



# STUDENT ORGANIZATION HANDBOOK

*2020-2021*

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## Vision

Santa Clara University will educate citizens and leaders of competence, conscience, and compassion and cultivate knowledge and faith to build a more humane, just, and sustainable world.

## Mission

Santa Clara University pursues its vision by creating an academic community that educates the whole person within the Jesuit, Catholic tradition, making student learning our central focus, continuously improving our curriculum and co-curriculum, strengthening our scholarship and creative work, and serving the communities of which we are a part in Silicon Valley and around the world

## CSI Vision

Inspiring Broncos to be more throughout their college experience.

## CSI Mission

The Center for Student Involvement is invested in accompanying undergraduate students to find their place by providing a space to cultivate personal values, opinions, and beliefs. We inspire the development of courage, character, and understanding of others through:

- Empowering Broncos to have pride and find fulfillment through discovery, individuality, and teamwork.
- Using experiences and relationships to build genuine engagement, rooted in Jesuit ideals that encompass integrity, reflection, and compassion.
- Providing guidance to individuals in the development of their skills, knowledge, and self awareness in order to become responsible contributors to society

## COVID-19 Impact on RSOs

The Center for Student for Student Involvement (CSI) is here to support all CSOs and RSOs during this difficult time as our campus community is impacted in direct and indirect ways by COVID-19.

Visit the [CSI website](#) for more information and specifics about revised guidelines and procedures.

## Student Organization Definitions

### *Chartered Student Organization (CSO)*

There are currently 9 Chartered Student Organizations at Santa Clara University. These organizations have demonstrated that they have a purpose and goals that are consistent with and contribute to the educational mission and goals of the University in a direct and visible way. These CSOs assist the University with the implementation of co-curricular and extra-curricular educational programs. In addition, they involve, significantly benefit, and serve a substantial portion of the student population and substantially add to the richness and quality of student life here at Santa Clara. The Activities Programming Board (APB), Associated Student Government (ASG), Into the Wild, KSCU FM 103.3, The Multicultural Center (MCC), Santa Clara Community Action Program (SCCAP), Santa Clara Review, The Redwood, and The Santa Clara make up the 9 Chartered Student Organizations.

### *Registered Student Organization (RSO)*

Registered Student Organizations (RSOs) are student organizations or clubs that have gone through the process of being recognized by the Santa Clara University Center for Student Involvement. RSOs are run and led by undergraduate SCU students and are advised by Lori Salazar, the Assistant Director for Student Organizations in the Center for Student Involvement. There are over 150 active RSOs at SCU each with a unique mission and interest. RSOs fall into the following 10 categories:

- Academic & Professional
- Business
- Cultural
- Engineering
- Faith-Based
- Performance Arts
- Recreational
- Service
- Social Justice
- Special Interest

## Organization Recognition

### *Registration (CSO)*

Requests for designation as a CSO are made to the [Vice Provost for Student Life and Dean of Students](#). Such requests should include the following:

- A constitution or similar statement describing the purpose and goals of the student organization and clearly addressing how it meets the criteria outlined on the [CSI website](#).
- A description of services, publications, events, and/or activities the student organization intends to offer to fulfill its purpose and goals.
- Position descriptions for leaders, officers, and staff of the student organization outlining duties, responsibilities, and expectations.
- A description of the proposed organizational structure for the operation of the student organization and membership criteria, including the criteria and process for selection/election of the organizational leadership.
- A financial plan for the student organization, including a proposed budget for the funds needed to support and fulfill its duties, responsibilities, and expectations.

After initial review, the [Vice Provost for Student Life and Dean of Students](#) will refer all requests to the Center for Student Involvement as well as seek comment from the leadership of existing CSOs. If the proposed CSO meets the criteria, requests shall be forwarded to the [Student Affairs University Policy Committee](#) for review and recommendation for action. The [Vice Provost for Student Life and Dean of Students](#) will then make a formal determination. If approved, the Center for Student Involvement will begin to assist the student organization in obtaining necessary resources to fulfill its duties, responsibilities, and expectations.

### *Registration (RSO)*

In order to start a new registered student organization (RSO), your student organization (club) must first meet the following minimum requirements:

- Have at least 2 undergraduate students serve as club officers, particularly president and treasurer
- Have at least 15 self-selecting members, which may include club officers
- Have all club officers be undergraduate students
- Have a majority of members be undergraduate students
- Identify an advisor that is a full-time faculty and/staff member. Your club is automatically assigned an advisor through the Center for Student Involvement, specifically Lori Salazar, the Assistant Director for Student Organizations. Although not required, you may have an additional faculty/staff advisor.

- Create a club constitution that meets the required guidelines found in our constitution template.

In addition to meeting these minimum requirements, your club/organization must complete the registration process prior to the registration deadline. The complete registration process is laid out in our [Provisional Status Organization Packet: How to Start an Organization 101](#). This document will walk you through the steps necessary to become a Provisional Student Organization. In addition, this is where you can find the organization registration timeline, some basic information on the privileges and benefits of becoming an RSO, and other resources to aid you in your organization registration process.

