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## University Mission Statement

**Pacific Lutheran University seeks to educate students for lives of thoughtful inquiry, service, leadership and care – for other people, their communities and for the earth.**

## Office for Student Engagement Mission Statement

**Office for Student Engagement leads in providing all students with the opportunity to engage in co-curricular learning, vocational discernment, and programming.**

### Diverse, Just, and Sustainable

Pacific Lutheran University has a strong commitment to diversity, social justice and sustainability rooted in our Lutheran heritage and featured in the planning documents of PLU 2000, 2010 and 2020. Our Lutheran tradition calls on us to see diversity, social justice and sustainability not as three separate concerns but as one crucial cause demanding our best attention and action.

These principles provide the backbone for student-run clubs and organizations. Clubs will intersect with these issues in different ways. However, it is important for students to students active in clubs and organizations to understand the impact they have on the PLU community and beyond in regards to creating a diverse, just, and sustainable environment.

### Purpose of Student Organizations Handbook

The purpose of the Student Organizations Handbook is to serve as a resource for clubs and organizations that are primarily or entirely run by student leaders. While each individual organization, club, sports team, and honor society serves the campus in a unique and valuable manner there are central policies and procedures that are universal throughout our campus. To ensure that all clubs are successful in their central mission it is important that information about organization management, event planning, and publicity be available.

Throughout this document you will find regulations, expectations, and responsibilities related to organization management as well as tips and tricks, strategies, and advice regarding event planning and publicity. We did our best to create a comprehensive document that is helpful to all student clubs and organizations, however personal interaction may be more efficient for specific questions. Please contact Student Engagement with any specific questions.

## Annual Checklist for Club Leaders

### FALL

#### AUGUST

- Complete the advisor agreement available on the Clubs and Organizations website
- Assess club financial standing and write a budget
- Re-register your club for the coming academic year by submitting the appropriate form to Student Engagement

#### SEPTEMBER

- Recruit new members at the Involvement Fair, on Friday, September 8<sup>th</sup>
- Attend mandatory club officer training in the SABCO Space (AUC 140).
- Hold a meeting of officers and advisors to discuss and evaluate goals for the academic year, in-person or online as possible
- Agree on a regular meeting time and reserve a meeting space for the semester
- Inform your advisor of meeting times
- Begin planning events for the fall semester and reserve space

#### OCTOBER

- Reassess Club budget for the academic year
- Continue to keep your advisor informed
- Be on the lookout for prospective members

#### NOVEMBER & DECEMBER

- Continue regular contact with advisor
- Begin planning events for spring semester
- Plan end of the semester activities

### JTERM

#### JANUARY

- Reserve regular meeting space for Spring semester
- Meet if enough members present for J-term
- Plan events for the Spring semester

### SPRING

#### FEBRUARY

- Recruit new members
- Evaluate goals set at the beginning of the year
- Meet with advisor
- Set dates for Spring semester events
- Attend Spring Club Fair, held the first week of classes

#### MARCH

- Begin the election process for new officers
- Review and update constitution/bylaws
- Continue work on spring semester goals/activities and update advisor
- Submit nominations for Student Organization Awards
- Begin creating transitional documents to assist new officers in beginning their terms

#### APRIL & MAY

- Register your organization for the next academic year via Clubs website
- Attend the Student Organization Award Ceremony in the early May
- Hold elections and plan officer transition
- Ensure all accounts are settled and your club is not in debt
- Review year's successes, accomplishments, and failures
- Ask advisor to be involved with officer transition training
- Recognize valuable organization members
- Pass on club documents and transitional materials prepared by out-going officers
- Establish summer contacts and address list

#### SUMMER

- Stay in contact with organization members
- Ensure advisor is available to maintain advisorship in the coming academic year
- Check Clubs website to ensure club description is still accurate
- Make marketing/recruitment plans for Fall
- Prepare handouts and table decorations for Involvement Fair

## Starting and Maintaining a Student Club

### Starting a New Club

Student clubs and organizations can be formed and recognized by Student Engagement. A group of students wishing to form a club must:

1. Complete a Petition for Formal Recognition
  - Available at <http://www.plu.edu/clubs/join-a-club/Starting-a-Club.php>
  - Proposed groups that have the same or substantially similar purposes as an existing recognized student club/organization generally will not be recognized;
  - Proposed groups that are formed for commercial purposes or primarily for the financial benefit of an external corporation or organization will not be recognized;
  - Proposed groups that are formed for the purpose of sponsoring a singular campus event generally will not be recognized;
2. Write a Club Constitution

Following receipt of the Petition for Formal Recognition and preliminary approval of the group by Student Engagement, three organizational meetings may be held for the purposes of recruiting members and drafting the constitution and by-laws. A model constitution is available on the Clubs and Orgs website.

1. Constitutions do not necessarily need to follow the model exactly, but are expected to include all sections present.
2. All honor societies must receive written approval from the department with which they are affiliated and have it submitted to Student Engagement.
3. Obtain final approval from Student Engagement.

Once your constitution is submitted, it will be reviewed by Student Engagement. If approved, club officers will be contacted to schedule a training to review, discuss, and answer any questions regarding policies, procedures, and expectations of the student organization. At the conclusion of this meeting, the club/organization will be informed that the University officially recognizes it.

### Annual Organization Registration

#### WHY REGISTER EVERY YEAR?

- To inform Student Engagement that your organization is still active on campus and to remain eligible for all the benefits and privileges of being a student club/organization.
- To provide Student Engagement with accurate club meeting times and contact information for at least three members of your club/organization. This information is used to refer interested students to the club/organization, to inform student club/organization members about services and opportunities offered by Student Engagement, and to maintain open communication between Student Engagement and leaders of student club/organizations.

#### HOW DOES IT WORK?

- Student club/organization leaders can register their club or organization during the open registration period each spring, typically beginning in late April. Clubs and Organizations will send reminder messages when this period begins and again before the deadline.
- Student clubs/organizations are required to register on the Registration Form found on the Clubs website.

## Responsibilities of Student Organizations

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

1. 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.
2. The officers and members are responsible for registering the club/organization annually and maintaining their good standing as an officially recognized PLU student club/organization by completing the registration process on the Clubs website every spring and following all applicable rules, regulations, and procedures. It is required that student clubs/organizations maintain at least 10 active members in order to ensure the continuity of the group. Club/Organization presidents are required to attend training each Fall. The officer who oversees finances of a club/organization is *required* to attend.
3. The officers and members are responsible for informing Student Engagement of any changes in officers and/or a change in advisor. NOTE: Failing to register for two consecutive academic years will result in withdrawal of recognition and the organization will be required to resubmit a Petition for Formal Recognition and a constitution to Student Engagement for approval.
4. The officers and members are responsible for submitting a constitution to Student Engagement every year for review and revision. Constitutions must include all information required by the Model Constitution provided by Student Engagement. Any changes in a student clubs/organization's constitution are to be authorized by Student Engagement.

Only officially recognized and currently registered student clubs/organizations are authorized to use University facilities or services, or permitted to identify themselves directly or indirectly with the University's name or credit. Note that this regulation is not intended as a restriction upon the right of students to organize, but it is necessary in order to protect the proprietary name, credit, and facilities of the University. Student clubs/organizations do not officially represent the University but are considered independent entities that are eligible for benefits and privileges of recognition.

In some instances, Student Engagement may deem it necessary to review a club/organization's recognized status, operations, and procedures. Under such conditions, Student Engagement reserves the right to remove a clubs/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.

## Benefits and Privileges of Student Clubs and Organizations

The following are some of the benefits and privileges that are extended to each PLU student club/organization upon its official recognition by the University. A club/organization's failure to maintain recognition through annual registration may result in suspension of any or all of these benefits and privileges.

- To reserve campus facilities and outdoor spaces up to one calendar year in advance of the event date.
- To be included in the directory of officially recognized student clubs/organizations found on the Clubs website
- To post authorized publicity in approved posting areas, including IMPACT Boards as well as the use of cork-board and posting space in the AUC
- To reserve and use space in the AUC for "tabling," as scheduled through Conferences and Events
- To use "PLU" as part of the organization name (The Pacific Lutheran University name may be used only for purposes generally consistent with the organization's purpose and only to identify affiliation as a student

- organization)
- To request the creation of and utilize a FOAP (Fund Organization Account Program) account for the purpose of spending and saving funds as a club
- To apply for and receive funding from SAB Appropriations and/or the Student Life Council
- To have mail delivered to Student Engagement
- To participate in the Involvement Fair and to attend any other club-related fairs throughout the academic year
- To have an advisor who is a PLU faculty or staff member to help guide, provide mentorship and act as a sounding board
- To receive help, advice, and assistance from the staff of Student Engagement
- To link a club's Facebook page with the PLU web site
- To have an active PLU club's email account

## Eligibility for Organization Members

All students are eligible for membership in any student club/organization in accordance with the standards, academic or otherwise, established by each organization. Any student club/organization which selects its membership or officers upon the basis of restrictive clauses dealing with race, color, creed, religion, national origin, age, mental or physical disability, marital status, sexual orientation, or any other status protected by law will be considered to be operating in conflict with University policy.

