CLUB MANUAL

2014-2015

ASSOCIATED STUDENTS OF SEATTLE PACIFIC
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Student Leader,

We want you to be involved in our campus community, and are excited to have you join us for the 2014-2015 academic year! The Office of Student Programs believes that our community is made better through the active participation of all students, staff, and faculty. We are committed to helping maximize learning on campus by providing a full spectrum of entertainment, educational activities, and enrichment opportunities. This manual was created in effort to outline the community-established policies and procedures when planning a campus event or activity. It is intended to be thoroughly reviewed and referenced by all clubs in order to maximize efficiency. This collaborative effort strives to put you in the best possible position for success as a student club, and is not intended to burden you with unnecessary rules or paperwork. We hope you receive it in that spirit! Thank you for your commitment and partnership. I am excited to see what this year brings!

Blessings,

*Kirsten Aranas*
Campus Program Coordinator
Office of Student Programs
karanas@spu.edu

Student Leader,

The role you play on our campus is important and provides our students with so many opportunities. College presents a unique opportunity for people to expand their interests and to get to know a variety of people. The clubs you lead allow people the opportunity to do just that. Over the course of the next three quarters it is likely you will face lots of challenges and paperwork. This manual is provided to help you navigate through that so it does not hinder your success as a club leader. Through the course of the next year, it is my goal to help where the Manual cannot, to be a readily available resource, and to be a source of encouragement and support. I am excited to see the impact clubs will have on this campus over this next year. Thanks in advance for all the work you will do!

Thanks,

*Kelsey Tuohy*
Vice President of Campus Activities
Associated Students of Seattle Pacific
assp-vpca@spu.edu

Student Leader,

I am so excited to serve you as the 2014-2015 Club Executive Director. This year I look forward to encouraging you in your role, serving as a bridge to ASSP, and helping to build skills in myself and you that will serve us in our futures. In my opinion the most exciting part of this position is going to be the face time that I will have with you. I know the sharing and networking that will take place among us is sure to create a stronger community, by allowing us to come together in large tasks and get to know leaders outside of our immediate circles. I am a resource for YOU. Please feel free to talk to me or email me about anything including clarifications, procedures, or even if you just need a little pep in your step. I pray for many blessings for each and every one of you this year!

Thanks,

*Alicia M. McNeil*
Executive Club Executive Director
Associated Students of Seattle Pacific
assp-clubexec@spu.edu

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ASSP EXECUTIVE STAFF

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: John Jarman, 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: Brian Valley, 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: Ben Prinster, 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: Elizabeth Rueda, 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: Kelsey Tuohy, 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.

Vice President of Intercultural Affairs: Jasmine Hairston, assp-vpia@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.

APPOINTED EXECUTIVE POSITIONS:

Public Relations Manager: Sarah Blake, 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.

Club Executive Director: Alicia McNeil, assp-clubexec@spu.edu
To assist the VPCA in overseeing campus activities and providing added support to ASSP Registered Student Organizations.

Treasurer: Thomas Short, assp-treasurer@spu.edu
Assist the VPF in the management and maintenance of the ASSP budget.

Outdoor Recreation Coordinator, Samantha Krejcik, orc@spu.edu
SENATE

Senate

Purpose:
Senate is a body of well-informed students diligently representing the concerns of their constituencies in an open-minded forum where innovative solutions 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 a 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.

Why does ASSP have CSC?
To communicate with all clubs and serve club needs; to review the development, operation, and registration of clubs; to review requests for club funding & event proposals, and to hold clubs accountable to all university and ASSP policy.

What does CSC do?
- Reviews all matters concerning club accountability, recognition, and continuance
- Votes to approve or decline applications for funding and program request forms
- Holds quarterly informational meetings with club leaders concerning available ASSP resources, club registration, and information concerning the ASSP budget timeline
- Communicates regularly with clubs to ensure accountability to the guidelines set forth in this document.
- Works to advocate for and provide help to all campus clubs

How often does CSC meet?
- CSC meets once a week, at a different time every quarter. Please check your email from the Club Executive Director to find out specific times/locations, or visit the ASSP Sharepoint website at https://sharepoint.spu.edu/assp/SitePages/Home.aspx
- All program request forms MUST be received by noon the business day before CSC meets to be considered that week at CSC.

How does my club communicate with CSC?
- For any questions pertaining to CSC or the club process – please contact the Executive Club Executive Director at assp-clubexec@spu.edu

Club Budget Process:
CSC oversees the Club Programming fund and club event proposal process, from which clubs can request dollars. Clubs shall propose all events and event series for approval and funding. 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:
Kirsten Aranas – CSC Staff Advisor – Campus Program Coordinator, Office of Student Programs
Alicia McNeil – CSC Chair – Club Executive Director
Kelsey Tuohy - CSC Assistant Chair & VP of Campus Activities
Thomas Short - ASSP Treasurer
ASSP Senator - (May change quarter to quarter, please visit the ASSP Club website)
ASSP Senator - (May change quarter to quarter, please visit the ASSP Club website)
Student at large - (May change quarter to quarter, please visit the ASSP Club website)


Clubs 101

What is a club?

- Clubs are affinity groups organized around a common passion or interest.
- Clubs are organized and led by students, directed by the Club Executive Director, are connected to the ASSP Vice President of Campus Activities, and are accountable to the university, CSC, and the Campus Program Coordinator for 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.

Why be in a club at SPU?

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.

Who can participate in clubs?

Any student who is currently enrolled at SPU is eligible to participate in clubs. Clubs are sponsored and funded by the undergraduate Student Activity Fee, therefore, non-matriculated individuals and SPU graduate students may not formally participate in ASSP club activities.

Why be a registered club at SPU?

There are many benefits to becoming a registered club. Most importantly, the Office of Student Programs desires your involvement at SPU to bring learning opportunities and growth.

Benefits include:

- The guidance and support you receive through your faculty/staff advisor and the Student Programs staff.
- 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)
- $250 ASSP start-up funds after the 1st year of being a club

Clubs who are not a Recognized Student Organization do not have access to the above privileges.

First Year Clubs

Club applications reviewed during the academic year and approved by CSC will be considered a First-year club until the following school year. Each first year club will not be granted an internal budget of $250, but will be allowed to propose for funds from the Club Programming fund for events.
Any club application submitted during the spring quarter must wait another academic year to receive an internal budget of $250. For example, new clubs approved before spring quarter 2015 will begin receiving a $250 budget for the 2015-2016 school year in the fall. However, a new club approved during spring quarter 2015 will begin receiving a $250 budget for the 2016-2017 school year.

**WHAT DOES A CLUB HAVE TO DO?**

Once a club is officially a Recognized Student Organization, it is expected to:

- Act in a manner in accordance with the Lifestyle Expectations and all other outlined ASSP or university policies.
- Responsibly represent the ASSP to the campus and surrounding communities.
- Meet at least once per quarter.
- 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.
- Uphold the vision statement created by the VPCA and Club Executive Director for all ASSP clubs.
- Spend, in consultation with the VPCA, Club Executive Director and VP of Finance, ASSP money in a responsible manner.
- Actively provide the SPU campus with programs and events pertaining to your club’s passion/area of interest.

**HOW CAN A CLUB BE DISCONTINUED?**

A club’s recognition may be discontinued for one or more of the following reasons, pending Committee for Student Club’s evaluation. The Committee for Student Clubs reserves the right to discontinue a club for reasons not explicitly listed below. Clubs may appeal the decision of CSC to Senate and can be re-registered by a majority vote of Senate.

**Reasons for discontinuance of club registration include:**

- Failure to submit club continuance application to the Club Executive Director by the stated deadline.
- 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.
- Failure to comply with any policies or procedures outlined in this manual or other policies/procedures held by the university or ASSP.
- Lack of an active advisor.
- Failure to attend CSC informational meetings, or any meeting called by the Club Executive Director or Campus Program Coordinator.
- Failure to abide by their club constitution.
- Failure to responsibly handle ASSP funds as allocated.
- Failure to receive ASSP/CSC/Student Programs approval before putting on a campus event.

A discontinued club may contact the Club Executive Director for approval to go through the club reactivation process.

**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 Executive Club Executive Director or 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 outgoing leadership spend time training the incoming 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. **Failure to complete club continuance will result in the discontinuation of your club.**

The club continuance application will include the following information about the club for the next academic year:

- Name of contact person and contact information, including phone number, email, and mailing address.
- Names of club officers as well as their contact information. Each club MUST list a President and Financial officer in order to be considered for continuance.
- Name(s) of faculty, staff, and/or university administrator serving as advisor(s)
- Updated constitution and bylaws
- A signed agreement by all club leaders
- A signed agreement by the club’s advisor
- An assessment of the previous year’s work and what is anticipated in the upcoming year.

Repercussions for not turning in club continuance other than discontinuation, include but are not limited to:

- Clubs will not have access to their $250 club budget start-up money (given to all non-first year clubs)
- Clubs will not be allowed to participate in Involve-O-Rama in the fall.

