

STUDENT ORGANIZATIONS REFERENCE GUIDE

The Student Organizations and Greek Life teams offer this reference guide to consolidate campus policies and procedures that will assist organizations in contributing successfully to Chapman. This guide is not all encompassing; student organizations are encouraged to work alongside the Department of Student Engagement to ensure all applicable policies are met.



CHAPMAN UNIVERSITY

Mission

The mission of Chapman University is to provide personalized education of distinction that leads to inquiring, ethical, and productive lives as global citizens.

Student Affairs Learning Outcomes

The Student Affairs staff at Chapman University aspires to create for students engaging environments and meaningful experiences that facilitate the following learning outcomes:

- **A Healthy Sense of Self** – Students will develop an honest understanding and appreciation of themselves and an ability to make individual choices that promote their health and well-being.
- **A Framework of Personal Ethics and Values** – Students will develop a framework of consistent ethics and values that guides their daily lives.
- **An Ability to Apply Critical Thought** – Students will make effective decisions grounded in careful, objective analysis of information, experiences, and ideas.
- **An Ability to Develop and Sustain Meaningful Relationships** – Students will develop skills to establish and sustain healthy, meaningful interpersonal relationships.
- **A Value and Respect for Differences** – Students will recognize, respect, and value diverse experiences, ideas, backgrounds, and identities.
- **A Commitment to Citizenship** – Students will understand their role and responsibilities within local and global communities and commit to becoming an engaged member.
- **A Pursuit of Lifelong Learning** – Students will develop an intellectual curiosity and desire for continual learning both within and beyond formal education.

STUDENT ORGANIZATIONS & GREEK LIFE

Student organizations are a vital part of student life at Chapman. There are 4000+ unique students in 17 Greek organizations and 150+ recognized student organizations. Organizations are structured in the following categories to help provide tailored support and facilitate collaboration:

Student Organizations

Academic/Professional
Civic Engagement
Diversity/Cultural
Greek
Honor Societies
Leisure
Recreation
Religious/Spiritual

The logo for OrgSync, featuring the word "Org" in black and "Sync" in green, with a stylized green arrow pointing to the right.

OrgSync is a web platform provided by the University that creates an online community for Chapman organizations. Each organization has an individual portal that they can use to create/complete forms, store organization files, recruit and communicate to members, market events and submit required documents to the Department of Student Engagement. Visit: <http://chapman.orgsync.com/>

Student Organization Assistants (SOA)

The Student Organization Assistants (SOA) are responsible for the support and development of clubs within a specified category. They are the clubs' first point of contact and work alongside professional staff to support student organizations in recruitment and retention, event planning, and leadership development. They coordinate the bi-annual Involvement Fair and various programs and workshops throughout the year.

Contact:
studentorgs@chapman.edu
714.997.6761

Greek Life Coordinators (GLC)

The Greek Life Coordinators (GLC) support the fraternity and sorority communities to help them successfully plan events, develop as leaders, and positively contribute to the campus community. They work alongside professional staff and Graduate Assistants to coordinate the annual Skit performance, Hazing Prevention Week, and Olympus Forum.

Contact:
greeklife@chapman.edu
714.997.6761

Advisors

Organization advisors, whether they are Chapman faculty/staff or from a local/national/international office, contribute to the growth and development of student organizations by offering mentorship, networking opportunities, historical connections, and general guidance for organizational development. Student organization advisors can provide knowledge and expertise in a specific area that guides the purpose of the student organization, while the Department of Student Engagement oversees the administration and logistical needs of all student organizations. Advisors are important resources and student organizations are encouraged to consult with their advisor on a regular basis.

Unrecognized Student Organizations

The university strongly discourages student participation in student organizations not recognized by the university or those that have become unrecognized, including fraternity or sorority chapters. The university does not provide any form of support, oversight and/or organizational advisement for these unrecognized groups or their members. Students who choose to associate with these unrecognized organizations will not be able to obtain any and/or all of the benefits available to those who join a recognized organization, and are exposing themselves to significant risk. Any individual or group of individuals choosing to operate and/or recruit under the name or derivation of the name of any unrecognized group may be subject to disciplinary action under the Student Conduct Code.

RECOGNITION & STANDING

Clubs & Organizations

Clubs and organizations will be recognized as active based on the criteria listed below. Benefits are reserved for clubs who meet the requirements*.

Clubs are required to:

- have their President attend the Presidents' Leadership Summit
- have one (1) representative at every President's Meetings by Category
- have one (1) non-President representative at the Executive Board Conference
- submit an End of Semester Report (including profile update, constitution, and active roster) by the stated deadline

*Missing one or more of these components will result in a loss of some benefits until it is made up (information on makeup opportunities is available from your SOA). Any clubs that miss all of the above components without making them up will be considered inactive until they meet with a Student Organizations team member.

