

Frequently Asked Questions

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1. What if our student organization is planning an event that requires financial support from QF?

Please fill in the [Funding Request Form](#) and submit it in any way convenient to you. Feel free to deliver it to your Campus Life Advisor or e-mail it to campuslife@qf.org.qa. Remember, the form should be submitted at least 7 working days prior to the event to insure enough time to get approval on the request and process payments on time.

2. What if our student organization is planning an event that requires catering?

We provide several different pricing ranges for food and set-up options to accommodate your needs. Please fill in the [Catering Request Form](#) and e-mail it as an attachment, fax, or deliver it to your Campus Life Advisor. Each request should be made at least 2 weeks prior to the event to insure enough time for approvals and all arrangements to take place. In case of any changes with regard to the event, please update your Campus Life Advisor ASAP so that they could make the necessary revisions.

Please remember that if your catering request is under 10,000 QR, that will make it easier for us to meet your needs in a shorter period of time. If it exceeds that limit, the process requires additional approvals and therefore requires a longer period of time.

NOTE: In order to avoid duplications and for better communication purposes, one student should be assigned as a focal point from your student organization to deal with catering requests. Please make sure this person has his/her full contact information on the e-mail.

3. What if our student organization is holding an event inside or outside Education City that requires transportation services?

Send an e-mail to qftransport@qf.org.qa copying Mr. Lubino Soares / Transport Supervisor (lsoares@qf.org.qa) and also your Campus Life Advisor. Please mention all of the important details regarding the event including: date, time, destination, and number of passengers. If the destination is not well-known, try to provide a map and attach it to the e-mail. The request should be sent at least 7 working days prior to the event if the number of passengers is more than 20. If it is less than 20 passengers, 2 working days should be adequate. If there are any changes with regard to the information you provided, please update Mr. Lubino ASAP so that he could make the necessary adjustments.

NOTE: One student should also be assigned as a focal point from your student organization to deal with transportation requests in order to avoid duplications and for better communication purposes. Please make sure this person has his/her full contact information on the e-mail.

4. What if our student organization is planning an event that needs signage or other services like providing dustbins, functional toilets, etc.?

Send an e-mail to helpline@qf.org.qa and copy your Campus Life Advisor. Please be very specific in your e-mail about what you need with regard to: event, date(s), location, items needed and quantity, etc. The request should be sent at least 7 working days prior to the event. If any of the information you provided should change, please update Helpline ASAP so that they could communicate the necessary adjustments.

NOTE: As always, one student should also be assigned as a focal point from your student organization to deal with all Helpline requests in order to avoid duplications and for better communication purposes. Please make sure this person has his/her full contact information on the e-mail.

5. What if our student organization would like to request media coverage for an event?

First contact your Campus Life Advisor who will coordinate with the supporting public relations team within the Education Division and Public Relations Directorate. Please submit your request via e-mail with details regarding what type of coverage you are seeking (television, newspaper, etc.) at least 7 working days prior to the event. If any changes with regard to information about the event occur please update your Campus Life Advisor ASAP so that he/she could communicate the necessary adjustments.

6. What if our student organization would like to publish a press release about an event?

Discuss with your Campus Life Advisor prior to the event or shortly thereafter. He/she will put you in contact with the Education Division's External Affairs Coordinator who can help you write the press release and distribute it to local media. Be sure to provide your Campus Life Advisor with a draft of the press release **before** it is distributed. If requested by the news agency, your Campus Life Advisor will also issue an official QF acknowledgment letter verifying your organization's registration status.

7. What if our student organization would like to collect donations for charity or participate in fundraising?

Always visit with your Campus Life Advisor before collecting any donations or engaging in collective fundraising. Regarding donations, it is always better to involve either Qatar Charity or Eid Charity (both are recognized by the government) to oversee the collection of donations and delivery to the appropriate agency. Regarding fundraising, organizations must gain prior approval for any fundraising initiatives to insure adherence to important fundraising guidelines.

8. What if our student organization is receiving a donation or funding from another party to be used for organizational purposes?

Please ask the donating party to issue a check to Qatar Foundation referencing your organization's name and deliver it to your Campus Life Advisor. Your advisor will then deposit the donation into an account under your organization's name and will help monitor and arrange distribution of those funds for organizational activities and events.

9. How do we reserve space for an event within Education City?

The many different buildings and public spaces within Education City are managed by different parties. For reservations please refer to the information below. Remember to reserve the area as soon as possible because facilities are limited. You may want to consider a back-up option in case your first choice is not available. Please be sure to copy your Campus Life Advisor on any e-mail requests and mention him/her as your QF contact.

☞ **VCUQ** : Contact Ms. Margarita Zuniga : mzuniga@qatar.vcu.edu

☞ **TAMUQ** : Contact Ms. Elissar El-Akra : elissar.el-akra@qatar.tamu.edu

☞ **WCMCQ** : Contact Mr. Michael Vertigans : miv2008@qatar-med.cornell.edu

☞ **CMUQ** : Contact Mr. Ray Corcoran : rayc@qatar.cmu.edu

☞ **LAS building**

-ABP Areas:

Contact Mr. Bob Lamb : blamb@qf.org.qa

-GU SFS Areas:

Contact Ms. Maya Primorac : mtp6@georgetown.edu

-QF Areas (public spaces within the building like hallways, courtyard, etc.)

Email your request to Helpline at helpline@qf.org.qa and be sure to copy your Campus Life Advisor

☞ **Ceremonial Court**

Contact information has not yet been finalized for this space so please contact your **Campus Life Advisor** who will forward the request on.

☞ **Recreation Center**

-Indoor Facilities:

Gyms - Squash Courts

Can be booked downstairs with Security

Activity Room - Studio - Gymnastics Hall

Can be booked by the Facility Coordinator / Yolande Du Toit in person, by e-mail: ydutoit@qf.org.qa or by phone 4540768

-Outdoor Facilities

Basketball Courts - Tennis Courts - Football Pitches

Can be booked downstairs with Security

-Aquatic Facilities

These facilities can not be reserved since they have set hours. Open hours can be found on the notice boards in the Recreation Center.

10. How can we get in contact with QF Campus Life staff members?

You are always welcome to visit our offices located in Porta Cabin #4 during normal business hours, email campuslife@qf.org.qa, or contact us individually using the contact information listed below.

Curt Kenoyer

Campus Life Coordinator

Campus and Residence Life

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Student Activities Officer

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Student Activities Officer

Campus and Residence Life

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