



# CLUB HANDBOOK

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Dear Student Leaders,

On behalf of the Associated Students of Saint Martin's University, I wish to welcome you to the world of clubs here at Saint Martin's University. Our goal is to provide you, our students, with a variety of clubs, activities, and events on campus to supplement your classroom experiences. While we realize that our student population has a wide variety of interests we hope that somewhere in our offerings you can find something that appeals to you and engages you while you are a student at Saint Martin's University. At the end of this handbook, you will find a listing of our current clubs and organizations. The most up-to-date contact information for each of these clubs is also listed.

The clubs at Saint Martin's play an essential role in bettering our community. They bring activities and events to the community that allows you to broaden your horizons and expand your experiences. In the following pages we hope to provide you with a wide range of tools that will help you navigate the University's policies and procedures regarding clubs. It is our hope that this handbook will be useful to you in the days, months, and years ahead.

As always, if you have any questions, please do not hesitate to stop by the Trautman Union Building.

Best wishes for a successful year,

Angela Shirley

Angela Shirley  
ASSMU Senator of Clubs

## **INTRODUCTION**

The clubs, which have been established through properly authorized procedures, operate on the campus at the pleasure of the University and under the jurisdiction of ASSMU and Student Services.

Members of clubs, as well as all other members of the student body, must adhere to all rules, regulations, policies and procedures as outlined in the Saint Martin's University Student Handbook, as well as this Club Handbook.

This handbook is designed to help registered clubs plan and operate efficiently. The various sections of this handbook provide information on official recognition by ASSMU, finances, publicity and posting, facilities, and much more. Use this handbook, circulate it among members of the group so that all members are familiar with the policies, and let us know how we can improve it to better serve you.

All information in this book is intended for information only and is subject to change. New information or changes to this handbook will be disseminated through Student Government, club mailboxes, and/or via email to club officers. For additional information or assistance, contact the ASSMU Senator of Clubs or Office of Campus Life, located in the Trautman Union Building or at 360-438-4299.

## **ADMINISTRATIVE INFORMATION**

1. Each club must have an advisor as a condition for the continuation of its operation privileges. He/she must be an active faculty or staff member of the University community and shall be called the "Advisor."
2. The Office of Student Services shall establish such rules and regulations necessary to maintain satisfactory policies and procedures for clubs.
3. The club advisor shall be responsible for maintaining high standards of conduct and operation, including administrative relationships, social practices and relationships with other groups of students.
4. All clubs and organizations provide a contact email and have a mailbox in the Trautman Union Building. That email and mailbox are important communication tools and must be checked at least once a week.
5. Clubs and organizations must maintain contact with ASSMU and the Office of Campus Life to keep records updated, be informed of policy changes, etc.

## **PAPERWORK**

Clubs and organizations will be expected to complete all necessary paperwork in a timely fashion. Sample forms for any paperwork to be completed can be found in the appendix of this handbook. If you have questions pertaining to the completion of the paperwork and their corresponding deadlines, please contact the ASSMU Senator of Clubs or the Office of Campus Life.

## HOW TO START A CLUB

All student clubs and organizations must be recognized by ASSMU in order to function as a registered club on campus. In order to be recognized by ASSMU, potential clubs must:

- Have at least three registered undergraduate students interested in participating.
- Find a club Advisor. *\* Advisor signature is required prior to club approval.*
- Submit the following documents:
  - o **New Student Club Registration Form**
  - o **Club Constitution and Bylaws**
  - o **ASSMU Senate Proposal Form.** *\*Will be submitted to the Senate for vote upon approval of constitution by the Vice President and/or Judicial Committee.*
- Upon ASSMU club approval, attend a new club orientation session. Sessions are offered throughout the year. Specific dates and times will be announced at the beginning of each semester.

## EXISTING CLUBS

**If you are a member of an existing club or organization, you must renew each semester to remain an active club or organization on campus.** Please submit the following forms to allow continued recognition:

- Club Renewal Form** – *Due at the end of each semester.*
- End of Semester Report** – *Due at the end of each semester.*

Paperwork must be returned to the Senator of Clubs mailbox prior to the end of the semester. Clubs that have not completed their paperwork will not be allowed to access their club funds or have a table at the Student Involvement Fair.

It is important to renew at the end of each semester in order to review information regarding policies and procedures, get updated information regarding clubs, discuss plans for the upcoming semester, and answer any questions you may have.

All clubs are encouraged to participate in all University events.