Any faculty, staff, or administrator may be an associate member of any student organization, but may not hold office or vote.

The authority and responsibility for ensuring that general members comply with grade requirements for club and organization members shall reside with the officers and advisors of that organization.

## Hazing Policy

It is a violation of the Student Code of Conduct for a student or student organization to participate in hazing or harassment which includes 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

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".

## Organization Advisers

Each recognized student organization is required to have an advisor who is a full-time member of the University faculty or staff. If a group does not have an advisor, Student Engagement can assist the group in finding one.

### FUNCTIONS OF AN ADVISOR

- An advisor assists the organization to function in accordance with its stated purposes and is familiar with the events and activities sponsored by the organization.
- An advisor provides advice and counsel by sharing expertise, insights and ideas, and making recommendations when appropriate.

- An advisor assists in the development of leadership skills among members.
- An advisor gives counsel on financial and administrative matters relating to the organization.
- An advisor helps prevent any violations of University, community, or state regulations.
- An advisor may assist in communication between the club and the University
- An advisor is recommended to periodically attend club meetings
- An advisor should monitor club travel

### Requirements for Officers

The officers of all student clubs/organizations must be in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout their terms of office. Student Engagement will check the status of each student who runs for office.

Student clubs/organizations that have additional requirements aside from good academic standing (for example, honor societies) are responsible for ensuring that officers comply with grade requirements for club and organization officers (president, vice president, treasurer, secretary, etc.). This authority and responsibility shall reside with the officers of that club/organization in conjunction with their advisor. In instances of dispute, the decision-making authority and responsibility rests with Student Engagement.

Student clubs/organizations are responsible for signing up for a PLU club email account. This form can be found on the Clubs webpage under Resources – “Club Email Registration Form”. This email account will serve as the main source of communication between the Office for Student Engagement and a student club/organization. By creating a club/organization PLU email account a club/organization is also creating a shared space that will allow for information to be saved year to year as officers turnover.

### Acquiring Storage Space

Student Engagement has a limited number of storage lockers available for student club/organization use. Clubs/Organizations interested in having a storage locker can apply each year for the use of these facilities. Priority will be given to clubs that currently occupy locker space, however, they must fill out the Google Form stating they would like to keep their locker. Available space will be allotted on an as needed basis. Applications for storage space are included on the annual club/organization registration form. Space is available from August until May with limited summer storage opportunities. Clubs/Organizations assigned a storage space are welcome to move into their new space at the beginning of the fall semester.

### The SABCO Space

The SABCO Space, located in AUC 140 is a resource to all student clubs/organizations that includes butcher paper, markers, advertising supplies, a copier/printer, a die-cut machine, and the storage lockers mentioned above. This is also where you can find the Clubs and Organizations Interns, whose office hours will be listed on the door.

The SABCO Space is open from 8am-5pm to all students who are a part of a club or organization for official club business. Club presidents will be given swipe access to the SABCO Space, which will extend from 7:00am to 2:00am.

### Sponsoring Events

In order to enhance the quality of campus life for PLU students and their guests, student clubs/organizations are encouraged to sponsor a wide range of programs that are socially, recreationally, educationally and culturally diverse. While these programs are generally provided for the members of the campus community, others may be invited to participate in University activities in an effort to improve the campus environment for PLU students.

On the occasion when admission fees are charged for a campus event, the funds raised should be used to defray the costs of the event and support the sponsoring organization’s activities, and must be collected according to University fund-raising policies administered by Student Engagement. The primary purpose for charging admission fees for events should not be for financial gain or profit. Please work with Campus Concierge to help organize your admission fee collection.

### Event Planning Form

The Event Planning Form is required for all clubs/organizations looking to put on an event that includes any aspect outside of a member-only meeting. This form allows Student Engagement to maintain a working knowledge of what events are

happening on campus and ensures that clubs are made aware of any additional requirements necessary to sponsor this event. If you are unsure whether or not to submit an Event Planning Form, we advise submitting one just-in-case to ensure Student Engagement knows of your event.

The following events require the completion of the Event Planning Form:

- Any event open to the general PLU community
- Any event that includes fundraising, including tabling in the AUC
- Club meetings that include a speaker that is not a part of the PLU community
- Any off-campus travel for any length of time

The only events that are exempt from the Event Planning Form are regular club meetings and officer-only meetings.

### Days and Hours of Student Activities

The days and hours of student activities directly pertain to the availability of space on campus (e.g., AUC room, facilities, classrooms, and grounds). Rooms within the Anderson University Center are available on a first-come, first-serve basis via Hospitality Services. Other spaces around campus are also available for reservation; however, such spaces may require special permissions based on other departments. For example, the CAVE can be reserved through Conferences and Events; however, SAB will have final authority and ownership over the space. Conferences and Events can assist you in contacting appropriate individuals to reserve spaces throughout campus. All activities on campus must conform to the regular closing hours of the building or area. If necessary, permission for use of a building or room or area outside of its regularly scheduled hours may be arranged for a special event through Conferences and Events in conjunction with Campus Safety. In such cases, Conferences and Events will make proper arrangements with both the club/organization sponsoring the event and the particular department of the University that is responsible for the use of the building. Additional charges may be incurred by the club/organization in order to use facilities beyond posted hours.

During final examinations, group activities are not encouraged, however, they are not expressly prohibited.

Stress-management or mitigation events are well suited to occur during this timeframe and may be held only under the following provisions:

- Activities may be held only on campus
- No activities may be held in residence halls

### Hospitality Services Reservation Procedure

- A. Space and room reservations of any campus facilities will be accepted from recognized and approved student clubs/organizations up to one year prior to the event date. You cannot hold tentative space until you have been recognized and approved for the upcoming year. All reservations remain tentative, and, therefore, subject to cancellation, until necessary approvals are obtained and complete setup information is provided.
- B. Reservations can be made using 25Live, accessed by going to [www.plu.edu/calendar](http://www.plu.edu/calendar). When making a reservation in 25Live and posting to the PLU calendar, it is extremely helpful and important to add an event description (a brief summary of the event) into your request in order to approve requests and to help promote your event to the appropriate audiences. Stipulations have been put into place by Conferences and Events to ensure proper time is scheduled for event planning requests:
  - Club/Organization meetings: 4 business days before use
  - Minor events, typically less than 30 attendees: 1 month prior to event
  - Major events, typically 100+ attendees, requiring multiple locations: 6 months prior to event
  - Food service required: Two weeks before use
  - Technical equipment or personnel required: 15 working days before use
  - Security personnel required: 10 working days before use, must contact Campus Safety. There is a cost associated with having extra security at an event
- C. Space requests submitted through 25 Live will require approval by Conferences and Events, Student Engagement, and any applicable owners of a particular space. Conferences and Events approval relates specifically to space availability and suitability for event type. **Student Engagement will not approve space requests until an Event Planning Form has been submitted for an event.**
- D. Specific space and room assignments shall be made at the discretion of Conferences and Events, who reserves the right to make changes to a reservation, such as a room adjustment, to accommodate the greatest number of



organizations. Notice will be provided to sponsors and their guests.

- E. The sponsoring group agrees to cancel reservations when possible if plans are changed so that the space will be available for other groups. Repeated cancellations or no-show scenarios may result in disciplinary action for a club/organization.

### **Policies and Procedures for the Distribution of Literature, the Sponsorship of Visiting Speakers and Public Performances, and the Screening of Films**

As an institution founded on the tenets of Lutheran Higher Education, the University encourages its student organizations to contribute to the role of the University as a forum for intellectual discussion, diversity of thought, debate, investigation, and/or artistic expression.

The University has final discretion in decisions regarding the distribution of literature, the sponsorship of visiting speakers and public performances, and the screening of films that utilize University facilities or resources. In keeping with the intellectual imperative of the University and the instructive value of dialogue, educational or artistic merit and inclusion of multiple perspectives will be the normative basis for decisions. The use of the University as a forum, however, in no way implies University approval or endorsement of the views expressed by material distributed, by a speaker, in a public performance, in a film, or through other communication mediums.

#### **DISTRIBUTION OF NON-ACADEMIC LITERATURE**

The University provides for the distribution of literature created by outside organizations. This includes pamphlets, papers, and stickers provided by a non-PLU organization that will be distributed by members of a PLU student group. The following guidelines apply:

- Only members of a registered student club/organization may distribute literature
- The literature shall clearly identify the student club/organization responsible for the literature
- In order to gain approval, the following information must be provided to the Student Engagement no less than five (5) working days in advance of the planned distribution:
  - Copy of the material(s) to be distributed
  - Proposed facilities to be used for distribution
  - The time(s) and date(s) of distribution
  - The manner of distribution
- The material must be distributed according to all other University policies, including the policy on solicitation as outlined in the Student Code of Conduct

#### **SPEAKERS, FILMS, CONCERTS, AND OTHER PUBLIC PERFORMANCES**

Visiting speakers, films, videotapes, concerts, comedians, and other public performances must be registered and approved by Student Engagement by filling out an Event Planning Form at least 4 weeks prior to the date requested for the event. The Event Planning Form is available on the Clubs website. When hosting a speaker on campus, student organizations must provide a brief description of the topic that will be covered by the speaker. All films require a catalog summary that includes the company name through which the film is being obtained.