Benefits of Recognition

- Ability to apply for SGA funding
- Access to poster making supplies in AF 303
- Authorization to reserve University space, services or equipment through 25live
- Online portal through OrgSync
- Ability to reserve a table at the bi-annual Student Involvement Fairs
- Organization mailbox in AF 303 (on request)
- Ability to apply for a university account through Financial Services
- Eligibility for a Campus Leadership Award
- Use of the name Chapman University, in accordance with university policy.
- Eligibility to set up or provide information at designated locations on campus, either by display or by disseminating information according to the Marketing and Posting Policy (see page 13)
- Eligibility to seek authorization to raise funds, develop programs, and sponsor events

New Clubs & Organizations

The proposal form for new organizations is located on OrgSync. Each organization proposal is different and the process of starting a student organization will be dependent on the club's purpose and proposed activities. After the form is submitted, a staff member will be in contact to discuss the next steps.

Greek Organizations

Greek organizations will be recognized and in good standing with the University if they adhere to expectations outlined in the *Statement of Relationship between Chapman University and the Greek Community* (coming 2016-2017).

Benefits of Recognition

- Representation at their respective Governing Councils and Greek Presidents Meetings
- Authorization to reserve University space, services or equipment through 25live
- Online portal through OrgSync
- Organization mailbox in AF 303
- Access to poster making supplies in AF 303
- Grade reports compiled each semester in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA)
- Use of the name Chapman University, in accordance with university policy.
- Eligibility to set up or provide information at designated locations on campus, either by display or by disseminating information according to the Marketing and Posting Policy (see page 13)
- Eligibility to seek authorization to raise funds, develop programs, and sponsor events
- Ability to apply for SGA funding

Chapter Excellence Program

Each year, Greek organizations complete a comprehensive review and assessment of chapter operations. This process asks chapters to demonstrate organizational and individual learning, and the values and priorities that align with their Inter/National organizations and Chapman. Chapters are assessed on a scale of Gold, Silver, Bronze or Unacceptable. Each chapter will receive feedback based on its performance, including strengths and areas of growth.

New Greek Organizations

Any Greek organization seeking recognition at Chapman must adhere to the Expansion/Extension Procedures which can be found at: <http://www.chapman.edu/students/life/greek-life/>.

End of Semester Reports

All student organizations must complete an End of Semester report every semester to receive all of the benefits of good standing. Fall reports are due in late November/early December, and Spring reports are due late April/early May. Any questions should be directed to your SOA or GLC.

RECOGNITION & STANDING

Club Awards

The Campus Leadership Awards were created by the Dean of Students Office to recognize outstanding student accomplishments within the Chapman community. The Student Organization Awards celebrate the accomplishments of Chapman's 150+ organizations. Five awards given in May recognize an outstanding academic club or honor society, civic engagement club, diversity/cultural club, leisure or recreation club, and religious/spiritual club. For more information on the process, please visit the Student Organization Awards website.

Greek Organization Awards

Each April, Greek Awards is hosted by Order of Omega to recognize Greek chapter accomplishments from the previous year. These awards recognize excellence in a variety of chapter operational areas and are informed by the Chapter Excellence Accreditation review. Please visit the Greek Life website to learn more.

Conduct

The Student Conduct Code outlines the standards of behavior that Chapman has set forth for its students and student organizations. The conduct process has been established to ensure a fair process to people who believe that the behavior standards have been violated, as well as to people who have allegedly violated the Code. Depending on the severity or repetitive nature of the alleged violation, student organizations will be offered the opportunity to address the incident through the Organizational Misconduct Partnership Process.

Organizational Misconduct Partnership Process

1. An organization is notified that a report has been received by the Departments of Student Engagement and Student Conduct, and will be asked to set up a meeting with the departments to discuss the report.
2. After discussing, they will be given the opportunity to enter the Organizational Misconduct Partnership Process or move to a formal student conduct hearing.
3. If entering the Organizational Misconduct Partnership Process, the student organization will conduct an internal investigation and set up a meeting to present a self-report of findings and steps for improvement (if applicable) to the Departments of Student Engagement and/or Student Conduct within 7 days of the meeting.
4. Organization presents self-report and improvement plan and in partnership with Departments of Student Engagement and/or Student Conduct, establishes an Organizational Enhancement Plan to outline steps moving forward.
5. The Enhancement Plan must be signed and submitted by the president within 7 days of the meeting.

*The organization may elect to exit the Partnership Process at any time and enter a formal conduct process. Similarly, the Departments of Student Engagement and Student Conduct may move the incident to a formal hearing at any time if truthful, accurate, and complete information is not provided, or if the information provided indicates more severe violations.

