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# The 2011-2012 Club & Advisor Resource Manual

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Student Leader,

We want you to be involved in our campus community! The Office of Student Programs believes that our community is made better through the active participation of all students, staff, and faculty, and we are committed to helping maximize learning on campus through a full spectrum of entertainment, social and educational activities and enrichment opportunities. This manual was created for you, the student involved in a campus club, in an effort to make your life easier in navigating the community-established policies and procedures. It is intended to be thoroughly reviewed and referenced by all clubs, and doing so will maximize their efficiency and effectiveness. This collaborative effort strives to put you in the best possible position for success in your student club, not to burden you with unnecessary rules or paperwork. We hope you receive it in that spirit.

Blessings,

*Jessica Carter*

Campus Program Coordinator  
Student Programs  
[jacarter@spu.edu](mailto:jacarter@spu.edu)

Student Leader,

Welcome to a brand new school year! I am stoked to be working with you this year. You are a valuable student leader on SPU's campus with passions, abilities, and knowledge that benefit our community. I am here to be a resource for you so that you can put on successful events and programs that will get students excited about your club. I look forward to helping your club establish itself, while challenging you to collaborate with other clubs and organizations on campus to maximize your events. Come by the ASSP office for a visit- I'd love to chat! I want you guys to succeed in all your endeavors, so please don't hesitate to use Becca and me, since it is both our passions to serve you. I see big things for clubs this year, so get excited!

Enthusiastically,

*Gina Ogazi*

Vice President of Campus Activities  
Associated Students of Seattle Pacific  
[assp-vpca@spu.edu](mailto:assp-vpca@spu.edu)

Student Leader,

I am beyond excited to be working as the Club Executive this year! In this position it is my role to be a resource to help you put on successful events and programs that will engage and excite the campus community. I also will serve as a liaison between ASSP and clubs to help assist you in club processes and all the various aspects of club life. My desire is to enable you to accomplish the goals that your club has set and to ensure that all the steps to get there run smoothly. Please feel free to come by the ASSP office to ask any questions, or just for a visit! I am looking forward to getting to know you all and learning about your passions and your desires for this year.

Sincerely,

*Becca Malech*

Club Executive  
Associated Students of Seattle Pacific  
[assp-clubexec@spu.edu](mailto:assp-clubexec@spu.edu)

# ASSP Executive Staff

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## **ASSP Mission Statement:**

We, the students of Seattle Pacific University, in order to further a spirit of community, commit to ensure 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

## **ELECTED OFFICERS:**

**ASSP President: Josh Norquist, [assp-president@spu.edu](mailto:assp-president@spu.edu)**

To represent the concerns of the general student body and of the Senate to the University administration and the Board of Trustees; to oversee all aspects of the ASSP through the offices of the Vice Presidents.

**Executive Vice President: Alyssa Sutherland, [assp-vpexec@spu.edu](mailto:assp-vpexec@spu.edu)**

To oversee all matters pertaining to the proper functioning of the Senate; to ensure active student representation on institutional committees; and to assist the President in addressing student concerns.

**Vice President of Finance: Nate Strong, [assp-vpfinance@spu.edu](mailto:assp-vpfinance@spu.edu)**

To oversee all budget and financial operations of the ASSP and to guide the Finance Board toward fulfillment of its duty as the financial advisory body of Senate.

**Vice President of Campus Ministries: Courtney Farance, [assp-vpcm@spu.edu](mailto:assp-vpcm@spu.edu)**

To represent the needs of the student body to Campus Ministries and to represent Campus Ministries to ASSP Senate and other constituencies.

**Vice President of Campus Activities: Gina Ogazi, [assp-vpca@spu.edu](mailto:assp-vpca@spu.edu)**

To oversee all campus activities of the ASSP and provide active leadership to the Student Union Board and official ASSP clubs.

## **APPOINTED EXECUTIVE POSITIONS:**

**Intercultural Director: Cristina Hernandez, [assp-interculturaldirector@spu.edu](mailto:assp-interculturaldirector@spu.edu)**

To initiate, facilitate, and coordinate diversity efforts according to Biblical reconciliation within the ASSP, and to serve as a student resource for diversity efforts in the SPU community at large.

**Public Relations Manager: Beth Bollinger, [assp-prm@spu.edu](mailto:assp-prm@spu.edu)**

To oversee services provided by ASSP; to serve as a liaison between the student body, ASSP, and the Community. To oversee the operations of the ASSP Office and the supervision of the Webmaster, Office Assistants, and the ASSP Newsletter. S/he will perform additional duties assigned or approved by the ASSP President.

**Club Executive: Becca Malech, [assp-clubexec@spu.edu](mailto:assp-clubexec@spu.edu)**

To assist the VPCA in overseeing campus activities and providing added support to ASSP Registered Student Organization.

**Treasurer: Kevin Sayson, [saysok@spu.edu](mailto:saysok@spu.edu)**

Assist the VPF in the management and maintenance of the ASSP budget.

# Senate and the Committee for Student Clubs

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## Senate

### **Purpose:**

Senate is a body of well-informed students diligently representing the concerns of their constituencies in an open-minded forum where innovative salutations are prayerfully and carefully considered. This body facilitates interaction between students and the administration, faculty, and staff of Seattle Pacific University.

### **Senate and Clubs:**

All SPU students contribute towards the Student Activity Fee, which provides for student-led social, cultural, educational and ministry programming, student services, student publications, and opportunities for leadership and involvement. Student Senate has primary authority for all ASSP financial responsibilities. Registered Student Organizations, including Clubs, are eligible to receive funding for operational expenses and programming from the Student Activity Fee. Senate has charged the Committee for Student Clubs with programs and funding that directly benefit the students of Seattle Pacific University.

## Committee for Student Clubs (CSC)

**CSC Mission Statement:** *To help move SPU clubs forward in a direction of solidarity by listening to club concerns, questions, and doubts, striving to help clubs find answers and ultimately, being successful and sustainable, thriving on SPU's campus.*

### **Purpose:**

To communicate with all clubs and serve club needs; to review the development, operation, and registration of clubs; to review requests for club funding.

### **Membership:**

The Club Executive Director shall serve as the Chair of the Committee for Student Clubs (CSC), assisted by the VPCA. Other members shall include 5 students, of which three shall be senators and two shall be students at large.

### **Function:**

CSC shall reserve all matters concerning club accountability, recognition, continuance, and applications for funding. CSC shall hold quarterly informational meetings with club leaders concerning available ASSP resources, club registration, and information concerning the ASSP budget timeline. CSC shall communicate regularly with clubs to ensure accountability to the guidelines set forth in this document.

### **Club Budget Process:**

CSC oversees the Club Programming fund, from which clubs can request dollars. Clubs shall propose all events and event series that require funding above the initial operating support. CSC has the authority to allocate up to \$250 for each event or event series. CSC will advocate for clubs if funds exceed \$250 and need to be submitted to Finance Board or Senate for approval. CSC will provide recommendation to Finance Board and (if over \$750) to Senate.

### **Members:**

Jessica Carter – CSC Advisor  
Becca Malech – CSC Chair  
Gina Ogazi - CSC Assistant Chair  
Elissa Barber– SBE Senator  
Tim Seemuth – Ashton Hall Senator

# Registered Student Organizations

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## What is a Student Organization?

A Registered Student Organization (RSO) at Seattle Pacific University is organized by students, led by students, and funded by students. Registered Student Organizations and their leaders follow all University policies and procedures in addition to federal, state, and local laws. All RSOs are advised by a faculty or staff advisor, who offers support and resources.

There are two categories for RSOs:

- Department Affiliated RSOs
- Clubs

## Department Affiliated RSO

A department affiliated RSO has a mission/purpose that directly aligns with the core mission/purpose of a University department. These organizations usually have a history and tradition within the University Department. Because of the shared common purpose, there is a need for high interaction and shared leadership between student leaders and the department. Typically, advising the affiliated organization is part a particular staff-member's job description. The leadership model for Department Affiliated RSOs consists of: (1) A student leader who represents student members, (2) A student leader from the ASSP Officer Core who represents the student body, and (3) A faculty or staff advisor. Department affiliated RSOs are organized in categories that reflect the department purpose or function.

## Clubs

Other RSOs are primarily clubs. These are affinity groups organized around a common passion or interest. Clubs are organized and led by students, and are connected to the ASSP Vice President of Campus Activities. All clubs are advised by a staff or faculty member who shares a similar interest. Student clubs at SPU may become official ASSP clubs by applying for and becoming registered with the Committee for Student Clubs. Registration shall entitle these organizations to ASSP services, including recognition in student publications and fiscal support from ASSP.

