

Center for Student Involvement

# Club Handbook

## 2022 - 2023

Last Updated on 9/8/2022



### Center for Student Involvement

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## **From the Director of CSI**

Dear Seattle U Club Leaders,

Welcome to the Seattle University Center for Student Involvement (CSI)! On behalf of the staff, we are delighted that you've taken a leadership role with a club on campus. Student clubs further Seattle University's mission by offering leadership opportunities, service for others, and connection to our campus community. Our staff is here to help you and your members be successful. We encourage you to come and utilize all that our office has to offer.

The Center for Student Involvement is dedicated to enhancing the student experience at Seattle University. Within this mission, we offer involvement and leadership opportunities by offering club recognition on campus. Clubs, along with organizations like SGSU, SEAC, Redzone, GSC, and RedhawkTHON are supported under the umbrella of CSI.

Please familiarize yourself with this handbook which details specific information for student club members, leaders, and advisors. I hope this handbook allows you to learn important information and enhance your student leader experience. You're encouraged to meet our wonderful professional and Student Involvement Ambassador (SIA) staff who are eager to help in any way they can.

We look forward working with you. Best of luck as you embark on this journey!

Best Wishes,

Bernie Liang '02 SDA  
Director, Center for Student Involvement Seattle University

## **About Seattle University**

### **Mission**

Seattle University is dedicated to educating the whole person, to professional formation, and to empowering leaders for a just and humane world.

### **Vision**

We will be the premier independent university of the Northwest in academic quality, Jesuit Catholic inspiration, and service to society.

### **Values**

Care: We put the good of students first.

Academic Excellence: We value excellence in learning with great teachers who are active scholars.

Diversity: We celebrate educational excellence achieved through diversity.

Faith: We treasure our Jesuit Catholic ethos and the enrichment from many faiths of our university community. Justice: We foster a concern for justice and the competence to promote it.

Leadership: We seek to develop responsible leaders committed to the common good.

## **About the Center for Student Involvement**

### **Mission**

The Center for Student Involvement (CSI) is a student-centered, student-driven department dedicated to empowering Seattle University students to explore leadership and contribute to the campus community, which will prepare them to be leaders for a changing world.

### **Our Priorities**

We value and support the leadership development and engagement of all students while at Seattle University. We do this by providing welcoming spaces, opportunities to reflect and discern leadership and engage in a club or organization.

Specifically, CSI provides direction, support and advising for:

- Clubs
- RedhawkTHON
- Graduate Student Council (GSC)
- Ignatian Leaders
- Leadership Development
- Pride and Tradition Events
- Redzone (RZ)
- Student Events and Activities Council (SEAC)
- Student Government of Seattle University (SGSU)

Under the leadership of the Division of Student Development and in collaboration with our campus partners we provide support for our diverse student body, avenues for community-building, and an inclusive environment toward our goal of student leadership, retention, success, and excellence.

## **Center for Student Involvement Staff**

### **Professional Staff**

Bernie Liang (he/him), Senior Director of Student Engagement

Marissa Robledo (she/her), Associate Director, Leadership and Government

Angel Asuncion-Reed (she/her), Assistant Director, Club Support and Leadership

Rachel Leong-Sato (she/her), Assistant Director, Events and Traditions

### **Graduate Coordinators**

Citlali Yanez Sanchez (she/her), Graduate Coordinator, RedhawkTHON

Andrew Page (he/him), Graduate Coordinator, SGSU

### **Student Staff**

Maria Esquivel, Senior Student Involvement Ambassador

Alice Umutoni, Student Involvement Ambassador

Carson Price, Student Involvement Ambassador

Jennifer Aquilar, Student Involvement Ambassador  
Odile Abimana, Student Involvement Ambassador

Ruby Berliner, Programs Assistant for Leadership Programs

**Main Office Information**

Center for Student Involvement Student Center 350

Phone: (206) 296-6465

Email: [involvement@seattleu.edu](mailto:involvement@seattleu.edu)

Website: [www.seattleu.edu/involvement](http://www.seattleu.edu/involvement)

*Student Center 350*

- Front Desk
- Club Space
- SEAC
- RedhawkTHON
- Redzone
- Staff Offices

*Student Center 360*

- Leadership Development
- SGSU
- GSC
- Staff Offices

## Important Definitions

**Activity String:** An activity string (formerly known as a budget number) is the University's term for an official financial account. An activity string is required when transferring money to and from university accounts. It provides information and history of the income and expenses of the club.

**CES:** Conference and Events Services (CES) is an office at Seattle University charged with event planning and the reservation of space on campus.

**Club:** A club is a group of students with a designated purpose. Club leaders register their club with the Center for Student Involvement to be recognized.

**Campus Ministry:** Campus Ministry provides an open and hospitable community, regardless of a student's religious, secular, or spiritual identity and background. Some spiritual and/or religious clubs will also hold affiliations with Campus Ministry.

**ConnectSU:** ConnectSU is a multi-platform communication tool which includes the ConnectSU Hub, News, Website, Corq app, and social media accounts. The main website helps clubs manage their club's operations including membership lists, dues, SGSU/GSC appropriations requests, events, to-do lists, and more.

**Constitution:** A constitution is a document that details all the founding purpose and principles of a given organization. This document can be an important tool to use for defining who the club intends to be, how processes work, defining officer roles, and the main purpose of the club.

**CSI:** The acronym for the Center for Student Involvement, CSI intends to be a helpful resource for all students on campus to get connected to involvement opportunities on campus.

**Demonstration:** A demonstration is a forum through which students and other members of the university community are able to express their views by peaceful protest against actions and opinions with which they agree or disagree. Demonstrations and protests on campus are governed by the Code of Student Conduct.

**EMS:** The EMS Web App (formerly VEMS) is the primary tool on campus for requesting and reserving major event spaces, conference rooms, classrooms, computer labs, and vans.

**Digital Screens:** Digital Screens are a form of electronic advertisement through use of .pdf or .jpg files.

**Flyers:** Flyers are a form of print advertisement that are typically 8.5" x 11" or 11" x 17" posters.



**FERPA Privacy Training:** The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records and establishes rights for students relative to the disclosure of these records. Club treasurers are required to complete an online FERPA Privacy Training before getting access to the institutional financial systems, ProcureSU and InformSU, and their club's budget information/reports.

**GSC:** Graduate Student Council, or GSC, is the official graduate student government on campus. This organization advocates on behalf of graduate students. GSC provides graduate funding for professional development and organizes events for graduate students.

**HRL:** Housing and Residence Life is the office responsible for the management and community development of the residence halls on campus.

**InformSU:** Activity-level financial reports of clubs are available through InformSU, the university's online data warehouse using the Power BI platform. Club treasurers have sole access to this system after completing the FERPA Privacy Training online.

**KXSU:** Seattle University's student-run radio station. The station's programming is aimed to reflect Seattle's amazing local artists.

**ProcureSU:** ProcureSU is the university's Procure-to-Pay system. ProcureSU automates purchasing, receiving, and payment processing on campus. All purchasing, payments, and reimbursements are done through ProcureSU. Club Treasurers have a Shopper's Role in ProcureSU and has sole access to their club's activity string.

**Recognized Student Club:** A recognized student club is a student club that has fulfilled all the requirements necessary for recognition status as set forth by the Center for Student Involvement for the set academic year.

**RedhawkTHON:** Benefitting Seattle Children's Hospital, RedhawkTHON (formerly Seattle University RedhawkTHON) raises money for children and families. Their philanthropic efforts culminate in a 12-hour dance event, a Seattle U tradition.

**Redzone:** Redzone (RZ) is Seattle University's school spirit organization. Working closely with the Athletics department, RZ offers opportunities to learn more about what it means to be a Redhawk.

**Rolldowns:** Rolldowns are large banner advertisements that require the use of butcher paper and range from 6' to 12' in length

**SGSU:** Student Government of Seattle University or SGSU, is the official undergraduate student government on campus. This organization advocates on behalf of undergraduate students. SGSU

provides undergraduate funding for club events, professional development, and organizes informational events for students.

**SGSU Appropriations:** Student Government of Seattle University (SGSU) allocates money to student clubs who demonstrate financial need. Financial allocations are administered through the SGSU Appropriations committee on a bi-quarterly basis.