RECOGNITION & STANDING

Hazing

Hazing within our student organizations is prohibited. Hazing is generally defined as any action taken or situation created which, regardless of location, intent or consent of the participants; produces, or is reasonably likely to produce, bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation, intimidation, degradation, or ridicule, or otherwise compromises the dignity of an individual; compels an individual to participate in any activity which is unlawful, perverse, publicly indecent, contrary to the rules, policies and regulations of the University, or which is known by the compelling person to be contrary to the individual's genuine moral or religious beliefs; or will impair an individual's academic efforts. Chapman takes hazing allegations very seriously; please refer to the Student Conduct Code for specific information on prohibited actions, methods, and situations.

Responsible Member Statement

In an effort to continue to uphold the high expectations of our student organizations, Chapman University has set into place policies and procedures to guide all organizations and clubs. If you are aware of any illegal practices and/or any violations of University and/or Student Engagement policies, we encourage students/members to contact any professional staff member in the Department of Student Engagement to report such violations. These reports are taken seriously, and such, any form of retaliation in response to the reporting of a violation will result in a Student Conduct hearing.

EVENT PLANNING

Chapman University recognizes student events as a core component of an organization experience. The sections below serve as a guide to navigate some of the most common event planning procedures and are in no way inclusive of all event planning processes. If you have additional questions, please contact your SOA or GLC.

Reserving Space

All locations on campus must be reserved through 25Live (<https://scheduling.chapman.edu/25live/>). Student organizations are issued access to 25Live through a request form found on OrgSync; only those authorized may request space on campus.

You must submit your requests no later than 5 business days in advance of the activity. If you must request an event within 5 business days of the event, please contact your SOA or GLC AND the Institutional Event Management office (eventscheduling@chapman.edu). You must email Institutional Event Management at eventscheduling@chapman.edu to cancel an event.

Use of a space is not confirmed until a confirmation is received via email. Requestors are cautioned to avoid publication or announcement of the event or signing contracts/agreements with outside vendors prior to receiving the confirmation.

Additional Information:

- *Once a request is submitted, it is routed to the SOA or GLC team for consideration. If use of the space is approved, it is sent to the Institutional Event Management office to review the location request.*
- *Some spaces require additional approval (Lastinger Athletics Complex (Allred Aquatic Center, Wilson Field, Hutton Sports Center), Memorial Hall Auditorium, Knott Studios, Attallah Piazza, Kennedy Hall (Law School), Fish Interfaith Center and Wallace All Faiths Chapel, Leatherby Libraries, Residence Hall Facilities, Musco Center, and the Conservatory of Music.)*

Food and Sodexo

Student organizations are required to purchase all food and beverages served on the Chapman campus through Sodexo's catering services. Exceptions to this policy must be approved through Sodexo and will only be approved in limited situations. Student organizations are allowed to purchase pre-packaged commercial food items (not homemade) which total less than \$100, including tax, for member meetings or private events.

Groups interested in selling food or beverages on campus as a fundraiser must have it approved by Sodexo in advance.

Additional Information:

- *Pricing information and order form can be found at <https://chapmanflavours.catertrax.com>, or contact the office at catering@chapman.edu.*

Steps to Reserve a Space On Campus

1. Submit a request via 25Live
2. SOA or GLC reviews your request to ensure it meets event planning policies
3. Institutional Event Management reviews your request and checks availability of appropriate space
4. Confirmation email is sent to requestor
5. You may use the space at the date/time given!

EVENT PLANNING

On Campus Events with Alcohol

Any on campus event planned by a student group at which alcohol service is requested must follow this policy*:

1. The possession, sale, use or consumption of alcoholic beverages must be in compliance with any and all applicable federal, state, county, and city laws, as well as the Chapman University Student Conduct Code.
2. All events at which alcohol is served must also include provisions of a free alternate non-alcoholic beverage and free food throughout the event (Student Conduct Code). The amount of food is to be arranged with Sodexo catering, as there must be sufficient food present in relationship to the amount of alcohol being served.
3. The service and/or consumption of alcoholic beverages is to be complementary to the event, and under no circumstance should an event have the consumption of alcohol as its primary purpose (Student Conduct Code). As a result, advertising for any event may not include the information that alcoholic beverages will be served as a primary component of marketing.
4. Only beer and wine may be served. The use of common containers (e.g. kegs) is prohibited (Student Conduct Code). The amount of alcoholic beverages present at the event must be predetermined and stated on the alcohol permit application.
5. Alcohol must be procured by Sodexo. It should not be provided by the student group.
6. No alcoholic beverages may be purchased through or with university funding, including student fees (e.g. SGA or UPB funding).
7. All alcohol must be purchased by the drink from Sodexo bartenders (or their contracted designee).
8. The bartenders will be responsible for checking IDs. Whenever possible, student IDs should also be checked to verify age and identity.
9. A separate, contained area must be designated for those over 21 for alcohol consumption. No alcohol will leave this area.
10. All recruitment/rush, new member, ritual, and initiation activities associated with any student group will be non-alcoholic.
11. No event shall include or encourage "drinking games." The definition of drinking games includes but is not limited to: the rapid consumption of shots of alcohol, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
12. A designated event host shall be required for any event at which alcohol is served. The host must be present to supervise during the entire event to assure compliance. The host must be at least 21 years of age and refrain from consuming alcohol before and throughout the event (Student Conduct Code).
13. Public Safety Officers or additional security may be required to be present at any student event at which alcohol is served. The number of officers needed for the event will be determined by the Department of Public Safety on the basis of the anticipated attendance and the amount of alcohol served. Student groups may be responsible for covering the cost of additional officers.
14. Public Safety maintains the right to turn intoxicated students away from the event or to shut down the event early due to safety concerns.
15. In the interest of maintaining good community relations with the neighbors, the hosting group will make a good faith attempt to keep trash from the event from being left or deposited on adjacent property, sidewalks, and streets and will be responsible for cleaning up any trash within 12 hours following the event (Student Conduct Code).
16. Gatherings/events shall be limited to the physical boundaries of the property of the host group. Spillover into the street or surrounding properties is prohibited (Student Conduct Code).

