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CRITERIA 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.

The following governing criteria apply to the organization of all officially recognized clubs:

- A club must have at least 7 current undergraduate student members at all times during the school year. Clubs with membership that drops below this number risk loss of official recognition.

- 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 have a clearly stated mission and purpose consistent with the College’s mission and purpose.

- 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. Changes to the club’s officers or advisor[s] must be reported to the WCSA Clubs Administrator 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.

The following governing criteria apply to the activities of all officially recognized clubs:

- All club programming will be consistent with the Mission of the College and objectionable or offensive programming will be cancelled at the discretion of WCSA and the Campus Life Office.

- Club activities requiring funding will be handled according to the guidelines for club funding requests found on page 3 of this manual.

- Club activities will be planned according to the guidelines for event planning found on pages 4-6 of this manual.

- All clubs will participate in the fall Community Picnic and Clubs and spring Community Carnival events as a way to advertise, build a membership list and promote campus and community development. The fall Community Picnic event will take place on Tuesday, October 5 and the spring Carnival will take place on Tuesday, February 1.
• Clubs must meet a minimum of once a month with regular meeting times that are publicized through the WCSA Clubs page.

The following governing criteria apply to the conduct of all officially recognized clubs:

• 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.

• Under all circumstances, clubs will avoid behavior or conduct that may be understood or interpreted as hazing, harassment, or an initiation ritual.

• 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. Other equally binding guidelines are outlined in the “Club Agreement Form” included in the Clubs Proposal Packet.

**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 awarded the opportunity to request funding, the following responsibilities must be assumed by the club in order to receive the requested and any continued funding:

1. The club will provide a completed “Club Event and Funding Proposal” 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. 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 club fundraising plans must be pre-approved by the same groups as well as the Office of College Advancement. Any questions about fundraising or contracts should be directed to the WCSA Clubs Administrator or the Director of Campus Life.

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. This planning guide works in conjunction with the “Club Event Proposal” form and should help you as you try to plan the best event possible.

Proposal forms must be received no later than 14 days prior to the event date and earlier if contracts or amplified sound are involved.

Please think broadly about possible dates, times, and locations when filling out the “Club Event and Funding Proposal” and include any alternate arrangements that might suit your club’s needs should your primary choices be unavailable.

**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.

In the “brief event description” section of the “Club Event Proposal” form, please provide enough information for the WCSA Clubs Administrator to understand the nature, purpose, and goal of your proposed event. This does not need to be an exhaustively detailed description, but simple one-word answers will not suffice.
**Catering**

If your event requires catering, arrangements will need to be made with Sodexo and your club will need to include extra set-up and clean-up time for your event. Any catering arrangements and reservations will be the sole responsibility of the club and its officers.

**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). Inquire with the Equipment Management Office about the cost of items before making a reservation. For the account number, contact the WCSA Clubs Administrator.

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

**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.

**Transportation**

Should your event require transportation your club can reserve vehicles, based upon
availability, through Westmont’s Transportation department. 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.

**OFFICES YOU SHOULD KNOW**

As you plan events and activities on campus, you may need to inform those affected or involved of your plans. This list should help you know who to contact.

**Facility Reservations**
- T.K. Erickson, Conferences [x. 6045]
- Event services:
  - Josh Weitzman, Event Services [x. 6073]

**Electronic Equipment/Sound Reservations**
*Events Everywhere but the Gym*
- Doug Conrad, Equipment Management Office [x. 6183]
- Jena Harris, Property Coordinator [x. 6048]

*Events in the Gym*
- Brad Elliott, Sound and Light [x. 6052]
- Jena Harris, Property Coordinator [x. 6048]

**Public Safety**
- Tom Bauer, Director of Public Safety [x. 6043]
- Troy Harris, Risk Manager [x. 6048]

**Procurement**
- Bill Groeneveld, Contract Administrator [x. 6849]

**Dining Services**
- Kevin O’Dowd, DC Manager [x. 6082]

**Transportation Services**
- Steve Brown, Transportation Department Manager [x. 6096]

**Athletics**
- Ann Cavalli, Athletics Administration [x. 6110]
- Jim Smoot, Athletics Club Coordinator [x. 6088]

**Other**
- Campus Life Office [x. 6125]
- Student Life Office [x. 6028]
ATHLETIC CLUBS

All officially recognized athletic clubs must schedule a meeting with Athletics Department representative Jim Smoot to discuss field and venue reservations, insurance issues, competition and other related concerns.

You may schedule an appointment by contacting Coach Smoot through email at smoot@westmont.edu or phone at 565.6088.

In order to receive funding from WCSA, your first Club Event and Funding Proposal must be signed by Coach Smoot.

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.
CHOOSING A FACILITY

Facilities/spaces available for groups of 100+:
- Murchison Gym [Capacity: 2133]
- Dining Commons [Capacity: 477]
- Page MPR [Capacity: 310]
- KSC Lounge [Capacity: 166]
- Porter Theater [Capacity: 164]
- Murchison Dance Room [Capacity: 120]
- Reynolds Hall Lawn [Capacity: 120]
- Deane Chapel [Capacity: 102]
- Founders Dining Room [Capacity: 102]
- Carroll Observatory Lawn [Capacity: 100]
- Kerrwood Front Lawn

Facilities with multimedia equipment:
- Page MPR [audio, video]
- KSC Lounge [flat-panel television]
- Founders Dining Room [LCD projector, audio, video]
- Monroe Dining Room [LCD projector, audio, video]

Facilities in which food can be eaten
- Residence hall lounges
- The Dining Commons
- The Study
- Founders Dining Room
- Monroe Dining Room

Facilities which can host loud events [i.e. musical guests]
NOTE: For all events such as this all windows and doors are to be kept closed for the duration of the event.
- Kerr Student Center
- Dining Commons
- Murchison Gym
- Carroll Observatory
- Porter Theater

Facilities best suited for quieter events
- Hieronymous Lounge
- Page MPR
- Outdoor venues