**SIA:** The Center for Student Involvement's Student Involvement Ambassadors (SIAs), as the front desk staff in the Student Center 350 office. Their main purpose is to help visitors answer questions and are a helpful resource for club leaders.

**SEAC:** SEAC is the Student Events and Activities Council and provides all-student tradition events and Seattle-based programs.

**Sport Club:** Different than student clubs, sport clubs compete with other universities or colleges but are not regulated by the National Collegiate Athletic Association (NCAA) or the National Association of Intercollegiate Athletics (NAIA) and do not have varsity status.

**Table Tents:** Table tents are a form of print advertisement that sit on the tables in Seattle University eateries.

**Tabling:** Tabling is way of advertising through reservation of a table stationed at various heavy traffic spots around campus.

*Additional terms used on campus can be found on the Orientation website in the section named Hawk Talk: Seattle University Lingo.*

## Student Club Leader Quarterly Checklist

### Fall Quarter

- Sign up to host a table in the annual Fall Involvement Fair
- Complete the requirements to re-register or start student club in ConnectSU
- Ensure you have the required positions of President, Treasurer, Event Coordinator, and Advisor at all times to be a recognized club
- Create or update constitution
  - Define club officer responsibilities
  - Clarify how the club will handle conflicts
- Talk with your club advisor on their role and how they can support you
- Ensure you have 6 active members in ConnectSU
- Complete the *SU Club Event Planning Central* by CSI, Conferences & Events Services (CES), and Emerald Plate Catering on Sharepoint before being approved for your club's first event request on EMS and ConnectSU
- Attend Club Orientation and Policy Overview workshops
- Financial Officers:
  - Sign Financial Statement of Understanding in ConnectSU/under Terms and Agreements in the Roster section.
  - Get trained in ProcureSU and InformSU systems – rolling training dates throughout the year
  - Attend a Policy Overview Training
  - Review the SGSU appropriations process and ask questions as necessary
- Complete the ConnectSU Club Page Administrator Training to familiarize yourself with the functions of ConnectSU to help you manage and communicate your club's operations
- Meeting and Event Planning Requirements
  - Decide when to have meetings (weekly, monthly, etc.) and meeting room spaces through Conference and Event Services.
  - Post all meetings and events in ConnectSU
  - Determine events for the year and assign budget amounts; think about opportunities for collaboration with other clubs, organizations on/off campus

### Winter Quarter

- Sign up to host a table at the Winter Involvement Fair (usually late January/early February)
- Reach out to your club advisor to give updates on your club/talk through ideas/issues
- Continue meeting with your club members; ask them what they'd like the club to do for the rest of the year
- Continue fundraising efforts to carry out club programs and goals

### Spring Quarter

- Prepare for club leadership transition

- Make a “to do list” with the person transitioning into a leadership role to discuss transition
- Put important documents and information into ConnectSU for the new leaders
- Write a letter/transition document with any important details and post in ConnectSU
- Make sure all meeting agendas and/or minutes are available in ConnectSU for the next group
- Meet with any key student organization leaders to start collaborations early
- Financial officer:
  - Review the ProcureSU and Power BI procedures with incoming officer
  - Review club activity string balance to make sure all charges are correct and make any necessary changes to ensure budget accuracy for the next leadership and inform the new officers about the process
- Re-register your club
  - Create or update constitution
  - Define club officer responsibilities
  - Ensure you have 6 active members in ConnectSU
  - Attend a mandatory club orientation
  - Inform important contacts such as club advisor that you are transitioning out, and introduce the person transitioning in

## **The Club Recognition Process**

### **Club Recognition Policy**

Any full-time or part-time undergraduate or graduate (non-law) student enrolled at Seattle University wishing to lead a Recognized Student Club is required to go through the recognition process each academic year to stay current with the policies and information of that year.

Club officers must be in good standing with the University (academic and otherwise). Failure to maintain good standing with the University may result in that person being removed from the position and the club will need to find another individual to assume the leadership role.

All clubs must be open to all current students regardless of identity or affiliation. Clubs are encouraged to provide many opportunities for students to learn about their clubs through programs and events. If membership in a club requires an application process, the club should offer an opportunity for students to join an interest group within the club to satisfy the requirement.

Contact:

Angel Asuncion-Reed, Assistant Director

Email address: [asuncioa@seattleu.edu](mailto:asuncioa@seattleu.edu)

Phone number: (206) 296-6046

Office Location: Student Center 350

### **Club Recognition**

Before you get started, a few things to be aware of as you start your club.

- At a minimum, each club must have a President, Financial Officer, Event Coordinator, and Club Advisor always. Clubs are also required to have 6 listed members on their ConnectSU portal, 2 in leadership roles and 4 as members. All members must be currently registered SU students.
- Club Advisors must be a full-time SU faculty/staff advisor. Graduate Students may not serve as official club advisors; however, they may hold unofficial advisor roles.
- An annually updated constitution. More information on constitutions can be found below.

Clubs are highly encouraged to read through and be aware of the Club Handbook (along with any addendum documents). This important Handbook is also available on ConnectSU.

Recognition privileges are in effect annually from the approval date of the application until the end of the academic year. Student clubs must re-apply each year during mid-Spring Quarter for recognition. New student clubs may apply for recognition at any time during the academic year through ConnectSU.

All clubs must comply with university policies including financial, facility usage, the Code of Student Conduct, adhere to the student club's approved constitution and bylaws, and must retain an advisor

who is a full-time faculty or staff member employed by Seattle University in order to be considered for recognition. Student clubs must adhere to all policies and procedures outlined for clubs.

### **Creating a Club Constitution**

Constitutions should include the following components:

- The official name of the club
- Date of creation and revisions of the document
- Purpose statement
- Membership: only members of the Seattle University community are eligible to participate. Officers must be currently enrolled SU students
- A non-discrimination clause
- Officers and their duties
- Decision-making procedures
- Meetings: frequency, who calls meetings, and who must attend
- Parliamentary authority: How discussions and decisions will be handled
- Disbursement of organization assets if the organization dissolves
- Finances: how funds collected, maintained and disbursed
- Amendments: process to amend or change the constitution
- Faculty/staff advisor: could include the process for selecting and replacing the advisor and the club/advisor relationship
- An example of a baseline club constitution is available online through ConnectSU in the Files tab.

Any current student can start a new club on campus in a few steps in ConnectSU:

- Club leaders will need the following items to complete the recognition process in ConnectSU
- To register a new organization in ConnectSU, login and go to the Organizations page. Click on the button that says "Register New Organization" to start the process.
- Names and email addresses of the President, Financial Officer, Event Coordinator, Advisor (must be full-time faculty or staff), and 6 members
- A Constitution (and Bylaws if your club has them)
- Optional items include a Profile Picture, social media accounts, external website, club type(s), and whether your club would like to have an activity string with the Controller's Office at the University
- The President will default as the Primary Contact in ConnectSU for your club
- Go to ConnectSU and sign in using the blue button on the top right using your SU login and then follow the instructions under each of the headings below based on your club:

*New Organizations:*

- Click on the "Organizations" tab and then on the button on the left "Register an Organization"
- Under "Register New" click on the blue button that says "Register a New Organization"

- Follow the prompts outlined in the Instructions to update your Organization Profile, Roster, Constitution and Bylaws, Profile Picture, and Organization Categories

*Returning Organizations:*

- Click on the “Organizations” tab and then on the button on the left “Register an Organization”
- Do a search for your club and click on the blue button that says “Re-Register”
- Follow the prompts outlined in the Instructions to update your Organization Profile, Roster, Constitution and Bylaws, Organization Interests, Profile Picture, and Organization Categories

After submitting these items online, you will be contacted by a CSI staff member about next steps including a requirement meeting, an orientation, trainings, etc. Clubs are required to send one representative to attend workshops offered by CSI.

For returning clubs, the Center for Student Involvement holds group orientation sessions for clubs renewing their recognition in the spring quarter. Any clubs that have not been renewed at that point will be marked inactive but can be renewed at any time through the process. Clubs are required to send one representative to attend workshops offered by CSI.

