

**Center for Student Involvement**

# **Club Handbook**

## **2025 - 2026**

Last Updated August 2025

**Center for Student Involvement**

Student Center 350 and 360

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## Table of Contents

Page	Topic(s)
<b>3</b>	Message From the Center for Student Involvement (CSI)
<b>4</b>	About Seattle University
<b>5</b>	About the Center for Student Involvement
<b>6</b>	Important Definitions
<b>9</b>	Student Club Leader Quarterly Checklist
<b>12</b>	CSI Involvement Policy
<b>13</b>	Club Recognition Process <ul style="list-style-type: none"> <li>• Club Recognition Policy</li> <li>• Club Recognition</li> <li>• Creating a Club Constitution</li> <li>• Sport Club Recognition Process</li> <li>• Faith-Based Clubs</li> <li>• Privileges of Recognized Student Clubs</li> <li>• Recognition Responsibilities</li> <li>• Club Advisors</li> </ul>
<b>18</b>	Tips for Managing Your Club <ul style="list-style-type: none"> <li>• Meetings and Agendas</li> <li>• Club Mailbox</li> <li>• ConnectSU</li> <li>• Transition Documents</li> </ul>
<b>19</b>	Planning Events <ul style="list-style-type: none"> <li>• Marketing Your Event</li> <li>• Check the ConnectSU Event Calendar and Confirm Your Space</li> <li>• Establish Your Budget</li> <li>• Create Your Message</li> <li>• Marketing and Publicity</li> <li>• Get Feedback</li> <li>• Planning an Accessible Event</li> <li>• Virtual Resources</li> <li>• SUstainable Events Checklist</li> </ul>
<b>24</b>	Publicity and Marketing On Campus <ul style="list-style-type: none"> <li>• Publicity Policy</li> <li>• Flyers</li> <li>• Rolldowns</li> <li>• Table Tents</li> <li>• Tabling Policy</li> <li>• Digital Screens</li> <li>• Sandwich Boards</li> <li>• Lawn Signs</li> <li>• Publicity Ideas</li> </ul>

<b>27</b>	Managing Club Finances <ul style="list-style-type: none"> <li>• Club Activity Strings</li> <li>• Budgeting</li> <li>• Sources of Funding</li> <li>• How to Collect and Deposit Funds</li> <li>• Spending Money</li> <li>• Special Circumstances</li> </ul>
<b>35</b>	Important Club Policies <ul style="list-style-type: none"> <li>• Alcohol Policy</li> <li>• Bake Sale Policy</li> <li>• Brand Identity (Seattle U Logo/Name Usage)</li> <li>• Contracts</li> <li>• Demonstrations and Political Activity on Campus</li> <li>• Domestic Travel</li> <li>• Donation Boxes</li> <li>• International Travel</li> <li>• Film Screenings</li> <li>• Food Service</li> <li>• Raffles and Drawings</li> <li>• Van Reservations</li> </ul>
<b>43</b>	Club Conduct <ul style="list-style-type: none"> <li>• Club Recognition Status</li> </ul>
<b>45</b>	Club Recognition: Red Night Out Awards <ul style="list-style-type: none"> <li>• Student-Led Initiative Award</li> <li>• Campus Unity Award</li> <li>• Excellence in Service Award</li> <li>• Lasting Impact Award</li> </ul>
<b>46</b>	Information for Club Advisors

## **Message From the Center for Student Involvement (CSI)**

Dear Seattle University Club Leaders,

Welcome to Seattle University's Center for Student Involvement (CSI)! We are excited to be a part of your involvement journey. In CSI, we recognize and celebrate the crucial role clubs play in creating a vibrant campus community and enhancing the student experience. Clubs like yours help further the university's mission, create community on campus, and help create opportunities to learn outside the classroom. Seattle University clubs offer leadership opportunities, service for others, connection to our campus community, real work and life experience and so much more.

The Center for Student Involvement is dedicated to enhancing the student experience at Seattle University. The team wants you to know that we are here to help you, your club, and your club members. In CSI we are resource with a wealth of knowledge and connections. We encourage you and your team to stop by our office in the Student Center (STCN 350) to connect with us. As CSI we hope to be your biggest and loudest cheerleaders – hyping you up as you leave your mark on Seattle University.

As you navigate your club experience, we hope this Club Handbook will serve as a resource for you and your team. If you ever have any questions, please know that we are happy and eager to help you.

We look forward to working with you and your team! Best of luck this year as you embark on this involvement journey.

Best wishes,

Marissa Robledo  
Director, Center for Student Involvement  
Seattle University

## About Seattle University

### **Mission:**

Seattle University is dedicated to educating the whole person, to professional formation, and to empowering leaders for a just and humane world.

### **Vision:**

We will be one of the most innovative and progressive Jesuit and Catholic universities in the world, educating with excellence at the undergraduate, graduate and professional levels.

### **Values:**

- Care: We put the good of students first.
- Academic Excellence: We value excellence in learning with great teachers who are active scholars.
- Diversity: We celebrate educational excellence achieved through diversity.
- Faith: We treasure our Jesuit Catholic ethos and the enrichment from many faiths of our university community.
- Justice: We foster a concern for justice and the competence to promote it.
- Leadership: We seek to develop responsible leaders committed to the common good.

## About the Center for Student Involvement

### **Mission**

The Center for Student Involvement (CSI) is a student-centered, student-driven department dedicated to empowering Seattle University students to explore leadership and contribute to the campus community, which will prepare them to be leaders for a changing world.

### **Our Priorities**

We value and support the leadership development and engagement of all students while at Seattle University. We do this by providing welcoming spaces, opportunities to reflect and discern leadership and engage in a club or organization.

Specifically, CSI provides direction, support and advising for:

- Clubs
- Graduate Student Council (GSC)
- Club & Advisor Leadership Development
- Pride and Tradition Events
- Student Events and Activities Council (SEAC)
- Student Government of Seattle University (SGSU)

Under the leadership of the Student & Campus Life team and in collaboration with our campus partners we provide support for our diverse student body, avenues for community-building, and an inclusive environment toward our goal of student leadership, retention, success, and excellence. The CSI staff includes professional staff, graduate coordinators, and the Student Involvement Ambassadors (SIAs).

### **Main Office Information**

Center for Student Involvement Student Center 350

Phone: (206) 296-6465

Email: [involvement@seattleu.edu](mailto:involvement@seattleu.edu)

Website: [www.seattleu.edu/involvement](http://www.seattleu.edu/involvement)

<i>Student Center 350</i> <ul style="list-style-type: none"> <li>○ Front Desk</li> <li>○ Club Space</li> <li>○ Staff Offices</li> <li>○ Meeting Spaces</li> <li>○ Club Resources</li> </ul>	<i>Student Center 360</i> <ul style="list-style-type: none"> <li>○ SGSU</li> <li>○ SEAC</li> <li>○ Staff Offices</li> <li>○ Meeting Spaces</li> </ul>
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## Important Definitions

**Activity String:** An activity string is the University's term for an official financial account. An activity string is required when transferring money to and from university accounts. It provides information and a history of the income and expenses of the club.

**Club:** A club is a group of students with a designated purpose. Club leaders register their club with the Center for Student Involvement to be recognized.

**University Ministry:** University Ministry provides an open and hospitable community, regardless of a student's religious, secular, or spiritual identity and background. Some spiritual and/or religious clubs also hold affiliations with University Ministry.

**ChromeRiver:** Seattle University's expense reporting system, designed to streamline expense reimbursements, ProCard transaction coding, and Receipt Management.

**ConnectSU:** ConnectSU is a multi-platform communication tool which includes the ConnectSU Hub, News, Website, Mobile app, and social media accounts. The main website helps clubs manage their club's operations including membership lists, dues, SGSU/GSC appropriations requests, events, to-do lists, and more.

**Constitution:** A constitution is a document that details all the founding purpose and principles of a given organization. This document can be an important tool to use for defining who the club intends to be, how processes work, defining officer roles, and the main purpose of the club.

**CSI:** The acronym for the Center for Student Involvement, CSI intends to be a helpful resource for all students on campus to get connected to involvement opportunities on campus.

**Demonstration:** A demonstration is a forum through which students and other members of the university community are able to express their views by peaceful protest against actions and opinions with which they agree or disagree. Demonstrations and protests on campus are governed by the Code of Student Conduct.

**EMS:** The EMS Web App is the primary tool on campus for requesting and reserving major event spaces, conference rooms, classrooms, computer labs, and vans.

**Digital Screens:** Digital Screens are a form of electronic advertisement through use of .pdf or .jpg files.

**Flyers:** Flyers are a form of print advertisement that are typically 8.5" x 11" or 11" x 17" posters.

**FERPA Privacy Training:** The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records and establishes rights for students relative to the disclosure of these records. Club treasurers are required to complete an online FERPA Privacy Training before getting access to the institutional financial systems, ProcureSU and InformSU, and their club's budget information/reports.

**GSGA:** Graduate Student Government Association, or GSGA, is the official graduate student government on campus. This organization formerly known as GSC advocates on behalf of graduate students. GSGA provides graduate funding for professional development and organizes events for graduate students.

**HRL:** Housing and Residence Life is the office responsible for the management and community development of the residence halls on campus.

**JE:** Stands for Journal Entry and is how we transfer money between different on-campus activity strings.

**KXSU:** Seattle University's student-run radio station. The station's programming is aimed to reflect Seattle's amazing local artists. Via ConnectSU, you have the opportunity to schedule on-air promotional ads with the KXSU team.