#### **DVD/VIDEO COPYRIGHT LAW GUIDELINES**

In light of the availability of feature-length films on DVD and streaming websites and the proliferation of DVD players and laptops, student groups are advised to be aware that federal copyright laws restrict the use of films (including digital versions such as DVD, Blu-Ray, or streaming media) to private showings and prohibit their public performance without prior written consent of the holder of the copyright. All films require the company name through which the film is being obtained. DVDs that qualify for public showings are covered by the above policy for speakers, films, concerts and other public performances.

#### **Sponsorship of Religious Activities**

In addition to policies and procedures for Sponsorship of Visiting Speakers and Public Performances and for Distribution of Literature, student clubs/organizations are expected to adhere to all rules and regulations established by PLU's Campus Ministry Office.

All registered student club/organization events must be congruent with the policies, objectives, and mission of the University. It is expected that events will be registered in accordance with the guidelines as stated in the Clubs and Orgs Handbook and that an Event Planning Form will be submitted for all events. Religious activities sponsored by student clubs/organizations that should be registered *include but are not limited to*: worship or religious services, Bible studies, witness talks, spiritual retreats, and other off campus activities. The University has final discretion in decisions regarding the sponsorship of religious activities. When these decisions involve student clubs/organizations they are made by the Student Engagement in consultation with Campus Ministry and other University officials as appropriate.

### **Sponsorship of Non-University Political Activities**

In addition to policies and procedures for Sponsorship of Visiting Speakers and Public Performances and for Distribution of Literature, the following guidelines have been created to regulate the presentation of political candidates and campaigns as well as elected or appointed government officials. The goal is to allow for sponsorship of these speakers and activities by a recognized student organization while protecting the interests of the sponsoring group and the University.

It is expected that events will be registered and approved using the regular timeline and Event Planning Form in place for all student club/organization events. In an election season, circumstances may arise where a club/organization learns of the availability of a political candidate or speaker less than 3 weeks before an event. Exceptions to the timeline may be made in these instances, but a request for exceptions with less than 24 hours notice will not be approved. The University has final discretion in decisions regarding the sponsorship of political candidates, speakers, or activities and these decisions are made by the Office for Student Engagement in consultation with other University officials as appropriate.

### **SPONSORSHIP OF STATE AND LOCAL INITIATIVES AND REFERENDA**

Student organizations may bring advocates for particular ballot measures to campus when those ballot measures are salient to the PLU community. This can include local and statewide issues. Organizations advocating for a particular side of these issues must follow the same procedures as a visiting candidate found below. Student Engagement will review requests for potential sponsorship of events related to referenda, recalls or other ballot issues on a case-by-case basis, in consultation with other University officials.

### **SPONSORSHIP OF POLITICAL CANDIDATES**

Pacific Lutheran University is a 501 (c)(3) organization; the IRS prohibits us from directly or indirectly participating in, or intervening in, any political campaign on behalf of the organization. Therefore, our student clubs/organizations should not bring political candidates on campus to campaign. There may be special circumstances in which a student club/organization may bring political candidates to campus. For specific inquiries, please work with the Office for Student Engagement.

### **SPONSORSHIP OF VOTER REGISTRATION ACTIVITIES**

Student clubs/organizations may sponsor non-partisan voter registration activities in collaboration with ASPLU Lute Vote. In accordance with election laws, all voter registration events must be non-partisan in nature; no campaigning may take place and no materials in support of any candidates or issues can be displayed while registering voters. Student clubs/organizations that exist to promote the campaign of a specific candidate or issue will not be permitted to sponsor voter registration activities. Upon approval of voter registration activities, Student Engagement will provide additional information on any procedures that may apply for submitting voter registration forms and providing information from the University to newly registered voters about Election Day requirements for student voters.

### **Policies and Procedures for Working with Minors**

In addition to the general requirements for registering student organization activities, some student organization activities involving minors (those under the age of eighteen) will be subject to additional requirements.

It is expected that all activities including minors will be registered and approved using the Event Planning Form in place for all student organization activities. These events must be registered at least sixty days prior to the first scheduled activity. Organizations must indicate on the Event Planning Form if minors will be physically present and participating. If minors are physically present and participating in activities (1) on the PLU campus, or (2) in activities that are under the authority or direction of the student organization (regardless of location), the organization will need to complete a number of additional steps as outlined below. Events/activities will be reviewed and approved by Student Engagement and the Director of Risk

Management and Insurance. Events/activities will not be approved and individuals are not permitted to participate in activities that involve direct interaction with minors until background checks have been conducted and required training is completed.

## **BACKGROUND CHECK**

A background check will be required of each PLU University student participant prior to his or his direct participation with minors in a program or activity. It is the responsibility of the student organization member coordinating the activity to assure that each participating PLU University student participant has submitted the required background check request form and has subsequently received clearance to participate.

## **TRAINING**

Each PLU University student participant who will be interacting with minors in such a program or activity must review and become familiar with the "Reporting Abuse or Neglect of a Child" section of the PLU Human Resources Policies (<http://www.plu.edu/personnel-manual/general-human-resources-policies/reporting-abuse-or-neglect-of-a-child/http://www.plu.edu/personnel-manual/general-human-resources-policies/reporting-abuse-or-neglect-of-a-child/>). Any suspected abuse must be reported to the Associate Vice President of Human Resources.

## **Contracting Performers**

It is not uncommon for PLU to enter into contractual agreements with performers, musicians, speakers, and the like. When negotiating contracts with these groups, be sure to keep in mind the following:

- Make sure all business terms are spelled correctly and used appropriately
- Make sure both parties' responsibilities are spelled out clearly
- Make certain you are able to do everything for which you are responsible
- Make sure there are no terms included which you do not understand – ask questions!
- Make sure both parties' obligations are fair (for example, both parties are required to carry insurance, not just one)
- Make sure ALL important terms are contained within the contract (not in a verbal agreement). If the other party fails to include all verbal terms in a written contract, walk away!
- In the state of Washington, verbal agreements made over the phone or in other correspondence may still be legally binding. Ensure all communication are as clear as possible and avoid making statement that are based on speculation (i.e. "I *think* we can offer \$10,000")
- Any visiting performer and their guests must adhere to all PLU policies while they are on campus, particularly related to alcohol, tobacco, and other drugs

Contracts can be confusing, but as with everything, Student Engagement is here to help. Contracts should be submitted to the Office for Student Engagement for review. Student Engagement will work in collaboration with the Office of Finance and Administration and other University Officials as appropriate in accordance with PLU's Contract Guidelines. If you have questions about contracts, please don't hesitate to stop in or call (253) 535-7195.

## **Dances**

At PLU, dances sponsored by student clubs/organizations are social activities primarily for PLU students and guest(s). In order to hold a dance, the sponsoring club/organization must register the event with Student Engagement using the Event Planning Form.

Special requirements for dances:

- Minors are not allowed at any PLU-sponsored dance, unless they are a PLU student
- Individuals that are of legal drinking age must be clearly identified by a bracelet or other form of identification if alcohol is available
- At least four alcohol enforcement agents, as provided by StaffPro or similar agency, are required at any dance where alcohol is served. These officers are in addition to Campus Safety officers, as recommended by the Director of Student Engagement

## **Event Admission Policies**

### **FREE CONCERTS**

(Includes musical performances, comedy or variety shows, etc., except concerts and events sponsored by the Music Department. NOTE: some events sponsored by the Music Department are free, but tickets are still required; ex. PLUtonic

and HERmonic concerts)

- PLU community members must present valid PLU IDs
- PLU community members may each bring up to three guests who are at least 18 years of age and who provide valid photo IDs
- Non-PLU guests must provide valid ID with a proof of being 18 years of age or older and may bring one guest who is at least 18 years of age and must provide a valid photo ID
- PLU alumni and invited guests of the University may also attend

#### **EVENTS WITH TICKETS SOLD AT THE DOOR**

(Except concerts sponsored by the PLU School of Arts and Communication)

- PLU community members must present valid PLU IDs
- PLU community members may bring up to three guests who are at least 18 years of age and who provide valid photo IDs
- Others who are at least 18 years of age may enter with valid photo IDs

#### **Other Conditions Relative to Entry at Events**

- All programs must take place in an atmosphere that assures the safety of all participants and other members of the campus community as well as the security of University property. Appropriate levels of security will be determined by Campus Safety, in consultation with Conferences and Events, Student Engagement, and the sponsoring organization.
- Events held on Sunday through Thursday will end no later than 11:45 p.m. Events beginning on Fridays and Saturdays will end no later than 2:00 a.m., and all participants must exit the event by 2:15 a.m.
- Entrance to events will be prohibited to persons appearing intoxicated or otherwise under the influence of alcohol or drugs.
- Attendees who have been asked to leave may not reenter the event.
- Events will be managed by the sponsoring organizations with the assistance of one or more of the following individuals, as decided by Student Engagement, Campus Safety Officers, Student Engagement personnel, or club advisor.
- Failure to meet these guidelines during the planning process or actual program could lead to the cancellation of the reservation or the event. Please consult with Conferences and Events in reference to specific timelines for planning various events.

