

# Clubs and Organizations Advisor Handbook

Office of Student Involvement and Leadership

Pacific Lutheran University

Updated July 2015

## Welcome Letter

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Dear Advisor:

Thank you for becoming a club advisor for the 2015-2016 year! You have been chosen to become a guide and mentor for a group of passionate and organized students on the PLU campus. This Advisor Handbook aims to help you navigate your role and provide resources for you as a club advisor.

Whether you are as passionate as your advisees about the club's mission or simply agreed to be on board for another year to keep a club afloat, you have been assigned the role of offering guidance and support to that student club. Out of all the possible candidates, the club members likely chose you because your background or attitude somehow clicks with what they are trying to achieve through their club activities. It is that rare opportunity in their lives where they can surround themselves with other students who share their keen interest in art, sports, religion, culture, scholarship, community service—even state pride(!)—and ponder ways to weave it into the fabric of campus life. Through the course of the year, you may find yourself amazed at their drive and resourcefulness, sometimes foresee a sticky situation imminently striking, or potentially caught up in the adventure of advising a club.

This guide gives you key information on PLU club guidelines and procedures, answers to common club advisor questions, contacts of on-campus offices and staff members experienced in club-related operations, and suggestions on how to assist the club with your personal academic and social knowledge.

You've probably said the next phrase to students in the past. One of the best ways to learn is through experience. Reading about swimming feels nothing like doing the butterfly stroke. What this handbook offers are tips to remind you how to keep the club afloat and out of hot water. You yourself are more than capable of knowing how to have fun once you get the hang of advising. Good luck!

Sincerely,  
Kat Slaby  
Program Coordinator  
Student Involvement and Leadership

## **PLU, Student Life, and Student Involvement and Leadership Mission Statements**

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### **Mission Statement: PLU**

The Mission of PLU is to educate students for lives of thoughtful inquiry, service, leadership and care – for other persons, for their communities and for the earth.

### **Mission Statement: Student Life**

The Mission of Student Life is to promote the holistic development of students and steward a dynamic campus community. We engage students in purposeful experiential learning that challenges them to make a difference in the world as they care for themselves and others, and positively impact the diverse communities in which they live.

### **Mission Statement: Student Involvement and Leadership (SIL)**

Student Involvement and Leadership advocates for student directed experiences. SIL supports personal development for students, the exploration of beliefs, encourages values clarification, facilitates skill development, and enhances leadership in our community. SIL sponsors diverse programs and assists students in cultivating environments that enhance diversity, encourage civic engagement, promote the establishment of meaningful interpersonal relationships, and provide leadership and experiential learning opportunities. We celebrate the contributions of each person as a partner in realizing PLU's mission.

## Contact Information

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### **Student Involvement and Leadership**

253-535-7195

[sil@plu.edu](mailto:sil@plu.edu)

Office hours: Mon – Fri 8:00 AM – 5:00 PM

[www.plu.edu/student-involvement](http://www.plu.edu/student-involvement)

University Center, Suite 161

### **Ian Jamieson**

Director

Student Involvement & Leadership and New Student Orientation

253-535-7487

[jamiesia@plu.edu](mailto:jamiesia@plu.edu)

### **Kat Slaby**

Program Coordinator

Student Involvement & Leadership

253-535-8319

[slabyka@plu.edu](mailto:slabyka@plu.edu)

## Referrals

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### **ASPLU – Associated Students of Pacific Lutheran University**

253-535-7480 | [asplu@plu.edu](mailto:asplu@plu.edu) | [www.plu.edu/~asplu](http://www.plu.edu/~asplu)

### **Budget Questions**

Kat Slaby | 253-535-8319 | [slabyka@plu.edu](mailto:slabyka@plu.edu)

### **Campus Ministry**

253-535-7464 | [cmin@plu.edu](mailto:cmin@plu.edu) | [www.plu.edu/campus-ministry](http://www.plu.edu/campus-ministry)

### **Club Issues**

Kat Slaby | 253-535-8319 | [slabyka@plu.edu](mailto:slabyka@plu.edu)

### **Club Travel**

Sue Liden | 253-535-7116 | [lidensj@plu.edu](mailto:lidensj@plu.edu) | <http://www.plu.edu/~fiop/insurance>

### **Conferences and Events**

253-535-7450 | [events@plu.edu](mailto:events@plu.edu) | [www.plu.edu/~events](http://www.plu.edu/~events)

### **Counseling Center**

Joanne Ito | (253) 535-7206 | [itojr@plu.edu](mailto:itojr@plu.edu)

### **Event Registration**

Kat Slaby | 253-535-8319 | [slabyka@plu.edu](mailto:slabyka@plu.edu)

### **Funding**

Kat Slaby | 253-535-8319 | [slabyka@plu.edu](mailto:slabyka@plu.edu)

### **Outdoor Rec**

253-536-5087 | [outdoor@plu.edu](mailto:outdoor@plu.edu) | [www.plu.edu/~outdoor](http://www.plu.edu/~outdoor)

### **Multimedia Services**

253-535-7509 | [media@plu.edu](mailto:media@plu.edu) | [www.plu.edu/~media](http://www.plu.edu/~media)

### **Student Rights and Responsibilities**

Connie Gardner | 253-535-7462 | [gardneca@plu.edu](mailto:gardneca@plu.edu)

### **Student Leadership Institute (SLI)**

Ian Jamieson | 253-535-7487 | [ian.jamieson@plu.edu](mailto:ian.jamieson@plu.edu)

### **Risk Management**

Sue Liden | 253-535-7116 | [lidensj@plu.edu](mailto:lidensj@plu.edu)

## Basics of Advising

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### **Purpose of the Advisor**

Advisors wear a variety of hats within the organization they advise. The advisor is a *volunteer* mentor of the organization that provides direction, advice, guidance, and stability to the members and officers in order to develop cohesion and involvement.

