

UNIQUE VOICES  
UNIFIED VISION

ASSP LEADERSHIP CONFERENCE 2015 | SEATTLE PACIFIC UNIVERSITY



**TABLE OF CONTENTS: Leadership Conference 2015 Reference Booklet**

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Welcome	3
Schedule	4
Social Change Model of Leadership	7
Litany of Commissioning	8
StrengthsFinder Themes	9
Strengths Workshop Notes	11
Diversity, Inclusion, and Reconciliation	12
Rotation Groups	13
Professionalism	14
Finance Reference Forms	15
Event Planning Information	18
Campus Event Facility Checklist	23
Collaboration	25
Prayer of Oscar Romero	27
RSO Coordinator/Hall Council Directory	28
Advisor Directory	29
Charting the Road Ahead	30
Additional Notes	31

## WELCOME

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Welcome to the 2015 ASSP Student Leadership Conference and to the beginning (or continuation) of your student leadership at Seattle Pacific University! Thank you for making it a priority to come prepare yourself for your crucial role!

This year's conference theme is "Unique Voices, Unified Vision." As individual leaders we all bring distinct gifts, talents, and abilities to the table. As unique teams we each fulfill a distinct role on campus. This year's conference seeks to celebrate these differences, and to educate each of us on the different ways groups are leading here at SPU. On a larger scale, conference is a time for us to discover together our unified vision and values for our campus and community and how these will unfold in the upcoming year.

Leadership Conference will explore The Four Pillars of Leadership of SLDC to build the practical skills for effective interactions as a leader. These are:

Communication	Understanding Varying Leadership Styles
Organization and Time Management	Diversity

We believe that those pillars are essential for living into the values that form our foundation of leadership: (explained more on page 8)

Individual Values:	Consciousness of Self, Congruence, Commitment
Group Values:	Collaboration, Common Purpose, Controversy with Civility
Community Value:	Citizenship

By the end of Conference, we hope that you will understand what it means to live out these values in your role as a student leader, and that you feel well equipped to lead effectively. What you experience during Leadership Conference is intentional; we hope to guide you in understanding what your actions and experiences reveal about yourself, your team, and your community.

We sincerely hope that you find our time together this week valuable and essential.

With excitement for the upcoming year,

Your ASSP Advisors & Student Leadership Development Committee

## LEADERSHIP CONFERENCE 2015 SCHEDULE

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Sunday, September 20<sup>th</sup> - #SPULC15

8:00am	Breakfast	#Gwinning	Gwinn
9:00am	Transition to Worship		
9:15am	Worship and Reflection	#Worship	Upper Gwinn
10:15am	Transition to Strengths		
10:30am	Strengths Finder	#Strengths	Upper Gwinn
11:30am	Strengths Debrief in Teams		Upper Gwinn & Across Campus
12:30pm	Lunch	#Gwinning	Gwinn
1:30pm	Purpose Flags Activity	#Arts&Crafts	Gazebo Room & Tiffany Loop
2:30pm	Break		
3:00pm	Diversity, Inclusion, & Reconciliation	#Diversify	Upper Gwinn
5:30pm	Dinner	#Gwinning	Gwinn
7:00pm	Team Time!	#TeamTime	

## LEADERSHIP CONFERENCE 2015 SCHEDULE (continued)

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Monday, September 21st

8:00-9:00am	Breakfast	#Gwinning	Gwinn
9:00-9:30am	Rotation 1		See Page 14
9:30-9:45	Transition		
9:45-10:15	Rotation 2		See Page 14
10:15-10:30	Transition		
10:30-11:00	Rotation 3		See Page 14
11:00-11:15	Coffee Break	#Starbs	Gazebo Room
11:15-12:30	Collaboration Activities	#Collabs	Tiffany Loop
12:30-1:30pm	Lunch	#Gwinning	Gwinn
1:30-2:00pm	Travel to Discovery Park	#Arewethereyet	
2:00-3:30pm	Leadership "Speed Dating"	#Allthethings	Discovery Park Daybreak Star Center
3:00-5:00pm	Team Debrief/Exploration Time	#Debrief	Discovery Park / See advisor
5:00-6:00pm	Chipotle Dinner	#Chipotle	Daybreak Star
6:00-6:30pm	Group Photo		Daybreak Star
6:30-7:30pm	Commissioning	#Onward	Daybreak Star
7:30-8:30pm	Bonfire & S'mores	#Kumbaya	Daybreak Star Fire Pit

## LEADERSHIP CONFERENCE 2015 SCHEDULE (continued)

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Tuesday, September 22nd

8:00-9:30am	Breakfast	Gwinn
9:00am-12:30	TEAM TRAINING	See advisor
12:00-2:00pm	Lunch	Gwinn
1:30-4:30	TEAM TRAINING	See advisor
4:30-5:00pm	Mandatory SPOT Training	Gazebo Room
5:30-7:30pm	Dinner	Gwinn
6:00 -	Check w/ Advisor	

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Wednesday, September 23rd

9:30-10:30am	Opening Communion	FFMC Sanctuary
10:30-11:30am	State of the University Address	FFMC Sanctuary
11:30am-1pm	University Picnic Lunch	Tiffany Loop
2:00pm-5:45pm	SPOT Shift 1	See advisor
5:00pm-7:00pm	Dinner*	Gwinn
5:45pm-8:30pm	SPOT Shift 2	See advisor

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\*Wednesday dinner is the last meal provided for student leaders. Meal plans begin with Thursday morning breakfast.

