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# CLUB MANUAL

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2015-2016



Associated Students of Seattle Pacific

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## WELCOME 2015-2016 CLUB LEADERS!

Student Leader,

I first want to say thank you for taking on this role as a leader, it is extremely important as clubs continue to grow and prosper. I am truly excited to serve you as the 2015-2016 Club Coordinator. This year I look forward to supporting you in your roles, serving as a bridge to ASSP, and encouraging growth in you and myself that will help us all in the future. One thing I am most excited about is being able to get to know you all. I know that as we share more face time and network we will be able to create a stronger community, by coming together and stepping outside our comfort zone. I want to emphasize that I am a resource for you! Please feel free to come and talk to me in the office or email me about anything including clarifications, procedures, or even if you need a little pep talk. I pray for many blessings for each and every one of you this year!

Thanks,

**Nakaira Petty**

Club Coordinator | Associated Students of Seattle Pacific | [ASSP-ClubCoordinator@spu.edu](mailto:ASSP-ClubCoordinator@spu.edu)

Dear club enthusiast,

You are entering into a realm of where service, empowerment, and serious interest meet; a role of the upmost importance with countless opportunities. The path you've set yourself on as a student leader is a road less traveled, but fear not for there are people and resources that are set up to support you at every twist and turn that this year will have for you. Clubs are an essential piece of SPU's puzzle; they help bring both camaraderie between fellow peers and excitement for a specific passion of life. This manual, as well as myself as VPCA, are here to serve and assist you in all that you do. No club is a small deal: I fully believe that. So understand your significance and live into your role with sincerity and enthusiasm, and never stop creating memories this year.

Cheers,

Thanks,

**Matt Thomas**

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

Student Leader,

We want you to be involved in our campus community, and are excited to have you join us for the 2015-2016 academic year! The Office of Student Involvement & Leadership 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,

**Sha'terika Perkins**

Campus Program Coordinator | Office of Student Involvement & Leadership | [perkinss1@spu.edu](mailto:perkinss1@spu.edu)

# OFFICE OF STUDENT INVOLVEMENT & LEADERSHIP

As co-educators, the Center for Student Involvement and Leadership develops students for life-long success through experiences and resources that catalyze community, learning, and leadership.

## STAFF

**Director: Whitney Broetje, [broetw@spu.edu](mailto:broetw@spu.edu)**

- Oversees: OSIL department
- Advises: ASSP Student Government, Finance and Allocation Board, ORP, and SLDC (Student Leadership Development Committee)

**Campus Program Coordinator: Kristen Voetmann, [voetmannk@spu.edu](mailto:voetmannk@spu.edu)**

- Oversees: Collegium and Commuter programming, Orientation, and off-campus conduct
- Advises: ASSP Senate, Commuter Council, and the Constitutional Advisory Board; ASSP Executive VP and PR Manager

**Campus Program Coordinator: Sha'terika Perkins, [perkinss1@spu.edu](mailto:perkinss1@spu.edu)**

- Oversees: Campus Activities Programming and off-campus conduct
- Advises: STUB (Student Union Board), Committee for Student Clubs, Homecoming Committee, ASSP Media Coordinator; ASSP VP of Campus Activities

**Administrative Assistant: Kathryn Caday, [cadayk@spu.edu](mailto:cadayk@spu.edu)**

- Oversees: SUB Manager, Loopy Student e-Newsletter

## 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: Garrett Mullett, [assp-president@spu.edu](mailto:assp-president@spu.edu)**

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

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

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

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

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

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

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

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

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

**Vice President of Intercultural Affairs: Ali Steenis, [assp-vpia@spu.edu](mailto: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: Ariana Bouska, [assp-prm@spu.edu](mailto:assp-prm@spu.edu)**

To oversee services provided by ASSP; liaison between student body, ASSP, and the Community. Oversee operations of the ASSP Office and supervise the Webmaster, Office Assistants, and the ASSP Newsletter.

**Club Coordinator: Nakaira Petty, [ASSP-ClubCoordinator@spu.edu](mailto:ASSP-ClubCoordinator@spu.edu)**

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

**Treasurer: Zach Dedekind, [assp-treasurer@spu.edu](mailto:assp-treasurer@spu.edu)**

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

**Outdoor Recreation Coordinator, Tobijah Rogers, [orc@spu.edu](mailto:orc@spu.edu)**

To provide direct supervision and support of all official Outdoor Recreation Program opportunities.

# SENATE

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.

## WHAT IS THE PURPOSE OF 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 Coordinator 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 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 Club Coordinator at [ASSP-ClubCoordinator@spu.edu](mailto:ASSP-ClubCoordinator@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

CSC Chair & Club Coordinator: Nakaira Petty, [ASSP-ClubCoordinator@spu.edu](mailto:ASSP-ClubCoordinator@spu.edu)

Matt Thomas- CSC Assistant Chair & VP of Campus Activities

Zach Dedekind - ASSP Treasurer

Sha'terika Perkins- CSC Staff Advisor – Campus Program Coordinator, Office of Student Involvement & Leadership

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)

# REGISTERED STUDENT ORGANIZATIONS

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

There are two categories for RSOs:

- Department Affiliated RSOs
- Clubs

## **DEPARTMENT AFFILIATED RSO**

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

## **CLUBS**

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

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

# CLUBS 101

- Clubs are affinity groups organized around a common passion or interest.
- Clubs are organized and led by students, directed by the Club Coordinator, 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?