**Club Reactivation Process**

CSC reserves the right to temporarily or permanently, discontinue a club if a club fails to turn in a Club Continuance Application the previous school year, or for any of the reasons aforementioned in this manual. For clubs interested in reactivating, club members and advisors are required to follow the process below in order to be officially recognized as an SPU club.

In order to be reconsidered for club status, the following items should be turned into the ASSP Club Executive Director, no later than **November 1st every year**. These items will then be reviewed and voted on by CSC for reactivation.

- Reactivation Application (See Appendix A)
- Renewed Advisor Agreement
- Copy of club constitution and bylaws electronically sent to assp-clubexec@spu.edu

Upon approval of club status, clubs will have the opportunity to program, propose for funds from the Club Programming fund, advertise for events, and hold club meetings on campus. They will receive their full start-up funds of $250 at the **beginning of the next full** academic year.
Club Advisor Role

Each Recognized Student Organization or club must have an advisor who is an active (minimum ½ time) 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 club 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 club depending on the desires of the group, its leadership, structure, and purpose. An advisor’s role is not parental. The main purpose of advisors is to provide consultation and guidance for leadership development. The advisor should establish a good working relationship with the club 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. Consider this an opportunity to discuss your program ideas with someone who can offer additional input, perspective, and support; not as an additional hoop to jump through. 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. Engage with them!

Advisors/or staff will be required to be present at any event put on by a club that takes place after regular school hours.

Below are some 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 club.
- Providing insight and accountability to the financial/budget process.
- Helping groups transition to new leadership each year.
- Offering assistance with conflict mediation.
- Connecting club leaders with resources (speakers, programs, etc.) from within SPU or the surrounding community.

Students with questions or concerns regarding their advisors should contact Kirsten Aranas in the Office of Student Programs at (206) 281-2483 or karanas@spu.edu.
POLICIES

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.

5. 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.

6. 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.

7. Participation in any actions that involve discrimination or harassment based on race, color, national origin, religion, disability, or gender.

8. Any form of coercive or unwelcome sexual behavior, including sexual assault, rape, acquaintance rape, indecent liberties, or related actions.

9. 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.

10. Conduct or activities that are lewd, indecent, or obscene, whether demonstrative, visual, verbal, written, or electronic (see the Acceptable Use Policy Statement).

11. 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 Seattle Pacific University Club Manual 11
failure to identify oneself when requested to do so.

12. False reporting or warning of an impending fire, bombing, crime or emergency, or tampering with safety equipment.

13. 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.

14. 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.

15. 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.

16. Any violation of other University policies, regulations, or rules.
**Risk Management & Liability Policies**

**What is Event Risk Management?**
We believe that our role is to balance student creativity with responsibility so that you can learn from experiences in a safe environment. Our goal is to help student organizations plan and host programs and activities where everyone can have a safe and fun experience.

**What do I need to consider before I start planning an event?**
- Consider both the seriousness of the risks associated with the activity and the likelihood of something going wrong. If the planned activities could result in severe injury or death, or probability is high for accidents to occur, you may need to reconsider the nature of the event.
- While not all high-risk events are prohibited, it is important to consider ways to reduce risks and prevent problems for your organization and the University. Also, for activities with elevated risk, student organizations may be required to have participants sign an Assumption of Risk and/or Release of Liability Form.

**Assumption of Risk and/or Release of Liability Form – A.K.A “Waiver”**

**What is a waiver?**
A waiver is a document that provides a participant with information about risks involved in an SPU event and states that the participant is responsible for his or her own well-being. A waiver may state that the participant in the activity assumes the risks associated with the activity (e.g., that the participant is aware of the risks involved and voluntarily chooses to participate anyway), and/or that the participant releases SPU from any legal liability for harm or loss resulting from the event (e.g., the participant agrees it will not sue SPU if the participant is injured or suffers damage to personal property).

Anyone who is asked to sign a waiver has the right to request changes which can be handled through SPU Risk Management. While no one will be forced to sign a waiver, a person who refuses to sign and return a waiver for an SPU event may not be allowed to participate in the event.

**When do I need one?**
Generally, waivers are required for activities with greater risk of personal injury or property damage, and/or where the University has less control over the activity. While there is not a comprehensive list of which events require a waiver and which do not, the following guidelines illustrate when a waiver is likely to be required:
- **Long-distance travel.** SPU’s general policy is that it does not coordinate transportation to and from off-campus events and that students are responsible for their own travel arrangements. However, where there are exceptions to this policy (e.g., certain instances of out-of-state travel), a waiver may be required. If SPU charters buses to provide transportation, a waiver generally is not required, but selection of the bus company should be discussed with SPU Risk Management. Also, events for classes, while not strictly subject to these rules, may have similar field trip or other forms and policies.

- **Retreats.** Retreats may or may not require a waiver depending on the destination and activities involved. If a retreat involves more than just indoor, passive activities, please submit a waiver request so that SPU Risk Management may determine whether a waiver is needed.
• **Physical games and activities.** Games and activities that involve risk of physical injuries likely will require a waiver, particularly if the event has a high risk of collision, involves travel for competition, or has unusual aspects that are not commonly practiced. Sports clubs generally are required to have participants complete a waiver annually.

• **Activities involving animals.** Events involving animals (e.g., horseback riding, petting farms) generally require waivers.

• **Hall Balls / Banquets:** These types of events generally do not require a full waiver but do involve some liability disclaimers and should be submitted for evaluation using the waiver request system.

• **Activities involving outside groups and/or minors:** If an event is available to the public, and/or if an event involves minors, a waiver will almost always be required.

• **Off-campus service projects:** Off-campus service projects generally require a waiver, particularly if the service involves rigorous physical activity.

• **Conferences:** Conferences generally do not require a waiver, but may require field trip or other forms. Please discuss this with the conference organizer.

• **Hiking and camping:** Light, day-hikes generally do not require waivers, but strenuous hikes and/or overnight camping likely will require a waiver, particularly if any cooking with an open flame is contemplated.

If you are not sure if you need a waiver for your event please submit a waiver request, and you will be contacted by SPU Risk Management. Also, even if a waiver is not required, the activity may be subject to University policies intended to mitigate risk, and SPU Risk Management may be able to assist you in following University policies and promoting safety in connection with your event.

**How do I request a waiver?**

- Fill-in and submit a waiver request on SharePoint at: https://sharepoint.spu.edu/OPA/Risk/SitePages/Waiver%20Request.aspx

**How long does it take to get a waiver?**

Please allow at least two weeks from the date of request to the date the waiver is needed to process a waiver. It is not feasible to obtain waivers and get them signed at the last minute.

**What do I do with the signed forms?**

Signed waivers should be turned in to the event coordinator before the event and forwarded to SPU Risk Management.

**Who do I contact with waiver questions?**

- Jordana Ross – Risk Management – 206-281-2461, jross@spu.edu
- Alicia McNeil – ASSP Executive Club Executive Director – assp-clubexec@spu.edu
- Kirsten Aranas – Office of Student Programs – 206-281-2483, karanas@spu.edu
**CONTRACTS POLICY**

**PERFORMANCE AGREEMENTS:**

**What is a Performance Agreement?**
The Performance Agreement is a standard form developed by SPU and is needed for speakers, bands, and performers of any kind coming to campus to be part of an SPU event or activity. Because the form was created by SPU, the contract language does not need to be reviewed by SPU Risk Management. These are legally binding contracts, so fill them out correctly and have them signed by 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.

**Where do I get a Performance Agreement?**

**Who signs a Performance Agreement?**
Performance Agreements must be approved and signed by an SPU Director or other authorized staff person. They must also be signed by the performer or vendor you are hiring.

**What do I do with the Performance Agreement?**
- You must turn in the signed form to SPU Risk Management, Demaray 250.
- A completed performance agreement along with the performer’s W-9 must be turned in with any request for payment to the Finance Office. The performer cannot be paid without this form.

**VENDOR CONTRACTS** (these originate with the person or company you are hiring):

**Can I review and sign a contract on my own?**
**NO.** Students **MAY NOT** sign any contract on behalf of the University without the signature of an SPU Director or other authorized staff person.

**Who can review and sign a contract?**
All contracts involving Seattle Pacific University made with outside vendors must be submitted to SPU Risk Management. Contracts need to be reviewed and approved for signing by SPU Risk Management in order to protect you and SPU from any liability issues that may arise. An SPU Director or other authorized staff person must sign the contract.

**How long will it take to review a contract?**
Please allow approximately **one month** for contracts to process.

**For questions contact:**
- Risk Management – 206-281-2777 Demaray Hall 250, Mail Stop #103
SPU TRANSPORTATION POLICY

Academic courses usually do not require the transportation of Seattle Pacific University students from campus to another location unless so stated in the course syllabus. If the course or event is to be convened at a remote location, students will be required to provide their own transportation to the site. Unless specifically stated, the University normally assumes no responsibility for determining transportation of students to the site of a course or to nonacademic activities, whether such activities occur on or off campus. Students will be responsible for their own transportation to such activities.

