors, ceilings, etc.
(If you are using tape, use curing tape or masking tape. No other tapes are available.)
- Damage to desks, chairs, and other equipment, and taking them out without permission
- Food and drink unrelated to the plan, food and drink without permission
- Unauthorized use of electricity (including charging mobile phones)
- unauthorized use of facilities
- changes in events hours, facility use hours, and events locations
- actions unrelated to the content of the plan
- other actions deemed dangerous by University-wide Events Department

○ Flow of corporate sponsorship

- ① Please read and confirm the "Corporate Sponsorship Guidelines" in detail.
- ② Please fill in the items of the Corporate Sponsorship Application Form and Corporate Sponsorship Pledge Form and submit the proposal.
- ③ Please submit the publicity materials for publishing corporate advertisements and the samples of prizes to be distributed as prizes on the official LINE. The deadline is until the hearing.
- ④ University-wide Events Department will confirm whether corporate sponsorship is appropriate at the time of the content review.

->Corporate sponsorship is permitted if the event is approved.

*Please note that even if an organization has received acceptance by the acceptance deadline, it will not be posted if a corporate sponsorship event is not approved during the acceptance period.

©Corporate sponsorship guidelines ©

[Sponsorship that organizations can receive from companies]

- Advertisement or creation fee for creating brochures and leaflets for events
- Provision of prizes to be used for giveaways in events
- Borrowing or providing free goods to be used in events
- Providing funds for events and operation

*However, if University-wide Events Department determines that the above sponsorship would impair the autonomy of students in events or cause the events to reach a scale greatly exceeding the scope of student activities, it shall not be accepted.

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

- Publication of the name of the company

Publication of the name of the company on posters, leaflets, brochures, HP, SNS, etc.

- Introduction within the plan

However, only students belonging to an organization can introduce companies.

- Exhibition of products to be used and distributed in the event
- Publication of advertisements in leaflets and flyers whose main purpose is to promote the event and to solicit organizations
- Distribution of samples as prizes

[What companies cannot do as compensation for sponsorship]

- Commercial activities for profit

Sale of goods on campus, contracts, etc.

- the act of a company appearing in a event and promoting the company
- the development of a corporate booth

the provision of a fixed location on campus for a corporation

- the conduct of a questionnaire

However, an exception shall be made if it is permitted by University-wide Events Department, measures the effects of corporate sponsorship, and the target is only the events participants.

- Job Offers Including Advertisements

The application applies to all job categories, not limited to specific ones.

- Real Estate Advertising

However, it is possible to declare only the names of companies.

- To have students wear company costumes (uniforms, etc.)

However, it is only possible to wear company costumes when it is necessary to do so for unavoidable reasons such as safety.

- Other items deemed inappropriate by University-wide Events Department

[Others]

• Distributions and media are limited to those with the permission of University-wide Events Department.

However, applications for corporate sponsorship, pledges on corporate sponsorship, and samples of distributions and media shall be submitted and reported to University-wide Events Department at the same time prior to publication.

• When applying in advance for permission for distributions and media, etc., even if the amount of advertising is less than the scope of permission described below, University-wide Events Department may issue warnings and warnings if it determines that the content is highly commercial.

• In principle, persons related to companies are prohibited from entering. However, only those organizations that have obtained permission from University-wide Events Department and applied to Office of Student Affairs are allowed to enter.

• Distribution of leaflets made by companies is prohibited. However, if the contents of the leaflets are considered by the organization itself, orders to printers are permitted.

• Distributions must be reported to University-wide Events Department prior to entry or printing.

Specific Scope of Permission

For the purpose of guaranteeing autonomy, the percentage of advertisements concerning companies to be posted shall be determined as follows.

●Poster (including leaflets) . . . Less than 1/2 of total

●Single-sided leaflets . . . Less than 1/2 of total

●Double-sided leaflets . . . Less than 1/2 of total

One-sided full-page display is not allowed

●Brochure . . . Less than 1/2 of the total

plus less than 1/2 of the front and back covers themselves.

●Pocket tissue . . . less than 1/2 of the total

The part with a design such as printing is the whole. In the case of sealing leaflets, etc., the regulation of pocket tissues is applied.

●The following scope shall be determined for corporate sponsorship of media such as video and audio.

• In the case of video . . . still images, the total area shall be 1/4 or less.

In the case of video, when the broadcast time is 30 seconds or less, the total area shall be 1/5 seconds or less, and when the broadcast time is longer than 30 seconds, University-wide Events Department shall judge the appropriateness. When a still image is displayed in a video,

the area of the still image shall be 1/4 or less of the total area of the screen, and when the broadcast time including the display of the still image is 30 seconds or less, the total area shall be 1/5 or less. In addition, when the broadcast time is longer than 30 seconds, University-wide Events Department shall determine the validity of the broadcast.