- **Community:** Joining a club is one of the easiest ways to meet peers with similar interests and passions.
- **Leadership Opportunities:** Clubs offer a safe, fun, and meaningful space to contribute and grow through different leadership roles.
- **Impact Campus:** Clubs offer the exciting possibility to leave a personalized mark on the SPU community.
- **Networking:** Participation in a club may lead to networking opportunities in an area of interest.
- **Enhance Overall Experience:** Campus involvement is proven to increase student success both in and out of the classroom. Clubs is a great way to get involved and feel more connected to the SPU community.

## 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 Involvement & Leadership 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 Involvement & Leadership staff.
- Use of the University name and logo (see details under the Policies section of this document)
- Permitted recognition by ASSP and the Office of Student Involvement & Leadership
- 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 1<sup>st</sup> year of being a club

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

## 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. See page 13 for a list of 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 Coordinator, or Campus Program Coordinator.
- Uphold the vision statement created by the VPCA and Club Coordinator for all ASSP clubs.
- Spend, in consultation with the VPCA, Club Coordinator 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.

## CLUB DISCONTINUANCE

A club's recognition may be discontinued for one or more of the following reasons, pending Committee for Student Club's evaluation. CSC 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 Coordinator by the stated deadline of **Tuesday, May 3, 2016**.
- 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 Coordinator 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 Involvement & Leadership approval before putting on a campus event.

**A discontinued club may contact the Club Coordinator 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.

**During Spring Quarter**

- Current club presidents notified about the Club Continuance process
- Current club leadership institutes appropriate procedures for electing/assigning new club leadership
- Outgoing leadership trains incoming leadership on club processes and procedures, as well as share insights and reflections on the past year
- *New leadership* completes the Club Continuance process form due **Tuesday, May 3, 2016**. **Failure to complete club continuance will result in the discontinuation of your club.**

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

- Reactivation Application
- Renewed Advisor Agreement

Copy of club constitution and bylaws electronically sent to [ASSP-ClubCoordinator@spu.edu](mailto:ASSP-ClubCoordinator@spu.edu)

# CLUB ADVISOR

Each Recognized Student Organization or club must have an advisor who is an active full time (minimum 32 hours a week) faculty or staff member at Seattle Pacific University.

## WHAT IS A CLUB ADVISOR?

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. In order to serve as an advisor, faculty or staff must sign an **Advisor Agreement** which outlines the required and suggested roles of an advisor.

As outlined by the Club Manual the following duties are **minimum requirements** of a club advisor:

- Verify the club's founding documents and/or updated constitution and bylaws
- Verify the club's updated officer information
- Sign off on all planned programming and expenditures to help ensure compliance with campus policies and procedures by signing off on planned programs and expenditures
- Attend organizational meetings (when necessary)
- Attend any club event that takes place after regular school hours
- Serve as a liaison, bridging the gap between students and SPU faculty and administration

While **negotiable**, the following duties help to best support the growth and sustainability of student clubs:

- Support club in formulating long-term goals and programs
- Provide mentorship for the club members and leadership
- Provide insight and accountability for the financial/budget process
- Offer assistance with conflict mediation
- Assist in evaluating club projects, performance, and progress
- Help club transition to new leadership each year
- Connect club leaders with resources (speakers, programs, etc.) from within SPU or the surrounding community

## ADVISORS AND PROGRAMMING

- **All program request forms must be signed by your advisor, noting his/her knowledge of the particular event.**
- **Advisors/or staff will be required to be present at any event put on by a club that takes place after regular school hours.**

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!

**Students with questions or concerns regarding their advisors should contact Sha'terika Perkins in the Office of Student Involvement & Leadership at (206) 281-2483 or [perkinss1@spu.edu](mailto:perkinss1@spu.edu).**

# POLICIES

The following policies are put in place to ensure the best possible successful outcomes for your club as well as ensure proper representation of Seattle Pacific University, the Office of Student Life, and ASSP. Failure to adhere to any aspects of any of the following policies may result in the cancellation of an event, discontinuation of a club, denial of funding, or the absorption of costs by student(s).

## LIFESTYLE EXPECTATIONS

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

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

10. Failure to comply with the directions of authorized University officials in the performance of their duties, including the failure to comply with the terms of disciplinary sanction. This also includes the failure to identify oneself when requested to do so.
11. False reporting or warning of an impending fire, bombing, crime or emergency, or tampering with safety equipment.
12. Unauthorized possession of, or damage to, University property or services, or property belonging to others. Unauthorized presence in, or unauthorized use of or duplication of keys to, University premises or property.
13. Possession, use or display on University property of any firearms, weapons, fireworks, live ammunition, incendiary devices, or other items that are potentially hazardous to members of the campus community.
14. Activities that may cause damage or constitute a safety or health hazard or interfere with the academic process. Such activities include, but are not limited to, entering or exiting buildings through the windows; throwing, projecting, or dropping items that may cause injury or damage; and pranks that create safety and health hazards for others and/or cause damage to University or personal property.
15. Any violation of other University policies, regulations, or rules.

## RISK MANAGEMENT & LIABILITY POLICIES

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](mailto:jross@spu.edu)
- Nakaira Petty – ASSP Club Coordinator – [ASSP-ClubCoordinator@spu.edu](mailto:ASSP-ClubCoordinator@spu.edu)
- Sha'terika Perkins– Office of Student Involvement & Leadership – 206-281-2483, [perkins1@spu.edu](mailto:perkins1@spu.edu)

### 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?**

Performance Agreements can be obtained from the Risk Management SharePoint site for contract templates, <https://sharepoint.spu.edu/OPA/Risk/SitePages/Contract%20Templates.aspx>.

#### **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 situation, 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 Involvement & Leadership 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 Involvement & Leadership or University Communications.