## ***Provisional Student Organizations (PSO)***

All new clubs or organizations that complete the registration process prior to the deadline will become Provisional Student Organizations (PSO) until their status is voted on by ASG. PSOs are eligible to receive temporary and limited access to privileges in order to have resources to recruit members and raise awareness about the club.

As a PSO, your organization will not have access to Discretionary Funds from ASG, is not permitted to host events and can not be reimbursed for incurred expenses until your club has been approved by ASG as an RSO.

## ***Rechartering (CSO)***

Existing chartered student organizations (CSOs) periodically undergo review to ensure they continue to meet the chartering criteria. These reviews are conducted by the Center for Student Involvement and then forwarded by the [Vice Provost for Student Life and Dean of Students](#) to the [Student Affairs University Policy Committee](#) for review and recommendations. The Vice Provost for Student Life and Dean of Students will then make a formal determination regarding the continued chartered status of the CSO.

\*For the full rechartering schedule please visit the [CSI website](#).

## ***Renewal (RSO)***

Each spring every RSO is required to renew for the next academic year.

Renewal starts in the spring quarter on Monday of Week 5. The deadline to renew is by Friday of Week 8 during the spring quarter.

In order to renew your RSO, your organization must continue to meet the minimum requirements set in place during the RSO registration process. These requirements can be found under the Registration Section of this handbook. In addition, your club will need to fill out the [Online RSO Renewal Form](#) which can be found on the CSI website.

Once your club has submitted all required material as part of the renewal process, the Center for Student Involvement performs a review of eligibility to ensure all requirements are fulfilled. You will be contacted to formally announce that your RSO is renewed for the next academic year.

## Recognition Privileges

Chartered Student Organizations (CSOs) and Registered Student Organizations (RSOs) have certain rights and privileges that accompany their status. These rights include the following:

- Use of the University name in association with the student organization in the manner designated by the institution.
- Use of University facilities at no charge or at reduced charge.
- Use of University equipment and facilities (including office space)\*
- Ability to solicit membership on campus.
- Opportunity to sponsor events, programs, fundraising, and guest speakers in accordance with the University Speakers Policy.
- Eligibility for the right to request student activity funding from appropriate sources.
- Access to campus services, leadership programs, expertise of a faculty/staff advisor, representation by student government, and advice and counsel from appropriate administrative offices.
- Use of campus bulletin boards and other designated posting areas as well as additional communication resources on campus.

\*CSO privilege

## Organization Responsibilities

In addition to the privileges awarded to CSOs and RSOs, these organizations have certain responsibilities to the University. These responsibilities include:

- The student organization shall be reviewed for compliance of their activities with their constitution and shall have a constitution that states the purpose and goals of the organization and how they are consistent and compatible with the mission and goals of the institution and its Catholic, Jesuit character. Any changes in an organization's constitution related to the purpose of the organization will require review of the organization's charter or registration.
- The student organization shall have a constitution and other chartering or registration materials that include a statement with respect to the student organization's affiliation, if any, with off-campus organizations.



- The student organization shall agree to institutional policies and procedures appropriate to the organization's activities and conduct both on and off campus.
- The student organization shall ensure that all leaders and officers meet the "Eligibility Policy for Participation in Student Activities."
- The student organization shall agree that the exercise of freedom of expression will be peaceful and non-disruptive, with appropriate consideration of and respect for differing points of view.
- The student organization shall seek the advice and counsel of its advisor.
- The student organization shall ensure that activities and programming are consistent with the organization's constitution and bylaws or similar documents as well as adhere to University policies and local, state, and federal laws including Title IX, Section 504 of the Rehabilitation Act, Americans with Disabilities Act, and NCAA bylaws.
- The student organization shall operate on a non-profit basis.

## Constitution

Each student organization (CSO) or (RSO) is required to have a constitution and other chartering or registration materials that include a statement with respect to the student organization's affiliation, if any, with off-campus organizations.

You are more than welcome to create your own Constitutional document, but we also have a sample document that may be a good starting point if your organization is creating a Constitution from scratch. Regardless of your organization or status, you must include in your Constitutional document at least the 10 Articles laid out in the [Sample Constitution](#) (Word). You can also find this document on the [CSI website](#).

## Non-Discrimination Policy

University policy prohibits discrimination and harassment on the basis of race, color, religious creed, sex, gender, gender expression, gender identity, sexual orientation, religion, marital status, registered domestic partner status, veteran status, age, national origin or ancestry, physical disability, mental disability, or medical condition.

Student organizations must have open memberships or at least have an open process to recruit and confirm new members where the term "open" means all students regardless of their background or how they identify are able to become members and/or participate in a recruitment process.

Similarly, student organizations must also have processes to select or elect officers that comply with the University's non-discrimination policy.

To view the Non-Discrimination Policy in its entirety, see pages 40-41 in the [Student Handbook](#).