#### **Guidelines Student Organization Ticket Sales**

Ticket sales are facilitated through the Concierge Desk via the Ticket Sales Request Form. All related policies and procedures can be found at <http://www.plu.edu/concierge/>

#### **Hosting Events that Include Alcohol**

No alcohol can be served or consumed at any on campus event unless an approved "Application for Campus Event with Alcohol" is on file with Hospitality Services. PLU Catering must be contracted to provide food and non alcoholic beverages for the event. Alcohol and the service thereof must be contracted through 208 Garfield. The application can be found on PLU Catering's website at: <http://www.plu.edu/catering/bake-sales-potlucks/>

#### **Hosting Events with Food**

For bake sales, cookouts, special dinners, and other events with food, it is important that the health and safety of all participants is ensured. While handling food at your event, you must follow the guidelines outlined in this section, as provided by PLU Catering. The information has been taken directly from PLU's Catering website. Due to Health Department regulations and University policy, food and beverage consumed on PLU premises must be provided by Pacific Lutheran University Catering. There are a limited number of circumstances in which outside food may be served. These are outlined below:

For a complete and detailed list of all of this information, as well as appropriate forms and documents needed for approval, you can go to PLU's Catering website:

<http://www.plu.edu/catering/bake-sales-potlucks/>

#### **Bake Sales**

Clubs or organizations wishing to hold bake sales must submit a "Notification of Bake Sale Form" to PLU Catering at least two weeks in advance of the sale. This form can be found at <http://www.plu.edu/catering/bake-sales-potlucks/>

Bake sales are an option for clubs interested in raising funds. If a club or organization is holding a bake sale, the items must be prepared and individually wrapped in a sanitary manner. A clearly visible sign at the point of sale must read, "Food was prepared at a kitchen that is not inspected by the Health Department." A sign is available for download on the PLU CAtering website.

### **Concession Sales**

Concession sales are only allowed on the PLU campus if they fall into one of these categories:

1. Operated by Dining & Culinary Services
2. Operated by Department of Athletics (Olson Auditorium Concession Stand)

These two categories must comply with the Tacoma Pierce County Health Department regulations and have a current copy of the TPCHD permit or courtesy letter on file with Dining and Culinary Services. This courtesy application and further details can be found on PLU's Catering website at the web address above.

### **Potlucks**

Potlucks and small group gatherings with user supplied food are acceptable in the following situations:

- Student organization, office and department functions for students, staff administrators, and faculty of Pacific Lutheran University.
- These events must be private and may not be advertised or open to the general public and may not include participation from members outside of the PLU community.
- These events may not be located in spaces that can be reserved through 25Live, the campus scheduling system, i.e. must be held in departmental offices or suites.
- These events must be for groups of less than 25 attendees.
- Recycling and waste from these events must be removed from the event space at the end of the event by the event planner/sponsoring club/organization/department.
- A clearly visible sign must read, "Food was prepared at a kitchen that is not inspected by the Health Department" (This form can be found on PLU Catering's website).
- Alcohol may not be served at these events.

### **BBQ and Self-Catered Events**

Student clubs and organizations that choose to cater and serve their own private event must fill out a "Request for Self-Catered Event" at least two weeks prior to the event. This form can be found at <http://www.plu.edu/catering/bake-sales-potlucks/>. All parties must comply with the following policies for their safety and the safety of their guests. If you have any questions about the requirements of compliance, please contact the Catering office prior to planning your food event. These policies are mandatory. If you do not think you will be able to comply with these policies at your food event, then you must have your event catered by PLU Catering.

### **Food Safety Policy**

It is the responsibility of the club or organization that runs the event to ensure that PLU students and the community at large are provided with a safe eating environment, and are protected from foodborne illness.

1. A metal stem or digital thermometer must be on site. Perishable foods must be refrigerated below 41°F or hot held above 135°F. All raw meats must be cooked to the required temperature. Refer to the food worker card manual for more information (This can be found on PLU Catering's website).
2. A hand washing station must be on site. At least five gallons of potable water in a container with a spigot (separate from that used for utenStudent Engagement washing) from which clean water can be drawn for each use without holding tap open and a catch pan. Please download this handout for more information regarding a temporary hand wash station. Disinfecting hand soap and single-service paper towels are also required. Hands must be washing after using the restroom or smoking, before starting or returning to work at regular intervals while handling food. Instant hand sanitizers are not replacements for hand washing.
3. All food and utenStudent Engagements must be stored off the ground and protected from dust and contamination.
4. Condiments should be labeled and kept in covered containers.

5. Unacceptable materials for storage and cooking: enamel-coated pots, copper, tin can, and cardboard.  
Acceptable: glass, stainless steel, aluminum, cast iron, and plastic.

### Food Worker Card Policy

Clubs and organizations must identify at least one constituent that will be certified (by the state of Washington) to handle food, this is a mandatory requirement for students, staff and faculty members to self-cater events. These constituents must take an online course and pass an exam to be certified by Tacoma-Pierce County Health Department. Additionally, any person preparing or serving food must have a valid food worker's card prior to the event. Copies of valid food worker cards must be submitted to the Catering office within 7 days of the event. To take the online class, please visit the Tacoma-Pierce County Health Department website (<http://www.tpchd.org/food/food-worker-card/>). There will be a \$10.00 fee associated with this course and payment is made via credit card on the website, certification is immediate and is valid for 2 years from date of issue.

For more information regarding additional policies related to hosting your event, such as Fire Safety, Garbage Removal and Cleaning Policy, and the Tacoma-Pierce County Health Department webpage; please visit PLU's Catering webpage at: <http://www.plu.edu/catering/bake-sales-potlucks/>

University Catering Services provides catering for campus venues; including outdoor spaces. All food & beverage needs for events scheduled within the Anderson University Center are required to be obtained through Catering Services. More information can be found on Catering Services website at <http://www.plu.edu/catering>

### Using Liability Waivers

Liability waivers are available through Student Engagement for events your organization is sponsoring. In general, a liability waiver should be obtained if participation in the event presents the potential for danger to any of the students involved. This risk might include traveling off-campus, performance on a stage or risers or physical activity (such as run/walk events or sports tournaments). If you are unsure about whether a liability waiver is necessary, contact Student Engagement for advice. Specific waivers for a particular event can be drafted to allow for a quicker process at the beginning of your event through Clubs and Organizations. Following the completion of the Event Planning Form, you may e-mail [clubs@plu.edu](mailto:clubs@plu.edu) to discuss the creation of an event-specific waiver.

**Please note that 10 working days notice is needed to prepare liability waivers that are event-specific. For information on travel liability, see page 16.**

**Contact the Clubs and Orgs Intern as early as possible!**

Once a waiver is obtained, make enough copies for all participants and have all participants sign a waiver prior to the beginning of the event or leaving campus. Students who are under the age of 18 need the signature of a parent or legal guardian. If you have students who are under the age of 18, you will want to contact those students well in advance so they are able to participate.

Within one week after your event, submit all the signed waivers to the Office for Student Engagement for archiving. Clubs/Organizations participating in domestic service travel must submit signed waivers to Student Engagement at least one business day prior to departure. Clubs/Organizations participating in international travel must work in conjunction with the Wang Center for Global Education for proper paperwork and requirements. Student Engagement keeps waivers on file for seven years. For more information on policies and procedures for domestic and international travel please see below.

### Noise Ordinances for Outdoor Events

When holding events outside that involve high levels of noise (amplifiers, bands, etc.), student clubs/organizations need to get approval from the Pierce County Sheriff's Department. This helps inform PLU's neighbors of the event to minimize disturbance.

If your club is interested in putting on an event that involves any outdoor amplification of sound that could extend farther than the reach of PLU's campus, a form must be filed with Pierce County Sheriff's Department. Please see Student Engagement for assistance in obtaining and completing the appropriate forms.

## Travel Policy and Procedures

The Office for Student Engagement supports student club/organization travel to engage in service, conferences, competitions and other activities in order to augment students' experiences outside of the classroom, to facilitate professional development, and to enrich the communities in which students engage. Student club/organization requests to travel either domestically or internationally will be considered in light of the educational, experiential, service, and/or social purposes of the travel. Specific attention will be placed on management of risks, safety of participants in the proposed travel destination, and the planned activities.

The Office for Student Engagement in conjunction with the the Office for Risk Management has final discretion in decisions regarding domestic or international travel by student organizations. All activities and travel must conform to the University's general regulations pertaining to student activities as presented in this handbook and in the Student Code of Conduct. The Student Code of Conduct applies to all students on and off-campus, including during domestic and international travel. Reports of violations of the code could result in conduct proceedings upon return to campus. An individual student's conduct record could impact his or her eligibility to participate in student organization travel. Such decisions will be made by Student Engagement in conjunction with Student Rights and Responsibilities.

