Grounds Use Process for SGA Election Candidates
Flyers/Campaign Events
February 11, 2016 – via The SOURCE

The process for submitting a Grounds Use Permit for SGA Campaigning can be facilitated in two ways:

1. **Student Organizations** - If a student organization is sponsoring a campaign event or sponsoring the distribution of flyers, etc. for a particular candidate, then they will need to refer to The SOURCE website and the Student Organization grounds use process. This is facilitated through an online application form submitted from the organization page of the individual. An individual who has been Event Smart trained and who has ACCESS to submit events on behalf of their organization should submit the request. More information can be found about this process at [https://thesource.ua.edu/event-smart](https://thesource.ua.edu/event-smart).

2. **Individual Candidates** - If you are an individual candidate who wishes to register to campaign with flyers not affiliated with a Student Organization, then you will need to submit your request for grounds use using the following link: [https://ua.collegiatelink.net/form/start/48424](https://ua.collegiatelink.net/form/start/48424). By completing this form, we will submit your information to Grounds and they will review details for processing and approvals.

There is a very short window between now and the Spring 2016 campaign season. Please submit your requests **ASAP** to allow for processing and consideration for campaign activities. We would advise that you try to plan ahead and submit all dates at once for campaign related activities. Should you need assistance with this process as either a student organization or individual, please contact The Office of Student Involvement ([sileadership@sa.ua.edu](mailto:sileadership@sa.ua.edu); 205-348-6114; 3610 Ferguson Center).