## Hazing

According to the Student Conduct Code, Section 10 Hazing is defined as: harassing, threatening, degrading language or actions, or any practice by a group or individual that degrades a student or employee, endangers health, jeopardizes personal safety, or interferes with an employee's duties or with a student's class attendance or a person's educational pursuits

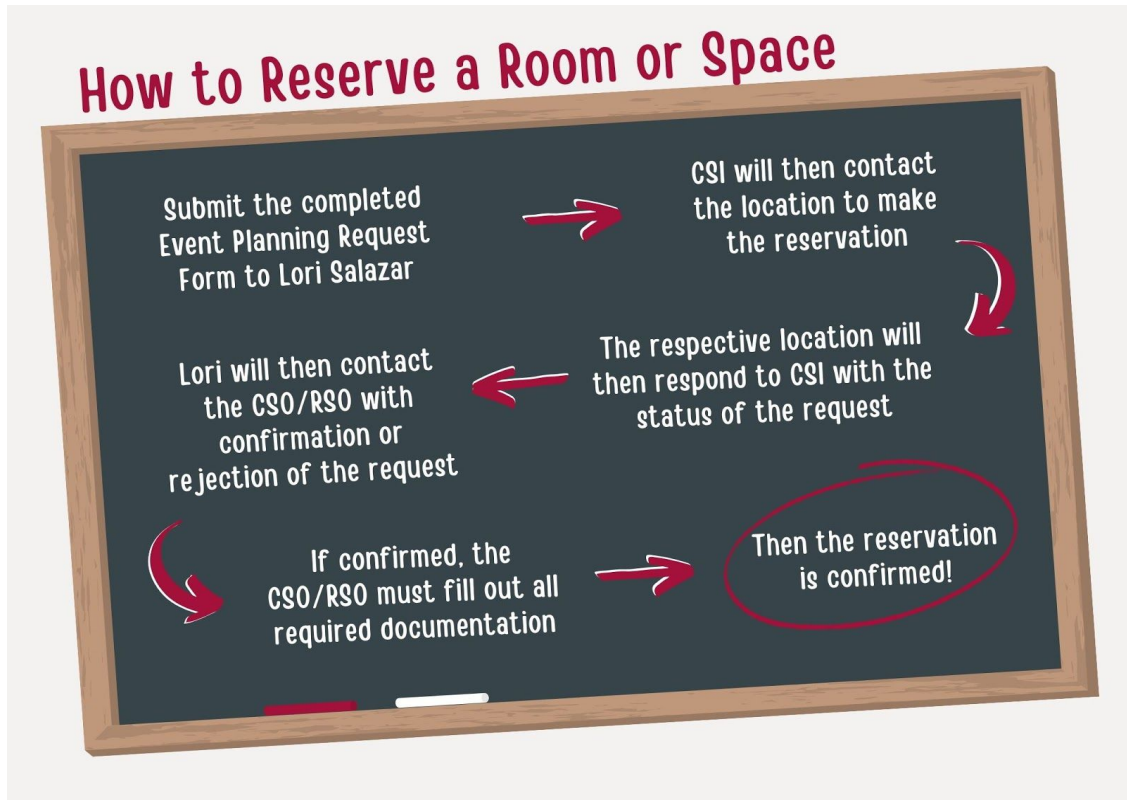
## Event Planning

The Center for Student Involvement provides support for all chartered student organizations (CSOs) and registered student organizations (RSOs) as they plan their events and meetings.

Three important reminders:

- An event, meeting, or tabling is not confirmed as approved until the room is confirmed as reserved and any relevant and required contracts are signed by SCU.
- A room reservation request is due at least 3 business days prior to a meeting or tabling date and at least 15 business days prior to an event date.
- All relevant and required contracts must be fully reviewed and signed by all parties at least 15 business days prior to an event or meeting date.

Your organization or club must submit the Event Planning Request Form to request a room or space to reserve in order to start the event planning process. [Lori Salazar](#) assists all CSOs and RSOs with reserving rooms and spaces on campus as well as tables at Benson Memorial Center for tabling. This form must be completed for any room reservation, reservation of outdoor space, or tabling request.



Event Planning Request Forms can be found on the [CSI website](#).

## Facilities

**Facilities** can provide any needed tables, chairs, and staging that are not already provided in your confirmed room or space for your event. In addition, Facilities can provide electrical support if your event needs more electricity needs exceed what the room or space can typically provide. And Facilities can also provide trash, recycling, and compost bins for your event if substantial waste will be generated.

Facilities reservation orders for tables, chairs, staging, electrical needs, and/or waste bins must be submitted at least 7 business days in advance of your event date. **Your advisor** will assist you with your order.

\*Facilities no longer works on weekends free of charge. Any requests for weekend events will be charged to the CSO or RSO at \$54 per hour per Facilities staff member, who each have to work a minimum of 4 hours. Work hours for weekend shifts typically start between 6:00-7:00am and end around 3:00pm.

**Service Fees:** Due to unnecessary time and resources being expended by Facilities staff, a \$100 fee is being charged if any of the following occur:

- There is additional clean up or if time is spent locating missing equipment
- Equipment is delivered but event was/is canceled
- Request for additional equipment less than 24 hours prior to event
- You request Facilities staff to be on site at a specific time to meet you for set-up instructions and you are more than 5 minutes late
- Facilities staff arrive to set-up your equipment but upon arrival there is already equipment in place
- You use equipment that has been set up for or set aside for use by others without coordinating such use with Facilities

\*Event and equipment requests are approved on a "first come, first serve" basis. Approval of requests are dependent upon availability of equipment and/or staff regardless of the number of days the request is received prior to the event.