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

# Clubs 101

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## **Benefits of University Registration**

There are many benefits to becoming a Registered Student Organization. Most importantly, the Office of Student Programs desires your involvement at SPU to bring learning opportunities and growth. One benefit of University recognition is the guidance and support that you will receive through your faculty/staff advisor and the Student Programs staff.

Additional benefits include:

- Use of the University name and logo (see details under the *Policies* section of this document)
- Permitted recognition by ASSP and the Department of Student Programs
- ASSP Funding
- Use and reservation of campus space
- Publicity opportunities including Unicom, Loopy, and campus posting (in accordance with the Posting Policy)
- Use of SPU Purchasing services
- Use of Club Space within the Student Union Building (SUB)

Clubs who are not recognized by ASSP as a Registered Student Organization do not have access to the above privileges.

## **ADD How to charter/register a club section**

### **Responsibilities of Registered Student Organizations**

Once a club is recognized as a Registered Student Organization, it is expected to align itself with stated responsibilities of being such:

- To act in a manner in accordance with the Lifestyle Expectations of SPU.
- To responsibly represent the ASSP to the campus and surrounding communities.
- To meet at least once per quarter.
- To have at least one representative attend all required meetings as noted by the ASSP Vice-President of Campus Activities, Club Executive Director, or Campus Program Coordinator.
- To uphold the vision statement created by the VPCA and Club Executive Director for all ASSP Clubs.
- To spend, in consultation with the VPCA, Club Executive Director and VP of Finance, ASSP money in a responsible manner.

### **Club Continuance Process**

In order to be a sustainable club, the leadership of your club must be able to transition from year to year. At the beginning of Spring Quarter, the VPCA will notify all current club Presidents about the Club Continuance process. It is the responsibility of the current club leadership to institute the appropriate procedures for electing/assigning new club leadership. To ensure a smooth transition, it is recommended that the old leadership spend time training the new leadership on club processes and procedures, as well as share insights and reflections on the past year.

Once the new leadership is elected, it is up to this new group of leaders to complete the Club Continuance process. This application will include the following information about the club for the next academic year:

- Name of contact person and contact information, including phone number and mailing address.
- Names of club officers.
- Name(s) of faculty, staff, and/or university administrator serving as advisor(s).

- Updated constitution and bylaws.

## **Discontinued Clubs**

A club's recognition may be discontinued for one or more of the following reasons, pending Committee for Student Clubs evaluation. Clubs may appeal the decision of CSC to Senate and can be re-registered by a majority vote of Senate.

Reasons for discontinuance of registration include:

- Failure to submit club continuance application.
- Inactivity (i.e. no club activities or meetings for one full quarter).
- Lack of primary officer and/or financial officer.
- Lack of compliance to the lifestyle expectations of the University by the club or its leadership.
- Lack of an active advisor.
- Failure to attend CSC informational meetings.
- Failure to abide by club constitution.
- Failure to responsibly handle ASSP funds as allocated.
- Failure to comply with University policies and procedures.

## **Club Advisor Role**

Each Registered Student Organization must have an advisor who is an active faculty or staff member at Seattle Pacific University. Advisors help to ensure compliance with campus policies and procedures by signing off on planned programs and expenditures. Advisors should attend regular RSO meetings and special programs. The advisor should meet regularly with student leaders to provide support and offer resources, as needed.

The advisor is intended to serve students as a resource, confidant, support, and role model. The exact role of the advisor will vary for each RSO depending on the desires of the group, its leadership, structure, and purpose. An advisor's role is not parental. The main purpose for the advisor is to provide consultation and guidance for leadership development. The advisor should establish a good working relationship with the RSO based on mutual respect and genuine care.

Advisors must also be actively involved in the program planning process. All program request forms must be signed by your advisor, noting his/her knowledge of the particular event. Do not consider this an additional hoop to jump through, but rather an opportunity to discuss your program ideas with someone who can offer additional input, perspective, and support. Your advisor has agreed to be an active member of your group, so do not hesitate to contact him/her with any thoughts, questions, or concerns.

Encourage your advisor to be involved. Actively pursue a relationship with your advisor. Below are ways in which an advisor may be involved:

- Attending organizational meetings.
- Serving as a liaison, bridging the gap between students and the faculty or administration.
- Mentoring members of the RSO
- Providing insight and accountability to the financial/budget process
- Helping groups transition to new leadership each year.
- Offering assistance with conflict mediation

Students with questions or concerns regarding their advisors should contact the Campus Program Coordinator in Student Programs at (206) 281-2689 in the office of Student Programs.

## LEADING AN ORGANIZATION

### *Mission, Goals, and Objectives*

Mission statements, goals, and objectives help ensure successful organizations for many reasons. First, they clarify and define an organization's purpose and provide clear direction. Furthermore, missions and goals help to focus and motivate members, as well as provide a way to recognize accomplishments and successes.

**Mission statements** explain why your organization exists. This statement is part of your constitution, which is required for every Registered Student Organization. The mission statement should clearly outline your purpose. Use your mission statement as a guide to planning activities and programs. Everything that your organization does should support your established mission and purpose.

**Goals** describe what your organization wishes to accomplish, stemming from your mission and purpose. Goals are the ends toward which your efforts will be directed. Specific goals will often change from quarter to quarter or year to year, depending on your group and the needs of the community.

**Objectives** break the goals down into more specific details and plans for accomplishing the goals. Objectives describe exactly what needs to be done to accomplish the organization's goals. These objectives should be clear, specific statements of measurable tasks that will be accomplished as steps toward reaching your goals. Objectives are short term and have deadlines.

### *Steps for Setting Goals and Objectives*

- **Brainstorm** goals as a group, discussing the organization's mission statement and community needs.
- **Choose** what you would like to use from the list of brainstorm ideas.
- **Prioritize** your goal choices. Where do you want to start? What is most important?
- **Determine** objectives for each goal and plan of action for each objective. Remember, there can be several objectives for each goal.
- **Move into action.** Many groups fail to follow through. You may need to continually reevaluate and revise your goals and objectives in order to move forward and achieve the goals.
- **Evaluate** your progress on a regular basis. Remember that circumstances change, so be flexible and allow your objectives to change. The key is to always evaluate your goals and objectives based on your organization's mission statement.

### *Delegating Responsibility*

Even the best leaders cannot do everything themselves. Delegation is the key to a successful organization. Sharing responsibility keeps members interested and enthusiastic about the group. Members become more actively involved and committed, and the organization runs more smoothly. Delegation also creates increased opportunities for members to develop leadership and management skills. Delegation should not, however, be used as a way to pass off undesirable or difficult tasks. It is important to carefully consider how the tasks can best be accomplished in a way that benefits the entire group. Below are several points to consider when delegating.

#### Appropriate times to delegate:

- There is a lot of work to be done
- A member has particular qualifications for or an interest in a task
- Details take up too much and need to be divided

#### Times NOT to delegate:

- The task is something that you would not want to do or have not done before
- The work falls within your specific responsibility
- The person is not interested in or committed to the project
- The person is under qualified for the task

### Ways to Delegate:

- Explain to task to see who is interested, and then ask for volunteers.
- Appoint or suggest a specific person for the task.
- Assign the task through a committee.

### **Effective Meeting Strategies:**

Meetings too often are dull, unproductive, disorganized, or too long. With proper planning and preparation, any meeting can be effective and enjoyable. The following are some tips to help you make your next meeting successful, productive, and fun.

#### ***Before the Meeting:***

- Define the purpose of the meeting with an agenda.
- Distribute the agenda and any background materials that should be read before the meeting. This can be done via email.
- Set a reasonable meeting time limit, given the amount of material on the agenda.

#### ***During the Meeting:***

- Attitude
  - Greet members and make them feel welcome, even late members when appropriate.
  - Be professional and courteous. Allow everyone a chance to talk.
- Atmosphere
  - Serve light refreshments (even just drinks or candy) when possible. This can be an ice breaker and often helps people relax.
  - Encourage group discussion and feedback on all topics.
  - Keep conversations focused. Tactfully end discussions when they are unproductive, distracting, or may be destructive.
- Agenda
  - Start on time and end on time.
  - Review the agenda at the beginning of the meeting and stick to it.
  - Appoint someone to keep minutes of the meeting for future reference.
- Accomplishments
  - At the end of the meeting, summarize agreements reached and then invite members to express what they thought was good or successful about the meeting.
- Adjournment
  - Set a date, time, and place for the next meeting.
  - Acknowledge and thank contributions from specific members.