## THE SOCIAL CHANGE MODEL OF LEADERSHIP

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When we engage with cultures and work to change our world for the better, we begin by focusing our attention in these three ways...

### We strive to grow as **individuals**

We commit to exploring and embracing our own individual life stories and the unique identities, abilities, and traits that we have each developed over time. We can serve others best when we know who we are and where we come from.

We commit to exploring how our own life stories fit into a bigger story of God and the world, with a special focus on discovering how our lives fit into the Christian vision of God's plan to bless and heal the world.

(Addressing themes of Consciousness of Self, Congruence, and Commitment)

### We strive to grow as **members of a team**

We commit to listening well to the stories of each person in the group, without imposing our own life experiences and perspective on them. Becoming people who are reconciled to others sometimes requires that we relinquish our own preferences and expectations in order to better care for others and work toward our defined goals. When conflict and tension between different perspectives becomes evident, we work through it in a loving and open way that respects the voice and dignity of each person on the team.

We commit to exploring how the specific goals and activities of our group fit into a larger vision and purpose, with special emphasis on discovering how our team's work plays a part in the Christian story of God's restoration of the world.

(Addressing themes of Collaboration, Common Purpose, and Controversy with Civility)

### We strive to grow as **members of society**

We commit to be constantly learning more about what is going on in our world and our city. What are the needs of our larger community, and what is being done to meet those needs? Is the work of our team relevant and helpful? Are we partnering well with others who are effectively meeting the needs of our society?

We commit to exploring how God sees and responds to the needs of the world, according to a Christian perspective. What does God care about in our world? What plans does God have for our cities, nations, and the earth itself? Does the work of our team fit well with what we believe God values and creates in the world? How might we creatively imagine and work toward a new and better future for our broader community?

(Addressing the theme of Citizenship)

# LITANY OF COMMISSIONING

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with Kelsey Rorem and Deb Nondorf

Leader: As student leaders and advisors, will you humbly take on this task of leadership, committing to journey through the coming months with thoughtfulness, creativity, and resolve?

**Participants: I will with the help of God and these spiritual companions.**

Leader: Will you enter with silence, that you might hear the whisper of God's voice as well as the voices of the people you endeavor to serve?

**Participants: I will with the help of God and these spiritual companions.**

Leader: Will you meet each day with open hands, that you might receive both the expected and the unexpected with grace and gratitude?

**Participants: I will with the help of God and these spiritual companions.**

Leader: Will you journey with a spirit of collaboration and partnership, making space at the table for all voices to be heard?

**Participants: I will with the help of God and these spiritual companions.**

Leader: Will you go out with hope, knowing that we serve a God who makes all things new, creating beauty from ashes and redeeming all that has been lost?

**Participants: I will with the help of God and these spiritual companions.**

## STRENGTHSFINDER THEMES

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**Achiever:** People who are especially talented in the Achiever theme have a great deal of stamina and work hard. They take great satisfaction from being busy and productive.

**Activator:** People who are especially talented in the Activator theme can make things happen by turning thoughts into action. They are often impatient.

**Adaptability:** People who are especially talented in the Adaptability theme prefer to “go with the flow.” They tend to be “now” people who take things as they come and discover the future one day at a time.

**Analytical:** People who are especially talented in the Analytical theme search for reasons and causes. They have the ability to think about all the factors that might affect a situation.

**Arranger:** People who are especially talented in the Arranger theme can organize, but they also have a flexibility that complements this ability. They like to figure out how all of the pieces and resources can be arranged for maximum productivity.

**Belief:** People who are especially talented in the Belief theme have certain core values that are unchanging. Out of these values emerges a defined purpose for their life.

**Command:** People who are especially talented in the Command theme have presence. They can take control of a situation and make decisions.

**Communication:** People who are especially talented in the Communication theme generally find it easy to put their thoughts into words. They are good conversationalists and presenters.

**Competition:** People who are especially talented in the Competition theme measure their progress against the performance of others. They strive to win first place and revel in contests.

**Connectedness:** People who are especially talented in the Connectedness theme have faith in the links between all things. They believe there are few coincidences and that almost every event has a reason.

**Consistency:** People who are especially talented in the Consistency theme are keenly aware of the need to treat people the same. They try to treat everyone in the world with consistency by setting up clear rules and adhering to them.

