1. Go to the following website and select from the Student Organizations menu “Program Planning/Permit” and then enter you gatorlink username and password and then choose “Mayors Council” (most of you should only have this option):
https://www.union.ufl.edu/involvement/index.asp
2. Once you have logged in you will then click on “Start a new program permit”.
3. Read and sign by typing your name and then click submit.
4. Fill in the windows. “Event Name” – use the same name as the SAR you submitted. “Event Description” copy and past from the SAR as well. Select the appropriate “Event type” and “Category”. Once you have filled the boxes click on next.
5. You will need to add the Events date and time. If your event is a recurring event you will need to add each date that the event will be held. Once completed click on next.
6. Enter your contact information and click next step.
7a. Normally events are not co-sponsored. Do not need to include Housing. List audience that will attend. We do not charge for our events and we do not do fundraisers. Click next step.
Are you charging admission or a registration fee to UF students, faculty and staff?

☐ No
☐ Yes, specify fee: __________________________

Are you charging admission or a registration fee to the community?

☐ No
☐ Yes, specify fee: __________________________

Is this a fundraiser?*

☐ No
☐ Yes, answer below

Are you?

☐ Selling Tickets?
☐ Penny Voting?
☐ Accepting Donations?
☐ Selling a product? specify: __________________________

How much do you plan to collect? $ __________________________

Money will be used for what?

☐ Charity? specify: __________________________
☐ Educational Purpose? specify: __________________________

Fundraising/Solicitation

Registered student organizations may not engage in sales and fundraising projects unless the proceeds from such sales and projects are used for educational, charitable, or philanthropic purposes. Raffles are prohibited by state law. Fundraising events are subject to state statutes for commercial activity. For clarification or ideas on fundraising activities, please see the staff of the Center for Student Activities & Involvement.

More info at: http://regulations.ufl.edu/chapter4/
8. Events needs normally do not apply to us. Click next step.
9. Fill if it applies to you. Click next step
10. If you will use funds to buy food, you'll have to make sure it is from authorized catering. However, if you are buying ingredients and cooking you'll need to specify that you'll be cooking for Mayor's council members (All graduate housing students and families). Click next step.
11. Include information of instructor/performer/lecturer. You can copy information from the SAR you submitted. Click next step.
12. You the permit. Check information, Congrats!

**Program Permitting**

**Permit Form: International Vegetarian Cooking Class**

| Step 9 of 9: Validation | MAYORS COUNCIL |

**Step 1: Event Information**

**Name:** International Vegetarian Cooking Class

**Type:** Speakout/Demonstration

**Description:** This workshop will be a participatory, hands-on class in which UF students can learn how to assemble simple yet sumptuous vegetarian meals. This is the first class from a series of 5 classes. Funds will be used to buy menu items from local grocery stores for each class. Classes will be held on Tuesdays 7pm at Tanglewood's common room. Each class will feature a dish inspired by different regions around the world. The instructor, Alysia Radder, has been a vegetarian for over ten years with 8 years experience working in vegetarian restaurants and cafés around the world.

**Website:**

**Step 2: Times and Locations (5 location(s) defined)**

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Attend.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>TUE, 9/21/2010 7:00:00 PM</td>
<td>7:00 PM to 8:30 PM</td>
<td>15</td>
</tr>
<tr>
<td>Other</td>
<td>TUE, 9/28/2010 7:00:00 PM</td>
<td>7:00 PM to 8:30 PM</td>
<td>15</td>
</tr>
<tr>
<td>Other</td>
<td>TUE, 10/5/2010 7:00:00 PM</td>
<td>7:00 PM to 8:30 PM</td>
<td>15</td>
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<tr>
<td>Other</td>
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<td>7:00 PM to 8:30 PM</td>
<td>15</td>
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<tr>
<td>Other</td>
<td>TUE, 10/19/2010 7:00:00 PM</td>
<td>7:00 PM to 8:30 PM</td>
<td>15</td>
</tr>
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</table>

**Step 3: Contact Information (1 contact(s) defined)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerardo Celis</td>
<td>352-328-5031</td>
<td><a href="mailto:celi@ufl.edu">celi@ufl.edu</a></td>
</tr>
</tbody>
</table>

**Step 4: Affiliations and Fundraising**

**Co-Sponsored?** No

**Are you charging UF Students, Faculty, Staff?** No