If transportation of SPU students is in University-owned or sponsored vehicles, drivers must have passed a defensive driving course, possess a current driver’s license, and have authorized a check of their driving records. Safety and Security need not be notified of all officially sponsored travel.

Any exception to this policy must be approved in advance and in writing by the Senior Vice President for Planning and Administration.
**SPU Dunk Tank Guidelines**

First, arrange to be named additional insured on the rental company’s insurance after verifying they have sufficient limits.

Have volunteers sign a waiver. The dunk tank volunteers sign the same waiver as all other volunteers for the event.

The rental company needs to have enough personnel on-site for the duration of the set-up through the tear-down of the event to oversee activities while in use and to address any issues that may come up during the event.

Guidelines specifically for the dunk tank volunteers:

1. Volunteers must be wearing appropriate swim gear, no bikinis (they can be problematic with the force of entering the water and then having to climb back up to the platform.)
2. The dunk tank must have enough volunteers to cover the maximum shift duration and restriction on number of shifts as detailed below. Dunk tank should be closed during uncovered shifts.
   a. With Seattle’s uncertain weather, it is usually windy and around 60 degrees, and the event is outdoors.
   b. Restrictions include:
      i. No more than one-15 minute duration in the tank at any one time – 1 shift is 15 minutes maximum
      ii. Only one shift every 45 minutes, giving 30 minutes or more between shifts – 3 shifts before shift 1 goes again
      iii. Maximum number of turns in tank per volunteer is 3
   c. An indoor location to dry off and be warm must be near the dunk tank and it is preferred that the location be off-limits to other people to give volunteers a chance to change if they want.
   d. Another volunteer is usually at the tank to help facilitate and they are responsible for keeping the time for each shift.
3. The dunk tank should be set near a drain capable of the amount of water intake that would come from emptying the tank after the event.
4. Facilities must be consulted and must approve the location of all activities including the dunk tank. They also should be present during set-up and tear-down to check the tank regarding the details below.

In regards to the structure of the tank, it’s assumed, but you should still double check that there is a barrier between the dunker and the dunkee, so that the volunteer doesn’t get hit with the ball. You should also have a facilities staff person on-site during set-up so that they can verify that the tank is functioning correctly and that no damage is present that can endanger the volunteer, i.e. sharp edges to cut the volunteer. You should also have the seat checked to be sure that it allows for grip or slide when needed and functions correctly. The company usually has a weight limit for the dunkee and that needs to be communicated to potential volunteers for compliance.
MARKETING AND BRANDING POLICIES

What is SPU’s brand? Who can use it?
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 Recognized Student Organization is that you 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.

What can I use the SPU logo for?
Recognized 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
How can I advertise an event on the SPU campus?
- **Loopy:** Weekly electronic newsletter emailed to all undergraduate students
  Email loopy-editor@spu.edu with your approved event details by Thursday at 12 noon.
- **Weter & SUB Monitors:** All events submitted on time to Loopy will also be ran on these monitors. Events cannot be displayed on the monitors if they are not submitted to Loopy.
- **The Falcon:** Submit an advertisement
  Email falcon-ads@spu.edu or call 206-281-2104
  http://www.thefalcononline.com/advertising.php
- **Vending Tables:** Reserve a table in the SUB, Weter, Gwinn Commons, or the Bookstore Breezeway
  Please see the Reservation Policy on page 21.
- **Post fliers/posters** around campus
  They MUST comply with the Posting Policy (see below) and MUST be approved by the Unicom desk.

SPU Posting Policy
- All signs, posters, flyers, pamphlets 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.
- Signs must include a name and contact number for the sponsoring organization.
- 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 or designee.
- Materials posted in the residence halls require the approval of a Residence Life Coordinator or the hall’s Hall Council Publicist.
• 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.

**Description of Designated Areas for posting:**

Materials may only be posted in approved areas:

- Student Union Building (two postings per organization)
  - Bulletin boards
  - Wall space adjacent to the north staircase
  - No posting is permitted on windows, pillars, and other wall space
  - Table tents are permitted with permission from the Unicom Assistant.

- Weter Memorial Hall (two postings per organization)
  - Bulletin board
  - Wall space to the right of the fireplace
  - Pillars
  - No posting is permitted on windows or walls displaying artwork

- Gwinn Commons (one posting per organization)
  - Bulletin board

**Chalk Policy**

- **The only places you can use chalk are from Emerson Hall to the Bookstore, in front of McKenna on the sidewalk, on the opposite side of the street from 5th Ave to 3rd, and in front of the Science Building. The sidewalk from Marston, past Peterson, to the SUB is also allowed.**
- No chalk is allowed anywhere on red brick surfaces.
- No chalk on the surfaces of Martin Square, 5th Ave Streetscape, or the stairs from Gwinn to 6th Ave.
- No chalk around the Science Building pavement or the Emerson Hall entry pavement.
- No chalk is allowed on vertical surfaces.
- Chalk needs to be water soluble and **removed within 24 hours** after an event with water, a broom, and a towel.
- **If the services of SPU Facilities are required to remove your chalk from the sidewalk, your group WILL be charged a cleaning fine.**
FUNDRAISING POLICY

What is a considered a fundraiser?
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. Essentially they include ANY function or event that intends to raise money on behalf of other outside organization or group.

How do I put on a fundraiser?
• All fundraising activities of any kind must first be approved and registered with the Director of Student Programs.
• Contact Student Programs at osp@spu.edu or 206-281-2247 to set-up an appointment to meet with the Director of Student Programs to have your fundraiser approved.
• Please come prepared with a 1 page description of your event, what you will be doing, where it will be hosted, who the money will benefit, what group you are connected with on campus, etc.
• After approval, please discuss all fundraising ideas with the VP of Finance and the VPCA.

Other fundraiser rules:
• All fundraisers must run on a zero budget.
• Any money designated by ASSP and used for the event must be reimbursed to ASSP before any money may be donated to an outside organization. Any additional money collected may be put towards the intended recipient.
POLICIES FOR 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—most often at least 3 weeks in advance.

- You must be an ASSP recognized club, or registered student organization to reserve a space on campus. Only the club President and Financial officer have access to reserving space for club activities via EMS Room Finder.
- You will only be able to tentatively reserve your space on campus UNTIL your event is approved by CSC—once your event has been event approved, your reservation will be sent to the respective manager of each building for EMS approval.
- You must reserve a campus room for all club meetings—*a room cannot be used without a reservation.*

How do I request a vendor/info table?

- **Option 1:**
  - Check availability of the space online at [https://roomfinder.spu.edu](https://roomfinder.spu.edu) under “Browse for Space”
  - SUB Lobby
  - Gwinn Commons
  - Bookstore Breezeway
  - Weter Lounge
    - Under “Reservations,” select “Student Programs Space Request”
    - Fill out the required fields (Note: if scheduling space for a regular club meeting, make sure to uncheck box marked “Add to Calendar”)
- **Option 2:** Go online to [http://www.spu.edu/depts/studentprograms/OSPReservations.html](http://www.spu.edu/depts/studentprograms/OSPReservations.html) to request a table
  - Fill out the contract and expect to hear from the SUB Manager/OSP AA within a week.
  - Make sure to stop by the Unicom desk to check in before setting up your table on the day of your reservation.

How do I request a meeting space?

- Check availability of the space you’d like to reserve online at [https://roomfinder.spu.edu](https://roomfinder.spu.edu) under “Browse for Space”
- Under “Reservations,” select type of room you would like to request:
  - Student Programs Space Request (SUB Club Space)
  - General Room Request (Gazebo Room, Collegium, Classrooms, Residence Halls, etc.)
  - Athletic Space (Royal Brougham Pavilion)
  - Upper Gwinn
- Fill out the required fields (Note: if scheduling space for a regular club meeting, make sure to uncheck box marked “Add to Calendar/Send Invitations”)
- Your room request will be sent to the building manager and they will contact you when your reservation is confirmed.

How do I reserve the Club Space?

- The Club Space is available for reservation 7am-11pm via EMS Room Finder by Presidents and Treasurers. Only Presidents and Treasurers are granted key card access to the Club Space. Outside of normal SUB hours (Mon-Fri 7am-9pm, Sat 12pm-6pm), club members will have to call Safety and Security to gain entrance to the Club Space.
Groups using the Club Space must return the space to its original condition. Projects that involve paint, glue, or other similar materials require floor covering during use. Please contact the Office of Student Programs at 206-281-2247 or osp@spu.edu at least 24 hours before the reservation date if you have further questions surrounding this policy.

- A flat fee of $50 will be administered, in addition to any other costs incurred as a result of damages. If the Club Space is damaged, sole financial responsibility will rest upon the organization that utilized the space during the incident.