#### ***After the meeting:***

- Assessment
  - Write up and distribute minutes from the meeting for group members.
  - Discuss any problems with the other officers and come up with solutions to implement at the next meeting.
  - Follow up on delegated tasks. Make sure that all members understand their responsibilities.
  - Give recognition and appreciation for excellent and timely completion of tasks.
  - Put unfinished business on the agenda for the next meeting.

# Policies

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## Lifestyle Expectations

Lifestyle expectations are the general standards that govern the personal conduct of all students and student organizations at SPU. Behaviors for which students or student organizations are subject to disciplinary action include, but are not limited to the following:

1. Actions that constitute violations of municipal, state, or federal law. The University reserves the right to follow its normal conduct process whenever a student is accused of a criminal act, regardless of the location of its occurrence and regardless of whether civil or criminal proceedings have been instituted against the student.
2. Actions that interfere with the educational process or the administration of the University, including those that obstruct or disrupt the use of University premises, buildings, rooms or passages, or which incite a disturbance.
3. Cohabitation and related forms of premarital, extramarital, or homosexual sexual activities. For more information on the subject of sexuality, refer to SPU's [Statement on Human Sexuality](#).
4. The unlawful possession, use, distribution, or sale of alcohol or illegal drugs, or the illicit use of prescription drugs. Students must abide by State and Federal laws regarding alcohol, tobacco, and other drugs. The use or distribution of illegal drugs or the illicit use of prescription drugs is prohibited for all students. The University does not permit students to use or possess alcohol or tobacco products on University property or as part of any SPU activities. For further information see statement on [Drug-Free Workplace and Drug-Free Schools and Communities](#).
5. Dishonesty such as cheating or plagiarism; knowingly furnishing false information; alteration or unauthorized use of University documents, records or property; or the misuse of student identification.
6. Participation in any actions that involve discrimination or harassment based on race, color, national origin, religion, disability, or gender.
7. Any form of coercive or unwelcome sexual behavior, including sexual assault, rape, acquaintance rape, indecent liberties, or related actions.
8. Activities that cause or threaten emotional, mental, or physical harm or suffering; that demean the dignity of any individual; or that interfere with one's academic process. Examples of such actions are verbal threats or abuse, harassment, intimidation, threatened or actual physical assault, or consistent disregard for the rights and welfare of others.
9. Conduct or activities that are lewd, indecent, or obscene, whether demonstrative, visual, verbal, written, or electronic (see the [Acceptable Use Policy Statement](#)).
10. Failure to comply with the directions of authorized University officials in the performance of their duties, including the failure to comply with the terms of disciplinary sanction. This also includes the failure to identify oneself when requested to do so.
11. False reporting or warning of an impending fire, bombing, crime or emergency, or tampering with safety equipment.

12. Unauthorized possession of, or damage to, University property or services, or property belonging to others. Unauthorized presence in, or unauthorized use of or duplication of keys to, University premises or property.

13. Possession, use or display on University property of any firearms, weapons, fireworks, live ammunition, incendiary devices, or other items that are potentially hazardous to members of the campus community.

14. Activities that may cause damage or constitute a safety or health hazard or interfere with the academic process. Such activities include, but are not limited to, entering or exiting buildings through the windows; throwing, projecting, or dropping items that may cause injury or damage; and pranks that create safety and health hazards for others and/or cause damage to University or personal property.

15. Any violation of other University policies, regulations, or rules.

## **Risk Management & Liability**

### **What is Risk Management?**

We believe that our role is to balance student freedom with student responsibility so that students can learn from their experiences in a safe environment. Our goal is to ensure that student organizations plan and host programs and activities where everyone involved has a safe and fun experience. Risk management is the process of assessing potential risks involved in certain activities, and then taking corrective actions and proactive steps to minimize accidental injury or property damage.

As your organization plans a program or activity, consider both the seriousness of the risks associated with the activity and the likelihood of something going wrong. If the planned activities could potentially result in severe injury or death, and probability is high for accidents to occur, you may need to reconsider the nature of the event. Just because an event has potential risks does not mean that it needs to be canceled, but it is important to consider ways to reduce risks and prevent liability for your organization or the university by having participants sign waivers. The following section further explains risk and release forms and waivers.

### **General Information Concerning Waivers**

A waiver form states that participants in an event understand the University is not responsible for their actions or injuries that result from participating in the event. The participant also agrees to hold the University harmless if any injury does occur. If your event will require a waiver, you will be notified during the Event Approval process and will be instructed on whom to contact for more details regarding the waivers. Please allow at least a one month time period to allow the above procedures to happen. It is not feasible to obtain waivers and get them signed at the last minute. If you have any questions or concerns regarding liability or legal issues, please contact the Office of Student Programs and we will direct you to the appropriate person to answer your questions.

#### *Examples when waivers needed:*

- **Rock Climbing**
- **Skiing**
- **Off-Campus Travel**
- **Large Concerts**
- **Sporting Events**
- **Hiking**

#### *Examples when waivers NOT needed:*

- **Meetings / study breaks**
- **Banquets**
- **Plays or Small Concerts**
- **Auctions or Raffles**
- **Educational Seminars**

### **Liability Waivers**

SPU's liability insurance covers institutionally sanctioned on- and off-campus events, and any injuries that result from those events. Even though we are covered through insurance, it is important to always consider safety when planning events, and to take precautions to reduce liabilities that the University may be exposed to. There are two general forms used by the University to help reduce our liability. These are the Driver's Waiver form and the Risk and Release form.

### **Driver's Waiver Form**

This form states that the driver understands that they are responsible for their own operation of their vehicle. They also understand that if an accident occurs while driving for an SPU event, it is the car's insurance that is covering the vehicle. SPU's insurance does not cover personal vehicles. This makes the driver aware and notifies them that they are ultimately responsible for their driving and SPU is not.

For all events where students will be driving their own vehicles, it is necessary to have those students driving to sign the driver waiver form. The students signing the driver waiver form are also asked to provide proof of insurance. The students riding in the vehicle are not required to sign any waiver; however, they should have already signed the Risk and Release and be covered for traveling in cars. For instance, when students drive an SPU vehicle, SPU's auto liability insurance is coverage for any accidents that may occur.

### **Risk and Release Form**

This form states that students participating in the events understand that the University is not responsible for the students' actions that may result in injury while participating in the event. The form also has the student agree to hold the University harmless if injury does occur.

There is not a clear list as of which events should have a risk and release waiver form and which events do not need one. Some activities carry greater risk than others. For activities which are more physical and rigorous, we would definitely want participants to sign a waiver. For activities that do not demand much attention to physical exertion, a waiver is not absolutely necessary.

Waivers can be obtained for your specific event by contacting Jordana Ross, the Risk Management and Insurance Specialist, in the Finance Office at x2461, [jross@spu.edu](mailto:jross@spu.edu). Signed waivers should be kept by the coordinator of the event and filed with them. Any further questions about which events should have waivers or general liability questions should be directed to the Risk Management and Insurance Specialist or the Director of Student Programs.

### **Visual Identity and Branding**

Seattle Pacific University's brand is its vision for engaging the culture and changing the world. The brand is the promise that SPU makes to those it serves. Student organizations that utilize the university name or logo can impact the SPU brand, either positively or negatively. One benefit of becoming a Registered Student Organization is that may use the SPU logo and name. Through use of that visual identity, your organization represents the university, and therefore it is extremely important that the guidelines created by University Communications are upheld.

Registered Student Organizations may use the SPU logo for on-campus communications or publicity. The logos can be downloaded through University Communication's website. Any communication or publicity using the SPU logo that targets or includes an off-campus audience must first be approved by University Communications. University Communications and the Office of Student Programs retain the right to disapprove inappropriate use of the SPU logo or name.

For more specific guidelines on branding and use of the university's visual identity, refer to the *SPU Graphics Standards Manual*, available through University Communications (<http://www.spu.edu/depts/uc/VIS/branding.asp>). Further questions regarding this policy may be directed to the Office of Student Programs or University Communications.