**Context:** People who are especially talented in the Context theme enjoy thinking about the past. They understand the present by researching its history.

**Deliberative:** People who are especially talented in the Deliberative theme are best described by the serious care they take in making decisions or choices. They anticipate the obstacles.

**Developer:** People who are especially talented in the Developer theme recognize and cultivate the potential in others. They spot the signs of each small improvement and derive satisfaction from these improvements.

**Discipline:** People who are especially talented in the Discipline theme enjoy routine and structure. Their world is best described by the order they create.

**Empathy:** People who are especially talented in the Empathy theme can sense the feelings of other people by imagining themselves in others' lives or others' situations.

**Focus:** People who are especially talented in the Focus theme can take a direction, follow through, and make the corrections necessary to stay on track. They prioritize, then act.

**Futuristic:** People who are especially talented in the Futuristic theme are inspired by the future and what could be. They inspire others with their visions of the future.

**Harmony:** People who are especially talented in the Harmony theme look for consensus. They don't enjoy conflict; rather, they seek areas of agreement.

**Ideation:** People who are especially talented in the Ideation theme are fascinated by ideas. They are able to find connections between seemingly disparate phenomena.

**Includer:** People who are especially talented in the Includer theme are accepting of others. They show awareness of those who feel left out, and make an effort to include them.

**Individualization:** People who are especially talented in the Individualization theme are intrigued with the unique qualities of each person. They have a gift for figuring out how people who are different can work together productively.

**Input:** People who are especially talented in the Input theme have a craving to know more. Often they like to collect and archive all kinds of information.

**Intellection:** People who are especially talented in the Intellection theme are characterized by their intellectual activity. They are introspective and appreciate intellectual discussions.

**Learner:** People who are especially talented in the Learner theme have a great desire to learn and want to continuously improve. In particular, the process of learning, rather than the outcome, excites them.

**Maximizer:** People who are especially talented in the Maximizer theme focus on strengths as a way to stimulate personal and group excellence. They seek to transform something strong into something superb.

**Positivity:** People who are especially talented in the Positivity theme have an enthusiasm that is contagious. They are upbeat and can get others excited about what they are going to do.

**Relator:** People who are especially talented in the Relator theme enjoy close relationships with others. They find deep satisfaction in working hard with friends to achieve a goal.

**Responsibility:** People who are especially talented in the Responsibility theme take psychological ownership of what they say they will do. They are committed to stable values such as honesty and loyalty.

**Restorative:** People who are especially talented in the Restorative theme are adept at dealing with problems. They are good at figuring out what is wrong and resolving it.

**Self-Assurance:** People who are especially talented in the Self-Assurance theme feel confident in their ability to manage their own lives. They possess an inner compass that gives them confidence that their decisions are right.

**Significance:** People who are especially talented in the Significance theme want to be very important in the eyes of others. They are independent and want to be recognized.

**Strategic:** People who are especially talented in the Strategic theme create alternative ways to proceed. Faced with any given scenario, they can quickly spot the relevant patterns and issues.

**Woo:** People who are especially talented in the Woo theme love the challenge of meeting new people and winning them over. They derive satisfaction from breaking the ice and making a connection with another person.

**STRENGTHS WORKSHOP NOTES**

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with Kristen Voetmann

# **DIVERSITY, INCLUSION, and RECONCILIATION**

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with Susie Becker and Susan Okamoto Lane

## MONDAY MORNING ROTATION GROUPS

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Red Groups: Sharpen, Relinquish, Gather, Group  
Hill, Moyer, Emerson, Arnett, & Ashton SMCs

Blue Groups: Officer Core, ASSP Office, STUB  
Hill, Moyer, Arnett, Emerson, and Ashton Hall Councils

Green Groups: Falcon, KSPU, Catalyst, Cascade, Lingua,  
Latreia, Urban Involvement, SPRINT, Senate

COLOR GROUPS	Rotation 1	Rotation 2	Rotation 3
Red Group	“ASSP Finance Training” <b>Library Seminar Room</b>	“Professionalism: Why does it really matter?” <b>Demaray 150</b>	“How to Plan an Event” <b>Beegle 201</b>
Blue Group	“Professionalism: Why does it really matter?” <b>Demaray 150</b>	“How to Plan an Event” <b>Beegle 201</b>	“ASSP Finance Training” <b>Library Seminar Room</b>
Green Group	“How to Plan an Event” <b>Beegle 201</b>	“ASSP Finance Training” <b>Library Seminar Room</b>	“Professionalism: Why does it really matter?” <b>Demaray 150</b>

# PROFESSIONALISM: What does it mean? Why does it matter?

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with Sha'terika Perkins and Serena Manzo

## What does it mean?

### Key Concepts & Definitions

- **Professionalism:** Individual & collective actions that reinforce voice being heard, credibility, and influence.
- **Credibility:** The quality of being trusted and believed in.
- **Intention vs. Impact:** We tend to judge ourselves by our *intentions*; others judge us by the *impact* of our behavior.