Every club at PLU must have an advisor that is a current full time faculty, staff member, or administrator that is well-informed (institutionally and within the individual club/organization) and involved in club activities and dealings.

The advisor is a representative of PLU administration that serves as a resource to the organization, assists with goal-setting, provides counsel and guidance, and approves paperwork as necessary.

An advisor is ALL of the following:

**Mentor** – An advisor is more than just a figurehead for the club and a reference for the executive board. Often, students seek out advisors for issues both relating to club practices and those of a more personal nature. Be prepared to make lasting connections with students, challenge them intellectually/emotionally, and encourage leadership in the organization. Always be a guide to the organization and the executive board and understand the needs and perspectives of all those involved.

**Team Builder** – An advisor is often the glue that assists in holding the organization together and assists in creating cohesive teams and building positive relationships. The advisor can play an integral role in helping with transitioning officer's year to year or executive board to executive board. The advisor can often serve as the constant in these situations.

**Conflict Mediator** – Sometimes the advisor must step in and hold the role of mediator with members or leaders who have different agendas, opinions, goals, etc. The advisor is expected to be unbiased and represent what he/she feels is best for the organization and its members.

**Educator/Interpreter of Policy** – As a representative of PLU administration, an advisor may have to interpret and intervene when institute policy is in question. In these instances, the advisor is expected to guide the group within these standard operating procedures and notify appropriate authorities of any activities that may occur outside institute policy with the support of this document and SIL.

**Motivator** – A key role of the advisor is to motivate students to excel, carry out their plans, set stretch goals, and dream big! As a motivator, advisors should encourage the club to continue with their goals despite failures and always offer constructive feedback/support.

An advisor is NONE of the following:

**Uninvolved** – As stated in “Expectations” (below), an advisor is expected to attend events on an as-available basis and is required to attend executive board meetings as necessary to provide guidance and support in whatever way they can.

**Controlling** – An advisor is not the leader of the group. As an advisor, it is crucial to remain unbiased and look out for the well-being of the group despite the advisor’s personal beliefs.

**Omnipotent** – Advisors are not expected to know everything. If the advisor utilizes this handbook effectively and communicates with Student Involvement and Leadership, the advisor should be able to provide enough guidance to point the club/organization leadership in the right direction.

**Just there to sign paperwork** – The advisor is not just around to sign club documentation. The advisor should know the inner workings of the club and have a strong idea of past initiatives, present standing, and future goals. If the advisor notices that they are not being as involved as they should, it is their responsibility to approach the club leadership or (if necessary) Student Involvement and Leadership to intervene.

## HINTS AND TIPS

- Communicate regularly and meet at least twice a semester with your executive board members
- Make sure your students have your most up-to-date information for contacting you!
- Try to regularly attend club meetings, to show your club support
- Look for a co-advisor! Advising can be fun but to help find balance at busier times it's nice to have someone else the students can rely on!
- If you're unsure – ask! Email Kat Slaby, Program Coordinator for Student Involvement and Leadership at [slabyka@plu.edu](mailto:slabyka@plu.edu) with any club or advising questions you may have!
- You can advise more than one club at a time!
- If you don't hear from your club don't assume they're doing well – make the intentional effort to outreach to the members to see where the club is at and to try and set up a meeting to touch base.

## Expectations

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Advisors will develop their own styles for interacting with their club depending on the executive board's needs, the status of the club, its purpose, activities, etc. In addition to this regular involvement, advisors are held to the following expectations:

- Communicate regularly and effectively with club members, officers, and SIL staff
- Make sure proper documentation is submitted properly and on time
- Make every effort to meet with your executive board during their regularly scheduled meetings (or as often as necessary)
- Explain and represent institution policy/procedure
- Offer financial guidance and advice
- Provide continuity for the club through the years and assist with executive board turn-over and new officer training
- Assist club officers in the planning, promotion, and facilitation of events/activities
- Engage in annual planning (budgets, calendar, goals, etc.)
- Act as a resource and liaison to institute staff and convey problems, successes, questions/concerns as necessary
- Be familiar with national structure, services, and procedures (if applicable)
- Know your group's limits and help students find a balance between activities and academic responsibilities
- Create opportunities for member recognition
- Help students manage their time between multiple leadership roles and classes
- Maintain consistent contact with the SIL staff



## Tools for a Successful Advisor

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This is a collection of tools that will aid in the success of an advisor. It includes logistical components like the club handbook as well as leadership development resources.

Some tools advisors will find helpful:

**5 Stages of Group Development** (overview of how groups typically form and create a shared identity [http://www.drexel.edu/oca/l/tipsheets/Group\\_Development.pdf](http://www.drexel.edu/oca/l/tipsheets/Group_Development.pdf))

**“Advising Student Organizations: Strategies for Establishing and Maintaining Successful Advisor/Student Relationships”** (helpful article from The National Association for Campus Activities written by the Director of Activities at Albertus Magnus College <http://www.k-state.edu/osas/advisor/Nov%2006%20Advising%20Student%20Orgs.pdf>)

**Clubs and Organizations Handbook** (Available on the SIL website in documents and forms [www.plu.edu/clubs/home.php](http://www.plu.edu/clubs/home.php))

**Contact list of officers/members** (to be kept by officers and updated through SIL)

**Documents and Forms** (Online on the Clubs website, several resources available to advisors)

**Individual Meetings** (If necessary, advisors are encouraged to contact Kat Slaby, Program Coordinator for Student Involvement and Leadership at [slabyka@plu.edu](mailto:slabyka@plu.edu), to set up a focused intentional meeting to discuss role as advisor and questions.)

**Student Leadership Recognition** (A leadership banquet is held every spring to recognize PLU's distinguished student leaders. Advisors are encouraged to nominate their student leaders. <http://www.plu.edu/student-involvement/Leadership-Recognition/home.php>)

**Club Awards** Every year the Student Involvement and Leadership office recognizes the outstanding contributions of student clubs or organizations to the PLU and Parkland communities.