All student organization travel must be registered with Student Engagement. In order to protect the safety and best interest of students and PLU employees traveling, PLU reserves the right to cancel any travel plans at any time, regardless of prior approval based on a review of current conditions. As such, while not required, travel insurance is highly recommended, particularly for international travel. Please contact Student Engagement with any questions, 253-535-7195.

### Domestic Travel

Domestic travel must be registered and approved by Student Engagement (AUC 161) by submitting the appropriate documentation at least two months prior to the departure date.

### International Travel

Traveling internationally is a complicated process. If traveling internationally, you must work with the Office for Student Engagement in conjunction with the Wang Center for Global Education. This process should be initiated at least 9-12 months prior to departure date. For detailed guidelines following the Wang Center for Global Education policies, procedures, and resources please review the study away policies at: <http://www.plu.edu/studyaway/documents/>.

The following types of things need to be taken care of before a trip can be approved:

1. Identify an Advisor or Faculty/Staff member who will accompany you on this trip
  - a. Signature must be acquired
2. Identify a clear location/destination in which you will be traveling to
  - a. This location will need to be cleared through the Wang Center for Global Education to ensure that there are no travel warnings for this destination
3. Consult with the Wang Center for Global Education to ensure completion of proper trainings
  - a. Trip leader trainings
  - b. Student trainings
4. Provide a detailed itinerary
  - a. Hotel names (star ratings included)
5. Submit proper paperwork
  - a. Confidential Medical Statement for Travel
  - b. Statement of Responsibility and Authorization Waiver
  - c. See below for a complete list of documentation

### Pre-departure meeting

For all student organization travel **that will include an overnight stay**, trip leaders are required to complete a pre-departure itinerary at least two weeks prior to the scheduled departure date. An orientation, which is an in-person meeting facilitated by representatives from Student Engagement will address issues including but not limited to health, safety, security,

accident procedures, and expectations - all trip participants must be present. If traveling overseas, you must also schedule a meeting with our Director of Risk Management, Sue Liden, to go over foreign travel insurance.

### Liability Waivers and Forms

All PLU student participants in student club/organization domestic and international travel must sign a liability waiver prior to departure. Student Engagement will obtain liability waivers for the organization upon submission of completed documentation. Signed waivers must be returned to the Office for Student Engagement at least **three days prior to departure**. The Office for Student Engagement reserves the right to withdraw a student from a planned trip if they fail to submit their paperwork on time. For overnight trips, additional health forms may be required. To view a complete list of all appropriate forms needing to be completed, please visit our website and view the Travel Documents section: <http://www.plu.edu/clubs/documents/>

- Required Forms:
  - Faculty/Staff Statement of Responsibility and Authorization Waiver (if traveling internationally)
  - Faculty/Staff Confidential Medical Statement for Travel (only needed if traveling internationally)
  - Student Statement of Responsibility and Authorization Waiver
  - Student Confidential Medical Statement for Travel (only needed if traveling internationally)

### Vehicle Insurance

PLU does not provide insurance coverage for personal vehicles used in student club/organization travel. Clubs/Organizations are responsible for their own insurance coverage and the payment of all claims and damages if using a personal vehicle. PLU's auto insurance will provide coverage for vehicles rented for PLU sponsored activities.

### Transportation Options available to Clubs

There are multiple ways for your club/organization to participate in off-campus events that involve traveling a distance greater than is possible without use of a vehicle. Individuals seeking to use fleet or rented vehicles (12-passenger vans) must be certified through Campus Safety. Available options include:

- PLU-owned 12-passenger vehicles can be rented through Campus Safety
- 12-passenger vans can be rented from Enterprise through Campus Safety
- Public transportation is strongly encouraged where applicable

Students/advisors are not allowed to organize carpools as the safety of the vehicle, driver, and/or other factors are outside of the University's control.

### Air Transportation

Air transportation may be reserved through a travel agent or via the internet. Care should be taken to ensure that the best pricing for travel arrangements is realized regardless of the method. We encourage you to use a PLU purchasing card, through Student Engagement, when making your travel arrangements. However, if you prefer, you may use your personal credit card.

All domestic and foreign travel should be booked in the least expensive class. You may be asked to provide an explanation should you book airfare that costs more than coach fare.

To maximize discount fare possibilities, air travel arrangements should be made as far in advance of the travel date as possible.

When traveling to the same event, the university recommends that no more than two officers of the university or two staff from any single department fly on the same plane.



## Hotel Accommodations

When student groups traveling on University club/organization business will be away from home for one or more nights, they are encouraged to stay in moderately priced hotel facilities whenever possible.

When travel arrangements are such that arrival is later than 6:00 p.m., it may be necessary to guarantee with the hotel for late arrival. The student group is responsible for any changes in the room reservations or cancellations. Any “no show” charges that could have been avoided will be the responsibility of the student group. To avoid incurring such costs, student groups are encouraged to cancel in a timely manner and record the cancellation number assigned when the room is released.

Reimbursement is limited to the rate for a single room unless the room is to be shared with another club/organization member. Any additional charges incurred that are personal in nature, must be deducted when completing the **Travel Expense Voucher**.

## Travel Expense Voucher

The following policy has been established to provide guidance on the use of the University’s resources to pay (either through reimbursement, advance or P-Card charge) travel and entertainment expenses incurred by PLU student clubs/organizations while conducting University business. The purpose is to help the University effectively monitor and control costs, and to adequately comply with the accountable plan rules set forth by the Internal Revenue Service (IRS). (For specific requirements imposed by the IRS for employee business expenses, see IRS Publ. 463, Travel, Entertainment, Gift and Car Expenses). Per this publication, “To be an accountable plan, an employer’s [or student’s] reimbursement or (expense) allowance arrangement must include all of the following rules:

- Your expenses must have a business connection—that is, you must have paid or incurred expenses while performing services as a student representative of PLU.
- You must adequately account to the Office for Student Engagement for these expenses within two weeks,
- You must return any excess reimbursement or allowance to Student Engagement in conjunction with the Business Office within a reasonable period of time.

Per the same publication, “a non-accountable plan is a reimbursement or expense allowance arrangement that does not meet one or more of the three rules listed” (above). Any amounts reimbursed or paid to you in the form of an advance, which have not met the three rules, will be included in your income in box 1 of your Form W-2. Therefore, PLU has elected to have its students follow the accountable plan rules, and expects all students to adhere to this policy.

Under PLU’s accountable plan, reimbursable travel and entertainment expenses need to meet the following additional requirements:

- Travelers must submit to the Business Office an approved Travel Expense Voucher substantiating the amount, time, use and business purpose of expenses within 20 days after the expenses are incurred.
- Student groups must also return to the Business Office any advance amounts in excess of substantiated expenses within 20 days after the completion of the trip.

## GENERAL GUIDELINES

1. These guidelines are intended to provide student groups, who are authorized to travel on behalf of the university, with adequate means of transportation, lodging, meals and other services necessary to conduct university club/organization business. The university intends that student groups should travel in comfort when away from home on business. However, accommodations, meals, transportation and services used should be in keeping with those the individual would

use if he/she were paying out-of-pocket. It is expected that those traveling on PLU club/organization business will act as responsible stewards of club/organization funds, and will avoid excessive or extravagant expenditures.

2. Before undertaking any travel for the university, student groups must seek the approval of the Office for Student Engagement. Should the Office for Student Engagement require the completion of a Pre-Travel Authorization Form, it can be found on the Business Office's web page under Downloadable Forms. When completed properly, this form is helpful in determining the validity and feasibility of the intended travel. (The Business Office, however, does not require this form unless the student group is requesting advance payments.)

3. In the instance that the student group needs a travel advance, either in the form of cash or other prepayment, an approved Pre-Travel Authorization Form is required by the Business Office. Travel advances, aside from reimbursement of a student group advance purchase of airfare for the trip, will normally be limited to \$125.00 per day. Requests must be submitted to the Business Office by 5 pm on Monday (or the first business day of the week) in order for a check to be available on Friday (or the last business day of that week). If the total amount of the travel advance exceeds \$125.00, it will be issued in the form of a check.

4. An approved Travel Expense Voucher must be submitted to the Office for Student Engagement within fifteen (15) days from the date that the last expense was incurred on the trip. In most cases, subsequent travel advances or reimbursements will not be processed for student groups who have a travel expense report that is overdue. Requests for reimbursement of club/organization mileage and related expenses incurred for local travel on university business must also be submitted on an Auto Mileage Form by the 15th of the month following the expense.

5. To ensure reimbursement of incurred expenses; the following must be documented in the space provided on the Travel Expense Voucher:

- A. The business purpose of the trip or entertainment.
- B. The dates and corresponding amounts of each item of expense.
- C. If any of the expenses were incurred on the behalf of other non- PLU employees, state their business relationship to PLU (i.e., purpose of the business entertainment.)