## CLUB PRIVILEGES

As a recognized student club, you are entitled to the following advantages and privileges:

1. Use of Saint Martin's University name and logo to identify institutional affiliation
2. Recruitment of members on campus
3. Use of University meeting rooms and facilities for meetings/events on campus
4. Assignment of bulletin board space
5. Participation in the Student Involvement Fair at the beginning of Fall semester
6. Publicizing activities and events on campus through fliers, emails, screensavers and sandwich boards
7. Use of Club resources and supplies located in the Trautman Union Building including: club mailbox, copy machine, butcher paper, and blue tape.
8. Ability to apply for student activity funding

# ADVISORS

Advisors are an important piece of every club and organization. In general, the advisor should serve to represent the club to the university and the university to the club. It is the role of the advisor to ensure that the affairs of the club are conducted in a businesslike fashion within contexts of the existing university policies and procedures, rather than dictate what members of the club should and should not do. Members of the club should be able to count upon the advisor for assistance and guidance in planning and conducting the program and activities of the organization. Students should be open to suggestions and feedback since their advisor's knowledge and experience will be helpful when it comes to problem-solving and organizational procedures.

## Advisor Responsibilities

1. Attend the organization's meetings & programs whenever possible.
2. Have knowledge of all plans and activities of the club/organization including the group's own governing documents and assist where able.
3. Attend all trips or make arrangements for a non-student employee to attend if unable to participate. (Inform the Director of Campus Life if you are unable to attend.)
4. Keep the Director of Campus Life and Senator of Clubs fully informed about the programs and activities of the club.
5. Assist in the general development and operation of the organization.
6. Discourage domination of the club/organization by an individual or small group.
7. Foster a sense of teamwork within the club/organization. Encourage participation of the club's/organization's membership in activities and services.
8. Assist in the orientation of new officers.
9. Be familiar with the Club Handbook.
10. Veto a decision when it violates the club/organization's objectives, by-laws, codes and standing rules or University policy.



All Advisors must participate in club/organization advisor training provided by the ASSMU Senator of Clubs and the Office of Campus Life. Training will cover the procedures set forth in this handbook. If you are unable to attend training, it is your responsibility to contact the Senator of Clubs or the Director of Campus Life.

## A Club/Organization Student Officer should expect their Advisor to:

1. Assist the club/organization in formulating long-term goals and in planning and initiating short-term projects.
2. Assist with the University's procedural and policy matters. The advisor is responsible to make sure students are aware of the potential consequences if they violate the Student Conduct Code.
3. Assist in evaluating club projects, performance, and progress.
4. Encourage active interest of the club/organization within the entire campus so that it will identify itself as a part of the University community.
5. Encourage good record keeping; and encourage and monitor sound financial and business practices based on the University's policies and procedures.

## What an Advisor should expect from a Student Club/Organization Officer:

1. Inform advisor of club/organization publicity activities, meeting times, locations and agendas.
2. If your advisor cannot attend a meeting, be sure to meet with them after the meeting to review what happened and update them on issues, events and upcoming activities.
3. Meet regularly with the Advisor for discussing plans and problems.
4. Courtesy of being asked well in advance of an activity at which the advisor is expected to participate.

# TRAVEL POLICIES

## Requirements for Club and Organization Travel

- All students traveling as representatives of a University club/organization **must** be registered as a student in credit bearing courses at Saint Martin's University during the semester they are traveling.
- Student transportation, lodging, and meal subsidy may be provided from club funds, as per the established ASSMU Finance Code and University guidelines.
  - Travel advances for lodging may be available depending on the nature, location, and length of trip/event/activity. You **must** check with the ASSMU Treasurer to determine which, if any, expenses justify a travel advance.
  - Travel reimbursements are obtained after the travel by completing an ASSMU Financial Transaction Form **within two weeks** after the travel. You **must** keep your receipts and have prior approval in order to be reimbursed. The ASSMU Treasurer can inform you what expenses are eligible for reimbursement (e.g. admission fees, parking, etc), and answer any questions about completing the form. However, you must complete and turn in the form within the required time frame.
- When traveling as representatives of Saint Martin's University, students are expected to exhibit behaviors that reflect the standards set forth in the Saint Martin's Student Handbook Code of Conduct. Potential repercussions for violations of the code are listed within this document.
- A "**SMU Waiver and Emergency Contact**" form is **required** to be completed by each individual participating in certain events, such as: paintball, skiing, etc... The Office of Campus Life will inform you if the form is required for your event. **All forms must be completed at least two weeks prior to your event.**
- In the case of off-campus events/activities that do not use university vehicles or provide mileage reimbursement, then the activity will begin at the location and the university is **not** responsible for transportation to/from the event/activity. In such cases, the club/organization members and advisor **must** complete the "**Off Campus Events Waiver**" form.
- An advisor **must** be present at all club/organization activities, on or off campus. When an overnight is part of the conference/activity the advisor must stay in the same facility as the club/organization members. The advisor should provide guidance, make decisions in emergencies, and monitor activities as a representative of the university. The advisors and students may not invite their spouse, friends or children to attend without written permission from the Office of Campus Life, unless they too are students at the university. The advisor should check-in with students during the day and evening, and provide contact information so that the students can reach the advisor at all times during the event.
  - Student: Advisor Ratio: The University recommends at least a 10:1 student to advisor ratio for travel, but the advisor reserves the right to request additional advisors as deemed necessary for the specific event or activity.
  - Group Travel: If Club members are traveling together as a club, they must be accompanied by an advisor.