## ***Food Service & Catering***

Food service in all buildings and at all outdoor areas is exclusively granted to **Bon Appetit**, which is the official dining services provider for Santa Clara.

Below is a list of food service policies and catering resources by Bon Appetit:

- **University Dining Services Policies**
- **Exceptions to using Bon Appetit** (see section titled "Contractor Exclusivity Exception Detail")
- **Bon Appetit Catering**

**Exceptions:** There are a few **exceptions** that exist where a student organization may not be required to use Bon Appetit for food service. If your event meets one of the exceptions, then you must complete the required forms in order to qualify for that exception\*.

\*By submitting the required forms you are not automatically approved to use other catering until Bon Appetit approves your request. If you are approved to use external catering, then you must remit 7.5% of the total catering costs back to Bon Appetit.

**Food Cooked by Student Organizations:** Student organizations can cook their own food only for private potluck events/meetings, bake sales, and approved events. For approved events, student organizations may be required to attend a food safety meeting by Bon Appetit and may be required to cook in the Bon Appetit kitchen while supervised.

**Donation of Raw Food Items & Ingredients:** Bon Appetit policy allows only the donation of raw food items and ingredients to be prepared or cooked by their staff. Donated food items that are already cooked are not permissible.

**Donation of Meal Points:** Bon Appetit policy also allows for students to donate their unused meal points to pay for catering. ASG will not reimburse students who donate their meal points to pay for their student organization's catering needs.

**Bake Sales & Food Tabling Sales:** Student organizations may host bake sales or food tabling sales at Benson Memorial Center as long as the following guidelines are followed:

- Baked goods (i.e. cookies, cakes, brownies, dessert bars, etc) must be made by the organization members, not purchased at a bakery, grocery store, restaurant, catering company, etc. to be resold.
- Food that has a **required holding temperature** to stay hot or to stay cold may not be sold.
- Beverages may not be sold.
- **Tabling requests** must be through the Center for Student Involvement and confirmed by Benson Memorial Center.

Bon Appetit also offers a "Bake Sale Package" which is an assortment of cookies, brownies, and dessert bars that student organizations may purchase for resale at Benson Memorial Center. If your organization is interested in this package, contact Bon Appetit at 408-551-1792 at least 7 days in advance of your bake sale.

**Food Trucks:** Student organizations may request for food trucks to sell food during events. Food trucks must be arranged with Bon Appetit and must be from the approved list of trucks managed by Bon Appetit.

- Bon Appetit requires the **Food Truck External Catering Form** to be completed and approved before any food trucks are invited; submit completed forms to your **CSI advisor** first for initial approval. Forms will then go to Bon Appetit for final approval.
- Once approved, each food truck needs to sign the **Food Truck Agreement**.
- The fee per truck is \$250.
- Also, just like external catering, 7.5% of the total sales by each truck must be remitted back to Bon Appetit.

Also, Bon Appetit invites student organizations to consider renting out SCU's Pony Express food truck. Click [here](#) to learn more.

## ***Events with Alcohol Policy***

The only student events that may have alcohol served are events sponsored by the senior class and junior class during the spring quarter. These class events are planned and hosted by the Activities Programming Board (APB).

**Review & Approval:** Events where alcohol is served need to have an approved **Event Management Plan for Events with Alcohol** (Word). Complete this form with your **advisor** in the Center for Student Involvement (CSI). Final review and approval is by the **Assistant Vice Provost for Student Life**.

For more information about food and dining policies please visit Dining Services' [website](#). To view the Alcoholic Beverage Policy and Responsible Hosting of Events with Alcohol Policy in their entirety, see pages 19-23 in the [Student Handbook](#).

## ***Preferred Companies***

On the CSI website there is a list of preferred companies that chartered student organizations (CSOs) and registered student organizations (RSOs) are recommended to use for certain services needed for events.

If the company that you would like to work with is not listed, please contact [Tedd Vanadilok](#) to ask about how this company can get approved as a preferred company; otherwise, you will need to work with one of the companies listed instead.

This list can be viewed here on the [CSI website](#).

## ***Expressive Activity & Free Speech Policy***

In accordance with the University statement on Expressive Activity (see pages 53-56 in the [Student Handbook](#)), all of campus is generally designated as a zone for free speech and expressive activity except for the Mission Church and the surrounding walkways on all four sides. This zone of free speech and expressive activity is reserved for Santa Clara students, faculty, staff, and other affiliates only.

Please review the documents on the [CSI website](#) regarding the policy on how to plan expressive activities on campus.

Expressive activities need to have an approved Expressive Activity Planning Form. Complete the form with your [advisor](#) in the Center for Student Involvement (CSI). Final review and approval is by the [CSI Director](#).

## ***Sound Amplification***

Student organizations that are hosting outdoor events with sound amplification either through a speaker system or megaphone are required to: (1) submit a University request form to have an outdoor event with amplified sound, and (2) obtain a sound permit from the City of Santa Clara in advance of the event date.