The University requires that original receipts be submitted for all expenses, including itemized restaurant receipts, when available. Per IRS Publ. 463, a restaurant receipt is enough to prove an expense for a business meal if it has all of the following information:

- The name and location of the restaurant.
- The number of people served.
- The date and amount of the expense.

Also, per the publication, if a charge is made for items other than food and beverages, the receipt must show that this is the case.

While a credit card slip by itself may not be considered an original itemized receipt, it will suffice if all of the above information is noted on the slip, including number of people served. In the case of hotel bills, the folio account from the hotel is necessary. For business entertainment, you must indicate on the form the names and affiliation of those entertained, the business purpose of the entertainment, and the nature of the discussion that took place.

After travel, students should schedule a meeting with the Senior Office Assistant for Student Life, to review travel expenses and complete the voucher.

# Club Accounts

## FOAP Account

Student clubs are entitled to the creation of a FOAP Banner Account. Funds roll over year to year, however, no money is allotted to clubs at their creation or at the beginning of each academic year. All funds must be raised by the individual club/organization.

Oversight of these accounts will rest primarily with the Treasurer in conjunction with the Office for Student Engagement.

Club President and Treasurer will be instructed on how to properly use funding during the training at the beginning of each academic year. The Office for Student Engagement is the Financial Manager for all student club accounts. Should a club need to spend money from their account, the club Treasurer will work in conjunction with the Office for Student Engagement for signatures on reimbursements, cash advances, and/or check request forms.

Please submit financial paperwork to the Senior Office Assistant for Student Life. She will work in conjunction with the Director review and approve the request and will then notify the club member that the paperwork may be picked up and taken to the Business Office for reimbursement. Please see the section entitled "How to Access Funds" for more information.

## Student Organization Funding through University Sources

Student clubs may apply for funding from the SAB Appropriations Committee, DJS Fund, or the Student Life Council. Funds will only be granted to clubs that are organizing or participating in programs that impact the greater community. Your club must be registered and in good standing with the University.

## Student Activities Board Appropriations Policy

Appropriations with the Student Activities Board (SAB) of Pacific Lutheran University encourages student clubs and organizations to plan and implement programs and activities for students.

It is the responsibility of the Club or Organization asking for funds to time their requests appropriately, understanding that they will be notified within 10 days of their Appropriations request.

If a Club or Organization is requesting funds **less than \$500** they should propose to the SAB Appropriations Board a projected cost, with detail of where the money is going, and intended outcomes of their program or activity for students.

If a Club or Organization is requesting funds **equaling or more than \$500** they should prepare a presentation for the Appropriations Board that gives the projected cost, a detailed account of what or where the money is going to, intended outcomes of their program, benefits to the clubs and organizations student experience, and an argumentation about why more than \$500 should be allocated to their program.

**Club and Organizations may apply by going to, <https://www.plu.edu/sab/home/documents/>.**

Please take into account the following when asking for funds from Appropriations:

### Approved Appropriations Funds

Travel fees for service trips  
Catering and Food for on-campus events or programs for all students  
Publicity and Advertisement  
Funds needed for any on-campus events open to all PLU students  
Documentaries, Films, or Performances  
Speakers or Educational Events related to student programming  
Club membership dues or curriculum fees

### Appropriations Does Not Fund

Conference or Events Fees  
General Operations (Office Supplies, etc.)  
Recurring Events (Weekly Meetings)  
Fundraising Events  
Charity Events  
Alcohol  
Airfare or International Travel  
Personal Expenses  
Expenses for programs which have already taken place  
Funding to attend events that directly or indirectly support a political party or candidate  
The sole amount of a request exceeding \$2000

## Appeals Process

A Club or Organization may appeal the Appropriations Board's decision about funds. Appeals must be submitted within a week of the committee's final decision. Appeals are made to the Director for Student Engagement. Decisions about appeals will be finalized within two weeks of the filing of an appeal. The following are a list of circumstances that would constitute the need for an appeal:

- The decision comes back informing the club about a lack of information about the requested program's fund.
- If the Appropriations Committee fails to adhere to Appropriations guidelines, deadlines, procedures, and policies.
- If the Appropriations Committee was inconsistent and arbitrary in allocation.

## DJS Fund

Learn more about the DJS Fund here: <https://www.plu.edu/sustainability/diversity-justice-sustainability-award/>

## Student Life Council Funding

Applications for funding from the Student Life Council should contact Student Engagement directly.

## Fundraising Policy

Only recognized and registered student clubs/organizations may sponsor a fundraising activity. There are three different types of fundraising activities: internal fundraisers, external fundraisers, and solicitations, donations, or in-kind contributions.

***Student Engagement must approve all fundraising activities sponsored by student organizations through completion and acceptance of an Event Planning Form. Fundraising activities must be consistent with the mission of PLU, and adhere to all local, state, and Federal laws and ordinances.***

### Internal Fundraisers

Internal fundraisers are defined as events sponsored to raise money for internal organizational use (e.g., operating expenses, organizational activities, etc.) Student clubs and organizations may collect money via cash or check ONLY.

- Unless a student club or organization has an approved Gift Account, contributions to internal fundraisers are not tax deductible. Student organizations may not rely on the University's tax exempt status in organizing or operating such an event and shall in no way imply that the University is a sponsor of the event.
- The net proceeds of the fundraiser are to be dedicated only to funding the organization's activities that comport with the organization's stated purpose(s).
- No raffles, lotteries or sweepstakes may be held. An event involving all three of the following: (1) an entry fee (2) a prize (3) chance/luck, may fall under the legal definition of gaming, which is regulated by state law. Please contact Student Engagement to determine if a proposed event would be considered a "raffle" or illegal gambling.
- Fundraisers that promote the use and/or sale of alcohol (e.g., happy hours) will not be approved.
- Fundraisers involving credit cards (e.g., credit card applications) will not be approved.
- All fundraising plans must be submitted to Student Engagement for approval **at least three weeks prior** to the fundraising activity by completing an Event Planning Form.

### External Fundraisers

External fundraisers are defined as events sponsored to raise money for charitable, tax-exempt organizations external to the University.

The following policy allows recognized student organizations to use University facilities and sponsor events to raise money for another tax-exempt charitable, educational, or religious off-campus organization as defined under the Internal Revenue Code Section 501 (c) (3).

- The proposed recipient must be an IRS-recognized 501 (c) (3) organization. A copy of the IRS determination letter verifying this status must be submitted with the Event Planning Form. All commercial or political activities or organizations as well as unorganized or unrecognized public groups irrespective of their avowed

aims or purposes are strictly excluded as recipients.

- The funds devoted to such purposes are to be confined to the net amounts realized from voluntary contributions made to such activity.
- Contributions to external fundraisers must be made payable directly to the external charitable organization and charitable organization. Contributions may not be made payable to the University. The student organization and charitable organization shall in no way imply that the University is a sponsor of the event.
- No raffles, lotteries or sweepstakes may be held. An event involving all three of the following: (1) an entry fee (2) a prize (3) chance/luck, may fall under the legal definition of gaming, which is regulated by state law. Please contact Student Engagement to determine if a proposed event would be considered a "raffle" or illegal gambling.
- Fundraisers that promote the use and/or sale of alcohol (e.g., happy hours) will not be approved.
- Fundraisers involving credit cards (e.g., credit card applications) will not be approved.
- Student clubs and organizations may collect money via cash or check ONLY.
- All fundraising plans must be submitted for approval **at least three weeks prior** to the fundraising activity by completing an Event Planning Form, and include a copy of the Internal Revenue Code Section 501 (c) (3) form obtained from that organization.

### **Solicitations, Donations or In-Kind Contributions**

Asking for funds or donations of goods or services either for internal organizational use, activity, or in support of an approved internal or external fundraiser.

The following policy provides a means for recognized student organizations to occasionally solicit funds or contributions (in contrast with conducting a fundraising activity or event) from students, faculty/staff, alumni, individuals who are not alumni, parents, corporations, and/or foundations, for the student organization's internal use directly related to its stated purposes, for an approved campus event, or in support of an approved internal fundraiser.

In addition to the guidelines delineated in this handbook for Internal Fundraisers, requests for solicitation of monies by recognized student clubs/organizations may be considered for approval by Student Engagement provided they meet at least the following requirements:

- The net proceeds of the fundraiser are to be dedicated only to funding the organization's activities that comport with the organization's stated purpose(s), or for a previously approved campus project.
- No solicitations will be made or given for the benefit of another tax-exempt charitable, educational, or religious off-campus organization; or any commercial or political organizations or activities; or unorganized public or private groups irrespective of their avowed aims or purposes.
- Funds requested are to be derived from voluntary contributions specifically made to meet the purposes of the approved solicitation.
- Solicitation of a student clubs/organization's own members does not require approval from Student Engagement. Solicitations of any person or entity other than a student organization member (e.g. faculty/staff, alumni, individuals who are not alumni, parents, corporations, foundations) require review and approval from Student Engagement, in consultation with University Advancement as appropriate.
- All plans for fundraising must be submitted for approval **at least three weeks prior** to the fundraising activity by completing an Event Planning Form.
- Solicitations or in-kind contributions (e.g., donations of gift certificates, products or services) must also comply with this policy.