**Organization constitution/by-laws** (The Office of Student Involvement and Leadership have these on file; if your club/organization does not have an updated copy, they need them!)

**Understanding The Clubhouse** (It is encouraged all advisors are aware of the services provided through the Clubhouse, and make sure they take an opportunity to visit the center to know where students come)

**University Calendar** (Stay updated with all of the University's events. <http://www.plu.edu/student-involvement/calendar/home.php>)

## Advising Styles

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Your advising style is the way you interact with the students. An advisor may identify with a particular style or use a combination of styles. At different points in an organization's formation and development, an advisor may play various roles. It is important to determine what role an advisor would like to play in the group, and if that role will meet the needs and expectations of the students.

**Educator:** Advising is situational, and the advisor may act as a teacher, coach, consultant, policy interpreter, continuity provider, and crisis intervener at any given time. The "educator" allows organizations to take risks and make mistakes while providing support. The educator's philosophy may be: "Students have the ability to meet their goals; however, my ability to empower them will enhance their natural abilities."

Good time to be an "Educator": The educator style is valuable in all stages of the group's development; however, there are times when being a combination of one of the following styles and an educator will prove to be more effective. Being an educator is essential for working with a STUDENT organization; every experience can be a learning one.

**Overseer:** The overseer stays at a distance and does not attend all meetings or events, and only intervenes when called upon. This is not a very popular style because the organization may misinterpret your distance as lack of attention.

Good time to be an "Overseer": The only times where it is suggested to be an overseer is when the group is functioning so effectively that they just need to occasionally check in with you, which is a hard stage to reach, or when the members of the organization are not following through on your expectations of them. It is not generally beneficial to adopt the overseer style; try to work with the organization to correct the problem before it gets to that point.

**Referee:** The referee educates and oversees while handling organization disputes.

Good time to be a "Referee": An organization that may need this type of advising style could be at a stage where organization norms have been established, though the organization discovers individual likes and dislikes regarding these norms (i.e. storming). Organization members discover that every member in the organization does not share the same opinion. The advisor should introduce conflict resolution, team building, and meeting management activities. The advisor should seek to empower the organization members to transform themselves as he/she facilitates.

**Boss:** This style is very authoritative, and people who use it believe they always have the right answers. The boss expects the organization to take orders and "fall in line."

Good time to be a "Boss": If the advisor balances this style with "educator," the resulting style is not as bad as it sounds. In fact, the style can be persuasive and motivating if the advisor has strong interpersonal skills. When the group is new or if there are internal leadership problems, the boss mentality can move the organization forward. This style is ineffective if the advisor is threatening or intimidating, or if the president of the organization leads in the same manner.

*[Adapted from: Copeland, T.R. (1996, November). Successful Matches Depend on Adviser's Style, Group's Stage. The Bulletin, 8-12.]*

## Club Policies, Procedures, and Forms

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## Advisor's Self-Evaluation Checklist

Throughout the year, feel free to use this self-evaluation checklist as a tool to evaluate how you are doing as an advisor.

Please answer the following questions as they relate to your role as an organization advisor:

Yes	No	Item
		I actively provide motivation and encouragement to members.
		I know the goals of the organization.
		I know the group's members.
		I attend regularly scheduled executive board meetings.
		I meet regularly with the officers of the organization.
		I attend the organization's special events.
		I assist with the orientation and training of new officers.
		I help provide continuity for the organization.
		I confront the negative behavior of members.
		I understand principles of group development.
		I have read the group's constitution and bylaws.
		I recommend and encourage without imposing my ideas and preferences.
		I monitor the organization's financial records.
		I understand the principles of good fund raising.
		I understand how issues of diversity affect the organization.
		I know the steps to follow in developing a program.
		I can identify what members have learned by participating in the organization.
		I know where to find assistance when I encounter problems I cannot solve.

## **Event Planning Form**

All recognized student clubs and organizations must complete the event planning form when planning events that are promoted as "open to the campus" and group sponsored/co-sponsored activities that cannot guarantee that attendance will be limited to the PLU community. This form allows PLU staff to support successful student events and ensures that events comply with PLU policy. This form can be found on the Clubs website and **MUST** be submitted before an event can be approved and occur.

## **Fundraising**

Contact the Student Involvement and Leadership Office, (x7195) for in-depth information on fundraising procedures and ideas. You must complete a Fundraising Planning Form and receive written approval before conducting any fundraising activity. Funds must be deposited into the club account within 48 hours of receipt. Clubs that do not deposit funds in this timely manner risk being placed on inactive status.

## ***Appropriations***

Funding may be available to your club through the ASPLU Appropriations Board. Your club must be registered and in good standing with the university. Contact the ASPLU office (x7480) for further information and the petition process.

## ***Student Life Council Funding Request***

The Student Life Division will support student travel to conferences and events away from the campus. Their support can only be a portion of the total cost, and the sponsoring organization must submit a written plan that specifies how participation in the event/conference will benefit the PLU community. Generally, funding will only be awarded if a program or event will be held on-campus following the travel.

## ***Overspent? What to Do if the Club Goes into "The Red"***

Whether because as a brand new club or one momentarily lacking money, a club with a zero account balance should seek funding resources listed in the above section. Now would be a good time to start some club fundraising. Once you have advised your club leaders to brainstorm some fundraising ideas and set a fundraising goal, have them contact the SIL office for fundraising tips. For a detailed guide outlining the fundraising policies and procedures please visit the Clubs website > Documents and Forms > Student Club Handbook.

The Appropriations Board is willing to provide "seed money" (usually \$50-\$100) to jumpstart a new club and can be persuaded to help cover the cost for various other items. The ASPLU Financial Director can tell you the amount remaining in the Appropriations Board fund for the year.