**Sport Club Recognition Process**

Any students interested in starting a sports club should first talk with the staff at Eiseminger Fitness Center prior to starting a sport club. Afterward, student leaders can recognize their club in the same way outlined above for new and returning clubs in ConnectSU.

Contact:

Trace Seaton, Assistant Director for UREC, Competitive Sports

Email: [seatonw.seattleu.edu](mailto:seatonw.seattleu.edu)

Phone: (206) 296-5907

Office Location: Eiseminger Fitness Center

For more information, see the UREC website here: <https://www.seattleu.edu/recreation/sport-clubs/>

**Faith-Based Clubs**

Campus Ministry works with faith-based clubs through an additional affiliation process. Clubs will still need to register with CSI. Their staff can help with questions about affiliations with off-campus organizations, having an off-campus advisor, and provide additional support for your group.

For more information about Campus Ministry clubs, see their website:

<https://www.seattleu.edu/campus-ministry/exploring-faith-and-spirituality/religious-student-groups/>

## **Privileges of Recognizing a Student Club**

Once your club has fulfilled all requirements set forth through the club recognition process and by the Center for Student Involvement for the current academic year and, you and your club can now:

- Sponsor activities and invite speakers in accordance with university guidelines, the Code of Student Conduct and Seattle University's Jesuit, Catholic tradition
- Recruit members from the student body
- Utilization of campus facilities through Conference and Event Services
- Full utilization and access to the club's portal in ConnectSU
- Access to SGSU and GSC Appropriations funds (as appropriate to student population)
- Host events and meetings on campus
- Advertise on campus (i.e., flyers, rolldowns, TVs)
- Utilize club activity string through the Controller's Office
- Collect dues from members for the purpose of funding club events, programs, etc.
- Participate as a group in university events
- Advertise club activities ConnectSU calendar, university bulletin boards, and approved banner locations according to all university policies and procedures
- Have a mailbox in the Center for Student Involvement office in Student Center 350

## **Recognition Responsibilities**

Clubs and club leadership should be aware of and in compliance with Seattle University and Center for Student Involvement policies and procedures as well as applicable local, state, and federal laws and regulations. This includes documents like the Club Handbook, the Code of Student Conduct, and University policies. They should represent the purpose and intent of the club accurately, ethically, and according to the University's Catholic Jesuit identity and its mission and values

Other responsibilities include:

- Keeping a full-time faculty or staff primary advisor
- Fully completing the recognition process with the Center for Student Involvement
- Ensuring that financial and contract procedures are followed fully as outlined by CSI, the University Budget Office, University Counsel, the Division of Student Development, the Controller's Office, and other pertinent University offices.
- Respond promptly and ethically to all inquiries and policies supported by the university, Dean of Students, and the Center for Student Involvement
- Ensuring that club behavior does not result in harassment or discrimination based on race, national or ethnic origin, religion, gender/gender expression, sexual orientation, political orientation, disability, etc.
- Maintaining a minimum of six currently enrolled Seattle University students and ensuring that each of the six members is in good standing (academic and judicial)
- Providing a current club constitution on file with the Center for Student Involvement as well as all constitutions and bylaws of all other local and national governing and affiliated organization



- Following the policies and guidelines as outlined in the Club Handbook, available in ConnectSU.

Failure to comply with any of the Club Recognition Responsibilities may be reported to the Dean of Students office and may result in disciplinary action at the individual or club level. CSI will follow any reported sanctions against the club as determined by the Dean of Students office. More information on Club Conduct is covered below.

## **Your Club Advisor**

Every Registered Student Club must have a Club Advisor name on file with the Center for Student Involvement. Club Advisors must be full-time or part-time faculty and/or staff members of Seattle University. Graduate students and part-time faculty and staff are not eligible to be club advisors.

A club's advisor can play a helpful supportive role to club leaders. In addition to being the official connection with Seattle University and the club, advisors are encouraged to:

- Stay current with Club's activities like events and meetings
- Talk through what support club leaders may need throughout the year
- Contact the Center for Student Involvement regarding questions or clarifications on office or University policies
- Develop students into effective leaders to contribute to mission of Seattle University

## Tips for Managing Your Club

**Meetings and Agendas:** Make sure to plan out your meetings, including coming prepared with an agenda. It's important to keep continuity between meetings so you don't keep covering the same information. Keep working groups accountable by giving them time in your meeting agendas. Also, keep club members engaged by asking for their opinions, giving them opportunities to get more deeply involved, and asking for help when you need it.

**Club Mailbox:** CSI offers clubs the option of having a mailbox in our office. To check your mail, come to the CSI Office and go to the mail center in Student Center 360 (SIA staff in Student Center 350 can help you find it) and contents of your mail in the club mail drawer.

If your club would like to receive mail from an outside source, the mailing address is:

Club Name  
Attn: Club Officer's First and Last Name  
c/o Center for Student Involvement Seattle University Student Center 350  
901 12th Avenue #222000  
Seattle, WA 98122

**ConnectSU:** ConnectSU is a multi-platform system that helps get the word out to students about events and involvement opportunities. The ConnectSU website can be a major player in managing your club's events, forms, surveys, tracking dues, and more. Learn about all the system can do by checking out the ConnectSU YouTube training videos offered on the Center for Student Involvement's YouTube page.

**Transition Documents:** The biggest issue we hear from incoming club leaders is the lack of information they get from year to year. Make sure that your club leaders leave legacy/transition documents to help next year's team be successful. What projects were they working on? What barriers did they experience? What is their advice for success for new leaders? Who are the major campus supporters of your club? It's easy to keep this information in your Files in ConnectSU so that future leaders can learn from your experience.

## **Planning Events**

As leaders in a student club, you're encouraged to host events at Seattle University. There are many departments to assist you with planning and executing your programs; be sure to ask for assistance whenever you need it! Conference and Event Services (CES) will help coordinate many of your event details with you. Please visit CES's webpage to view the process, policies, and procedures to keep in mind for planning your student event.

## **Marketing Your Event**

There are a variety of ways for your club to effectively market your event. To help you on your way, we've created this page to help point you in the right direction. If you start early, have a good team, and create a plan you will be successful!

## **Check the ConnectSU Event Calendar and Confirm Your Space**

You may want to consider what other events are happening on campus that day. Check out the ConnectSU events tab, the main campus calendar, and/or talk with Conference and Event Services (CES) about other events happening at the same time and may compete.

Make sure you've confirmed your event space and food, technology, and other event needs. Conference and Event Services (CES) can work with your organization on all these needs.

*NOTE: If you plan on having your event off campus, make sure to see the Contract Process listed below as many establishments will require this.*

## **Establish Your Budget**

Make sure you know what your budget is for your event. The Center or Student Involvement can print 10 flyers for student clubs free of charge. Also, Reprographics can make posters and flyers at a low cost to you and your club (using your club's activity string if you have one). For more information on other services and pricing, see the Reprographics website.

## **Create Your Message**

Next, think about the message you would like to portray about your event. What's the incentive for the campus community attend? What will they learn and/or get out of the event? Make sure to have a consistent message about the event, your intended audience and goals. Your team should be aware of what these are so they can also send a consistent message.

## **Marketing and Publicity**

Now that you're aware of the policies, do your best to find creative and unique ways to get the message out to your audience. Make sure that you also reference the "Publicity on Campus" section in this handbook and the Publicity Policy on the CSI website for specifics on marketing your event.

*TIP: The Center for Student Involvement requires that all club events must be posted on ConnectSU prior to printing/posting of events on marketing.*

Each marketing type has limited effectiveness and/or accessibility so timing your message is important. Think about what you can put out 2-3 months out, 1 month out, 1-2 weeks out, and right before your event. The best approach to marketing an event is to start early and to use different methods (flyers, social media, word of mouth, etc.) to reach different people.

Additional resources for advertising on campus:

**ConnectSU News/Student Announcement Request:** Student announcements are now available through ConnectSU News, a weekly email newsletter containing events, campus information, and more. To request your announcement, please go to ConnectSU and fill out the Student Announcement Request located under Campus Links. This newsletter is managed by the ConnectSU Hub staff, formerly the Redhawk Resource Hub Desk, located on the first floor of the Student Center.