Amplified sound is not permitted on weekdays (except Friday evenings) or during reading period, final exams, and commencement for the Law School.

Getting a sound permit requires 2 steps (forms) and approval from both Santa Clara University and the City of Santa Clara:

- [Santa Clara University - Request Form for Amplified Sound at Outdoor Event](#) (1st step)
- [City of Santa Clara - Sound Permit Information & Application](#) (2nd step)

**Permit Application Deadline:** At least two weeks prior to the event date.

**Permit Fee:** Each permit has a fee assessed by the City of Santa Clara. Your student organization would be responsible for paying this fee and submitting it directly to:

City Hall  
Business Licensing Office  
1500 Warburton Avenue  
Santa Clara, CA 95050

**Review & Approval:** The first step is completing the [Request Form for Amplified Sound at an Outdoor Event](#) and getting it approved by [Tedd Vanadilok](#) (Director of the Center for Student Involvement) for requests by student organizations and [Heather Dumas-Dyer](#) (Director of Residence Life) for requests by residence halls.

Once that form is approved, the next step is approval of sound permits which is by [Matt Cameron](#) (Assistant Vice Provost for Student Life). Once he approves, the permit form then needs to be submitted to the City of Santa Clara for final review, approval, and payment.

**Student Handbook:** To view the Sound Amplification Policy in its entirety, see pages 55 and 61 in the [Student Handbook](#).

## ***Speakers Policy***

From the [Student Handbook](#) (see pages 50-51):

“If there would likely be extensive public notice or controversy associated with the presence of any speaker on campus, prior notice should be given to the head of the University Marketing and Communications, in the case of likely inquiries from external constituencies of the University or media; and to the Director of Campus Safety Services, in the case of possible protest or disruption. Except for unusual circumstances, the notice should be at least one week before the meeting or event is to occur.”

## ***Outdoor Events***

To reserve outdoor space, complete the [Event Planning Request Form](#) (online form) and talk to [Lori Salazar](#) (Assistant Director for Student Organizations in the Center for Student Involvement) if you need help selecting an appropriate space.

Depending on the location and scope of your event, certain permits may be required. Such permits include (but are not limited to):

- Sound amplification permit (see section above)

- Street closure permit
- Encroachment permit
- Block party permit
- Vendor permit
- Food selling permit

Consult with your **advisor** to discuss which permits are required for your event.

Visit the **CSI website** for more information and specifics about hosting an outdoor event, tent reservations, facilities, and security.

## **Movie Screenings**

**Required Licensing Fee:** If your student organization will be showing a movie at your event or meeting, then payment of a licensing fee is required by federal law. Consult with your **advisor** to obtain a fee quote and to pay the fee (if required).

**Education Exemption:** Under the “Education Exemption,” copyrighted movies may be exhibited in a college without a license only if the movie exhibition is:

- An “integral part of a class session” and is of “material assistance to the teaching content.”
- Supervised by a teacher in a classroom.
- Attended only by students enrolled in a registered class of an accredited non-profit educational institution.
- Lawfully made using a movie that has been legally produced and obtained through rental or purchase.

\*This information is adapted from a brochure titled "**Film & Video Copyright Infringement**" published by **Swank Motion Pictures**.

**What if I Own the Movie?** The licensing fee is still required even if you personally own the movie (i.e. DVD, Blu-ray, Netflix, etc). In fact, you would need to not only pay for the licensing fee but also use the DVD or Blu-ray disc sent to you by the distribution company. You cannot use your own copy of the movie.

**Licensing Fee:** Your student organization would be responsible for paying the licensing fee. This fee can range from less than \$100 to upwards of \$800 or more depending on a variety of factors such as how many people you expect to watch, whether you plan to charge an admission fee, and how many times the movie will be shown.



# Funding

**Arcelia Rodriguez** in the Center for Student Involvement assists all CSOs and RSOs with managing their respective funds as well as processing financial transactions such as reimbursements, payments, deposits, transfers, and donations.

## *Funding Allocations*

**Allocations to CSOs:** Each spring CSOs submit a budget proposal to the **CSO advisors** for review and feedback before final review and approval by the Vice Provost for Student Life. Allocations are for the following academic year and include an operating budget and student staff budget.

**Allocations to RSOs:** RSOs receive funds through the **Associated Student Government (ASG)**.

**Quarterly Funding:** By attending a quarterly training, each RSO will gain access to \$100 for that quarter. However, any unspent funds from one quarter do not carry over to the next quarter. Be sure to spend all \$100 before the quarter ends or your RSO will lose whatever amount remains from that allocation.

- Payment and reimbursement requests using these quarterly funds are due within 10 business days of purchase.
- Requests will be denied if submitted past the 10 business day window.
- ASG will not be responsible for any expenditures outside of this timeline without prior approval by the Center for Student Involvement.

