



ASSOCIATED STUDENTS OF SEATTLE PACIFIC UNIVERSITY

CLUB HANDBOOK 2023-2024

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INTRODUCTION

The student groups, which have been created following practical steps, operate on campus at the discretion of the University and are governed by ASSP and the Office of Student Involvement and Leadership.

Members of student groups, just like all the other students, must follow all the rules, restrictions, guidelines, and procedures specified in the Seattle Pacific University Student Handbook and this Club Handbook.

This handbook is meant to help recognized student groups prepare and run efficiently. The many sections of this guidebook include information concerning ASSP public recognition, finance, marketing and advertising, facilities, and much more. Use this handbook, distribute it among group members so that everyone understands the protocols, and let us know how we can improve it to better serve you.

All info in this book is for academic purposes only and is subject to revision. New content or modifications to this handbook will be communicated to student group officers through ASSP and/or email. Contact the ASSP Club Officer or the Office of Student Involvement and Leadership in the 3rd Weter for further information or help.

OFFICE OF STUDENT INVOLVEMENT AND LEADERSHIP

As co-educators, the Office of Student Involvement and Leadership prepares students for lifelong success by providing experiences and resources that foster community, learning, and leadership.

Director: Susie England Becker

- Supervises the OSIL department
- Advises the ASSP Student Government, Finance and Allocation Board, and Cabinet, ASSP Vice President, ASSP Senate, and the Constitutional Advisory Board.

Assistant Director: Kevin Deschler

- Oversees Student Activities Programming, off-campus behavior, Orientation, and Intramurals.
- Advises ASSP Media, STORP (Student Union Board and Outdoor Recreation Program).

Campus Program Coordinator: Jalá Harper

- Manages Collegium and Commuter programs, and Student Groups.
- Advises Commuter Council, ASSP Operational Officer, ASSP Club Officer, Committee for Student Clubs.

Graduate Assistant: Monique Ticzon

- Oversees ASSP financial operations, Finance Board, and advises ASSP Financial Officer.

ASSOCIATE STUDENT OF SEATTLE PACIFIC UNIVERSITY

Mission Statement: We, the students of Seattle Pacific University, to further a spirit of community, commit to ensuring a voice in institutional affairs, and promote an atmosphere conducive to individual and corporate growth with a Christ-centered perspective.

We commit to supporting and challenging our fellow students and the University through intellectual inquiry, exploration of the Christian faith, respect and recognition for all people and cultures, and service to the community and world. - *Preamble, ASSP Constitution*

ASSP President: - assp-president@spu.edu

To represent the general student population and the Senate's issues to the University administration and the Board of Trustees; to manage all elements of the ASSP through the Vice Presidents' offices.

ASSP Vice President: - assp-vpexec@spu.edu

To oversee all aspects of the Senate's operation; to assure active student participation on institutional committees; to help the President in resolving student issues.

ASSP Campus Ministries Officer: - assp-vpcm@spu.edu

To represent the student body's needs to Campus Ministries, as well as Campus Ministries to the ASSP Senate and other constituents.

ASSP Intercultural Affairs Officer: - assp-vpia@spu.edu

To initiate, organize, and coordinate diverse activities within the ASSP per Biblical reconciliation, as well as to serve as a student resource for diversity efforts within the SPU community.

ASSP Financial Officer: - assp-treasurer@spu.edu

Overseeing the budget and financial operations of ASSP clubs, as well as facilitating student representation in University finances.

ASSP Club Officer: - assp-clubcoordinator@spu.edu

To supervise campus events and give further assistance to ASSP Registered Student Organizations.

ASSP Operations Officer: - assp-prm@spu.edu Oversee ASSP services; act as a bridge between the student body, ASSP, and the community. Oversee the ASSP Office's operations and oversee the Webmaster, Office Assistants, and the ASSP Newsletter.

ASSP Publicist: - assp-prm@spu.edu

Works to create advertising campaigns with the Officer of Operations to represent student events on campus.

SENATE

Senate is a group of well-informed students who work hard to reflect the interests of their constituents in an open forum where new ideas are carefully explored. The body encourages connection between students and Seattle Pacific University's administration, faculty, and staff.

All SPU students pay a Student Activity Fee, which supports student-led social, cultural, educational, and ministry programs, student services, student publications, and leadership and engagement opportunities. All ASSP financial duties are overseen by the Student Senate. The Student Activity Fee is available to Registered Student Organizations, including clubs, for operational and programming expenditures. The Committee for Student Clubs has been assigned by the Senate with initiatives and financing that directly benefit Seattle Pacific University students.

COMMITTEE FOR STUDENT CLUBS (CSC)

Mission Statement: To support SPU clubs in moving ahead in a direction of unity by listening to club issues, questions, and uncertainties; seeking to assist clubs in finding answers; and, eventually, becoming effective and sustainable, thriving on SPU's campus.

The purpose of this committee is to interact with all clubs and fulfill their needs; to examine club creation, operation, and registration; to review requests for club financing and event suggestions, and to keep clubs responsible for all university and ASSP rules.

- Reviews all things involving club responsibility, recognition, and continuation.
- Votes to accept or refuse funding applications and program request forms.
- Holds quarterly informational sessions with club leaders about available ASSP resources, club registration, and the ASSP budget schedule
- Communicates with clubs regularly to verify compliance with the principles outlined in this document. Works to advocate for and assist all campus groups.
- Every quarter, CSC meets once a week. Check your email from the Club Officer for precise hours and places.
- To be included in the agenda for the next week, all program request forms MUST be received the week before a CSC meeting
- If you have any concerns about CSC or the club procedure, please email the ASSP Club Officer at ASSP-ClubCoordinator@spu.edu and cc their advisor on every email.

CSC Chair & Club Officer: Faith Boulom - ASSP-ClubCoordinator@spu.edu

ASSP Financial Officer: Evan Teigland - ASSP-Treasurer@spu.edu

CSC Staff Advisor: Jalá Harper - Campus Program Coordinator, OSIL

ASSP Senator - (May change quarter to quarter, please visit the ASSP Club Engage page)

ASSP Senator - (May change quarter to quarter, please visit the ASSP Club Engage page)

Student at large: (May change quarter to quarter, please visit the ASSP Club Engage page)

REGISTERED STUDENT ORGANIZATIONS

A Recognized Student Organization (RSO) at Seattle Pacific University is organized, directed, and funded by students. Recognized Student Organizations and their leaders must adhere to all University rules and procedures, as well as federal, state, and local laws. A professor or staff adviser assists all RSOs.

RSOs are classified into two types:

- Department Affiliated RSOs
- Clubs

A department affiliated with RSO's mission/purpose is intimately related to the primary mission/purpose of a University department. Typically, these groups have a history and tradition within the University Department. Because of the shared goal, there is a need for close collaboration and shared leadership between student leaders and the department. Typically, counseling the connected organization is part of the job description of a certain staff person. Department Affiliated RSOs have the following leadership structure:

- A student leader who represents student members

- an ASSP Officer Core student leader who represents the student body
- A faculty or staff advisor. Department-linked RSOs are classified according to the department's mission or function.

Student groups are based on a shared passion or interest. Students organize and lead them. Every student group is guided by a staff or faculty member with comparable interests. SPU student groups can become recognized ASSP clubs by applying to and being approved by the Committee for Student Clubs. Registration entitles these groups to ASSP benefits such as recognition in student publications and financial assistance from ASSP.

All student groups, regardless of identification or affiliation, must be accessible to all current students. Organizations are encouraged to give students numerous opportunities to learn about their organizations through programs and activities.

Being in a student group at Seattle Pacific University provides a student with an opportunity that is unique in comparison to other leadership positions on campus: Student groups offer the exciting possibility for anyone to leave their individualized mark on the SPU community. In addition, clubs are the least restrictive and most flexible of all ASSP organizations. Anyone can apply to start a student group and receive funding for their student group from ASSP. Finally, student groups are an excellent means of gaining leadership experience because they require incredible vision, initiative, and creativity on the part of the leaders.

CLUB RECONFIGURATION

The Associated Students of Seattle Pacific recently supported a change in the recognition and naming of officially sanctioned student clubs on campus. The opportunities for students to build supportive and encouraging connections, develop leadership and organizational skills, and find ways to use their advocacy and organization in shaping the University experience for all members of the university community are a hallmark of the Seattle Pacific University experience.

Being registered as an ASSP student group has given these students the ability to use institutional procedures to promote their ideas, reserve campus spaces, and obtain institutional recognition and connection. However, it has become evident that numerous student-related organizations on campus are also searching for similar types of ties, and having several 'designations' has confused students and campus partners. Furthermore, multiple recognized student organizations have expressed concern that the formal registration and continuing procedure is time-consuming and may not apply to them, as their main requirement is institutional recognition rather than additional resources, which ASSP has historically provided.

At the start of each academic year, ASSP provides a certain amount of funds to approved organizations. However, during the previous five years, it has become evident that not every group requires or uses this support. As previously noted, money at this level may not be necessary if groups only want to be recognized to promote and reserve places. As a result, these funds go unused, and while they are rolled over into the ASSP Contingency Fund after the year, they should be utilized in real-time to assist other student groups who may need further resources. The changes being introduced include the formation of two new types of student groups, each with its own set of goals and capabilities. **The three group categories are explained briefly below:**

Affiliate: These organizations may be associated with the activities of academic or operational departments and do not or have not utilized ASSP funding in the past. These groups might be directly tied to academic honors, academic efforts, or institutional opportunities. They mostly need University recognition.

These groups' distinguishing features include:

- Attendance at the Involvement Fair, which takes place just before the start of the academic year and serves as the last event for New Student Orientation.
- Reservation of on-campus space per institutional protocols and policies
- Publicity authorization: use of institutional name and logo, ability to promote and publish on campus, online presence through the Engage platform, ability to use ASSP-supported announcements and information systems
- A maximum of \$200 in funding can be requested through the Committee for Student Clubs process per quarter (depending on availability).
- Simplified club registration procedure and regular affirmation of intention to continue year after year.

Club: A club is defined as an organization of undergraduate students who meet regularly for a specific purpose and who have an interest in ASSP. ASSP-recognized and resourced groups with membership open to all undergraduate students. Clubs must also follow the ASSP Constitution and Club Handbook.

These groups' distinguishing features include:

- All options for Affiliates to participate in the annual Involvement Fair, Campus advertisement, venue reservation, and so on.
- Each club will get an initial allotment of \$150 for the year. Through the Committee for Student Clubs procedure, more funds can be obtained.
- The ASSP Constitution and Club Handbook govern the application and confirmation processes.

Organizations: Clubs having a lengthy history at Seattle Pacific, may be linked with Student Development and Community Engagement or University Ministries. Signature Events for the university environment are open to organizations that have proven financial prudence and sustained excellent need. Organizations must abide by the ASSP Constitution, the Club Handbook, and any additional Signature Event rules that may develop.

- All options for Affiliates to participate in the annual Involvement Fair, Campus advertisement, venue reservation, and so on.
- Organizations will get a \$300 initial allotment for use throughout the year. Additional funding can be obtained through the Student Clubs Committee and the Signature Events Process.
- The ASSP Constitution and Club Handbook govern the application and confirmation processes.

We also intend to work with organizations whose categories have been altered to minimize any negative consequences. Groups who desire to have their categorization reviewed will be able to do so through an ongoing procedure. This will involve the Student Clubs Committee and will be identical to the current application and continuous process.

All new groups will be awarded Affiliate status after their application is approved. For groups pursuing Club status, this will continue during the probationary period. Because demonstrable institutional governance and a history of service are necessary, only current Clubs are eligible to apply to become an Organization.