*Each event is considered on its own merits and content and specific additions or changes to this policy may be necessary to accommodate the variety of events occurring on campus.

Alcohol Permit Process

1. Students should review the above policy and plan their event accordingly.
2. An alcohol permit application should be completed for each event (found on the Student Organizations website).
3. Students must attend the Student Events Advisory Committee meeting on Fridays from 12-1pm in the Argyros Forum Student Union Stage Area. Appropriate signatures may be obtained at the committee meeting.
4. After the permit is signed by the Dean of Students, the event organizer will be contacted to pick up the permit.
5. A copy of the permit must be available at the event to review upon request.

EVENT PLANNING

Contracts

For all non-Chapman guests who are speaking, performing, facilitating, teaching, advertising or selling a product, providing a service, or otherwise contributing to a student organization on or off campus activity, a legal agreement is required, whether they are paid or not. These contracts address compensation, liability, risk management, and other legal issues.

Contracts may ONLY be signed by Chapman's Executive Vice President/Chief Operating Officer after being submitted through the appropriate channels. Student organizations CANNOT sign contracts or enter into any verbal contracts of behalf of the student organization.

- Chapman has contract templates which you are highly encouraged to use. You may acquire the following templates from your SOA or GLC:
 - ⇒ Speaker/Performer Agreement: primarily used for non-Chapman individuals who are acting as guest speakers or performers (some exceptions apply)
 - ⇒ Independent Consultant Agreement: primarily used for non-Chapman individuals who are providing a service or giving instruction (some exceptions apply)
 - ⇒ Vendor Agreement: primarily used for non-Chapman organizations who are distributing information, selling products, or otherwise soliciting interest in their service/product (some exceptions apply)
 - ⇒ Other agreement templates are available for special circumstances.
- If the party with whom you are contracting requires that you use their agreement, you will submit it for review in place of the University template following the below process. Two contracts may not be signed for the same service or venue.
- You are responsible for coordinating the completion of the agreement. If using a template, complete it accurately and then have the off campus entity sign it. SOAs and GLCs and GAs are available to help you review the contract before signing.
- Obtain the signed contract from the off campus entity and submit it to the Student Organizations team. You must turn in a scanned or hard copy of the completed agreement to the Department of Student Engagement no later than 5 business days in advance of your activity and/or payment deadline (whichever comes first).
- It will be reviewed and routed through the Dean of Students office, Legal Affairs, Risk Management (if applicable), and finally to the Executive Vice President/Chief Operating Officer. At this stage, you may be asked for additional information, or a signed contract will be returned to you.
- Due to the complex nature of these legal agreements, it is not guaranteed that a contract can be signed within 5 business days.

Greek Contracts

The contract information applies to Greek organizations for all non-Chapman guests who are speaking, performing, facilitating, teaching, advertising or selling a product, providing a service, or otherwise contributing to an ON campus activity.

Timelines for Contracts

Submit completed agreements to the Department of Student Engagement within the below timeline to allow ample time for review:

6 months for off campus service project

6-8 weeks for off campus venue

4 weeks for on campus vendor

2 weeks for on campus service providers

5 business days for on campus speakers

EVENT PLANNING

Risk Management

Any student participating in an event (on or off campus) that involves a medium or high risk activity must complete a waiver of liability before participating. Student organizers of the event are responsible for getting the waiver set up and ensuring that all participants complete the waiver prior to the activity. SOAs and GLCs are available to assist in setting up a waiver.