Aside from bringing creative projects to fruition, running a successful club involves fiscal responsibility on the parts of club leaders. The role of club treasurer serves a vital and integral mission—providing financial clarity to the club's operations, but taking care of club finance is a learning process that includes other club members, too. Various situations can push a club into the red i.e. to spend more money than they have in their club account. A senior leader who graduates without tying up loose ends leaves an unpleasant legacy behind for the club's active members. A treasurer who fails to follow protocol or slips in bookkeeping tasks builds up a financial mishap. Sometimes, all it takes is one club member to goof up, with the result that the club account takes a hard, direct hit. If club members exceed their spending limit and end up exhausting the club funds, it's time to rein in control and restore positive values back into the club account as soon as possible.

The Student Involvement & Leadership Office will work with club advisors and club leaders to alleviate financial problems by providing financial counsel. Rather than immediately suspending club activity due to the club's financial difficulties or covering what the club owes, SIL wishes to offer students the chance to gain experience in resolving obstacles that cross their path. An SIL Representative can help club members develop a plan to pull the club out of debt. With the on-campus funding resources available to clubs and additional guidance from SIL, a club will hasten the arrival of debt-free days.

Only when a club has been in the red for two semesters or longer will they then be placed on probation, at which point their club activity will be suspended until they restore their financial credit.

### ***Fundraising for Your Club***

Club members can fundraise and keep the collected funds for club-related use. Be sure to check with club leaders to see if they have gotten SIL approval before conducting the fundraiser. Club members in charge of collecting funds should either directly deposit funds within 48 hours of receipt into the club account by themselves or hand it over to the club treasurer so that he or she can make the club deposits. It's important to stress to your club advisees that placing fundraised money directly into the club account is another statute of club fiscal responsibility. Avoid storing raised club funds in any club member's personal bank account since this muddles club financial transparency. If for some reason, that club member became unavailable, other club members would not know the actual club fund total and could not withdraw those raised funds for club purposes.

### ***Fundraising through Your Club for an Outside Organization***

If the club is fundraising for an organization dedicated to an important cause, make sure that you and your club leaders are familiar with the fundraising process for that particular organization. Donations to non-profit organizations tend to be tax-deductible, so check for this detail and let donors know how the financial side of the donation process works along with why they should donate. Currently club accounts are not tax deductible. The Office of

Student Involvement and Leadership is working with the Business Office and the Office of Advancement to find ways in which club accounts may eventually be able to be tax deductible. In the mean time, some organizations provide information and tips on how to fundraise specifically for their cause. Contact them or find their website to see if they are willing to send the club pre-made fundraising kits, instructions, or guides.

Often, organizations seeking donations provide on-line donation services or donation forms and accept donations via cash, check and major name credit cards. If they accept cash donations, the club may want to consolidate the cash collection by depositing them into the club account, and then contact the Business Office (253-535-7171) for more info on how to send out a club check to the organization. Contact with the organization first to clarify processes on handling cash donations, especially if tax-deductible donations are involved.

Encourage your club to always keep clear records of how much they have fundraised. If the club is personally collecting the donations and sending them off in one big batch to the organization, suggest to the club treasurer to create an Excel file with the following column headings to keep track of the fundraising: Donation Date, Donor Name, Donor Contact Info, Donation Amount, and Tax Deductible? Yes/No. Currently, if someone would like to deposit money into a club account (and not receive a tax deductible receipt), the individual can write a check made out to PLU and in the memo line type the club name.

Make those accounting skills work publicly as well! A display reporting your club's fundraising progress makes great advertisement for the club project while letting people know how much more they need to contribute to reach the defined fundraising goal the club has set.

## **Giving Signature Approval**

Your club leaders often will need your signature approval on a variety of documents, the most common of which are listed below.

- **New club recognition** – A new club will need a club advisor. Ask about the club's mission and expected level of advisor involvement before signing.
- **Annual club registration** – A current club will have to renew their registration information for the next school year. Club registration forms and alerts are usually sent out from Clubs & Orgs/SIL near the end of the school year. As an advisor, you do not need to sign this form, however, it is helpful for the advisor to sign the **Advisor Agreement Form** during the annual club registration timeline. This lets the SIL office know that the club and the advisor are on the same page.

## **Managing Club Account/Club Budgeting**

Handling club money well is a major responsibility, one that does not lie exclusively on the club treasurer's shoulders. All club members dealing with any aspect involving club money should know what they need to do to keep club account records clear and spend within the

limits of the club budget. Becoming familiar with the processes involved in managing a club account now will keep you in the loop later when you talk with club officers over financial matters.

## **Account Forms**

There are several downloadable money-related forms, found on-line on the Clubs website under the “Documents & Forms” tab or in hard-copy form in the SIL Office, used for club financial transactions.

- **Clubs & Orgs Cash Reimbursement Form** – For \$75 or less. Signatures of the Financial Manager e.g. Club Treasurer and an SIL Representative required.
- **Clubs & Orgs Check Request** – For amounts greater than \$75. Signature of Requestor e.g. Club Treasurer/President and Budget Head signature approval from SIL Representative required.
- **Clubs & Orgs Deposit Slip (Accountability Itemization sheet attached)** – To be presented to Business Office at time of deposit. Signature of Preparer and Club President or Advisor required.
- **Clubs & Orgs Expense Advance** – Allows club to advance cash amounts of \$50 or less and checks of \$50 or more to club members who need it for club purposes. Signatures of Financial Manager e.g. Club Treasurer, SIL Representative, and Recipient required.
- **PLU Division of Student Life Request for Financial Support** – The Division of Student Life has established a fund to support student participation in programs and conferences away from the campus. Students may petition for financial support under certain conditions listed on this form.
- **ASPLU Appropriations Request Form** – The ASPLU Appropriations Board list several questions on this form they'd like the club requestor to answer and submit.

