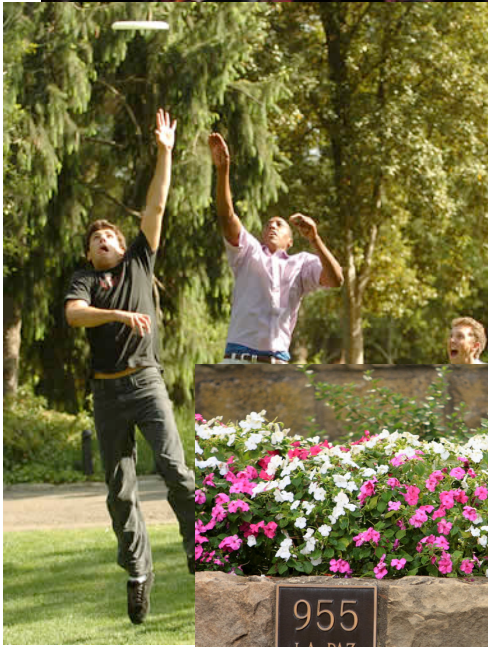


# WCSA Clubs Manual

## 2011-2012



*Campus  
Life Office*

WESTMONT COLLEGE  
STUDENT  
ASSOCIATION

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## **REQUIREMENTS FOR OFFICIALLY RECOGNIZED CLUBS**

Officially recognized Westmont student clubs agree to a certain set of standards and criteria that will govern their club's organization, activities and conduct.

### **REQUIREMENTS FOR NEW AND RETURNING CLUBS**

- A club's mission, purpose and all of its activities must exist and function fully within the bounds of the Community Life Statement and in a manner that is supportive and reflective of the mission and purpose of Westmont College.
- A club's mission, purpose and activities must not present undue liability or risk elements for the students or the college.
- All clubs understand that, as representatives of Westmont College, the standards of the Community Life Statement apply to all activities, meetings, or excursions, whether on or off-campus.
- Clubs will avoid any action that could be considered hazing, harassment or an initiation ritual and read and understand the student handbook entry outlining Westmont's policy on hazing and abuse. (Found under Community Standards: [http://www.westmont.edu/\\_student\\_life/student\\_handbook/community-standards.html](http://www.westmont.edu/_student_life/student_handbook/community-standards.html))
- A club must have at least 10 current undergraduate student members at all times during the school year. Clubs with membership that drops below this number risk loss of official recognition. All club participants must be registered Westmont students.
- A club must have a current full-time faculty or staff advisor. Should the advisor need to leave this role, it is the responsibility of the club officers to replace the advisor prior to the next scheduled club event.
- A club must maintain a current list of officers, members, and advisor(s) including names, year in school, and Westmont e-mail addresses. This list must be kept current as members join or leave the club during the school year. The WCSA Clubs Administrator should be notified with any changes within one week of the change.
- Membership in all clubs—except in the case of those registered as “Athletic/Recreational” or “Academic Competitive” and requiring a tryout—must be open and accessible to all current Westmont students regardless of race, color, national origin, gender, age or ability.
- All clubs are expected to participate in the fall Community Picnic and spring Community Carnival events as a way to advertise, build a membership list and promote campus and community development. Details about these events will be communicated to club officers by the WCSA Clubs Administrator.
- Clubs must meet a minimum of once a month with regular meeting times that are publicized through the WCSA Clubs page.
- Club officers must meet a minimum of once a month with their club advisor to update him or her on upcoming club events, the club budget and current club dynamics.

Clubs violating these governing criteria may face college discipline, including but not limited to loss of event planning privileges, loss of facilities use privileges, reduction or loss of funding, or complete dissolution of the club in question.

## **PRIVILEGES OF OFFICIALLY RECOGNIZED CLUBS**

Certain privileges are granted to officially recognized Westmont clubs, such as:

- Official recognition by the College
- Use of reservable rooms and equipment
- Ability to program activities, events, or meetings on campus
- Use of campus publications and designated websites for advertising
- Permission to post and distribute materials on campus in accordance with College posting policy
- Opportunities to request club funding from WCSA

## **FUNDING REQUEST GUIDELINES**

Once a club has been approved, the following responsibilities must be assumed by the club in order to receive funding:

1. The club will provide a completed "Club Funding Proposal Form" to the WCSA Clubs Administrator no less than 14 days prior to the event or activity.
2. The club will engage in campus-wide advertising of the event or activity for which funds are requested.
3. The club will keep an accurate log of all items purchased or rented for the event or activity for which funds are requested and will submit that log with all itemized receipts to the WCSA Clubs Administrator no more than 7 days after the conclusion of the event or activity

Money granted to clubs for events or activities must be reconciled through the submission of receipts and/or remaining money in order to demonstrate appropriate use of funds requested. Club officers will be responsible for repaying any monies that are misused or improperly documented by their clubs.

Club Funding Request Forms, as well as receipts and/or invoices for approved funding requests can be submitted to the WCSA office, which is located on the second floor of the Kerr Student Center. Funds will not be granted to cover items that require storage. Clubs that are traveling off campus for events are typically not covered for any travel expenses or food expenses. Overnight stays are typically covered up to \$23/night per club member. The WCSA Clubs Administrator, the WCSA Council, and the Campus Life Office must approve events or activities that require the sponsoring club(s) to sign a contract.

Any failure to adhere to the above guidelines may jeopardize the club's ability to receive the

requested funding or to have future funding requests granted.