Low Risk

- On-campus presentations
- Banquets
- Organization meetings

Medium Risk

- On-campus speakers with provocative content
- Dance practices, performances
- Off-campus day trips to museums, local parks

High Risk

- Playing sports
- Carnivals/festivals
- Community service with physical activity
- Water-based activities
- Off-campus overnight trips

Additional Information:

- *Waivers of liability should be set up using the eWaiver system <http://www.chapman.edu/faculty-staff/risk-management/waiver.aspx>. Student organizations should meet with an SOA to set up the waiver on behalf of the organization. Greek Organizations can either have their Risk Management Officer go through the Risk Management training to create their own waivers or meet with a GLC to have one created on their behalf.*
- *Any events that will have photographs or video recordings must have all participants/organizers sign Photo Consent Release Forms. The signed hard copies should be returned to the Student Engagement office in AF 303 to be kept on file.*
- *If you have a last minute event, or have an event that requires non-Chapman community members to sign the waiver, you will still need to create an eWaiver. However, you will find a link on the View Waivers page for your event that will create a custom blank waiver that can be used for that event. As soon as possible after the event, you will scan (in bulk) the signed hard copy forms and upload them to that record for the event.*
- *If your event includes more than one activity, your assessment must be based on the one single activity that bears the highest level of risk.*

Student Events Advisory Committee (SEAC)

The Student Events Advisory Committee (SEAC) is a committee comprised of Event Management, Facilities, Fire and Life Safety, Public Safety, Risk Management, Parking and Transportation, Media Services, Sodexo, and Student Affairs. Structured as a one-stop, drop-in open house, your organization can meet with resource representatives on Fridays from 12-1pm in the Argyros Forum Student Union Stage Area to help you plan your event. It is recommended that you attend SEAC no later than two weeks prior to your event. Please bring a detailed outline of your event, components of the event, and prepared questions to maximize your SEAC experience.

Programs with Minor Participants

Due to the sensitive nature of working with children and unique circumstances of each activity, you must contact an SOA or GLC no later than 4 weeks in advance if you plan on hosting an event with minors. Any events that involve children/minors must follow university protocol, which was designed to promote the safety and wellbeing of students and others who interact with Chapman. Your SOA or GLC can help you with the additional training and approval that is required. Please consult the Risk Management website for more information on these requirements.

EVENT PLANNING

Transportation

Carpooling

Students traveling to off campus activities together should arrange their own transportation. While some students may choose to ride together, they should make those arrangements on their own, outside of an organization meeting. The University does not certify individual student driving records, the safety and maintenance of the vehicle, or the amount of insurance coverage, and therefore cannot promote carpooling as a safe means of transportation.

Buses

Student organizations may choose to arrange buses to transport students to and from events. Organizations must first work with the Department of Student Engagement on a contract for the transportation company. After securing approved buses, student organizations must work with Public Safety on the details of the bussing, including departure location, timing, and staff needs.

For large social events, special precautions need to be followed for a safe and successful bussing process:

- Notify Captain John Kabala (kabala@chapman.edu) 2 weeks prior to your event, providing the name of your organization, the president's name, the risk manager's name, telephone numbers for each, type of event (i.e., off campus social event), expected number of guests, and any other details of the event
- Build a security team of 5 to 10 students to interface with guests and Public Safety personnel
 - The security team members should not be drinking alcoholic beverages the night of their event
 - The security team should wear colored vests (which can be purchased at Home Depot) as a form of identifying them, and for their safety when working around buses
 - The security team should have a designated Team Leader and Assistant Team Leader
- Organizations should inform the bus drivers to enter the residence hall area off of Walnut Avenue and Center Street (please be advised that there may be instances when a bus staging location may be temporarily altered due to physical conditions or other events taking place)
 - Organizations should inform their guests to gather on the sidewalk between the Sandhu Conference Parking Lot and the Jim Miller Parking Structure in the residence hall area and separate guests into flights (i.e., 200 guests report at 8:00 pm, 200 guests report at 8:30 pm, etc.)
 - The sidewalk should also be sectioned off using yellow caution tape to sequester 60 people for each bus.
 - Organizations should inform students not to drop-off/pickup before or after the event, or to park in the Sandhu Conference Parking Lot
- Security team members should not let any overly intoxicated guests onto the buses, and should notify Public Safety immediately; Public Safety maintains the right to turn intoxicated students away from boarding the transportation provided for the event.

EVENT PLANNING

Public Performances and Film Screenings

Student organizations planning to perform a play, musical, concert, show, or other public display have the responsibility of ensuring they have the proper rights to show the content in public. While the Department of Student Engagement is available to advise, it is up to the student organization to determine when obtaining the performing rights is necessary, and to do so as required by law.

When you buy, rent, or borrow a copy of a movie (or any other audiovisual work) made by someone else, you normally obtain only the copy, and not the underlying copyright rights to the movie. Without this, you do not have the right to show the movie to the public and require a separate “public performance” license from the copyright owner.

How to determine if your event requires a license:

1. Is it a “public performance”?

The showing or production of a film/play/concert will be considered to be a “public performance” if either of the following is true:

- You will be showing the film/play/concert to people other than members of your family or a small group of your friends in your home or residence hall room.
- You will be showing the film/play/concert in a place that is open to people other than members of your family or a small group of your friends (for example, a classroom, an auditorium, or the Attallah Piazza), whether or not any such people attend.