### **Auction Guidelines**

At the event/auction, each bid sheet/program and signage must provide the total fair market value of the items. In order to provide an opportunity to prospective bidders to claim a deduction, bidders must know the fair market value (FMV) of each auction item.

Bidders will be able to claim a charitable donation for the amount paid in excess of the FMV, provided the bidder knew the FMV in advance of the auction. PLU will provide a receipt reflecting this net deductible amount.

There can be no listing of an item as “priceless,” unless there is no desire or intent to provide the winning bidder with a possible tax-deduction. In such a case, the winning bid establishes the value and, thus, the bidder receives something of equal value for their payment. Please make all efforts to identify the FMV of auction items. Prior similar auctions and eBay are good sources of values.

Please DO NOT tie a raffle or door prizes to auction events. The IRS considers these games of chance. Therefore, any admission price or purchase that qualifies an attendance for such a game of chance disqualifies any portion of that fee for a deduction.

Items contributed for an auction may be tax-deductible. There are two underlying rules:

1. The item must be a gift in the eyes of the IRS. This excludes contributions recognized as either a service or partial interest. Examples of non-deductible services include free massages, legal advice, tax preparation, etc. Partial interest gifts include the use of a vacation home, free rounds of golf, free airline tickets, or stays at a hotel.
2. The item must actually sell at the auction. Therefore, we do not provide receipts for donated items until after the conclusion of the auction. Those receipts will describe, without indicating value, what was given.

Donated auction items fall under the IRS definition for unrelated use property. Any contributed property not put into service by PLU falls under this category. A related use gift would be a piece of medical equipment donated to the School of Nursing. Converting contributed items is a good way to generate more resources for PLU, but the law requires a reduction in a donor’s deduction for unrelated use property. Advancement Officers need to advise donors when soliciting auction items of the unrelated aspect of their donation.

Advancement Officers/University Representatives must advise donors of items estimated to be worth \$500+ of the possible need for them to file IRS Form 8283 with their itemized tax return. They should be encouraged to seek tax guidance and, if required, obtain a copy of the latest version of this form, complete their required portion, and deliver to PLU’s Division of Advancement for signature and return.

Advancement Officers/University Representatives must advise donors of items estimated to be worth \$5,000+ of their possible requirement to obtain the signature of qualified appraiser on their 8283, prior to the delivery of the 8283 to the Division of Advancement for signature. The donors should also be informed of PLU’s requirement to file Form 8282 with the IRS whenever we sell donated property of \$5,000+ within three years of donation, this will likely be true for donated auction items. Advancement Officers/University Representatives must notify PLU’s Advancement Division when such events occur.

## Gift Accounts

Student clubs and organizations may receive support from alumni/ae and private contributors as well as corporate donations. Most Pacific Lutheran University student clubs and organizations are not incorporated as 501(c)(3) organizations and are therefore unable to accept tax-deductible contributions, some student clubs and organizations may wish to open a Gift Account with the University. By opening a Gift Account and depositing donor contributions directly into this account, Pacific Lutheran University accepts tax-deductible contributions from donors on behalf of the student club or organization. The donor receives an acknowledgement of the receipt of the gift from the University’s Division of Advancement.

Clubs & Orgs associated with outside non-profit organizations may not open open a Gift Account through the University nor may they donate funds from their existing general club account. If clubs wish to donate to a parent or other

organization which is unaffiliated with the University, they must do so via cash or money order.

In order to establish a gift account, student clubs/organizations must demonstrate a foreseeable long-term contribution to the University community and a need for such an account. To begin the process, an organization completes the Fundraising and Gift Account Request form. Once completed, the form is submitted along with a current organization budget, solicitation/donor letter (if fundraising), and any other relevant supporting documents the organization wishes to include. When physically utilizing the gift account for fundraising, an Event Planning Form must be submitted that highlights the type of activity that will take place along with other event logistics (date(s), etc.). All documents should be submitted via email to Aryn Fine ([afine@plu.edu](mailto:afine@plu.edu)). Once the documents are reviewed, a meeting will be scheduled with the student club/organization leaders to review the request.

If approved for a gift account, student clubs/organizations must submit an initial deposit in order to establish the fund. Once the fund is established, student club/organization leaders can monitor balances and make requests for withdrawals and deposits by contacting Aryn at the email above.

The process for requesting gift accounts involves several steps and offices throughout the University. Student club/organization leaders should allow at least 4-6 weeks for the fund to be fully established and ready to receive donations.

In order to establish a gift account with the University, you must first receive permission from Student Engagement. Once approved, you must bring your first donation check in person to Student Engagement for processing. This first gift will be used to establish the gift account and all subsequent gifts will be placed into this new account. Each account has a number and will be given to the officers of the club or organization. This account number needs to be referred to when making requests for withdrawal. The University will consider requests to establish a gift account for those clubs and organizations on a case-by-case basis. For information about how to make a gift account deposit, please see the Clubs and Organizations website.

#### **Gift Account Policies**

Donations are being made to Pacific Lutheran University for your student club or organization and therefore Pacific Lutheran University has the fiduciary responsibility for those gifts on behalf of your club/organization. Acting for Pacific Lutheran University, the Director for Student Engagement must approve all expenses made with these funds to confirm that gifts are spent for appropriate expenses. All receipts and invoices should be kept, as these may be required for IRS auditors.

It is important for student clubs/organizations to allow plenty of time for a check to be cut from these accounts once your request for funds is made. Typical processing from the time funds are requested to the time a check is ready may take three weeks. There are periods of the University's fiscal year when processing may take longer. Please plan ahead. For information about how to make a gift account withdrawal, please see the Clubs and Organizations website.

#### **Withdrawals**

Due to the tax-deductible nature of gift accounts, withdrawal requests must be approved. Requests should include an itemized explanation of how requested funds will be spent or, receipts if the withdrawal is being requested to provide reimbursements. For example, if the funds are being used for student organization travel, the request should include travel dates, number of travelers, and cost per ticket.

Requests will be processed within one week and can take up to three weeks for the Business Office to produce the check. The check will be delivered directly to the Office for Student Engagement and the requestor will be notified once it is ready for pick up. Student club/organization leaders should submit requests promptly to ensure necessary funds are received in time. Checks must be picked up and deposited into the organization's account within 30 days.

All withdrawals must be processed in through the Office of Student Involvement and Leadership. Only club/organization leadership can request withdrawals. To submit a request, submit the Gift Account Withdrawal Form found on the Clubs/Organizations website under Documents and Forms.

#### **Donations**

Donations can be received via check or online credit card donations. For credit card donation instructions please view the section below. All donations should be acknowledged within two (2) days of receiving them always be processed within

the calendar year of the date on the check. Please go to [www.plu.edu/givetoplu](http://www.plu.edu/givetoplu) to complete the form. If a year-end receipt is needed for tax purposes, the Division of Advancement will need verification that the donation came in before December 31st including a postmark on an envelope or in hand delivery of the donations.

### Donations Checks Must

Be made payable to "Pacific Lutheran University" with the student club/organization's name in the memo line of the check. Terms or a brief description of the gift purpose should also be included.

The check should be delivered to the Division of Advancement.

Include the complete address of the donor. If the check only includes the name (the [Donor] Family Foundation), include a letter accompanying each check with the full name and address of each donor. A complete address on each check is required so that the Division of Advancement can send a receipt to the donor. Without an address, all gifts will be returned to the student organization without being processed.

If a donor wishes to make a gift to you as well as a matching gift through an employer, both the check and all of the matching gift paperwork must be turned in to the Division of Advancement.

### Credit Card Donation Instructions

Visit the PLU online giving form

Select "Other (please specify in donation comment box)" under Designations.

Include student organization name "Donation Comment" box

Donors whose employers have matching gift programs, should contact the employer's personnel or employee benefits office to obtain a matching gift form. Completed forms should be sent to the address below: ☒ Pacific Lutheran University, Division of Advancement, 12180 Park Ave S, Tacoma, WA 98447. Please be aware that matching gifts can take longer than a direct check to be deposited and may take six to eight weeks to appear, and companies may only allow their matching contribution to go to the PLU Fund.

Gift receipts are sent to all donors by the Division of Advancement as an acknowledgment of their gift and as their tax receipt for the Internal Revenue Service. In addition to this tax receipt provided by PLU, student organizations are encouraged to thank donors directly in a more personal way through a thank you letter or card.

Please remember that sales from advertising or other goods and membership dues are not donations, and should be deposited directly into the organization's PLU bank account.

*In order to accept donations made by credit card, clubs and organizations **must have an already established Gift Account** and work in conjunction with the Office of Advancement.*

### Gifts in Kind:

Donors wishing to make a gift other than cash (gifts of property, gifts in kind, gifts of stock), should contact the Division of Advancement directly to inquire if the gift is possible. They need to mention the student club/organization and gift account number if possible, so that the club/organization will receive any monetary value of the gift. The Division of Advancement will also send an acknowledgement to the donor for this gift for their tax purposes. The Division of Advancement can be reached at 253-535-7177.