## *Discretionary Funding*

RSOs may also petition ASG for **discretionary funding**. With a few exceptions, discretionary funding may not carry over from one quarter to another

**Request amounts and process:**

- For under \$1,000, requests may be submitted:
  - At any time throughout the quarter as long as it is before when the funds are need
- For \$1,000 or more, requests may be submitted:
  - Monday of Fall Week 2 by 5:00pm for Fall Quarter expenses
  - Monday of Fall Week 6 by 5:00pm for Winter Quarter expenses
  - Monday of Winter Week 6 or Monday of Spring Week 1 by 5:00pm for Spring Quarter expenses

**Accessing Funds Received from ASG:** If your RSO received either quarterly funding (\$100), discretionary funding, or both from ASG, then you can access these funds by submitting an Expense Request Form as well as receipts and invoices. Submit all documents at the front desk in the appropriate tray for RSOs. Virtual submissions may be requested due to campus closures.

The aggregate amount on submitted receipts and invoices will be deducted from the amount allocated by ASG. If the aggregate amount on submitted receipts and invoices is more than the amount allocated by ASG, then other sources of funding such as fund-raised dollars will be used to cover the difference.

## ***Fundraising***

Chartered student organizations (CSOs) and registered student organizations (RSOs) are encouraged to engage in fundraising activities to increase the revenue in their respective fund accounts that may be used to pay for expenses.

Please visit the [CSI website](#) for more details on common fundraising strategies and options often used by our RSOs.

## ***Grants***

In addition to fundraising on your own, or applying for discretionary funding through ASG, various offices, departments, and other Santa Clara entities offer grants throughout the year. Students and student organizations may apply for these funds. Typically, each fund must be used for a specific purpose.

Please visit the [CSI website](#) to see which grants are being offered this semester, and for more information on how to apply for these funds.

# **Advertising**

## ***Guidelines***

If your student organization received funding for your event from an organization, department, or other entity, it is highly recommended that you list these sponsors on all marketing. For example: "Funded by NAME OF SPONSOR."

All marketing needs to include the [Access Policy Statement](#). This statement reads as follows:

*"In compliance with the ADA/504, please direct your accommodation requests to NAME at EMAIL ADDRESS."*

For NAME fill in the name of the primary student organizing this event, and for EMAIL ADDRESS fill in that student's email address. You may use a phone number instead of an email address.

Santa Clara University has set standards for how departments and student organizations should use the official logo, seal, wordmark, fonts, colors, and other visual elements. These standards can be found [here](#).

## ***Posting & Chalking Policy***

Guidelines for student organizations posting printed and digital material as well as chalking may be found in the [Student Handbook](#), particularly in the section titled "Posting Material & Chalking" (pages 42-45).

## ***Email to Student Body***

Student organizations may submit messages to the SCU Student Events email list managed by the Associated Student Government (ASG). Messages on this email list will be posted in the weekly "This Week at SCU" email sent to the entire student body (distributed on Sunday evenings).

Keep in mind that your message will not be a stand-alone message and will instead be part of a larger email with several other messages. Only [chartered student organizations](#) (CSOs) and [Ruff Riders](#) may post one stand-alone message per week on the SCU Student Events email list.

All submission requests are subject to approval by the ASG Public Relations Vice President and ASG advisor. To submit a request please fill out the [Request to Post a Message in the Weekly Email to Students](#) (online form).

## ***Tabling***

Student organizations may reserve tables inside and outside the Benson Memorial Center to promote themselves and their events. To reserve tables, complete the [online reservation form](#).

Student organizations may hang banners on the top railings of the east and west staircases leading to the 2nd floor of the Benson Memorial Center. Banners must measure no more than 3 feet in width by 6 feet in length and must be hung by the clips provided. Reservations are on a "first come, first serve" basis and are for 2-week time blocks. To reserve banner space, contact [Leah Nakasaki-Peterson](#).

It is against University policy for any company, organization, or individual to promote themselves while tabling at Benson Memorial Center. A company, organization, or individual is not permitted to ask your student organization to reserve a table for them. If your student organization attempts to reserve a table for a non-SCU entity, then the tabling request will be denied.

## ***Residence Halls***

The Office of Residence Life has guidelines for student organizations wanting to post promotional material in the residence halls, including digital ads on LCD television screens. Posting of printed material for an event series, a recurring event, or a monthly calendar of multiple events is allowed. All

other postings must be through the TV screens. To view these guidelines please visit the [On-Campus Living website](#).

\*Dorm storming is a prohibited form of marketing in the residence halls.

## ***Digital Ads of TV Screens***

Student organizations may display digital ads on LCD television screens in various buildings around campus. Keep in mind the posting policy and procedure may vary building to building. For more information about posting digital ads around campus, please visit [Information Services' website](#).

## ***Solicitation***

Solicitation that is prohibited includes -- but is not limited to -- selling products or services, door-to-door collections or campaigning, or posting of materials on Santa Clara property including kiosks, light poles, and parking lots. Solicitors or tradespeople -- including those who may be Santa Clara students, faculty, or staff -- are prohibited from entering University housing facilities for the purpose of transacting business and should be reported immediately to the [Center for Student Involvement, Campus Safety](#), and/or the appropriate building staff.

**Student Handbook:** To view the Solicitation Policy in its entirety, see page 50 in the [Student Handbook](#).

## ***Clothing & Promotional Items***

**Sustainable, Fair-Trade & Cruelty-Free:** It is highly recommended that student organizations use sustainable, fair-trade, and cruelty-free (i.e. sweatshop-free) vendors when selecting clothing and other promotional items. Here are a few resources to help you make guided decisions when selecting vendors.