## **EVENT PLANNING**

In order to successfully plan an event for your club on the Westmont campus, many details need to be considered. If proposed club events involve more than 50 students, club officers will be required to meet with the WCSA Clubs Administrator prior to receiving any event funding. These guidelines are in place to help clubs plan the best events possible and to ensure that they receive the support they need.

### ***Room Reservations***

To request rooms, club officers can make a request through the Clubs Administrator. The Administrator will check the availability of rooms through the campus scheduling system and finalize reservations if rooms are available. To discuss venue options please contact the WCSA Clubs Administrator.

### ***Equipment Reservations***

Equipment reservations (e.g. microphones, projectors, speakers) can be made at [http://www.westmont.edu/\\_offices/emo/index.html](http://www.westmont.edu/_offices/emo/index.html). All equipment rental and set up is charged so be sure to make budget provisions for these charges through a WCSA funding proposal. For the account number, contact the WCSA Clubs Administrator.

### ***Amplified Sound***

Amplified sound is a sensitive issue on the Westmont campus and any event proposals featuring amplified sound must be reviewed and approved by Jena Harris, the Property Coordinator at Westmont.

### ***Contracted Services/Payment***

Any event requiring payment to an individual for services rendered or requiring a signed contract must be approved by the WCSA Clubs Administrator, the WCSA Council, and the Campus Life Office. Additionally, the contract made out to the Westmont Office of Procurement must be signed only by Westmont's Contract Administrator no later than 2 weeks before the event.

### ***Risk Management***

Any event with risk of any kind will need to be approved by Westmont's Risk Manager.

## ***Fundraising***

Events intended for fundraising purposes or featuring fundraising as an element of the event, must be approved by the WCSA Clubs Administrator, the WCSA Council, and the Campus Life Office. Additionally, if tax-deductible receipts are expected in response to the fundraising efforts of the event, the proposal will need approval by the Office of College Advancement.

Events that involve solicitation of donations from either private individuals or businesses will also require the approval of the Office of College Advancement.

Clubs are NOT PERMITTED to fund raise without written approval through the Office of College Advancement. Any club fundraising plans must be pre-approved by WCSA and the Director of Campus Life. Once pre-approved clubs may submit applications to fundraise through the Office of College Advancement. These applications are reviewed at the beginning of each semester.

## ***Transportation***

Anyone driving on college business as an official campus club must apply and be approved as a college driver. In order to request approval, Please login to your student profile at the following link: <https://secure.westmont.edu/cgi-bin/WebObjects/studentProfile.woa/wa/> and complete the driver info.

Because club transportation is typically not a funded expense through WCSA, clubs are not permitted to reserve vehicles through the college. Students are encouraged to use dial-a-ride or to have club members drive to club events.

## **ATHLETIC CLUBS**

All officially recognized athletic club officers will be scheduled to meet with Athletics Department representative Jim Smoot to discuss field and venue reservations, insurance issues, liability waivers, competition and other related concerns in the first part of the fall semester.

All athletic field and facility reservations must be pre-approved by Coach Smoot. You may schedule an appointment by contacting Coach Smoot through email at [smoot@westmont.edu](mailto:smoot@westmont.edu) or phone at 565.6088.

## **ADVERTISING**

WCSA Clubs are encouraged to advertise club events through the following means:

- Submit posting on the current students page: ([http://www.westmont.edu/current\\_students/](http://www.westmont.edu/current_students/)) [WCSA pulls from these postings for a weekly e-mail to the student body]
- Create a facebook event
- Hang a poster in the DC (supplies available in the KSC Lounge during WCSA Office Hours; Posters must be approved prior to hanging by the Campus Life Office)
- Hang flyers around campus (Posters must be approved prior to hanging by the Campus Life Office)
- Chapel slides (Must request permission through Campus Pastor's Administrative Asst. Colleen Atkinson)
- All-Student E-Mail through WCSA Clubs Administrator for large scale events
- Residence hall bathroom readers (e-mail RDs)
- Add in the Horizon
- Set up a table in the DC with a sign and give handouts for your event
- Class specific e-mails for more targeted messages (firstyear, secondyear, etc)
- Tell the most gregarious and outgoing student you know (it's a small campus; word travels quickly)

### **Westmont Posting Policy:**

The following guidelines must be adhered to by all groups wishing to post materials on campus.

All advertising materials must bear the "Westmont College Approved Until" stamp. This stamp can be obtained from either the Campus Life or Student Life Office. The person requesting the stamp must sign a copy of the "Westmont Posting Policy," signifying acceptance of its terms. Materials that are posted without the approval stamp will be removed immediately and the sponsoring group may face restricted promotional privileges for future events and/or a financial penalty.

Signs and posters must be taken down by the date indicated on the "Westmont College Approved Until" stamp. It is the responsibility of the sponsoring organization to remove all promotional material once the approved time span lapses. Failure to do so may result in restricted promotional privileges for future events and/or a financial penalty.

Posters and fliers can be adhered to appropriate surfaces (dorm and KSC bulletin boards, kiosk by the DC, banisters over KSC and Armington walkway, and DC) with sticky tac, blue painter's tape, scotch tape, or masking tape. **NEVER** use duct tape or clear packing tape, or tape of any kind on a glass surface. If any property damage occurs as a result of posting, the responsible individual or group may be charged a fine.

Promotional materials may not block exits or doorways. Promotional materials may not be affixed to trees or other plant life. Materials that advocate or encourage conduct that is contrary to the Community Life Statement will not be approved.