## **Funding Resources**

Recognized organizations can obtain funds in three primary ways: Fundraising, Appropriations Board, and Dues. Additionally, the Student Life Council has allocated funds to support travel.

## **Showing Films**

Most movies are copyrighted and cannot be legally shown in a public setting without the permission from the copyright holder. It does not matter whether you charge admission or not.

## **FBI Warning**

When the FBI Warning at the start of a video says, “Federal law provides severe civil and criminal penalties for unauthorized reproduction, distribution or exhibition of copyrighted motion pictures,” it essentially means that you cannot show the video outside your home.



Almost all of the movies you borrow from the Library, rent or buy are intended for home use and cannot be shown in a public setting.

### ***How is “public showing” defined?***

The definition of a public showing of a movie, according to copyright law, is to “display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of family and its social acquaintances is gathered.” Advertising your event or holding it in an open space such as Ingram or The Cave counts as a public showing.

### ***Getting Permission to Show a Movie***

Contact the movie distributor and obtain permission to show the film. Acquiring permission to show popular mainstream movies is fairly simple, provided that you have asked early on in your event planning timeline and can pay the price for permission, which can be \$100 or more. Reaching the copyright holders of rare or international films may be tricky, posing a greater challenge to getting permission for such films.

Many film titles are available from the following sources:

- SWANK Motion Pictures, Inc.
- Criterion Pictures, USA
- Kino International
- New Yorker Films

When contacting the distributor, make sure to have the following information ready:

- The requestor’s name (either you or the club leader) and the name of your organization
- Where and to whom you will show the film
- How your organization will pay for the rights to show the movie
- Contact information for your organization
- Whether or not you need a copy of the film

### ***Films with Public Performance Rights***

The library owns a small number of films that were purchased with a Public Performance Rights. Videos with Public Performance Rights usually can be shown as long as you do not charge admission. Often these works are documentaries from independents distributors, and have not had a major release in movie theaters.

If you have questions, please contact:

Student Involvement & Leadership: 253-535-8319

Mortveldt Library: 253-535-7500

Information on film showing presented originally from *University of Washington, Tacoma Library Media Collection*.

## **Travel Guidelines**

The PLU Finance and Operations' Travel and Insurance home page offers the PLU Travel Guideline to assist any organized PLU off-campus student or employee travel or organized off-campus activity requiring transportation. See below for examples of aspects covered by the PLU Travel Guideline:

- Things to know before conducting off-campus activities or travel
- Things to do before you leave the campus
- Your insurance and liability during off-campus travel
- How to arrange transportation for off-campus activities
- Checklist for pre and post travel tasks
- Forms and information to have on each trip

Visit the PLU Finance and Operations' Travel and Insurance home page (<http://www.plu.edu/~fiop/insurance>) to read the full guide and learn more on travel.

In addition, visit the Clubs webpage and click "Documents and Forms." The Travel section provides a list of forms that students will need to provide before departing. See the Club Handbook for further details.

### ***Trip Planning & Setting the Itinerary***

When traveling for club or organization purposes, your organization must submit a travel itinerary to your advisor and SIL. This itinerary should include:

- Name of person/people traveling
- Drivers and trip leaders (one per vehicle)
- Contact information for trip planner (email, phone(s))
- Address of destination(s)
- Purpose of trip
- Date and time of departure from campus
- Date and time of return to campus
- Estimated time of arrival at destination
- Estimated time of departure from destination

### ***Auto Insurance for PLU Travel***

The PLU Finance and Operations' Travel and Insurance web page notes the following about auto insurance dealing with PLU travel:

Personally Owned Vehicles: are not insured for business travel because of state laws. Carpools are not approved transportation! Mileage reimbursement is available for individuals using their personal vehicle for sponsored business. PLU travel emergency assistance is available, however.

Rental Cars in Foreign Countries: Always purchase comprehensive auto insurance from foreign rental car companies. This includes Canada and Mexico. Always report damage/accidents so we can protect you from liability and control costs.

Rental Cars in the US: No need to purchase insurance for rental cars in the US sponsored work activities. Always report damage/accidents so we can protect you from liability and control costs.

Visit the PLU Finance and Operations' Travel and Insurance home page (<http://www.plu.edu/~fiop/insurance/home>) to learn more about auto insurance and other travel subjects.

## **24-Hour Auto Accident/Breakdown & Travel Emergency Assistance**

### **Car trouble**

If you are having car trouble, Parkland Towing (253-535-0572) and Fife Towing (800-244-9528) offer discounts to PLU students and employees.

### **Auto accident**

In case of an accident involving a PLU vehicle, please follow these steps for vehicle accident and damage reporting outlined by PLU Finance and Operations:

1. Always call the police to the scene of the accident. Make sure they record a report for PLU.
2. Get from the other drivers: 1) full name 2) driver's license number 3) personal phone and address 4) insurance co. contact info
3. Give this info to others: 1-253-535-7441; PLU; Finance and Operations Office, Tacoma, WA 98447 PLU insurance: Travelers 1-800-832-7839; Policy #: TC2J-CAP-230T5861.
4. Substitute personal insurance info if your personal vehicle is involved

Always call Campus Safety immediately to report the accident (253-535-7441). Notify your department afterward.

### **Emergency Assistance when 100 miles away from Campus/Home**

PLU travel insurance offers 24-hour emergency service to PLU employees and students who have emergencies requiring medical, personal, or legal assistance when 100 miles or more from campus/home on pre-approved travel related to business and curriculum of PLU campus. Students and employees may use the emergency service 24-hour-a-day, 7-days-a-week, 365-days-a-year. To obtain assistance inside the US & Canada, call the AIG Assist 24-hour Worldwide Call Center: 1-800-401-2678.