Designations for 2022-2023

| Clubs | Affiliates |
|-----------------------------------|---------------------------|
| African Student Association (ASA) | American Chemical Society |

| | |
|---|--|
| Ante UP BEGIN Black Student Union (BSU) Faith and Science Club Filipino American Student Association Food and Nutrition Club Future Educators Club Haven Hindsight Interior Design Club | American Institute of Graphic Artists Centurions Chess Club Falconettes HER Campus MODE Fashion Group Radical Readers Sociology Club Women in Engineering and Computer Science |
| Korean Student Association (KSA) Le Cercle Francis LINK Movimiento estudiantil Chicanx de Aztlan (MECHA) Nursing and Pre-Nursing Students Club (NAPS) Pre-Health Club Society of Physics Students South Asian Student Association SPU Dental Society SPU Developers Sustainability Club Vietnamese Student Association | <p style="text-align: center;">Organizations</p> Pacific Islanders Club of Cultural Arts (PICCA) 'Ohana 'O Hawai'i |

ADMINISTRATIVE INFORMATION

1. The Office of Student Involvement and Leadership shall develop any rules and regulations required to maintain satisfactory club practices and regulations.
2. Clubs and organizations must remain in touch with the ASSP Club Officer and the Office of Student Involvement and Leadership to keep the information up to date and be aware of policy changes, among many other things.
 - CSC manages the Club Programming fund and the club event proposal procedure, both of which clubs can seek funds.
 - All events and event series must be proposed by clubs for approval and financing.
 - CSC has the right to spend up to \$250 per event or event series.
 - If funds exceed \$250 and must be presented to the Finance Board or Senate for approval, CSC will advocate for clubs.
 - CSC will make recommendations to the Finance Board and (if above \$750) to the Senate.

ADVISOR INFORMATION

Advisors are indeed an essential component of every club or organization. In general, the advisor should promote the club to the university as well as the university to the club. The advisor's role is to ensure that the club's activities are managed respectably within the settings of current university guidelines and standards, rather than just to prescribe what club members should or should not do. Club members should be able to depend on the advisor for advice and guidance in organizing and carrying out the organization's programs and activities. Students

should be attentive to recommendations and criticism since their advisor's skills and knowledge will be useful in problem-solving and organizing methods.

1. As a requirement of continuing organizational authorization, each club must have an advisor. He or she must be an active full-time (minimum of 32 hours per week) faculty or staff member at Seattle Pacific University.
2. Be a resource, confidant, supporter, and role model for students. The specific position of the advisor will differ for each club based on the group's objectives, leadership, structure, and mission. To serve as an advisor, faculty or staff should sign an Advisor Agreement, which describes the advisor's necessary and proposed duties.
3. Maintain high standards of behavior and performance, including administrative contacts, social practices, and relationships with other student groups.
4. Be expected to attend any club event that takes place after normal school hours. This policy does not cover club meetings.
5. Keep ASSP Club Officer and Office of Student Involvement and Leadership up to date on the club's programs and activities.
6. Encourage collaboration within the club/organization. Motivate club/organization membership to participate in events and services.
7. Assist with new officer orientation.
8. Become acquainted with the Club Handbook.

A student leader of a student group should anticipate their advisor to:

- Support the student group in developing long-term goals as well as in planning and launching short-term projects.
- Help with University procedures and policies. The adviser is responsible for informing students of the potential repercussions of violating the Student Conduct Code.
- Contribute to the evaluation of club activities, effectiveness, and development.
- Encourage participation in the club/organization throughout campus so that it can identify as a part of the University community.
- Promote proper record keeping, as well as encourage and monitor appropriate finances following the University's rules and procedures.

The Club Handbook specifies the following tasks as fundamental qualifications for a club advisor:

- Verify the student group's constitution and laws and/or updated constitution and bylaws
- Verify the student group's amended officer information
- Sign off on all scheduled programming and funds to assist in guaranteeing adherence to campus rules and procedures.
- Attend organizational meetings (as needed)
- Attend any student group function that occurs during regular school hours
- Serve as a liaison, making the connection between students, SPU faculty, and administrators

Although changeable, the following responsibilities aid in the growth and longevity of student clubs:

- Facilitate student group in developing long-term targets and initiatives
- Provide support and guidance for members of the club and leadership
- Provide insight and responsibility for the financial/budget process
- Assist club in assessing club endeavors, achievement, and growth

- Assist student group in transitioning to new leadership each year Integrate club leaders with funds (speakers, programs, etc.) from SPU or the greater community

What an Advisor should expect from a Student Group/Organization Officer:

1. Inform advisor of club/organization publicity activities, meeting times, locations, and agendas.
2. If your advisor cannot attend a meeting, be sure to meet with them after the meeting to review what happened and update them on issues, events, and upcoming activities.
3. Meet regularly with the Advisor for discussing plans and problems.
4. Courtesy of being asked well in advance of an activity at which the advisor is expected to participate.

DOCUMENTATION

Clubs and organizations will be required to complete all necessary documentation on time. The appendix of this handbook contains sample forms for any documentation that must be completed. If you have any problems with completing the paperwork and meeting the requirements, please contact the ASSP Club Officer or Office of Student Involvement and Leadership.

Transitional Records: The most common complaint we receive from new club leaders is a lack of information from year to year. Make sure your club leaders provide transition documentation to assist the next year's officers in succeeding. What were the projects they were working on? What obstacles did they face? What does their success advise for new leaders? Who are your club's most ardent supporters on campus? It's simple to save this material in your SPU Engage Club Files and create your own sharepoint/google file so that future leaders may benefit from your expertise.

CLUBS

Clubs are associate groups based on a shared passion or interest. Clubs are created and led by students, who are accountable to the institution, CSC, and the Campus Program Coordinator. Every club is guided by a staff or faculty member with comparable interests.

SPU student groups can become recognized ASSP clubs by applying to and being approved by the Committee for Student Clubs. Registration entitles these groups to ASSP benefits such as recognition in student publications and financial assistance from ASSP.

Statement of Sorority and Fraternity: The University does not acknowledge sorority and fraternity organizations. Participation in these groups is discouraged among students. Sororities and fraternities are not allowed in using University resources or attend University-sponsored activities.

Why should you join a club at SPU?

- Community:** One of the simplest methods to meet people with similar interests and passions is to join a club.
- Leadership Opportunities:** Clubs provide a safe, enjoyable, and meaningful environment in which to participate and grow via various leadership roles

- Impact Campus:** Clubs provide an exciting opportunity to leave a personal imprint on the SPU community.
- Networking:** Joining a group may lead to networking possibilities in a certain field of interest.
- Improve Overall Experience:** Campus participation has been shown to boost student achievement both inside and outside of the classroom. Clubs are a terrific opportunity to get active and engage with the SPU community.

Any student currently registered at SPU has the ability to join a student group. Non-matriculated persons and SPU graduate students may not formally engage in ASSP club events because they are not sponsored and supported by the undergraduate Student Activity Fee.

There are several advantages to being a recognized club. Most significantly, the Office of Student Involvement & Leadership wishes for your involvement at SPU to provide opportunities for learning and growth. **The benefits include:**

- The advice and assistance you get from your faculty/staff advisor and the Student Involvement & Leadership team.
- The use of the University name and logo (see details under the Policies section of this document)
- ASSP and the Office of Student Involvement and Leadership approved recognition.
- Funding by ASSP

Reservation and use of campus space

- Opportunities for publicity include stall-talk, media, and campus posting (per the Posting Policy)
- Utilization of SPU Purchasing Services
- Use of Club Space in the Student Union Building (SUB) \$150 ASSP start-up money after the first year as a club

Clubs that are not recognized by Student Organizations do not have access to the benefits associated.

Once a club has been designated as a Recognized Student Organization, it is expected to:

- Act under the Student Code of Conduct and any other ASSP or institution standards.
- Responsible for representing the ASSP on campus and in the surrounding areas.
- Meet at least once a quarter.
- Attend all mandatory meetings as directed by the ASSP Vice President of Campus Activities, Club Officer, or Campus Program Coordinator; and uphold the vision statement developed by the Club Officer for all ASSP groups.
- Spend ASSP funds responsibly, in cooperation with the Club Officer.
- Actively provide activities and events on the SPU campus related to your club's passion/area of interest.

HOW TO START A STUDENT GROUP

SPU student groups can become recognized ASSP clubs by proposing to and being approved by the Committee for Student Clubs (CSC). Registration entitles these groups to ASSP benefits, such as acknowledgment in student publications and maybe financial assistance from ASSP. Contact the ASSP Club Officer for registration and club continuation.

A club is defined as a group of undergraduate students who gather regularly for a specified purpose and share a common interest in ASSP. Properly recognized student groups must first satisfy the requirements outlined in this section.

- Have had at minimum one club meeting with at least five (5) members. Any request for ASSP recognition must include the date, location, and minutes of this meeting.
- Have at least one teacher, staff, and/or university official serve as an adviser, and whose name should be included in the ASSP petition for registration. **Advisor signature is required before club approval**
- Have drafted a constitution and bylaws that have been approved by the club's members, which include:
 - **New Application Student Club Registration Form**
 - **Name of the club**
 - **Club mission and vision statement**
 - **Type of membership criteria and the selection process**
 - **Officer selection method and timeline**
- After fulfilling the conditions, a club may request official recognition from the Committee for Student Clubs. This application must include the following components:
 - **Complete the Club Registration Application**
 - **Details of the constitution and bylaws**
 - **Most current club meeting minutes**
 - **At least five people must have attended the meeting**
 - **A list of student officers, as well as the credentials of at least five SPU students**
 - **A registered club must at all times have a primary officer and/or a finance officer**
 - **A letter of support from the advisor, who must be a full-time SPU professor or staff member**
 - **Club President and Financial Officer signed Club Leader Agreement Form**

CSC holds the right to register clubs based on the club's comprehensive suitability as an ASSP club. Clubs that ask for but do not acquire formal registration may dispute the CSC decision to the Senate. A majority vote in the Senate may also overturn a CSC ruling.

Attend a new club orientation session once your club has been approved by CSC (Committee for Student Clubs). Sessions are offered throughout the first or second week of each quarter. Official time and date will be provided at the start of each year.

CLUB DISCONTINUANCE

The recognition of a club may be revoked for one or more of the following reasons, pending the Committee for Student Clubs' examination. CSC maintains the right to terminate a club for any reason not expressly stated here. Clubs may appeal the CSC decision to the Senate and be re-registered with a majority vote of the Senate.

The following are some of the reasons for discontinuing club registration:

- Failure to apply for club continuation to the Club Officer before the stipulated date
- Absence of activity (i.e. no club activities or meetings for one full quarter)
- Inadequate main and/or financial officers
- The club's or its leadership's failure to adhere to the University's lifestyle requirements
- Failure to follow any of the policies or processes contained in this handbook, as well as any other policies/procedures held by the university or ASSP
- There is no current advisor
- Attendance at CSC informative sessions or any meeting scheduled by the Club Officer or Campus Program Coordinator is required
- Failure to follow their club constitution
- Failure to manage ASSP funds in a responsible manner
- Failure to get ASSP/CSC/Student Involvement & Leadership clearance before holding a campus event

A discontinued club may approach the Club Officer for authorization to reactivate the club.

EXISTING CLUBS

If you are a part of an established club or organization, you must renew your membership each year to keep your club or organization operational on campus. To ensure continuous recognition, please submit the following forms:

- Club Continuance form** – *Due during the mid-spring quarter (Week 5)*
- Club Advisor Agreement** – *Due during the mid-spring quarter (Week 5)*
- Club New President Agreement** – *Due during the mid-spring quarter (Week 5)*
- Club New Treasurer Agreement** – *Due during the mid-spring quarter (Week 5)*

Documentation must be submitted on SPU Engage during the week of the mid-spring quarter ends. Clubs who have not completed their documentation results will result in the discontinuation of your club and will be denied a booth at the Student Involve-o-Rama fair during New Student Orientation 2023-2024.

Spring Quarter:

- Current club presidents have been advised about the Club Continuance procedure
- Current club leadership establishes processes for having elected new club leadership
- Outgoing leadership trains future leadership on club operations and procedures and shares insights and comments on the previous year.
- Club Continuance procedure form must be completed by new leadership by the end of Mid-Spring Quarter week (Week 5)

Other than club discontinuance, the consequences of not submitting in club continuation include, and are not restricted to:

- Clubs will not be able to access their \$150 club budget start-up money (provided to all non-first year clubs)
- Will be unable to participate in Involve-O-Rama in the autumn.

It is critical to reapply during the mid-spring quarter to review regulations and procedures, obtain updated information about clubs, review plans for the upcoming school year, and address any concerns you may have.

Every club is encouraged to attend all University events.

CLUB REACTIVATION

CSC maintains the right to discontinue a club temporarily or permanently if a club fails to submit a Club Continuance Application the previous school year, or for any of the reasons listed in this handbook. Club members and advisors interested in reactivating must complete the steps outlined below to be formally recognized as an SPU club.