# EVENT POLICIES

## Contracts

Only University approved officials have the right to confirm and sign documents legally binding the university and its subordinate entities. Students are not allowed to sign contracts or performer riders. All student sponsored activity contracts must be signed by the Director or Assistant Director of Campus Life.

## Staffing and Purchased Services

The Office of Campus Life will make the decision regarding staffing and security for student sponsored events and activities. Payment of security and police personnel is the responsibility of the sponsoring group. Factors affecting the staffing decision include, but are not limited to:

1. The number of people expected and the location of the event
2. Whether the event is to be held during non-business hours
3. How widely the event was advertised
4. Whether tickets were sold in advance
5. Whether money will be collected at the door
6. The make-up of the group expected (e.g. SMU students, SMU faculty and staff, other college students, family and friends of SMU students, people in the local community, adults, children, etc.)

If it is determined that security is required for an event, the sponsoring group must fill out the **Request to Hire Security or Police Personnel Form** and submit it to the Office of Campus Life at least 2 weeks prior to the event.

## Educational Requirements

Although the university grants students and student organizations specific privileges and benefits as outlined above, the Office of Campus Life, Dean of Students and Vice President of Academic Affairs reserve the right to require an additional educational component at student events, including, but not limited to discussion, guest speaker, and panel. Sponsoring group will be required for all subsequent fees associated.

## Event Advisors (This may be your Club Advisor)

The Office of Campus Life requires a minimum of one Saint Martin's University staff or faculty member to serve as the Event Advisor at all student sponsored events. The responsibility of obtaining an Event Advisor is that of the sponsoring group.

Event Advisors are expected to provide supervision, ensuring that student sponsors and event workers understand their responsibilities and tend to their duties. Student sponsors and Event Advisors should work closely and communicate regularly throughout the evening with security personnel (if needed).

Event Advisors are authorized to intervene in any situation that warrants intervention and may, in consultation with security personnel, decide to terminate an event if necessary.

### Event Advisors are expected to:

1. Be in attendance for the duration of the student sponsored event.
2. Ensure that University policies and event procedures are followed. Advise students, security and police as necessary.
3. Assist with any problems or emergencies that might arise.

### **IMPORTANT!**

Advisors are required for all University-sponsored events (i.e. – club events, conferences, etc.) on and off-campus.

***All clubs providing demonstrations or doing experiments must have their advisor present.***

If an event does not have an advisor, the event shall not be approved and will be cancelled.

## Bonfires

Outdoor fires are prohibited on Saint Martin's campus unless specific permission has been granted by the Office of Safety and Security, Dean of Students and appropriate permits acquired.

## Smoking, Alcohol, Drugs

- Students and visitors may not smoke indoors at a Saint Martin's event. All smoking must take place at least 25 feet from the building.
- No one may consume alcohol before entering an event or bring or consume alcohol or other drugs in the event.
- The use of smoke machines is not permitted because they activate the smoke detectors and fire alarms.

## Loitering

- ABSOLUTELY no loitering is permitted outside of the building before, during, or after a Saint Martin's event. All exits are FINAL.
- No one who has been asked to leave the event by the Event Advisor or the security personnel is to be allowed back in under any circumstances.

## Movies and Copyright Law

Showing a movie as a student organization activity may be a fun and relatively easy event to plan.

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor purchase of a videocassette carries with it the right to show the tape outside of the home. The "home use" versions of videocassettes and DVD titles are not cleared for public performance by colleges—except in certain narrowly defined face-to-face teaching activities (Federal Copyright Act, Title 17, section 110)—because proper licensing fees to the copyright owners have not been paid for such use. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

### **Non-classroom use of a film at the college requires obtaining a public performance license.**

Please work with the Office of Campus Life to clarify this legal requirement and obtain necessary licenses.

"Willful" infringement done for purposes of commercial or financial gain is a federal crime and is punishable as a felony, carrying a maximum sentence of up to five years in jail and/or a \$250,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing.

***Saint Martin's University will seek to hold students and officers of an organization personally responsible for any action resulting from an infringement of copyright laws.***



### **Showing a Movie**

*If your club wishes to show a movie they must go through the following steps:*

1. Select the movie you would like to show. (See SWANK at [www.swank.com/college](http://www.swank.com/college))
2. Take your selection to the Office of Campus Life to see if there is availability through appropriate vendors on your selected date. *Please allow at least one (1) week for shipping.*
3. Ensure your club has sufficient funds to cover the copyright costs or plan to request the funds from ASSMU.
4. Place order through Campus Life – upon receipt of movie, Campus Life will call the club contact.