2. Is there an applicable exception to the license requirement?

Even if your proposed showing will constitute a “public performance”, you will not need to obtain a license if any of the following is true:

- A faculty member will be showing the film/play/concert in the course of “face-to-face teaching activities” that will take place in a classroom or similar place devoted to instruction and you have a legitimate copy of the movie.
- Your copy of the film/play/concert came with an express license authorizing the particular manner of showing.
- The content is in the “public domain”.

Note, there is no general “educational”, “nonprofit”, or “free of charge” exception. Even a showing that is all three of those things will require a license if it constitutes a “public performance” and does not fall within one of the exceptions listed above. Thus, most showings outside of the class context will require licenses.

Additional Information:

- *Swank Motion Pictures is the major movie distributor and public performance licensing agent. Please work with the Department of Student Engagement to purchase rights from Swank.*

A Statement on Explicit Music

Playing music in outdoor locations is a common approach used to generate excitement and interest in informational tabling and events. Amplified music played near campus walkways also exposes faculty, staff, students, and visitors to the content of such music. Music containing explicit lyrics not used in a manner to support students’ development as global citizens should be approached carefully. If you intend to play music in an outdoor location, consider its appropriateness for all members of the Chapman community, including visitors, and whether it might be considered offensive or inappropriate to any person, group, or population. The use of non-explicit versions is encouraged for amplified music in outdoor common areas.

These recommendations are intended to support students’ active engagement as inquiring, ethical, and productive global citizens. For more information on Chapman University policy, please review the Student Conduct Code, Harassment and Discrimination Policy and Hate Incident Protocol.

EVENT PLANNING

Political Events

Chapman University adheres to IRS regulations concerning The Restriction of Political Campaign Intervention by Section 501(c)(3) Tax-Exempt Organizations. The following excerpts provide guidance for student organizations in navigating those regulations; however, please work directly with your SOA or GLC on any political event, at least 4-6 weeks prior to the event, to discuss the specific circumstances of your event.

Voter Education, Voter Registration and Get Out the Vote Drives

Recognized student organizations may coordinate voter education activities (including public forums, the publication of voter education guides, and voter registration drives) if they are carried out in a non-partisan manner. Voter education or registration activities conducted in a biased manner that favors (or opposes) one or more candidates is prohibited. Recognized student organizations should also know that Civic Engagement Initiatives regularly coordinates such activities and that collaboration on such efforts is encouraged.

Hosting Candidates in their Capacity as a Political Candidate

When inviting a candidate to speak in their capacity as a political candidate, recognized student organizations must:

- provide an equal opportunity to participate to all political candidates seeking the same office (this applies to both the nature of the event to which each candidate is invited as well as the manner of their presentation/promotion);
- refrain from supporting or opposing a candidate prior to, during, or after their visit;
- prohibit political fundraising from occurring for any/all candidates.

Hosting Candidates When Appearing/ Speaking as Non-Candidates

When inviting a public figure to speak because they currently hold, or formerly held, public office, is considered an expert in a non-political field, or has led a distinguished military, legal, or public service career, recognized student organizations should:

- be explicit in their communication with the candidate that they are speaking in a non-candidate capacity;
- refrain from mentioning the individual's potential future candidacy for public office (both prior to, during, and after their visit);
- maintain a non-partisan atmosphere where the candidate is present.

Issue Advocacy vs. Political Campaign Intervention

Organizations may take positions on public policy issues, including issues that divide candidates in an election for public office. However, organizations must avoid any issue advocacy that functions as political campaign intervention. Even if a statement does not expressly tell an audience to vote for or against a specific candidate, an organization delivering the statement is at risk of violating the political campaign intervention prohibition if there is any message favoring or opposing a candidate. A statement can identify a candidate not only by stating the candidate's name but also by other means such as showing a picture of the candidate, referring to political party affiliations, or other distinctive features of a candidate's platform or biography. All the facts and circumstances need to be considered to determine if the advocacy is political campaign intervention.

- Some of the key factors used in determining whether a communication results in political campaign intervention include: Whether the statement identifies one or more candidates for a given public office; expresses approval or disapproval for one or more candidates' positions and/or actions; is delivered close in time to the election; makes reference to voting or an election...
- A communication is particularly at risk of political campaign intervention when it makes reference to candidates or voting in a specific upcoming election.

For a complete listing of the IRS regulations, please visit:

- <https://www.irs.gov/charities-non-profits/charitable-organizations/the-restriction-of-political-campaign-intervention-by-section-501-c-3-tax-exempt-organizations>
- https://www.irs.gov/irb/2007-25_IRB/ar09.html

EVENT PLANNING

Tabling

Hosting a table in the Attallah Piazza, Student Union, or other location around campus is a popular way student organizations market their group or events. All groups must reserve the space through 25Live and request the tables and chairs they need. If pop up tents are being used, each leg must be weighted down and no more than seven tents can be used in a row without clearance from Fire & Life Safety.