## Advertising

There are various ways to advertise for your event or program on SPU's campus, including:

- Loopy: Weekly electronic newsletter emailed to all Undergraduates
- The Falcon: Submit an advertisement
- Vending Tables: Reserve a table in Gwinn or the SUB through the SUB Manager
- Post fliers/posters around campus, but make sure to comply with the Posting Policy

## **Posting Policy**

- All signs, posters, handbills, and table tents for distribution in and around the SUB, Weter Lounge, and Gwinn must be approved by the Unicom desk. You may post 3 fliers in the SUB, 2 in Weter Lounge, and 1 in Gwinn. Please use the thumb tacks or staples on the bulletin boards and painters tape or sticky tack on the appropriate walls. Items may be posted for up to 2 weeks or 1 day past the event date.
- Items may not be affixed to any outdoor campus spaces, including walls, light poles, trees, windows, doors, or other non-designated areas.
- Posting on department boards or in the academic buildings must receive the approval of the person responsible for the board.
- Posters larger than 24" by 35", banners, and other non-traditional items require special approval from the Director of Student Programs.
- Materials posted in the residence halls require the approval of a Residence Life coordinator.
- All materials posted improperly and those that do not have the Unicom approval stamp will be removed. Individuals and organizations are held responsible for costs incurred in removing improperly posted items and are also liable for any damages caused by improper postings.

## **Chalk Policy**

- No chalk is allowed anywhere on red brick surfaces.
- No chalk on the surfaces of Martin Square, 5<sup>th</sup> Ave Streetscape, or the stairs from Gwinn to 6<sup>th</sup> Ave.
- No chalk around the Science Building pavement or the Emerson Hall entry pavement.
- The best places for chalk are from Emerson to the Bookstore, in front of McKenna on the sidewalk, and on the opposite side of the street from 5<sup>th</sup> Ave to 3<sup>rd</sup>, in front of the Science Building. The sidewalk from Marston, past Peterson, to the SUB is also a good place.
- Chalk needs to be water soluble and removed after the event either by rain or manually with water, a broom, and a towel.

## Program Contracting

There are two categories of contracts that will apply to student activities and programs:

### 1. *Performance Agreements*

Performance agreements are needed for speakers, bands, and performers of any kind coming to campus to be part of an SPU event or activity whose fee is \$1,000 or less. Performance agreements should be signed one month in advance. These are very important and are legally binding contracts, so fill them out correctly and obtain them from all performers and/or vendors whose services you use. It is customary and professional to pay the performer/speaker the day the services are rendered. Performance agreements can be obtained from the VPCA in the ASSP Office or online. You must turn in photocopies of any performance agreement to the VPCA for your club's archives.

### 2. *Contracts*

All contracts involving Seattle Pacific University made with outside vendors must be submitted to Jordana Ross in the Finance Office (3<sup>rd</sup> Floor Weter), SPU's Risk Management and Insurance Specialist. Contracts need to be reviewed and entered into University files in order to protect SPU from any liability issues that may arise. Please allow approximately one month for contracts to process. Please contact Jordana Ross at x2461, [jross@spu.edu](mailto:jross@spu.edu).

## **Fundraising**

All fundraising activities of any kind must first be approved and registered with the Director of Student Programs. Fundraisers include, but are not limited to: club dues, car washes, advertising sales in publications, or variety shows as well as banquets, receptions, concerts, or speakers where revenues of the event are expected and planned to exceed the expenses of the event. All fundraisers must run on a zero budget. Any money designated by ASSP and used for the event must be reimbursed to ASSP. Any additional money collected may be put towards the intended recipient. Please discuss all approved fundraising ideas with the VP of Finance and the VPCA.

## **Other Campus Policies**

### **Reserving Space on Campus**

If you would like to reserve space on campus for a club meeting or program, you will work with a multitude of different departments, depending on which space you are reserving. Please be professional and courteous when dealing with them and provide your requests in a timely manner. Please see the contact list below:

- Non class-orientated campus reservations, including classrooms, Upper Gwinn, Weter Lounge, and Martin Square  
*Conference Services, x2187, [calconfsvcs@spu.edu](mailto:calconfsvcs@spu.edu)*
- Library reservations, including Library Seminar Room, conference rooms, and classrooms  
*Robin Maass, x2413, [maassr@spu.edu](mailto:maassr@spu.edu)*
- Gazebo Room and Collegium reservations; Vendor table reservations in the Student Union Building and Gwinn Commons  
*Jeff Gullikson, SUB Manager, x2004, [submanager@spu.edu](mailto:submanager@spu.edu)*
- Royal Brougham Pavilion, small gym, and Wallace Field reservations  
*Lonna Carrier, x2393, [carril1@spu.edu](mailto:carril1@spu.edu)*
- First Free Methodist Church reservations  
*Tracy Horne, x2240, [tracy@ffmc.org](mailto:tracy@ffmc.org)*

### **Printing**

You can log into <https://docstore.fedex.com/spu> to print documents that are club related. You will need your club's fund number and the ASSP org- 2813. Orders can be picked up from the mailing center in lower Marston-Watson within one day. Or, you can go to the mailing center and fill out a request there. You can either drop off a hard copy, or give them a file on a CD or flash drive.

### **Bookstore**

Cash is not needed at the bookstore. You are able to put your purchases directly on your budget number. Be sure to tell them before they ring up your purchase. You will also receive a 15% discount.

# Planning a Program

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## **What is a Program?**

A program is anything outside of the RSOs regular meetings or gatherings. A program targets students from the general SPU population, inviting them to participate in an activity, event, or speaking engagement. All campus programs must be registered with ASSP and the Department of Student Programs through the Program Approval Process. Events include off-campus outings planned by a RSO and on-campus programs outside of the RSOs regularly schedule meetings.

All programs must align with the mission and values of Seattle Pacific University and follow the established University policies, including the Lifestyle Expectations.

## **Scheduling Programs**

Any campus program must be officially sponsored by either an ASSP Registered Student Organization or an SPU department. Getting a program planned and approved is an important process. Each step must be followed in order for the event to receive official approval. Failure to follow these steps will result in cancellation of the event.

1. Submit a Program Request Form to Becca Malech, Club Executive
2. Reserve campus space through the appropriate contact
3. Place event on the Master Calendar
4. Advertising, food, contracting, facilities, insurance, etc.

The Program Request Form can be found in the appendix of this manual and on the ASSP website.

## **Who Has to Submit Their Programs?**

EVERY Registered Student Organization planning a program is required to submit a Program Request Form. If a program is submitted to the SPU Master Calendar without first being submitted and approved, it will be removed from the Master Calendar and the program contact will be instructed to submit the Program Request Form to the Club Executive. However, please check the Master Calendar before setting a date for your program.

## **What Happens When my Program is Approved?**

When your program has been approved, you will receive an email notifying you the program has been approved. You should then confirm your space reservation with the appropriate contact and submit the program to the SPU Master Calendar.

## **What Happens if my Program is Not Approved?**

When your program is not approved, you will receive an email notification that will include a detailed explanation of why the program was not approved and possible solutions to the problem.

## **On-Campus Program Resources**

### **Reserving Space on Campus**

Refer to Reserving Space in the Policy section of this manual.

### **Placing a Program on the Master Calendar**

Log onto SPU's online server, Banner, and submit a calendar event in the proper section. Make sure to include all the necessary event information, including event location and contact information.

### **Building Maintenance (Plant)**

Building Maintenance should be contacted for any tables, chairs, electricity, garbage cans, etc. Plant Services has their own online submittal form. You should submit your request to Plant Services no later than 3 weeks prior to the program. You can submit your request to Plant Services on their website website.

### **Catering: Sodexo Food Services**

Any program at which food will be served, excluding regular scheduled RSO meetings, must be approved by Sodexo. Sodexo has an exclusive catering contract with SPU and must be given the first right of refusal. For health and safety reasons, it is important that any program in which food is provided follows safe food handling practices. Utilizing campus catering services through Sodexo ensures safe food handling and simplifies program planning. For this reason, all programs that provide food must be coordinated through Sodexo.

The Catering Office of Dining Services (Sodexo) offers a variety of catering services, including table service meals, box lunches, buffet receptions, coffee breaks, barbecues, and a la carte menus.

Sodexo requires a minimum of one-month prior notice for all catering needs. Schedule a meeting with Loida Arabia to discuss the specifics of the event. She will complete a Catering Event Order (CEO), which needs to be reviewed, signed, and faxed back to Sodexo. Loida's email address is [larabia@spu.edu](mailto:larabia@spu.edu).

Before you meet with her, you need to know:

- The expected number of attendees
- Your budgeted amount for catering
- Time, location, date, and any other pertinent details.

### **Media Equipment Coordinator**

ASSP owns all of its own media equipment, which can be used by Registered Student Organizations for different events. An ASSP Media Technician is available to run the sound equipment at your event. All information regarding the rental of the ASSP media equipment, including media equipment rental requests, is available from the VPCA in the ASSP Office and on the ASSP website. Media equipment rental requests must be submitted THREE WEEKS in advance of your event and are contingent on the availability of the equipment and the Media Technician.