## ADDITIONAL EVENT RESOURCES

### Technology Services

Saint Martin's offers several opportunities for your organization to take advantage of the information technology and electronic communication to enhance the efforts of your group.

#### Computer Resource Center, Old Main 350: 360-438-4365

Utilize the CRC for the following resources:

- **Photocopying.** The center's staff members are available to photo copy material. Copies can be single or double-sided, collated, stapled, enlarged, reduced or printed on colored paper. Copies are 5 cents per copy, payable in cash. At present, full color copies are 25 cents each.
- **Audiovisual equipment checkout.** Checkout is available with permission of the instructor. Available items are computer carts, computer projection systems, TV/VCR carts, video cameras, digital cameras, tape recorders and slide projectors. See the center's staff to reserve equipment.
- **Transparencies.** Transparencies can be made at O'Grady or the copy center. The price is 25 cents per B&W overhead transparency film.
- **Faxing services.** The cost is \$1 for local or toll-free faxes, regardless of length. Faxes sent long distance are \$2 for the first page and \$1 each additional page. International faxes are \$5 for the first page and \$1 for each additional page. There is no charge for receiving faxes. The center's fax number is (360) 459-4124.
- **Binding and laminating.** Check with the center's personnel for prices.

*O'Grady Library has self-serve copiers. Copies from these machines are 10 cents per page cash, 5 cents per page with a copy card. Color copies are 60 cents cash or 30 cents with a card. Copy cards can be purchased at the library.*

#### O'Grady Library, 360-486-8803

O'Grady Library has 53 public computers for the Saint Martin's community, plus two technology classrooms with 44 more. Wireless access and network ports are available throughout the library for SMU-affiliated users. The Multimedia Center holds the library's audiovisual collection, equipment to use it, and tools for creating original multimedia projects. The library also offers digital cameras, laptops, and other equipment for checkout.

#### Campus Safety and Security, Old Main 207: 360-438-4555

Some types of programs will require a security presence. The Office of Campus Safety and Security will provide officers to monitor your program or special event free of charge. To request the presence of Campus Safety officers at your program, contact the Office of Campus Life at 360-438-4299.

#### SMU Vans

SMU has three vans that can be reserved for student organization functions. These vans can be reserved through the Office of Campus Safety and Security. The cost of renting a van is as follows:

Travel Miles	Charges	Additional Charges
50 miles or less	\$20 per day	None
50 miles or more	\$20 per day	\$0.30/mile over 50 miles
Full Day Rate	\$75 per day	Gas Charges but unlimited miles

Students must be certified by the university to drive a university van. For certification information, contact the Office of Campus Safety at 360-438-4555.

#### Sodexo Catering

If your program or meeting requires food, Sodexo offers catering ranging from simple hors d'oeuvres to full course meals. They can be contacted at 360-438-4306 or you may place your order online at: [www.stmartindining.com](http://www.stmartindining.com). You will need to provide your club budget to place the order.

## PROCEDURE FOR RESERVING SPACE

Requests for space in all facilities can be made at the Office of Campus Life. Requests must be made well in advance of the date and time needed so that you may be given the room(s) that will best suit the needs of your program. Space reservation requests will be confirmed via telephone or email within one week of submission. Please fill out a general **Event Request Form** and submit it to the Office of Campus Life, located in the Trautman Union Building.

### General Information Regarding All Reservations

1. Club advisors must be present for an event and sign off on the space reservation form. If an event does not have an advisor, the event will not be approved or will be cancelled.
2. Reservations must be made at least two (2) weeks in advance.
3. Reservations should be made for the actual time that you will need the room, including preparation and clean up time.
4. Cancellations of reservations should be reported immediately to the Office of Campus Life.
5. All requests for microphones and Audio/Visual equipment must be made with your space reservation request. Please note that microphones and other Audio/Visual equipment are not automatically included in your room reservation.
6. All reservations are tentative and subject to change or cancellation prior to the date of the program. You will be notified if there is a change concerning your reservation.
7. Misuse of rooms will result in denial of future use. Rooms must be left neat, clean and in order.
8. Groups will be held financially responsible for any damage to the room or furniture.