**ProcureSU:** ProcureSU is the university's Procure-to-Pay system. ProcureSU automates purchasing, receiving, and payment processing on campus. All purchasing, payments, and reimbursements are done through ProcureSU. Club Treasurers have a Shopper's Role in ProcureSU and have sole access to their club's activity string.

**Recognized Student Club:** A recognized student club is a student club that has fulfilled all the requirements necessary for recognition status as set forth by the Center for Student Involvement for the set academic year.

**Rolldowns:** Rolldowns are large banner advertisements that require the use of butcher paper and range from 6' to 12' in length and 3' and 6' in width.

**SGSU:** Student Government of Seattle University or SGSU, is the official undergraduate student government on campus. This organization advocates on behalf of undergraduate students. SGSU provides undergraduate funding for club events, professional development, and organizes informational events for students.

**SGSU Appropriations:** Student Government of Seattle University (SGSU) allocates money to student clubs who demonstrate financial need. Financial allocations are administered through the SGSU Appropriations committee based on a frequency set by the CFO.



**SIA:** The Center for Student Involvement's Student Involvement Ambassadors (SIAs), as the front desk staff in the Student Center 350 office. Their main purpose is to help answer questions, be a resource to help students get involved, connect people to different offices around campus, and be a helpful resource for club leaders.

**SEAC:** SEAC is the Student Events and Activities Council and is the premier on campus programming group that focuses on large scale events that is planned and executed by students. SEAC is the torchbearer of many Campus Traditions such as Drag Bingo, Winter Ball, and Quadstock.

**Sport Club:** Different than student clubs, sport clubs compete with other universities or colleges but are not regulated by the National Collegiate Athletic Association (NCAA) or the National Association of Intercollegiate Athletics (NAIA) and do not have varsity status.

**Table Tents:** Table tents are a form of print advertisement that sit on the tables in Seattle University eateries.

**Tabling:** Tabling is a way of advertising through reservation of a table stationed at various heavy traffic spots around campus.

**UE:** University Events (UE) is an office at Seattle University charged with event planning and the reservation of space on campus.

**Chartwells:** Chartwells is our on-campus Dining Provider. If you are hosting an event on-campus with food, you must adhere to the food policy in which Chartwells has the first right of refusal of non-Chartwells catering on campus.

## **Student Club Leader Quarterly Checklist**

### **Summer Quarter**

- Incoming club leadership must attend ALL mandatory trainings to be fully recognized for the upcoming year.
- Develop goals and aspirations for the year with club leadership team.

### **Fall Quarter:**

- Sign up to host a table in the annual Fall Involvement Fair
- Ensure your Club has all required positions of President, Financial Officer, Event Coordinator, and Advisor at all times to be a recognized club.
- If needed, update constitution/bylaws.
  - Must include necessary components outlined in the CSI Club Constitution Template that can be found on CSI's ConnectSU
- Meet with your club advisor to discuss their role and how they can support you.
- Ensure you have 6 additional active members outside of the mandatory positions on ConnectSU.
- Attend Club Presidents Town Hall
- Financial Officers, attend SGSU's appropriations dinner and review the process and ask questions as necessary.
- Meeting and Event Planning Requirements
  - Decide when to have meetings (weekly, monthly, etc.) and book meeting room spaces through University Events.
  - Post all meetings and events in ConnectSU.
    - Check-Out a card reader to collect swipes for event attendance.
  - Determine events for the year and assign budget amounts; think about opportunities for collaboration with other clubs, organizations on/off campus.
- Attend workshop series sessions that occur bi-weekly throughout the quarter.

### **Winter Quarter**

- Sign up to host a table at the Winter Involvement Fair (usually late January/early February)
- Meet with your club advisor to give updates on your club/talk through ideas/issues and discuss the process of club transition and elections.
- Develop Club election timeline and be sure to account for the possible need to update your club constitution.
  - Leadership for the upcoming academic year need to be in place by the time Re-Registration begins in the first half of the spring quarter.
- Attend workshop series sessions that occur bi-weekly throughout the quarter.

### **Spring Quarter**

- Attend workshop series sessions that occur bi-weekly throughout the quarter.
- Prepare for club leadership transition.
  - Make a "to do list" with the person transitioning into a leadership role to discuss transition.
  - Put important documents and information into ConnectSU for the new leaders.

- Write a letter/transition document with any important details and post in ConnectSU.
  - Template can be found on CSI's ConnectSU
- Make sure all meeting agendas and/or minutes are available in ConnectSU for the next group.
- Meet with any key student organization leaders to start collaborations early.
- Schedule a transition meeting with incoming leadership members
- Meet with club advisor to inform them that you are transitioning out, and introduce the person transitioning in
- President:
  - Have incoming President complete the requirements to re-register club in ConnectSU.
    - Update constitution – follow amendment policy laid down in your respective constitution.
    - Define club officer responsibilities.
    - Ensure you have 6 active members in ConnectSU.
  - Have the incoming President attend the mandatory Re-Registration meeting.
  - Review expectations for advisor with incoming officer.
- Financial officer:
  - Review the ProcureSU and Chrome River procedures with incoming officer.
  - Review club activity string balance to make sure all charges are correct and make any necessary changes to ensure budget accuracy for the next leadership and inform the new officers about the process.
  - Ensure, with the help of CSI, that your club is not in the negative to prevent any unnecessary restrictions from being placed on the incoming club leadership.
  - Upload Club Budget documents to ConnectSU.
- Event Coordinator
  - Review event planning procedures and provide an overview of events from the previous year with the incoming officer.
  - Update any upcoming bookings for approaching academic year with the incoming officer details and connect them with [Rooms@seattleu.edu](mailto:Rooms@seattleu.edu)
  - Upload any pertinent event information on ConnectSU.

## **CSI Involvement Policy**

Students who want to be involved in a Center for Student Involvement organization (SEAC, HawkSquad SGSU, GSC) can only serve in one organization role. CSI organization leaders, other than executive roles, can apply for a Student Involvement Ambassador (SIA) position and if hired can serve as an organization leader and SIA. If a student holds an executive role within their organization (SEAC, HawkSquad, SGSU, GSC) they cannot serve as a SIA and exec role.

Students who hold general membership within a club are welcome (and encouraged) to seek positions in the Center for Student Involvement, Organizations and the Student Involvement Ambassador roles.

## **Club Recognition Process**

### **Club Recognition Policy**

Any full-time or part-time undergraduate or graduate (non-law) student enrolled at Seattle University wishing to lead a Recognized Student Club is required to go through the recognition process each academic year to stay current with the policies, trainings, and information of that year.

Club officers must be in good standing with the University (academic and otherwise). Failure to maintain a good standing with the University may result in that person being removed from the position and the club will need to find another individual to assume the leadership role.

All clubs must be open to all current students regardless of identity or affiliation. Clubs are encouraged to provide many opportunities for students to learn about their clubs through programs and events. If membership in a club requires an application process, the club should offer an opportunity for students to join an interest group within the club to satisfy the requirement.

Contact:

Center for Student Involvement

Student Center 350

206.296.6465

[Involvement@seattleu.edu](mailto:Involvement@seattleu.edu)

### **Club Recognition**

Before you get started, a few things to be aware of as you start your club.

- At a minimum, each club must always have 6 members - a President, Financial Officer, Event Coordinator, three additional general members and Faculty or Staff Club Advisor. All members must be currently registered SU students.
- Club Advisors must be full-time SU staff/faculty. *Graduate Students* may not serve as official club advisors; however, they may hold unofficial advisor roles.
- An annually updated constitution. More information on constitutions can be found below.

Recognition privileges are in effect annually from the application approval date until the academic year's end. Student clubs must re-apply each year during the re-registration timeframe in the Spring. New student clubs may apply for recognition within the first 6 weeks of the Fall and Winter Quarter and will not be granted full recognition until completion of the mandatory trainings in the timeline provided during your introductory email. These are designed to introduce the officers to the resources and provide them with knowledge as stewards of our welcoming club community.

All clubs must comply with university policies including financial, facility usage, the Code of Student Conduct, adhere to the student club's approved constitution and bylaws, and must retain an advisor who is a full-time staff or faculty member employed by Seattle University in order to be considered for recognition. Student clubs must adhere to all policies and procedures outlined for clubs.

### **Privileges of Recognized Student Clubs**

Once your club has fulfilled all requirements set forth through the club recognition process and by the Center for Student Involvement for the current academic year, you and your club can now:

- Sponsor activities and invite speakers in accordance with university guidelines, Seattle University Speaker Policy, the Code of Student Conduct and Seattle University's Jesuit, Catholic tradition
- Recruit members from the student body
- Utilization of campus facilities through University Events
- Full utilization and access to the club's portal in ConnectSU
- Access to SGSU and GSC Appropriations funds (as appropriate to student population)
- Host events and meetings on campus
- Advertise on campus (i.e. ConnectSU Calendar, university bulletin boards, flyers, rolldowns, TVs) in accordance with university policies and procedures
- Utilize club activity string through the Controller's Office
- Collect dues from members for the purpose of funding club events, programs, etc.
- Participate as a group in university events
- Have a mailbox in the Center for Student Involvement office in Student Center 350

### **Recognition Responsibilities**

Clubs and club leadership should be aware of and in compliance with Seattle University and Center for Student Involvement policies and procedures as well as applicable local, state, and federal laws and regulations. This includes documents like the Club Handbook, the Code of Student Conduct, and University policies. They should represent the purpose and intent of the club accurately, ethically, and according to the University's Catholic Jesuit identity and its mission and values.