### ADVERTISING

#### How can I advertise an event on the SPU campus?

- **Loopy:** Weekly electronic newsletter emailed to all undergraduate students
  - Submit request to [https://spu.formstack.com/forms/loopy\\_submission](https://spu.formstack.com/forms/loopy_submission) 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](mailto: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.

### SEATTLE PACIFIC UNIVERSITY POSTING POLICY

Student Union Building, Gwinn Commons, Collegium, Weter Memorial Hall

#### General Information

- All postings in student commons areas (see above) must be approved by Unicom.
- Approved postings may be posted for no more than two weeks.

- Materials may be posted using push pins or staples on the bulletin boards.
- With the exception of blue painter's tape, tape is not permitted on wall surfaces.
- Posted materials will be inspected weekly; unapproved or outdated items will be removed.
- Items posted elsewhere on campus must be approved by the building administrator.
- For special displays, contact the building manager or [Conference Services](#).
- Posting is not permitted in Martin Square, outdoor campus spaces, including exterior pillars, or on any windows.
- Organizations responsible for any damages from posting will be held financially responsible.

### Content Rules

- Materials must align with the mission of Seattle Pacific University, lifestyle expectations, and other general written procedures.
- Credit card advertising is not permitted.
- Slanderous materials are not permitted.
- Sandwich boards must contain campus approved materials and must only advertise campus events, programs, and services.
- Churches and para-church ministries wishing to post materials on campus must seek approval with the Office of University Ministries. For more information, visit this link: <https://www.spu.edu/depts/um/about/documents/PrinciplesandProcedures.pdf>
- All materials must provide the name of the organization sponsoring the event.

### Description of Designated Areas

Materials may only be posted in approved areas:

- Student Union Building (three 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 [SUB Manager](#)
- 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
  - Concrete walls (NO posting on brick)

### 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 5<sup>th</sup> Ave to 3<sup>rd</sup>, 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, 5<sup>th</sup> Ave Streetscape, or the stairs from Gwinn to 6<sup>th</sup> Ave.
- No chalk around the Science Building pavement or the Emerson Hall entry pavement.
- 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

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 Involvement & Leadership.*
- Contact Student Involvement & Leadership at [osil@spu.edu](mailto:osil@spu.edu) or 206-281-2247 to set-up an appointment to meet with the Director of Student Involvement & Leadership 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.*

## ROOM RESERVATION POLICY

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 working with others and provide your requests in a timely manner **-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 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> under “Browse for Space”
    - SUB Lobby
    - Gwinn Commons
    - Bookstore Breezeway
    - Weter Lounge
  - Under “Reservations,” select “Student Involvement & Leadership 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 [https://spu.formstack.com/forms/vendor\\_contract](https://spu.formstack.com/forms/vendor_contract) to request a table
  - Fill out the contract and expect to hear from the SUB Manager/OSIL 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 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 Involvement & Leadership at 206-281-2247 or [osil@spu.edu](mailto:osil@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.

## HOW DO I RESERVE SPACE FOR A MEETING OR EVENT?

1. Log into <https://roomfinder.spu.edu> with your SPU ID and password.
2. **To check room availability and description:** Click "Browse for Space" under the "Browse" tab to check availability of rooms you're interested in reserving. For room descriptions, click "Browse Facilities" and click the link to the individual room.
3. **To reserve a space:** Under the "Reservations" tab, select the type of reservation you would like to make:
  - a. For club meetings/events, select "Student Club Requests"  
**Please note: ALL club events must be approved by CSC before reservations will be confirmed.**
  - b. For ASSP meetings/events, select "Student Leader Requests"
  - c. For meetings/events not affiliated with registered student organizations (ASSP clubs and organizations), select "General Room Requests"
  - d. For Library, Upper Gwinn, and Royal Brougham requests, select the appropriate location.
4. Fill out applicable information on left side of screen, then click "Find Space" to bring up available rooms.
5. Select space you would like to reserve by clicking on the green plus sign next to the room name. Click "Continue".
6. Fill out details as thoroughly as possible:
  - a. Event Details
    - i. **Event name must include name of ASSP club/organization hosting the meeting/event.**
    - ii. **Event type must reflect type of meeting/event reservation is for.**
  - b. Group Details:
    - i. **Group must be set to:**
      1. "Club Officers" if reservation is for a club meeting/event
      2. "Student Media Groups" if reservation is for a media group (Lingua, KSPU, Falcon, Cascade)
      3. "Student Government" if reservation is for another ASSP organization's event (Officer Core, SLDC, Senate)  
**Please note: ALL student leader room requests must have the appropriate group selected. Room requests made under a student's name may be rejected.**
    - ii. Select 1<sup>st</sup> Contact after selecting appropriate group.
  - c. Other Information:
    - i. **Event description** is essential for events posted to the campus calendar.
    - ii. Events will auto-submit to the appropriate calendar based on the selected event type.
  - d. Click "Submit". Please proofread request before submitting. You will receive an email that your request has been received.
7. **To make changes to submitted requests:** Click on "View My Requests" under the "Reservations" tab. Click the pencil icon next to request to edit reservation details.
8. **Confirmation:** Once your reservation has been approved, you will receive another email. Reservations may take up to a week for approval.
9. **Additional questions?:** Contact OSIL Administrative Assistant at [cadayk@spu.edu](mailto:cadayk@spu.edu)

## 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](mailto:calconfsvcs@spu.edu)

### Library reservations, including Library Seminar Room, conference rooms, and classrooms

- Johanna Krogh, x2413, [libraryrooms@spu.edu](mailto:libraryrooms@spu.edu)