### Regulations to be Followed When Using Rooms

1. You must leave the room in the same arrangement and the condition that you found it.
2. Do not remove furniture from one room to another.
3. No materials are allowed on the painted surfaces of the rooms.
4. Do not hang items from the light fixtures or sprinklers in the rooms.
5. No confetti or glitter is permitted in the following spaces: Harned Hall, Marcus Pavilion or the Norman Worthington Conference Center.
6. Materials may not be sold on campus (books, CDs, etc.) without proper authority.
7. No open flames or chemical experiments are allowed in the rooms (*unless prior consent has been granted*).
8. ALL MATERIALS LEFT IN A ROOM AFTER THE PROGRAM IS OVER WILL BE DISCARDED.
9. The University is not responsible for damages to personal property, stolen property, or injury sustained on university grounds.
10. The use of illegal substances and disorderly conduct on university property is prohibited, and may result in immediate termination of the event and further disciplinary action of the student: see Student Conduct Code.
11. Tampering or misuse of fire alarms or firefighting equipment is prohibited by Washington State Law.
12. Unauthorized possession and/or use of firearms or firecrackers are not permitted.
13. No pets will be allowed in any building unless special permission has been obtained. These regulations do not apply to those animals specifically trained to aid the blind or the deaf.
14. No person shall set a fire upon university property unless permission is obtained through the Office of Safety and Security and the Dean of Students.

*Please have consideration and a professional manner by leaving the rooms neat and clean for others who use them.*

# PUBLICITY AND UNIVERSITY POSTING POLICY



All publicity must adhere to the University Posting Policy. Students must fill out the general Event Request Form and attach all publicity materials to be approved by the Director or Assistant Director of Campus Life before it is duplicated and distributed.

Television, radio and non-Saint Martin's site internet advertisements must be approved by the University Communications Director. No flyers are to be placed in bars or clubs. No student group is permitted to engage the services of an outside agent to advertise or promote an event unless prior approval is granted. In order for a flyer to be approved for posting and distribution it must have:

- Name of the sponsoring department(s) or group(s)
- Date of program
- Phone number or e-mail for further information
- Beginning and ending time
- Location (*Notices about on-campus events will not be approved unless the room reservation has been submitted and confirmed.*)
- Cost for admission (student and non-students – if applicable)
- Entrance Requirements (including ID, age, free/required coat check)

## General Posting

The following types of postings are given a priority:

- Postings that promote a student or campus organization event, activity or program
- Postings that contain information relevant to students and/or other members of the SMU community
- Postings that promote off-campus educational, social, or cultural events

## Entrepreneurial/Classified Postings

These kinds of postings are permitted, but do not take priority over those outlined above. If the posting is for personal or entrepreneurial purposes, it must not exceed a maximum size of 8 ½" x 11" and not exceed a maximum of three per building.

## Postings **NOT** permitted

- Postings promoting night clubs
- Postings containing spelling, grammatical or typographical errors
- Postings containing copyrighted materials and/or images
- Postings promoting the sale or use of alcohol as the primary purpose of the event
- Postings that include profanity, pornographic material, solicitation, and/or harassment
- Postings that include discrimination based on race, sex, age, religion, education, ability or sexual orientation
- Postings that include slander, libel and defamation of character
- Postings that do not represent the mission of the Saint Martin's University

## Posting Locations

Although Campus Life encourages creativity regarding posting locations, the following are prohibited:

- Placing notices on windows, glass or front doors of residence halls, trees, or over other notices.
- Placing notices on bulletin boards that are officially designated for department or organization use without permission from the department or organization.
- All signs posted in all locations need to be attached with PAINTERS tape, no other tape is allowed. *You can check out blue painters tape from campus life in the TUB.*

- Do not post anything on the Information Center's Bulletin Board in Old Main (bulletin board is between rooms 247 & 254). If you wish to have your flyer posted on this board, drop a copy of the flyer by the Information Center office.

*Staff has been instructed to carefully remove any postings (posters, announcements, for sale, for rent, etc.) from any location not approved.*

## Posting Guidelines

- Subject matter must advertise a campus event or be a benefit to the campus community
- Subject matter must be in keeping with the mission of Saint Martin's University
- Do not make copies of your posting until Campus Life stamps its approval.
- If the posting is faith-based it will need additional time to be approved, since it will need to be approved by the Office of Campus Ministry, in addition to the Office of Campus Life.
- Use PAINTERS tape, not tacks or staples, on all doors. *The use of other tape leaves residue.*
- Use only tacks or staples on all bulletin boards. *The use of scotch tape damages boards.*
- Do not post on glass doors or windows, except in the Trautman Union Building.
- Reference the Approved Flyer Locations sheet for information where items can be posted.
- Remove all postings within one week of the event date.

## Bulletin Boards



### How to get a Club Bulletin Board

If your club is interested in having a bulletin board they must do the following:

1. Submit your request to the Senator of Clubs
2. Availability of Bulletin Boards will be assessed and your Club will be assigned a board.  
\***NOTE:** Some clubs may be asked to split/share boards due to limited number of bulletin boards on campus.