Themed Events

Choosing attire, decorations, slogans, music, or foods related to a certain theme may be considered when planning an event, activity or party. However, many popular themes are offensive and can be insulting to specific individuals or groups.

Themes addressing identities such as race, ethnicity, gender, sexual orientation, religious affiliation, socioeconomic class, or geographic region and are not used in a celebratory or educational manner should be reconsidered. If you plan on using a theme for an event, ensure that it is appropriate and not demeaning to any person, group, or population. Please consider consulting a Student Engagement staff member who will advise you on representing the individual or group authentically. You may also choose to be more general in your theme (e.g. beach party instead of lu'au). If there is even a slight chance that the theme will mimic, mock or stereotype a particular individual or group, please consider its impact and/or select a different theme.

If you would like assistance in evaluating your theme, please contact your SOA or GLC.

Marketing and Posting Policy

Student organizations must adhere to the Posting Policy as stated in the Student Conduct Code. The Posting Policy offers information related to flyers, chalking, posters and handbills and related appropriate content, designated posting areas and times, approved posting material, and authorization to post on campus.

The Vice Chancellor for Student Affairs/Dean of Students Office reserves the right to remove any postings which it determines fails to meet the Posting Policy.

Top 5 Marketing Tips

1. Utilize events.chapman.edu to add photos, a description, and contact information on any public events you request through 25Live
2. Submit a digital flyer to screens in the Student Union and Fitness Center by completing the form on OrgSync.
3. Contact the Resident Directors to get their suggestions for effective marketing in the residence halls.
4. Post it to the student blog at <https://blogs.chapman.edu/students> and it will automatically get pulled in to the weekly Student Events Newsletter
5. Make announcements at student organization meetings

To use the Chapman Name or Logo, please note the following policies:

- Only approved university departments, offices, and student organizations can use the university name and logo. Strategic Marketing and Communications can provide the official logo by contacting them at smc@chapman.edu; the Chapman name and logo should never be copied or downloaded from the Internet.
- Use of the Chapman athletics logo is restricted to the use of the athletics department only and recreational organizations must be recognized by the university as an official Chapman NCAA or club sports team to use the name or logo.
- The Chapman logo and colors should not be altered.

Additional Information:

- Refer to the Strategic Marketing and Communications website at <http://www.chapman.edu/campus-services/marketing-communication/guidelines-and-resources/index.aspx> for more specific guidelines.

FUNDING

All student organizations must follow Chapman fiscal policy. The policy can be found at <http://www.chapman.edu/students/life/clubs-organizations/index.aspx> under "Manage Your Organization".

On Campus Accounts

On campus accounts are recommended for any recognized student organizations at Chapman. Chapman does not endorse or promote the use of off campus accounts for student organizations.

To open an on campus account, submit a memo with the club name, purpose of the account, and authorized signer information to Financial Services at 633 W. Palm Avenue, and they will establish the account and follow up with the account number and fiscal policies.

Student organizations must deposit any funds collected into the student organization account immediately upon receiving the money.

Making Purchases

Once your organization has an on campus account, there are several ways you can process payment:

- Reimbursement – If you have already paid for materials and need a reimbursement, you will submit a non-PO payment request to Financial Services to be reimbursed from your account. If you have previously requested and been approved for SGA funding, then you submit a SGA check request to be reimbursed by them.
- Purchase Order – If you have an invoice for an order and want payment to go directly to the vendor, work with the Student Organizations team to submit a Purchase Order that will come directly from your club account.
- University credit card – You can also have a university staff member make purchases for your organization using a campus credit card. Contact your SOA for assistance.

Dues

Any dues collected must be deposited immediately into on campus account through Cashier's Office. If there are multiple deposits, you must fill out a deposit slip and make sure to also include the student ID number of the person who is paying dues with the deposit.

Fundraisers (All Campus)

On Campus Events

Groups interested in selling food or beverages on campus as a fundraiser must have it approved by Sodexo (catering@chapman.edu) in advance. All food must be pre-packaged or commercially made for food safety precautions.

Any fundraising event at which \$5,000 or more is planned to be raised for Chapman University must be approved by the University President. Please contact your SOA or GLC for assistance with this approval.

Federal and state law govern the processes for raffles and auctions. You must work with your SOA or GLC before planning a raffle.

Fundraising for Non-Profit or Charity

Donations collected that will then be given to a charity or off-campus organization, are not considered donations to Chapman. University funds can never be donated to a charitable organization, thus only net proceeds and money that has been specifically raised for charity can be donated to that select cause. No donations can be made to political parties or candidates.