### Gazebo Room, Collegium, and Club Space reservations

- Kate Caday, Student Involvement & Leadership, x2247, [cadayk@spu.edu](mailto:cadayk@spu.edu)

### Vendor table reservations in the Student Union Building

- SUB Manager, x2004, [submanager@spu.edu](mailto:submanager@spu.edu)

### Royal Brougham Pavilion, small gym, and Wallace Field reservations

- Lisa Faucette, x2393, [cannol@spu.edu](mailto:cannol@spu.edu)

### First Free Methodist Church reservations

- Peter Watson, x2240, [peter@ffmc.org](mailto:peter@ffmc.org)

### Residence Hall Lounges

- Contact the RLCs of each respective hall

## ON-CAMPUS COOKING POLICY - BBQS & POTLUCKS

SPU clubs are permitted to hold on-campus cooking events if approved by the Office of Student Involvement & Leadership 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 Involvement & Leadership) 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.**
  - Meat must be served at 155 degrees
  - Chicken and turkey must be served at 170 degrees
  - 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.
  - 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 handler's 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

If you wish to serve food as a part of any program you may do so with the following limitations:

- Food sales: Any program in which food will be sold, must be contracted through or approved by Dining Services.
- Upper Gwinn: Any program held in Upper Gwinn, must be contracted through Dining Services who has exclusive catering rights to that space.

Note: Dining Services offers convenient catering options including special pricing and options for student groups. Find info [here](#).

- 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**.
- For any contracts related to catering, please see our Contracts 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 Involvement & Leadership 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.

## CLUB STORAGE POLICY

The ASSP Club Storage Space was established as a space where Recognized Clubs can store items for longer-term storage. Active, recognized clubs may request to use a storage shelf and these available storage units are assigned on a first come, first serve basis. The Club Storage Space has a limited amount of storage shelves available for organizations to be assigned for usage.

*The Club Storage Space is only to be used by registered student clubs, NOT for personal use.*

### SUGGESTED STORAGE ITEMS

- Event decorations
- Dining utensils, plates, utensils
- Meeting materials

### PROHIBITED ITEMS

- Food products (especially those that are perishable)
- Combustible items (such as small containers of compressed gas or carbonated drinks)
- Flame-producing paraphernalia (such as lighters, matches, lighter fluid, etc.)
- Hazardous materials (including spray paints, solvents, aerosols, cleaning agents, etc.)
- Illegal substances

### HOW CAN I ACCESS MY CLUB'S STORAGE ITEMS?

- Each storage shelf is assigned to a specific organization and only authorized members of that organization should access the materials stored within.
  - Authorized members include the club's President and Treasurer.
  - If a club member wants to access the club storage the club President MUST send an email to the Club Coordinator and Campus Program Coordinator authorizing access.
- Key access to the Club Storage Room is provided by the ASSP Club Coordinator & the Campus Program Coordinator in the Office of Student Involvement & Leadership.
  - Club Storage access is available between 9am-4:30pm Monday through Friday. However, it is **highly recommended that you set up an appointment at least one week prior to your event to coordinate a pick-up/return time** due to busy and changing schedules of key holders.

### STATEMENT OF LIABILITY

The Office of Student Involvement & Leadership, Associated Students of Seattle Pacific University, and Seattle Pacific University are not responsible for any lost, stolen or damaged items that are stored in the Club Storage Space. We cannot guarantee the safety of your items at all times. Because this is a storage space for many different clubs and various students may be accessing the space at any given time, items that your group chooses to store with us are stored at your own risk. We highly recommend that you do not store any items of value, including giveaway prizes and gift cards.

### USAGE EXPECTATIONS

- All items must be stored on provided shelf. Items may not be stored on the floor. All lids must be closed and items must be fully contained within bins/boxes.
- Organizations that are not actively using their storage bins (i.e. the shelf is often empty or is filled to less than ½ capacity) may lose their privileges to maintain a storage bin. These shelves are meant to be used often and filled frequently by organizations on campus as a longer-term storage option. The Office of Student Involvement & Leadership and ASSP have the right to revoke any club's privileges with using a storage bin at any time. Clubs that become inactive or are no longer recognized by ASSP will immediately forfeit their storage privileges.
- Renewing your storage agreement in the Storage Room will be coordinated each spring by CSC. At that time, usage will be reviewed for currently existing users and available shelves will be assigned to new groups.

## 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](http://www.swank.com) and [www.criterionpic.com](http://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.

**Once you receive a quote/agreement from either of the above companies you must**

1. Have your contract (if one is present) reviewed by Jordana Ross – ext.2461
2. Request appropriate funding from the Committee for Student Clubs – at least 2 weeks in advance.
3. Process payment through the ASSP VP of Finance.

**What information will you be asked to provide?**

- Your name:
- Name of the Organization with you are working at your university: Seattle Pacific University \_\_\_\_\_ Name of club \_\_\_\_\_
- How you intend to use the film/movie
- Will you advertise all over campus or just to a small group?
- Will you charge admission
- What is your venue for showing the film?
- 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.
- What is the contact information for your organization? Campus Program Coordinator Contact – 3307 3<sup>rd</sup> Ave W. Seattle, 98119 – attn. Student Involvement & Leadership. Phone # 206-281-2483.  
*Please notify Student Involvement & Leadership 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 Involvement & Leadership (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 Involvement & Leadership 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 Involvement & Leadership.
- 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 Involvement & Leadership.
- Any other off-campus dance must receive special permission by the Director of Student Involvement & Leadership

### **PLANNING**

- The Director of Student Involvement & Leadership 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 Involvement & Leadership – 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 Involvement & Leadership 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 Involvement & Leadership 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 Involvement & Leadership).
- 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 Involvement & Leadership.