Please visit the PLU Finance and Operations' Travel and Insurance home page and click on the "24-Hour Auto Accident/Breakdown & Travel Emergency Assistance" link to view the complete list of emergency services provided, see the steps to obtain emergency assistance (including outside the US & Canada), and know what info to provide when calling for assistance. Click on the "Travel Insurance Employees and Students" link for a summary of benefits about the PLU Travel Insurance. For additional assistance and guidance during an emergency, contact Campus Safety at 253-535-7441 or [campussafety@plu.edu](mailto:campussafety@plu.edu).

Visit the PLU Finance and Operations' Travel and Insurance home page (<http://www.plu.edu/~fiop/insurance/home>) to learn more on travel.

## **Important Policies**

Below are some important policies that can frequently come up within a club/organization. For more detailed information on any policies and procedures, please visit our Student Code of Conduct webpage.

PLU admits and enrolls students who possess the capacity for success both intellectually and personally at the collegiate level. It is our belief that each student is responsible for her/his behavior at all times. When accepted for membership into the PLU community, each student assumes the responsibilities and rights emerging from the university's goals and objectives. These include, but are not limited to, dedication to exploring human knowledge and culture while promoting the intellectual, physical, social, and spiritual development of students, and nurturing each student's preparation for responsible participation not only on the campus but also in local, state, regional, national, and international settings.

### **Noise**

Between 8:00am-10:00pm, noise on campus is to be kept to a level that does not disturb university classes or business. Between 10:00pm-8:00am, quiet hours are in effect and noise on campus is to be kept to a minimum.

### **Gambling**

Pacific Lutheran University does not permit wagering or games of chance on campus or at scheduled events off campus. Recognized student clubs and organizations are authorized to conduct events that include raffles, casino activities and auctions, provided participants do not pay for participation and the event is approved by Student Involvement and Leadership (SIL).

Students planning fundraising activities need to request permission from the SIL Office and meet with SIL staff to review compliance with PLU policy and Washington State law. Students voluntarily seeking assistance for a gambling-related problem may do so without fear of disciplinary action, and will be treated with the utmost sensitivity and confidentiality. Such assistance may be sought through a residence hall staff member; the Residential Life Office, x7200; Health Center, x7337; Counseling Center, x7206; Campus Ministry, x7464; and the Office of the Vice President for Student Life and Dean of Students, x7191. Students who are documented for violating the gambling policy, and who subsequently request assistance for gambling related problems, are not exempt from the review process or any sanctions that may result.

## Hazing

PLU is first and foremost an educational institution. Hazing prevention policies, and response procedures for hazing incidents, grow from and embody the institution's mission. Membership in clubs, organizations, and other university-affiliated groups can increase leadership and service potential; provide athletic, recreational, intellectual and spiritual opportunities; and otherwise contribute positively to personal and social development of our students. Where membership is linked with involvement in hazing activities, the educational purpose of the endeavor is compromised and safety of students is endangered. Hazing is therefore prohibited by university policy.

### **A. Policy Statement and Definition**

In conjunction with Washington State Law (RCW 28B.10.901 and RCW 28B.10.902), PLU defines hazing as any act of initiation (committed by a person, whether individually or in concert with others) into a student organization, athletic team or living group, or any pastime or amusement engaged in with respect to that organization or group with or without the consent of the participant(s), which:

1. causes, or is likely to cause, bodily danger or physical harm, or serious mental, emotional or psychological harm to any student or other person; or
2. may abuse, mistreat, degrade, humiliate, harass, ridicule, intimidate or endanger him or her, or which may in any fashion compromise his or her inherent dignity as a person; or
3. subjects a student or other person to conduct or conditions which a reasonable person in the circumstances would find harmful, including but not limited to
  - excessive mental or physical discomfort
  - alcohol or drug abuse
  - physical confinement
  - abandonment
  - verbal or physical abuse, or
  - substantial interference with the person's educational pursuits; or
4. otherwise involves a violation of a law or University policy or which encourages a student or other person to violate a law or University policy, including but not limited to the "Student Code of Conduct", "Alcohol and Drug Policy", and "Sexual Harassment Policy."

Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in such acts. Hazing occurs regardless of the consent or willingness of persons to participate in the activity. Hazing is prohibited no matter if it occurs on or off campus.

### **Publicity and Solicitation**

The university has determined that some control of and procedure for commercial solicitation and advertising is needed to:

1. Maintain a community respectful of individual right to privacy;
2. Regulate the means by which commercial advertising occurs on private property;
3. Offer procedure for students and businesses to request appeal of policy issues.

The intent of Pacific Lutheran University's solicitation policy is to maintain the community living rights extended to all students, staff and faculty. Basics tenants of this policy include:

1. The University will maintain its community standards in the advertisement or promotion of commercial interests, goods, services, events, etc.
2. Publicity must not interfere with satisfactory maintenance of university property;
3. Publicity must not limit the orderly operation of university affairs. Distribution by means of accosting individuals or hawking is not permitted.

### **Commercial Solicitation**

Commercial solicitation is not permitted on the campus of Pacific Lutheran University. Companies and their representatives, student representatives of commercial and/or personal enterprises, and employees of Pacific Lutheran University may not: post or distribute promotional materials on-campus or using PLU electronic resources; attempt to make sales through phone, room-to-room or electronic contacts. Exceptions to this policy are as follows:

1. Officially recognized student organizations may use the avenues discussed below for purposes of solicitation and/or promotion of their programs and the programs of other organizations that have been approved.
2. Within guidelines specified in this policy, individual students may advertise the sale of their personal goods, such as books, or their personal services, such as car rides or typing.
3. The Residential Life Office, in consultation with the Residence Hall Association and/or the Resident Directors, may authorize individuals or organizations to post promotional materials on residence hall bulletin boards or sell items in the lobby of individual residence halls if it is deemed to be of service to students, and following standard procedures does not seem the best approach. Those seeking approval must complete a request form that may be obtained in the Residential Life Office. Those approved will be given approval in writing and are asked to carry that written approval when conducting business.
4. Sales persons who are not members of the university community may be on campus, as it relates to sales, for the following reasons only:
  - to meet students with whom they have previously made appointments;
  - to make a request for an exception to the Residential Life Office;
  - to discuss the policy on solicitation with the university administration.

