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| YOZGAT BOZOK UNIVERSITY | DEPARTMENT OF HEALTH, CULTURE AND SPORTS   | Document No: KYT-İAŞ-070            |
|                         | STUDENT CLUBS EVENT REQUEST WORKFLOW CHART | Publication Date: 02/01/2019        |
|                         | CULTURAL AND SOCIAL ACTIVITIES MANAGEMENT  | Revision No / Date: 01 / 14/01/2023 |

## YOZGAT BOZOK UNIVERSITY

### Department of Health, Culture and Sports

#### 1. Purpose and Scope

This workflow chart defines the operational procedures and responsibilities for the submission, preliminary review, committee evaluation, official approval, coordination, execution, and post-event reporting of all social, cultural, scientific, and sports activities conducted by registered Student Clubs at Yozgat Bozok University.

#### 2. Process Steps (Workflow)

| Step | Process Step                            | Description & Responsibility                                                                                                                                                                                         | Related Documents                                                                                                                           | Responsible Unit                  |
|------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 1    | Creation of Event Request & Application | The President and Academic Advisor of the Student Club complete the required forms and attachments at least 15 days prior to the event date and submit them to the Department of Health, Culture and Sports (SKSDB). | <ul style="list-style-type: none"> <li>KYT-FRM-070 (Event Request Form)</li> <li>Program Schedule</li> <li>Poster / Visual Draft</li> </ul> | Club President / Academic Advisor |

| Step | Process Step                                  | Description & Responsibility                                                                                                                                                                                                                                                                                                                                            | Related Documents                                                                   | Responsible Unit                      |
|------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------|
| 2    | Document Control & Preliminary Review         | SKSDB Cultural Branch personnel review the submitted documents for completeness, accuracy, and regulatory compliance. If documents are missing, the club is notified; if complete, the request is placed on the committee agenda.                                                                                                                                       | KYT-FRM-070                                                                         | SKSDB Cultural Branch                 |
| 3    | Evaluation by the Culture and Art Committee   | <p>The Culture and Art Committee evaluates the event request from pedagogical, cultural, legal, and administrative aspects.</p> <ul style="list-style-type: none"> <li>• <b>If Rejected:</b> Reasoned decision is formally communicated to the club, ending the process.</li> <li>• <b>If Approved:</b> Submitted to the Rector's Office for final approval.</li> </ul> | Committee Decision Minutes                                                          | Culture and Art Committee             |
| 4    | Rector's Office Approval                      | The event request approved by the committee is submitted to the Rectorate for final official authorization. Unapproved requests are communicated to the club.                                                                                                                                                                                                           | Official Approval Letter                                                            | Rectorate / SKSDB                     |
| 5    | Preparation & Coordination with Support Units | Following Rectorate approval, hall allocation, transportation/vehicle support, poster printing, media announcements, and technical equipment requirements are coordinated with respective units.                                                                                                                                                                        | Hall Allocation / Support Request Letters                                           | SKSDB / Relevant Administrative Units |
| 6    | Execution of the Event                        | The event is conducted in compliance with the approved program flow, university regulations, and campus safety standards.                                                                                                                                                                                                                                               | Approved Event Schedule                                                             | Student Club                          |
| 7    | Post-Event Reporting & Documentation          | Within 7 business days following event completion, the event report, participant lists, and high-resolution media visuals must be submitted to the Cultural Branch.                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• KYT-FRM-144 (Event Report Form)</li> </ul> | Club President / Academic Advisor     |

| Step | Process Step | Description & Responsibility | Related Documents                                                           | Responsible Unit |
|------|--------------|------------------------------|-----------------------------------------------------------------------------|------------------|
|      |              |                              | <ul style="list-style-type: none"> <li>Photos / Visual Materials</li> </ul> |                  |

### 3. Related Documents and Quality Forms

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**KYT-FRM-070:** Student Club Event Request Form [cite: 1.1.1, 2.1.1]
- **KYT-FRM-144:** Student Club Event Report Form [cite: 1.1.1]
- **KYT-FRM-069:** Student Club Establishment / Update Request Form [cite: 1.1.1]

### 4. Distribution and Archiving

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All approved workflow forms, committee decisions, and post-event reports are archived both digitally and physically in the SKSDB Cultural Branch archives and logged into the Quality Management System (KYS) portal.