### **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 Involvement & Leadership and Campus Program Coordinator.

- The **Official SPU representatives**, including Residence Life staff, **must be paid an honorarium** for their time.
  - \$150 flat rate PLUS
  - \$50/hr *after two hours*

This payment will be made at the conclusion of the event by university check.

*PLEASE NOTE: The Office of Student Involvement & Leadership reserves the right to charge RSO's additional fines pending excessive requests of chaperone.*

- 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 Involvement & Leadership.
- 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 Involvement & Leadership office. This must be completed and turned into the Office of Student Involvement & Leadership 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 Involvement & Leadership 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.**

## FREQUENTLY ASKED QUESTIONS

### 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.

### PLAN A PROGRAM FROM ONE STEP TO THE NEXT?

\*PLEASE READ THE "PLANNING YOUR PROGRAM" GUIDE ON PAGE 38

### GET FOOD FOR MY EVENT?

\*PLEASE READ THE "PLANNING YOUR PROGRAM" GUIDE ON PAGE 38

### 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.
  - <http://www.spu.edu/depts/facman/docs/Campus-Events-Checklist-2013.pdf>
  - 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>
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](mailto: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.

#### 1. 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.
- 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.
- 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.
- 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.

#### 2. 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.
- 

### 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.

# PLANNING YOUR PROGRAM

Please follow these steps in order to ensure an accurate program planning process and to put on a successful event.

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

## 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.

## 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 Coordinator 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 Coordinator 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 Coordinator 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.**

- <http://www.spu.edu/depts/facman/docs/Campus-Events-Checklist-2013.pdf>
- 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>

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 Catering ([conferenceservices@spu.edu](mailto:conferenceservices@spu.edu)) - 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 them 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](mailto:jross@spu.edu).
- <https://sharepoint.spu.edu/OPA/Risk/SitePages/Waiver%20Request.aspx>

10. **Reserve necessary media equipment**

- ASSP OR 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 form 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.

## EVENT PLANNING TIMELINE & CHECKLIST

Please use the following timeline and checklist to help coordinate your event planning and ensure the best possible outcome for the execution of your program.

The timeframes shared reflect the *minimum* requirements for planning a program. Take into consideration the size and type of event in how much time you allot for each step of the process.

TIME FRAME	TASK	CONTACT
6-8 WEEKS OUT	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brainstorm for Event</li> <li><input type="checkbox"/> Research Costs &amp; Materials Needed</li> </ul>	<p><b><u>Club Members</u></b> <b><u>Club Advisor</u></b></p>
4-5 WEEKS OUT	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit Program Request to CSC <a href="https://sharepoint.spu.edu/assp/Proposals/SitePages/Home.aspx">https://sharepoint.spu.edu/assp/Proposals/SitePages/Home.aspx</a></li> </ul>	<p><b><u>CSC Chair-Nakaira Petty</u></b> O: ASSP Office, SUB 1<sup>st</sup> E: <a href="mailto:Assp-clubcoordinator@spu.edu">Assp-clubcoordinator@spu.edu</a> P: X2126</p>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit Finance Proposal to ASSP <a href="http://spu.edu/depts/assp/clubs/proposals.asp">http://spu.edu/depts/assp/clubs/proposals.asp</a></li> </ul>	<p><b><u>ASSP Treasurer- Zach Dedekind</u></b> O: ASSP Office, SUB 1<sup>st</sup> E: <a href="mailto:assp-treasurer@spu.edu">assp-treasurer@spu.edu</a> P: x2472</p>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit Room Request <a href="http://romfinder.spu.edu">http://romfinder.spu.edu</a></li> </ul>	<p><b><u>Conference Services – Space Reservation-</u></b> <b><u>Lisa Burhenn</u></b> O: 3220 6th Ave W E: <a href="mailto:lburhenn@spu.edu">lburhenn@spu.edu</a> P: X2058</p> <p><b><u>Library Room Reservations-Johanna Krogh</u></b>  O: Library E: <a href="mailto:libraryrooms@spu.edu">libraryrooms@spu.edu</a> P: X2413</p>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit Contract/Performance Agreement for Approval <a href="http://spu.edu/depts/assp/clubs/proposals.asp">http://spu.edu/depts/assp/clubs/proposals.asp</a></li> </ul>	<p><b><u>Risk Management-Jordana Ross</u></b> O: Demaray 250 E: <a href="mailto:jross@spu.edu">jross@spu.edu</a> P: X2461</p>
3 WEEKS OUT	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit Work Request <a href="http://tma.spu.edu/">http://tma.spu.edu/</a></li> </ul>	<p><b><u>Plant Services/Facility Management-Curt Jacobson</u></b> O: Building Maintenance 2W Dravus St. E: <a href="mailto:jacobc@spu.edu">jacobc@spu.edu</a> P: X2364</p> <p><b><u>Plant Services-Katie Siverson</u></b> O: Building Maintenance 2W Dravus E: <a href="mailto:jeffrk@spu.edu">jeffrk@spu.edu</a> P: X2330</p>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit Campus Event Checklist <a href="https://spu.edu/depts/facman/docs/Campus-Events-Checklist-2013.pdf">https://spu.edu/depts/facman/docs/Campus-Events-Checklist-2013.pdf</a></li> </ul>	