### Tax Deductible Contributions

Funds raised and deposited into Gift Accounts must be solicited in compliance with the tax-exempt status of Pacific Lutheran University, furthering the mission of an educational institution. Only contributions and gifts may be deposited into these gift accounts (no sales income, ticket profits, etc). Contributions need to be for activities of the club or organization, and, usually, no goods or services may be provided in exchange for these gifts (subscriptions, tickets, t-shirts, etc). If goods or services are provided to a donor, the donor must be notified of the cost of those services so that he or she may deduct them from the overall total gift for tax deduction purposes. (IRS Publication 526 describes certain membership benefits and tokens that do not affect tax deductibility.)



Please remember that sales from advertising and other goods are not donations and should be deposited directly into your club or organization FOAP account. Membership dues are also not considered gifts, are not tax deductible, and cannot be deposited into Gift Accounts.

If your club or organization is conducting a phone-a-thon, you should not at anytime accept a donor's credit card number. Rather, you should direct your donor to the Pacific Lutheran University Division of Advancement site at [www.plu.edu/give](http://www.plu.edu/give). If the donor is having difficulty charging on-line, direct them to contact the Division of Advancement at (253) 535-7177 for assistance. In accordance with University policies and procedures, clubs and organizations should not accept, store, or transact credit card gifts.

## How To Access Funds

A club can access their funds in multiple ways. All forms are available on the Business Office website at <http://www.plu.edu/business-office/documents/> as well as the Clubs website at <http://www.plu.edu/clubs/documents/>. Club funds may not be spend on alcohol, drugs, gambling, or other items that violate PLU's Student Code of Conduct or local and federal law. If you have any questions about how to fill these forms out, contact the Office for Student Engagement.

## Account Charge

Impact and Hospitality Services are the only offices that may charge directly to a club account. If making a purchase at a campus dining facility, ask for an interdepartmental charge slip and be prepared to write down your club FOAP account number. If you are unsure of your number, contact Aryn Fine [afine@plu.edu](mailto:afine@plu.edu) or ext. 7191.

## Cash Advance Form

A club member may request up to \$75.00 in cash for club-related event expenses. This form must be signed by the Financial Manager in the Office for Student Engagement. The recipient of the money is responsible to purchase necessary items, collect an itemized receipt, and bring exact change to the Senior Office Assistant for Student Life within 7 days. The amount spent will be charged to the club account.

## Cash Reimbursement Form

Purchases made by a club member that total under \$75.00 can be charged to a club account using a Cash Reimbursement Form. An itemized receipt is required. If food was purchased and/or served, please be prepared to provide a list of participants. If you are hosting a large event, that is open to the public, please make a note of that on the form.

Cash Reimbursement forms can be found in the clubhouse or the office for Student Engagement. Once complete, please submit your form to the Senior Office Assistant for Student Life for review. You will receive an email notifying you when your form has been approved. Please allow 3-5 days for review/approval process. **You must pick up your form within 2 weeks of notification.** After retrieving your form, you may take it to the Cashier in the business office (Admin 110) for payment.

Reimbursement Forms must be taken to the Cashier within the same fiscal year as approved purchase.

## Check Request Form

For transaction over \$75.00 a Check Request Form must be submitted for reimbursement or payment. For a reimbursement an original, itemized receipts must be attached. To have a check cut for a performer or service provider, a detailed invoice must be attached prior to submission to the Business Office. **Note: Checks are only cut on Fridays and typically take two (2) weeks to process. These requests should be submitted at least two (2) weeks prior to when the funds are required.**

## Credit Card Purchases

For large purchases that can be completed over the phone or online, such as plane tickets, furniture, or other large supplies, please contact the Senior Office Assistant for assistance.

## Publicizing

### Advertising and Publicity Policies

Various types of posting areas and bulletin boards are provided throughout the PLU campus to provide information to students, faculty and staff. **Student Engagement must stamp all posted materials for approval.** This stamp is certification that the sponsoring organization has met the following applicable conditions established by Student Engagement. Authorization may be refused if one or more of these conditions have not been met. This authorization is neither an endorsement of the activities nor of the subjective quality of the publicity, but rather allows the sponsoring organization to publicize events in accordance with these procedures.

When posting in any area, local regulations supersede those set by Student Engagement. It is the responsibility of the organization initiating the publicity to comply with such regulations. Students wishing to post advertisements and notices in buildings other than in the AUC facilities are urged to check with the appropriate college or departmental secretaries or building supervisors for rules governing posting in that building or area.

### THE FOLLOWING MUST BE INDICATED ON ALL MATERIALS TO BE POSTED:

- The full name of the sponsoring organization
- Contact information for the event, email or phone number is acceptable
- The time, date and place of the event
- Any entrance fees or costs to participate

Note: For all dances and concerts the following must be on the publicity and tickets: Non-student guests must be 18 years of age with proper identification.

Only officially recognized PLU student organizations may advertise functions or activities within the campus area. Occasionally, when the interest to PLU students would be great, small notices, either commercial or from other universities, may be posted if sponsored by a PLU club or organization. Events being hosted by student organizations must be approved through the Event Planning Form before advertising will be approved.

Any organization failing to comply with these policies and procedures may lose their posting privileges as well as other privileges for a stated period of time.

- Posters must be removed within 24 hours of the completion of the event.
- Activities which are open to members and non-members of the organization may be publicized through general advertising media. However, notification of a meeting or event that is only open to organization members should be made internally via email or similar method.
- Flyers and posters must be confined to bulletin boards and designated posting areas, such as Impact bulletin boards, AUC cork boards, or other building-specific posting areas (with prior approval). Posting on walls, windows, doors, sidewalks, fences, buildings and grounds is strictly prohibited and all publicity placed there, with or without an approval stamp, will be removed. There may be only one poster or flyer publicizing a given activity on a bulletin board.
- The maximum allowable size for posters on Impact bulletin boards is 11 x 17 inches. Student Engagement may grant special consideration for special events that may require larger posters. Butcher paper posters may be up to 36" x 36".
- No posters or other forms of publicity will be approved advertising or implying the sale or use of alcoholic beverages (i.e. pub crawls, drink specials, happy hours).
- Table toppers may be posted within the AUC Commons in conjunction with Impact and Hospitality Services & Campus Restaurants. Contact Impact for more details.

## **Mast Media**

*Mast Media* charges for actual advertisements, but sometimes a well written press release with a good amount of advanced warning will encourage one of the reporters to cover your event. Though you pay for advertising, having them write an article is FREE!

## **AUC Cork Boards**

Three cork boards located in the AUC are open for use by clubs using either butcher paper or traditional advertising. All advertisements still must be stamped by Student Engagement. Please DO NOT use staples on these boards. Tacks and pushpins only.

## **University Calendar**

If you would like your event posted on the PLU University Event Calendar, go to [www.plu.edu/calendar](http://www.plu.edu/calendar) and register your event using 25Live.

## **Die-Cut Policy**

This machine is hand operated and is used to produce multiple copies of precision cut letters and shapes using commercially-produced dies. This machine is primarily for student club/organization use. The machine is located in the SABCO space in AUC 140. Users must use the butcher paper provided in the SABCO space. Users must clean the work area after use of the machine and return dies to their proper place.

Any damage to the machine caused by negligence will be the responsibility of the user. Instructions on proper use will be posted in the SABCO space.

## **Logo Usage**

Usage of the Pacific Lutheran University Rose Window emblem is strictly prohibited, as is modification of this logo in any way for the use of promotion. At present, no logo is universally available to clubs for use, however the intention is to have a "club logo" designed that represents PLU but does not violate copyright on the Rose Window emblem.

## **Chalking Announcements on Campus**

When chalking on campus, please consult with Student Engagement as all chalking must be approved by Student Engagement. You must submit a Chalk Advertising request form if you would like to chalk on campus. Chalk that is not approved will be washed off as it is noticed. Any group not following these instructions or chalking in unapproved areas will not be allowed to chalk in the future.

Please remember:

- Do not chalk within 25 feet of any door
- Do not chalk under any overhang (it takes a very long time to wear away)
- Do not chalk on brick
- Do not chalk on Synthetic Surfaces
- Alternate sidewalk blocks so you are not chalking on everyone
- Chalking on any vertical service (buildings or walls) is strictly prohibited
- The material used to mark the walk must be water-soluble chalk (sidewalk chalk). The use of markers, paints, oil-based products, or spray chalk is prohibited

Chalking may not occur on the following spaces:

- Red Square
- AUC Atrium
- MBR Amphitheater
- Soccer field, baseball field, track, tennis courts

## **Posting Flyers in the Residence Halls**

Any posters or advertisements intended for a residence hall or halls must be coordinated with the Resident Director of the building in conjunction with Student Engagement. All above stipulations still apply.