Other responsibilities include:

- Keeping a full-time faculty or staff primary advisor
- Fully completing the recognition process with the Center for Student Involvement annually
- Ensuring that financial and contract procedures are followed fully as outlined by CSI, the University Budget Office, University Counsel, the Division of Student Development, the Controller's Office, and other pertinent University offices.
- Respond promptly and ethically to all inquiries and policies supported by the university, Dean of Students, and the Center for Student Involvement
- Ensuring that club behavior does not result in harassment or discrimination based on race, national or ethnic origin, religion, gender/gender expression, sexual orientation, political orientation, disability, etc.
- Maintaining a minimum of eight currently enrolled Seattle University students and ensuring that each of the eight members are in good standing (academic and judicial)
- Providing a current club constitution on file with the Center for Student Involvement as well as all constitutions and bylaws of all other local and national governing and affiliated organization
- Following the policies and guidelines as outlined in the Club Handbook, available on ConnectSU.

Failure to comply with any of the Club Recognition Responsibilities may be reported to the Dean of Students Office and may result in disciplinary action at the individual or club level. CSI will follow any reported sanctions against the club as determined by the Center for Student Involvement or the Dean of Students Office depending on the severity as decided on at the discretion of CSI. More information on Club Conduct is covered below.

### **Creating a Club Constitution**

All Recognized Clubs must abide by the Club Constitution Template that is made available to all students. This can be found on the Center for Student Involvement's ConnectSU page in the Documents section. All areas marked in red on that document should be edited to fit your club's needs.

### **New Club Registration**

Any current student can start a new club on campus in a few steps:

- It must be within the first 5-weeks of the Fall or Winter Quarter to proceed with this process.
- Schedule a meeting with a Student Involvement Ambassador (SIA) so they can provide a presentation on all that goes into being a fully recognized club and the steps that are next.
  - Includes walking through the ConnectSU application
- Club leaders will need the following items to complete the recognition process in ConnectSU.
  - Names and email addresses of the President, Financial Officer, Event Coordinator, Advisor (must be full-time faculty or staff), and 3 additional members, Constitution
- Constitution/Bylaws
  - A template can be found on CSI's ConnectSU
- The President will default as the Primary Contact in ConnectSU for your club.
- If approved, a follow-up email will be sent updating your club's officers about the decision.
  - In this follow-up email, the training process will be outlined including information on how to access trainings and the timeline needed for the trainings to be completed.

#### *New Organizations:*

- Click on the "Groups" tab and then on "All Groups" where you can find a blue banner for new club registration.
- Follow the prompts outlined in the Instructions to update your Organization Profile, Roster, Constitution and Bylaws, Profile Picture, Organization Categories, etc.

#### *Returning Organizations:*

- Re-Registration is to be completed in the Spring of the previous year to begin the process for the following year.
- Click on the "Groups" tab and then locating your group.
- On your page, you will see a blue banner calling for your re-registration.
- Follow the prompts outlined in the Instructions to update your Organization Profile, Roster, Constitution and Bylaws, Organization Interests, Profile Picture, and Organization Categories

After submitting these items online, your submission will be in review. Any changes needed will be communicated via ConnectSU. Once approved, you will be contacted by a CSI staff member about next steps including a requirement meeting, an orientation, trainings, etc. Clubs are required to complete all of the required trainings to be fully active.

### **Sport Club Recognition Process**

Any students interested in starting a sports club should first talk with the staff at Eiseminger Fitness Center prior to starting a sport club. Afterward, student leaders can recognize their club in the same way outlined above for new and returning clubs in ConnectSU.

#### **Contact:**

Trace Seaton, Assistant Director for UREC, Competitive Sports

Email: [seatonw.seattleu.edu](mailto:seatonw.seattleu.edu)

Phone: (206) 296-5907

Office Location: Eiseminger Fitness Center

For more information, see the UREC website here: <https://www.seattleu.edu/recreation/sport-clubs/>

### **Faith-Based Clubs**

University Ministry works with faith-based clubs through an additional affiliation process. Clubs will still need to register with CSI. Their staff can help with questions about affiliations with off-campus organizations, having an off-campus advisor, and provide additional support for your group.

For more information about University Ministry clubs, see their website:

<https://www.seattleu.edu/campus-ministry/exploring-faith-and-spirituality/religious-student-groups/>

#### **Contact:**

Brian Taberski, Associated Director for Liturgy, Workship and Formation, University Ministry

Email: [taberski@seattleu.edu](mailto:taberski@seattleu.edu)

Office Location: University Ministry, 1st floor of the Student Center

### **Club Advisors**

Every Registered Student Club must have a Club Advisor name on file with the Center for Student Involvement. Club Advisors must be full-time staff and/or staff members of Seattle University.

A club's advisor can play a helpful supportive role to club leaders. In addition to being the official connection with Seattle University and the club, advisors are encouraged to define their role with their club leadership. Here are possible responsibilities:

- Attend meetings as an active member (except for voting) and/or events
- Being CC'd on all club e-mails



- Attend workshops and trainings with club officers
- Establish reoccurring one-on-one with club leadership
- Help mentor students in their development
- Stay current with Club's activities like events and meetings
- Being aware of constitution/bylaws and rules set forth by the CSI office
- Being aware of Seattle University resources and services provided to students
- Mediate conflict within group
- Assist in transition of club leadership after an election occurs including re-registration process
- Talk through what support looks like for club leaders and what they may need throughout the year
- Contact the Center for Student Involvement regarding questions or clarifications on office or University policies
- Develop students into effective leaders to contribute to mission of Seattle University
- Help provide leadership skills student leaders can add to their Leadership Tool Box

## Tips for Managing Your Club

**Meetings and Agendas:** Make sure to plan out your meetings, including coming prepared with an agenda. It is important to keep continuity between meetings, so you do not keep covering the same information. Keep working groups accountable by giving them time in your meeting agendas. Also, keep club members engaged by asking for their opinions, giving them opportunities to get more deeply involved, and asking for help when you need it.

**Club Mailbox:** CSI offers clubs the option of having a mailbox in our office. To collect your club mail, stop by the CSI Office in Student Center 350.

If your club is receiving mail from an outside source, the mailing address that needs to be used is:

*Club Name*  
*Attn: Club Officer's First and Last Name*  
*c/o Center for Student Involvement Seattle University Student Center 350*  
*901 12th Avenue #222000*  
*Seattle, WA 98122*

**ConnectSU:** ConnectSU is a multi-platform system that helps get the word out to students about events and involvement opportunities. The ConnectSU website can be a major player in managing your club's events, forms, surveys, tracking dues, and more. Learn about all the system can do by checking out the ConnectSU YouTube training videos offered on the Center for Student Involvement's YouTube page.

**Transition Documents:** A major issue felt by first time club leaders is the lack of information from previous years. Make sure that your club leaders leave legacy/transition documents to help next year's team be successful. This should be stored in your club's ConnectSU Documents page.

Transition Documents should answer the following questions: What projects were you working on? What barriers did you experience? What advice would you give the new leadership team? Who are the major campus supporters of your club? It's easy to keep this information in your Files in ConnectSU so that future leaders can learn from your experience.

Set a standard and establish a connection to your club's history so that you can help shape its future.

## **Planning Events | MAKE OWN DOCUMENT??**

As leaders in a student club, you are encouraged to host events at Seattle University. There are many departments to assist you with planning and executing your programs; be sure to ask for assistance whenever you need it! University Events (UE) will help coordinate many of your event details with you. Please visit UE's webpage to view the process, policies, and procedures to keep in mind for planning your student event.

### **Check the ConnectSU Event Calendar and Confirm Your Space**

Check to see what else is happening on campus on the day/during your event. Check out the ConnectSU events tab, the main campus calendar, and/or talk with University Events (UE) about other events happening at the same time and may compete.

Make sure you have confirmed your event space and food, technology, and other event needs. University Events (UE) can work with your organization on all these needs.

*NOTE: If you plan to have your event off campus, make sure to see the Contract Process listed below as many establishments will require this.*

### **Establish Your Budget**

Make sure you know what your budget is for your event. The Center for Student Involvement can print 10 flyers for student clubs free of charge per year. Also, Super Copy/Reprographics can make posters and flyers at a low cost to you and your club (using your club's activity string). For more information on other services and pricing, see the Reprographics website.

### **Create Your Message**

Next, think about the message you would like to portray about your event. What is the incentive for the campus community to attend? What will they learn and/or get out of the event? Make sure to have a consistent message about the event, your intended audience, and goals. Your team should be aware of what these are so they can also send a consistent message.

### **Marketing and Publicity**

Now that you are aware of the policies, do your best to find creative and unique ways to get the message out to your audience. Make sure that you also reference the "Publicity on Campus" section in this handbook and the Publicity Policy on the CSI website for specifics on marketing your event.

*TIP: The Center for Student Involvement requires that all club events must be posted on ConnectSU prior to printing/posting of events on marketing.*

Each marketing type has limited effectiveness and/or accessibility so timing your message is important. Think about what you can put out 2-3 months out, 1 month out, 1-2 weeks out, and right

before your event. The best approach to marketing an event is to start early and to use different methods (flyers, social media, word of mouth, etc.) to reach different people.