## Bulletin Board Regulations

1. Clubs/Organizations will be held responsible for all items placed on their board.
2. Loss of assigned Bulletin Board may occur if the club/organization is found to have violated the Student Conduct Code or is determined inactive or frozen by ASSMU.
3. Club/Organization boards must remain current. If a board has not been used or updated over a period of four (4) weeks, the club will be given a warning. If action is not taken by the club/organization to update the bulletin board within one (1) week of the warning, ASSMU reserves the right to reclaim and reassign the bulletin board.
4. Inactive clubs/organizations have 1 week to remove all materials from their bulletin board. After this time, ASSMU will remove all items. **ANY ITEMS REMAINING WILL BE DISCARDED.**
5. All Clubs/Organizations must adhere to all University Posting Policies.

## All Student/Faculty/Staff Emails

Student may send emails advertising their events to all students, faculty and staff in the University community. Simply create your email in Microsoft Outlook (please no Publisher attachments) and send to [sclemons@stmartin.edu](mailto:sclemons@stmartin.edu) or [jmanley@stmartin.edu](mailto:jmanley@stmartin.edu) for approval and distribution.

## Sandwich Boards

Sandwich boards are an excellent way to market your event. There are six boards available in the Trautman Union Building for club check out. Boards are provided on a first-come, first-served basis.

## University Master Calendar

If you would like your event to be listed on this calendar, simply indicate your interest on the Event Request Form and include all the details of your event (date, time, location, price, brief description, etc.).

## SALES, SOLICITATION AND FUNDRAISING POLICY

Saint Martin's University prohibits in any form on-campus sales, solicitation or fundraising activities involving goods and/or services not contracted for or by the University, ASSMU (the University's student government) or ASSMU's officially recognized clubs and organizations. All authorized sales, solicitations and fundraising activities must be pre-approved by the Director of Campus Life (Trautman Union Building; 438-4299) and registered in that office.



**All events seeking approval must fill out a general Event Request Form found in the Office of Campus Life.**

After approval, the vendor must conduct his or her business in the agreed-upon time and location. The vendor must post a sign at the point of sale indicating the sponsoring organization. If the sale, solicitation or fundraising activity is to take place off-campus, the organization's activity may be subject to approval by the University's Director of Institutional Advancement. More specific guidelines for approval are as follows:

- **Auctions.** Auctions are acceptable when they are fundraisers for organizations or charities but not as individual entrepreneurial activities.
- **Charity tie-ins.** Soliciting funds for campus groups by tying them to charity fundraising is not acceptable. For example, a club may not solicit funds giving half to charity and keeping half for their own purpose, even if so advertised.
- **Clinics.** Clinics are acceptable. However, use of facilities must be cleared through appropriate channels.
- **Contracted sales.** Clubs may contract with certain outside vendors for on-campus sales subject to approval. Each club is limited to one contracted sale per year. Sales of insurance, credit cards or telephone calling cards are not permitted.
- **Donations/off-campus fundraising.** Solicitation for direct donations to a club of amounts under \$100 is permitted with approval from the Director of Campus Life. The University and its affiliated organizations (the Saint Martin's Alumni Association) maintain extensive fundraising programs in the South Sound community to support a variety of needs. *Therefore, solicitations of \$100 or more to any area businesses must be approved by the Office of Institutional Advancement (5500 Pacific Avenue SE, 360-438-4366).*
- **Door prizes.** Door prizes will be approved when attendance is free or fees to attend an event are at a fair price for all that attend. Organizers of the event are not eligible to win.
- **Gambling.** All gambling-type fundraisers such as sports betting pools are unacceptable. Saint Martin's operates in full compliance of the rules and recommendations of the Washington State Gambling Commission. Casino nights, which use play money and give door prizes, are acceptable.
- **Pledge-based fundraising.** Basic bowl-a-thons, jog-a-thons, endurance tests and so forth will be considered. These events must be approved by the Director of Campus Life.

- **Raffles.** In accordance with the Washington State Gambling Commission's policies on unlicensed raffles, organizations must follow certain guidelines. The club or organization must have been organized for at least one year, be able to prove that it has made significant progress toward accomplishing its stated purposes and have at least 15 voting members who elect the governing body. Each organization is allowed to hold one raffle per year on approval, as long as these guidelines are followed:
  1. Receipts do not exceed \$5,000 and the maximum price per ticket is \$5.
  2. All tickets must be sold for the same price and are consecutively numbered.
  3. It is announced at the point of sale whether or not winners must be present to win.
  4. No discounts or free tickets are allowed.
  5. Raffle tickets are sold only by members of the organization.
  6. Alcohol, tobacco, or firearms cannot be awarded as prizes.
  7. Winners are chosen from a standard drawing format and verified by a non-biased party.
  8. A license from the Washington State Gambling Commission is required under any of the following conditions:
    - a. If the organization is having more than one raffle held per year.
    - b. Winners are chosen by an alternative drawing format (for example a duck race or poker run).
    - c. Raffle tickets are sold by someone other than a member of the organization.
    - d. Tickets are sold at a discount to certain groups or individuals.
    - e. The gross revenue will exceed \$5000 in a calendar year.
    - f. The organization wishes to run Bingo or other amusement games.
- **Sales.** Sales of products by Saint Martin's community members, in which no undue pressure to buy is present and in which products are sold at a reasonable price, are acceptable on approval. Candy sales, bake sales or tee-shirt sales are examples. Such sales are acceptable when they are fundraisers for organizations or charities but not as individual entrepreneurial activities.
- **Service projects.** The most desirable fundraisers, and the likeliest to find approval, are service projects in which community members are paid for services rendered and for which the fee is normal for the service provided. Car washes are an example.