**On-Campus Publicity Request:** The Center for Student Involvement is now approving flyers, posters, Student Center TV ads, table tents, and more through the On-Campus Publicity Request on ConnectSU. Utilize this link to get your on-campus publicity approved virtually before you print! This form is managed by the Center for Student Involvement staff (email [involvement@seattleu.edu](mailto:involvement@seattleu.edu))

**ConnectSU Social Media:** With over 440 followers on Instagram and a growing community on Facebook, we encourage social media managers to tag @seattleuconnectsu and @csiseattleu to help boost your outreach. ConnectSU social media is managed by the ConnectSU Hub and Center for Student Involvement staff.

### **Get Feedback**

Be sure to check in to see how things are going during your outreach. Have you heard a lot about your event? Are others talking about it? Who haven't you reached out to? Are there avenues you haven't pursued that may work?

After your event, make sure to touch base about what worked in your marketing plan for next time. What would you do the same? What would you change? What other suggestions would you have to properly outreach about your event? If you have any questions about these points and/or event planning, we're happy to help!

### **Planning an Accessible Event**

Seattle University values equity and inclusion in all it does, including events hosted by student clubs. Club leaders are encouraged to plan to host events that are accessible to a wide variety of students and backgrounds. On-campus entities such as Disability Services, Office of Multicultural Affairs, International Student Center, Campus Ministry, Office of Institutional Equity, and CSI can help you think through how your event can be inclusive.

Below is a checklist provided by Disability Services to consider for event and activity planning. It is meant as a place to start thinking before your conversations with Disability Services.

### *General Considerations*

- Consider hospitality as key to your approach in creating an accessible space.
- Are you planning for a broadly invited group whose needs you don't know or for a select group of individuals for whom you can plan specifically?
- When planning for a select group, have you invited individuals with disabilities who will be at the activity or event to participate in planning how they can be fully included?
- What language can you use to outreach to as many people as possible?

### *Marketing and Registration*

- How are you announcing this event? Are you including various platforms that are accessible to individuals who may have limited vision, hearing, mobility, health, etc.?
- Is the contact person for disability-related accommodations and issues clearly listed in your posted materials? Is the tone of the contact information welcoming?
- Does your registration form have a welcoming and respectful space for participants to request access in ways that do not ask for intrusive details?
- Do you have a second method of asking participants about access requests, such as in an automatic reply email?
- What happens when a request is made? Will the event planner know how to respond to the request?
- If you have concerns about the cost of responding to a request, discuss it with your supervisor. Do not deny a request because of the cost.

### *Travel to and around the Event/Activity*

- Is there a route from the parking lot or bus stop to the building entrance that avoids steps or steep ramps?
- Is the pathway clear of obstructions and barriers in all probable weather conditions?
- If transportation is provided to the event, is it accessible to all? Is accessible parking clearly marked and easily available?
- Is the planned accessible entrance to the program/event the same as the principal entrance for everyone?
- Is there appropriate signage for the diversity of participants?

### *Rooms and Spaces*

- Is there a clear path of travel within the rooms and spaces, around the furniture that will be used? Are accessible restrooms readily available near meeting rooms and, for overnight stays, near sleeping rooms and including showers with accessible fixtures?
- Can individuals with differing mobility requirements access meeting, sleep and resting spaces? Are food service spaces comfortably accessible to all with alternative food choices available?

### *Presentation*

- Are video or slides visible to everyone or will an audio format be needed?
- Will any videos be closed captioned appropriately?
- Will speakers/ audio be audible to or understood by everyone, or will interpreters or assistive technology be needed?
- Are materials available in alternative format on request?

#### *Participation in Activities*

- Are participants with varying abilities included as part of the group in all activities, such as icebreakers, moving from one activity to another, sleeping arrangements and so forth?
- Are modes of interaction inclusive of all expected participants, including those with limited vision and hearing?
- Are activities using movements planned for a variety of abilities?
- Are the timing and pace of activities appropriate to individuals with varying levels of endurance?
- Are participants who may experience stress or anxiety informed of scheduled topics and provided comfortable ways of opting out?
- Are there appropriate food options for the diversity of participants?
- Are session “ground rules” inclusive of all participants?

#### *Reflection After the Event*

- Have you found that some individuals who are invited to the event or activity might be excluded through this use of facilities or activities?
- Can you revise your plans so that people of diverse ability levels will be able to participate equally?
- Is your planning team ready to respond to requests?

## **Virtual Resources**

Seattle University offers a few options to hold your event virtually. All club leaders hold a Zoom Pro and Microsoft Teams accounts but if your club needs additional functionality or increased capacity, additional options exist.

### **Zoom Pro**

Clubs should utilize Zoom platform for video conferencing, screen sharing and screen recording tool that works on all browsers and most mobile devices. All SU community members, including students, staff, and faculty, have Zoom Pro access.

### **Zoom Webinar**

If your event only needs to engage with attendees via question submissions, or need a higher capacity for participants, then Zoom Webinar may be the right choice!

If you are interested in using Zoom Webinar, please submit a Virtual Event Request through the EMS Web App. Once received, CES will contact you to talk more about your event needs to determine if Zoom Webinar or Zoom Basic/Pro will be the best platform for your event.

*NOTE: There are a limited number of licenses for Zoom Webinar. Zoom Basic and Pro can mimic the “listen-only” mode of Zoom Webinar by having anyone designated as the host able to mute participants as necessary.*

### **Sustainable Events Checklist**

Seattle University values sustainability and the consideration of environmental impact, including all events. The Center for Environmental Justice, or CEJS, provides a checklist for event planners to consider when planning events.

To see and download this document, go the CEJS website:  
<https://www.seattleu.edu/cejs/sustainable-events-checklist/>

## Publicity and Marketing on Campus

### Publicity Policy

Clubs that have fully completed the recognition process have full access to all the Center for Student Involvement services and supplies. All marketing materials need to be approved by the Center for Student Involvement according to the Publicity Policy.

The Center for Student Involvement requires that all club events must be posted on ConnectSU prior to printing/posting of events on marketing. Some initial information is listed below but club leaders are encouraged to review the entire Publicity Policy on the CSI website:

<https://www.seattleu.edu/involvement/resources--policies/publicity-on-campus/>

All marketing and advertising must contain these five elements to be approved:

- Name of club/group sponsoring event
- Name of event
- Date and time of event
- Location of event
- SU contact person/information

### *Flyers*

- CSI will print up to 10 flyers for a club's on-campus events
- The event must be posted in ConnectSU before flyers can be posted
- Flyers for club events go to the Center for Student Involvement office for approval
- Please ensure that all flyers have permission to utilize images. Do not use copyright images without permission
- Flyers can be placed on approved bulletin boards only

CSI cannot approve flyers in the residence halls. See the Housing and Residence Life website for more information

### *Rolldowns*

- CSI provides butcher paper, dye-cut machines, glue, and other materials to create Rolldown banners.
- Rolldowns can be placed in Student Center (maximum size 6' wide x 14' long) and Pigott Atrium (maximum size 3' wide x 5' long).

### *Table Tents*

- Table Tents are tri-fold advertisement placed on dining tables in C-Street and the Hawk's Nest Bistro
- Up to 60 Table Tents can be approved only for one week
- Only two table tents permitted on tables at one time



### *Tabling Policy*

- Recognized Student Clubs can reserve a table from which to advertise, pass out materials, and other actions to promote their event or student group.
- To reserve a table, contact CES and request the date and time on which your club would use a table for promotion.

### *Digital Screens (Student Center Only)*

- Advertisements must be 1280x720 pixels and are presented full screen
- Images should be submitted in JPG, PNG, or TIF formats

### *Sandwich Boards*

Sandwich Boards or A-Frame advertisements hold large posters, usually 2 ft x 3 ft, and can be used outside of buildings to advertise your event. Sandwich boards are provided by the club, organization, or office; CSI or CES does not provide these for general usage.

When using Sandwich Boards, please make sure to pay attention to accessibility into, out of, and through buildings. These should not block doors or pathways.

### *Lawn Signs*

Lawn signage (i.e. signage similar to those used by political candidates) should be coordinated through Seattle University Grounds.