	<input type="checkbox"/> Submit Catering Request	<b><u>Campus Dining Services (SODEXO)</u></b> O: University Services Building, 3220 Sixth Avenue West E: <a href="mailto:conferenceservices@spu.edu">conferenceservices@spu.edu</a> P: x2187
2 WEEKS OUT	<input type="checkbox"/> Reserve Media ASSP: <a href="http://spu.edu/depts/assp/downloads/rentals.asp">http://spu.edu/depts/assp/downloads/rentals.asp</a>	<b><u>ASSP Media Coordinator-Zach Meyers</u></b> O: ASSP Office SUB 1 <sup>st</sup> E: <a href="mailto:assp-media@spu.edu">assp-media@spu.edu</a> P: x2
	CIS: <a href="https://wiki.spu.edu/display/HKB/AV+Event+Support">https://wiki.spu.edu/display/HKB/AV+Event+Support</a>	<b><u>Computer &amp; Info Systems</u></b> O: Lower Marston E: <a href="mailto:help@spu.edu">help@spu.edu</a> P: x2982
	<input type="checkbox"/> Submit Waiver <a href="https://sharepoint.spu.edu/OPA/Risk/SitePages/Waiver%20Request.aspx">https://sharepoint.spu.edu/OPA/Risk/SitePages/Waiver%20Request.aspx</a>	<b><u>Risk Management-Jordana Ross</u></b> O: Demaray 250 E: <a href="mailto:jross@spu.edu">jross@spu.edu</a> P: X2461
1 WEEK OUT	<input type="checkbox"/> Submit Request for Payment Form <a href="http://spu.edu/depts/assp/finance/downloads.asp">http://spu.edu/depts/assp/finance/downloads.asp</a>	<b><u>ASSP Treasurer- Zach Dedekind</u></b> O: ASSP Office, SUB 1 <sup>st</sup> E: <a href="mailto:assp-treasurer@spu.edu">assp-treasurer@spu.edu</a> P: x2472
	<input type="checkbox"/> Submit Expense Advance <a href="http://spu.edu/depts/assp/finance/downloads.asp">http://spu.edu/depts/assp/finance/downloads.asp</a>	<b><u>ASSP Finance VP of Finance-Josiah Gaede</u></b> O: ASSP Office Sub 1 <sup>st</sup> E: <a href="mailto:assp-vpfinance@spu.edu">assp-vpfinance@spu.edu</a> P: x2472
	<input type="checkbox"/> Submit Event to Loopy <a href="http://spu.edu/administration/office-of-student-life/loopy-e-newsletter/form">http://spu.edu/administration/office-of-student-life/loopy-e-newsletter/form</a>	<b><u>Loopy-Kathryn Caday</u></b> O: 2 <sup>nd</sup> SUB E: <a href="mailto:loopy-editor@spu.edu">loopy-editor@spu.edu</a> P: x2247
	<input type="checkbox"/> Make Appointment to retrieve and return items from Club Storage Space	<b><u>CSC Chair-Nakaira Petty</u></b> O: ASSP Office, SUB 1 <sup>st</sup> E: <a href="mailto:Assp-clubcoordinator@spu.edu">Assp-clubcoordinator@spu.edu</a> P: X2126
		<b><u>Campus Program Coordinator-Sha'terika Perkins</u></b> O: 110A, SUB (across from Gazebo room) E: <a href="mailto:perkinss1@spu.edu">perkinss1@spu.edu</a> P: x2483
1 WEEK AFTER	<input type="checkbox"/> Submit Event Assessment to CSC <a href="http://spu.edu/depts/assp/clubs/proposals.asp">http://spu.edu/depts/assp/clubs/proposals.asp</a>	<b><u>CSC Chair-Nakaira Petty</u></b> O: ASSP Office, SUB 1 <sup>st</sup> E: <a href="mailto:Assp-clubcoordinator@spu.edu">Assp-clubcoordinator@spu.edu</a> P: X2126
	<input type="checkbox"/> Submit Reimbursement Form <a href="http://spu.edu/depts/assp/finance/downloads.asp">http://spu.edu/depts/assp/finance/downloads.asp</a>	<b><u>ASSP Treasurer- Zach Dedekind</u></b> O: ASSP Office, SUB 1 <sup>st</sup> E: <a href="mailto:assp-treasurer@spu.edu">assp-treasurer@spu.edu</a> P: x2472  <b><u>ASSP VP of Finance-Josiah Gaede</u></b> O: ASSP Office Sub 1 <sup>st</sup> E: <a href="mailto:assp-vpfinance@spu.edu">assp-vpfinance@spu.edu</a> P: x2472

# ASSESSING YOUR PROGRAM

Once your event is completed, an Event Assessment Form must be submitted to the Club Coordinator 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, THINK ABOUT THE FOLLOWING QUESTIONS:

### GENERAL QUESTIONS

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

### BUDGET

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

### EVENT MANAGEMENT

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

### LOCATION

- + Was your site best suited for the event?

### ENTERTAINMENT

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

### PUBLICITY

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

## FINANCE INFORMATION

Dear ASSP Club Presidents and Finance Officers,

Welcome to the 2015-2016 school year! I am immensely excited to be your Vice President of Finance for this upcoming year for many reasons but the most important reason is the opportunity we have as student leaders to create the memories and stories that students will talk about long after our part is complete. It is also our responsibility to appropriately use the ASSP student activity fee. This fee supports the programs, services, ministries, medias and clubs that form the network of ASSP.

Your main financial contact in ASSP this year will be Zach Dedekind, the ASSP Treasurer. He will help process all ASSP transactions to ensure accuracy and that general finance guidelines are being followed. Zach 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 to send me an email or drop by the office. Both Zach and I want to help make your vision for your organization a possibility and will help however 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/](http://www.spu.edu/depts/assp/finance/).