- [Guide by Green America](#) (website)
- [Guide by One Green Planet](#) (website)
- [Guide to Purchasing Sweatshop Free Clothing & Promotional Items](#) (PDF)

\*Sharing these resources does not imply that the Center for Student Involvement and Santa Clara University endorses any particular vendor listed in these resources.

**Licensed Vendors:** In addition to using sustainable, fair-trade, and cruelty-free (i.e. sweatshop-free) vendors when selecting clothing and other promotional items, it is also recommended that vendors are licensed to use Santa Clara logos, name, and other likenesses. Here is a resource to help you make guided decisions when selecting vendors.

- [List of Licensed Vendors](#) (Collegiate Licensing Company)

## Travel Policies

In previous years student organizations have often traveled within and outside the United States for activities such as immersion trips, community service projects, retreats, conferences, conventions, competitions, performances, and tours.

Due to COVID-19, Santa Clara has implemented new travel policies. Please visit the [COVID-19 Impact on Student Organizations](#) page to view how these policies may impact your organization's travel plans.

## Safety & Risk Management

### Contracts

An event, meeting, or tabling is not confirmed as approved until any relevant and required contracts are signed by SCU. All relevant and required contracts must be fully reviewed and signed by all parties at least 15 business days prior to an event or meeting date.

**Signatures on Contracts:** For any type of contract, the only acceptable signature from Santa Clara is the signature of the [Director of the Center for Student Involvement](#) (CSI).

- Students are not permitted to sign any contracts. If you accidentally signed a contract, contact your [CSI advisor](#) immediately to learn how to remedy the situation.
- Faxed, photocopied, and scanned versions of signed contracts are acceptable.
- E-signatures where individuals type in their signatures rather than use a pen to sign are not acceptable unless a reputable electronic signature software is used such as Adobe DocuSign.
- Contracts are needed even if the individual or group being invited to campus is not getting paid.

**Types of Contracts:** There are different types of contracts depending on who you are inviting to campus. Please contact [Tedd Vanadilok](#) to learn which contract and related documents are needed for your event or meeting.

**Related Documents:** If you are paying an individual or group, then related payment documents are needed. These documents include the W-9 IRS Form and Direct Deposit Form. These forms can be found on the [CSI website](#).

### Crowd Safety

Crowd safety and security measures are required for certain events, particularly large-scale events, in order to ensure that appropriate individuals are allowed to attend these events and that the safety of individuals are preserved.

**Campus Safety:** [Campus Safety](#) is frequently involved with planning and implementing such measures. Contact your [advisor in the Center for Student Involvement](#) to determine the scope of your security needs.

**Security Options:** Depending on the scope your security needs, your security options may include officers from [Campus Safety](#), [Santa Clara Police Department](#), and/or a third-party security company.

**Security Fees:** Your student organization would be responsible for paying any fees associated with hiring any required security. Fees are not negotiable.

## ***Environment, Health, & Safety***

Santa Clara is committed to protecting the environment and the safety of its students. To help achieve this, everyone is responsible for complying with campus-wide environment, health, and safety (EHS) requirements.

Review the following links to learn about EHS requirements so that you can ensure personal safety and environmental protection related to your student organization and events.

- [EHS Department Website](#)
- [EHS Guidelines for Student Activities](#)
- [EHS Holiday Decorating Standards for Residence Halls](#)

Contact the [EHS Department](#) to further discuss EHS issues and concerns related to your student organization and events. Or consult with your [advisor in the Center for Student Involvement](#) first to address your issues and concerns and determine if further consultation with the EHS Department is necessary.

## ***Food Safety***

It is common for student organizations to serve food at meetings or events. If your student organization is going to be handling or preparing food during an event or meeting you must follow all food safety protocols. You can find these guidelines on the [CSI website](#).

## ***Insurance***

**Proof of Insurance:** Depending on the level of risk associated with your event featuring a speaker, performer, and/or vendor, proof of insurance may be required from the invited guest. Proof of insurance is typically dictated in a contract or similar agreement. Consult with your [advisor in the Center for Student Involvement](#) on how to request insurance from the invited guest.

On occasion, an invited guest or service provider may request proof of insurance from Santa Clara. Consult with your [CSI advisor](#) on how to request insurance to give to this entity.

**Obtaining Insurance:** If the speaker, performer, or vendor does not have insurance, the **Office of Risk Management** can provide the option for the invited guest to purchase insurance through the University. Consult with your **CSI advisor** on this option. The invited guest would be responsible for paying an associated fee to obtain this insurance. Your student organization may also help the invited guest pay the fee.

## ***Waivers***

Depending on the level of risk involved with an event your organization may be planning, certain waivers may be required. There are two types of SCU waivers or agreement forms- Participant Agreement Forms and Driver Agreement Forms. Copies of these forms and additional waivers, like waivers for minors, can be found on the **CSI website**.

Your **advisor** in the Center for Student Involvement will review all submitted forms to make sure requested information is received. For events and activities, it is recommended that these forms are submitted to your advisor at least 3 business days in advance. This will give your advisor time to review the forms and contact you if there is any missing information that needs to be submitted by anybody participating in the event or activity.