To be eligible for registered club status, the following materials must be submitted to the ASSP Club Officer by November 1st of each year. CSC will then assess and vote on these issues for reactivation.

- Application for Reactivation - available on the OSIL Engage page
- Renewed Advisor Agreement
- Send a copy of the club constitution and bylaws electronically sent to ASSP-ClubCoordinator@spu.edu

TIPS FOR MANAGING YOUR CLUB

Meetings and Agendas: Plan your meetings well, including preparing an agenda. It is critical to maintaining continuity between meetings to avoid repeating material. Give working groups time on your meeting agendas to hold them accountable. Also, keep members of the club interested by soliciting their feedback, providing chances for deeper involvement, and soliciting assistance as needed.

Club Mailbox: The Office of Student Involvement and Leadership provides organizations with the opportunity to have a mailbox in our office. To check your mail, come to the OSIL Office and look in the club mail drawer for any mail from your club/organization.

Club Name
c/o Office of Student Involvement and Leadership Seattle Pacific University
3307 3rd Ave West
Seattle, WA 98119

SPU Engage: SPU Engage is a multi-platform platform that helps spread the news about events and engagement possibilities to students. The SPU Engage site can help you manage your club's activities, documents, assessments, payments, and more.

CLUB STORAGE

The ASSP Club Storage Space was created to allow Recognized Clubs to keep objects for longer periods. Active, recognized clubs may seek to utilize a storage shelf, which is allocated on a first-come, first-served basis. The Club Storage Space has a restricted number of storage shelves accessible for groups to use. The Club Storage Space is intended for registered student groups and is NOT for personal use.

Suggested storage items include:

- Event decorations

- Dining utensils, plates, and cutlery,
- Meeting documents

Items Prohibited:

- Dietary supplements (especially those that are perishable)
- Flammable items (such as small containers of compressed gas or carbonated drinks)
- Flame-producing apparatus (such as lighters, matches, lighter fluid, etc.)
- Hazardous substances (including spray paints, solvents, aerosols, cleaning agents, etc.)
- Unlawful substances

How can I gain access to my club's storage items?

Each storage shelf is designated for a certain organization, and the items stored there should be accessible exclusively to members of that organization. The President and Treasurer of the club are approved members who have access to the club storage. If a club member desires to utilize the club storage, the club President MUST contact the Club Officer and obtain permission.

The ASSP Club Officer and the Campus Program Coordinator in the Office of Student Involvement & Leadership have key access to the Club Storage Room. The Club Storage is open Monday through Friday from 9 a.m. to 4:30 p.m. Due to the busy and shifting schedules of key holders, it is strongly advised that you book up an appointment at minimum one week before your event to plan a pick-up/return time.

Liability Statement: The Office of Student Involvement & Leadership, Associated Students of Seattle Pacific University, and Seattle Pacific University are not liable for any materials stored in the Club Storage Space that are lost, stolen, or destroyed. We cannot always guarantee the safety of your products. Items that your organization chooses to keep with us are maintained at your own risk because this is a storage area for many various clubs and many students may be visiting the space at any one moment. We strongly advise you not to keep any valuable stuff, including giveaway prizes and gift cards.

Expectations for use

- All things must be stored on the appropriate shelf. Items are not permitted to be stored on the floor. All lids and objects must be completely enclosed within bins/boxes.
- Organizations that are not actively using their storage bins (i.e. the shelf is frequently vacant or is filled to less than 12 capacity) may lose their storage bin rights.
- These shelves are intended to be utilized and filled often by school organizations as a longer-term storage alternative.
- The Office of Student Involvement & Leadership and ASSP has the authority to withdraw any club's storage bin rights at any time.

MARKETING AND BRANDING POLICIES

The brand of Seattle Pacific University is its goal for engaging the community and transforming the world. SPU's brand is the promise it makes to the people it serves. Student organizations that use the university name or logo can have a beneficial or bad influence on the SPU brand. The ability to utilize the SPU emblem and name is one advantage of being a Recognized Student Organization. Because your group represents the university through the employment of that visual identity, the criteria established by University Communications must be followed.

The SPU logo may be used by Recognized Student Organizations for on-campus communications or exposure. The logos are available for download from the University Communication website. Any communication or publicity that involves or targets an off-campus audience and uses the SPU logo must first be approved by University Communications. University Communications and the Office of Student Involvement & Leadership have the right to reject any misuse of the SPU emblem or name.

Refer to the SPU Visual Identification System, available through University Communications, for more precise instructions on branding and using the university's visual identity: (<https://spu.edu/depts/uc/VIS/faq.asp>). If you have any more concerns about this policy, please contact the Office of Student Involvement & Leadership or University Communications.

How can I publicize an event on the SPU campus?

- **Engage:** Make events on your calendar or news posts on your page Public or Visible to the community. This is a fantastic place to be active!
- **'The Falcon':** Send an ad to falcon-ads@spu.edu or phone 206-281-2104
- **Reserve a table** in the SUB, Weter, Gwinn Commons, or the Eaton Breezeway.
- **Distribute fliers/posters across campus**
 - They MUST adhere to the Posting Policy (detailed below) and be authorized by the building liaisons of each building you wish to post in.
 - Engage with your advertising content and be active.

POSTING POLICIES

- OSIL must authorize any posts in Gwinn Commons, Collegium, or Weter Memorial Hall.
- Approved posts may be posted for a maximum of two weeks.
- Tape, except for blue painter's tape, is not authorized on wall surfaces.
- Materials may be put on bulletin boards with push pins or staples.
- Posted materials will be examined weekly; unapproved or obsolete items will be removed.
- Items placed elsewhere on campus must be permitted by the building management; contact the building manager or Conference Services for unique displays.
- Posting is not authorized in Martin Square, external campus locations, including exterior pillars, or on any windows.
- Club organizations that are liable for any damage caused by posting will be held financially liable.

Content Rules:

- Materials must be consistent with Seattle Pacific University's goal, lifestyle standards, and other general stated guidelines.
- Credit card advertising is prohibited.
- Slanderous content is not authorized.
- Sandwich boards must only advertise university events, activities, and services and only contain campus-approved content.
- The name of the entity supporting the event must be included in all materials.

Designated Areas:

Materials may only be uploaded to the following locations:

- Student Union Building (three postings per organization)
 - Notice boards
 - Wall space close to the north staircase
 - No posting on windows, pillars, or other wall space
 - Table tents are permissible with OSIL authorization
- Weter Memorial Chapel (two postings per organization)
 - Notice board
 - Available wall space to the right of the fireplace
 - Pillars
 - No posting on windows or walls showing artwork is authorized.
- The Gwinn Commons (one posting per organization)
 - Notice board
 - Concrete retaining walls (NO posting on brick
- Dorms require authorization from Hall Council; general buildings vary; email Hall Council for poster approval

Chalk Policy

- Chalk is only permitted from Emerson Hall to the Bookstore, on the sidewalk in front of McKenna, on the other side of the street from 5th Ave to 3rd Ave, and in front of the Science Building. The walkway from Marston to the SUB, through Peterson, is also open.
- On red brick surfaces, no chalk is permitted.
- No chalk on the pavements of Martin Square, 5th Ave Streetscape, or the steps from Gwinn to 6th Ave.
- Chalk must be water soluble and removed with water, a broom, and a towel within 24 hours of an event.
- No chalk on the pavements of the Science Building or Emerson Hall.
- On vertical surfaces, no chalk is permitted

If SPU Facilities is contacted to remove your chalk off the sidewalk, your organization will be charged a cleaning fee.

Social Media Policy: Our social media platforms exist to promote Seattle Pacific University's stories, individuals, activities, events, news, and community. One of our defining commitments as a Christian university is to "model grace-filled community and practice radical reconciliation." This dedication informs our approach and policies toward social media.

We welcome feedback and comments, however, all of our social media outlets are intended to be regulated online discussion forums rather than public forums. We want comments to be on issue and respectful of others' rights and ideas.

We withhold the right to remove comments, images, or links that contain:

- Offensive language
- Personal attacks of any kind
- Inappropriate comments that target any cultural, racial, or religious group
- Spam or specific links to other sites

- Off-topic content
- Infringements on copyrights or trademarks

Seattle Pacific University is not liable for any remarks or wall postings made by page visitors. The ideas or policies expressed in the comments do not necessarily represent those of the University.

Social Media Strategy

- Who is my intended audience?
- Current students, potential students, and the media?
- Separate your core and secondary audiences.
- Determine the appropriate social media platform to utilize and the material you'll be posting based on your audience's history, goals, difficulties, demographics, and interests.

What is the point of my social media presence?

- What do you aim to accomplish with social media? (For example, raising awareness among certain audiences, increasing site traffic, identifying student prospects or recruiting students, increasing event attendance, strengthening reputation, and building constituent affinity.)
- This will serve as the cornerstone of your plan.
- Do you have a staff member who can commit time to social media?
 - We recommend setting aside one hour every day.
 - Consider not just the publishing schedule, but also the time it will take to monitor and reply to your audience.
- Where are you going to acquire your photographs, graphics, or images?
- Do you need to seek permission to use particular photographs ahead of time?

What platforms should your organization be using?

- Consider the following questions when determining whether to launch a new social media platform
- What platforms does your intended audience spend the majority of their time on?
- What are the advantages of each platform?
- What photographs and material do you have to provide, and where will it perform best?
- Is there an audience for this information on this platform?
- Begin small and sustainable, then scale up as your audience grows and your approach develops.

What kind of information will I be posting?

The most crucial thing to do before producing the first article is to have a sound plan and approach. Conduct significant research to ensure that you have a thorough grasp of the brand/product, the market, the target audience, and the intended outcomes. Once the promotion has started or the material has been released, utilize analytics to track outcomes and make minor tweaks as needed to maximize the campaign's efficacy. Use each social media site to drive visitors to the others, so improving total visibility.

Relevant and quality content that is entertaining inspires engagement and is highly accessible can help you expand your audience, deepen your brand engagement, and generate greater loyalty. When developing content, consider the following:

- What is the goal of this content?
- What are their thoughts? (mood)
- What do you want them to grasp?

- Only 20% of your social media material should promote your brand, with the remaining 80% dedicated to consumer interest
- People use social media for three major reasons: to be informed, amused, and connected.
- Consider hashtags, language (the shorter the message, the more likely it will be viewed and shared), call-to-actions, and tagging when creating content
- Determine which types of content work well on each platform. Facebook, for example, is a great platform for telling stories and sharing videos (1 in 4 people lose interest if a brand doesn't have videos), Instagram is known for attractive and powerful images, and Twitter tends to rely on concise and informative text, and LinkedIn generates important advice through blog posts, industry headlines, or quick tips

What is the personality, tone, and voice of my social media account?

- Portraying your brand is a must. Individuals like developing relationships and spending time and money with people with whom they can identify
- Voice: Your brand's distinct and consistent personality and style. (Your voice remains consistent regardless of channel or scenario.)
- Tone: A subset of voice that relates to certain content pieces' moods and attitudes, which can alter based on the channel, context, and audience
- Consider the brand's individuality. What would your brand say if it were a person? (Witty, humorous, authoritative, passionate, energetic, and so on.)
- Each channel needs a certain type of narrative
- You can discuss the same piece of material in various ways on different platforms, but you should never simply copy and paste the same text
 - Create distinct material for each platform, but also unique methods to distribute it

Consider distributing material from other organizations or people who are peers in your sector or are linked to your job.

MOVIE POLICY

Movies and Copyright Law

A movie showing as a student group activity may be a pleasant and relatively simple event to organize.

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor purchase of a video cassette carries with it the right to show the tape outside of the home. The "home use" versions of videocassettes and DVD titles are not cleared for public performance by colleges—except in certain narrowly defined face-to-face teaching activities ([Federal Copyright Act, Title 17, section 110](#))—because proper licensing fees to the copyright owners have not been paid for such use. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

Recognized Student Organizations and Registered Student Clubs may only screen movies on the SPU campus. All films presented on the SPU campus must have movie rights purchased. Any movie that is available to the SPU Campus must be purchased/obtained by groups.

Seattle Pacific University will seek to hold students and officers of an organization personally responsible for any action resulting from an infringement of copyright laws.