# Large Campus Programs

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## Concerts

All concerts (not affiliated with the Music Department) must be planned well in advance and requires the coordination between numerous campus offices and officials. All concerts must be planned, coordinated, and implemented in conjunction with the Office of Student Life through Student Programs and/or the ASSP Student Union Board (STUB). The artist must understand the mission, values, and Lifestyle Expectations of Seattle Pacific University and agree to abide by all University policies. As per SPU policy, concert promoters will not be used to contract bands for on-campus performances.

## Movies/Films

SPU understands and respects the spirit of copyright law that guarantees the rights of those holding copyright licenses on films/videos to earn royalties every time a film/video is viewed. Large movie corporations, such as Swank Motion Pictures, are available to rent films/videos that have built in the royalties in the service fee/performance contracts. In the case of movies owned, rented, or taped from television, individuals and small groups are on their honor in respect to copyright infringement.

The following guidelines are to be followed:

- Rented videos are to be shown only in individual student rooms, apartment, or private residence hall lounges. Films/video showings that are sponsored by an RSO or publicized to the SPU community in any way must work with the Campus Program Coordinator to obtain a performance agreement and pay the appropriate copyright royalties.
- All NC-17 and X-rated films/videos are prohibited
- Film/video content must always comply with the Lifestyle Expectations of SPU. Sometimes films of questionable content to come in our community will be shown because they are in conjunction with an academic course of have some exceptional moral, social, or ethical message that is well-established.
- No campus publicity or advertising may be made prior to the official approval of the event and the acquisition of the appropriate performance agreement.

## Dance Policy

SPU students are expected to evaluate all forms of entertainment in light of Biblical standards for holy living and abstain from those that do not meet such needs. Please read through the Dance Policy in the appendix to learn more about the policies and procedures that must be followed by SPU Registered Student Organizations who wish to sponsor a dance, as well as the behavior of students and their guests who choose to attend these sponsored dances.

## DJ/Live Entertainment

If your group would like to hire a DJ or live entertainment for your event, please consider the following. The DJ/Live Entertainment must understand the music section of the SPU dance policy and agree to play music that is acceptable and aligns with the Lifestyle Expectations, missions, and values of Seattle Pacific University. The DJ/Live Entertainment must sign the DJ Agreement Form and submit a copy to the VPCA. SPU reserves the right to ask any DJ/Live Entertainment to leave campus if the proper guidelines are not followed. SPU also reserves the right to change the play list at any time, with or without notice.

## Performance Agreements and Contracts

**PLEASE NOTE:** *Students MAY NOT sign any contract on behalf of the University. Any program that requires contracts with vendors or performers must be approved in accordance with the Program Approval Process.*

See Performance Agreements and Contracts in the Policy section of this manual

## Fundraisers

See Fundraiser information in the Policy section of this manual

# Assessing Your Program

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Once your event is completed, an Event Assessment Form must be submitted to the Club Executive. As you complete your Program Assessment Form, be thinking about the following questions:

## General Questions:

- Did your event attract the audience you targeted?
- What would you do again? What could be changed/improved?
- Did you achieve your goals?

## Budget

- Did you stay within your guidelines?
- Was the money used appropriately?

## Event Management

- Was your group able to handle all aspects of the event?
- Did your group work well as a team?

## Location

- Was your site best suited for the event?

## Entertainment

- Did the entertainment enhance the event? Was it appropriate?
- Did the sound and lighting equipment work appropriately?
- Were all contracts properly signed and negotiated?

## Publicity

- Did you have sufficient lead time to produce the publicity you wanted?
- Did the publicity get to the right sources?
- Was there good follow-through?

# Finance Information

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Dear ASSP Club Presidents and Finance Officers,

Welcome back to SPU; I hope you are excited for the upcoming year! I am stoked about the opportunity we have been provided to positively affect our campus this year. The student body has entrusted the student government with the responsibility of the student activity fee. This funding is used to execute the wide variety of programs, services, ministries, medias, and clubs that are the composite of ASSP. It is our duty and responsibility to provide value back to the students, and we must work together to do this effectively and efficiently.

More than anything, I want to serve as a resource to you and work with you throughout the year. If you have questions about policy or how to receive additional funding, don't hesitate to drop by my office or send me an email.

Helping me out this year is Kevin Sayson, ASSP Treasurer. He will help process all ASSP transactions to ensure accuracy and together we will assist you when you have questions. Please understand that he is required to process all of the forms you submit with specific detail and he may have to reject transactions you request if all the details are not correct. If you have questions regarding ASSP financial transactions please do not hesitate to ask Kevin or myself. You can also find most of the common questions online at [www.spu.edu/depts/assp/finance](http://www.spu.edu/depts/assp/finance).

I look forward to working with you to make this a wonderful year!

Best,

**Nate Strong**

Vice President of Finance

Associated Students of Seattle Pacific

[assp-vpfinance@spu.edu](mailto:assp-vpfinance@spu.edu) | 206.281.2472

# Financial Practices, Procedures and Policies

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*The following is some important information for you to know regarding financial policies and procedures. Please read over them and refer back to this list for it probably will answer some of your questions about the financial side of ASSP.*

1. All Finance forms can be found online under the ASSP page, [www.spu.edu/assp](http://www.spu.edu/assp). If you have trouble finding them email me! Examples are given in the following packet.
2. No reimbursement will be processed without an original receipt attached to the request.
3. All forms must have **proper signatures** prior to being turned into the ASSP Finance Office or they will be returned. ASSP transactions require the signature of the:
  - a. Claimant (if applicable), this being the person who actually paid for the items
  - b. Budget manager, this being your club's financial overseer;
  - c. ASSP Finance office (VPF or Treasurer).
4. Each reimbursement must have a specific business purpose listed on the notes section of the request. The more information the better. Include:
  - a. Dates
  - b. The names of individuals at events [if more than 10 just put a number]
  - c. Description of events/topic discussed
  - d. Description of what money was spent on and for what purpose
5. Every Form you submit will require the following information:
  - a. **Fund** - 6 digit code starting with 1162-- (example: 116204 means the Conference Fund)
  - b. **Program/Org** - ALWAYS 2813 – this just means that it is part of ASSP.
  - c. **Account** - 5 digit code representing what kind of expense or revenue we're dealing with. See the list of Common Account Codes for examples.
6. Always expect and anticipate at least 7 business days from the time you turn in a request until the time it is processed. So think ahead if you need checks or if you need to pay someone!
7. All reimbursements must be delivered to the ASSP office during the quarter that the transaction takes place.
8. All revenues must be delivered to the ASSP Finance office within one week of the relevant event or activity.
9. Expense Advance Forms: These are great forms to use if and when you know you will be spending a good deal of money and don't want to take it out of pocket. Yet these require an extra step...once you are granted the money in advance you must fill out a Reimbursement/Reclass Form that proves to the Finance Department that you spent the money and on what.
10. Transactions over \$500 require the signature of the VP of Finance. Transactions over \$2000 require the signature of the VP of Academic Affairs, and will require extra processing time.

## ASSP Club Funding Process

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All ASSP clubs will be given an initial operating budget of \$250.

First year clubs are not eligible for an initial operating budget.

The dollars allocated in this initial budget are to be used for general operating expenses and the necessities of initial club operations.

ASSP clubs are empowered to use the funds at their club's discretion, provided they comply with SPU and ASSP financial policies. They must also comply with the following guidelines:

- No more than 50% of the initial operating funding shall be used for food and entertainment expenses.
- Initial operating funding shall not be used for membership dues.

Upon approval by Senate, the Club Programming Fund for the 2011-2012 year shall have \$22,000 from which clubs can request dollars. Clubs shall propose all events and event series that require funding above initial operating support. The Committee for Student Clubs has the authority to allocate up to \$250 for each event or event series. CSC will advocate for clubs if funding exceeds \$250 and will then go on to Finance Board or Senate for approval. CSC will provide a recommendation to Finance Board and (if over \$750) to Senate.

# Descriptions of Finance Forms

## Request For Payment (aka Check Request) Form:

Complete when a check is due to an individual, vendor, company, firm or other organization *outside* of SPU that has provided, or will be providing, a product or service to SPU. If the payment is for services rendered or goods purchased in the past, the payment will reference the invoice(s) provided to SPU from the issuing company. If the payment is for in the future, the RFP will refer to applications or other forms associated with the purchase or service provided by the issuing company. If the request is for compensation purposes, it must be accompanied by a W-9 form. Expect 7 business days to process...so plan accordingly.