## 10 Characteristics of Professionalism

- Appearance
- Demeanor
- Reliability
- Competence
- Ethics
- Maintaining Your Poise
- Phone Etiquette
- Written Correspondence
- Organizational Skills
- Accountability

Source: <http://smallbusiness.chron.com/10-characteristics-professionalism-708.html>

## Why does it matter?

Professionalism is a key way of presenting yourself as credible. It helps ensure the voice of your organization is heard, unified, and lasts. As a student leader, remain conscious of the dynamics regarding the intention vs impact of your actions. While there are many perspectives regarding professionalism; take note of your context as the way you present yourself will impact you and your organization's reputation and influence.



# ASSP Funds

Description	Fund #	Description	Fund #
ACTS	116296	MAPS	116265
After Choir Flava	116215	Math Club	116289
AIGA	116276	Meditrak Tutoring	116279
Allocation Fund	116229	MedLife	116315
American Chemical Society	116242	Military & Veteran Support	116301
Ante Up	116307	Mixed Martial Arts	116293
Asian American Association	116225	Mosaic	116278
ASME (American Engineers)	116306	Mu Kappa	116261
Audioholics	116313	NAMI	116282
AUSBE	116251	Nursing & Prenursing (NAPS)	116252
Beta Alpha Psi	116230	Ohana O Hawaii Club	116264
Biology Club	116304	Outdoor Rental Program	116205
Black Student Union	116285	Payroll	116202
Cascade	116217	Political Union	116245
Chapel	116258	Pre-Health Club	116295
Club Programming Fund	116223	President	116209
Club Executive	116299	Public Relations Manager	116208
Conference Fund	116204	Relinquish	116281
Dance Team	116300	Russian Club	116316
Early Arrival	116210	Salsa Club	116231
Ekene	116303	Sasquatch Outdoor Club	116269
Falcon	116216	Scientific Discussions Club	116246
Falconettes	116233	Set Free	116308
FASA	116305	Sharpen	116226
Fashion Club	116259	Society of Physics Students	116268
Food and Nutrition Club	116263	SOPHIA	116228
(French Club) Le Cercle Francais	116239	SPACE: SeaPacAgForComm&Environ	116250
Future Educators	116288	SPRINT	116253
General Contingency	116207	SPU Students for Life	116248
General Fund	116203	STUB - Executive Director	116220
Group	116256	STUB - Main Events	116221
Haven	116310	STUB - Publicity	116224
Hindsight (History Club)	116249	Student Grant Initiative	116273
IEEE	116262	Student Mnstry Cordntr (CSMC)	116255
International Club	116266	Student Senate	116211
Interior Design Group	116294	Student Services	116213
Israel Palestine Club	116287	Systems Upgrade	116206
Ivy Honorary	116240	Urban Involvement	116254
Korean Student Association	116314	VP of Campus Activities	116271
KSPU	116267	VP of Finance	116247
Latreia	116272	VP of Intercultural Affairs	116212
Leadership Development (SLDC)	116275	VP of Ministries	116257
Lingua	116214	Vietnamese Student Association	116311
LINK	116283	Young Life	116312

## ASSP ACCOUNT CODES

	Account #	Account Title	Description
Income	<b>52103</b>	<b>Banquet and Seminar Receipts</b>	<b>Revenue from banquet ticket sales</b>
	52203	Other Goods and Services Sold	Deposits of other goods/services sold
	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 ticket sales
	53305	Concession Sales	Deposits from sales of food items
Expenses	<b>60178</b>	<b>Misc Instructional and Honoraria</b>	<b>Honorariums for people/organizations</b>
	64101	Regular Student Labor	Honorariums for students
	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! Do not include 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</b>
	72102	Graphics - Off-Campus	T-shirt screening or other off campus design work
	<b>72103</b>	<b>Photocopy - Off-Campus</b>	<b>Off-campus photocopies</b>
	73101	Postage	Postage costs, such as shipping or 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	Restaurant meals or lodging costs
	<b>74502</b>	<b>On-Campus Meals and Refreshments</b>	<b>On campus meals (Sodexo, C-Store, Falcon's 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>Purchases of gift cards, awards, or prizes – list recipient(s).</b>
	<b>76111</b>	<b>Professional Memberships and Dues</b>	<b>Memberships/club fees due to off campus organization</b>
	76403	Bus Passes	Purchases of bus passes
<b>76406</b>	<b>Rental Equipment</b>	<b>Copier lease or event equipment rented</b>	
76407	Rental – Film	Film rental	
76408	Rental – Space	Rental of rooms or banquet halls	
78101	Educational Equipment	Purchases of equipment for educational/training	
78103	Furniture and Furnishings	Purchases of furniture and/or furnishing	
78116	Computer Equipment	Purchases of computer equipment (printers, monitors, etc...)	
78119	Office Equipment	Purchases of other office equipment (fax, shredder, etc...)	
Inter-Departmental	80101	ID Charge – Bookstore	Costs of items purchased at bookstore using blueslip
	<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 FedEx Account</b>
	80149	ID Sales - Meter	Blue-slip mailings through SPU mailing services
	80166	ID Charge – Other	other inter-departmental charges
	80175	ID Charge - Upper Gwinn	costs for Upper Gwinn - billed by Sodexo