EVENT POLICIES

Please take the following procedures to guarantee an appropriate event planning process and a successful event. All programs must adhere to *Seattle Pacific University's vision and values, as well as University standards, such as the Lifestyle Expectations.*

You are encouraged to arrange events as a leader in a student organization at Seattle Pacific University. There are several departments to help you design and execute your programs; ensure that you ask for help anytime you need it!

All event request forms on Engage must be authorized by your advisor, who must note their understanding of the event and be submitted at a minimum 2 weeks in advance. If a budget request is necessary, this must be submitted with the event request as well.

Consider this an opportunity to share your program ideas with someone who can provide extra insight, perspective, and support, rather than another hurdle to jump through. Because your advisor has committed to being an active part of your group, please do not hesitate to approach him/her with any ideas, questions, or concerns. Participate in their activities!

Students with issues or concerns about their advisors should contact Jala Harper in 3rd Weter, Office of Student Involvement and Leadership.

- A program/event is any activity that occurs outside of the club's regular meetings or gatherings.
- A program invites students from the broader SPU population to take part in an activity, event, or speaking engagement.
- Events include off-campus activities organized by a club and on-campus programming that take place outside of the group's regularly scheduled meetings.

Contracts

Only Institution-approved authorities have the authority to confirm and sign papers that legally bind the university and its subsidiaries. Contracts and performance riders are not permitted for students. All contracts for student-sponsored activities must be signed and approved by an SPU Director or other approved staff member.

Event Services

The Committee for Student Clubs will determine staffing and security decisions for student-sponsored events and activities. The sponsoring organization is responsible for paying security and police officers. Staffing decisions are influenced by a variety of factors, including, but not limited to:

1. Whether the event will take place during non-business hours
2. The number of people expected and the location of the event
3. The extent to which the event was publicized
4. Whether or not advance tickets were sold
5. Will money be gathered at the door?

- The group anticipated (e.g. SPU students, SPU faculty and staff, other college students, family and friends of SUP students, people in the local community, adults, children, etc.)

If it is decided that security is necessary for an event, the sponsoring organization must **contact the Office of Safety and Security at least 4-6 weeks before the event date**. Furthermore, must **complete the campus event checklist** showing the use of security personnel at an event.

Club Advisors - Event

The Office of Student Involvement and Leadership mandates that the organization's club advisor serve as the primary point of contact for all student-sponsored activities.

Club Advisors are supposed to offer guidance, providing that student sponsors and event employees understand and carry out their obligations. Student sponsors and Club Advisors should collaborate closely with security staff and interact with them frequently throughout the evening (if needed).

Club Advisors are empowered to act in any circumstance that merits intervention and, if required, to end an event in collaboration with security officers.

Advisors are expected to:

- Be in attendance for the duration of the student-sponsored event.
- Ensure that University policies and event procedures are followed. Advise students, security, and police as necessary.
- Assist with any problems or emergencies that might arise.

IMPORTANT!

Advisors are required for all University-sponsored events (i.e. – club events, conferences, etc.) on and off-campus.

All clubs providing demonstrations or doing experiments must have their advisor present.

SIGNATURE EVENT POLICY

Previously, ASSP was able to support all club activities solely from ASSP money. Because of the growth in large-scale club proposals, ASSP no longer can completely sponsor these larger club events. The financing system shown below was developed with the help of ASSP leaders, club leaders, and student life professionals. The financing structure's goal is to encourage major club events while also allowing smaller events to flourish.

Structure of reent funding



Includes both traditional fundraisers and donations/sponsorship

ASSP Funding

- ASSP will provide up to \$4,000 to any "Club Signature Event."
 - The maximum of \$4,000 is not guaranteed.
 - ASSP will base funding choices on, but not limited to, the following criteria:
 - Event size and scope
 - Previous and predicted attendance
 - Event evaluation

Fundraising

- Traditional fundraising (bake sales, car washes, etc.) as well as raising funds and sponsorships are examples of fundraising. For additional information, see the "Donations and Sponsorship" policy
- Clubs must pledge to raise a minimum of 20% of the overall event cost. For example, if the event costs \$2,000, your group will need to raise \$400
 - Clubs must reach or surpass their fundraising target 30 days before the event date. And have all funds raised by this date deposited
 - Failure to fulfill the fundraising goal may result in the cancellation of any ASSP funding previously committed to this event
 - Event ticket sales are **not considered** fundraising
- The ASSP Club Officer and Financial Officer will work with club leaders to set fundraising deadlines

Ticket Sales

Student Groups that hold a signature event must sell tickets for their event. See the "ticket loan table" below to establish ticket costs for your event. The "ticket loan table" will be used to calculate the ASSP ticket loan. With ASSP clearance, ticket sales may be modified.

| Ticket Loan Table | |
|----------------------|--------------|
| Projected Attendance | Ticket Price |
| 150 -249 | \$1 |
| 250 - 349 | \$2 |
| 350 - 449 | \$3 |
| 450 - 549 | \$4 |
| 550 and above | \$5 |

ASSP will make a "loan" to clubs in addition to ASSP-approved financing using the following formula:

$$\begin{array}{|c|} \hline 60\% \text{ projected} \\ \text{attendance} \\ \hline \end{array} \times \begin{array}{|c|} \hline \text{Individual Ticket} \\ \text{Price} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{ASSP Ticket Loan} \\ \hline \end{array}$$

Signature Events Have Been Established (minimum of 2 years of successful event implementation)

$$\begin{array}{|c|} \hline 40\% \text{ projected} \\ \text{attendance} \\ \hline \end{array} \times \begin{array}{|c|} \hline \text{Individual Ticket} \\ \text{Price} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{ASSP Ticket Loan} \\ \hline \end{array}$$

New Signature Events (1-2 years of event implementation)

Student Groups must reach or surpass the estimated ticket sales. If clubs are unable to achieve the estimated ticket sales number, they must make up the shortfall through fundraising. Any tickets sold more than the estimate will be used to cover the remaining event costs first. Any excess earnings will be carried over and placed in the club's fund to be utilized as seed money for future fundraisers and/or signature events.

Actual ticket sales revenue will be utilized as a baseline for future ticket loan decisions. Student groups that fail to reach the estimated ticket sales may be barred from holding a Signature Event for a minimum of one year.

Remaining Balance:

Anything that isn't covered by ASSP money, fundraising, and ticket sales is the club's obligation. Clubs will be given until the end of the academic year to apply.

If student groups are unable to pay the remaining sum before the event date, they may:

- Have the maximum amount they may get from ASSP for a Signature Event the next academic year reduced. CSC will establish the reduced limit, if necessary
- In rare situations, CSC may opt to suspend the club from organizing a Signature Event for the next academic year

Fundraising and Club Roll-Over Budget:

If any funds remain after paying event costs from fundraising and ticket sales, they will be rolled over and placed in the club's fund to be utilized as seed money for future fundraising and/or signature events.

PROGRAM/EVENT PLANNING

- **Choose a date.**
 - Is your date at least one month away?
 - Are there any other activities planned for that date?
 - I'm not sure. Check the SPU Calendar, the Engage Calendar, and the ASSP website for updates
 - CSC will almost certainly not accept an event schedule that coincides with another significant campus event or club activity
- **Using EMS Room Finder (<https://roomfinder.spu.edu>), submit a room reservation request for a place on campus.**
 - Your room reservation will not be finalized until CSC has accepted your event plan.
- **Fill out the form at <http://spu.edu/calendar-and-events/> to add your event to the master calendar.**
 - Click "Submit Event" in the bottom right-hand corner under "Calendar Actions."
 - In the top right-hand corner, enter your SPU credentials
 - Fill out the information boxes. Please make sure that any event images you post are acceptable
 - For Calendar Type, choose "Current Students" from the dropdown menu
 - For Event Type, choose "Student Activities" from the dropdown menu
 - After CSC approves your event, your request will be authorized and will appear on the Master Calendar
- **Submit an Event Request form and a Budget Request form simultaneously to CSC at least 4-5 weeks in advance**
 - **Forms will only be considered if they are submitted electronically through Engage on time**
 - Steps 1-3 in this plan have already been performed. Engage forms to have the appropriate signatures
 - If you are requesting funds, a financial proposal is submitted together with your event request form on SPU Engage
- **The ASSP Club Officer will notify you after the next CSC if your event was approved, requires changes, or was denied**
 - ***What if my program is rejected?*** Consult the ASSP Club Officer. You may need to adjust a day or time, or you may need to suggest a completely new event. If you need to modify your date or time, please complete the relevant Program Change Request on the CSC page of Engage.

- **The ASSP Club Officer will notify you after the next CSC if your funding proposal was granted and what the next steps are.**

Please read the Finance section for a fuller list of financial requests/processes as well as instructions on how to submit the form online.

- **Submit a work request form to Facilities and Building Maintenance at least three weeks in advance.**
 - Request all necessary chairs/tables/garbage cans/services using the Facilities online request form at <http://tma.spu.edu>
- **Fill out a Campus Event Checklist through Facilities & Safety and Security as soon as feasible, but no later than 4 weeks in advance.**
 - To complete this form, you MUST know if you will require water, power, garbage help, tables, seats, carpet squares, and so on. Include the budget number for your club as well as the work order number
 - Please send floor plans and maps of the locations you want to use
 - Make an appointment to meet with a representative from building maintenance for events with substantial attendance (100 or more guests expected), difficult setup, use of RBP stage, or other uncommon things

Once you have received signatures from Facilities, Safety and Security, and your club adviser, this form is complete

- **Contact Catering to place an order for all food and beverage requirements at least three weeks in advance.**
 - On their website, <https://spucatering.catertrax.com/>, you may view menu options and get a price
 - Set up a meeting with Catering (conferenceservices@spu.edu) to go through the details of the event. They will create a Catering Event Order (CEO) that must be reviewed, signed, and sent back to SPU Dining Services.
 - Before you meet with them, you will need to know:
 - Projected number of participants
 - Catering budget
 - Time, venue, date, and any other essential data
- **Check with Risk Management to see if you need waivers or a contract approved for your event.**
 - Please include the Club Officer and OSIL Advisor in all Risk Management correspondence
- **Reserve the necessary media equipment**
 - ASSP or CIS
- **Create a promotional strategy and submit your event to Stall Talk.**

Within one week following the end of your event, complete a Club Event Assessment form (available on the CSC Engage website)

- Failure to complete this form might jeopardize your club's ability to program on campus
- A club's new event will not be accepted unless the prior event's event assessment is submitted

PROGRAM/EVENT CHECKLIST

Please utilize the timetable and checklist below to assist organize your event preparation and achieving the best outcome for event execution.

The timeframes provided reflect the bare minimum for program planning. Consider the amount and kind of event when allocating time for each phase of the process.

| TIME FRAME | TASK | CONTACT |
|---------------------------------|--|--|
| 8 - 10 WEEKS OUT | <input type="checkbox"/> Brainstorm for Event | <u>Group Advisor</u> <u>Group Members</u> <u>Check ASSP Website for Groups</u> |
| | <input type="checkbox"/> Research Costs & Materials Needed | |
| | <input type="checkbox"/> Discuss any groups you should collaborate with | |
| | <input type="checkbox"/> Submit Finance Proposal if over \$750 | |
| 6 - 7 WEEKS OUT | <input type="checkbox"/> Submit Finance Proposal to ASSP Via Engage Budget Request | <u>ASSP Financial Officer</u> O: ASSP Office, 3rd Weter E: assp-treasurer@spu.edu P: x |
| | <input type="checkbox"/> Submit Room Request http://romfinder.spu.edu | <u>Conference Services – Space Reservation</u> O: 3220 6th Ave W P: X2590 |
| | <input type="checkbox"/> Submit Contract/Performance Agreement for Approval http://spu.edu/depts/finance/liabilityrisk/contracts.asp | <u>Risk Management-</u> O: Demaray 250 E: obf@spu.edu P: X2461 |
| 4 - 5 WEEKS OUT | <input type="checkbox"/> Submit Work Request http://tma.spu.edu/ | <u>Plant Services/Facility Management-- David Haslam</u> O: Building Maintenance 2W Dravus St. E: dhaslam@spu.edu P: X2601 |
| | <input type="checkbox"/> Submit Campus Event Checklist | <u>Plant Services-</u> E: workcontrol@spu.edu P: X2330 |
| | <input type="checkbox"/> Submit Catering Request | <u>Campus Dining Services (SODEXO)</u> O: University Services Building, 3220 Sixth Avenue West E: catering@spu.edu P: x2187 |
| | <input type="checkbox"/> Reserve Media: ASSP / CIS | <u>ASSP Media Officer</u> O: 3rd Weter E: deschlerk@spu.edu |

| | | |
|------------------------------|--|--|
| 3 WEEKS OUT | | <u>Computer & Info Systems</u> O: Lower Marston E: help@spu.edu P: x2982 |
| | <input type="checkbox"/> Submit Waiver – Email Waivers@spu.edu | <u>Risk Management-</u> O: Demaray 250 E: obf@spu.edu P: X2461 |
| 1 -2 WEEK OUT | <input type="checkbox"/> Submit Request for Payment Form | <u>ASSP Financial Officer</u> O: ASSP Office, 3rd Weter E: assp-treasurer@spu.edu P: x |
| | <input type="checkbox"/> Submit Expense Advance – See the SPU Finance Website for all forms | |
| 1 WEEK AFTER | <input type="checkbox"/> Submit Event Assessment | <u>Club Officers and Advisor</u> |
| | <input type="checkbox"/> Submit Reimbursement Form - See the SPU website for all Finance forms and downloads | <u>ASSP Financial Officer-</u> O: ASSP Office, 3rd Weter ^t E: assp-treasurer@spu.edu P: x |

CONTRACTS POLICY

Performance Agreements: The Performance Agreement is a specific contract produced by SPU that is required for all speakers, musicians, and performers visiting campus to participate in an SPU event or activity. The contract wording does not need to be evaluated by SPU Risk Management because the form was generated by SPU. These are legally enforceable contracts, so make sure you fill them out completely and have any performers and/or suppliers whose services you utilize sign them. It is normal and acceptable to pay the performer/speaker on the day of service.