Additional resources for advertising on campus:

- **ConnectSU News/Student Announcement Request:** Student announcements are now available through ConnectSU News, a weekly email newsletter containing events, campus information, and more. To request your announcement, please go to ConnectSU and fill out the Student Announcement Request located under Campus Links. This newsletter is managed by the ConnectSU Hub staff, formerly the Redhawk Resource Hub Desk, located on the first floor of the Student Center.
- **On-Campus Publicity Request:** The Center for Student Involvement is now approving flyers, posters, Student Center TV ads, table tents, and more through the On-Campus Publicity Request on ConnectSU. Utilize this link to get your on-campus publicity approved virtually before you print! This form is managed by the Center for Student Involvement staff (email [involvement@seattleu.edu](mailto:involvement@seattleu.edu))
- **ConnectSU Social Media:** With over 1300 followers on Instagram, we encourage social media managers to tag @csiseattleu and @seattleuconnectsu to help boost your outreach.

### **Get Feedback**

Be sure to check in to see how things are going during your outreach. Have you heard a lot about your event? Are others talking about it? To whom haven't you reached out? Are there avenues you have not pursued that may work?

After your event, make sure to touch base about what worked in your marketing plan for next time. What would you do the same? What would you change? What other suggestions would you have to properly outreach about your event? If you have any questions about these points and/or event planning, we are happy to help!

### **Planning an Accessible Event**

Seattle University values equity and inclusion in all it does, including events hosted by student clubs. Club leaders are encouraged to plan to host events that are accessible to a wide variety of students and backgrounds. On-campus entities such as Disability Services, Office of Multicultural Affairs, International Student Center, University Ministry, Office of Institutional Equity, and CSI can help you think through how your event can be inclusive.

Below is a checklist provided by Disability Services to consider for event and activity planning. It is meant as a place to start thinking before your conversations with Disability Services.

#### *General Considerations*

- Consider hospitality as key to your approach in creating an accessible space.
- Are you planning for a broadly invited group whose needs you do not know or for a select group of individuals for whom you can plan specifically?

- When planning for a select group, have you invited individuals with disabilities who will be at the activity or event to participate in planning how they can be fully included?
- What language can you use to outreach to as many people as possible?

#### *Marketing and Registration*

- How are you announcing this event? Are you including various platforms that are accessible to individuals who may have limited vision, hearing, mobility, health, etc.?
- Is the contact person for disability-related accommodations and issues clearly listed in your posted materials? Is the tone of the contact information welcoming?
- Does your registration form have a welcoming and respectful space for participants to request access in ways that do not ask for intrusive details?
- Do you have a second method of asking participants about access requests, such as in an automatic reply email?
- What happens when a request is made? Will the event planner know how to respond to the request?
- If you have concerns about the cost of responding to a request, discuss it with your supervisor. Do not deny a request because of the cost.

#### *Travel to and around the Event/Activity*

- Is there a route from the parking lot or bus stop to the building entrance that avoids steps or steep ramps?
- Is the pathway clear of obstructions and barriers in all probable weather conditions?
- If transportation is provided to the event, is it accessible to all? Is accessible parking clearly marked and easily available?
- Is the planned accessible entrance to the program/event the same as the principal entrance for everyone?
- Is there appropriate signage for the diversity of participants?

#### *Rooms and Spaces*

- Is there a clear path of travel within the rooms and spaces, around the furniture that will be used? Are accessible restrooms readily available near meeting rooms and, for overnight stays, near sleeping rooms and including showers with accessible fixtures?
- Can individuals with differing mobility requirements access meeting, sleep and resting spaces? Are food service spaces comfortably accessible to all with alternative food choices available?

#### *Presentation*

- Are video or slides visible to everyone or will an audio format be needed?
- Will any videos be closed captioned appropriately?
- Will speakers/ audio be audible to or understood by everyone, or will interpreters or assistive technology be needed?
- Are materials available in alternative format on request?

### *Participation in Activities*

- Are participants with varying abilities included as part of the group in all activities, such as icebreakers, moving from one activity to another, sleeping arrangements and so forth?
- Are modes of interaction inclusive of all expected participants, including those with limited vision and hearing?
- Are activities using movements planned for a variety of abilities?
- Are the timing and pace of activities appropriate to individuals with varying levels of endurance?
- Are participants who may experience stress or anxiety informed of scheduled topics and provided comfortable ways of opting out?
- Are there appropriate food options for the diversity of participants?
- Are session “ground rules” inclusive of all participants?

### *Reflection After the Event*

- Have you found that some individuals who are invited to the event or activity might be excluded through this use of facilities or activities?
- Can you revise your plans so that people of diverse ability levels will be able to participate equally?
- Is your planning team ready to respond to requests?

### **Virtual Resources**

Seattle University offers a few options to hold your event virtually. All club leaders have Zoom Pro and Microsoft Teams accounts but if your club needs additional functionality or increased capacity, additional options exist.

*Zoom Pro:* Clubs should utilize Zoom platform for video conferencing, screen sharing and screen recording tool that works on all browsers and most mobile devices. All SU community members, including students, staff, and faculty, have Zoom Pro access.

*Zoom Webinar:* If your event only needs to engage with attendees via question submissions, or need a higher capacity for participants, then Zoom Webinar may be the right choice!

If you are interested in using Zoom Webinar, please submit a Virtual Event Request through the EMS Web App. Once received, UE will contact you to talk more about your event needs to determine if Zoom Webinar or Zoom Basic/Pro will be the best platform for your event.

*NOTE: There are a limited number of licenses for Zoom Webinar. Zoom Basic and Pro can mimic the “listen-only” mode of Zoom Webinar by having anyone designated as the host able to mute participants, as necessary.*

### **Sustainable Events Checklist**

Seattle University values sustainability and the consideration of environmental impact, including all events. The Center for Environmental Justice, or CEJS, provides a checklist for event planners to consider when planning events.

To see and download this document, go the CEJS website:

<https://www.seattleu.edu/cejs/sustainable-events-checklist/>

## Publicity and Marketing on Campus

 | MAKE OWN DOCUMENT

### **Publicity Policy**

Clubs that have fully completed the recognition process have full access to all the Center for Student Involvement services and supplies. All physical marketing materials need to be approved by the Center for Student Involvement according to the Publicity Policy.

The Center for Student Involvement requires that all club events must be posted on ConnectSU prior to printing/posting of events on marketing. Some initial information is listed below but club leaders are encouraged to review the entire Publicity Policy on the CSI website:

<https://www.seattleu.edu/involvement/resources--policies/publicity-on-campus/>

All marketing and advertising must contain these five elements to be approved:

- Name of club/group sponsoring event
- Name of event
- Date and time of event
- Location of event
- SU contact person/information

### **Flyers**

- CSI will print up to 10 flyers per year for a club
- The event must be posted in ConnectSU before flyers can be posted
- Flyers for club events go to the Center for Student Involvement office for approval. CSI approves up to 26 flyers to be placed all around first hill campus on designated bulletin boards and up to 50 flyers for the South Lake Union Campus.
- Please ensure that all flyers have permission to utilize images. Do not use copyright images without permission
- After approval, Student Involvement Ambassadors will take the flyers and post them at the designated locations around campus.

CSI cannot approve flyers in the residence halls. See the Housing and Residence Life website for more information

### **Rolldowns**

- CSI provides butcher paper, dye-cut machines, glue, and other materials to create Rolldown banners.
- Rolldowns can be placed in Student Center (maximum size 6' wide x 14' long) and Pigott Atrium (maximum size 3' wide x 5' long).

### **Table Tents**

- Table Tents are tri-fold advertisement placed on dining tables in C-Street, Hawk's Nest Bistro, and Bottom Line in Pigott



- Up to 60 Table Tents can be approved only for one week
- Only two table tents permitted on tables at one time

### **Tabling Policy**

- Recognized Student Clubs can reserve a table from which to advertise, pass out materials, and other actions to promote their event or student group.
- To reserve a table, contact UE and request the date and time on which your club would use a table for promotion.

### **Digital Screens** *(Student Center Only)*

- Advertisements must be 1280x720 pixels and are presented full screen
- Images should be submitted in JPG, PNG, or TIF formats
- For approval, please contact Seattle University Hub Desk ([hubdesk@seattleu.edu](mailto:hubdesk@seattleu.edu))

### **Sandwich Boards**

Sandwich Boards or A-Frame advertisements hold large posters, usually 2 ft x 3 ft, and can be used outside of buildings to advertise your event. Sandwich boards are provided by the club, organization, or office; CSI or UE does not provide these for general usage.

When using Sandwich Boards, please make sure to pay attention to accessibility into, out of, and through buildings. These should not block doors or pathways. Please remove your sign once your event has passed.

### **Lawn Signs**

Lawn signage (i.e., signage similar to those used by political candidates) should be coordinated through Seattle University Grounds.

### **Publicity Ideas**

Here are some additional thoughts and ideas on publicity:

- Bulletin boards are full of flyers that will compete with your message. Make sure that your flyer design is clear, effective, and limits the amount of text. Most students will only glance at flyers, giving you less than a second to catch their attention. Unless they are specifically there to look for something to do, flyers only have a moment to be effective.
- Rolldowns are effective and can take up to 2 hours to create. Make sure to build in time in your schedule to for you and/or your team.
- TV screens are available in the Student Center to help advertise your event. You may need to redesign your flyer to properly fit the screen. Remember that the slide only shows up for 10 seconds.
- ConnectSU can provide many helpful tools to get the message about your event/program up with all the other events happening on campus. Some for your club to consider are:
  - Putting in a Student Announcement Request to be included in the weekly ConnectSU News email blast

- Co-sponsoring your event with other organizations which lists your events on other pages
- Tagging @seattleuconnectsu and @csiseattleu on Instagram to be shared to a wider audience
- Word of mouth is your best tool to market your event. Make sure you and your team talk to their friends, classmates, and others about your event. Also, make sure to show excitement about your event. Revisit your goals and share them with your audience.