The presence of door-to-door salespersons on campus shall be reported to the Residential Life Office, the Student Involvement and Leadership Office, and/or Campus Safety Office.

### **Approved Types of Solicitation, Advertisement, and Promotions for Student Organizations on Campus**

University affiliated groups, organizations, or publications will advertise or sponsor only those commercial interests, goods, services, events, etc., that are legal or permitted on campus. (Alcohol, guns, gambling and credit cards may not be advertised or promoted, consistent with the University's ban on such items.) This restriction does not apply to the editorial content of student media. Editorial content includes all non-advertising material.

1. Publications, Event Brochures, Sponsorships: Recognized student organizations are authorized to solicit revenue from non-university businesses for advertising, sponsorship and promotional support of events. In keeping with university community standards that prohibit alcohol (and alcohol containers), and weapons (as described in the PLU Student Code of Conduct "Firearms, Explosives, or Weapons" section), campus groups are restricted from advertising/publicity that encourages or promotes possession, consumption, or use.

Advertising/publicity/sponsorship is restricted from businesses that are open only to adults 21 years and older.

Pacific Lutheran University community standards strongly encourage individual choices that do not put students at risk of incurring credit card or gambling debt. To support this, standard campus organizations are restricted from soliciting revenue from credit card purveyors or businesses engaged in gambling, including, but not limited to, casinos and online gambling activities.

2. Use of Residence Hall Mailboxes: The use of residence hall mailboxes by student organizations is permitted with the approval of the respective Resident Director. United States mail addressed to individual students, regardless of its nature is approved for distribution.

3. Room-to-Room Contact: Room-to-room student contact by student organizations is permitted for purposes of program promotion or election campaigning. It includes placing promotional materials under the doors of individual residents. This type of contact is subject to the approval of the Residential Life Office (who will consult with both Residence Hall Association and the Resident Directors).

4. Campus Bulletin Boards:

a. Commercial advertising signs are not permitted except when sponsored by a university department (e.g., the bookstore, athletic department), ASPLU, or Residence Hall Association, or when the Residential Life and/or Student Involvement & Leadership determine they are in the general interest of the university community.

b. Except for the residence hall bulletin boards, all university bulletin boards are classified as either general or reserved. Only "general" university bulletin boards may be used for commercial advertising purposes. These boards are located in the Columbia Center, Eastvold Auditorium, Hauge Administration Building, Ingram Hall, Memorial Gymnasium, Mortvedt Library, Olson Auditorium, University Center and Xavier Hall. All materials posted on boards must be approved for posting and be stamped accordingly or they will be removed. Approval for general bulletin boards may be obtained in the ASPLU Office, and in the Residential Life office for residence halls. Posters will be removed within 24 hours of the event.

c. Students who wish to advertise personal goods (such as books or bunk beds) or services (such as rides or typing) may use residence hall bulletin boards with the approval of the Resident Director.

d. To maintain the beauty of campus, no promotional materials may be affixed to trees, shrubbery, light standards, benches, sculptures, signs, vehicles, trash receptacles, fire hydrants, flag poles, or exteriors of buildings.

5. Chalk Drawing: Advertising with chalk must be approved by Student Involvement and Leadership in the Anderson University Center. The specific wording must be presented for approval. All chalk advertising and drawing will be cleared each morning by 8:00 am.

## **Speakers**

Pacific Lutheran University is committed to educating students for lives of thoughtful inquiry, service, leadership and care – for other persons, for the community, and for the earth. In accordance with this principle, any recognized university organization may invite speakers to campus that further PLU's educational mission. Effort should be made to inform the academic and larger community that sponsorship of a guest speaker does not necessarily imply approval of the views expressed or endorsement of them by either the sponsoring group or the university.

Routine scheduling procedures required by the university must be followed before completing arrangements for any speaker. Availability of suitable space for the event that does not conflict with the university's regularly scheduled program and the possibility of disruption of university business are factors to be considered in approving a proposed meeting. It shall be required that the audience be given an opportunity to question speakers at the conclusion of their presentations. This latter requirement may be waived only by Student Involvement and Leadership by appeal to the university president.

For any event, either of these people may also require:

1. The appointment of an approved moderator for the event with the authority to close the meeting if, in his/her judgment, it becomes disorderly or disruptive.
2. The restriction of the audience to members of the campus community or to members of a specific organization.

### **Alcoholic Beverages**

The university is concerned about students and their total physical, mental, and emotional well-being. The university recognizes that a complex cluster of student and social issues surround the use of alcohol in society and that student views concerning its use vary widely. The following university policy, has been established in recognition of Washington State law and out of desire to create a campus living/learning environment consistent with the university goals and mission. Community members participating in PLU sponsored study away programs are expected to respect the drinking laws of their host country while upholding the university policy outlined below. Students living off campus are expected to adhere to local drinking laws. Violations of local law may be considered violations of the PLU Alcoholic Beverages Policy.

