



ASSOCIATED STUDENT COMMUNITY

**Student Clubs Manual**  
*George Fox University*  
**2015-2016**

Updated 10.2.15

Welcome from Associated Student Community!

We are excited that you are interested in making a difference within the George Fox University community through a student club. You have the unique opportunity to gather students who have common interests and help to create a sense of community within the university. We applaud you for your willingness to give of yourself to others and assure you that your investment of time and energy this year will have a profound effect in the lives of the students in your club and in the Fox community.

This packet is designed to be a resource guide for students who are interested in starting a club on campus as well as for those who are already in club leadership. It is filled with practical insights on everything you will need in order to successfully run a student club within the George Fox community:

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The ASC Clubs Director will be your primary liaison with ASC in matters ranging from facility requests, club funding and club development.

Blessings on your endeavors,

Associated Student Community

## Becoming a Club

Clubs offer a unique opportunity for those with similar interests to come together to learn, grow and find community. This section contains information for those interested in starting a club, requirements for clubs at George Fox, responsibilities of ASC clubs, and the privileges that come with being a university-recognized club.

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### Registering for Official Recognition

All student clubs desiring to be officially recognized as a club by George Fox University are required to register with the ASC Clubs Director.

The following are ideas for types of clubs:

- Athletic
- Hobby
- Political/Philosophical
- Spiritual
- Academic/Career
- Ethnic/Cultural

### Requirements for Official Recognition

All student clubs must follow these application guidelines:

1. Application Form
2. Information Form
3. Advisor Verification Form
4. Student Leader Agreement Form
5. List of Current Members
6. Dues/Income Agreement Form
7. Student Body Approval Form
8. Club Constitution
9. Detailed Budget
10. Advisor Agreement Form (if club is changing advisors)
11. Release of Liability Forms (for clubs participating in any form of physical activity, i.e. club athletic teams)
12. Club Renewal Form (to be completed at the end of each spring semester should clubs wish to continue the following year)

Clubs must also meet the following criteria in order to be considered for official recognition by the university:

- A Club must consist of at least two offices. Typically: a President, Vice President, Treasurer, and/or any other officers deemed necessary.
- A Club must hold regular meetings, at least once per month.
- A Club must have a current full-time faculty or staff advisor. If a part-time faculty member wants to help with the club, a full-time faculty member will have to still be the club advisor.
- It must have a clearly stated mission and purpose statements consistent with the university's mission and vision statements.
- It must have a current constitution, approved by ASC.
- It must include a current list of officers, members and advisor(s), including names, box numbers and email addresses.
- With the exception of groups registered as competitive – “club athletic or academic” teams requiring a tryout process – clubs and organizations must be open and accessible to all undergraduate George Fox students regardless of race, color, national origin, gender, age, economic status or physical ability.
- To become a Chartered Club, a Chartered Club application packet must be submitted to the ASC Clubs Director for approval from the ASC Advisor.
- Clubs with fewer than 5 members are not eligible for chartered status.

Once approved by the ASC Advisor, applications will be submitted to the ASC Central Committee for a two-thirds vote on approval of charter status.

If approved by Central Committee, the club will be considered a Provisional Club for the rest of the year, with all the benefits of a Chartered Club. However, the Provisional Clubs will meet with the Clubs Director monthly. At the year-end review, Provisional clubs will have the opportunity to become Chartered Clubs. Chartered Club will be permitted to function for one year and have continuing Chartered Club status and its privileges.

All current Chartered and Provisional Clubs are subject to annual evaluation and will be required to submit a Club Renewal Form to the Clubs Director by the end of the first full week in February.

The Clubs Director will then review each club and their application packets and compile a report with his/her recommendations and/or reservations about each respective club.

Club officers are required to attend any meeting called by the Executive Vice President.

- Club officers will be given a minimum of one-week notice of any meeting.
- Failure to attend one of these meetings will result in the Club, at minimum, being placed on probation and, at maximum, being declared defunct.

Each Club is required to participate in the “Get Involved Day Fair” held during the Serve Day celebration and any event the ASC Central Committee deems necessary for all clubs to attend.

Each Club is required to fill out a Monthly Report Form and Monthly Reflection and submit it to the ASC Clubs Director.

Monthly Report Forms will be distributed at least one week before the date they are due. Failure to turn in a Monthly Report Form will result in the Club being placed on probation, temporarily losing funding, and possibly being declared defunct.

This report will be issued to the Executive Vice President and be used in the recommendations of the Clubs to Central Committee.

Central Committee will discuss the report and evaluate the club's legitimate role as an official Chartered Club on the George Fox University campus.

Any Clubs that fails to turn in their renewal form by the deadline will automatically lose their chartered status and funding.