Here are some additional thoughts and ideas on publicity:

- Bulletin boards are full of flyers that will compete with your message. Make sure that your flyer design is clear, effective, and limits the amount of text. Most students will only glance at flyers, giving you less than a second to catch their attention. Unless they're specifically there to look for something to do, flyers only have a moment to be effective.
- Rolldowns are effective and can take up to 2 hours to create. Make sure to build in time in your schedule to for you and/or your team.
- TV screens are available in the Student Center to help advertise your event. You may need to redesign your flyer to properly fit the screen. Remember that the slide only shows up for 10 seconds.
- ConnectSU can provide many helpful tools to get the message about your event/program up with all the other events happening on campus. Some for your club to consider are:
  - Putting in a Student Announcement Request to be included in the weekly ConnectSU News email blast
  - Co-sponsoring your event with other organizations which lists your events on other pages
  - Tagging @seattleuconnectsu on Instagram and Facebook to be shared to a wider audience
- Tabling at Cherry Street Market and/or Pigott Atrium can be effective for your event. Space is extremely limited so reserve your table early with CES for the best table availability.

- Table tents are also available for your use and catch people at an opportune time - while they're eating! It's a great time to share your message about your event.
- Social media and apps avenues like Instagram, Facebook and Corq can be helpful in advertising your event. Know that people only spend a few seconds looking at events, including who is going to attend. The more activity your event site has, the more others will see it.
- Word of mouth is your best tool to market your event. Make sure you and your team talk to their friends, classmates, and others about your event. Also, make sure to show excitement about your event. Revisit your goals and share them with your audience.

## **Student Club Funding**

### **Club Activity Strings**

Recognized Student Clubs, Organizations, and Sport Clubs can be granted access to hold and use of an Activity String through the Seattle University Controller's Office.

*NOTE: While Seattle University refers to these as "activity strings," they may also be referred to as a general ledger or budget number.*

### **Budgeting**

Clubs are expected to keep track of expenses and income by using a budget. Keeping a record of all expenditures and revenue allows you to best keep track of what should be in your club activity string. It is also recommended that club treasurers consistently check their InformSU reports to see which expenditures have been processed. InformSU provides the balance remaining in your activity string—however, there will be a delay while new charges and reimbursements to be reflected in the system. Therefore, club leaders find that keeping their own budget record is important to support accurate recordkeeping.

For Sports Clubs, budgets are managed through UREC. Please contact Trace Seaton, Assistant Director, [seatonw@seattleu.edu](mailto:seatonw@seattleu.edu)

### **ProcureSU and InformSU**

Seattle University manages many of its payment processes online through ProcureSU and InformSU. ProcureSU is used for reimbursements, contract payments, and purchase orders. InformSU reports expenditures processed in university budgets in a platform called Power BI.

Below is a list of Forms within the ProcureSU procurement system that are often used by club leaders:

#### *ProcureSU Form: Reimbursement Request*

Use this form to reimburse club members who have purchased club-related materials using their personal money. For example, after a club member purchased an item for an event, you would use this form to use your club's funds to pay them back for that expense. It is important that this form is filled out completely and accurately through ProcureSU to ensure that members are paid on time.

#### *ProcureSU: SU Hosted and Punch-out Catalog Orders*

The catalogs in ProcureSU allow student clubs to purchase items directly from specific vendors using their club activity string. Shops include Blick Art Supply, Office Depot, Amazon, and many others. The ProcureSU system is helpful because it avoids the process of having to provide funding upfront. For more information, access this guide from Procurement. Please remember that for payment to be processed, items must be received in ProcureSU to pay the vendor.

*ProcureSU: Independent Contractor Form*

**Seattle University does NOT allow students to sign contracts within their capacity as students and as club leaders/members.** Any contract must be signed by a university administrator. If your club wishes to pursue a contract with an entertainer, performer, or service, please contact the CSI office for guidance on this process.

The Independent Contractor process is used to pay an individual vendor who currently is not an employee (staff, faculty, adjunct, student) of Seattle University for services provided. If a vendor is not already in the ProcureSU system, they will need to be added. To add a vendor to the system, you will need to request an updated W-9 (Request for Taxpayer Identification Number and Certification) from the vendor.

*ProcureSU: Student Club Advance Request form*

The advance request form is used to provide student clubs with funds to pay for estimated future club or event expenses that have not yet been paid. Expenses which have already been paid should be submitted on the Reimbursement Form. Once the advance is processed, a check will be cut to the student. Advances may only be issued to active University students and requires Staff Advisor Approval as well as Officer Approval. The minimum amount of a student or club advance is \$100, and advances cannot exceed the club's budget.

*Electronic Form: Journal Entry*

When working with other departments or clubs on campus, you will be able to exchange funds between activity strings by using a Journal Entry (JE) form. This process can only be used between university entities and does not include the Campus Store.

For example, if your club decides to collaborate with another club on an event and agree to pay for advertising in the campus newspaper. To pay for the service, you'll need to complete and sign the Journal Entry form. Then, you will give the form to the officers of the other club so that they can verify that the activity string and amounts are correct. If everything is alright, then the other person will sign the form and send it to the Controller's Office to complete the transfer.

*NOTE: Angel Asuncion-Reed, Assistant Director at Center for Student Involvement, is the designated signature required to approve Journal Entry Forms for both the Credit and Debit section of the forms. The Controller's Office will not accept JE forms with signatures of a club treasurer/financial officer and/or club advisor. Please contact Angel Asuncion-Reed for Journal Entry form club transactions.*

*Paper Form: Cash or Check Deposits*

As a club you may deposit money into your activity string at the Controller's Office. You need to fill out a deposit slip which can be found at the Controller's Office. This form is used to deposit checks and cash into the activity string. Controller's Office staff can help you fill out these forms appropriately.

### *Instructions to Deposit funds into your club's activity string at the Controller's by Club Treasurer*

- Transfer funds collected in Venmo (must be approved to use Venmo – read policy on Venmo below) to Club's Venmo account (usually connected to treasurer's personal account)
  - Treasurer will write a personal check to the club to transfer from personal account to the club's activity string at the Controller's office
- Writing a check
  - Endorse to your club's complete name (not acronym)
  - On Memo: put your club's activity string (aka budget number aka general ledger) – usually starts with an 82-0-0- number
  - Complete a blank cash receipt (form can be requested by emailing [asuncioa@seattleu.edu](mailto:asuncioa@seattleu.edu) )
  - Make sure you take a completed one to the Controller's office
  - Then after Controller's date stamps it, take a photo to upload to your club's ConnectSU Documents page (hope you have created a Financials folder for this year) for your records
- E-mail the [treasury@seattleu.edu](mailto:treasury@seattleu.edu) to schedule an in-person deposit to the Controller's office
  - Controller's office
    - Campus Location: O'Brien Center for Athletic Admin. (OBRN 200)  
1218 E. Cherry Street, Seattle, WA 98122-1090
  - Hours – a staff is in the office Monday thru Friday. (9am-12pm and 1pm-4pm).
- Upload documents to your club's ConnectSU Document page for club records.
  - Time-stamped receipts from Controller's
  - Spreadsheet of Venmo collection
  - Copy of Your check written to your club
- **Center for Student Involvement (STCN 350) office is open from 10-7pm**
  - If you need to borrow a cash bag for your cash/check deposits for security

### **Sources of Funding**

There are multiple sources of funding throughout Seattle University and other options at your disposal. To put on great events, provide food at meetings, and request reimbursements for club members for club related expenses, your student club should have funds in your club activity string or have funds committed to your club through the following areas:

#### *GSC Appropriations*

Graduate Student Council or GSC provides opportunities for graduate clubs to request funding for personal and professional development. To learn more about their funding process, go to [www.seattleu.edu/gsc](http://www.seattleu.edu/gsc).

### *SGSU Appropriations*

The Student Government of Seattle University (SGSU) allocates a portion of their annual budget for student club requests. To request funds, submit the Appropriations Request Form on ConnectSU detailing the need for the funding and benefit to the student club or greater Seattle University student body. Depending on the amount requested, your club may also need to present your proposal directly to SGSU.

To get to the SGSU Appropriations request in ConnectSU:

- Go to your club's ConnectSU page and click on Manage Organization. You will need access to the Finance tab, see your page administrator or CSI if you are not able to access this tab.
- Click on the three lines on the left side. Scroll down to the Finance tab.
- Click on the blue button that says, "Create New Request" and select "Create Budget Request."
- Fill out the Budget Details form and submit.