- When the audio . . . broadcast time is 40 seconds or less, the total time shall be 1/5 seconds or less, and when it is longer than 40 seconds, University-wide Events Department shall determine the validity of the broadcast time.

*For the video and audio, please bring samples and consult with University-wide Events Department at the hearing.

< Reason for setting specific permission range >

Media on paper: Basically set to less than 1/2 in order to secure space for organizations and to make the regulation line itself easy to understand.

Video and sound: This is to secure the scope of appropriate organization promotion. In addition, since it is considered to have a stronger influence than paper media, stronger regulations are enforced than paper media.

*In the case of articles used for other purposes, such as gifts or events, the total shall be 1/4 or less.

○ Cautionary notes

- In case of corporate sponsorship, please submit the "Corporate Sponsorship Pledge" to University-wide Events Department and obtain permission from University-wide Events Department.

- Due to responsibilities, only organizations belonging to the alumni association are allowed to sponsor companies.

- The same rules apply to venture companies whose corporate activities are led by Ritsumeikan University undergraduates, so please make sure to follow the application procedure when accepting sponsorship.

- If it is difficult for each organization to make a decision about corporate sponsorship, University-wide Events Department will make the decision.

©Rules on Personal Information ©

(Purpose)

Article 1

The purpose of these Terms is to protect personal information obtained by University-wide Events Department (The following are the divisions:) in the course of its activities.

(Definitions)

Article 2

In these Terms, personal information refers to personally identifiable information about an individual, such as name, address, date of birth, telephone number, e-mail address, and student ID number.

(Responsibilities)

Article 3

The Division shall be responsible for compliance with this Code regarding the protection of personal information.

(Manager)

Article 4 The General Manager of the Division shall be appointed as the person responsible for the acquisition of personal information protection in the Division.

Article 5 The person responsible for the management shall instruct and supervise the members of the Division to comply with these Terms.

(Safety Management)

Article 6

The Division shall maintain strict control to prevent access to personal information from third parties.

(Purpose of Use)

Article 7

The Division shall use personal information only for operations necessary for events or events and operation in Welcome Events period.

(Disposal)

Article 8

The Division will dispose of personal information as soon as possible after all operations specified in the preceding Article are completed.

(Provided by third party)

Article 9

The Division shall not provide personal information to third parties.

Article 10

Notwithstanding the preceding Article, the Division may provide personal information to third parties in any of the following cases:

1. With the consent of the provider
2. When the police or the court requests disclosure of information related to the investigation of the case
3. Cases based on laws and regulations

◎List of submitted documents ◎

< Required documents to be submitted >

- Proposal (Word)
- Application for use of facilities and equipment (in the proposal)
- Pledge (in the proposal)
- List of event executors (Excel)
- Budget worksheet (Excel)
- Group events leaflet for distribution of new students (Word)

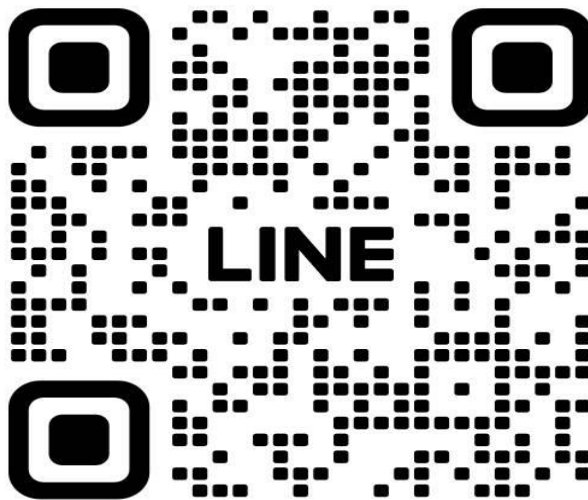
< Documents to be submitted as necessary >

- Application form for corporate sponsorship (within the proposal)
- Pledge form for corporate sponsorship (within the proposal)
- Vehicle acceptance notification

< Precautions >

Please make sure to submit it within the application period. If you cannot submit it in time, we will accept it if you let us know in advance that the submission will be delayed with an appropriate reason. Please note that we will not accept any late submissions without prior notice.

Contact information ([click here for pre-application inquiries](#))



Even before applying, please contact us on the basic official LINE.

In case of emergency, we can accept it by email.

E-mail address: info@r - circle.net

*In the case of e-mail, please send it after confirming that the subject line is "2024 Welcome Events period Kinugasa Group Plan."

We look forward to your application!!

Publisher: Ritsumeikan University Student Union Central Administrative Office University-
wide Events Department