- All groups utilizing the Club Space are expected to respect the property of other clubs. Please do not use or move property stored in Club Space and/or storage that does not belong to you.

**Room Reservation Contact List:** All reservations for space on campus are run through EMS Room Finder, however if you have questions about a specific space please contact the designated building manager:

- Classrooms, Upper Gwinn, Weter Lounge, and Martin Square Conference Services, x2187, calconfsvcs@spu.edu
- Library reservations, including Library Seminar Room, conference rooms, and classrooms Johanna Krogh, x2413, libraryrooms@spu.edu
- Gazebo Room, Collegium, and Club Space reservations Katie Caday, Student Programs AA, x2247, cadayk@spu.edu
- Vendor table reservations in the Student Union Building SUB Manager, x2004, submanager@spu.edu
- Royal Brougham Pavilion, small gym, and Wallace Field reservations Lisa Faucette, x2393, cannol@spu.edu
- First Free Methodist Church reservations Peter Watson, x2240, peter@ffmc.org
- Residence Hall Lounges Contact the RLCs of each respective hall
ON-CAMPUS COOKING POLICY - BBQs & POTLUCKS

Who can hold an on-campus potluck or cooking event?
SPU clubs are permitted to hold on-campus cooking events if approved by the Office of Student Programs and SPU Dining Services. SPU Dining Services is the exclusive food provider for Seattle Pacific University, but under special circumstances, students may be permitted to provide food for their own on-campus events.

All on-campus cooking events must adhere to the following guidelines:
• Department (Office of Student Programs) and SPU Dining Services give final approval of an on-campus cooking and food service event.
• Equipment, other than grills or BBQs, can be personally owned but should be inspected for obvious flaws and safety impairments. If such flaws exist, do not use. Cleaning of the personal equipment should be thorough before use. SPU is not responsible for personal property used in these events.
• All persons involved in food preparation must hold a current, Washington State, food handler’s permit. The cost is $10 which will be valid for two years. They must also have the license on them at all times while cooking. For more information visit:
  • http://www.kingcounty.gov/healthServices/health/ehs/foodsafety/FoodWorker.aspx
• All persons working the cooking equipment must be 18 years or older.
• Personal BBQs/grills are not to be used. BBQs/grills owned by SPU departments or residence halls may be used when permitted by an SPU employee. All must use propane as fuel. Use of charcoal, briquettes or other non-propane fuel sources are not permitted for on campus cooking.
• BBQs and other cooking events requiring open flames must take place outside and at least 10 feet away from buildings, greenery, shrubs, trees, and wood. Prior to the event, arrangements must be made with Facilities to re-fuel propane tanks, and to secure flame resistant boards for under the items with open flames.
• Food thermometers must be used to test the temperature of meat, potato salad, macaroni salad, and other temperature sensitive food items.
  o Meat must be served at 155 degrees
  o Chicken and turkey must be served at 170 degrees
  o Macaroni and potato salads may not be unrefrigerated for more than 1 hour in hot weather and 2 hours in cool weather. Containers of macaroni or potato salad should be kept on ice and stirred frequently to maintain a cool temperature throughout.
  o Chips, pretzels, and other similar items must be pre-packaged. If that is not possible, they must be served using serving utensils.
• Everyone assigned to dispense food which is home-made or not pre-packaged must be familiar with the ingredients of the food they serve. Food Servers must be especially cognizant of ingredients which may be harmful to individuals with food allergies. Clubs should provide food labels of the ingredients in each dish.
• It is HIGHLY recommended that the food provided not contain peanuts OR be processed in an environment in which peanuts are also processed (read labels.)

If it is decided to provide home-made food which contains peanuts or milk, it is recommended that the food preparer follow these steps:
  1. Thoroughly clean all equipment to be used in preparing food.
  2. Prepare the food without peanuts or without milk FIRST.
3. Securely store food in air-tight containers and at appropriate temperatures.
4. Thoroughly clean all equipment before preparing food containing peanuts or milk.
5. Securely store food with peanuts or milk in air-tight containers at appropriate temperatures SEPERATELY from the food without peanuts or without milk.
6. Clearly label which food contains peanuts or milk products.
7. **For your protection**, communicate to all food servers which foods contain peanuts or milk products AND provide a clearly written or printed label or placard immediately adjacent or attached to the dish which lists the ingredients or clearly stating that the food contains peanuts, peanut products, or milk.
ASSP Food Policy

1. Costs for events or meetings with food classified as "refreshments" or "snacks" will total no more than $5 per person.
2. Meal-centered events costing more than $1,000 total require a revenue line. An exception can be made for STUB events.
3. Meal-centered events costing more than $10 per person require a revenue line.
4. Finance Board may propose a modified revenue line for meal-centered events.
5. The ASSP contribution for meal-centered events will not exceed $15 per person, excluding pizza-centered meetings and events.
6. Clubs may submit for CSC/ASSP to cover the cost of a food handlers permit for club members serving food (see on-campus cooking/BBQ policy).

Club Pizza Policy

Pizza may be purchased for meetings and events, following these guidelines:

1. Cost for Pizza may total no more than $15 per pizza including tax
2. For every four people in attendance of a meeting or event, one large pizza may be purchased.
3. If delivery is needed, be sure to include delivery costs and tip inside of the $15 per pizza range.
4. The ASSP Treasurer and Vice President of Finance will approve up to the allowed amounts stated within these guidelines.
5. Every meeting must have a legitimate business purpose that pertains to the purpose and mission of the organization.

SPU Dining Services Food Policy

- Any program, at which food will be served, excluding regular scheduled RSO meetings, must be approved by SPU Dining services, which has an exclusive catering contract with SPU and must be given the first right of refusal. This also guarantees that safe food handling practices are used, and simplifies program planning.
- For health and safety reasons, it is important that any program in which food is provided follows safe food handling practices – see the above on-campus cooking/BBQ/Potluck policy.

SPU Dining Services offers a variety of catering services, including table service meals, box lunches, buffet receptions, coffee breaks, barbecues, and a la carte menus.

SPU Dining Services requires a minimum of three weeks prior notice for all catering needs.
**CONCERT POLICY**

- All concerts (not affiliated with the Music Department) must be planned at least two months in advance and require 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).
- **A club cannot independently sponsor a concert on or off of the SPU campus.**
- 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.

**DJ/LIVE ENTERTAINMENT POLICY**

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 Performance Agreement 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.
**SPU Movie Policy**

This policy is intended for individuals or organizations wishing to show any film or movie publicly (outside the private home/residence hall room and to more than just family and friends).

**Why is this necessary?**

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted material may be used. A public performance license must be issued when showing a film/movie on campus. You will need to be able to provide proof that you have obtained the “rights” or rather, permission to show the material. “Willful infringement for commercial or financial gain is a federal crime and punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a $100,000 fine. Even inadvertent infringers are subject to substantial civil damages ranging from $500 to $20,000 for each illegal showing.” Should you or your organization be caught breaking copyright law, the university would not provide any kind of protection from your group’s liability under the law.

Movies may only be shown on the SPU campus by Recognized Student Organizations and Registered Student Clubs.

Movie rights must be purchased for all movies shown on the SPU campus. Groups must purchase/obtain movie rights to any movie that is open to the SPU campus.

The ONLY exceptions to the requirement to purchase movie rights for movies shown on campus must adhere to one of the two following guidelines.

1. **Class Viewing** - If all of the following are true, then the movie does not have to be in the public domain and/or viewing rights do not have to be purchased:
   a) The movie is shown during class (or at another time scheduled by the professor which is listed on the syllabus);
   b) The viewing is restricted to only registered students in that class;
   c) The movie serves educational purposes;
   d) There is no charge for admission; and
   e) The viewing is not advertised in any venue, such as Loopy, Stall Talk, a campus email etc.

2. **Viewings not related to a class:**
   a) Movies that are shown outside of a class must be in the “public domain” for viewing (any video made pre 1923 & others);
   b) In order to show these movies they must be restricted to only a certain group and not open to the public;
   c) The movie must also serve an educational purpose.

All NC-17 and X-rated films/videos are prohibited.

Film/video content must always comply with Lifestyle Expectations of SPU.

No publicity for a film showing may occur until movie rights have been purchased/acquired.

**How do I obtain movie rights?**
Most mainstream films can be purchased through one of two main distributors.

1) Call SWANK Motion Pictures Inc. at 1-800-876-5577 or Criterion (the other main distributor) at 1-800-890-9494. You may utilize a list of all films they distribute on their website: www.swank.com and www.criterionpic.com respectively. New films are added all the time.

2) If you cannot find the film you desire at either of the above websites/companies you may call the Reference Library of the Motion Picture Academy at 310-247-3020 to acquire the distributor of a particular film.