Clubs are required to advertise activities, meetings, etc. to the general student population, unless an Academic Club.

A member of Central Committee must approve all fliers posted on campus, via stamp. A Chartered Club president is required to attend individual meetings with the ASC Executive Vice President or Clubs Director.

### **Stipulations for Clubs Affiliated with External Organizations**

- All decision-making power of any club affiliated with an external organization must lie with the student officers, not with the external affiliate.
- Club officers must submit a copy of the affiliated group's bylaws, constitution, charters, or founding documents along with their club application.
- The Director of Student Involvement has right to deny a club's affiliation with an external organization should the organization fail to reflect the university's mission, the community standards, or liability concerns.
- All external organizations' recruitment and hiring processes or membership requirements must adhere to George Fox University's non-discrimination policies.
- If dues are required, club must email Clubs Director.

### **Inactivity**

- If a club becomes inactive for the length of two semesters or paperwork is not submitted in that same time span, the club will be considered officially inactive.
- The club President will be notified prior to being declared inactive.
- If the club loses its charter, that club will be eligible to submit a renewal form for provisional status within a week of losing its charter.
  - If the club fails that deadline, it will automatically become defunct.

### **Declaring a Chartered Club Defunct (post-renewal period)**

- If, in the estimation of a Central Committee member, a Chartered Club fails to meet the bylaw requirements, he/she shall bring the Chartered Club before the Central Committee for review.

- The Central Committee, by a two-thirds vote, may declare a Chartered Club defunct or place the club on probation and direct the Clubs Director to develop a plan of action for the club to meet requirements.
  - The decision of the Central Committee may be appealed by a proposal of two (2) members of that particular Chartered Club to the Central Committee.
  - The Central Committee must hear appeals within two weeks of its submission.
- Defunct Chartered Clubs will be allowed to apply for Provisional Club status within a week after the Central Committee declares them defunct; otherwise they will be defunct.

### **Responsibilities of Student Clubs**

ASC-chartered clubs and club officers are held to the following responsibilities:

- All clubs are responsible for respecting the policies listed in the Community Standards and this manual.
- Clubs must operate in a way consistent with the university and ASC's mission and vision.
- The Director of Student Involvement has the right to deny the recognition and formation of a club based on the university's mission, the community standards, or liability concerns.
- A student club and its officers may be held collectively and/or individually responsible when violations of this code occur either during an event sponsored by the club or by an individual representing or associated with that club.
  - The following sanctions may be imposed upon clubs: warning, reprimand, probation, loss of privileges, other educational sanctions, or deactivation. Deactivation includes a loss of all privileges, including university recognition for a specified period of time. Individual students are subject to other sanctions as described above.
- Officers must maintain an active program and fulfill the purpose of the group as stated in their constitution.
- All clubs must maintain accurate records of income and expenditures. Failure to do so jeopardizes the club for being eligible to receive funding from ASC.
- Club officers are responsible for maintaining a balanced budget. Financial statements will be available. Contact the Clubs Director for more information
- If a club has a negative balance the Clubs Director will notify them.
- Clubs that consistently have a negative balance will be subject to sanctions from ASC, including, but not limited to, decreased funding, educational sanctions or deactivation.
- All clubs must consult their advisors prior to making any contractual agreements (i.e. speakers, bands, services, etc.) or releasing any publicity that commits the use of university facilities.
- All club members assume full responsibility for all facets of sponsored events, from planning to clean up after the event has occurred.
- All off-campus events require a student activities log.
- All clubs are required to participate in the fall and spring Club Fairs. This is to be used as a venue for recruitment, fundraising and other promotional activities.
- Clubs are expected to inform the advisor of all meetings, planned events and club vision.
- Schedule specific times to consult with the club advisor.

*NOTE: Student clubs that fail to maintain the “Requirements for Official Recognition” once they are registered or fail to meet the responsibilities listed are subject to revocation of official recognition for the remainder of the academic year and future academic years.*

**Privileges of a Registered Student Club**

Registering a student club offers a number of benefits for student groups. Not only are groups allowed to program events on campus, but they are also allowed to apply for funding. See below the benefits of registering your student group.

- Official recognition by the university
- Use of the name of the university in the identification of the club and the sponsorship of activities and
- Use of university facilities and services equipment. Ability to reserve rooms for meetings through the Office of Event Services.
- Ability to organize activities, events, meetings, etc. on campus
- Use of campus publications and designated bulletin boards for publishing activities on campus
- Privilege to post and distribute materials on campus in accordance with university posting policy
- Option to request funding from the Associated Student Community
- Eligibility to participate in the Club Fairs (fall/spring)
- Recognition of club on the ASC website
- Cooperation and support with the ASC Vice President of Activities and Programs and Clubs Director and Executive Vice President
- Inclusion in the George Fox University Handbook and website
- Access to and inclusion on the ASC Master Calendar for scheduling activities.
- Access and support of the ASC Marketing and Communications Committee.

