

AY2024 Welcome Events Period OIC Group Leaflet Recruitment Booklet

Date and time

April 3 (Wed), April 4 (Thu)

Reception period

March 13 (Wed) – March 24 (Sun)

Contact: Ritsumeikan University Student Union Central
Administrative Office University-wide Events Department OIC
Public Relations Division
LINE Official Account



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

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Please do not skip over this information,
as it is all important for the contactless
distribution of club leaflets

◆ About the contactless distribution of club leaflets◆

During the Welcome Events Period AY2024, we will be the contactless distribution of club leaflets. In this event, students will have access to leaflets placed on classroom desks. The purpose is to disseminate information about the organization to new students, new sophomores, etc. The event will be held on the day of the Welcome Festival in Room 7 and 8 on the 1st floor of Building A in the OIC. To accomplish this, we would like organizations to provide us with your leaflets.

*This project is not related to the distribution of leaflets at other campuses.

【Date & Time】 April 3 (Wed), April 4 (Thu) 11:00~14:00

【Location】 OIC Building A, 1st Floor, Room7, Room8

- * The time and location of the event are subject to change.
- * We plan to distribute it every two days, but if the number of applicants exceeds the expected, it may be distributed only for one day. Thank you for your understanding. (When deciding the distribution date, we may refer to whether the circle booth of the relevant organization will be exhibited, and the date of the exhibition.)

★ Target Organizations

- Ritsumeikan University Student Union affiliated organizations
- Undergraduate Projects organizations
- Other organizations recognized by the university

* Voluntary organizations are not eligible to apply.

*The group manager and deputy group manager must be undergraduate students at Ritsumeikan University. (Please do not concurrently serve as the person in charge of stage planning.)

(1) Acceptance and checking of club leaflets

Group leaflets are accepted only through **Google Forms**. Please note that we will not be accepting applications face-to-face this year.

Reception period: **March 13 (Wed) - March 24 (Sun)**

Leaflet check period: March 13 (Wed) ~ March 25 (Mon)

◎ Flow of reception and flier's check

(1)

Please add the official LINE from the QR code on the cover or the URL below.

<https://lin.ee/H7lpcUk>

From the URL attached to the official LINE message, enter the necessary information (organization name (official name), group manager (Please do not concurrently serve as the person in charge of stage events.), Fill in the name, student ID number, campus e-mail address, telephone number, etc. of the deputy manager / group leaflet creator,

Please attach the **PDF file (A4)** of the group leaflet and go to reception.

(2)

After confirming the reception, we will conduct a group leaflet check. The Ritsumeikan University Student Union Central Administrative Office University-wide Events Department (hereinafter referred to as the "University-wide Events Department") will check whether the following prohibited items are listed in the group leaflet check.

Prohibited items:

- E-mail addresses other than the university's e-mail address and the contact information in the name of the organization, other contact information (e.g. Personal phone number, social media account, etc.)
- Corporate Sponsorship
- Discriminatory expressions and expressions that are offensive to public order and morals

- Content that contains religious or political claims
- Other content that the Ritsumeikan University Student Union Welcome Events Executive Committee (hereinafter referred to as the Welcome Events Executive Committee) and the University-wide Events Department deem inappropriate.

(3)

The results of the group leaflet check will be contacted by LINE. Therefore, please make sure that you do not miss the outcome.

If the leaflet is approved:

You will be required to submit the final submission of the group leaflet. Please refer to “(3) Final submission of group leaflets” (p.7).

If the leaflet is disapproved:

You will need to modify the leaflet. Please refer to “(2) Amendment and resubmission of group leaflets” (p.6).

(2) Amendment and resubmission of group leaflets

If you find a part that needs to be corrected in “Group leaflet check” and you do not receive permission, please correct it, and resubmit it to the Google Form for resubmission sent from the official LINE. Perform a leaflet check again.

For the flow of the leaflet check, please refer to “(1) Acceptance and checking of club leaflets” (p.5).

Amendment submission: March 13 (Fri) - March 27(Wed)

- * To protect fairness, even if an organization has completed the application by the application deadline, if the revised leaflet is not resubmitted within the above period, it will not be posted. Please submit with plenty of time to spare.

(3) Final submission of club leaflets

If permission is granted to place and distribute by “(1) Group leaflet check” or “(2) Amendment submission of group leaflet”, **March 29 (Friday) - March 31 (Sunday) 10:00 - 17:00 each day at the Student Lounge on the 3rd floor in OIC Building A.**

Please print out the group leaflets to be distributed and bring them with you.

Final submission deadline: **March 31 (Sun) 17:00**

Student Lounge on the 3rd floor of Building A

Belongings: **Approved group leaflet**

* The maximum number of copies that can be placed and distributed is **150 copies**.

* If you change the contents of the leaflet that has been approved for distribution, we may not be able to receive them.

(4) About replenishing club leaflets on the day

When your group leaflets run out of stock, we will contact you via **our official line**. Once you are contacted, **please come to Room7 or Room8** with your new leaflets. *We will let you know which room it is in when you submit your final acceptance.

- * The person in charge will confirm the contents of the leaflet. If they are different from previously submitted ones, you will not be able to receive the brochure.
- * The maximum number of copies that can be replenished is **150 copies**.
- * Replenishment of leaflets will be carried out by the University-wide Events Department.

[Layout diagram] * Subject to change.



▲・・・Venue

◆ Terms of use regarding personal information ◆

The following are as set forth by the Special Division.

(Purpose)

Article 1

The purpose of this agreement is to protect personal information acquired by the University-wide Events Department (The following are the Department) during its activities.

(Definition)

Article 2

For the purposes of these Terms, “personal information” refers to information that can identify an individual, such as name, address, date of birth, telephone number, e-mail address, and student ID number.

(Responsibilities)

Article 3

This department is responsible for complying with this agreement regarding the protection of personal information.

(Person in charge)

Article 4

As the person responsible for the acquisition of personal information protection in this department, the general manager of this department shall be appointed as the person in charge of managing.

Article 5

The manager shall instruct and supervise the members of this department to ensure that they comply with these terms.

(Safety Management)

Article 6

This department will strictly manage personal information so that it will not be viewed by third parties.

(Purpose of use)

Article 7

This department will use personal information only for operations necessary for planning or planning and operating during the Welcome Events Period.
(Disposal)

Article 8

This department shall promptly dispose of personal information after all the operations stipulated in the preceding article have been completed.
(Provision for third parties)

Article 9

The department will not provide personal information to third parties.

Article 10

Notwithstanding the preceding article, in any of the following cases, the department may provide personal information to a third party.

1. When consent is obtained from the provider
2. When there is a request from the police or a court for disclosure of information related to the investigation of the case
3. When required by law

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