3) Once you receive a quote/agreement from either of the above companies you must
   a. Have your contract (if one is present) reviewed by Jordana Ross – ext.2461
   b. Request appropriate funding from the Committee for Student Clubs – at least 2 weeks in advance.
   c. Process payment through the ASSP VP of Finance.

What information will you be asked to provide?

1. Your name:
2. Name of the Organization with you are working at your university: Seattle Pacific University ________Name of club_________
3. How you intend to use the film/movie
4. Will you advertise all over campus or just to a small group?
5. Will you charge admission
6. What is your venue for showing the film?
7. How will your organization pay for the movie? Always with an invoice and a check. If this is not possible please contact the ASSP VPCA.
8. What is the contact information for your organization? Campus Program Coordinator Contact – 3307 3rd Ave W. Seattle, 98119 – attn. Student Programs. Phone # 206-281-2483.
   * Please notify student programs if anything will be sent to their office.

ASSP Club Movie Rights Policy

Each club will be granted movie rights up to 2 times per year. When desiring to show a movie, please think carefully about what the intention of your film viewing is, as well as what other opportunities/programming you would like to do throughout the rest of the year. Adequate advertising will be required for these film showings in efforts to capture a large audience. Adequate advertising consists of submission to Loopy, Stall Talk, and to the Public Relations Manager to post on the various TVs located across campus.

Clubs desiring film viewings of more than 2 per year can submit a proposal to CSC. CSC will consider on a need based-basis and reserves the right to approve or reject the proposal.
SPU DANCE POLICY

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.

Who may plan/organize a dance at SPU?
Dances may only be sponsored by an officially recognized SPU department or ASSP student organization.

Who may attend an SPU dance?
- 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).

What will be expected of non-SPU students/staff/faculty who attend a dance?
- 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).

Locations available for on campus dances

Dances are limited to the following on-campus facilities:
- Third Gwinn
- Gazebo room
- Royal Brougham Pavilion. - Reservation of Royal Brougham Pavilion requires pre-approval of the Director of Student Programs or designee BEFORE contacting the Athletics Department for a facilities reservation.
- 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. - 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.
Dance location information/guidelines

- Exceptions must be approved at the time the event is scheduled by the Director of Student Programs.
- 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.
- Any other off-campus dance must receive special permission by the Director of Student Programs.

Planning

- The Director of Student Programs or designate must approve all on and off-campus dances in advance.
- A dance planning form, DJ agreement, and Organization agreement (available in the club manual or online) must be completed and turned in to the Office of Student Programs – at least 3 weeks before your event.
- Upon completing a dance planning form, the sponsoring group must schedule a meeting with the Director of Student Programs or designate to discuss event logistics and to gain approval.
- ASSP organizations must follow all fiscal policy contained in the ASSP constitution. Sponsoring organizations are fiscally responsible to either their department head, ASSP, or both (whichever is applicable) for the revenue and expenses incurred with the operations of a dance.
- The Director of Student Programs or designate 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).
- Dance publicity must be completed by the sponsoring organization and will follow all institutional policies and guidelines concerning solicitation and postings.

When can I hold a dance at SPU?

- 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.

Representation

- The sponsoring organization must provide a minimum of two SPU faculty or staff members to represent the institution’s interests at all dances. This number is subject to change (more or less) based on the discretion of the Director of Student Programs and Campus Program Coordinator.

- The Official SPU representatives, 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.
- 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.
- 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. Event staff persons must remain the same for the entire event (i.e. no trading off between organization members).
- 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 representatives 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.
- 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.

**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.
  - The sponsoring club must schedule a conversation between the DJ and their advisor to discuss SPU’s culture and lifestyle expectations.
  - All DJ’s must sign a DJ contract available through the Student Programs office. This must be completed and turned into the Office of Student Programs at least 1 week before 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. SPU reserves the right for advisors/chaperones to ask the DJ to stop any song with inappropriate content.

**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.
How do I...

Know if I’m putting on a “Program or Event?”

- A program/event is anything outside of the club’s regular meetings or gatherings.
- A program targets students from the general SPU population, inviting them to participate in an activity, event, or speaking engagement.
- Events include off-campus outings planned by a club and on-campus programs outside of the club’s regularly scheduled meetings.
- All programs must align with the mission and values of Seattle Pacific University and follow the established University policies, including the Lifestyle Expectations.
- In order to get your event approved you must fill out a program request form and have this approved by CSC.
- All campus programs must be registered with ASSP and the Office of Student Programs through the Program Approval Process – and CSC.

Plan a Program from One Step to the Next?

*PLEASE READ THE “HOW DO I PLAN A PROGRAM GUIDE ON PAGE 34

Get Food for My Event?

- All SPU events that have food MUST be catered through SPU Dining Services, unless Dining Services gives permission via written email to your group to cater/get food elsewhere.
- Any program at which food will be served, excluding regular scheduled RSO meetings, must be approved by SPU Dining Services, which has an exclusive catering contract with SPU and must be given the first right of refusal.
- Schedule a meeting with Tiffany Butac 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 SPU Dining Services. Tiffany’s email address is Tiffany.Butac@sodexo.com
- Before you meet with her, you need to know:
  - The expected number of attendees
  - Your approved budgeted amount for catering
  - Time, location, date, and any other pertinent details (theme, specific food requests, etc.).

Reserve a Room/Confirm an Event through Building Maintenance?

1. Fill out a campus event check-list through facilities & safety and security – as close to 1 month in advance as possible – no less than 3 weeks.
   - In order to complete this form, you MUST know if you will need water, power, garbage assistance, tables, chairs, carpet squares etc.
   - Please provide lay-outs and maps of the areas you are using.
   - This form is completed once you receive signatures from Facilities, Safety and Security, and your advisor.
2. Fill out a work request form through Facilities and building maintenance – no less than 3 weeks in advance.
   - Request all needed chairs/tables/garbage cans/services needed through the Facilities online request form.
   - [http://tma.spu.edu](http://tma.spu.edu)

3. For events involving significant attendance (100 or more attendees expected), complicated setup, use of RBP stage, or other unusual items – **MAKE AN APPOINTMENT TO MEET WITH A REPRESENTATIVE FROM BUILDING MAINTENANCE.**
   - 206-281-2330 or workcontrol@spu.edu

**CHANGE THE PURPOSE/STRUCTURE OF AN EVENT I ALREADY PROPOSED FOR?**

Any programmatic or financial changes to original program plans must be completely resubmitted to CSC for approval, by completing a new program request or financial request form

A programmatic change consists of, but are not limited to:

- Change in the structure of the event
- Change in speakers
- Changes in use of funding, the need for additional funding, etc.
- Any major deviation from what was proposed in the original event request proposal

**CHANGE THE DATE/TIME/LOCATION OF MY EVENT?**

- For any changes regarding date, time, and/or location, clubs will be required to fill out a Program Change Request (see Forms Section of this manual). CSC will review and notify the club of additional approval to the event.

**RESERVE/GET MEDIA EQUIPMENT FOR MY EVENT?**

There are 2 options for reserving media equipment at SPU.

**ASSP Media Equipment**

- ASSP owns all of its own media equipment, which **can be used by ASSP clubs for FREE** – assuming it is not booked for another on campus event.
- Media equipment rental is contingent on the availability of the equipment and the Media Technician.
- Media equipment available includes: stage lights, speakers, a sound board, etc.
- Rental requests must be **submitted at least fourteen days (2 weeks) prior to the event to the ASSP Media Coordinator (they can be dropped off in the ASSP office).** The “Media Equipment Rental Request” (see the forms section of this manual) form must be submitted and filled out completely for the request to be considered.
- Use of the ASSP Media equipment – comes with an ASSP Media Technician to help you set-up and run the equipment. This media technician MUST be used to run the equipment.
- The group requesting use of the equipment must provide transportation and able bodies to move the equipment from Royal Brougham Pavilion to the event location on campus.
- All additional information regarding the rental of the ASSP media equipment, including media equipment rental requests, a list of available equipment and the rental policies is available from the VPCA in the ASSP Office and on the ASSP website.

**CIS Media Equipment**
Basic speakers, laptops, screens, and projectors can be rented free of charge to SPU student clubs from CIS.

This equipment must be picked up, transported, set-up, and ran by the students themselves.

Any additional help provided from CIS will incur a charge.

https://www.spu.edu/cishelpdesk/av/info/

**REQUEST MONEY FOR MY EVENT?**

*PLEASE REFERENCE THE FINANCE SECTION OF THIS MANUAL*

**CHANGE THE NAME OF MY CLUB?**

To change the name of your club, please fill out and submit the Club Name Change Request Form (located in the Forms Section of this manual). CSC will review and notify the club if their name change has been approved.
HOW TO PLAN A PROGRAM AT SPU
Please follow these steps in order to ensure an accurate program planning process and to put on a successful event!

1. **Pick a date**
   - Is it at least one month out from your date?
   - Are there other events already scheduled for that date?
     - Don’t know? Check the SPU Calendar, Loopy Calendar, and the ASSP website.
     - CSC will most likely not approve an event schedule during the same time as another major campus event or club function.