## Managing Club Finances

### **Club Activity Strings**

Recognized Student Clubs, Organizations, and Sport Clubs receive an activity string to deposit money into and spend money from. This is a series of numbers that will look something like: 82-0-3-684000 (with different last digits). Think of your activity string as your *bank account*. They may also be referred to informally as a budget number and/or GL Code.

All clubs are assigned an activity string when they are first recognized, which is sent to the president/primary contact, financial officer, and advisor.

*Recommendation: Save your activity string in a document on your ConnectSU page for future leaders and make communicating this information part of your transition.*

### **Budgeting**

Clubs are expected to keep track of expenses and income by using a budget. Keeping a record of all expenditures and revenue allows you to best keep track of what should be in your club activity string. Financial Officers have access to InformSU which is the most up-to-date way of identifying how much money your club has. Please note that many transactions take upwards of a month to reflect on InformSU. Keep in mind there can be delays with recent charges and reimbursements to be reflected in the system. Therefore, club leaders find that keeping their own budget record is important to support accurate recordkeeping.

It is important to spend within your budget. Exceeding your activity string balance will not be approved.

For Sports Clubs, budgets are managed through UREC. Please contact Trace Seaton, Assistant Director, [seatonw@seattleu.edu](mailto:seatonw@seattleu.edu)

*Recommendation: Save your planned budget in a document on your ConnectSU page for future leaders and make communicating this information part of your transition.*

### **Sources of Funding**

There are several sources of funding for Recognized Student Clubs, Organizations, and Sport Clubs can earn funds to support their operations and activities.

#### *Fundraising*

Clubs are encouraged to fundraise to fund their club events. Your advisor or CSI can support your club as you brainstorm fundraising ideas. Square is the only approved form of electronic fundraising for Clubs. CSI staff can set this up for you and the form can be found on ConnectSU. Checks and cash are also permitted. See the subsection “How to Deposit Funds” for details.

### *Membership Dues*

Many clubs will use membership dues to increase their club's budget. It is important for club leaders to think through what club members will get with their membership dues. Examples include advanced opportunities for event participation, t-shirts/swag, membership in a national organization, and more. You may use the same options for collecting dues, Square, checks and cash, as outlined for Fundraising. See the subsection "How to Deposit Funds" for details.

### *Student Government Appropriations*

Depending on the membership of your group (graduate, undergraduate, or mixed), you can apply to either or both of the student governing bodies below. Good planning, a realistic budget, and demonstration that you have sought additional ways of funding (e.g., fundraising) will help your application be more successful.

- Graduate Student Council or GSC provides opportunities for graduate clubs to request funding for personal and professional development. To learn more about their funding process, go to [www.seattleu.edu/gsc](http://www.seattleu.edu/gsc) or email GSC President at [gscchair@seattleu.edu](mailto:gscchair@seattleu.edu)
- Student Government of Seattle University (SGSU) allocates a portion of their annual budget for student club requests. To request funds, submit the Appropriations Request Form on ConnectSU detailing the need for the funding and benefit to the student club or greater Seattle University student body. Depending on the amount requested, your club may also need to present your proposal directly to SGSU.

To get to the SGSU Appropriations request in ConnectSU:

- Go to your club's ConnectSU page and click on Manage Organization. You will need access to the Finance tab, see your page administrator or CSI if you are not able to access this tab.
- Click on the three lines on the left side. Scroll down to the Finance tab.
- Click on the blue button that says, "Create New Request" and select "Create Budget Request."
- Fill out the Budget Details form and submit.

For questions or for more information, contact the SGSU Chief Financial Officer at [SGSUCFO@seattleu.edu](mailto:SGSUCFO@seattleu.edu)

### **How to Collect and Deposit Funds**

Depending on the source of your funds, your payment will come in different forms. If you have a situation outside of the three most typical, described below, please contact your advisor or CSI.

#### *Square*

Square is the exclusive way to electronically collect funds for clubs as it will deposit directly into your activity string. To use Square, complete the Club Square Request form on ConnectSU.

You can select donations for folks to donate at whatever total they choose. Donations are recommended based on the event because they cancel out taxes for the request. You can sell items for a fixed amount, such as a t-shirt for \$25. When selling for a fixed amount, the sale is subject to local and state sales tax and can be included in the item. See the subsection on “Tax-Exempt Status” for additional details. Services, such as an ad in an online zine, are not subject to sales tax. CSI can provide additional clarification as you plan.

To collect payment, you can select a QR code, a card reader that attaches to your phone or computer, tap to pay, or a payment link. Card readers are reservable for a week at a time.

#### *Cash or Check Deposits*

As a club you may deposit money into your activity string at the Center for Student Involvement. To ensure that staff are available, please schedule a Club Deposit through the [CSI Bookings page](#). You will bring with you all cash and checks, as well as your activity string. Once the deposit is made, you will be provided a copy of the deposit receipt from one of our SIAs before leaving the office.

#### *Journal Entry*

When receiving funds from a department or other club on campus, you will use an electronic [Journal Entry \(JE\)](#) form. This process can only be used between university entities. Example: A department buys tickets to your event. CSI has signature authority to sign for club activity strings. Please complete the top part of the form (your activity string and the amount), then have the party paying you funds complete their part (their activity string, the amount, and signature if a department), and turn into CSI via the Club Journal Entry (JE) Form on ConnectSU. If you need help completing the form, schedule a time via CSI’s Bookings page and we are happy to assist you.

*Recommendation: Save copies of Square reports, deposit receipts, and JE forms on your ConnectSU page for reference by you and future leaders.*

#### **Spending Money**

Seattle University manages many of its payment processes online through ProcureSU. ProcureSU is used for punch-out (Amazon, Office Supplies, Blink, etc.) purchases, contract payments, and purchase orders. InformSU reports expenditures processed in university budgets on a platform called Power BI.

Below is a list typical club expenses and how to make the purchase:

#### *Campus Services*

- Emerald Plate Catering will collect your activity string when you place an order. Be aware of your budget and check the cost given on your estimate to ensure you have the funds to cover the cost.

- Reprographics will charge your activity string for copies made using their campus form (rather than SUpErCopy). From this, they charge you directly.
- University Events (UE) will ask for your activity string if you collaborate with them on an event that requires rentals or other costs. They will charge your activity string directly. Be sure to follow your budget and check costs in advance to ensure you have sufficient funds to cover the costs.
- Other Campus Departments & Organizations will collect funds from you through an electronic Journal Entry (JE) form. This process can only be used between university entities.  
Example: Your event requires security so Public Safety will be utilized and collect your activity string to pay for their services.
- CSI has signature authority to sign for club activity strings. Please complete the top part of the form (your activity string and the amount), then have the party to whom you are paying funds complete their part (their activity string, the amount, and signature if a department), and turn into CSI with the Club Journal Entry (JE) Form on ConnectSU.

### *ProcureSU Catalogs*

The catalogs in ProcureSU allow student clubs to purchase items directly from specific vendors using their club activity string. Shops include Blick Art Supply, Office Depot, Amazon, and many others. The ProcureSU system is helpful because it avoids the process of having to provide funding upfront. For more information, access this guide from Procurement. Please remember that for payment to be processed, items must be received in ProcureSU to pay the vendor.

To use, [log in to ProcureSU](#), and select the catalog you want from the main page. Club Financial Officers are the sole club members who will be granted access; if you need an account, contact a CSI Staff member. Select your items and proceed to payment. Once you have created your cart, continue to click through to submit your purchase for review. CSI will receive your order and submit it on your behalf. Your purchase will be delivered to the CSI Office for pick up, which allows us to confirm the order was received. You will receive an email when your order is ready for pick up.

Access to ProcureSU is granted each Fall to all Financial Officers as clubs are registered. For officers that are new or were somehow missed, please contact CSI and we can make the request for your access on your behalf.

### *Invoices from Vendors*

Many businesses will take an order from you and provide you with an invoice to pay. To pay an invoice, submit to CSI through the Club Invoice & Contract Form on ConnectSU. CSI will process the payment, and your vendor will be sent a check in the next weekly check run.

### *Contracts with Performers and Speakers*

We use the Independent Contractor process to pay an individual vendor who currently is not an employee (staff, faculty, adjunct, student) of Seattle University for services provided.

**Seattle University does NOT allow students to sign contracts within their capacity as students and as club leaders/members.** A designated university administrator must sign any contract.

If your club wishes to pursue a contract with an entertainer, performer, or service, please contact the CSI office for guidance on this process. The process takes time, so it is advised to contact CSI as early as possible to begin planning.