For questions or for more information, contact the SGSU VP of Finance at [SGSUVPFinance@seattleu.edu](mailto:SGSUVPFinance@seattleu.edu).

### *Fundraising*

Clubs are encouraged to fundraise to fund their club events. CSI can support your club as you brainstorm fundraising ideas. Only cash or check are accepted for payment.

Third party payments (i.e. Venmo) are permitted but only after consultation with CSI staff.

Unfortunately, Seattle University does not process donations on behalf of student clubs. This means that donations to clubs, either monetary or otherwise, are not tax exempt. That said, clubs can apply for their own tax-exempt status as outlined by the U.S. Internal Revenue Service (IRS). It is recommended that clubs talk with their advisor and CSI staff prior to beginning this process. Clubs are also highly encouraged to keep any documentation in their ConnectSU page for safe record keeping.

### *Membership Dues*

Many clubs will use membership dues to increase their club's budget. It is important for club leaders to think through what club members will get with their membership dues. Examples include advanced opportunities for event participation, t-shirts/swag, membership in a national organization, and more.

### **External Bank Accounts**

Clubs are highly encouraged to utilize the systems provided to them and are highly discouraged from holding off campus bank accounts. Those who choose to have external bank accounts do so at their own risk as the university's jurisdiction can be limited for off-campus accounts. Furthermore, SGSU and GSC appropriation processes cannot allocate money to an off-campus account.

If your club has questions about this, please contact the Center for Student Involvement staff for clarification.

## **Important Club Policies**

Below you will find several university policies that are important for you to know as a club leader. Please note that while we do our best to notify clubs of changes to these policies, particularly from other offices. For the most up-to-date policies on these policies, see the links provided in each section.

### **Alcohol Policy**

Seattle University allows Recognized Student Clubs and other entities to have alcohol present at approved events. To maintain proper behavior, Conference and Events Services (CES) and CSI must be notified if a Recognized Student Club wishes to have alcohol present at an event. There are additional stipulations and requirements that must be met to ensure accordance with all Washington State laws.

In general, student clubs may be required to:

- Complete the Student Club Alcohol Event Request Form in ConnectSU four (4) weeks prior to the event
- Additionally, complete the fillable Alcohol Service Request Form from CES at least one (1) week prior to the event
- Provide the rationale behind serving alcohol at the event, the value-add it will provide to the event, the participants, and how it benefits the club as a whole
- Provide a detailed plan on how student event planners will ensure student behavior at the event will be handled, how IDs will be checked, training for student volunteers, and emergency response protocols
- Staff the event with Public Safety officers (number depends on the attendance goals) and The Emerald Plate/Chartwell bartenders

Alcohol references and/or imagery is not allowed to be on marketing materials (i.e. flyers, rolldowns). However, language that states “ID may be required” may be used to notify participants of the presence of alcohol. We can work with your event planners/marketers if there are questions about marketing materials.

For more information, see the CES website: <https://www.seattleu.edu/ces/policies/>

### **Bake Sale Policy**

Bake Sales can take place at tables reserved through CES. After securing a table reservation, you will need to submit a Bake Sale Information Form 45 days before the event date. The full policy and procedure can be found on the CES website under Student Organization Policies.

Clubs should be familiar with King County Health Department regulations. The document Information on Holding a Bake Sale at Seattle University contains a compilation of those foods that may be sold without the purchase of a health department permit.



For more information, see the CES website: <https://www.seattleu.edu/ces/policies/>

### **Brand Identity (Seattle U Logo/Name Usage)**

Seattle University Marketing and Communications Department is responsible for approval of any usage of the Seattle University brand. This includes but is not limited to the Seattle University logo, spirit mark, interlock, wordmark, seal, etc. To learn more about the usage of the Seattle U brand marks, go to the Marketing and Communications website.

Clubs should work with Marketing and Communications for approval of the Seattle University branding materials. This includes printing on shirts, giveaways, and, in some cases, on social media platforms. For questions or more information, contact Eli Voight, Assistant Director of Digital Marketing.

For more information see the Marketing and Communications page:  
<https://www.seattleu.edu/marcom/>

### **Contracts**

Planning your event may involve negotiating through a contract process. This includes a verbal and/or written agreement between two groups on payment for a service provided (i.e., performer, speaker, DJ). Clubs should make sure to work with the Center for Student Involvement and/or the pertinent University department through this process (i.e., Conference and Event Services).

**Students are not permitted to sign contracts on behalf of their club.** Contracts must be signed by the University for payment to be processed. Clubs should give this process 4-6 weeks for contracts to be completed through the ProcureSU process. The Assistant Director of the Center for Student Involvement will make sure all forms are completed and approved by all parties required.

Additional information about contracts:

- Contracts for lighting, sound, chair/table rentals, and other needs for your event space should be negotiated through CES. Work with your CES representative to start the process for any of these or for questions about event space needs.
- Your club's activity string will need to have the funds available to pay the contract. It will not be processed until all the funding is available.
- Be careful not to agree to something before you see a written contract. Sometimes agreeing verbally can lead to your club having to pay for something that you had not intended to follow through on. Be clear with your contact that you cannot agree to something before seeing the written contract.
- Give yourself time to complete this process. Generally, you should give this process 4-6 weeks to complete.
- Be detail oriented and make sure to follow each step completely.
- Payment for contracts is not available until after the service has been provided. Be sure to note this with your artist/performer when negotiating the contract. Make sure not to promise

payment at the event or prior. The University will not pay for services prior to services provided.

### **Demonstrations and Political Activity on Campus**

Seattle University recognizes and values the right of students and other members of the university community to express their views by peaceful protesting actions and opinions with which they disagree. The university also stresses a concurrent obligation to maintain a campus atmosphere conducive to academic work, to preserve the dignity and seriousness of university ceremonies and public exercises, and to respect the rights of all individuals. These policies outline the guidelines and procedures for demonstrations and political activity.

Those organizing demonstrations must complete a [demonstration form](#) on ConnectSU meet with a CSI designee prior to the event (preferably 48 hours or as far in advance as possible). This meeting will allow for event planning, space or facility reservations, and coordination with the Public Safety Office.

Campus demonstrations may be conducted only when such demonstrations:

- are conducted in such a manner as to respect the rights and welfare of others.
- do not interfere with automobile or pedestrian traffic.
- do not actively disrupt scheduled class meetings, teaching, administration, or disciplinary procedures and/or other university functions or authorized activities; and
- do not interfere with the rights of others to demonstrate.
- The University retains the right to control the use of all University property at any time and for any reason.

Seattle University, as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, is prohibited from participating or intervening in any political campaign on behalf of, or in opposition to, any candidate for public office. Political intervention includes not only making financial contributions but also the publication or distribution of written or oral statements on behalf of or in opposition to a particular candidate or ballot initiative. Nevertheless, Seattle University encourages its members to engage in civic activity, including participation in the political process.

More information about this policy and the Code of Student Conduct is available on the Dean of Student's website: <https://www.seattleu.edu/deanofstudents/policies/code-of-student-conduct/>

### **Domestic Travel**

Seattle University has over 180 recognized student clubs and a variety of student organizations. Student club officers, faculty/staff advisors organizing travel with these student club associations, and student organizations must follow the following steps before travel begins.

- Notify CSI and Public Safety that travel with your student club and organization will occur. This will allow these offices to keep an eye out for paperwork.
- Have your club/organization complete the Travel Authorization Form in ConnectSU, at least, two (2) weeks prior to the trip, along with a list of all travelers/participants going on the trip.
- Have your club organization review The Redhawk Commitment & the Code of Student Conduct as part of your club/organization's planning process.

For questions about this policy, please see the Center for Student Involvement staff.

### Donation Boxes

Clubs and organizations can run their own donation drives on campus. Each organization is responsible for the distribution of donation boxes, messaging the drive, the collection of drive items, and the successful delivery of the items in a timely manner. Seattle University is not responsible for the safety of the items. CSI encourages regular pick ups of items during your drive to avoid loss/theft.

Each collection box should include the name of the drive, dates, and contact information at the very least.

Donation boxes are approved individually depending on the space requested. Unapproved donation boxes will need to be removed by drive organizers. Donation boxes should be placed out of entries and should not block fire exits.