2. **Submit a room reservation request for a space on campus using EMS Room Finder** https://roomfinder.spu.edu .
   - Your room reservation will not be confirmed until AFTER your event proposal is approved by CSC.
   - If you have any questions about tentatively reserving a space, please contact the building manager of each designated area.

3. **Submit your event to the Master calendar at** http://spu.edu/calendar-and-events .
   - In the bottom right-hand corner under “Calendar Actions”, click “Submit Event”.
   - Log in using your SPU credentials in the upper right-hand corner.
   - Fill out the information fields completely. If you are uploading an event image, please ensure that it is appropriate.
   - Select “Current Students” from the dropdown menu for Calendar Type.
   - Select “Student Activities” from the dropdown menu for Event Type.
   - Your request will be approved and will appear on the Master Calendar after your event is approved by CSC.

4. **Submit a Program Request form & a request for finances to CSC – 1 month in advance.**
   - Forms will only be considered IF:
     - They are submitted on time electronically through ASSP Sharepoint https://sharepoint.spu.edu/assp/Proposals/SitePages/Home.aspx
     - Steps 1-3 in this outline have already been completed
     - Scanned forms are completed with ALL necessary signatures
     - If asking for money, a financial proposal is submitted WITH your program request form
   - You will be notified by the ASSP Club Executive Director after the next CSC if your event was approved, needs edits, or was denied.
     - What if my program isn’t approved? Check with the Club Executive Director. You may need to change a date or time, or propose an entirely new event. If you need to change your date or time, please fill out the appropriate “change of event” form located in the form section of this binder.
   - You will be notified by the ASSP Club Executive Director after the next CSC if your request for funding was approved, and what the next steps are.
     - Please see the Finance section for a more detailed scope of financial requests/processes and directions for submitting the form online.
5. Fill out a campus event check-list through facilities & safety and security – as close to 1 month in advance as possible – no less than 3 weeks.
   - In order to complete this form, you MUST know if you will need water, power, garbage assistance, tables, chairs, carpet squares etc.
   - Please provide layouts and maps of the areas you are using.
   - This form is completed once you receive signatures from Facilities, Safety and Security, and your club advisor.

6. Fill out a work request form through Facilities and building maintenance – no less than 3 weeks in advance.
   - Request all needed chairs/tables/garbage cans/services needed through the Facilities online request form.
   - [http://tma.spu.edu](http://tma.spu.edu)

7. For events involving significant attendance (100 or more attendees expected), complicated setup, use of RBP stage, or other unusual items – MAKE AN APPOINTMENT TO MEET WITH A REPRESENTATIVE FROM BUILDING MAINTENANCE.
   - 206-281-2330 or workcontrol@spu.edu

8. Contact Catering to place an order for all food/drink needs – with a minimum of 3 weeks notice.
   - Schedule a meeting with Tiffany Butac – [tiffany.butac@sodexo.com](mailto:tiffany.butac@sodexo.com) - 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 SPU Dining Services.
   - Before you meet with her you will need to know
     - The expected number of attendees
     - Your budgeted amount for catering
     - Time, location, date, and any other pertinent details.

9. Check with Risk Management on whether or not you need waivers for your event or a contract approved.
   - Jordana Ross – x2461, jross@spu.edu.
   - [https://sharepoint.spu.edu/OPA/Risk/SitePages/Waiver%20Request.aspx](https://sharepoint.spu.edu/OPA/Risk/SitePages/Waiver%20Request.aspx)

10. Reserve necessary media equipment
    - ASSP – contact the ASSP media technician
    - CIS

11. Develop a publicity plan and submit your event to Loopy/Stall Talk

12. After completion of your event – submit an Club Event Assessment form within 1 week of your event
    - Failure to complete this from may affect your club’s ability to program on campus.
    - A club’s new event will not be approved unless their event assessment from the previous event has been turned in.
ASSESSING YOUR PROGRAM

Once your event is completed, an Event Assessment Form must be submitted to the Club Executive within two weeks of your event. Failure to complete an event assessment form may jeopardize your clubs ability to host events in the future. 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?
## CONTACTS – CHEAT SHEET

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.

<table>
<thead>
<tr>
<th>Department / Topic</th>
<th>Contact Name</th>
<th>Location</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSP Club Executive</td>
<td>Alicia McNeil</td>
<td>ASSP Office SUB 1st</td>
<td><a href="mailto:assp-clubexec@spu.edu">assp-clubexec@spu.edu</a></td>
<td>X2126</td>
</tr>
<tr>
<td>ASSP VPCA</td>
<td>Kelsey Tuohy</td>
<td>ASSP Office SUB 1st</td>
<td><a href="mailto:assp-vpca@spu.edu">assp-vpca@spu.edu</a></td>
<td>X2498</td>
</tr>
<tr>
<td>ASSP VP of Finance</td>
<td>Ben Prinster</td>
<td>ASSP Office SUB 1st</td>
<td><a href="mailto:assp-vpfinance@spu.edu">assp-vpfinance@spu.edu</a></td>
<td>X2472</td>
</tr>
<tr>
<td>ASSP Treasurer</td>
<td>Thomas Short</td>
<td>ASSP OFFICE SUB 1st</td>
<td><a href="mailto:assp-treasurer@spu.edu">assp-treasurer@spu.edu</a></td>
<td>X2472</td>
</tr>
<tr>
<td>Campus Dining Services (SODEXO)</td>
<td>Tiffany Butac</td>
<td>Gwinn Commons 3rd</td>
<td><a href="mailto:tiffany.butac@sodexo.com">tiffany.butac@sodexo.com</a></td>
<td>(206) 281-2056</td>
</tr>
<tr>
<td>Computer &amp; Info Systems</td>
<td>HelpDesk</td>
<td>Lower Marston</td>
<td><a href="mailto:help@spu.edu">help@spu.edu</a></td>
<td>X2982</td>
</tr>
<tr>
<td>Conference Services – Space Reservations</td>
<td>Lisa Burhenn</td>
<td>3220 6th Ave W</td>
<td><a href="mailto:lburhenn@spu.edu">lburhenn@spu.edu</a></td>
<td>X2058</td>
</tr>
<tr>
<td>Library Room Reservations</td>
<td>Stephanie Rubesh</td>
<td>Library</td>
<td><a href="mailto:rubess@spu.edu">rubess@spu.edu</a></td>
<td>X2413</td>
</tr>
<tr>
<td>Plant Services</td>
<td>Katie Jeffris</td>
<td>Building Maintenance 2W Dravus St</td>
<td><a href="mailto:jeffrk@spu.edu">jeffrk@spu.edu</a></td>
<td>X2330</td>
</tr>
<tr>
<td>Student Programs</td>
<td>Kirsten Aranas</td>
<td>SUB 1st</td>
<td><a href="mailto:karanas@spu.edu">karanas@spu.edu</a></td>
<td>X2483</td>
</tr>
<tr>
<td>SUB Manager</td>
<td>Charisse DeVries</td>
<td>Unicom Desk</td>
<td><a href="mailto:submanager@spu.edu">submanager@spu.edu</a></td>
<td>X2004</td>
</tr>
<tr>
<td>Waivers / Liability</td>
<td>Jordana Ross</td>
<td>Demaray 250</td>
<td><a href="mailto:jross@spu.edu">jross@spu.edu</a></td>
<td>X2461</td>
</tr>
</tbody>
</table>
Dear ASSP Club Presidents and Finance Officers,

Welcome to the 2104-2015 school year! I am thoroughly excited about this upcoming year as your Vice President of Finance for several reasons, but most importantly it is because I have the privilege to empower your own interests this year through club activities and events. We, as students, have been given the responsibility to use the ASSP student activity fee responsibly. This funding is used to execute the wide variety of programs, services, ministries, medias, and clubs that are the foundation of ASSP. It is our duty and responsibility to provide value back to the larger student body, and we must work together to do this effectively and efficiently.

Your main financial contact in ASSP this year will be Thomas Short, the ASSP Treasurer. He will help process all ASSP transactions to ensure accuracy and that general finance guidelines are being followed. Thomas will serve as your club financial expert and will assist you when you have questions. When needed, I will work with him, to make sure all of your questions or concerns have been addressed. Please understand that he is required by the university 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 or the forms are not filled out properly.

Additionally, I truly 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, please don’t hesitate send me an email or drop by my office. Both Thomas and I want to get to know you and help you in any way we can! If you have questions or concerns regarding ASSP financial transactions, we are always willing to help. You can also find most of the common financial questions online at www.spu.edu/depts/assp/finance/.

We look forward to working with you to make this a truly memorable year!