We look forward to working with you to make this an unforgettable year!

Best Wishes,

**Josiah Gaede**

Vice President of Finance | Associated Students of Seattle Pacific  
[assp-vpfinance@spu.edu](mailto:assp-vpfinance@spu.edu)

## ASSP FUNDING 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:

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

Appropriate Breakdown for \$250 start-up fund	
50% Supplies	<ul style="list-style-type: none"> <li>• food handler’s permit</li> <li>• weekly meetings</li> <li>• printing costs</li> <li>• binders</li> <li>• office supplies</li> <li>• napkins, spoons, forks</li> </ul>
50% Entertainment	<ul style="list-style-type: none"> <li>• pizza, food (for weekly meetings)</li> </ul>

The Club Programming Fund for the 2015-2016 year is approved by Senate. Clubs shall propose all events and event series that require funding above initial operating support (\$250).

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

### WHAT DOES THE FINANCE PROCESS LOOK LIKE?

- 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.
- CSC can vote and approve funding for ANY cost up to \$250.
- 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.
- 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.*
  - Each 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.

### 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>

# FINANCIAL PRACTICES, PROCEDURES AND POLICIES

## FINANCE FORMS

All Finance forms can be found online under the ASSP page, [www.spu.edu/assp](http://www.spu.edu/assp). If you have trouble finding them please e-mail ASSP Treasurer Zach Dedekind at [assp-treasurer@spu.edu](mailto:assp-treasurer@spu.edu) or VP of Finance Josiah Gaede at [assp-vpfinance@spu.edu](mailto:assp-vpfinance@spu.edu). Examples are given on the following pages.

1. Every Form you submit will require the following information:
  - **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.*
  - **Program/Org** – This number is ALWAYS 2813 (ASSP's organization number)
  - **Account** - 5 digit code representing what kind of expense or revenue we're dealing with. See the list of Common Account Codes for examples.
2. 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).

## REIMBURSEMENTS

1. No reimbursement will be processed without an original receipt attached to the request.
2. All reimbursements must be delivered to the ASSP office during the quarter that the transaction takes place.
3. 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
4. Reimbursements must be typed & a receipts must be stapled to the BACK of the form.

## CHECK ADVANCE

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!*

Advance Forms: These are great forms to use if and when you know you will be spending a good deal of money and don't want to take it out of pocket. Yet these require an extra step...once you are granted the money in advance you must fill out a Reimbursement/Reclass Form that proves to the Finance Department that you spent the money and on what.

## REVENUE

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

## LARGE TRANSACTIONS

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.

## 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.

The form is titled "REQUEST FOR PAYMENT/CHECK REQUEST" and includes sections for "PAYEE INFORMATION", "DESCRIPTION AND PURPOSE OF PAYMENT", and a "CHECK STATUS - PAYMENT INFORMATION" table. The table has columns for FID, DESCRIPTION (IN MARK), DATE, AMOUNT, and FUND. The total amount is listed as \$0.00.

### 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.

The form is titled "EXPENSE ADVANCE REQUEST" and includes sections for "Customer Name", "Expense Information", and a table for "Expense Information". The table has columns for Invoice, Date, Amount, Tax, Prepaid, Amount, and Date. The total amount is listed as \$0.00.

### REIMBURSEMENT/RECLASS FORM:

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

1. Individual purchases goods, pays with personal fund (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.

The form is titled "REIMBURSEMENT/RECLASS REQUEST" and includes sections for "Event Information", "Expense Information", and a table for "Reimbursement/Reclass". The table has columns for REIMBURSEMENT/RECLASS, DATE, AMOUNT, FUND, PROGRAM, ACCOUNT, and AMOUNT. The total amount is listed as \$0.00.

Other forms used include ASSP Performance Agreement and Deposit Slip

## COMMON ASSP ACCOUNT CODES

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

## 2015-2016 CLUB FORMS

**Available on the ASSP website:** <http://www.spu.edu/depts/assp/clubs/resources.asp>

- 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-2013.pdf>



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Seattle Pacific UNIVERSITY



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 (Sodexo 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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\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

***CSC Program Approval***

\_\_\_\_\_  
Campus Program Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
CSC Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Involvement & Leadership

\_\_\_\_\_  
ASSP

Nakaira Petty, ASSP Club Coordinator

ASSP Office – 1<sup>st</sup> Floor Student Union Building

ASSP-ClubCoordinator@spu.edu

206-281-2126

**THIS FORM MUST BE SUBMITTED AT LEAST 2 WEEKS IN ADVANCE OF EVENT DATE**

**\*\*Upon event completion, an Event Assessment Form must be completed and submitted within 2 weeks\*\***

## PROGRAM CHANGE REQUEST



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*

_____	_____	_____	_____
<b>Campus Program Coordinator</b>	<b>Date</b>	<b>CSC Chair Signature</b>	<b>Date</b>
Student Involvement & Leadership		ASSP	

**President:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Financial Officer:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Questions? Contact Nakaira Petty [ASSP-ClubCoordinator@spu.edu](mailto:ASSP-ClubCoordinator@spu.edu) or Matt Thomas [assp-vpca@spu.edu](mailto:assp-vpca@spu.edu).