A few of the most common donation box locations is listed below. For other spaces or departments, contact those departments directly.

Location	Contact
Pigott Building	Albers Front Desk (206) 296-5700
Lemieux Library	Melissa Chamberlain, Executive Library Coordinator (206) 296-6222
Student Center	ConnectSU Hub: Student Success and Outreach Outside of offices: Contact individual offices
C-Street/The Cave	Contact Andrew Gaynor, Director of Operations at Redhawk Dining, Andrew.gaynor@compass-usa.com
Pre-Health Advising Center	Contact prehealth@seattleu.edu
Pigott Pavilion	Contact individual offices
Residence Halls	Contact Housing and Residence Life directly

### International Travel

Some clubs offer opportunities for travel abroad as part of their event planning. The steps below outline some of the considerations when planning an international trip. Because clubs are often led

by student leaders, clubs should contact CSI and the Education Abroad office as soon as possible to begin travel. In general, this process takes approximately 6-7 months.

For this policy, “short-term international trips” have the following characteristics:

- 30-days or less in duration (including a day trip)
- No academic credit granted for participating
- Developed and implemented by student clubs/organizations

These requirements have been developed to:

- Facilitate the University’s assistance to you and the trip participants
- Help reduce the level of risk and liability for you, your organization, and the university
- Ensure ethical and effective planning and implementation for the trip

### *Trip Approval Process*

Because planning an international trip is a complex and time-consuming process, clubs and organizations planning a trip must have the trip approved at least 6-7 months prior to the desired date of departure. There are many aspects to planning a group trip abroad (i.e., visas, safety, travel costs, liability, insurance, housing, etc.). Therefore, being detail oriented and on top of these processes for your club will be of utmost importance.

Once you have obtained all the appropriate information, the staff in CSI will consult with Education Abroad and other entities as necessary on the proposal. Initial review of international trip proposals will be conducted with Education Abroad. CSI staff may want to meet with club leaders to discuss your trip.

### *Participation: Who Can Go on the Trip?*

Only registered Seattle University students are permitted to go on a club-sponsored international trip through Seattle University. A full-time faculty or staff member must also travel with the group as an on-site advisor for the duration of the trip. Because international trips are educational in nature and sponsored by the university, trip participation will be restricted to currently enrolled SU students, current SU faculty and/or staff, or community members registered as SU volunteers. Other determinations may be made if the group is travelling with a national or international organization not affiliated with Seattle University.

### *Waivers and Other Paperwork: When Does it Need to be Turned In?*

Once participants have been selected, each will be required to submit a variety of paperwork at least one (1) month prior to departure to Education Abroad. This paperwork includes:

- SU Travel Waiver
- SU Volunteer registration (obtained through Human Resources)
- Medical travel statement form (obtained from Education Abroad)
- Health Disclosure form (obtained from Education Abroad)

- Documented purchase of an ISIC card or verification of purchase of SU travel abroad insurance (for international travel)
- Documented proof of health insurance

Individuals failing to submit this paperwork in a timely manner will not be allowed to travel with the group. Education Abroad, CSI, or other Seattle University entities may ask for additional paperwork depending on the needs of your trip.

*Participant Orientation: What Do Participants Need to Know?*

A participant orientation is mandatory. At minimum, this orientation should include:

- Overview/purpose of trip
- Review of itinerary
- Pre-trip education

*Health and Safety: What Do Individuals Need for their Health and Dietary Needs?*

Pre-trip education should provide participants with a basic understanding of the culture, politics, economics, and other issues connected with the international trip experience. Trip planners are encouraged to contact appropriate faculty and staff resources in developing pre-trip educational curricula. A curriculum like this will help better prepare international trip participants to enter and work effectively in different communities.

*Leader Training*

In order to ensure that university policies are followed, especially in the event of an emergency, international trip leaders must be trained in emergency protocols prior to departure. More information on developing leader training can be obtained from the CSI staff.

*Code of Conduct*

It is important for international trip participants to realize that such activities are a privilege. The opportunity to represent the University, the city, the state, and/or nation is a responsibility that should be taken seriously. Because international trips are University sponsored activities, all participants are expected to abide by SU policies while traveling. This is true whether a group is traveling domestically or internationally. Any violation of the Code of Student Conduct or other University policies may be reported to the Dean of Students by the group's advisors.

**Film Screenings**

Films, TV shows, and other videos usually have some type of copyright attached to them. Because of this, it is important that any public film showing has the correct permission to show the film/video. Any type of non-private showing of a film (i.e., not in your home or your residence hall room, events that are open to anyone) must purchase the rights to a film prior to screening it.

The Lemieux Library and Learning Commons has an agreement with Kanopy Streaming that allows any University entity to show films and videos from their site. Please note that only Seattle University

students, faculty, and staff can attend viewings of these films. Contact CSI office if your club has questions about the film policy. Additionally, CSI can put your club leaders in touch with SWANK MOTION PICTURES for public performance licensing agreement for Seattle University.

For more information on the Film Policy see: <https://www.seattleu.edu/involvement/resources--policies/films-on-campus/>

### **Food Service**

There are four options to provide food for student groups or events:

- Emerald Plate (Chartwells) Catering Services to provide, deliver and set up food
- Emerald Plate (Chartwells) Catering Services to prepare food for student pickup
- Pick up and deliver from off-campus source (additional policies, approvals, and restrictions apply; off campus vendors cannot deliver to campus)
- Students can prepare food to be served at event (additional policies and restrictions apply)

CES will work with the Event Organizers to ensure compliance. Four (4) weeks advance notice is needed to meet these requirements. Please refer to the website for more information and for the most up-to-date policies.

To learn more about Emerald Plate Catering, go to their website:  
<https://seattleucatering.catertrax.com/>

### **Raffles and Drawings**

All raffles on campus must comply with the Washington State Gambling Commission (WSGC) raffle rules, including the raffle record keeping requirements. (See Raffle Record Keeping Packet). Failing to follow the raffle rules could lead to WSGC enforcement action. Clubs are required to follow the policy administered by the WSGC.

#### *Definition of Gambling*

Gambling involves three elements: (1) prize, (2) chance and (3) consideration. If one of these elements is removed, it is no longer a gambling activity. Importantly, a raffle has a cost to participate associated with it, often more chances may be purchased. A drawing involves prizes, equal chance for all participants, and no cost to enter (cost to come to an event where all participants are given an entry is okay). Drawings and silent auctions do not require permission. For questions or concerns regarding the Raffle Policy, contact CSI.

Seattle University's raffle policy can be found here: <https://www.seattleu.edu/policies/raffles/>

### **Van Reservations**

Vans can be rented through Transportation and Parking Services using your club activity string. Vans can be used to transport Seattle University students, staff, and faculty to various destinations within the Puget Sound region and farther.

Students are now able to get access to EMS for the vehicle rental process. On the EMS site, club leaders are able to see vehicle availability and reserve vehicles.

Process Steps:

- Submit Driver Authorization form (once per academic year)
- Access VEMS and place reservation
- Submit adviser budgetary approval from DPST website
- Transportation and Parking Services will confirm your request and provide you information about picking up keys once approved

For more information, see the Transportation and Vans website:  
<https://www.seattleu.edu/transportation/vehicle-rentals/>

## Club Conduct

Club recognition at Seattle University is a privilege. Recognition means that club leaders have completed the University requirements to gain access to certain permissions on campus including facility use, funding sources, support through CSI, and budget access. Being recognized as a club does not make the club an entity or agent of Seattle University.

The actions of undergraduate and graduate student clubs are expected to adhere to and be consistent with all departmental policies (including any addendum), Seattle University policies, and the Code of Student Conduct. If a student club is suspected of violating any of these policies, disciplinary action may be brought forth unto the student club and/or individual students found to be violators. These violations will be attempted to be resolved at the lowest level possible, beginning with the CSI Director and/or Associate/Assistant Directors.

Clubs are responsible for the expectations set for by the Code of Student Conduct and may be adjudicated thereby. CSI will work closely with the Dean of Students and/or the Office of Integrity Formation/Student Conduct to determine the appropriate steps based on the information provided. Depending on the situation, a club may be adjudicated as a whole entity or through the individuals responsible for the actions.