## Expense Advance Request Form:

An Expense Advance Request is used for acquiring University funds for students traveling or purchasing goods on the University's behalf prior to departure or purchase. These are used only if the other payment tools do not fit the situation. Expense advances are issued in amounts over \$50.00. Smaller expenses are typically incurred by the employee, who is subsequently reimbursed. After claimant has signed the advance, submit to ASSP Office for approval. Once you spend the money you received from the advance you must fill out a Reclass Form (see below) that includes the receipts and lists what the money was spent on. Expect 7 business days before money is granted...so plan accordingly.

## Reimbursement/Reclass Form:

Reimbursement (purchases using personal funds)/Reclass (purchases using expense advance funds):

1. Individual purchases goods, pays with personal funds (expense advance funds) and obtains all sales receipts.
2. Individual completes a Reimbursement/Reclass form, records purchase information (date, business purpose, sales tax, etc.) and attaches the original receipts.
3. Individual receives approval and signature from appropriate budget manager(s) and signs as Claimant.
4. Individual submits Reimbursement/Reclass to ASSP Office for approval by VP of Finance or ASSP Treasurer.
5. Expect 7 business days from the time you turn in a request for a transaction until you can receive a check or a direct deposit. Checks are picked up in the Finance Office - located at 3rd Weter.

Other forms used include ASSP Performance Agreement and Deposit Slip

**Note: See all copies of financial forms in the appendix**

## Common ASSP Account Codes

	<i>Account #</i>	<i>Account Title</i>	<i>Description</i>
Income	<b>52103</b>	<b>Banquet and Seminar Receipts</b>	<b>revenue from banquet ticket sales</b>
	52203	Other Goods and Services Sold	deposits of other goods/services
	52801	Advertising Revenue	deposits of advertising revenue from off-campus sources
	52811	Bus Pass Fees	deposit of collected bus pass fees
	<b>52814</b>	<b>Publications and Pamphlets Sold</b>	<b>sales from campus publications (yearbook, journals, etc...)</b>
	52826	Other Income	other types of deposits
	53301	Ticket Sales and Gate Receipts	deposits from STUB ticket sales
	53305	Concession Sales	deposits from sales of food items
Expenses	<b>60178</b>	<b>Misc Instructional and Honoraria</b>	<b>honorariums for people/orgs</b>
	64101	Regular Student Labor	honorariums for students or bonuses for ASSP employees
	70455	Other Contract Professional Service	service performed on a contract basis
	71101	Educational Material and Supplies	training materials and supplies
	<b>71201</b>	<b>General Supplies</b>	<b>supplies only! no food items</b>
	71202	Paper Supplies	paper, envelopes, etc...
	71207	Computer Supplies	supplies for computer
	<b>72101</b>	<b>Printing - Off-Campus</b>	<b>off campus printing only! (not campus printing)</b>
	72102	Graphics - Off-Campus	off campus design work, t-shirt screening, etc...
	72103	Photocopy - Off-Campus	off-campus copies
	73101	Postage	postage costs, shipping and stamps
	74100	Travel Advances	used on Expense Advance Form only!
	74301	Air Transportation	airfare costs only
	74302	Ground Transportation	use for fuel, bus tickets, parking, or train tickets
	<b>74304</b>	<b>Conference Fee</b>	<b>use for the cost of conference fees</b>
	74408	Lodging and Meals	off campus lodging and meals (including restaurant meals)
	<b>74502</b>	<b>On-Campus Meals and Refreshments</b>	<b>on campus purchases (C-Store, Falcon Landing, etc...)</b>
	<b>74503</b>	<b>Entertainment and Hospitality</b>	<b>snacks/groceries purchased off campus- do not use for meals</b>
	74510	Visa P-card Charges	p-card purchases
	<b>76103</b>	<b>Complimentary Gifts and Awards</b>	<b>off campus purchases of gift cards, awards, or prizes</b>
	<b>76111</b>	<b>Professional Memberships and Dues</b>	<b>memberships/club fees due to off campus organization</b>
	76403	Bus Passes	purchases of bus passes
	<b>76406</b>	<b>Rental Equipment</b>	<b>copier lease or event equipment rented</b>
76407	Rental - Film	film rental	
76408	Rental - Space	rental of rooms or banquet halls	
78101	Educational Equipment	purchases of equipment for educational/training	
78103	Furniture and Furnishings	purchases of furniture and/or furnishing	
78116	Computer Equipment	purchases of computer equipment (printers, monitors, etc...)	
78119	Office Equipment	purchases of other office equipment (fax, shredder, etc...)	
Inter-Departmental	80101	ID Charge - Bookstore	costs of items purchased at bookstore
	<b>80115</b>	<b>ID Charge - Plant Services</b>	<b>costs for plant services goods/services</b>
	80144	ID Charge - Motor Pool	costs for use of motor pool vans/trucks
	<b>80146</b>	<b>ID Charge - Central Copying</b>	<b>costs of printing/copies through SPU CCS printing</b>
	80149	ID Sales - Meter	blue-slip mailings through SPU mailing services
	80166	ID Other	other inter-departmental charges
80175	ID Charge - Upper Gwinn	costs for upper gwinn - billed by sodexo	

## Contacts – Cheat Sheet

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Whether you are planning a club outing or a campus-wide event, program planning requires time and resources. We are here to support you! The following chart explains key contacts for facilities and resources on campus. When planning events, you must still follow the event approval process and procedures outlined in this handbook. The following contacts and resources are available for you to use in conjunction with those procedures. We are happy to point you toward additional resources, so please contact the Office of Student Programs if you have additional questions.

Department / Topic	Contact Name	Location	Email	Phone
ASSP Club Exec	Becca Malech	SUB 1 <sup>st</sup>	assp-clubexec@spu.edu	X2498
ASSP VPCA	Gina Ogazi	SUB 1 <sup>st</sup>	assp-vpca@spu.edu	X2498
ASSP VP of Finance	Nate Strong	SUB 1 <sup>st</sup>	assp-vpfinance@spu.edu	X2472
Campus Dining Services (SODEXO)	Loida Arabia-Kennedy	Gwinn Commons 3 <sup>rd</sup>	larabia@spu.edu	(206) 378-5486
Computer & Info Systems	Karen Harms	Lower Marston	kharms@spu.edu	X2435
Conference Services – Space Reservations	Lisa Burhenn	3220 6 <sup>th</sup> Ave W	lburhenn@spu.edu	X2058
Library Room Reservations	Robin Maass	Library	maassr@spu.edu	X2413
Plant Services	Katie Jeffris	Building Maintenance 2W Dravus St	jeffrk@spu.edu	X2330
Student Programs	Jessica Carter	SUB 2 <sup>nd</sup>	jacarter@spu.edu	X2689
SUB Manager	Jeff Gullikson	Unicom Desk	submanager@spu.edu	X2004
Waivers / Liability	Jordana Ross	Weter 3 <sup>rd</sup>	jross@spu.edu	X2461



**PROGRAM REQUEST FORM**

RSO Name: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Will your event require?

- Waivers or insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Safety and Security? \_\_\_\_\_ Yes \_\_\_\_\_ No
  - Signature of Safety and Security Representative Req: \_\_\_\_\_
- Plant and Facilities? \_\_\_\_\_ Yes \_\_\_\_\_ No
  - Signature of Plant Representative Req: \_\_\_\_\_
- Contractual Agreements? \_\_\_\_\_ Yes \_\_\_\_\_ No
  - Note: Contracts MUST be approved before they are signed.
- Catering (Sodexho is the contracted caterer on campus)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date of Program: \_\_\_\_\_ Program Time (begin/end): \_\_\_\_\_ Attendance Expected \_\_\_\_\_

Program Name: \_\_\_\_\_

Program Location: \_\_\_\_\_

Targeted Audience: \_\_\_\_\_

Program Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Partnership with other clubs? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, contact information: \_\_\_\_\_

Funding source (club fund, CSC Proposal?): \_\_\_\_\_

Please describe the goals and desired outcomes of the program: \_\_\_\_\_

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\_\_\_\_\_  
**Club President Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Club Advisor Signature**

\_\_\_\_\_  
Date

*CCS Program Approval*

\_\_\_\_\_  
**Campus Program Coordinator Signature**      Date  
**Student Programs**

\_\_\_\_\_  
**CSC Chair Signature**      Date  
**ASSP**

**Becca Malech, ASSP Club Executive Director**  
**Uni-Com desk– 1<sup>st</sup> Floor Student Union Building**  
**assp-clubexec@spu.edu**  
**206-281-2126**