**Role of the Advisor**

While ASC is here to support you in any way that you need, your main source of support should be your Cub Advisor. This section will detail the role of the advisor as well as provide ways that you can connect with your advisor to meet the needs of your club.

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**Advisor Responsibilities**

The advisor role within a student club offers university faculty and staff members the opportunity to impact George Fox students in a unique setting. Though the role requires a small level of time commitment, the rewards are immeasurable. The Club Advisor assumes a mentoring and informational role for the club in the following ways:

- Assist the club in identifying its goals and aid the members and officers by clarifying their responsibilities within the group
- Give final approval on funds spent for club purposes
- Promote positive relationships between university representatives and students
- Focus on developing the leadership skills of club officers
- Serve as a resource person for alternative solutions to problems and to help resolve problems and issues confronting the club
- Although ASC encourages advisors to be actively involved, clubs exist to empower students as leaders. An advisor’s role is to support and guide, not to supervise. Ultimately, club officers and members should have the power to make competent and well-informed decisions on behalf of club members.

Advisors must notify the Director of Student Involvement, Executive VP and Clubs Director if, for any reason, they are unable to continue with their responsibilities.

**Responsibilities of the Club to the Advisor**

Club advisors may be a club’s greatest resource. Here are some things to consider that will help you cultivate the club/advisor relationship:

- Establishing and sharing a job description for the advisor that clearly defines their responsibilities and anticipated lines of communication
- Notifying the advisor of all meetings, activities and programs
- Meeting with the advisor to discuss club issues/ideas
- Consulting the advisor prior to making significant changes to the structure of the club
- Consulting the advisor when any significant club policy changes are made
- Allowing the advisor to share their thoughts and ideas
- Considering all advice and guidance provided with an open mind and a sincere interest for improvement of daily operational and special event/activity needs

## **Club Funds**

One of the most apparent privileges of being an ASC Chartered Club is the ability to receive funds. This section will help you understand our funding policy, explain the funding proposal process, provide information on how to raise funds, and assist you in accessing your account and using the university’s finance forms.

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### **Funding from ASC**

Criteria for funding includes, but is not limited to:

- Activities and events in the past
- How much of the student population does the club directly affect
- What types of events the club organizes and executes
- How many events the club has historically put on
- The cost of past activities (no more than three years prior) and events organized by the club
- Funds will not be available until the start of the school year. No funds will be distributed during the summer months. Any expenses incurred during the summer will not be reimbursed.

### **Funding Policy**

Clubs must complete objectives for either Provisional Club or Chartered Club to receive funding.

- All new clubs will be on a provisional status for their first semester.
- All potential club presidents must schedule a meeting with the clubs director,
- Only officially recognized student clubs may propose for club funding (clubs are not required to propose for funding).
- Clubs must participate in both the fall and spring Club Fairs in order to be considered for funding.
- Club advisors must confirm that they agree to their responsibilities for the year before funding is approved.
- Club Presidents must attend any meetings called by the Executive Vice President in order to be considered for club funding.
  - If a club president cannot attend the vice president must attend
  - If neither the club President nor Vice President can attend, prior arrangements with the Clubs Director must be made to accommodate their absence.
- Requested amounts are not guaranteed.
- Clubs will be granted a maximum amount based upon the previous year's average attendance
- Any external affiliation that requires dues must contact the Clubs Director for specific instructions

ASC will not fund the following items:

- Meals at expensive restaurants
- Costly equipment
- Luxury goods
- Elaborate parties
- Activities that only benefit a small number of students
- Funds for individual officer use
- Hiring staff
- Lodging
- Clubs who have a budget line within an existing George Fox department must prove that they need additional funding in order to function to receive funds from ASC.

- ASC will not fund monetary prizes. If a club wishes to give students a prize, the prize must in some way foster community.
- There is a \$100 limit on T-shirts, \$30 on advertisement, \$50 on transportation costs per trip.

### **Athletic Clubs**

Any athletic club requesting above \$1,000 will be subject to:

- \$2,000 per semester limit on league dues, equipment, referee payments, field lining, etc.
- Showing proof, through Club Advisor, that equipment is properly stored from year to year and that new equipment is needed in order to receive funding for additional equipment.
- Understanding that these funds are based on average trends of funds previously granted to existing athletic clubs. Total amounts are not guaranteed.
- Operating with the understanding that funding requests for events or purchases that have already taken place before club funding will not be considered, nor will that money be reimbursed with this exception:
  - Any financing that was required before club funding (i.e. league dues for sport clubs or registration fees for national organizations)
- Maintaining their own budget
- Understanding the club will not be reimbursed for expenses exceeding approved allotment.
- Understanding club may become ineligible for future funding allocation if it does not abide by the Funding Policy.
- Having funds possibly withheld if any of the application requirements are not completed.