# FINANCES

## Funding of ASSMU

The primary source of Associated Students of Saint Martin's University (ASSMU) funding is the Student Activity Fee. The amount of funds available to clubs and organizations varies according to the number of Activity Fee-paying students and the rate of the current fee.

## Organizations Eligible to Receive Funding

Only clubs and organizations who have received formal recognition from ASSMU may request and receive a budget from ASSMU.

The ASSMU Senate may grant a temporary waiver to an organization that wishes to request funds but has not yet been recognized. The waiver will only be valid during the budget month. Allocated funds cannot be released in the next fiscal year until the waived club/organization has been formally recognized.

Clubs that use student activity fees, have fund raising activities, or request money from ASSMU must have a Club/organization budget or 22-Account with the University in the Finance Office. The accounts are called Club Budgets or Club 22-Accounts.

All money raised by student organizations, whether from on or off campus, shall be deposited into these accounts.

**Club/Organization Budget:** The account that is made up in its entirety of the funds provided by ASSMU (student activity fees). This account is zeroed out at the end of each fiscal year and any and all remaining funds are returned to the ASSMU contingency account.

**Club/Organization 22 Account:** The account that is made up of fundraising money, dues, and donations to the organization. This account rolls over every year and cannot be zeroed out or transferred back to the ASSMU contingency account, with the exception of organization payment, repayment to ASSMU, or upon club disbandment.

**NOTE: Any activity fee paying student is eligible to request funds from ASSMU.**

**Club Budget:**           \$ \_\_\_\_\_

**Club 22-Account:**   \$ \_\_\_\_\_

**Additional Requests Made:**

\$ \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_

## Requesting a Club Budget

ASSMU will approve a Budget Period timeline prior to Spring Break. The first five (5) academic days of Budget Period, the Finance Committee will be open to receive funding requests from Clubs. At the close of the five (5) academic day period when requests are received, the Finance Committee has an additional five (5) academic days to review and consider all budget requests.

In order to obtain a Club Budget the Club must:

1. Submit a **Club Budget Request Form** to the ASSMU Finance Committee during the first five academic days of the Budget Period.
2. Go through the **First Public Reading** – the club will be approached with any questions and potential budgets will be presented to the general student and club population.
3. **Appeals Week** – Any appeals for change must be submitted for consideration to the ASSMU Treasurer within two days of the First Reading of Finance Committee budget recommendations.  
*The ASSMU Treasurer will work with the appellants to schedule formal meeting(s) with the Finance Committee. Failure of any club/organization to appear for their scheduled meeting without providing prior notice will be considered a withdrawal of their appeal. The budget will therefore be submitted without amendment.*
4. **Budget Approval** – The final budgets for the next academic year will be approved at the ASSMU general meeting. Members from all clubs and organizations with proposals for funding will be contacted and encouraged to attend the final public vote. The ASSMU Senate may change the amounts recommended by the Finance Committee. Any funds not allocated by the Senate are to be deposited in the ASSMU Contingency Account (unless otherwise specified).



**Budget Period is considered complete upon the approval of the final budget. This may be the budget recommendation with or without amendment as the Senate sees fit, by a 2/3 vote of the Senate.**

## Acceptable Expenditures

Follow these general policies to help ensure you will not receive unnecessary cuts to your budget:

1. **Follow the Rules.** No funds will be granted to organizations for an activity that violates the Saint Martin's Student Conduct Code or Washington State law.
2. **No Alcohol and Drugs.** Funds may not be used towards the purchase of alcohol, tobacco, or drug paraphernalia, or any item prohibited by the current Saint Martin's Student Handbook.
3. **No funds shall be granted to financially support a political party off campus.** This does not prohibit the support of politically based student clubs or organizations formally recognized by ASSMU. Nor does it prohibit admission to political events.
4. **No funds shall be granted for club advertisement.**
5. **Mileage Policy.** ASSMU will not reimburse clubs for mileage accumulated in or around the great Thurston County area. Beyond that area, the cap for reimbursements is \$0.15/mile. Reimbursements will be made only if the club has an applicable line item or the Senate approves the money from the Contingency or Conference & Workshop budget. Proper documentation is required.
6. **Bus Policy.** ASSMU will reimburse bus rental at the rate equivalent to the current charge of the SMU Security Office van rental. Reimbursements will be made only if the club has an applicable line item or the Senate approves the money from the Contingency or Conference & Workshop budget. Proper documentation is required.
7. **Service Trip Policy.** ASSMU will fund 10% of the total cost or up to \$100/person whichever is less.