Vendor Contracts: These come from the person or firm you are employing.

How can I obtain a Performance Agreement?

Contract templates for Performance Agreements may be accessed from the Risk Management SharePoint site.

Who is required to sign a Performance Agreement?

An SPU Director or other authorized staff member must approve and sign Performance Agreements. They must also be signed by the artist or business you are considering employing.

What am I supposed to do with the Performance Agreement?

- You must return the signed form to SPU Risk Management, Demaray 250.
- A completed performance agreement, along with the performer's W-9, must be submitted to the Finance Office with every payment request. Without this paperwork, the performer cannot be paid.

Is it possible for me to evaluate and sign a contract on my own?

No, students are not permitted to sign any contracts on behalf of the University. Contracts can be signed by an SPU Director or another approved staff member.

Who has the authority to evaluate and execute a contract?

All contracts with outside contractors involving Seattle Pacific University must be reported to SPU Risk Management. Contracts must be examined and authorized for signing by SPU Risk Management to protect you and SPU from any potential liability concerns. The contract must be signed by an SPU Director or another authorized staff member.

How long will it take to go through a contract?

Please allow one month for agreements to be processed.

For further information, please contact: contracts@spu.edu- 206-281-2777, Demaray Hall 250

RISK MANAGEMENT & LIABILITY POLICIES

We consider that our mission is to blend student creativity with responsibility, allowing you to learn from experiences in a secure setting. Our mission is to assist student groups in planning and hosting events and activities to ensure everyone has a safe and enjoyable experience.

What should I think about before beginning to arrange an event?

Consider the gravity of the hazards involved with the activity as well as the chance of something going wrong. If the activities planned might end in serious injury or death, or if the likelihood of accidents occurring is significant, you may need to reevaluate the nature of the occasion.

While not all elevated events are forbidden, it is critical to think about strategies to limit risks and avoid difficulties for your company and the University. In addition, for high-risk events, student groups may ask participants to sign an Acknowledgement of Risk and/or Release of Liability Agreement.

Form of Assumption of Risk and/or Release of Liability – What exactly is a waiver?

A waiver is a document that informs a participant of the hazards associated with an SPU event and indicates that the person is entirely responsible for his or her well-being. A waiver may state that the participant assumes the risks associated with the activity (e.g., that the participant is aware of the risks involved but chooses to participate nonetheless), and/or that the participant releases SPU from any legal liability for harm or loss caused by the event (e.g., the participant agrees it will not sue SPU if the participant is injured or suffers damage to personal property).

Anyone who is requested to submit a waiver has the option to request revisions, which SPU Risk Management can manage. While no one will be compelled to sign a waiver, anybody who refuses to complete and return a waiver for an SPU event may be denied entry.

When will I require one?

Waivers are often necessary for activities that provide a higher risk of personal harm or property damage, and/or for which the University has less control. While there is no exhaustive list of which circumstances necessitate a waiver and which do not, the rules below show when a waiver is most likely to be required:

- **Long-distance travel:** SPU's general policy is that mobility to and from off-campus activities is not coordinated, and students are responsible for making their travel plans. A waiver may be necessary when

there are exemptions to this regulation (for example, in some cases of out-of-state travel). A waiver is normally not necessary if SPU charters buses to provide transportation, however, the bus company should be reviewed with SPU Risk Management. Additionally, while not exactly subject to these laws, class events may include similar school trips or other forms and procedures.

- **Retreats:** Depending on the location and activity, retreats may or may not require a waiver. If your retreat includes more than simply indoor, passive events, please submit a waiver request so that SPU Risk Management can decide if a waiver is required.
- **Physical games and activities:** Events and activities that contain the danger of physical injury will almost always need a waiver, especially if the event has a significant risk of accident, travel for competition, or novel components that are not usually practiced. Sports clubs are often obliged to have participants sign a waiver every year.
- **Animal-related activities:** Animal-related events (e.g., horseback riding, petting farms) often need waivers.
- **Hall Balls / Banquets:** These sorts of events do not often need a full waiver but do include certain liability disclosures and should be submitted for review via the waiver request system.
- **Activities involving outside groups and/or minors:** A waiver is nearly always necessary if an event is open to the public and/or involves minors.
- **Off-campus service projects:** Most off-campus service programs require a waiver, especially if the work requires strenuous physical activity.
- **Conferences:** While most conferences do not require a waiver, others may require a field trip or additional forms. Please consult with the conference organizer about this.
- **Hiking and camping:** Day hikes are normally not required, but hard hikes and/or nighttime camping are likely to necessitate a waiver, especially if open-flame cooking is planned.

If you are unsure if your event requires a waiver, please submit a waiver request, and SPU Risk Management will contact you. Furthermore, even if a waiver is not necessary, the activity may be subject to University regulations designed to reduce risk, and SPU Risk Management may be capable of assisting you in adhering to University policies and ensuring patient safety in connection with your event.

How can I apply for a waiver?

Send an email to waivers@spu.edu to obtain a waiver

How much time does it take to obtain a waiver?

To complete a waiver, please allow at least 4-6 weeks from the date of request to the day the waiver is required. It is not possible to obtain and sign waivers at the last minute

What should I do with the completed forms?

Waivers must be signed and returned to the event coordinator before the event, and then submitted or handed to SPU Risk Management

Who should I contact if I have questions about waivers?

206-281-2222, obf@spu.edu– Risk Management

ASSP-ClubCoordinator@spu.edu, Faith Boulom – ASSP Club Officer

Harperj4@spu.edu, Jalá Harper – Campus Program Coordinator

ASSESSING YOUR PROGRAM

When your event is finished, you must submit an Event Assessment Form to the Club Officer within 1 week. Failure to submit an event assessment form may affect your club's ability to hold future events

Consider the following questions as you complete your Program Assessment Form:

GENERAL QUESTIONS

- Did your event draw the intended audience?
- What would you do differently?
What can be changed or improved?
- Did you meet your objectives?

BUDGET

- Did you follow your guidelines?
- Was the money used wisely?

EVENT MANAGEMENT

- Could your group manage all elements of the event?
- Did your group operate well together?

PUBLICITY

- Did you have quite enough time to create the publicity you desired?
- Did the advertising reach the intended recipients?
- Was there adequate follow-up?

LOCATION

- Was your venue ideal for the event?

ENTERTAINMENT

- Did the entertainment add value to the event? Was it suitable? Did the sound and lighting equipment function properly?
- Were all contracts signed and negotiated properly?

ROOM RESERVATION POLICY

If you want to book a campus location for a club meeting or program, you will need to coordinate with several different departments, depending on the space you want to reserve. Please be competent and kind while interacting with others and submit your requests at least three weeks in advance.

- To reserve a spot on campus, you must be an ASSP authorized club or registered student group. Only the club President and Financial Officer have access to the EMS Room Finder to reserve space for club activities.
- You will only be allowed to reserve a place on campus tentatively until your event is accepted by CSC - after your event is approved, your booking will be submitted to the relevant management of each building for EMS approval.

All club meetings must be held in a campus room, which must be reserved in advance.

How do I request a vendor/information table?

- Check the space's availability online at <https://roomfinder.spu.edu> under "Browse for Space"
 - SUB Lobby
 - Gwinn Commons
 - Bookstore Breezeway
 - Weter Lounge
- Select "Student Involvement & Leadership Space Request" from the "Reservations" menu.
- Fill out the appropriate fields. (Note: If arranging space for a regular club meeting, uncheck the "Add to Calendar" option.)

PROCEDURE FOR RESERVING SPACE

Presidents and Treasurers can reserve the Club Space using EMS Room Finder from 7 a.m. to 11 p.m. Key card accessibility to the Club Space is restricted to Presidents and Treasurers. Outside of usual SUB hours (Mon-Fri 7 am-9 pm, Sat 12 pm-6 pm), club members must call Safety and Security and verify authorization from an OSIL staff member to receive access to the Club Space.

Groups that use the Club Space must restore it to its original state. Floor covering is required for projects that employ paint, glue, or other similar materials. If you have any concerns about this policy, please contact the Office of Student Involvement & Leadership or osil@spu.edu at least 24 hours before the reservation date.

In addition to any additional expenditures incurred as a result of the damages, a flat fee of \$50 will be charged. If the Club Space is damaged, the group that used the space during the occurrence shall have complete financial responsibility.

All groups using the Club Space must protect the properties of other clubs. Please do not utilize or relocate any non-personal goods held in Club Space or storage.

General Information Regarding All Reservations

- Enter your SPU ID and password at <https://roomfinder.spu.edu>.
- To verify room availability and description, click "Browse for Space" under the "Browse" option to see whether the rooms you want to reserve are available. Click "Browse Facilities" and then the link to the respective room for room descriptions.
- To book a space: Select the sort of reservation you want to make under the "Reservations" tab:
 - Select "Student Club Requests" for club meetings/events.
 - Select "Student Leader Requests" for ASSP meetings/events.
 - Select "General Room Requests" for meetings/events that are not linked with recognized

- Choose the right site for Library, Upper Gwinn, and Royal Brougham requests

Please keep in mind that ALL club activities must be authorized by CSC before bookings can be submitted.

- Fill out the relevant information on the left side of the screen, then click "Find Space" to see available rooms.
- Choose the space you want to book by clicking the green plus symbol next to the room name. Select "Continue."
- Provide as much information as possible for the event taking place

The name of the ASSP student group holding the meeting/event must be included in the event title

- The event type must represent the sort of meeting/event reserved.
- Group Information must be set to:
 - "Club Officers" if booking for a club meeting/event
 - "Student Media Groups" if a booking is for a media group (Lingua, KSPU, Falcon, Cascade)
 - "Student Government" if the reservation is for an event hosted by another ASSP organization (Officer Core, SLDC, Senate)

Please keep in mind that ALL student leader space requests must be assigned to the proper group. Requests for rooms made under a student's name may be denied.

- After selecting the appropriate group, pick 1st Contact.
 - Additional Information:
 - An event description is required for events listed on the campus calendar.
 - Events will be auto-submitted to the relevant calendar based on the event type selected.
 - Select "Submit." Please double-check your request before submitting it. You will get an email confirming receipt of your request.
 - To make modifications to submitted requests, go to the "Reservations" page and select "View My Requests." To change reservation details, click the symbol next to the request.
 - Confirmation: You will receive another email after your reservation has been authorized.
 - Reservations may be approved for up to a week.
 - Do you have any more questions? Please contact the OSIL Campus Program Coordinator.
1. Reservations must be made at least three (3) weeks in advance.
 2. Reservations should be made for the actual time that you will need the room, including preparation and clean-up time.
 3. All reservations are tentative and subject to change or cancellation before the date of the program. You will be notified if there is a change concerning your reservation.
 4. Misuse of rooms will result in denial of future use. Rooms must be left neat, clean, and in order.
 5. Groups will be held financially responsible for any damage to the room or furniture.