### **How to access your Club Accounts**

Navigating the channel of paperwork to use your club accounts can be confusing and off-putting, but it is not as hard as it appears. Here are a few tips to deal with accounting forms:

- Expect to wait up to three to four weeks before you receive your money back if doing a Expense Reimbursement Form.
- The VP of Finance or the Finance Assistant will email you if they encounter problems with your form.

There are four general ways of paying for club events or other needs:

- Cash advance
- Expense Reimbursement Form
- Check request
- Petty cash

### **Event Planning**

As a club you have the opportunity to create community on campus through event planning. Event planning can be difficult, but it is rewarding! This section will provide resources for you to plan effective and fun events, help you advertise your events, give information on

university policies that apply when planning events, and help you evaluate your events to make them better in the future.

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**Event Planning for Clubs**

Planning an on-or off-campus event for the George Fox community can be a lot of fun, but also a lot of work. In the process, event planners have an opportunity to develop their leadership skills, learn to work with others in a team setting, and develop other skills that will help them in future professional endeavors.

Event Planning:

If your club is planning an event, follow these simple steps to make sure your event is a success:

- Check the [University Calendar](#) for a list of scheduled university events to make sure your event won't be competing with any large-scale campus event.
- Determine the purpose, date, time, target audience and a contact person for your event.
- Consult with your advisor on the event, and consult the current Club Director to see if they can be of help.
- Reserve any facilities on [25live. Tutorial](#)
- Publicize throughout campus. The most effective way to publicize is through word of mouth. If you would like consultation for marketing, please contact the Clubs Director.

Following these steps will help you and your club have an event that will not only benefit your group, but it will also allow for other students to be aware of what your club is all about. If you need help with any of these steps, do not hesitate to contact the ASC Club Director.

**Advertising and Selling on Campus**

Student development will not allow the posting or distribution of any materials that are contrary, in appearance or content, to the Doctrinal Statement and Standards of the University.

The decision of the Dean of Students, or their designee, on these issues will be final. Student development will not allow students to sell tickets or advertise for non-George Fox-sponsored events without approval from the office of student development.

In addition, the following agencies, organizations, or persons will not be allowed to advertise or solicit on the George Fox campus through any means:

Day care services; credit card companies (except for those offered by banks during Orientation Week); political groups or organizations not sponsored by a George Fox department or recognized student club; religious or other groups not in accord with the mission, vision and doctrinal statement of the university.

### Posting Policy

Club advertising on campus must abide by the George Fox Student Handbook's [posting policy](#).

### Things You Need to Know About Posting

- All student fliers/posters must be approved by a member of ASC Central Committee.
- Absolutely no staples allowed.
- Post only on bulletin boards and approved locations on campus
- You **must** take down your fliers when your event is over.
- Do not cover other person's fliers that have not yet expired with your own or it will be removed immediately.
- Only one flier/poster per bulletin board per club
- No commercial advertising, selling or solicitation of any kind allowed.
- Please post on every other board. Fliers do not need to be on every board.
- Leave room for others to post since our boards have limited space.
- Please make posters 11x17 inches

### Solicitation/Selling On Campus

To ensure the safety and privacy of all residents, solicitors (including students) are not permitted to canvass or market any product on campus without prior approval from the Director of the Bookstore, which controls all commercial sales on campus. Solicitors are never allowed into residence facilities, including apartment complexes.

Items sold as part of fundraising for George Fox departments or registered student clubs or organizations are allowed, as long as university protocols are followed (see "[Fundraising Projects](#)"). However, food sales as fundraisers are limited: health department regulations require that food sales either be pre-packaged or sold by a registered, approved food vendor. Additionally, students may not operate multi-level marketing/businesses or sell merchandise or solicit subscriptions/services (i.e. Mary Kay, Avon, Pampered Chef...) anywhere on university property. Contact the Club Director for more information

### Political Advertising

For additional information on political/partisan soliciting and posting, please contact the Clubs Director.

### Policy for Student Use of George Fox Branding

Individual students, or groups of students not recognized as official clubs or organizations by ASC or Student Life, may not use George Fox's name, address, logos, signatures, athletic logos, seal, any other university marks, letterhead or business cards.

Groups of students recognized as official clubs or organizations by ASC or Student Life may create their own letterhead, business cards and other identifying materials using the words "George Fox University" and their own logo.

These groups may use George Fox's letterhead when representing the institution in an official capacity, with prior permission and approval of the content of this communication, from the ASC advisor and then the Office of Marketing Communications.