## EVENT PLANNING INFORMATION

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with Whitney Broetje

### Reserving Spaces

If you would like to reserve a space on campus you may work with multiple departments, depending on which space you are reserving. Please make reservations **at least 3 weeks in advance**.

For ALL space reservations on campus, go to the SPU Room Finder at <http://roomfinder.spu.edu>

The Room Finder service will direct you to the appropriate room approver on campus. For any spaces not available on Room Finder, contact your advisor.

### Advertising

#### How you can advertise an event on the SPU campus:

1. Loopy: Weekly electronic newsletter emailed to all Undergraduates  
Submit request at [https://spu.formstack.com/forms/loopy\\_submission](https://spu.formstack.com/forms/loopy_submission)
2. 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>
3. Vendor Tables: Reserve a table in the SUB through OSIL AA
4. Post fliers/posters around campus  
MUST comply with the Posting Policy (see below) and MUST be approved by Unicom.
5. Stall Talk — Email [ASSPStallTalk@gmail.com](mailto:ASSPStallTalk@gmail.com) with your event details

#### SPU Posting Policy

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

## **EVENT PLANNING INFORMATION (continued)**

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### **Description of Designated Areas for posting**

Materials may only be posted in approved areas:

- Student Union Building (two postings per organization): bulletin boards, wall space adjacent to the north staircase
- Table tents in SUB are permitted with permission from the SUB Manager (submanager@spu.edu).
- Weter Memorial Hall (two postings per organization): bulletin board, wall space to the right of the fireplace, pillars
- Gwinn Commons (one posting per organization): Bulletin board
- No posting is permitted on windows or walls displaying artwork

Submit proposals for graphic design work from ASSP at [sharepoint.spu.edu/assp](https://sharepoint.spu.edu/assp) under the "Publicist Proposal" section. Ministry groups work with the Ministry Marketer.

## **Risk Management**

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

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

### **What do I need to consider before I start planning an event?**

Consider both the seriousness of the risks associated with the activity and the likelihood of something going wrong. If the planned activities could result in severe injury or death, or probability is high for accidents to occur, you may need to reconsider the nature of the event.

While not all high-risk events are prohibited, it is important to consider ways to reduce risks and prevent problems for your organization and the University. Also, for activities with elevated risk, student organizations may be required to have participants sign an Assumption of Risk and/or Release of Liability Form.

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

#### **What is a waiver?**

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

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

#### **When do I need one?**

Generally, waivers are required for activities with greater risk of personal injury or property damage,

## **EVENT PLANNING INFORMATION (continued)**

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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 wavier?**

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 coordinator before the event and forwarded to SPU Risk Management.

## EVENT PLANNING INFORMATION (continued)

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### Transportation

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.

### Chalk

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

### Contracts

#### **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.

## EVENT PLANNING INFORMATION (continued)

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### **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.



Engaging the culture, changing the world<sup>SM</sup>

Seattle Pacific UNIVERSITY

**Facility and Project Management**

3307 3<sup>rd</sup> Ave W Suite #311  
Seattle, WA 98119

Phone (206) 281-2597 | Fax (206) 281-2737

### Campus Event Facility Checklist

This form is required if you have been approved to host an on-campus event by either the Office of Student Life or Conference Services and represents an agreement between the group organizer, the building occupants, Safety and Security, and the Facilities Department. It covers all event specifics and building access in order to ensure that campus facilities and personnel are prepared for events. A floor plan must be included of all planned activities and temporary installations (see item #5). **Only what is documented and agreed to in advance will be allowed during the event.**

The following items must be submitted to Building Maintenance at least **thirty days** prior to the event:

- Work order request – submit this online (<http://tma.spu.edu/>)
- Completed campus event facility checklist, along with all necessary supporting documentation – deliver to Building Maintenance at 2 W. Dravus St.

**Failure to submit the required documentation in the specified time frame may result in the inability of our staff to provide the necessary services and/or cancellation of your event.**

For events involving significant attendance (100 or more attendees expected), complicated setup, use of RBP stage, or other unusual items, you will need to schedule a review of your event with a representative from Building Maintenance ( 206-281-2330 / [workcontrol@spu.edu](mailto:workcontrol@spu.edu) ). Be aware that any costs associated with setup, hosting, and cleanup will be the responsibility of the group organizing the event.