Best,

Benjamin J. Prinster

Vice President of Finance

Associated Students of Seattle Pacific

assp-vpfinance@spu.edu | 206.281.2472
1. All Finance forms can be found online under the ASSP page, www.spu.edu/assp. If you have trouble finding them please e-mail ASSP Treasurer Thomas Short at shortt@spu.edu or VP of Finance Ben Prinster at prinsterb@spu.edu. Examples are given on the following pages.

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:
   - Claimant (if applicable), this being the person who actually paid for the items
   - Budget manager, this being your club’s financial overseer;
   - 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:
   - Dates
   - The names of individuals at events [if more than 10 just put a number]
   - Description of events/topic discussed
   - Description of what money was spent on and for what purpose

5. Reimbursements must be typed & a receipts must be stapled to the BACK of the form.

6. Every Form you submit will require the following information:
   a. Fund - 6 digit code starting with 1162- (example: 116204 means the Conference Fund)
      Your fund number can be found on the inside front cover of your club’s manual. If you do not
      know your club’s fund number – please contact the ASSP Treasurer.
   b. Program/Org – This number is ALWAYS 2813 (ASSP’s organization number)
   b. Account - 5 digit code representing what kind of expense or revenue we’re dealing with. See
      the list of Common Account Codes for examples.

7. Always expect and anticipate at least 7 business days from the time you turn in a request for a
   check or payment until the time it is processed. Please plan ahead if you need checks by a certain
   date to pay for something!

8. All reimbursements must be delivered to the ASSP office during the quarter that the transaction takes
   place.

9. All revenues must be delivered to the ASSP Finance office within one week of the relevant event or
   activity.

10. 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/Reclassify Form that proves to the
    Finance Department that you spent the money and on what.

11. 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.

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ASSP Club Funding Process

- All non-athletics ASSP clubs will be given an initial operating budget of $250.
- Athletic clubs will receive $100 a year as an operating budget.
- 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.

What can the initial operating budget be used for?
- Examples include: binders, office supplies to make signs or run meetings, printing costs for weekly meeting agendas etc., a small program or event

Upon approval by Senate, the Club Programming Fund for the 2014-2015 year shall have $30,000 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 (CSC) 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.

What does the Finance process look like?
1. When a club turns in a program request form to put on an event or program – they must also turn in a request for funding IF they need money for their event to CSC.
2. CSC can vote and approve funding for ANY cost up to $250.
3. If a proposal is over $250 the proposal will then move on with CSC’s suggestions to Finance board who can approve money up to $750 for an event.
4. If a proposal is over $750 then it will move to and will be voted on by Senate.

**NOTE** – Due to the nature of CSC/Finance Board/Senate meeting on a weekly basis and NOT necessarily in that order – any proposal over $750 should expect at least 3 weeks to be seen by each necessary group and voted upon.

Any ASSP group can table a finance proposal for a week – meaning that all financial proposals should be given ample time to work through the system.

Any ASSP request for funding should be given a minimum of 3 weeks’ time to be processed and granted.

How do I submit a finance proposal?
All financial proposals should be submitted online – via Sharepoint: https://sharepoint.spu.edu/assp/Proposals/SitePages/Home.aspx
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 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
<table>
<thead>
<tr>
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<th>Account Title</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>52103</td>
<td>Banquet and Seminar Receipts</td>
<td>revenue from banquet ticket sales</td>
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<tr>
<td>52203</td>
<td>Other Goods and Services Sold</td>
<td>deposits of other goods/services</td>
</tr>
<tr>
<td>52801</td>
<td>Advertising Revenue</td>
<td>deposits of advertising revenue from off-campus sources</td>
</tr>
<tr>
<td>52811</td>
<td>Bus Pass Fees</td>
<td>deposit of collected bus pass fees</td>
</tr>
<tr>
<td>52814</td>
<td>Publications and Pamphlets Sold</td>
<td>sales from campus publications (yearbook, journals, etc...)</td>
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<tr>
<td>52826</td>
<td>Other Income</td>
<td>other types of deposits</td>
</tr>
<tr>
<td>53301</td>
<td>Ticket Sales and Gate Receipts</td>
<td>deposits from STUB ticket sales</td>
</tr>
<tr>
<td>53305</td>
<td>Concession Sales</td>
<td>deposits from sales of food items</td>
</tr>
<tr>
<td>60178</td>
<td>Misc. Instructional and Honoraria</td>
<td>honorariums for people/orgs</td>
</tr>
<tr>
<td>64101</td>
<td>Regular Student Labor</td>
<td>honorariums for students or bonuses for ASSP employees</td>
</tr>
<tr>
<td>70455</td>
<td>Other Contract Professional Service</td>
<td>service preformed on a contract basis</td>
</tr>
<tr>
<td>71101</td>
<td>Educational Material and Supplies</td>
<td>training materials and supplies</td>
</tr>
<tr>
<td>71201</td>
<td>General Supplies</td>
<td>supplies only! no food items</td>
</tr>
<tr>
<td>71202</td>
<td>Paper Supplies</td>
<td>paper, envelopes, etc…</td>
</tr>
<tr>
<td>71207</td>
<td>Computer Supplies</td>
<td>supplies for computer</td>
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<tr>
<td>72101</td>
<td>Printing - Off-Campus</td>
<td>off campus printing only! (not campus printing)</td>
</tr>
<tr>
<td>72102</td>
<td>Graphics - Off-Campus</td>
<td>off campus design work, t-shirt screening, etc…</td>
</tr>
<tr>
<td>72103</td>
<td>Photocopy - Off-Campus</td>
<td>off-campus copies</td>
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<tr>
<td>73101</td>
<td>Postage</td>
<td>postage costs, shipping and stamps</td>
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<tr>
<td>74100</td>
<td>Travel Advances</td>
<td>used on Expense Advance Form only!</td>
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<tr>
<td>74301</td>
<td>Air Transportation</td>
<td>airfare costs only</td>
</tr>
<tr>
<td>74302</td>
<td>Ground Transportation</td>
<td>use for fuel, bus tickets, parking, or train tickets</td>
</tr>
<tr>
<td>74304</td>
<td>Conference Fee</td>
<td>use for the cost of conference fees</td>
</tr>
<tr>
<td>74408</td>
<td>Lodging and Meals</td>
<td>off campus lodging and meals (including restaurant meals)</td>
</tr>
<tr>
<td>74502</td>
<td>On-Campus Meals and Refreshments</td>
<td>on campus purchases (C-Store, Falcon Landing, etc…)</td>
</tr>
<tr>
<td>74503</td>
<td>Entertainment and Hospitality</td>
<td>snacks/groceries purchased off campus- do not use for meals</td>
</tr>
<tr>
<td>74510</td>
<td>Visa P-card Charges</td>
<td>p-card purchases</td>
</tr>
<tr>
<td>76103</td>
<td>Complimentary Gifts and Awards</td>
<td>off campus purchases of gift cards, awards, or prizes</td>
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<tr>
<td>76111</td>
<td>Professional Memberships and Dues</td>
<td>memberships/club fees due to off campus organization</td>
</tr>
<tr>
<td>76403</td>
<td>Bus Passes</td>
<td>purchases of bus passes</td>
</tr>
<tr>
<td>76406</td>
<td>Rental Equipment</td>
<td>copier lease or event equipment rented</td>
</tr>
<tr>
<td>76407</td>
<td>Rental - Film</td>
<td>film rental</td>
</tr>
<tr>
<td>76408</td>
<td>Rental - Space</td>
<td>rental of rooms or banquet halls</td>
</tr>
<tr>
<td>78101</td>
<td>Educational Equipment</td>
<td>purchases of equipment for educational/training</td>
</tr>
<tr>
<td>78103</td>
<td>Furniture and Furnishings</td>
<td>purchases of furniture and/or furnishing</td>
</tr>
<tr>
<td>78116</td>
<td>Computer Equipment</td>
<td>purchases of computer equipment (printers, monitors, etc…)</td>
</tr>
<tr>
<td>78119</td>
<td>Office Equipment</td>
<td>purchases of other office equipment (fax, shredder, etc…)</td>
</tr>
<tr>
<td>80101</td>
<td>ID Charge - Bookstore</td>
<td>costs of items purchased at bookstore</td>
</tr>
<tr>
<td>80115</td>
<td>ID Charge - Plant Services</td>
<td>costs for plant services goods/services</td>
</tr>
<tr>
<td>80144</td>
<td>ID Charge - Motor Pool</td>
<td>costs for use of motor pool vans/trucks</td>
</tr>
<tr>
<td>80146</td>
<td>ID Charge - Central Copying</td>
<td>costs of printing/copies through SPU CCS printing</td>
</tr>
<tr>
<td>80149</td>
<td>ID Sales - Meter</td>
<td>blue-slip mailings through SPU mailing services</td>
</tr>
<tr>
<td>80166</td>
<td>ID Other</td>
<td>other inter-departmental charges</td>
</tr>
<tr>
<td>80175</td>
<td>ID Charge - Upper Gwinn</td>
<td>costs for upper Gwinn - billed by Sodexo</td>
</tr>
</tbody>
</table>
2014-2015 CLUB FORMS
PROGRAM REQUEST FORM

Club 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 Plan 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 (please be detailed): _______________________________________

__________________________________________________________

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Partnership with other clubs? ________________ Yes ___________ No

- Additional Club Name: ____________________________________________________
- Contact Name: ____________________________ Email: ________________________
- Advisor Name: ____________________________ Email: ________________________

Funding Source (club fund, CSC Proposal?): _________________________________________

- If CSC Proposal, is the financial proposal submitted online already? ______ Yes _____ No

*note – if you need funding - your proposal will not be considered until your financial proposal submitted online

Please describe the goals and desired outcomes of the program: ________________________________

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In order to stay consistent with club events, any changes to original Program Request Forms regarding date, time, and/or location, clubs will be required to fill out a Program Change Request. CSC will review and notify the club of the additional approval to the event.