## **Sanction System**

The Center for Student Involvement (CSI) manages a sanction system that holds chartered student organizations (CSOs) and registered student organizations (RSOs) accountable for violating rules, policies, and procedures related to student organizations.

The purpose of the sanction system for CSOs and RSOs is to have a clear and consistent process by which to adequately yet fairly assess infractions and levy sanctions to organizations that violate university policies, behave in inappropriate ways, commit financial misconduct, and/or make egregious decisions that are detrimental to either their organizations and/or the University.

## ***Behavioral Violations***

A behavioral violation is any incident where an organization or individual associated with the organization violates one or more of the items outlined in the Student Conduct Code found in the Student Handbook.

In addition to the Student Conduct Code, an organization is also bound to item #4 of the Activities Regulation part of the Student Organizations section in the Student Handbook:

*“The University has the right, through its Student Conduct System, to impose discipline, as deemed appropriate, on any student or student organization whose oral or written expression violates University policy or codes of conduct, or goes beyond that which is protected by this particular policy.”*

An organization is bound to any other relevant policies outlined in the [Student Handbook](#).

**Sanctions:** The adjudication process and sanctioning is through the Student Conduct System which is managed by the Office of Student Life. For a full description of the Student Conduct System, see pages 85-99 of the [Student Handbook](#).

## ***Operational Violations***

The violations described below do not constitute an exhaustive list. Examples of violations:

- Failing to comply with or disrespect towards a university official (extreme cases may constitute a behavioral violation under the Student Conduct Code)
- Posting inappropriate content in print or digital marketing and/or chalking
- Hosting a non-registered off-campus event that need substantial resources and/or that are moderate to high risk
- Creating excessive messes and/or damage to rooms and spaces
- Signing contracts and other documents that require official signature by the University
- Breaching contract terms in a willful or negligent manner
- Violating university policies in a willful or negligent manner

Lying about an operational violation may also classify the violation as a behavioral violation under the Student Conduct Code.

“Knowingly furnishing false or incomplete information to the University, a University official, or Conduct Hearing Board in response to an authorized request.” (see page 12 of the [Student Handbook](#))

**Sanctions:** The adjudication process and sanctioning is through a hearing process which is managed by the Center for Student Involvement.

## ***Financial Violations***

The violations described below do not constitute an exhaustive list. Examples of violations:

- Returning petty cash or cash advances late and/or without required material (i.e. receipts, remaining cash)
- Having a bank, savings, or other financial account (i.e. non-SCU account)
- Engaging in unapproved fundraising practices with third party vendors (i.e. to collect donations and payments)
- Misusing the SCU purchasing card (i.e. inappropriate and/or unapproved use of the P-Card)



- Paying “under the table” (i.e. paying others cash and/or without an invoice, contract, or other similar document)
- Failing to deposit funds (i.e. not depositing all raised or collected funds and/or spending funds before depositing into SCU fund account first)
- Failing to reconcile ticket sales (i.e. deposit amount from ticket sales does not match funds raised through ticket sales)
- Overspending the SCU fund account (i.e. running a negative balance)
- Forging a signature -- this automatically constitutes a behavioral violation under the Student Conduct Code

Lying about an operational violation may also classify the violation as a behavioral violation under the Student Conduct Code.

“Knowingly furnishing false or incomplete information to the University, a University official, or Conduct HearingBoard in response to an authorized request.” (see page 12 of the [Student Handbook](#))

Sanctions: The adjudication process and sanctioning is managed by the Center for Student Involvement (CSI). Adjudication does not require a hearing but does require written documentation and conversation with CSI staff.

An organization may request an appeal if it is not satisfied with the sanction decision.

## ***Hearing Process***

Although the hearing process is primarily for operational violations, it may be applied to behavioral violations and/or financial violations whenever appropriate. More information on the hearing process including all of the various steps can be found on the [CSI website](#).

## ***Individuals vs. Organizations***

Although the sanction system may examine the behaviors and decisions of individuals, any levied sanctions would be for the entire organization and not for specific individuals within the organization whether leaders or members. In the event that an individual is sanctioned, it would most likely be due to this individual violating the Student Conduct Code or other relevant policies outlined in the Student Handbook. If this is the case, then adjudication would be through the Student Conduct System which is managed by the Office of Student Life.

Consideration will be made to determine if either an individual or the organization will be held responsible for behaviors and decisions. Considerations may include -- but are not limited to -- the following:

- If the decision was made by an individual or by the organization
- If multiple individuals were involved
- If the individuals involved are leaders of the organization acting in their official capacity

- If actions, opinions, and/or perspectives are held by an individual or by the organization
- If the action has any impact on the credibility of the organization and/or the capacity of the organization to operate
- If the action has any impact on the credibility of the University and/or the capacity of the University to operate

When multiple violations are being considered, it may be appropriate for some of the violations to lead to sanctions levied against an individual while other violations are levied against the organization. In addition, it may be decided that all violations may lead to sanctions levied against an individual or the organization.

## Contacts

### *Center for Student Involvement*

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