PROGRAM ASSESSMENT FORM

Club Name: \_\_\_\_\_

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

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

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

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

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

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

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

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Student Involvement & Leadership \_\_\_\_\_ Date \_\_\_\_\_

**Submit completed form to:  
Nakaira Petty, ASSP Club Coordinator  
ASSP Office– 1<sup>st</sup> Floor Student Union Building ASSP-  
ClubCoordinator@spu.edu  
206-281-2126**

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

## REACTIVATION APPLICATION 2015-2016

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 Coordinator 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-ClubCoordinator@spu.edu](mailto:ASSP-ClubCoordinator@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:** \_\_\_\_\_

<i><b>CSC Program Approval</b></i>			
<b>Campus Program Coordinator</b>		<b>CSC Chair Signature</b>	
<b>Date</b>		<b>Date</b>	
<b>Student Involvement &amp; Leadership</b>		<b>ASSP</b>	

Questions? Contact Nakaira Petty [ASSP-ClubCoordinator@spu.edu](mailto:ASSP-ClubCoordinator@spu.edu) or Matt Thomas [assp-vpca@spu.edu](mailto:assp-vpca@spu.edu).

## ASSP MEDIA EQUIPMENT RENTAL CONTRACT 2015-2016

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 Mailing Services 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](mailto:assp-media@spu.edu):

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### **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- 1<sup>st</sup> Floor Student Union Building**  
[assp-media@spu.edu](mailto:assp-media@spu.edu); 206-281-2498

## TERMS AND CONDITIONS OF USE

- **This rental agreement must be completed and given to ASSP Club Coordinator 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.

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Signature of Renting Party/Representative

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Date

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Signature of Media Equipment Coordinator

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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.

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Organization Name

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Print Name

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Signature

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Date

**\*Please turn this form in with your Student Involvement & Leadership Dance Planning Form – due to the Office of Student Involvement & Leadership 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.

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Company Name

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Print Name

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Signature

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

# STUDENT INVOLVEMENT & LEADERSHIP 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 Involvement & Leadership 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

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

**Dance Theme/Purpose/Intent** (brief description)

Approved by the Office of Student Involvement & Leadership \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approved by the Dean of Students (outdoor dances only) \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

\*Please turn in to the Office of Student Involvement & Leadership – 2<sup>nd</sup> floor SUB – **At least 3 weeks before you**

# **STUDENT INVOLVEMENT & LEADERSHIP DANCE PLANNING**

## **CHECKLIST**

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

<b>Budget Approval for ASSP or Department</b>	<b>Done</b> _____
<b>Reserve/Schedule</b>	<b>Done</b> _____
<b>Master Calendar</b>	<b>Done</b> _____
<b>Venue</b>	<b>Done</b> _____
<b>DJ</b>	<b>Done</b> _____
<b>SPU Faculty</b>	<b>Done</b> _____
<b>Fill out Finance Paperwork For:</b>	
<b>Honorarium Checks</b>	<b>Done</b> _____
<b>Venue Cost</b>	<b>Done</b> _____
<b>DJ</b>	<b>Done</b> _____
<b>Sound Equipment</b>	<b>Done</b> _____
<b>Fill out Student Involvement &amp; Leadership Dance Planning Form</b>	<b>Done</b> _____
<b>Fill out and sign DJ forms/Org. Agreement Forms</b>	<b>Done</b> _____
<b>Meet with your advisor/DJ about music agreement</b>	<b>Done</b> _____
<b>Turn in all Dance Planning Forms with all Signatures</b>	<b>Done</b> _____
<b>Schedule Pre-Meeting with Student Involvement &amp; Leadership</b>	<b>Done</b> _____
<b>Meet with Student Involvement &amp; Leadership</b>	<b>Done</b> _____
<b>Plan and implement publicity</b>	<b>Done</b> _____
<b>Plan and implement decorations</b>	<b>Done</b> _____
<b>Meet with SPU Reps/Event Staff</b>	<b>Done</b> _____
<b>Pay your Event Staff</b>	<b>Done</b> _____

## IMPORTANT CONTACTS

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.

Department / Topic	Contact Name	Location	Email	Phone
ASSP Club Coordinator	Nakaira Petty	ASSP Office-SUB 1 <sup>st</sup>	ASSP-ClubCoordinator@spu.	X2126
ASSP VPCA	Matt Thomas	ASSP Office-SUB 1 <sup>st</sup>	assp-vpca@spu.edu	X2498
ASSP VP of Finance	Josiah Gaede	ASSP Office-SUB 1 <sup>st</sup>	assp-vpfinance@spu.edu	X2472
ASSP Treasurer	Zach Dedekind	ASSP Office-SUB 1 <sup>st</sup>	assp-treasurer@spu.edu	X2472
ASSP Media Coordinator	Zach Meyers	ASSP Office-SUB 1 <sup>st</sup>	assp-media@spu.edu	x
Campus Dining Services (SODEXO)	Carina Westover	Gwinn Commons 3rd	westoverc@spu.edu	X2056
Computer & Info Systems	HelpDesk	Lower Marston	help@spu.edu	X2982
Conference Services – Space Reservations	Lisa Burhenn	3220 6 <sup>th</sup> Ave	lburhenn@spu.edu	X2058
Library Room Reservations	Johanna Krogh	Library	libraryrooms@spu.edu	X2413
Plant Services	Katie Siverson	Building Maintenance 2W Dravus St	jeffrk@spu.edu	X2330
Plant Services/Facility Management	Curt Jacobson	Building Maintenance 2W Dravus St	jacobc@spu.edu	X2364
Student Involvement & Leadership	Sha'terika Perkins	SUB 110A	perkinss1@spu.edu	X2483
SUB Manager	Brianna Gutierrez	Unicom Desk	submanager@spu.edu	X2004
Waivers / Liability	Jordana Ross	Demaray 250	jross@spu.edu	X2461