The steps include:

- Verifying that the performer/speaker is not an employee of SU (staff, faculty, adjunct, student). If currently employed, we will use another process.
- Verify that the vendor is set up in ProcureSU as a business. If a vendor is not already in the ProcureSU system, they will need to be added. To add a vendor to the system, you will need to request an updated W-9 (Request for Taxpayer Identification Number and Certification) from the vendor and a completed Vendor Setup Form. This form can be found on <https://www.seattleu.edu/office-directory/procurement/>.
- The contract will be reviewed and edited or approved by Seattle University's Internal Counsel. Once approved by all parties, the contract is signed by the performer and the vice provost for Student and Campus Life.
- Once the vendor is added to ProcureSU and the final contract is signed, CSI will create a Purchase Order in ProcureSU. This is a commitment to pay per the terms of the contract and is sent to the performer.
- Services are rendered.
- Payment is sent to the performer.

Once you and CSI staff have started planning and you have a contract to submit, you will do so through the Club Invoice & Contract Form on ConnectSU.

### *ProCard*

Many faculty and staff on campus have a university-issued credit card to charge work related expenses, called a ProCard. Talk with your club advisor to see if they may be willing to charge an expense to their card and code it to your activity string at the end of the month. CSI staff are also willing to assist you if other options are not available.

CSI possesses Student Involvement ProCard's that club treasurers have access to reserving. To do so, CSI hosts ProCard training for treasurers during the fall and winter quarter. If treasurer is unable, Presidents can attend in their place. Regardless, whoever attended the training is the only individual allowed to reserve the procard. Clubs are permitted to have one individual trained per academic year. Treasurers who attend the training will be granted privileges for one academic year to use the Student Involvement ProCard's. The ProCard's have a limited Credit Line of \$500 a month and students can only spend \$100 per purchase. Treasurers who attend the training will have to sign that

they will follow all rules and regulations as outlined by Seattle University and Center for Student Involvement. Should any rules or regulations be ignored or defied, Clubs privileges will be revoked, Clubs will be held accountable and referred to Integrity Formation.

*Basic Outline:*

- Financial Officers must check out and return the card from the Center for Student Involvement (STCN 350) during hours of operation.
- The individual trained is the one who is permitted to check out the card, must sign the card out.
- The card cannot be kept overnight – cards and receipts must be returned by end of business day (CSI closes at 5 pm).
- When making your purchase, you are required to obtain an itemized receipt and return itemized receipt to the Center for Student Involvement.
- You CANNOT use the ProCard to purchase personal items. All items must be for club business.
- Purchases cannot be SPLIT – i.e. going to Target and having two transactions at target on the same day.
- Clubs cannot tip more than 20% on food purchases.
- When returning the itemized receipt to the Center for Student Involvement, the treasurer MUST complete the receipt worksheet – providing:
  - Date
  - Financial Officer Name
  - Club Name
  - Total Cost of Purchase
  - Card used (including last 4-digits and card owner)
  - Description of what was purchased
- CSI Staff members are responsible for reconciling purchases – all purchases made on the card will be charged to the club activity string. It is the financial officer's responsibility to make note in their respective budget of how much was spent when using the ProCard.
- If your club does not have the funds to reconcile the purchase, the club will lose access to the ProCard program and will sanctioned. The club will have to fundraise to raise funds to rectify the deficit.
- Should any rules or regulations be ignored or defied, Clubs privileges will be revoked, Clubs will be held accountable and referred to Integrity Formation.

*Club Emergency Fund*

The Center for Student Involvement offers an Emergency Fund where student clubs that are in good standing are qualified to request Club Emergency Funds. Funds are limited. For clubs to request funds, they must submit a Letter to the Director of the Center for Student Involvement outlining the emergency and why they need the funds for their club. Funds are limited to a \$200 maximum request. If a club has requested funds and funds are granted, they must wait 2 academic years in order to request funds again.

*Reimbursements and Cash Advances*



These two options should be used only when no other options are viable.

- *Reimbursement Request*

Chrome River is used to submit requests for reimbursement, when club members have purchased club-related materials using their personal money. For example, after a club member purchased an item for an event, you would use this form to use your club's funds to pay them back for that expense. The purchaser must assign the club treasurer as a delegate. The treasurer is then able to go into Chrome River and submit the request on behalf of the purchaser. The request will be routed to CSI to check that funds are available in your activity string to cover the expense. The Quick Start guide, and other training resources, found on the [Chrome River](#) page take you through how to access the system and submit a reimbursement request.

- *Student Club Advance Request*

An advance is used to provide funds to pay for estimated future club expenses that have not yet been paid. To request an advance, complete the Student Club Advance Request on ProcureSU. Once the advance is processed, a check will be cut to the student. Advances may only be issued to active University students and requires Staff Advisor Approval as well as Officer Approval. The minimum amount of a student or club advance is \$100, and advances cannot exceed the club's budget.

## **Special Circumstances**

### *External Bank Accounts*

Clubs are highly encouraged to utilize the systems provided to them and are highly discouraged from holding off campus bank accounts. Those who choose to have external bank accounts do so at their own risk as the university's jurisdiction can be limited for off-campus accounts. Furthermore, SGSU and GSC appropriation processes cannot allocate money to an off-campus account.

If your club has questions about this, please contact the Center for Student Involvement staff for clarification.

### *Tax-Exempt Status*

Tax-exempt status has a number of benefits, but also comes with responsibilities that clubs need to consider carefully. In order for donations to your club to be tax-exempt, either monetary or otherwise, you must have tax-exempt status as outlined by the U.S. Internal Revenue Service (IRS). It is recommended that clubs talk with their advisor and CSI staff prior to beginning this process.

There are two steps:

1. Employer Identification Number (EIN): First, you will apply for an EIN, which essentially lets the IRS know that you exist as an organization. If applying online, you will receive your

document with your EIN immediately after submitting. Be prepared to save the document.  
[EIN Application \(irs.gov\)](https://irs.gov)

TIP: When prompted to give the type of organization, most groups fit into “Social or Savings Club”. Click “View Additional Types” when prompted to select the type, to find “Social or Savings Club”.

2. Tax-Exempt Status: After receiving your EIN, you may apply to be tax-exempt, which allows you to accept tax deductible donations. Most recognized clubs can qualify as Social or Recreation Clubs, under 501(c)(7). See [Other Tax-Exempt Organizations \(irs.gov\)](https://irs.gov) for details. It is important to carefully read the requirements as most tax-exempt organizations, including those designated under 501(c)(7), are required to file a federal tax return each year.

*Recommendation: Save your letter from the IRS granting you tax-exempt status on your ConnectSU page for future leaders and make communicating this information part of your transition. The club will be asked to present this at various points, so this ensures that future leaders do not need to repeat the process with the IRS.*

## Important Club Policies

Below you will find several university policies that are important for you to know as a club leader. Please note that while we do our best to notify clubs of changes to these policies, particularly from other offices. For the most up-to-date policies on these policies, see the links provided in each section.

### Alcohol Policy

Seattle University allows Recognized Student Clubs and other entities to have alcohol present at approved events. To maintain proper behavior, University Events Services (UE) and CSI must be notified if a Recognized Student Club wishes to have alcohol present at an event. There are additional stipulations and requirements that must be met to ensure accordance with all Washington State laws.

In general, student clubs may be required to:

- Complete the Student Club Alcohol Event Request Form in ConnectSU four (4) weeks prior to the event
- Additionally, complete the fillable Alcohol Service Request Form from UE at least one (1) week prior to the event
- Provide the rationale behind serving alcohol at the event, the value-add it will provide to the event, the participants, and how it benefits the club as a whole
- Provide a detailed plan on how student event planners will ensure student behavior at the event will be handled, how IDs will be checked, training for student volunteers, and emergency response protocols
- Staff the event with Public Safety officers (number depends on the attendance goals) and The Emerald Plate/Chartwell bartenders

Alcohol references and/or imagery is not allowed to be on marketing materials (i.e. flyers, rolldowns). However, language that states “ID may be required” may be used to notify participants of the presence of alcohol. We can work with your event planners/marketers if there are questions about marketing materials.

For more information, see the UE website: <https://www.seattleu.edu/ces/policies/>

### Bake Sale Policy

Some clubs, organizations, and classes wish to hold **Bake Sales** to raise funds. If you wish to make arrangements for a Bake Sale, the first step is to fill out an Info Table Request through the [EMS Web App](#) to reserve a table at which to hold your Bake Sale. The deadline for this is **twenty (20) business days** prior to the event, so please give yourself enough time.

Next, you will need to submit a [Bake Sale Form](#) (updated link to come). Your club advisor or supervising faculty member will need to authorize the form.

For more information, see the UE website: [Policies](#)

### **Brand Identity (Seattle U Logo/Name Usage)**

Seattle University Marketing and Communications Department is responsible for approval of any usage of the Seattle University brand. This includes but is not limited to the Seattle University logo, spirit mark, interlock, wordmark, seal, etc. To learn more about the usage of the Seattle U brand marks, go to the Marketing and Communications website.

Clubs should work with Marketing and Communications for approval of the Seattle University branding materials. This includes printing on shirts, giveaways, and, in some cases, on social media platforms. For questions or more information, contact Eli Voight, Assistant Director of Digital Marketing.

For more information see the Marketing and Communications page:  
<https://www.seattleu.edu/marcom/>

### **Contracts**

Planning your event may involve negotiating through a contract process. This includes a verbal and/or written agreement between two groups on payment for a service provided (i.e. performer, speaker, DJ). Clubs should make sure to work with the Center for Student Involvement and/or the pertinent University department through this process (i.e., University Events).

**Students are not permitted to sign contracts on behalf of their club.** Contracts must be signed by the University for payment to be processed. Clubs should give this process 4-6 weeks for contracts to be completed through the ProcureSU process. The Assistant Director of the Center for Student Involvement will make sure all forms are completed and approved by all parties required.