## Requests for Conference or Workshop Budgets

Any organization wishing to attend a conference, convention, or workshop must submit in writing detailed cost of the conference. The form must be turned into the ASSMU Treasurer at least four (4) weeks prior to the date of the conference. This statement will include at least the following information:

- **Names of Participants**  
*\*ASSMU will provide coverage of costs for up to six (6) students.*
- **Name and Purpose of Conference**
- **Name and Contact Information of Attending Advisor**
- **Date and Location of Conference**
- **Conference Fees**  
*\*ASSMU will cover up to 80% per student*
- **Estimated Reasonable Travel Expense**
- **Estimated Reasonable Lodging Expense**  
*\*ASSMU will cover up to \$100/room/night - calculated for the number of rooms needed for double rooms while still respecting our Benedictine values of separating genders.*
- **Estimated Other Expense** (i.e. – food, parking, etc.)

## Cash Boxes

Cash boxes are available for club use at events and fundraisers. Cash boxes may be checked out and in through the Office of Campus Life. Each box contains \$50 in change. Upon return, Campus Life will count your earnings and deposit your funds into the appropriate club account in the Saint Martin's Finance Office.

Prior approval for fundraising is required. Pick up a general Event Request Form at the Trautman Union Building and return completed forms to the Office of Campus Life.

## Financial Transactions

Plan your needs in advance. Once your request has been approved, you may obtain a Financial Transaction Form from the Trautman Union Building. Complete the Financial Transaction Form including:

- Your club name
- The budget from which you would like to withdraw funds (Club Budget or Club 22-Account)
- The amount you wish to withdraw and a description of what the funds will be used for
- The type of financial request (reimbursement, payment, cash advance, purchase order)
- The name of the vendor/student to receive payment
- Receipts (if applicable – i.e. making a deposit, returning a cash advance, seeking reimbursement)



**Return the completed form to the ASSMU Treasurer's inbox in the Trautman Union Building.**

**A check could take two (2) weeks for processing.** Check requests are processed every Wednesday – so keep this in mind when making requests. Your cooperation in planning ahead and working with the Finance Office is most appreciated!

**BE SURE TO MAKE A COPY OF ALL FINANCIAL TRANSACTION FORMS AND SUPPORTING DOCUMENTS FOR YOUR CLUB/ORGANIZATION RECORDS**

## Check Requests

Checks may be requested for the following:

- **Payment to a Vendor** – Submit an invoice with your Financial Transaction Form and payment will be mailed to the vendor.
- **Reimbursement** – Submit receipts for the funds spent out of pocket and a check will be given to the individual who spent the funds.
- **Cash Advance** – Funds can be issued to a person to cover the cost. Receipts must be turned in to verify funds were spent on the approved purpose. If the receipts do not add up to the total amount of the cash advance, the individual who received the advance is responsible for paying – out of pocket – the difference.

## Cash Advances

Although cash advances are not the preferred method of payment, sometimes a club will need a cash advance to purchase decorations, food, or general supplies for events or activities. Cash advances should only be used when an alternate form of payment cannot be.

NOTE: Cash advances should not be used for vendor or performer payment and conference travel expenses (i.e. – airfare).

- \$500 is the maximum limit for a cash advance.
- A student **MUST** turn in all receipts and remaining cash from their cash advance or the individual/club will not be granted further cash advances until all previous monies have been reconciled.



**All cash advances required returned receipts, accounting for how all money was spent. Any unused funds must be returned with your receipts to the University Finance Office.**

## Credit Card

Students may request that items be purchased via a University credit card. Such transactions must be arranged and made through Campus Life or the Finance Office.

If the expense cannot be covered by the club/organization budget, prior approval for the use of funds must be granted from the ASSMU Senate through the funds proposal process. The club/organization must have proof of this approval when making requests to Campus Life or the Finance Office.

**TIP:** *Payment of conference travel expenses or items to be purchased and shipped on the internet is an excellent time to submit the Financial Transaction Form requesting payment via credit card.*

## Transfers

- Funds may be transferred from any ASSMU Club Account or 22 Account to any other Club Account within the ASSMU or Saint Martin's University accounting system
- No funds can be transferred from an ASSMU Club Account to a 22 Account.

## Deposits

- All deposits must be delivered to the ASSMU Treasurer within five (5) business days of receiving funds. Cash deposits will be counted (in the presence of the depositor) and recorded.