Regulations to be Followed When Using Rooms

1. You must leave the room in the same arrangement and in the condition that you found it.

2. Do not remove furniture from one room to another.
3. No materials are allowed on the painted surfaces of the rooms.
4. Do not hang items from the light fixtures or sprinklers in the rooms.
5. Materials may not be sold on campus (books, CDs, etc.) without proper authority.
6. No open flames such as candles or chemical experiments are allowed in the rooms.
7. ALL MATERIALS LEFT IN A ROOM AFTER THE PROGRAM IS OVER WILL BE DISCARDED.
8. The University is not responsible for damages to personal property, stolen property, or injury sustained on university grounds.
9. The use of illegal substances and disorderly conduct on university property is prohibited, and may result in immediate termination of the event and further disciplinary action against the student: see Student Conduct Code.
10. Tampering or misuse of fire alarms or firefighting equipment is prohibited by Washington State Law.
11. Unauthorized possession and/or use of firearms or firecrackers are not permitted.
12. No pets will be allowed in any building unless special permission has been obtained. These regulations do not apply to those animals specifically trained to aid the blind or the deaf.
13. No person shall set fire upon university property unless permission is obtained through the Office of Safety and Security and the Dean of Students.

Please have consideration and a professional manner by leaving the rooms neat and clean for others who use them.

ROOM RESERVATION CONTACT LIST

All reservations for campus space are handled through EMS Room Finder, but if you have any questions regarding a specific room, please contact the corresponding building manager:

| Contact | Extension | Room Number |
|---------|-----------|---|
| | X2635 | Anything Class-Related |
| | X2740 | Athletic Dept: RBP and Hendricks Falcon Club |
| | X2187 | Non-Class-Oriented for Departments or Clubs Upper Gwinn, Weter Lounge, Marston-Watson 3, Otto Miller Hall Lobby (approx. 60-70) & Classrooms |
| | X2140 | Otto Miller Hall 103 , Capacity 8 |
| | X2079 | Art Center gallery, studio rooms, and lecture room |
| | X2137 | Bookstore |
| | X2240 | First Free Methodist Church , melinda@ffmc.org |
| | X2789 | Library: Scheduling is done online. Please go to spu.edu/library/rooms (regarding class-related use, check with Rachel first) |
| | X2759 | Psychology Conference Room Marston 127, Capacity 15 |

| | | |
|--|--------------|---|
| | X2617 | Humanities Conference Room Marston 252, Capacity 14 |
| | X2992 | School of Business, Government and Economics Conference Room McKenna 232, Capacity 22 |
| | X2214 | School of Education Peterson 302/303 (classrooms that can be used as conference rooms if needed), Capacity 36 Peterson Hall 2nd Floor (SOE) Conference Room, Peterson 200, Capacity 20 |
| | X2195 | Peterson Hall 2nd Floor (FCS) Conference Room Peterson 200, Capacity 20 |
| | X2351 | Biology & Chemistry Eaton Hall 305, Capacity 12 Eaton Lobby , Capacity 60 |
| | X2481 | SUB 207 , Capacity 14 |
| | X2247 | SUB Gazebo Room , Collegium, Vendor Tables, Table outside Gwinn Commons |
| | X2051 | University Communications Conference Room – Lower Weter Capacity 20 |
| | X2951, X2108 | Walls Advancement Center Room 111 Capacity 18 |
| | | Residence Hall Lobbies should be reserved through EMS. |

PUBLICITY AND UNIVERSITY POSTING POLICY

All publicity must adhere to the University Posting Policy. Students must fill out the general Event Request Form and attach all publicity materials to be approved by the ASSP Club Officer before it is distributed.

No student group is permitted to engage the services of an outside agent to advertise or promote an event unless prior approval is granted. For a flyer to be approved for posting and distribution it must have:

- Name of the sponsoring department(s) or group(s)
- Date of program
- Phone number or e-mail for further information

- Beginning and ending time
- Location (*Notices about on-campus events will not be approved unless the room reservation has been submitted and confirmed.*)
- Cost for admission (student and non-students – if applicable)
- Entrance Requirements (including ID, age, free/required coat check)

General Posting

The following types of postings are given priority:

- Postings that promote a student or campus organization event, activity, or program
- Postings that contain information relevant to students and/or other members of the SPU community
- Postings that promote off-campus educational, social, or cultural events

Entrepreneurial/Classified Postings

These kinds of postings are permitted but do not take priority over those outlined above. If the posting is for personal or entrepreneurial purposes, it must not exceed a maximum size of 8 ½" x 11" and not exceed a maximum of three per building.

Postings *NOT* permitted

- Postings promoting nightclubs
- Postings containing spelling, grammatical or typographical errors
- Postings containing copyrighted materials and/or images
- Postings promoting the sale or use of alcohol as the primary purpose of the event
- Postings that include profanity, pornographic material, solicitation, and/or harassment
- Postings that include discrimination based on race, sex, age, religion, education, ability, or sexual orientation
- Postings that include slander, libel, and defamation of character
- Postings that do not represent the mission of the Seattle Pacific University

The staff has been instructed to carefully remove any postings (posters, announcements, for sale, for rent, etc.) from any location not approved.

Posting Guidelines

- Subject matter must advertise a campus event or be a benefit to the campus community
- The subject matter must be in keeping with the mission of Seattle Pacific University
- **Do not make copies of your posting until Campus Life stamps its approval. 35 copies are needed to cover all posting locations across campus.**
- If the posting is faith-based it will need additional time to be approved, since it will need to be approved by the Office of Campus Ministry, in addition to the Office of Campus Life.

SALES, SOLICITATION, AND FUNDRAISING POLICY

On-campus sales, solicitation, or fundraising activities that involve products and/or services not authorized for or by the University, or ASSP's formally recognized clubs and organizations, are strictly prohibited. The Committee for Student Clubs must approve all allowed sales, solicitations, and fundraising activities.

All events requiring permission must complete a standard Event and Budget Request Form, which may be accessed on Engage.

Fundraising events include, but are not limited to, club dues, car washes, marketing sales in magazines, or variety shows, as well as meals, receptions, performances, or lectures when earnings are projected to surpass expenditures. In essence, they encompass any activity or event that seeks to collect funds for another external organization or group.

How do I put on a fundraiser?

- All fundraising initiatives, regardless of kind, must be authorized and approved by the CPC of Student Involvement & Leadership first
- Contact Student Involvement & Leadership at osil@spu.edu or 206-281-2689 to schedule a meeting with the Director of Student Involvement & Leadership to have your fundraising event approved
- Please bring a one-page description of your event, what you will be doing, where it will be held, who the money will benefit, what group you are connected with on campus, and so on
- Please address any fundraising proposals with the Club Officer and Financial Officer after approval.

Other fundraiser rules:

- All funding for fundraisers is considered a loan; any funds provided by ASSP and utilized for the event must be repaid to ASSP before any profits can be added to a student group's fund.

DONATION AND SPONSORSHIP POLICY

In addition to fundraising, clubs can seek donations and/or sponsorship for club activities from people, corporations, and organizations. The policy below was developed in collaboration with University Advancement. Clubs that want to receive donations and/or sponsorships must fulfill the guidelines below. Failure to do so may result in the dissolution of a club. Club leaders who want contributions and/or sponsorship must pledge to behave themselves in a way that favorably promotes SPU.

Donations: A donation is defined as any monetary (cash, cheque, money order, etc.) or in-kind (physical products) contribution made without expecting anything in return.

Sponsorship: Any donation made by an individual, corporation, or organization, whether monetary (cash, check, money order, etc.) or in-kind (physical products) with the expectation of a return. Sponsorship can result in one of two sorts of returns:

Recognition **The only permissible form of compensation for sponsorship is acknowledgment**

In the event program or at the event, include and/or announce the following:

- Business/organization name
- Logo
- Location

Advertisement

In the event program or at the event, include and/or announce the following:

- Information on the product/service
- Competitive price

ON-CAMPUS COOKING POLICY

If authorized by the Office of Student Involvement & Leadership and SPU Dining Services, SPU groups may organize on-campus culinary activities. SPU Dining Services is Seattle Pacific University's exclusive food provider, however in rare situations, students may be able to prepare food for their on-campus activities.

All on-campus cooking events must meet the following rules:

- Office of Student Involvement & Leadership and SPU Dining Services must provide final clearance for an on-campus cooking and food service event
- Equipment, other than grills or BBQs, can be individually owned but must be examined for evident defects and safety impairments. Do not use it if such issues exist. Before using personal equipment, it should be well cleaned. Personal property utilized at these activities is not the responsibility of SPU
- All individuals participating in food preparation must have a valid Washington State food handler's permit. The fee is \$10 and is good for two years. They must also carry their license at all times when cooking
- All people who operate with culinary equipment must be at least 18 years old
- Personal grills/BBQs are not permitted. When allowed by an SPU employee, BBQs/grills operated by SPU departments or resident halls may be utilized. All must run on propane. On-campus cooking is not authorized to use charcoal, briquettes, or other non-propane fuel sources
- BBQs and other open-flame cooking events must be held outdoors and at least 10 feet away from any buildings, vegetation, bushes, trees, and wood. Before the event, Facilities must be contacted to refuel propane tanks and secure flame-proof boards for under the things with open flames
- Meat, potato salad, macaroni salad, and other thermally sensitive foods must be tested using food thermometers
- Meat must be prepared at 155°F
- Chicken and turkey must be served at 170 degrees Fahrenheit
- Macaroni and potato salads should not be left out for more than one hour in hot weather and two hours in cold weather. Packages of macaroni or potato salad should be stored on ice and stirred regularly to keep them chilled
- Pre-packaged chips, pretzels, and other such products are required. If this is not practicable, they must be served using utensils
- Anyone assigned to administer homemade or unpackaged food must be knowledgeable about the components of the meal they serve. Food servers must be extremely conscious of components that may be hazardous to those who have food allergies. Clubs should offer ingredient labels for each meal
- It is HIGHLY suggested that the food served NOT to include peanuts OR be prepared in an environment that also processes peanuts (read labels)

If it is agreed to serve home-cooked food containing peanuts or milk, the food preparer should take the following steps:

1. Thoroughly clean all food-preparation equipment

2. First, prepare the dish without peanuts or milk
3. Store food safely in airtight containers at proper temperatures
4. Before cooking meals containing peanuts or milk, thoroughly clean all equipment
5. Store food containing peanuts or dairy in airtight containers at acceptable temperatures. SEPARATELY from the meal containing no peanuts or milk
6. Make it clear which foods include peanuts or dairy products

To ensure your safety, inform all food servers of the foods that contain peanuts or milk products, and provide a printed or written label or placard directly adjacent or attached to the dish that lists the ingredients or clearly states that the food contains peanuts, peanut products, or milk.

ASSP FOOD POLICY

- The cost of an event or meeting with food classed as "snacks and drinks" or "refreshments" will not exceed \$10 per participant
- Meal-centered events spending more than \$1,000 in total need the use of a revenue line. STUB tournaments are exempt from this rule
- Meal-centered events involving more than \$10 per participant necessitate the use of a revenue line
- The Finance Committee may recommend a revised income line for meal-centered events
- The ASSP contribution for meal-based events will not exceed \$15 per participant, excluding meetings and activities centered on pizza

Clubs may apply for CSC/ASSP to pay the cost of a food handler's permit for club members who serve food on campus (see on-campus cooking/BBQ regulations).

CLUB PIZZA POLICY

Pizza may be ordered for meetings and activities if the following requirements are followed:

- The pizza costs no more than \$20 per pizza, including tax
- One big pizza may be ordered for every four individuals in attendance at a conference or function
- If delivery is required, keep delivery charges and tip under the \$20 per pizza level
- The ASSP Financial Officer will authorize up to the sum specified in these guidelines
- Every event must have a genuine business objective that is related to the organization's goal and mission

SEATTLE PACIFIC DINING SERVICE FOOD POLICY

You may provide food as part of any program, subject to the following restrictions:

- Food sales: Any program that involves the sale of food must be licensed through or approved by Dining Services.
- Upper Gwinn: Any program hosted in Upper Gwinn must be arranged through Dining Services, as that location has unique catering rights.