Event name _____	Location _____
Event date / time _____	Set up date / time _____
Contact name _____	Phone _____ Email _____
Sponsoring group _____	Advisor / Department _____
Expected attendance _____	Request / work order # _____ Budget # _____

1. Describe your event. What will you be doing, and what will it look like?


2. Identify and describe all potential uses of  electrical,  lighting,  water, and  heating (lights on/off, stage equipment to plug in, etc.):


3. Are additional tables, chairs, or carpet tiles needed? Attach a list of all groups and/or volunteers to set up or take down any of the following (if these are to be done by someone other than Building Maintenance):

Tables (how many) \_\_\_\_\_ Chairs (how many) \_\_\_\_\_

Carpet tiles (to be laid down by) \_\_\_\_\_

4. List the vendors to be hired and fully describe their activities. Provide copies of all documents including their contract, certificate of insurance, and proof that the University's Risk Manager has approved their services.


5. Describe any construction needs for the event (decorations, staging, plywood under equipment, etc.):


6. Provide location layouts on the maps provided by Building Maintenance (many maps are available online at [www.spu.edu/depts/plant/roomlayouts.asp](http://www.spu.edu/depts/plant/roomlayouts.asp)). Room layouts (tables, chairs, stage, etc.) and any temporary building modifications must be completely depicted and labeled.

7. Outline housekeeping needs on work request (garbage/recycle bins to be provided and/or checked, etc.).

8. Notify Safety and Security of the event and any off campus vendors that will be involved.

9. Make **advance** arrangements with CIS or ASSP for any audio/visual equipment needed.

10. If your event includes any type of food service, make arrangements with Building Maintenance for any necessary tables, and indicate the time they will be needed. **All food serving/cooking areas in or around Martin Square and Tiffany Loop must have ground protection. Damage resulting from failure to place protection will be charged to the event for paver and concrete cleaning. Protection should be coordinated as part of the equipment request process.**

11. Describe your advertising plan. Does it involve chalk, posters around campus, things posted in campus public spaces? Is it consistent with campus guidelines for signage and placement?


Other considerations

Parking closure / street use: \_\_\_\_\_

Insurance coverage: \_\_\_\_\_

**All groups are advised that excessive and undue wear and tear to equipment, facilities, or grounds may result in repair charges.**

Event Organizer:	_____
Staff or Faculty Advisor:	_____
Building Liaison:	_____
Director of Safety and Security:	_____
Assoc. Dir. for Bldg. Maintenance:	_____

Please be aware that we may not be able to process your service request without the proper signatures and information requested on this sheet.

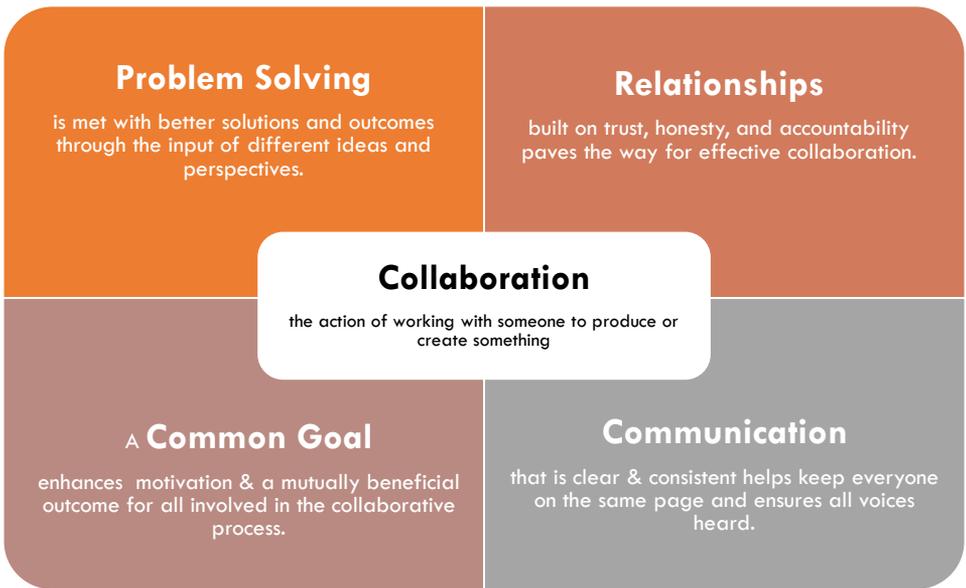
# COLLABORATION

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with Sha'terika Perkins, Whitney Broetje, and Deb Nondorf

## Four Keys to Collaboration:

Collaboration is defined as “the action of working with someone to produce or create something.” While there are many benefits to collaboration, there are also challenges. Use these four keys to help your teams collaborate successfully with each other and others.



