



REMINDER

KENYATTA UNIVERSITY
DIRECTORATE OF STUDENT AFFAIRS
INTERNAL MEMO

FROM : Director Student Affairs DATE: 22nd September, 2017
TO : THE STUDENT COMMUNITY
REF : KU/DSA/STUD. GEN/VOL.III/030/38

SUBJECT: GUIDELINES ON INVITATION OF OUTSIDERS TO STUDENT
ACTIVITIES/FUNCTIONS

In the recent past it has become a habit for Association/Club officials, groups of students and even individual students to invite outsiders to the University for one or other function/activity. Most of the time these invitations are done without knowledge of the Association/Club Patrons and without informing the Director, Student Affairs. Some of the outsiders happen to be senior citizens who are public figures whose invitation by students ends up causing serious protocol concerns.

In the light of the above, patrons and officials of registered clubs and associations are asked to take good note of the following:

- i) No student or group of students has the capacity and authority to invite an outsider or outsiders for functions on campus before consulting with the entity patron and/or Director, Student Affairs.
- ii) All such invitation to outsiders shall be done by the Patron or School Dean in consultation with the Director (Student Affairs) and/or the Vice-Chancellor's office.
- iii) Invitations to outsiders will have to be approved not less than two weeks before the activity/function.

All officials, Patrons and other University Officers are expected to observe these guidelines to avoid inconvenience.

DR. EDWIN GIMODE
DIRECTOR, STUDENT AFFAIRS

cc.	Vice-Chancellor	Club/Association Patrons
	DVC-Administration	Director, Security
	DVC-Academic	Club/Association officials
	Registrar Administration	Directors of Campuses
	Registrar Academic	President KUSA
	Deans of Schools	Patrons & Clubs/Associations

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