### Examples of Sanctions

If a student club is found responsible for violating departmental and/or Seattle University policy, sanctions may be issued. These can include but are not limited to a warning, probation, or revocation of a club's recognition.

Sanctions of student clubs beyond an issued warning may include, but are not limited to, the following:

- **Restitution:** The student club will be required to pay a monetary fine to Seattle University or a department therein to offset any damages sustained.
- **Revocation of Club Privileges:** The student club will not be allowed to utilize resources available to student clubs such as reserving space on campus, using materials in the Center for Student Involvement, etc. for a given time.
- **Referral for Prosecution:** If reasonable cause exists to believe a student organization has violated local, state, or federal criminal laws, the matter may be referred to Seattle University Department of Public Safety and thereafter, local law enforcement.
- **Other Sanctions:** Other sanctions may be levied along with those listed above including, but not limited to, community or campus service projects, a presentation, etc.

### Club Recognition Status

Failure to comply with any of the club, university, state, or federal polices, rules, or laws may result in Club's recognition status being reviewed and some privileges or full recognition being revoked.

A student club may also be put on a particular status level. Status levels of clubs are as follows:



- **Active:** A student club has no current violations against them and is at full liberty to utilize all resources and rights granted to student clubs.
- **Warning:** A student club may be issued a warning in response to a non-repeating violation committed by a student club.
- **Probation:** The duration a student club is to be on probationary status is determined in the judicial hearing.
- **Suspension:** A student club may be put on suspension as necessary. During the time of suspension, the student club will not have access or privileges afforded to active student clubs.
- **Termination:** A student club may be terminated if due cause proves an act so severe to worthy such a status. A terminated student club may not, at any time, resume membership for up to three (3) subsequent years.

Sanction letters will be kept in a club's files (in ConnectSU) for documentation. Information on how to appeal decisions are also provided for the club's reference.

CSI staff are committed to assisting clubs be successful. If, at any time, you need advice, support, and have something to report, CSI staff are here to support you.

## **Club Recognition: Red Night Out Awards**

Clubs are recognized at Seattle University at the annual Red Night Out Awards and Celebration. Open to all students, this awards ceremony celebrates the accomplishments of individual students and clubs. Be sure to nominate your club for one or more of the group awards:

### **Student-Led Initiative Award**

Presented to a club, departmentally sponsored organization, or individual that has contributed to the overall education and betterment of the Seattle University community through a program, event, exhibit, performance, or initiative. The initiative should be outstanding in cultivating one (or more) of the following: educational/academic excellence, inclusivity, creativity, collaboration, SU pride, and/or a meaningful impact on students.

### **Campus Unity Award**

Presented to a student club that cultivates a sense of community and collaboration within the campus community. Its members willingly share their time, talent, and resources with other clubs or organizations in order to elevate the experience of SU students.

### **Excellence in Service Award**

Presented to a student club that has demonstrated a deep commitment to service and solidarity within the community. Its members may not only average a high number of service hours per person, but have intentionally developed authentic, reciprocal partnerships with community group(s).

### **Lasting Impact Award**

Presented to a student club that has had a significant impact in the SU or broader community. Whether seeking to change hearts and minds, to shift policies, or for solutions to big problems, club members have left a meaningful legacy on those impacted by their work.

More information is available on the CSI website here:

<https://www.seattleu.edu/involvement/explore-leadership-development/recognition/>

## **Finding Support**

Our role in CSI is to help you be successful at leading your club. At points, your leadership role may feel difficult to manage. Navigating policies, dynamics of club members, event planning, and everything else can be overwhelming. The staff in CSI is here to support you! We may be able to provide some context, information, or, in some cases, advocate on your behalf.

In many cases, your club advisor can also play an important role in helping you to navigate your role, the University policies, and may have helpful information for you. Additionally, offices and departments on campus want to see you and your club be successful. They want to help you find solutions.

Many other club leaders are looking for ways to collaborate on events and programs. Utilizing ConnectSU as a starting place to find connections and opportunities can help you grow your vision for your club.

Overall, we hope that you're excited about being a club leader and all the ways that clubs bring about a sense of community at Seattle University. Thank you for taking the plunge as a student leader!

## Information for Club Advisors

Student clubs are an integral part of Seattle University's mission. They provide opportunities to develop leadership skills, broaden social, educational, and professional experiences, and contribute to the university community. All clubs are student-initiated, organized, and led.

Seattle University has high expectations for student clubs to be part of the mission and values expressed through its Catholic Jesuit identity. With official recognition, a club is expected to conduct its business in a way that reflects favorably upon the club as well as Seattle University. Recognition by Seattle University means that a club has received official permission to conduct business on and off-campus and will be granted certain privileges that assist the club in its operations.

Additionally, clubs and organizations are bound to the policies outlined in the Club Handbook (in ConnectSU), the Code of Student Conduct, and by university departments and offices as pertinent.

An advisor's primary responsibility is to make a strong commitment to the group and to aid in the personal growth of the individuals in that group. Above all, advisors should be available to students on an individual and group basis, maintaining an open and honest relationship with the members.

All current Seattle University student clubs are required to have at least one faculty or staff advisor. Advisors play a key role in the development of an organization and its individual members. Being an effective advisor requires developing a style that matches the organization's needs and goals. When developing this style, it is important to keep in mind the goals of the organization, the types of activities they are involved in, and the overall mission of Seattle University. Prior to agreeing to be an advisor, determine the role and time commitment required.

Taking an active role in the organization (attending meetings, events, meeting with officers on a regular basis, giving advice) does not mean that the advisor is running the organization. The day-to-day operations of the organization should remain the responsibility of the officers/members, not the advisor. The main objective of an advisor is to be available to guide and assist the officers/members in the mission and goals of the organization. Communication is essential and how active, or passive the advisor's role should be negotiated between the advisor and organization prior to recognition.

In general, the club advisor should:

- Be familiar with the student organization's constitution/by-laws
- Try to attend at one (1) of the student organization's regular meeting and events or regularly meet with the organization's officers
- Be aware of events, programs meetings, and activities from the student organization involving potential liability
- Provide support to the club leaders for club development and navigation through University systems
- Nurture and development the students' leadership skills

- Model professional attitude and behaviors
- Be an advocate for student concerns held by the club
- Have a general knowledge of policies, regulations, and laws which are relevant to student organizations (provided in this Club Handbook)
- Support the use of ConnectSU for club management and communication

The Center for Student Involvement is a resource for advisors as well as students. If you have questions, please contact Angel Asuncion-Reed, Assistant Director for Clubs and Leadership.

## **APPENDIX**

### **Changes and Updates Made to the Seattle University Club Handbook**

#### July 2020: Changes/Updates made

- Included language about Coronavirus impacts on club meetings and events
- Updated hyperlinks to make the document more reader friendly
- Updated new information and guidelines on Raffle Policy as administered by the Washington State Gambling Commission
- Included definitions of InformSU, ProcureSU, and FERPA Privacy Training Act
- Removed language about university-sponsored organizations (obsolete)
- Replaced “account” with “activity string”
- Revised SGSU Appropriations Process description
- Addendum to the Club Handbook

#### September 2021: Loss of Handbook 2021-2022

- In September 2021, the Club Handbook 2021-2022 was lost. The process to rewrite the Club Handbook, based on Club Handbook 2020-2021 began in October 2021.

#### October 2021

- October 18
  - Added more information to the Club Recognition and Club Responsibilities section
  - Added Information for Club Advisors Section
  - Added Virtual Resources
  - Added Contract Process
  - Added instructions for SGSU Appropriations
  - Added CEJS Sustainable Events Checklist Information
  - Added Campus Ministry Affiliation information
  - Added Campus Publicity information
  - General grammatical updates
  - Changed Dance Marathon to RedhawkTHON
- October 21
  - Added information about Donation Boxes
- July 2022
  - Added instructions to deposit funds to club activity strings at Controller’s office
- August 2022
  - Added EMS in Important Definitions
  - Added Demonstration Form
  - Added new required position, Event Coordinator, for recognition on Club Registration requirements areas
  - Added requirement - Completion of Forms/Survey on Club Event Planning Central on Sharepoint (in progress)