Additional information about contracts:

- Contracts for lighting, sound, chair/table rentals, and other needs for your event space should be negotiated through UE. Work with your UE representative to start the process for any of these or for questions about event space needs.
- Your club's activity string will need to have the funds available to pay the contract. It will not be processed until all the funding is available.
- Be careful not to agree to something before you see a written contract. Sometimes agreeing verbally can lead to your club having to pay for something that you had not intended to follow through on. Be clear with your contact that you cannot agree to something before seeing the written contract.
- Give yourself time to complete this process. Generally, you should give this process 4-6 weeks to complete.
- Be detail oriented and make sure to follow each step completely.

- Payment for contracts is not available until after the service has been provided. Be sure to note this with your artist/performer when negotiating the contract. Make sure not to promise payment at the event or prior. The University will not pay for services prior to services provided.

### **Demonstrations and Political Activity on Campus**

As a Jesuit and Catholic institution, Seattle University empowers leaders for a just and humane world and promotes an academic community characterized by inquiry, discernment, and the pursuit of truth. The University therefore recognizes and supports the right of students to freely express their views through peaceful demonstrations. Any student, group of students, or registered student organization can organize an on-campus demonstration in accordance with University Policies.

The On Campus Demonstration Policy is overseen by the Office of the Dean of Students and can be found [here](#).

### **Domestic Travel**

Seattle University has over 120 recognized student clubs and a variety of student organizations. Student club officers, faculty/staff advisors organizing travel with these student club associations, and student organizations must follow the following steps before travel begins.

- Notify CSI and Public Safety that travel with your student club and organization will occur. This will allow these offices to keep an eye out for paperwork.
- Have your club/organization complete the Travel Authorization Form in ConnectSU, at least, two (2) weeks prior to the trip, along with a list of all travelers/participants going on the trip.
- Have your club organization review The Redhawk Commitment & the Code of Student Conduct as part of your club/organization's planning process.

For questions about this policy, please see the Center for Student Involvement staff.

### **Donation Boxes**

Clubs and organizations can run their own donation drives on campus. Each organization is responsible for the distribution of donation boxes, messaging the drive, the collection of drive items, and the successful delivery of the items in a timely manner. Seattle University is not responsible for the safety of the items. CSI encourages regular pickups of items during your drive to avoid loss/theft.

Each collection box should include the name of the drive, dates, and contact information at the very least.

Donation boxes are approved individually depending on the space requested. Unapproved donation boxes will need to be removed by drive organizers. Donation boxes should be placed out of entries and should not block fire exits.

A few of the most common donation box locations is listed below. For other spaces or departments, contact those departments directly.

Location	Contact
Pigott Building	Albers Front Desk (206) 296-5700
Lemieux Library	Melissa Chamberlain, Executive Library Coordinator (206) 296-6222
Student Center	ConnectSU Hub: MOSAIC Center STCN: Contact <a href="mailto:Involvement@seattleu.edu">Involvement@seattleu.edu</a> Outside of offices: Contact individual offices
C-Street/The Cave	Contact Andrew Gaynor, District Manager, <a href="mailto:andrew.gaynor@compass-usa.com">andrew.gaynor@compass-usa.com</a>
Pre-Health Advising Center	Contact <a href="mailto:prehealth@seattleu.edu">prehealth@seattleu.edu</a>
Pigott Pavilion	Contact individual offices
Residence Halls	Contact Housing and Residence Life directly

### International Travel

Some clubs offer opportunities for travel abroad as part of their event planning. The steps below outline some of the considerations when planning an international trip. Because clubs are often led by student leaders, clubs should contact CSI and the Education Abroad office ([educationabroad@seattleu.edu](mailto:educationabroad@seattleu.edu)) as soon as possible to begin travel. In general, this process takes approximately 6-7 months.

For this policy, “short-term international trips” have the following characteristics:

- Travel to an international location (including Canada and Mexico)
- 30-days or less in duration (including a day trip)
- No academic credit granted for participating
- Developed and implemented by student clubs/organizations

These requirements have been developed to:

- Facilitate the University’s assistance to you and the trip participants
- Help reduce the level of risk and liability for you, your organization, and the university
- Ensure ethical and effective planning and implementation for the trip

### *Trip Approval Process*

Because planning an international trip is a complex and time-consuming process, clubs and organizations planning a trip must have the trip approved at least 6-7 months prior to the desired date of departure. There are many aspects to planning a group trip abroad (i.e., visas, safety, travel costs, liability, insurance, housing, etc.). Therefore, being detail oriented and on top of these processes for your club will be of utmost importance.

Once you have obtained all the appropriate information, the staff in CSI will consult with Education Abroad and other entities as necessary on the proposal. Initial review of international trip proposals will be conducted with Education Abroad. CSI staff may want to meet with club leaders to discuss your trip.

*Participation: Who Can Go on the Trip?*

Only registered Seattle University students are permitted to go on a club-sponsored international trip through Seattle University. A full-time faculty or staff member must also travel with the group as an on-site advisor for the duration of the trip. Because international trips are educational in nature and sponsored by the university, trip participation will be restricted to currently enrolled SU students, current SU faculty and/or staff, or community members registered as SU volunteers. Other determinations may be made if the group is travelling with a national or international organization not affiliated with Seattle University.

*Waivers and Other Paperwork: When Does it Need to be Turned In?*

Once participants have been selected, each will be required to complete pre-departure forms and an online orientation facilitated by the Education Abroad Office. Deadlines are determined by departure date and are typically 1-2 months in advance of travel. The forms include:

- Education Abroad Post-Acceptance Form (includes waivers and releases, emergency contact information, passport information, and health disclosures)
  - Additional approval from the Student Health Center may be required once health information is reviewed)
- Education Abroad Pre-Departure Orientation (completed online via Canvas)
- International Travel and Medical Insurance (participants are automatically enrolled by the Education Abroad Office and the fee is billed to individual student accounts)
- SU Volunteer registration (obtained through Human Resources for community members)

Individuals failing to submit this paperwork by established deadlines will not be allowed to travel with the group. Education Abroad, CSI, or other Seattle University entities may ask for additional paperwork depending on the details of your trip.

*Participant Orientation: What Do Participants Need to Know?*

In addition to the Education Abroad Pre-Departure Orientation, a participant orientation is mandatory. At minimum, this orientation should include:

- Overview/purpose of trip
- Review of itinerary
- Pre-trip education (country information, packing lists, etc.)
- Expectations of participants
- Emergency/Safety Planning

*Health and Safety: What Do Individuals Need for their Health and Dietary Needs?*

Pre-trip education should provide participants with a basic understanding of the culture, politics, economics, and other issues connected with the international trip experience. Trip planners are

encouraged to contact appropriate faculty and staff resources in developing pre-trip educational curricula. A curriculum like this will help better prepare international trip participants to enter and work effectively in different communities.

### *Leader Training*

In order to ensure that university policies are followed, especially in the event of an emergency, international trip leaders must be trained in emergency protocols prior to departure. The Education Abroad Office facilitates leader workshops prior to departure to review university expectations, emergency preparedness, and leader resources. More information on developing leader training can be obtained from the CSI staff.

### *Code of Conduct*

It is important for international trip participants to realize that such activities are a privilege. The opportunity to represent the University, the city, the state, and/or nation is a responsibility that should be taken seriously. Because international trips are University sponsored activities, all participants are expected to abide by SU policies while traveling. This is true whether a group is traveling domestically or internationally. Prior to departure, the conduct status of each student will be checked with the Office of Integrity Formation. Students on Disciplinary Probation are typically not permitted to participate in international programs. While participating in the program, any violation of the Code of Student Conduct or other University policies may be reported to the Dean of Students by the group's advisors.

### **Film Screenings**

Films, TV shows, and other videos usually have some type of copyright attached to them. Because of this, it is important that any public film showing has the correct permission to show the film/video. Any type of non-private showing of a film (i.e., not in your home or your residence hall room, events that are open to anyone) must purchase the rights to a film prior to screening it.

The Lemieux Library and Learning Commons has an agreement with Kanopy Streaming that allows any University entity to show films and videos from their site. Please note that only Seattle University students, faculty, and staff can attend viewings of these films. Contact CSI office if your club has questions about the film policy. Additionally, CSI can put your club leaders in touch with SWANK MOTION PICTURES for public performance licensing agreement for Seattle University.

For more information on the Film Policy see: <https://www.seattleu.edu/involvement/resources--policies/films-on-campus/>

### **Food Service**

There are four options to provide food for student groups or events:

- Emerald Plate (Chartwells) Catering Services to provide, deliver and set up food
- Emerald Plate (Chartwells) Catering Services to prepare food for student pickup



- Pick up and deliver from off-campus source (additional policies, approvals, and restrictions apply; off campus vendors cannot deliver to campus)
- Students can prepare food to be served at event (additional policies and restrictions apply)

UE will work with the Event Organizers to ensure compliance. Four (4) weeks advance notice is needed to meet these requirements. Please refer to the website for more information and for the most up-to-date policies.

To learn more about Emerald Plate Catering, go to their website:  
<https://seattleucatering.catertrax.com/>

### **Raffles and Drawings**

All raffles on campus must comply with the Washington State Gambling Commission (WSGC) raffle rules, including the raffle record keeping requirements. (See Raffle Record Keeping Packet). Failing to follow the raffle rules could lead to WSGC enforcement action. Clubs are required to follow the policy administered by the WSGC.