## **COLLABORATION** (continued)

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### **Collaboration Debrief:**

- What is one thing you learned related to collaboration between groups?
  - about problem solving
  - about communication
  - about relationships
  - about common goals
- Based on your experience with the activities, what are some benefits to collaboration?
  - What makes you excited about collaborating with other groups?
- Based on your experience with the activities, what are some challenges to collaboration?
  - What makes you nervous about collaborating with other groups?
- Which of your strengths did you see at play during the activities?
- How did your strengths interact with your team mate's strengths?
- Which student group are you excited to collaborate with? Why?

### **Response:**

## THE PRAYER OF OSCAR ROMERO

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It helps, now and then, to step back and take a long view.

The kingdom is not only beyond our efforts,  
it is even beyond our vision.

We accomplish in our lifetime only a tiny fraction  
of the magnificent enterprise that is God's work.  
Nothing we do is complete, which is a way of saying  
that the kingdom always lies beyond us.  
No statement says all that could be said.  
No prayer fully expresses our faith.  
No confession brings perfection.  
No pastoral visit brings wholeness.  
No program accomplishes the church's mission.  
No set of goals and objectives includes everything.

This is what we are about.  
We plant the seeds that one day will grow.  
We water seeds already planted,  
knowing that they hold future promise.

We lay foundations that will need further development.  
We provide yeast that produces far beyond our capabilities.

We cannot do everything, and there is a sense of liberation  
in realizing that. This enables us to do something,  
and to do it very well. It may be incomplete,  
but it is a beginning, a step along the way,  
an opportunity for the Lord's grace to enter and do the rest.

We may never see the end results, but that is the difference  
between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.  
We are prophets of a future not our own.  
Amen.

[Prayer by Bishop Untener and John Cardinal Dearden]

## 2015-16 RSO Coordinators + Hall Council

Organization	Position	First	Last	Email
ASSP Core	ASSP Executive Vice President	McClintock	Miller	mccclintock@spu.edu
ASSP Core	ASSP President	Garrett	Mullert	mathewhomas@spu.edu
ASSP Core	ASSP Vice President of Ministries	Danny	Anderson	andersond@spu.edu
ASSP Core	ASSP Vice President of Finance	Josiah	Gaede	gaedej@spu.edu
ASSP Core	ASSP Vice President of Intercultural Affairs	Ali	Steenis	steenisa@spu.edu
ASSP Core	ASSP Vice President of Campus Activities	Matthew	Thomas	mathewthomas@spu.edu
ASSP Office Staff	Public Relations Manager	Arianna	Bouska	bouskaa@spu.edu
Cascade	Cascade Editor-in-Chief	Abbie	Drake	drakeal@spu.edu
Catalyst	Catalyst Coordinator	Kierstin	Brown	brownk17@spu.edu
Falcon	Falcon Editor-in-Chief	Cassandra	Calderon	caldernc@spu.edu
Gather	Gather Coordinator	Emily	Nelson	nelson@spu.edu
Group	group Coordinator	Olivia	DUPree	dupreoo@spu.edu
Hall Council	Ashton President	Carson	Coates	coatesc@spu.edu
Hall Council	Emerson President	Ana	Robin	robina4@spu.edu
Hall Council	Arnett President	Coralitz	Diaz	diazcc@spu.edu
Hall Council	Moyer President	Konstanze	Franco	francok@spu.edu
Hall Council	Hill President	Taryn	Ferrando	ferrandot@spu.edu
KSPU	KSPU Station Manager	Kharis	Lund	kharislund@spu.edu
Latreia	Coordinator	Jessica	Stunz	stunzj@spu.edu
Lingua	Lingua Editor-in-Chief	Lillian	Taft	taftl@spu.edu
Relinquish	Relinquish Coordinator	Naomi	Metzler	metzlern@spu.edu
Sharpen	Sharpen Coordinator	Jonathan	Van Schenck	vanschcnk@spu.edu
SLDC	SLDC Programmer	Alli	Bautista	bautistraa@spu.edu
SLDC	SLDC Programmer	Sarah	Blake	blakes1@spu.edu
SLDC	SLDC Programmer	Felicia	Perez	feliciamperez@spu.edu
SPRINT	Coordinator	Alexis	Varela	varelaa@spu.edu
STUB	STUB Coordinator	Brendan	McMillen	mcmillenb1@spu.edu
University Ministries	Campus Student Ministry Coordinator	Lindsey	Catton	cattonl@spu.edu
University Ministries	Campus Student Ministry Coordinator	Andrew	Erne	ernea@spu.edu
Urban Involvement	Coordinator	Kelsey	Craig	craigk1@spu.edu

