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.
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 18 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

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 Leadership Coordinators (GLC)
The Greek Leadership 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 to coordinate the annual Skit performance, Hazing Prevention, 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.

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/
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 a complete 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
- Organization mailbox in AF 303
- 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
- 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 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 2015-2016).

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

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 mid 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.

**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.
EVENT PLANNING
Chapman University recognizes student events as a core component of an organization experience. The categories 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, 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 $50, including tax, per event.

Groups interested in selling food or beverages on campus as a fundraiser must have it approved by Sodexo in advance, even if the supplies total less than $50.

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!
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. 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.
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.
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.

*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.
**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 on 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 above 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 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.

**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 meetings, presentations
- Banquets
- Concerts

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. Your organization may arrange for a designated, approved administrator with Risk Management, or an SOA or GLC can set up the waiver on behalf of the organization.
- 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.

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

Off Campus Events

Student organizations may plan to travel together for a conference, service project, event, performance, or other organization related activity. All off campus organization events require waivers (please see the Risk Management section of this guide for more information) and organizations must notify the Student Engagement office at least four (4) weeks prior to the event if any of the following are included:

- Alcohol will be present and/or served
- Overnight stay
- High risk activity (e.g. paintballing, trampoline, ropes course)
- Children under the age of 18 will be present

Student organizations are not authorized to travel as a group to areas that have been issued a Travel Warning or Travel Alert by the United States State Department. Student groups may be notified of this restriction at any point prior to their departure. Please consult http://travel.state.gov/content/passports/english/alertswarnings.html for information on which areas are currently on notice.

Service Trips

Chapman student groups may decide to organize or participate in a service trip and there are several procedures that need to be followed to help the University ensure the safety and security of participating students. Please allow 6 months notice for review of a service trip. There are two options for establishing an approved service trip:

- Partner with Civic Engagement to co-develop a trip. Contact them at civic@chapman.edu
- Develop a contract with a U.S. based non-profit agency that is capable of providing all trip logistics and services, and includes the following:
  - a full, detailed itinerary
  - a description of housing and meals
  - contact information for housing and service site(s)
  - contact information for agency representative(s)
  - a current Certificate of Insurance demonstrating General Liability coverage and Transportation coverage (when transportation is being provided), adding Chapman University as a Certificate Holder, and naming Chapman University as an additional insured.

⇒ This contract will need to follow the procedures outlined in this document under the Contracts section of this guide
⇒ After the contract is established and approved, organizations will need to work with the Department of Student Engagement on the next steps, which include developing a risk management plan, submitting the Emergency Response Form, participating in Crisis Response Training, completing a profile on the University's Global Gateway system, and signing an Elective Activity Waiver.
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.
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.
**EVENT PLANNING**

**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, 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.

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/](http://www.chapman.edu/campus-services/marketing-communication/) for more specific guidelines.

**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](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

**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.
FUNDING

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 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, even if the supplies total less than $50. 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 or Student 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

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.
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

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**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.

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**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.