#### *Definition of Gambling*

Gambling involves three elements: (1) prize, (2) chance and (3) consideration. If one of these elements is removed, it is no longer a gambling activity. Importantly, a raffle has a cost to participate associated with it, often more chances may be purchased. A drawing involves prizes, equal chance for all participants, and no cost to enter (cost to come to an event where all participants are given an entry is okay). Drawings and silent auctions do not require permission. For questions or concerns regarding the Raffle Policy, contact CSI.

Seattle University's raffle policy can be found here: <https://www.seattleu.edu/policies/raffles/>

### **Van Reservations**

Vans can be rented through Transportation and Parking Services using your club activity string. Vans can be used to transport Seattle University students, staff, and faculty to various destinations within the Puget Sound region and farther.

Students are now able to get access to EMS for the vehicle rental process. On the EMS site, club leaders are able to see vehicle availability and reserve vehicles.

#### **Process Steps:**

- Submit Driver Authorization form (once per academic year)
- Access VEMS and place reservation
- Submit adviser budgetary approval from DPST website

- Transportation and Parking Services will confirm your request and provide you information about picking up keys once approved

For more information, see the Transportation and Vans [website](#)

### **Event Parking**

When organizing events, meetings, or other activities, it is important to remember that parking permits are required all days and all times to park on campus. This means that your club members and any guests that you have invited should be made aware of the various permit options available to them. It is critical that whichever option has been selected by your club is communicated to all your attendees to avoid unnecessary confusion and complications about who is responsible for paying for parking permits.

Here are some of the various options available:

- Current students, staff, and faculty should have access to parking permits through iParq ([seattleu.thepermitstore.com](http://seattleu.thepermitstore.com)) at a rate lower than what is available to the general public
- Complimentary 15-minute parking permits are always available from the Pay Stations around campus
- For events held in the evening, the PayByPhone Evening Rate is another option available to everyone and allows parking from 5:00PM until 6:00AM the following morning for an affordable rate
- With sufficient budget and CSI staff approval, you may also request Guest Parking Permits for your guests that are paid for with your club's budget

For the most up-to-date information about these options, please visit our [RedhawkHub page](#) (<https://redhawks.sharepoint.com/sites/Intranet-CampusServices/SitePages/ParkingServices.aspx>) or contact us at 206-296-5992 or [ParkingServices@seattleu.edu](mailto:ParkingServices@seattleu.edu) so we can work with you to figure out the best parking option for your event.

## Club Conduct

Club recognition at Seattle University is a privilege. Recognition means that club leaders have completed the University requirements to gain access to certain permissions on campus including facility use, funding sources, support through CSI, and budget access. Being recognized as a club does not make the club an entity or agent of Seattle University.

The actions of undergraduate and graduate student clubs are expected to adhere to and be consistent with all departmental policies (including any addendum), Seattle University policies, and the Code of Student Conduct. If a student club is suspected of violating any of these policies, disciplinary action may be brought forth unto the student club and/or individual students found to be violators. These violations will be attempted to be resolved at the lowest level possible, beginning with the CSI Director and/or Associate/Assistant Directors.

Clubs are responsible for the expectations set for by the Code of Student Conduct and may be adjudicated thereby. CSI will work closely with the Dean of Students and/or the Office of Integrity Formation/Student Conduct to determine the appropriate steps based on the information provided. Depending on the situation, a club may be adjudicated as a whole entity or through the individuals responsible for the actions.

### Examples of Sanctions

Sanctions of student clubs beyond an issued warning may include, but are not limited to, the following:

- **Restitution:** The student club will be required to pay a monetary fine to Seattle University or a department therein to offset any damages sustained.
- **Revocation of Club Privileges:** The student club will not be allowed to utilize resources available to student clubs such as reserving space on campus, using materials in the Center for Student Involvement, etc. for a given time.
- **Referral for Prosecution:** If reasonable cause exists to believe a student organization has violated local, state, or federal criminal laws, the matter may be referred to Seattle University Department of Public Safety and thereafter, local law enforcement.
- **Other Sanctions:** Other sanctions may be levied along with those listed above including, but not limited to, community or campus service projects, a presentation, etc.

### Club Recognition Status

Failure to comply with any of the club, university, state, or federal policies, rules, or laws may result in Club's recognition status being reviewed and some privileges or full recognition being revoked.

A student club may also be put on a particular status level. Status levels of clubs are as follows:

- **Active:** A student club has no current violations against them and is at full liberty to utilize all resources and rights granted to student clubs.

- **Warning:** A student club may be issued a warning in response to a non-repeating violation committed by a student club.
- **Probation:** The duration a student club is to be on probationary status is determined in the judicial hearing.
- **Frozen:** A student club may be put on suspension as necessary. During the time of suspension, the student club will not have access or privileges afforded to active student clubs.
- **Termination:** A student club may be terminated if due cause proves an act so severe to worthy such a status. A terminated student club may not, at any time, resume membership for up to three (3) subsequent years.

Sanction letters will be kept on file by the Center for Student Involvement. Information on how to appeal decisions are also provided for the club's reference.

CSI staff are committed to assisting clubs be successful. If, at any time, you need advice, support, and have something to report, CSI staff are here to support you.

## **Club Recognition: University Student Excellence Awards**

Clubs are recognized at Seattle University at the annual Red Night Out Awards and Celebration. Open to all students, this awards ceremony celebrates the accomplishments of individual students and clubs. Be sure to nominate your club for one or more of the group awards:

### **Student-Led Initiative Award**

Presented to a club, departmentally sponsored organization, or individual that has contributed to the overall education and betterment of the Seattle University community through a program, event, exhibit, performance, or initiative. The initiative should be outstanding in cultivating one (or more) of the following: educational/academic excellence, inclusivity, creativity, collaboration, SU pride, and/or a meaningful impact on students.

### **Campus Unity Award**

Presented to a student club that cultivates a sense of community and collaboration within the campus community. Its members willingly share their time, talent, and resources with other clubs or organizations in order to elevate the experience of SU students.

### **Excellence in Service Award**

Presented to a student club that has demonstrated a deep commitment to service and solidarity within the community. Its members may not only average a high number of service hours per person, but have intentionally developed authentic, reciprocal partnerships with community group(s).

### **Lasting Impact Award**

Presented to a student club that has had a significant impact in the SU or broader community. Whether seeking to change hearts and minds, to shift policies, or for solutions to big problems, club members have left a meaningful legacy on those impacted by their work.

More information is available on the CSI website here:

<https://www.seattleu.edu/involvement/explore-leadership-development/recognition/>

## **Information on Club Advisors**

Student clubs are an integral part of Seattle University's mission. They provide opportunities to develop leadership skills, broaden social, educational, and professional experiences, and contribute to the university community. All clubs are student-initiated, organized, and led.

Seattle University has high expectations for student clubs to be part of the mission and values expressed through its Catholic Jesuit identity. With official recognition, a club is expected to conduct its business in a way that reflects favorably upon the club as well as Seattle University. Recognition by Seattle University means that a club has received official permission to conduct business on and off-campus and will be granted certain privileges that assist the club in its operations.

Additionally, clubs and organizations are bound to the policies outlined in the Club Handbook (in ConnectSU), the Code of Student Conduct, and by university departments and offices as pertinent.

An advisor's primary responsibility is to make a strong commitment to the group and to aid in the personal growth of the individuals in that group. Above all, advisors should be available to students on an individual and group basis, maintaining an open and honest relationship with the members.

All current Seattle University student clubs are required to have at least one faculty or staff advisor. Advisors play a key role in the development of an organization and its individual members. Being an effective advisor requires developing a style that matches the organization's needs and goals. When developing this style, it is important to keep in mind the goals of the organization, the types of activities they are involved in, and the overall mission of Seattle University. Prior to agreeing to be an advisor, determine the role and time commitment required.

Taking an active role in the organization (attending meetings, events, meeting with officers on a regular basis, giving advice) does not mean that the advisor is running the organization. The day-to-day operations of the organization should remain the responsibility of the officers/members, not the advisor. The main objective of an advisor is to be available to guide and assist the officers/members in the mission and goals of the organization. Communication is essential and how active, or passive the advisor's role should be negotiated between the advisor and organization prior to recognition.

In general, the club advisor should:

- Be familiar with the student organization's constitution/by-laws
- Try to attend at least one (1) of the student organization's regular meeting and events per quarter
- Try to regularly meet with the organization's officers
- Be aware of events, programs meetings, and activities from the student organization involving potential liability
- Provide support to the club leaders for club development and navigation through University systems

- Nurture and development the students' leadership skills
- Model professional attitude and behaviors
- Be an advocate for student concerns held by the club
- Have a general knowledge of policies, regulations, and laws which are relevant to student organizations (provided in this Club Handbook)
- Support the use of ConnectSU for club management and communication

Advisors can expect to be cc'd on all communication from the Center for Student Involvement. This is a way to keep the Advisor in the loop with information from the Center for Student Involvement, club standing, etc.

The Center for Student Involvement is a resource for advisors as well as students. If you have questions, please contact us for resources and support.

**Below is a summary of the changes made to the Club Handbook from the 2024-2025 academic year to the 2025-2026 Academic Year:**

- **Renamed position of Financial Officer to Treasurer**
- **Reduced the number of required members of a club from six (6) general members to three (3). The club is required to maintain 6 active members, when including the President, Event Coordinator, and Treasurer in addition to the 3 general members.**