## 2015-16 ASSP Advisors + Residence Life Staff

Group	Advising	First Name	Last Name	Email Address	Phone Extension
ASSP	ASSP President, VPF, & Officer Core   Finance Board   SLDC   ORP	Whitney	Broetje	<a href="mailto:broetw@spu.edu">broetw@spu.edu</a>	x2831
	ASSP Exec VP & PRM   Senate   Collegium	Kristen	Voetmann	<a href="mailto:voetmannk@spu.edu">voetmannk@spu.edu</a>	x2689
	ASSP VPCA, Club & Media Coordinators   STUB	Sha'terika	Perkins	<a href="mailto:perkiss1@spu.edu">perkiss1@spu.edu</a>	x2483
	ASSP VPIA   Catalyst Coordinator	Susan	Okamoto Lane	<a href="mailto:solane@spu.edu">solane@spu.edu</a>	x2598
Media	Catalyst Programmers	Serena	Manzo	<a href="mailto:serenamanzo@spu.edu">serenamanzo@spu.edu</a>	x5382
	ASSP VPM	Kelsey	Rorem	<a href="mailto:krorem@spu.edu">krorem@spu.edu</a>	x2258
	SUB Manager   Unicom	Kate	Caday	<a href="mailto:cadayk@spu.edu">cadayk@spu.edu</a>	x2247
	Cascade the Falcon KSPU Lingua gather   Relinquish group SMC   Sharpen Latrea   Urban Involvement SPRINT   VPM	Karen Rick Liz Doug Zawadi Kelsey Deb Caenisha Tali	Gutowsky- Zimmerman Jackson Gruchala-Gilbert Thorpe Morrow Rorem Nondorf Warren Hairston	<a href="mailto:kgz@spu.edu">kgz@spu.edu</a> <a href="mailto:rjackson@spu.edu">rjackson@spu.edu</a> <a href="mailto:jgg@spu.edu">jgg@spu.edu</a> <a href="mailto:dthorpe@spu.edu">dthorpe@spu.edu</a> <a href="mailto:zawadi@spu.edu">zawadi@spu.edu</a> <a href="mailto:krorem@spu.edu">krorem@spu.edu</a> <a href="mailto:debn@spu.edu">debn@spu.edu</a> <a href="mailto:warrrec@spu.edu">warrrec@spu.edu</a> <a href="mailto:tall@spu.edu">tall@spu.edu</a>	x5054 x2292 x2790 x2311 x2995 x2258 x2456 x5411 x2455
UM	Residence Life Director Residence Life Assistant Director RLC - Ashton RLC - Ashton, Hall Council RLC - CHA CHA Area Coordinator RLC - Emerson, Hall Council RLC - Emerson RLC - Hill/Moyer RLC - Hill/Moyer, Hall Council Moyer Area Coordinator Arnett Area Coordinator	Gabe Lynnea Nathan Davinah Lindsey Matt Meghan Yikhwan Annabell Chris Annika Susie	Jacobsen Common Mabie Simmons Walkemeyer Cox Davenport Dillard DuMez Van Drimmelen Cook Becker	<a href="mailto:jacobseng@spu.edu">jacobseng@spu.edu</a> <a href="mailto:jcommon@spu.edu">jcommon@spu.edu</a> <a href="mailto:mabien@spu.edu">mabien@spu.edu</a> <a href="mailto:simmonsed@spu.edu">simmonsed@spu.edu</a> <a href="mailto:lindseww@spu.edu">lindseww@spu.edu</a> <a href="mailto:mattcox@spu.edu">mattcox@spu.edu</a> <a href="mailto:meghamm@spu.edu">meghamm@spu.edu</a> <a href="mailto:dillay@spu.edu">dillay@spu.edu</a> <a href="mailto:adumez@spu.edu">adumez@spu.edu</a> <a href="mailto:cvandrimmelen@spu.edu">cvandrimmelen@spu.edu</a> <a href="mailto:annkac@spu.edu">annkac@spu.edu</a> <a href="mailto:sbecker@spu.edu">sbecker@spu.edu</a>	x2067 x2478 x2099 x7250 x2043 x7261 x5289 x5290 x7246 x2043 x7286 x5290
Res Life					

## CHARTING THE ROAD AHEAD: Advisor/Student Leader Expectations

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Use the grid below to chart roles and responsibilities you expect in the relationship between advisor and student leader.

- In the **Gives** box, list the contributions this individual makes to the relationship. (Ex: Input on program goals. Shares personal or professional development ideas.)
- In the **Receives** box, list what the individual hopes to receive from his or her partner in the relationship. (Ex: Personal support. Feedback on plans.)
- In the **Delivers** box, list outcomes for which the individual is responsible. (Ex: Leads our weekly student team meeting.)
- At the bottom, list next steps. What do you hope to learn in the coming year? What experiences will help this learning happen?

Advisor:	Student:
Gives	Gives
Receives	Receives
Delivers	Delivers

Next steps and learning experiences:

**ADDITIONAL NOTES**

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BROUGHT TO YOU BY:



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OFFICE OF STUDENT  
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& LEADERSHIP