Fundraisers (Clubs & Organizations)

Off Campus Solicitations

- Donations to student organizations are actually contributions to Chapman and thus must follow all fiscal policy. Solicitations of businesses or off campus individuals needs to be approved by University Advancement BEFORE SOLICITATION BEGINS. Please contact your SOA for assistance in getting approval.
- Donations must be freely given, with no strings attached, and serve the Chapman mission. Donations may be monetary (gifts), or services or items (in-kind gifts). Checks can be made payable to Chapman. Cash, items or services are not considered donations if the donating company or organization gets something in return (i.e. promotion of their business or service, handing out flyers, etc.). If you are only listing their name on a program or banner, it may be considered a donation.
- Gifts by off campus individuals or businesses should be given to the Gift Recorder in University Advancement at 633 W. Palm, Office 101 who will record it for tax purposes and deposit it into the student organization account.

FUNDING

Student Government Association Funding

The Student Government Association (SGA) has three funds for which student organizations are eligible:

Academic Student Organizations

This fund is specifically for student organizations coded by the Department of Student Engagement as honor societies or academic organizations.

Conference Scholarships

A recognized Academic Organization, Student Organization, or Greek organization sending five or more students for a total cost over \$2,500 to a conference qualifies for Student Organization Conference Funding. This allows the organization to submit a group packet, instead of individual members submitting and requesting funds in Conference Scholarships. If awarded, this money comes from the Student Organization budget. To apply for funding, use the Student Organization Conference Funding Application.

Student Organizations

This fund is for any officially registered student organization in good standing with the university.

Application

Student groups must submit the application no later than two weeks prior to the date of event or purchase. To apply for funding, please follow the following steps:

- Log onto chapman.orgsync.com
- Type SGA of Chapman University in the search bar, or navigate to the SGA of Chapman University portal
- In the menu bar, press Forms
- You should see the applications listed near the top with a red pin on the left
- Press the title of the form of the application you would like to complete and follow the instructions provided

Once applications are submitted, the SGA Allocations Committee reviews all requests. If a request is over \$1,000, it will go to the full senate for a simple majority vote. After the vote, a decision email will be sent to the requestor. Any organization or department receiving funding from SGA must abide by the SGA Media Guidelines outlined on the SGA website.

Tips for a Successful SGA Funding Application

1. Make sure to complete a thorough and detailed application and include all supplemental materials (e.g. budget breakdown, cost estimates, etc.)
2. Do not request funding for the purchase of alcohol, drugs, or tobacco, events that support political candidates, first class or business travel, money that is going to a non-profit organization, or any event that does not meet University policy.
3. Include the SGA logo on any promotional materials per the SGA Media Guide
4. Give a strong explanation of the benefit your event will have on the larger student body.

REFERENCES

Quick Contacts

Facilities

Ruben Medina (Set-Up)
rumedina@chapman.edu | 714.628.2871

Teo Sepulveda (Electrician)
sepulved@chapman.edu | 714.833.8978

Fire & Life Safety

Victor Arteaga
arteaga@chapman.edu | 714.289.2071

Mark Davis
mcdavis@chapman.edu | 714.744.7875

Financial Services

Cristina Meyer
cmeyer@chapman.edu | 714.997.6865

Institutional Event Management

Sonya Hall
eventscheduling@chapman.edu | 714.744.7061

Media Services

Frank Warren
fwarren@chapman.edu | 714.997.6808

Parking & Transportation

Sheryl Boyd
sboyd@chapman.edu | 714.997.6560

Tracey Daniels
tdaniels@chapman.edu | 714.997.6543

Public Safety

John Kabala
kabala@chapman.edu | 714.997.6763

Risk Management

Allan Brooks
abrooks@chapman.edu | 714.532.7794

E-Waiver System

activitywaiver@chapman.edu

Sodexo

catering@chapman.edu | 714.532.6070

Student Government Association

Director of Finance
sgafinance@chapman.edu | 714.744.7085

Senate

senate@chapman.edu | 714.744.7989

University Program Board

chapmanupb@gmail.com | 714.744.7987

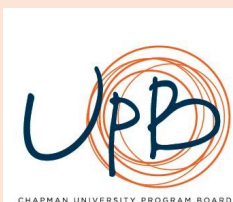
Student Government Association (SGA)

The Student Government Association (SGA) is dedicated to making positive change on Chapman's campus. They advocate for student needs and concerns and actively seek to improve every aspect of the college experience. There are three Student

Organization Senators elected annually to represent the needs of student groups. Visit the SGA website for the senators' bios and information on how to contact them.



University Program Board (UPB)



UPB is a student-led department on campus that works to educate, entertain, and connect students at Chapman. If you have an idea for an event you would like to host, you can request to partner with them. Contact them at chapmanupb@gmail.com or find their form on OrgSync. You must request the event at least 8 weeks prior to the program date, and, due to the high volume of requests and limited budget and time resources, UPB is not able to accommodate all collaboration requests.