Please keep in mind that Dining Services provides easy catering choices, featuring special pricing and possibilities for student groups.

- It is critical for health and safety that any program that provides food adheres to appropriate food handling methods - read the above on-campus cooking/BBQ/Potluck regulation.
- Please review our Arrangements Policy for any catering contracts.

Table service meals, box lunches, buffet receptions, coffee breaks, barbecues, and a la carte menus are all available through SPU Dining Services.

SPU Dining Services expects a three-week prior notice for all catered requests.

FINANCES

Funding of ASSP

ASSP provides funds to all registered student organizations. These monies must be sought and approved by CSC through the club financing process. Senate has authorized the Club Programming Fund for the academic year. All events and event series that require money above the basic operating support (\$150) must be proposed by clubs. Any ASSP funding request should be allowed a minimum of three weeks to be processed and granted.

Organizations Eligible to Receive Funding

All clubs (excluding first-year groups) will be allocated a \$150 annual operating budget, to begin with. The funds in this first budget are to be utilized for general operational expenditures and the prerequisites of starting a club. ASSP clubs are free to use the monies anyway they see fit, as long as they follow SPU and ASSP financial standards.

This budget can be used for the following purposes:

- Weekly meetings food handler's permit(s)
- Printing costs binders
- Office Supplies
- Napkins, spoons, forks
- Food (for weekly meetings, NOT for events)

This budget cannot be used for the following purposes:

- Membership fees
- T-shirts

ASSP will fund:

- Events open to the whole SPU community
- Gas and vehicle rental costs
- Honorariums for lecturers, artists, or performers fees and travel expenses: without a formal contract, fees will be established by experience, skill, and relevance to current student requirements
- Equipment or supplies (must be housed in Club Storage) Reimbursement for pre-approved charges
- Fundraising activities: nevertheless, all fundraisers must eventually run on a \$0 budget before donations can be made.
- Fees and travel expenses will be determined by experience, knowledge, and relevance to current student requirements in the absence of a written contract.
- Reimbursement for pre-approved costs
- Equipment or supplies (must be maintained in Club Storage)

ASSP will not fund:

- Personal vehicle mileage
- Uniform purchases
- T-shirt purchases
- Personal property
- Cash rewards

Club/Organization Budget: The account that contains all of the funds granted by ASSP (student activity fees). After each annual year, this account is wiped out, and any remaining money is returned to the ASSP contingency account.

Club/Organization Account: The account that contains the organization's fundraising funds, dues, and donations. Except for organization payment, payback to ASSP, or club disbandment, this account rolls over each year and cannot be canceled out or transferred back to the ASSP contingency account.

Cash Boxes

At club events and fundraisers, cash boxes are available for usage. The Office of Student Involvement and Leadership can check out and check in cash boxes. Each box contains \$100 cash. When you return, the ASSP Treasurer will calculate your profits and deposit them into the appropriate club account at Seattle Pacific Finance Office.

Method of payment: Fundraisers, ticket sales, event sales, t-shirt orders, and/or other forms of sales in your club/organization must be paid in cash from faculty/staff or members of your club/organization. Other third-party payment methods, such as Venmo, Cashapp, Paypal, Zelle, and so on, are not permitted. ***If these actions are not followed, the Committee for Student Clubs will impose policies and regulations on the club/organization.***

FINANCE FORMS

All Finance forms are available on Engage, on the CSC page. If you can't find them, please contact the ASSP Financial Officer or Club Officer.

The following information will be required for each form you submit:

- **Fund** - 6-digit code beginning with 1162— (example: 116204 means the Conference Fund)
 - You may find your fund number on the inner front cover of your club's handbook. If you do not know the fund number for your club, please contact the ASSP Treasurer.
- **Organization/Program** - This number is ALWAYS 2813 (ASSP's organization number).
- **Account** - A five-digit code that represents the type of cost or revenue you're working with. Examples can be found in the list of Common Account Codes.

All forms must be properly signed before being sent to the ASSP Finance Office, otherwise, they will be returned. ASSP transactions need the signature of:

- **The claimant** (if applicable), is the person who paid for the things - generally you
- **The budget manager** is the person in charge of your club's finances.
- **ASSP Finance office** (VPF or Treasurer).

You must request and record itemized receipts for all club-related financial transactions. Failure to furnish required receipts will result in the cancellation of financial requests and probable loss of access to additional funds.

A check could take two (2) weeks for processing. Check requests are processed on Wednesdays, so consider that while submitting them. Your assistance in planning ahead of time and collaborating with the Finance Office is much appreciated!

BE SURE TO MAKE A COPY OF ALL FINANCIAL TRANSACTION FORMS AND SUPPORTING DOCUMENTS FOR YOUR CLUB/ORGANIZATION RECORDS

Check Requests

Checks may be requested for the following:

- **Vendor Payment** - Include an invoice with your Financial Transaction Form, and payment will be mailed to the vendor.
- **Reimbursement** - Submit receipts for out-of-pocket expenses, and payment will be issued to the individual who spent the money.

Complete this form when a payment is due to an individual, vendor, company, firm, or other entity outside of SPU that has supplied or will deliver a product or service to SPU. If the payment is for previously purchased services or products, it will be related to the invoice(s) filed to SPU by the issuing business.

If the payment is for the future, the Request for Payment (RFP) will refer to requests or other forms relating to the purchasing or service of the issuing firm. If the request is for compensation, a W-9 form must be included. Please also allow for a processing time of 7 business days, so plan accordingly.

Transmittal of Funds

This form is used to deposit any income generated by a group (for example, through fundraising or ticket sales). Within one week of the relevant event or activity, all proceeds must be submitted to the ASSP Finance office.

Large Transactions

Transactions above \$500 require the signature of an OSIL employee. Transactions above \$2000 necessitate the signature of the VP of Student Life and will necessitate additional processing time.

REIMBURSEMENTS

- No compensation will be made unless an authentic receipt is included in the request.
- All reimbursements must be delivered to the ASSP office during the fiscal quarter in which the transaction occurs.

- Each reimbursement must have a specific business objective indicated in the request's remarks section. The more information you have, the better.
 - Dates
 - Individual names at events (if more than 10 people, just include the number of attendees)
 - Describe the events/topics covered
 - Describe what money was spent on and for what purpose
- Reimbursements must be typed, and a receipt must be attached to the form's BACK.

Reimbursement (purchases made with personal funds)/Reclassification (purchases made using expense advance funds):

- An individual buys items, pays with personal finances, and keeps all sales receipts.
- Individual fills out a Reimbursement/Reclassification form, notes purchase information (date, business purpose sales tax, etc.), and attaches authentic receipts.
- The individual obtains approval and signatures from the relevant budget manager(s) and signs as the Claimant.
- The individual files a reimbursement/reclassification request to the ASSP Office for approval by the VP of Finance or the ASSP Treasurer.
- Allow 7 business days from the moment you submit a transaction request to receive a check or direct deposit. Checks are picked up in the Finance Office, which is situated at 3120 Third Avenue West.

FINANCE BOARD GUIDELINES

The Purpose of the Finance Board

To act as the Senate's financial advisory board, monitoring all ASSP finances and physical assets and assessing and recommending changes to all ASSP budgets and proposals affecting the disposition of the ASSP operational budget.

Proposal and Budget Process Guidelines

Please keep in mind that all standards are subject to modification at the discretion of the Finance Board.

- **Retreats**
 - Costs should not exceed \$25 per person.
 - Costs may solely cover food and shelter.
 - Transportation expenses will not be reimbursed.
 - Leadership Conference may be an exception.
- **Personal belongings**
 - ASSP will not subsidize objects defined as personal property for specific persons (e.g. T-shirts, uniforms).
 - An exception may be granted for organizations that require event exposure and/or awareness (e.g. SMCs, STUB).
 - T-shirt seed money can be used, but fundraising must be free of charge.
 - Exceptions may be allowed for gift goods that become personal property.

- **Fundraisers**
 - The ASSP General Fund provides seed money for fundraisers.
 - Fundraisers must operate on a zero-budget basis, which means that all seed money must be re-deposited. STUB events may be granted an exemption.
 - Even if the funds are less than \$250, fundraisers must be brought to and authorized by both the Finance Board and the Senate.
- **Meals and Food**
 - For an event or meeting, the cost of food classed as "refreshments" or "snacks" will not exceed \$5 per participant.
 - A revenue line is required for meal-centered events that cost more than \$1,000 in total. STUB tournaments are exempt from this rule.
 - A revenue line is required for meal-centered events that cost more than \$10 per participant.
 - For meal-centered events, the Finance Board may recommend a modified revenue line.
 - For meal-centered events, the ASSP contribution will not exceed \$15 per participant
- **General Fund (116203)**
 - Money is distributed at the discretion of the Finance Board and Senate to recognized groups on campus as required.
 - Cannot be utilized for major purchases.
- **Rollover Contingency Fund (116207)**
 - Must be kept above \$25,000 at all times.
 - Can be utilized to cover capital expenditures.
 - Capital costs are one-time purchases of more than \$500 that are long-term in nature.
 - Equipment costing less than \$500 may be considered "capital expenses" at the discretion of the Finance Board.
 - Is used for unplanned and emergency costs, as well as those that exceed General Fund and capital expenses, and is rolled over year after year.
- **Proposal Changes**
 - Any substantial financial adjustments to a proposal must be addressed to the Vice President of Finance
 - Any large changes to programming must be handled by the Committee for Student Clubs; otherwise, the Club Executive Director and the Committee for Student Clubs will discuss the program change.
 - Significant financial changes include a \$100 rise in the bottom line or a 5% loss in income, whichever is less.
 - Significant program modifications include, but are not limited to, date changes, changes in program purpose, increases in projected participation by more than 20%, and changes in honorarium recipients.
 - When a suggested modification is received, the Club Executive Director can send it to the appropriate committees and seek a new proposal through the proposal process.

□ **Finance Board Special Notes**

- Endeavor to allocate funding equitably to support the whole ASSP community. As a result, ASSP will only provide financing up to the entire amount required to completely sponsor an event or activity.
- Preference may be given to submissions from persons seeking outside financing, including a line-by-line list expenditure plan and knowledge of their intended audience.
- Funding will not be granted to things that are not expressly described in a line-by-line style.
- A proposal follow-up report may be necessary.
- Make every effort to deal with vendors who adhere to fair labor policies.
- All bids must include sales tax as well as shipping and handling.

ACCOUNT CODES FOR COMMON ASSP

If you have any questions about when to use the following codes, please contact the ASSP Treasurer/VPF.

SEATTLE PACIFIC UNIVERSITY POLICIES

The following policies are in place to guarantee that your organization has the best possible chance of success while also properly representing Seattle Pacific University, the Office of Student Life, and ASSP. Failure to observe any of the policies listed below may result in the cancellation of an event, the closure of a club, the refusal of financing, or the absorption of expenses by students(s).

The Student Standards of Conduct are the broad guidelines that regulate the personal behavior of all SPU students and student groups. Among the behaviors for which students or student groups may face disciplinary action are, but are not limited to, the following:

The Student Standards of Conduct at Seattle Pacific University are founded on the University's Christian purpose and are designed to foster a good learning environment, encourage students' intellectual, social, spiritual, and physical well-being, and support character building. We expect that students understand and adhere to the norms that govern the personal conduct of all SPU students and student groups during their time as a student at the University.

Among the behaviors for which students or student organizations may face disciplinary action are, but are not limited to, the following:

- Actions that are illegal under federal, state, or municipal law. When a student is suspected of a criminal act, regardless of where it occurred or whether civil or criminal actions have been initiated against the student, the University maintains the right to follow its normal conduct and accountability processes. The University also has the right to notify relevant law enforcement agencies about breaches of federal, state, or municipal law.
- Actions that hinder or interrupt the usage of University properties, buildings, rooms, or corridors, or that provoke a disturbance on or off campus that interfere with the educational process or the administration of the University.
- Dishonesty, such as cheating or plagiarism; willfully providing false information; tampering with or unauthorized use of University papers, records, or property; abuse of student identity; or possession and/or use of fraudulent identification are all examples of dishonesty. Students who hold fraudulent identities risk a minimum fine of \$150 per offense.