***\*\*Upon completion of event, an Event Assessment Form must be completed and submitted\*\****

**PROGRAM ASSESSMENT FORM**

RSO Name: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Email: \_\_\_\_\_

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Date of Program: \_\_\_\_\_ Program Time (begin/end): \_\_\_\_\_

Program Name: \_\_\_\_\_

Program Location: \_\_\_\_\_

Program Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attendance Expected: \_\_\_\_\_ Actual Attendance: \_\_\_\_\_

Was sufficient time allowed for planning and implementation?: \_\_\_\_\_

\_\_\_\_\_

Describe your publicity and advertising. Was it effective?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did your program accomplish your goals and desired outcomes? Please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe successes and other positive feedback: \_\_\_\_\_

\_\_\_\_\_

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Please describe specific problems, frustrations, and concerns: \_\_\_\_\_

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What did you learn from this program as a club?: \_\_\_\_\_

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Recommendations for similar programs in the future: \_\_\_\_\_

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\_\_\_\_\_  
Club President Signature Date

\_\_\_\_\_  
Advisor Signature Date

\_\_\_\_\_  
Student Programs Date

**Submit completed form to:  
Becca Malech, ASSP Club Executive Director  
Uni-Com desk– 1<sup>st</sup> Floor Student Union Building  
assp-clubexec@spu.edu  
206-281-2126**

*\*The program assessment form must be completed before another event will be sponsored by ASSP\**

## ASSP MEDIA EQUIPMENT RENTAL CONTRACT 2011-2012

Renting Party \_\_\_\_\_ Event \_\_\_\_\_  
Contact Name \_\_\_\_\_ Email \_\_\_\_\_  
Contact Phone \_\_\_\_\_ Event Location \_\_\_\_\_  
Event Date \_\_\_\_\_ Event Time \_\_\_\_\_  
Estimated Check-Out Time \_\_\_\_\_ Estimated Check-In Time \_\_\_\_\_

### EVENT INFORMATION

Please briefly outline the planned equipment usage at the event in order to ensure adequate/appropriate equipment is provided:

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### MEDIA TECHNICIAN

- Need Technician (\$12 per hour)
- Provide Own Approved Technician (equipment ID sheet required)

Tech Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### SOUND EQUIPMENT REQUEST

- Large System     \$125                       Medium System     \$100
- Small System     \$75                               Light Trees             \$20
- # Mics Needed \_\_\_\_\_     # Mic Stands \_\_\_\_\_     # Monitors \_\_\_\_\_
- # Extension Cords \_\_\_\_\_     # Direct Boxes \_\_\_\_\_     Tape/CD Player     Yes     No

### TOTAL COST

Total System Cost: \$ \_\_\_\_\_    Cash   Check   Budget Number \_\_\_\_\_ - \_\_\_\_\_  
Total Tech Cost:     \$ \_\_\_\_\_    Cash   Check

## TERMS AND CONDITIONS OF USE

- **This rental agreement must be completed and given to ASSP Club Executive Activities at least two weeks prior to the event.**
- The renting party is responsible for transportation of the equipment both to and from the event.
- Payment must be made at the completion of the event. Arrangements must be made prior to this time if separate payments to ASSP and to the Media Technician cannot be made.
- For non-ASSP events, the Media Technician is not guaranteed to come with the equipment. Early reservation will increase the likelihood that the Media Technician is available. If the Media Technician is unavailable, it is the renting party's responsibility to find an approved replacement.
- A late fee of 50% of the rental price will be charged if the equipment is not returned or payment is not made on time.
- For multiple day rentals there is a 50% discount for all days after the first.
- For multiple day rentals the equipment shall be returned to the ASSP storage closet each evening, unless the renting party has had an alternate storage place approved by the ASSP Media Technician.
- The ASSP Vice President of Campus Activities reserves the right to deny media equipment rental requests on a case by case basis.

## STATEMENT OF LIABILITY

I, the undersigned, as a representative of the Renting Party named above, do hereby acknowledge that all information contained within this contract is accurate to the best of my knowledge. Further, I recognize that the Renting Party is responsible for all equipment listed above, from the time it is removed from storage until the time it is returned to storage. I agree, on behalf of the Rental Party, to pay for any loss or damage of equipment during that time as assessed by the ASSP Media Technician. I have read and understood the Rental Contract and Price List and will abide by the terms of this contract.

\_\_\_\_\_  
Signature of Renting Party/Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of VP of Campus Activities

\_\_\_\_\_  
Date

**Submit completed form to:**  
**Gina Ogazi, ASSP Vice President of Campus Activities**  
**ASSP Office– 1<sup>st</sup> Floor Student Union Building**  
[assp-vpca@spu.edu](mailto:assp-vpca@spu.edu)

**206-281-2498**

# SPU Dance Policy

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SPU students are expected to evaluate all forms of entertainment in light of Biblical standards for holy living and to abstain from those that do not meet such standards. Social dancing is an area that SPU recognizes is one where individual discretion and choice is involved as students discover and explore their values. This policy on dancing is not intended to make a statement either for or against social dancing as an area of some controversy in Christian circles. It is not intended to regulate the freedom of individual students as they make choices in regards to social dancing outside of the SPU community. Instead, this document outlines the policies and procedures that must be followed by SPU organizations who wish to sponsor dances as well as the behavior of students and their guests who choose to attend these sponsored dances.

## Community Activity

- Dances may only be sponsored by an officially recognized SPU department or ASSP student organization.
- Only current SPU students, faculty, or staff may attend university dances and must present a valid SPU ID to gain entrance. Students, faculty, and staff in attendance are welcome to bring no more than two guests per current SPU student.
- No off-campus groups or organizations (3 or more persons) are to be invited or allowed to enter an SPU dance (i.e., groups of friends, youth groups).
- All guests must sign-in to the dance when they arrive, be escorted by their host, and show photo ID before gaining entry to the event.

## Behavioral Guidelines

- Students and their guests must comply with all Lifestyle Expectations outlined in the in the current SPU Student Handbook and/or current university catalog including, but not limited to, alcohol, drugs, attire, etc. Students will be held responsible for their own and their guest's behavior/actions and will be sanctioned accordingly within the University Judicial system.
- The sponsoring group has ultimate responsibility for all events and actions that occur during a dance. A statement to accept responsibility for the enforcement of the dance policy and all SPU Lifestyle Expectations must be signed by the leaders of the sponsoring group. Sponsoring groups will be held responsible for any damages to the dance venue and any violations of this policy by the Director of Student Programs (See SCOPE/ACCOUNTABILITY section).

## Location

- Dances are limited to the following on-campus facilities: Third Gwinn, SUB Fireside and Gazebo rooms, and Royal Brougham Pavilion. Residence Hall facilities can be utilized but must receive the additional approval of the appropriate Residence Life Coordinator and Residence Hall Council. Outdoor locations can be reserved, but are highly limited and take additional special approval. Exceptions must be approved at the time the event is scheduled by the Director of Student Programs. Reservation of Royal Brougham Pavilion requires pre-approval of the Director of Student Programs BEFORE contacting the Athletics Department for a facilities reservation.
- Sponsoring organizations are responsible for scheduling the dance venues with the appropriate building managers. All costs associated with dance venues are the responsibility of the sponsoring organization.
- Off-campus dances will be sponsored and scheduled only for special or traditional campus events i.e., Residence Hall Banquets, etc. and must receive advance permission from the Director of Student Programs.
- For outdoor dances, sponsoring organizations must be in consultation with the VPCA and obtain written permission from the Dean of Students and the Director of Safety and Security.

## Planning

- The Director of Student Programs must approve all on and off-campus dances in advance. Dance planning forms are available in the Student Programs office and must be completed and turned in to the Student Programs office no later than three weeks prior to the event.
- ASSP organizations must follow all fiscal policy contained in the ASSP constitution. Sponsoring organizations are fiscally responsible to either their department head, the ASSP, or both (whichever is applicable) for the revenue and expenses incurred with the operations of a dance.
- The Director of Student Programs will only approve two dances per month during the academic year (i.e. Residence Hall Banquets, etc. may not count against the two dance limit at the discretion of the Director of Student Programs).
- Representatives of the sponsoring organization must meet both 48 hours prior to and within one week following the dance date (with the Director of Student Programs) for purposes of final coordination and debriefing. It is the sponsoring organizations responsibility to schedule these meetings through the Student Programs Administrative Assistant.
- Dances cannot begin before 7 p.m. without special permission from the Director of Student Programs.
- Dances that begin on Friday evening must end no later than 1 a.m. Saturday; dances held on Saturday must end no later than midnight.
- No dances will be allowed on Sunday.
- Dances should be planned for either Friday or Saturday evenings. Organizations that wish to sponsor a dance on a Monday through Thursday evening must get advance permission from the Director of Student Programs.
- Dance publicity must be completed by the sponsoring organization and will follow all institutional policies and guidelines concerning solicitation and postings.