Club Name: __________________________

Name of event: ________________________

Fill out any and all that apply (date, time, and/or location):

Original date requested: ___________________ New date: _____________________

Original time requested: ___________________ New time: _____________________

Original location requested: _______________ New location _________________

Please provide brief description for request change:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

CSC Program Approval

____________________________________       ______________________________________
Campus Program Coordinator             Date                       CSC Chair Signature             Date

Student Programs

President: __________________________ Signature: __________________________
Financial Officer: __________________ Signature: __________________________
Advisor: __________________________ Signature: __________________________

Questions? Contact Alicia McNeil assp-clubexec@spu.edu or Kelsey Tuohy assp-vpca@spu.edu.
## Program Assessment Form

| Club Name: |  
| Main Contact: |  
| Phone: | Email: |
| Advisor Name: | Email: |

| 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:
Alicia McNeil, ASSP Club Executive Director
ASSP Office – 1st 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*
**Reactivation Application 2014-2015**

The Reactivation Application is intended for clubs that existed the previous year, but have failed to turn in a Club Continuance Application the previous year. The reactivation process allows for a chance for clubs to explain their failure to turn in all required documents before the end of the previous year and for access to the Club Programming Fund upon request.

For clubs interested in reactivating, and becoming recognized as an official SPU club, club members and advisors are expected to follow the process below in order to be officially recognized by SPU as a club after CSC revision and approval.

The following items must be turned into the ASSP Club Executive Director and will be reviewed by CSC:

- Reactivation Application
  - You must submit a document describing why your club failed to turn in last year’s Club Continuance Application
  - You must submit another document describing why this club would like to be active on campus
- Renewed Advisor Agreement
- Copy of club constitution and bylaws electronically submitted to assp-clubexec@spu.edu.

Repercussions for clubs reactivated clubs include, but are not limited to:

- No access to have an original $250 budget for internal club meetings
- No invitation Involve-O-Rama

**Club Name: __________________________**

President: __________________________ Signature: __________________________

Financial Officer: __________________ Signature: __________________________

Advisor: __________________________ Signature: __________________________

**CSC Program Approval**

____________________________________       ______________________________________

Campus Program Coordinator             Date                       CSC Chair Signature             Date

Questions? Contact Alicia McNeil assp-clubexec@spu.edu or Kelsey Tuohy assp-vpca@spu.edu.
ASSP MEDIA EQUIPMENT RENTAL CONTRACT 2014-2015

Renting Party ___________________________ Event ___________________________
Contact Name ___________________________ Email ___________________________
Contact Phone ___________________________ Event Location ___________________
Event Date ______________________________ Event Time _______________________

Estimated Check-Out Time*_________________________ Estimated Check-In Time_________________________

*Please note that someone will need to meet the tech outside of Royal Brougham at this time to sign for the gear along with 1 to 2 other people who are able to help move the sound system to the location of the event. It is recommended that someone bring a car with which to move the system.

EVENT INFORMATION
Please briefly outline how the equipment will be used at the event in order to ensure adequate/appropriate equipment is provided. If you are uncertain how much or what kind of gear is needed contact the Media Equipment Coordinator at assp-media@spu.edu:

________________________________________________________________________
________________________________________________________________________

________________________________________________________________________

MEDIA TECHNICIAN

All rentals require a technician to be present for the duration of the event. The technician will be billed at $12/hour. If for some reason a technician is not available a responsible and knowledgeable technician must be provided and interview by the Media Equipment Coordinator at least one week in advance of the event.

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 needed?___
iPod hookup needed?___

TOTAL COST

Total Rental Cost*: $__________ □Cash □Check □Budget Number __________$__________
*as determined by ASSP Media Equipment Coordinator

Submit completed form to:
Zach Meyers, Media Equipment Coordinator
ASSP Office– 1st Floor Student Union Building
assp-media@spu.edu; 206-281-2498
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 by Non-ASSP registered clubs & recognized student organizations (other SPU departments and affiliated groups) must be filed via interdepartmental charge with the ASSP VPF within 1 week of the event's completion.

- ASSP Media Equipment may not leave the SPU campus.

- An ASSP Media Technician is required to work all events (ASSP & non ASSP) that utilize the media equipment. On the occasion that a media technician is not available, the requesting group must acquire a media technician to be approved by the Media Coordinator, 1 week in advance of the requested rental date.

- 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 rented, 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 Media Equipment Coordinator  Date
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.

________________________________________________________________________
Organization Name

________________________________________________________________________
Print Name

________________________________________________________________________
Signature

________________________________________________________________________
Date

*Please turn this form in with your Student Programs Dance Planning Form – due to the Office of Student Programs at least 3 weeks before your event!!
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.

________________________________________________________________________

Company Name

________________________________________________________________________

Print Name

________________________________________________________________________

Signature

*Please turn this form in with your Student Programs Dance Planning Form – due to the Office of Student Programs at least 3 weeks before your event!!
STUDENT PROGRAMS DANCE PLANNING FORM

Sponsoring Dept. or ASSP Organization________________________________________________________

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

Club /Group Lead’s Info_______________________________________________________________
(Name, Phone #)

Dance Date____/_____/____ (forms due in Student Programs 3 weeks prior to dance date)

Time_________Dance Location_________________________________________Capacity_________

Faculty/Staff Representatives:
1.________________________________________________________
   (Name and phone number)

2. _________________________________________________________
   (Name and phone number)

Event Staff Name                                      Phone Number
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Dance Theme/Purpose/Intent (brief description)

Approved by the Office of Student Programs___________________________  ____/_____/_____

Approved by the Dean of Students (outdoor dances only)___________________________  ____/_____/_____

*Please turn in to the Office of Student Programs – 2nd floor SUB – At least 3 weeks before your event
# Student Programs Dance Planning Checklist

(For use by your group IF you would like to use it!)

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Approval for ASSP or Department</td>
<td></td>
</tr>
<tr>
<td>Reserve/Schedule Master Calendar</td>
<td></td>
</tr>
<tr>
<td>Venue</td>
<td></td>
</tr>
<tr>
<td>DJ</td>
<td></td>
</tr>
<tr>
<td>SPU Faculty</td>
<td></td>
</tr>
<tr>
<td>Fill out Finance Paperwork For:</td>
<td></td>
</tr>
<tr>
<td>Honorarium Checks</td>
<td></td>
</tr>
<tr>
<td>Venue Cost</td>
<td></td>
</tr>
<tr>
<td>DJ</td>
<td></td>
</tr>
<tr>
<td>Sound Equipment</td>
<td></td>
</tr>
<tr>
<td>Fill out Student Programs Dance Planning Form</td>
<td></td>
</tr>
<tr>
<td>Fill out and sign DJ forms/Org. Agreement Forms</td>
<td></td>
</tr>
<tr>
<td>Meet with your advisor/DJ about music agreement</td>
<td></td>
</tr>
<tr>
<td>Turn in all Dance Planning Forms with all Signatures</td>
<td></td>
</tr>
<tr>
<td>Schedule Pre-Meeting with Student Programs</td>
<td></td>
</tr>
<tr>
<td>Meet with Student Programs</td>
<td></td>
</tr>
<tr>
<td>Plan and implement publicity</td>
<td></td>
</tr>
<tr>
<td>Plan and implement decorations</td>
<td></td>
</tr>
<tr>
<td>Meet with SPU Reps/Event Staff</td>
<td></td>
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<tr>
<td>Pay your Event Staff</td>
<td></td>
</tr>
</tbody>
</table>

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**OTHER FORMS/RESOURCES**


- List of all current clubs and contact information
- Electronic copy of the Club Manual
- Media Contract
- Club Space Contract
- Performance Agreement
- All Financial Forms
- Club Funding Proposal
- Program Event Request Form
- Club Event Assessment Form
- Application for New Club Registration
- Conference Fund Proposal
- All forms included in this manual are also available from the ASSP website

Available from SPU Website:

- [Campus Event Checklist](http://www.spu.edu/depts/facman/docs/Campus-Events-Checklist-.pdf)