- 3.1 Any student who maliciously reports or accuses another person, or who deliberately submits false or misleading information in connection with an inquiry, may face disciplinary action or consequences, including suspension or expulsion from the University. If a staff person administering a student accountability process or a similar action suspects that false reports, charges, or assertions were made deliberately, the staff member may submit the subject for consideration throughout the process. Furthermore, students may express concerns to staff personnel overseeing relevant procedures concerning probable fraudulent reports, allegations, or utterances. This rule does not preclude honest reporting or charges. Violations of the University's retaliation policy will also be addressed through the proper channels.
- 3.2 Academic integrity violations: An academic integrity violation happens when a student gains academic benefits that he or she did not achieve through his or her effort, by cheating, or through plagiarism. Academic dishonesty manifests itself in the following ways:
 - Copying another person's work on an exam.
 - Using test questions from a stolen exam to prepare for an exam.
 - Bringing hidden answers to a test.
 - Submitting someone else's work as one's own
 - Plagiarism (copying sections of another person's words from a print or electronic source without crediting the source).
- Failure to comply with authorized University authorities' directives in the execution of their duties, including failing to identify oneself when requested, failing to fully participate in the student accountability process, and failing to comply with the conditions of issued punishments.
- Participation in any activities involving discrimination or harassment based on race, ethnicity, national origin, age, religion, handicap, or gender.
- Activities that cause or threaten emotional, mental, or bodily pain or suffering; degrade the dignity of any individual; or interfere with the academic process of any individual Verbal threats or abuse, harassment, intimidation, threatened or real physical assault, or continuous disrespect for any individual's rights and welfare are examples of such activities.
- 6.1 Hazing: "Hazing" refers to any method of initiation into a student organization or living group, as well as any pastime or amusement related to such an organization or living group, that causes or is likely to cause bodily danger or physical harm, or serious mental or emotional harm, to any student or other person. Hazing is prohibited, regardless of the individual's desire to engage.
- At Seattle Pacific University, no student or student group may plot to engage in hazing or participate in the hazing of another. This policy is designed to comply with state legislation forbidding hazing at colleges and universities and applies to all University-sponsored student groups, their members, and those visiting the University (RCW 28B.10.901). A student who engages in the hazing of another may be forced by Seattle Pacific University to forfeit state-funded grants, scholarships, or prizes for a length of time designated by the university.
- Activities such as hazing may include, but are not limited to, the following:
 - Striking another person, whether with an object or one's own body
 - The application of foreign substances to the body.
 - Scavenger hunts involve illegal activities, kidnapping, or abandoning a member of the community.
 - Depriving others of sleep or creating excessive fatigue is an intentional part of activities.
 - Forcing, coercing, pressuring, or requiring students to consume alcohol or foreign or unusual amounts of food or other substances.
 - Nudity or forcing students to dress degradingly.

- Psychological hazing: any act likely to compromise a student's dignity; cause embarrassment or shame to a student; cause a student to be the object of ridicule or malicious amusement; or inflict psychological or emotional harm.
 - Students may also face disciplinary action for behavior that may not constitute hazing but results in shame, mockery, sleep deprivation, verbal abuse, or personal humiliation of another person.
- Lewd, indecent, or obscene behavior or behaviors, whether demonstrative, visual, verbal, written or technological. Pornographic materials in any form (including online pornography) are also prohibited from being seen, utilized, possessed, or disseminated. These items may include any item with sexually provocative, explicit, exploitative, or concerning content. See the SPU User Policies for further information on relevant policies regarding SPU network use.
- Outside of a marital partnership, sexual activity. Cohabitation is also banned between two people in an amorous relationship who are not married to one other.
- Any coercive or unwanted sexual conduct, such as sexual assault, rape, sexual harassment, or similar behaviors. See the Sexual Misconduct Policy for additional information on policies and processes for sexual misconduct.
- Violation of any alcohol, drug, or tobacco-related legislation or SPU policy.
- 10.1 Students are not permitted to be on campus or at University-sponsored activities (including sporting events, mission trips, performing group excursions, and so on) while under the influence of alcohol, even if they consumed it off campus or outside of these events. Students may also not engage in, assist with, or encourage on-campus events that include the use of alcohol or illicit drugs. Students engaging in foreign or study abroad programs should be aware that they must follow the University's standards on responsible alcohol use.
 - 10.2 Illegal, underage alcohol consumption and/or possession is not authorized on or off campus. Under no circumstances is it permissible to provide alcohol to people under the age of 21.
 - 10.3 Hosting Alcohol or Drug-Involved Gatherings: People who host events where alcohol is served should be aware that they will be held accountable for their guests' conduct, including their visitors' degree of drinking. Individuals who arrange, support, or encourage meetings (on or off campus) that contain any of the following may face a required \$300 fee in addition to other sanctions:
 - An indication that any person is under the influence of alcohol to an irresponsible degree (i.e. intoxicated, tipsy, buzzed, drunk, etc.)
 - Alcohol provided to minors or usage of alcohol by minors
 - Unlawful drug use or illegal controlled substance use
 - Those who live in the area where the party is being held may be held liable as hosts, regardless of who distributes the alcohol.
 - Students should be mindful that social and other electronic media might cause gatherings at their house to grow beyond their control. Students will still be perceived as hosts in this circumstance and should keep these factors in mind while arranging their gatherings.
- 10.4 Narcotics: Students who possess, distribute, and/or use narcotics (including medicinal marijuana, prescription drug abuse, Salvia, any sort of psychedelic, paraphernalia, etc.) or other intoxicants on or off campus will face disciplinary action.

- 10.5 Tobacco Use: To address widespread public health concerns, the campus is tobacco-free. Tobacco or other smoking-related choices (including but not limited to cigarettes, cigars, snuff, smokeless tobacco, chew, hemp, hookah, vaping, paraphernalia, gadgets, and so on) are completely forbidden on University grounds or at any University-sponsored gathering.
 - Any student found to violate the drug and alcohol policy will be charged a \$100 administrative fee, which will go toward the expense of alcohol and drug prevention programs. A student who is unable to pay the fee may request a waiver as part of the appeals procedure.
 - See the Campus Annual Notification for more information, including resource information.
- 11. Actions that endanger one's safety or health. Such behaviors include, but are not limited to, entering and departing buildings through windows, as well as hurling, projecting, or dumping potentially dangerous objects.
- 11.1 False reporting or warning of a fire, bombing, crime, or other emergencies, or interfering with safety equipment
- 11.2 Possession, use, or exhibition of guns, weapons, pyrotechnics, live ammunition, incendiary devices, or other potentially dangerous objects on University property. BB/pellet guns, paint guns, air guns, airsoft guns, taser guns, any replica of a gun or any counterfeit firearm, blow guns, blow gun ammunition, or water balloon launchers are all prohibited.
- 11.3 Biohazard and Bodily Fluid: Apart from academic requirements, student usage of any sort of biohazard (e.g., bodily waste or fluid from a person or animal) is hazardous to the health of community members and is completely forbidden on and off campus. Infringement against this regulation will result in a minimum punishment of \$200 per person, plus any extra costs for cleanup and staff.
- 11.4 Noncompliance with institutional health and safety policies (including, but not limited to, expectations related to physical distancing, wearing face coverings, and self-reporting).
- 12 Unlawful possession of University or others' property; unauthorized presence in, or unauthorized use of, or duplication of keys too, University premises or property; and acts that cause or may cause harm to University or others' property. Damage costs are levied against the pupils implicated.
- 12.1 Theft: It is illegal to take another person's property without their consent. Infringement against this policy may result in suspension or expulsion from the University.
- 13. Any other policy, regulation, or rule infraction at the University. Residential students should be informed of the rules and regulations that govern life in the Residence Halls and Apartments.

FREQUENTLY ASKED QUESTIONS

How can I tell whether I'm organizing a "program/event"?

- A program/event is any activity that occurs outside of the student group's regular meetings or events
- A program invites students from the broader SPU population to take part in an activity, event or speaking event
- Events include off-campus activities organized by a club and on-campus programming that take place outside of the group's regularly scheduled meetings

How do you plan a program from one phase to the next?

- Refer to "Planning your Program/Event"

Where can I get food for my event?

- Refer to "Planning your Program/Event"

Do you want to reserve a room or confirm an event through building maintenance?

- Complete a campus event checklist through facilities & safety and security as soon as feasible - no less than 4-5 weeks.
 - To complete this form, you MUST know if you will require water, electricity, rubbish collection, tables, chairs, carpet squares, and so on.
 - Please send floor plans and maps of the places you want to use.
 - Once you have received signatures from Facilities, Safety and Security, and your adviser, this form is complete.
- Submit a work request form to Facilities and Building Maintenance at least 4-5 weeks in advance.
 - Request all necessary chairs/tables/garbage cans/services using the Facilities online request form.
- Schedule a time to meet with a member from Building Maintenance & OSS for events with substantial attendance (100 or more guests expected), difficult setup, usage of RBP stage, or other uncommon things.
 -
 - 206-281-2330

Can I change the purpose/structure of a previously suggested event?

Any modifications to original program plans, whether programmatic or financial, must be entirely resubmitted to CSC for approval by completing a new program request or financial request form.

A programming change includes but is not limited to:

- A change in the format of the event
- Change in speakers
- Change in the use of resources, the need for extra financing, and so on.

Can I change the date, time, or location of my event?

Clubs will be asked to modify their Event Request on Engage if there are any changes to the date, time, or venue. Changes in date, time, and place nullify any earlier CSC approval. CSC will assess the event and contact the club if it requires extra clearance.

How can I reserve/purchase media equipment for my event?

SPU offers two alternatives for reserving media equipment

ASSP Media Equipment:

- ASSP owns all of its media equipment, which may be utilized by ASSP groups if it is not already reserved for another on-campus event
- The party seeking use of the equipment must provide transportation and able individuals to carry the equipment to the event venue on campus
- Media equipment rental is dependent on the availability of the equipment and the Media Technician
- Available media equipment includes stage lighting, speakers, a soundboard, and so forth

- Rental requests must be sent to the ASSP Media Officer at least 3-4 weeks before the event (they can be dropped off in the ASSP office). For the request to be considered, the "Media Equipment Rental Request" form must be submitted and properly filled out
- Use of ASSP Media equipment - includes an ASSP Media Technician to assist you in setting up and operating the equipment. This media technician MUST operate the equipment
- All more information on renting ASSP media equipment, including rental requests, a list of available equipment, and rental policies will be announced when determined

CIS Media Equipment:

- SPU student groups can borrow basic speakers, computers, screens, and projectors from CIS for free; however, this equipment must be picked up, delivered, set up, and run by the students themselves
- Any further assistance offered by CIS will be charged

Request funding for my event.

- Refer to "Finance"

Can I change the name of my club?

Fill up and submit the Club Name Request Form on Engage's CSC page to change the name of your club. If the name change is accepted, CSC will evaluate it and notify the club.

IMPORTANT CONTACTS

Program planning, whether for a club excursion or a campus-wide function, takes time and resources. We are here to help you! The table below describes essential connections between campus amenities and resources.

| Department / Topic | Contact Name | Location | Email | Phone |
|--|------------------|--------------------------|------------------------------|-------|
| ASSP Club Officer | Faith Boulom | 3rd Weter | ASSP-ClubCoordinator@spu.edu | x |
| ASSP Financial Officer | Evan Teigland | 3rd Weter | ASSP-treasurer@spu.edu | x |
| ASSP Media Officer | | 3rd Weter | | x |
| Campus Dining Services (SODEXO) | Richard Rahardja | Gwinn Commons 3rd | Richard.Rahardja@sodexo.com | X2381 |
| Computer & Info Systems | HelpDesk | Lower Marston | help@spu.edu | X2982 |
| Conference Services – Space Reservations | Rhymel Dacquel | 3220 6 th Ave | dacquelr@spu.edu | X2187 |
| | N/A | Library | libraryrooms@spu.edu | X2413 |

| | | | | |
|------------------------------------|--------------|-----------------------------------|---------------------|-------|
| Library Room Reservations | | | | |
| Facilities Work Control | N/A | Building Maintenance 2W Dravus St | workcontrol@spu.edu | X2330 |
| Plant Services/Facility Management | David Haslam | Building Maintenance 2W Dravus St | dhaslam@spu.edu | X2601 |
| OSIL Clubs Advisor | Jalá Harper | 3rd Weter | harperj4@spu.edu | X2483 |
| Waivers / Liability | | Demaray 250 | obf@spu.edu | X2461 |

