



The Office of Government and Community Relations

Coordination of Campus Events for Elected and Government Officials

The Office of Government and Community Relations is passionate about fulfilling its mission to advocate for, and promote, the important role of OU and all institutions of higher education to the future of our region, state, nation and world. Enhancing awareness of that role among state, local and federal government officials, as well as various organizations, are crucial to this mission. The office serves as a liaison to these individuals, their staff and constituents, and is the lead in establishing and maintaining mutually beneficial relationships and partnerships. A key task is to coordinate and facilitate campus visits by government officials and members of their staff.

The guidelines below have been developed to ensure that elected officials and other dignitaries who visit Oakland University have the best possible experience, and that students, faculty and administrators receive the maximum benefit of each visit. As such, appropriate protocols must be followed when hosting these visits to ensure scheduling, parking and other logistical needs are handled properly.

To better coordinate campus visits by government officials and dignitaries, and to maximize the campus-wide benefits of such visits, the following guidelines are being implemented effective immediately:

Invitation Protocol

- Prior to extending an invitation to such officials, a faculty or staff member should consult his/her department head and the Vice President for their division.
- Student organizations should consult with the Vice President for Student Affairs and Enrollment Management prior to extending an invitation to an elected or government official.
- If a decision is made to extend an invitation to elected and government officials or other dignitaries, the Office of Government and Community Relations must be consulted.
- Planning early is important for scheduling purposes that include inviting the President or Provost to welcome elected or government officials to Oakland University.
- Seating for the event should be coordinated with the Office of Government and Community Relations.

Security

When confirmation has been received that an elected official or other dignitary will be on the University campus, the event coordinator must contact the Oakland University Police Department (OUPD) for security reasons and to reserve parking as appropriate. The name(s) and title(s) of the official(s) should be provided to OUPD along with information about the type, model and color of the car in which they will be arriving.

Food/Gifts

If you are providing food/gifts to elected officials, please consult with the Office of Government and Community Relations to ensure you are within the monetary thresholds permitted by state law.