1. Possession of alcoholic beverages is prohibited in or on university premises with the exception of the Gonyea House (the President's private residence), the Garfield Commons, the University House (which is privately owned), a Resident Director's university housing, South and Kreidler Halls (as outlined in the South Hall & Kreidler Alcoholic Beverages Policy and the Conference and Events summer policies), and for the purpose of approved religious worship.
2. 208 Garfield is permitted to serve alcoholic beverages (beer and wine) as a part of catered events on campus, and in compliance with this policy, in: the Columbia Center, Garfield Book Company, the Gallery and lobby of Ingram, the Phillips Center for the Performing Arts, the Mary Baker Russell Music Center, the Morken Center for Learning and Technology, the Neeb Center, Olson Auditorium, Nordquist Lecture Hall in Xavier and the Anderson University Center. The immediate adjacent outdoor areas to the buildings listed above may be considered for alcoholic beverage service as a part of an event inside the building.
3. The use or possession of alcoholic beverages is prohibited on campus in all other university spaces including the residence halls. The university reserves the right to confiscate and dispose of alcoholic beverages and/or containers found on the premises. Empty alcohol containers and brewing equipment are similarly prohibited.
4. Misconduct related to consumption, provision of alcohol to others or misuse of alcohol that creates risks for one's safety, threatens the safety of others, detracts from the living-learning community, disrupts the university community either on or off campus may be a violation of PLU's Alcoholic Beverages Policy. Violators will be referred to Student Rights and Responsibilities or Human Resources.



5. Students who are present when an Alcoholic Beverages Policy is being violated are expected to remove themselves from the room/situation and are encouraged to report the violation. Students who do not leave will be documented on an incident report and referred to the Student Rights and Responsibilities System. See [Residence Hall Communities](#) policy for further information.
6. If alcoholic beverages are available at PLU sponsored events, , then nonalcoholic beverages must also be available.
7. Students must show current valid identification (driver's license and PLU ID) in order to obtain alcoholic beverages at PLU sponsored functions.
8. At events sponsored by PLU, alcoholic beverages must be refused to minors, apparently intoxicated individuals, or persons in a state of helplessness.

Use of student government or residence hall funds to purchase alcoholic beverages is prohibited.

Students voluntarily seeking assistance for an alcohol-related problem may do so without fear of disciplinary action, and will be treated with the utmost sensitivity and confidentiality. Such assistance may be sought through a residence hall staff member; the Residential Life Office, 253-535-7200; Health Center, 253-535-7337; Counseling Center, 253-535-7206; Campus Ministry, 253-535-7464; Campus Safety 253-535-7441; and the Office of Student Life, 253-535-7191. Students who are documented for violating the alcohol policy, and who subsequently request assistance for alcohol related problems, are not exempt from the review process or any sanctions that may result.

## **Legal Information**

Advisors do have the potential liability exposure, and should understand their obligations to actively and effectively provide advice ("legal duty of care") to the organization to the extent advisors become the subject of claims or other liabilities as a result of their role, they are covered by the University's liability insurance programs so long as the alleged acts giving rise to the claims/liabilities fall within the scope of their official duties. As an advisor, the interactions you have with students will increase the likelihood that something may be disclosed. You have a responsibility to know the FERPA and Title IX policies and proper reporting procedures. For more detailed information, please visit

## **Accountability**

The officers and members of student clubs/organizations are responsible for conducting their activities in accordance with the rules of the university, the Student Code of Conduct, as well as with the purposes and procedures stated in their approved constitution.

The officers and members are responsible for observing all laws and regulations governing the various activities of the group. The university does not authorize, protect, defend, or assume responsibility for violations of public or private rights by students or student groups. Regardless of any civil or criminal action, which may be taken against students or student groups by reason of irresponsible conduct, such conduct, on or off campus, may subject the student or group to university disciplinary proceedings. Student club/organization members and officers should be aware that the organization and officers may be held responsible for injury or loss to others arising from their operations and activities. Therefore, officers and

members should consider whether they need liability insurance to protect the organization, its members, or officers. Clubs/Organizations should check with national chapters and their associations to see if plans are available to them.

In some instances, Student Involvement and Leadership may deem it necessary to review a club/organization's recognized status, operations, and procedures. Under such conditions, SIL reserves the right to remove a club/ organization's recognized status with the University. PLU reserves the right to take any action it deems appropriate with respect to any actions or activities undertaken by any student club/organization.

In conjunction with the Office of Student Rights and Responsibilities, Student Involvement and Leadership will work to hold clubs and organizations accountable if expectations are not being met. In order to be transparent with the procedures laid out in our Student Code of Conduct, the following steps may be taken if an incident report is submitted.

- Students are able to report an incident via the online Incident Report Form, found under the Documents and Forms link on the Clubs Website.
- Incident Reports will be submitted to Kat Slaby, Program Coordinator of Student Involvement and Leadership and Ian Jamieson, Director of Student Involvement and Leadership.
- The club/organization will receive a letter from the Office of Student Involvement and Leadership notifying them of the infraction and the date, time, location for a review down meeting with Kat Slaby.
  - Depending on the level of severity, the Director of SIL and/or individuals from the Office of Student Rights and Responsibilities may be a part of this meeting as well.
- During this meeting, the club/organization will have the opportunity to share their view of the information presented to them regarding the infraction. In addition, a restatement of expectations for the club/organization will be discussed including next steps for the club/organization and what the next level might look like should something happen again.
  - Possible outcomes from a meeting may include:
    - Club/Organization receives a Warning
    - Club/Organization is placed on Probation
    - Club/Organization receives Loss of privileges
    - Club/Organization is removed from Campus temporarily
    - Club/Organization is removed from Campus permanently

There are various levels of student group accountability, each with corresponding minimum action. Each level provides the ability to connect with SIL to proactively support the group and limit further inappropriate actions.

## Resources Cited

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5 Stages of Group Development

([http://www.drexel.edu/oca/l/tipsheets/Group\\_Development.pdf](http://www.drexel.edu/oca/l/tipsheets/Group_Development.pdf))

Advising Student Organizations: Strategies for Establishing and Maintaining Successful Advisor/Student Relationships

(<http://www.k-state.edu/osas/advisor/Nov%2006%20Advising%20Student%20Orgs.pdf>)

Guide to Advising Student Organizations – Colgate University

(<http://offices.colgate.edu/activities/manual.pdf>)

Student Organization Advisor Handbook – University of Wisconsin Milwaukee

(<http://www4.uwm.edu/sao/publications/manuals/AdvisorHB%202009.pdf>)