## Representation

The sponsoring organization must provide one SPU faculty or staff member to represent the institutions interests at all dances.

- The Official SPU representative, including Residence Life staff, must be paid a \$50 honorarium for their time. This payment will be made at the conclusion of the event by university check.
- Sponsoring organizations must provide easily identifiable “event staff” (i.e. wear organization t-shirts, etc.) to ensure that all SPU lifestyle standards and dance policies are followed. The event staff members are the persons responsible for enforcing policy.
- There must be one student event staff person for each 100-person capacity of the venue reserved for the event rounded up (i.e. 250 person venue capacity requires three event staff members while a 249 venue capacity requires two event staff members.).
- Sponsoring organizations must provide the names and contact information of those organization members who will serve as event staff as well as the SPU representative on the Dance planning form. There can be no changes after the form has been turned in without the consent of the Director of Student Programs. Event staff persons must remain the same for the entire event (i.e. no trading off between organization members).
- It is the responsibility of the sponsoring organization and the event staff to ensure that all venue rules and regulations (i.e. maximum occupancy, conduct, etc.) are adhered to.
- In conjunction with the Safety and Security office, the SPU representative serves as a resource to the sponsoring organization and event attendees, works to ensure that SPU does not assume any significant legal or financial liability risk, as well as a liaison to institutional, venue, and local authorities.

## Music

- All music, including lyrical content, must contain no profanity, sexually suggestive lyrics, references in any way to alcohol, drugs, or any illegal substances, or vulgarity and must completely comply with the lifestyle expectations of Seattle Pacific University at all times.
- There will be no “black list” of music nor will there be an “approved list” of music for DJ’s to consider playing since there is an endless amount of musical selections.

- All DJ's must sign a DJ contract available through the Student Programs office and this must be completed when the sponsoring organization turns in its Dance planning form three weeks prior to the event.
- It is the responsibility of the students involved to ensure that no inappropriate music is played. Student DJ's, professional DJ's, and sponsoring organizations will be held corporately and individually responsible if any music is played that violates this policy.

#### Scope/Accountability

- The President's Cabinet will review the Dance Policy and the impact on the university and its constituent groups at their discretion.
- Violations of the dance policy by individual students (on or off-campus) will be reviewed by the Chief Judicial Officer (or their designate) as they are brought to her/his attention.
- Violations of the Dance Policy by sponsoring ASSP organizations or professional DJ's will be reviewed by the Director of Student Programs and the ASSP President as they are brought to her/his attention.
- Sanctions rendered for violation of this policy by all involved parties (individuals, DJ's, organizations, or departments) will be in accordance with the SPU Lifestyle Expectations.

All decisions may be appealed to the Dean of Students (or designate) who has the final decision on all matters related to this policy.

# Seattle Pacific University Dance Policy Organization Agreement Form

I, the undersigned, am the chief officer of \_\_\_\_\_. I have the authority to bind my organization and my signature authorizes SPU and/or ASSP to charge amounts to our organizational account in the event that a hearing determines necessary as outlined in the SPU Dance policy and Lifestyle Expectations.

I have read and understand the requirements of the SPU Dance policy. I agree that SPU and/or ASSP will hold the organization and myself personally responsible for any failure to follow the Dance policy and all SPU Lifestyle Expectations in full.

I agree to work in good faith to enforce all of the policies and guidelines of the SPU Dance policy and Lifestyle Expectations at all times.

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Organization Name

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Print Name

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Signature

# Student Programs Dance Planning Checklist

- |  |                   |
|--|-------------------|
| <b>Budget Approval from ASSP or Department</b>   | <b>Done</b> _____ |
| <b>Date Available with:</b>  |                   |
| <b>Venue</b>   | <b>Done</b> _____ |
| <b>Master Calendar</b>   | <b>Done</b> _____ |
| <b>DJ</b>  | <b>Done</b> _____ |
| <b>SPU Faculty/Staff Rep</b>   | <b>Done</b> _____ |
| <b>Fill out Finance Paperwork for:</b>   |                   |
| <b>Honorarium Check</b>  | <b>Done</b> _____ |
| <b>Venue Cost</b>  | <b>Done</b> _____ |
| <b>DJ</b>  | <b>Done</b> _____ |
| <b>Sound Equipment</b>   | <b>Done</b> _____ |
| <b>Fill Out Student Programs Dance Planning Form</b>   | <b>Done</b> _____ |
| <b>Schedule Pre-Meeting with Student Programs</b>  | <b>Done</b> _____ |
| <small>(Must take place within 48 hours of Dance start time)</small>   |                   |
| <b>Reserve/Schedule:</b>   |                   |
| <b>Master Calendar</b>   | <b>Done</b> _____ |
| <b>Venue</b>   | <b>Done</b> _____ |
| <b>DJ</b>  | <b>Done</b> _____ |
| <b>SPU Faculty/Staff Rep</b>   | <b>Done</b> _____ |
| <b>Turn in Dance Planning form with all Signatures</b>   | <b>Done</b> _____ |
| <small>(This must be done three weeks prior to event and must also include signed Finance Documents)</small> |                   |
| <b>Plan and Implement Publicity</b>  | <b>Done</b> _____ |
| <b>Plan and Implement Decorations</b>  | <b>Done</b> _____ |
| <b>Pre-Meet with Student Programs</b>  | <b>Done</b> _____ |
| <b>Sign Agreement to Follow Policies and Assume Liability</b>  | <b>Done</b> _____ |
| <b>Schedule Post-Meeting with Student Programs</b>   | <b>Done</b> _____ |
| <b>Meet with SPU Rep and Event Staff</b>   | <b>Done</b> _____ |
| <small>(Go over policies, rules, and their roles)</small>  |                   |
| <b>Have the Dance</b>  | <b>Done</b> _____ |
| <small>(Make \$50 honorarium payment to SPU Faculty/Staff Rep)</small>                                       |                   |
| <b>Post-Meet with Student Programs</b>   | <b>Done</b> _____ |

Please return to student programs desk –SUB, 2<sup>nd</sup> Floor

# Student Programs Dance Planning Form

Sponsoring Dept. or ASSP Organization \_\_\_\_\_

Sponsoring Dept. or ASSP Organization Budget # \_\_\_\_\_  
(Ex. 115001-2819)

Sponsor Contact Info \_\_\_\_\_  
(Name, Phone #)

Dance Date \_\_\_/\_\_\_/\_\_\_\_\_ (forms due in Student Programs 3 weeks prior to dance date)

Time \_\_\_\_\_ Dance Location \_\_\_\_\_ Capacity \_\_\_\_\_

Faculty/Staff Representative \_\_\_\_\_

Event Staff Name	Phone Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Dance Theme** (brief description)

## Staff Use Only

Completed Honorarium Requisition to Submit Yes \_\_\_\_\_ No \_\_\_\_\_

Completed Organizational Agreement Yes \_\_\_\_\_ No \_\_\_\_\_

Building Manager Approval \_\_\_\_\_ / / \_\_\_\_\_

Student Programs Pre-Approval \_\_\_\_\_ / / \_\_\_\_\_

Dean Approval (Outdoor Dances only) \_\_\_\_\_ / / \_\_\_\_\_

Please return to student programs desk –SUB, 2<sup>nd</sup> Floor

# Seattle Pacific University Dance Policy DJ Agreement Form

I, the undersigned, am the DJ, or the contracting officer, of \_\_\_\_\_,  
who will be providing DJ services for an SPU student organization.

I have read and understand the requirements of the Music section of the SPU Dance policy.

I agree to work in good faith to play music that clearly is acceptable as deemed by the SPU Dance policy at all times.

I agree to work with the SPU student organization that has contracted our services to play only music that they find to be within the Music section of the SPU Dance policy.

I agree to alter our play list at any time, with or without notice, as requested, in writing or verbally, by the contracting SPU student organization.

I understand that failure to follow all policies and requests of the SPU student organization will result in SPU not entering into contracts, and also voiding all current outstanding contracts, individually or corporately, in the future.

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Company Name

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Print Name

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Signature