

STUDENT ORGANIZATIONS POLICIES & PROCEDURES

This handbook consolidates campus policies and procedures that will assist organizations in contributing successfully to Chapman. This guide is not all encompassing; student organizations should work alongside the Department of Student Engagement to ensure all applicable policies are met.



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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 engaging environments and meaningful experiences for students 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.



CHAPMAN UNIVERSITY

Chapman University Statement on Diversity & Inclusion

Chapman University is deeply committed to enriching diversity and inclusion through on-going efforts to cultivate a welcoming campus climate for all members of the Chapman community. We strive to provide an inclusive academic curriculum, promote equity and access in recruitment and retention, and develop meaningful outreach programs and partnerships with our diverse local communities. We value diversity and inclusion in the learning environment and believe it is vital to the fulfillment of the university mission. It is our conviction that an inclusive learning environment facilitates complex, critical and creative thinking and that differences in identities, values, beliefs and perspectives are fundamental to a comprehensive education.

At Chapman the term diversity implies a respect for all and an understanding of individual differences including race, color, religion, sex, gender identity, gender expression, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information and any other characteristic protected by applicable state or federal law, so that all members of the community are treated at all times with dignity and respect.

Chapman University Statement on Free Speech

Because Chapman University (the "University") is committed to free and open inquiry in all matters, it guarantees all members of the University community the broadest possible latitude to speak, write, listen, challenge, and learn. The University fully respects and supports the freedom of all members of the University community to engage in robust, uninhibited discussion and deliberation on any and all topics.

Of course, the ideas of different members of the University community will often not coincide and may quite naturally conflict. It is not the proper role of the University, however, to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although the University greatly values civility, and although all members of the University community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. The University may restrict expression, for example, that violates the law, that constitutes a genuine threat or harassment against a specific individual, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the University. In addition, the University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the essential activities of the University. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with the University's commitment to a completely free and open discussion of ideas.

In a word, the University's fundamental commitment is to the principle that debate or deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the University community to be offensive, unwise, immoral, or wrong-headed. It is for the individual members of the University community, not for the University as an institution, to make those judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of the University community to engage in thoughtful debate and deliberation in an effective and responsible manner is an essential part of the University's educational mission.

As a corollary to the University's vibrant commitment to protect and promote free expression, members of the University community must also act in conformity with the principle of free expression. While members of the University community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct, intimidate, or otherwise interfere with the freedom of others to express views they reject or even loathe in a manner which renders them substantially unable to express their views. To this end, the University has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others may attempt to restrict it.



CHAPMAN UNIVERSITY

Conduct

Chapman University has standards of behavior that apply to all students and student organizations associated with the University that are set forth in the Student Conduct Code. Depending on the nature and severity of the violation, individual students and/or entire organization may go through a conduct process and be held responsible. The Student Conduct Code can be found on the Chapman website.

Chapman University Harassment and Discrimination Policy

Chapman University is committed to providing an environment which is free of any form of harassment and discrimination. View a copy of the entire policy at https://www.chapman.edu/faculty-staff/human-resources/_files/harassment-and-discrimination-policy.pdf

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.

Hazing

Hazing within our student organizations is prohibited. Hazing is generally defined as any method of initiation or preinitiation into, or condition of continued membership in, a student organization or student body, whether or not the organization or body is officially recognized, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any former, current, or prospective student. Please refer to the Student Conduct Code for specific information on prohibited actions, methods, and situations.

Unrecognized Student Organizations

The university strongly discourages 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 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.



RESPONSIBILITIES & RECOGNITION

Recognized student organizations, fraternities and sororities are a vital part of student life at Chapman. Student-run organizations have the responsibility of conducting their activities in accordance with all university, local, state, and federal policies.

Undergraduate Clubs & Organizations General Graduate Clubs & Organizations

All undergraduate clubs and organizations, and graduate student clubs based on general interest topics will be recognized as active based on the criteria listed below. Benefits are reserved for clubs that meet the requirements*.

Clubs are required to:

- attend the Presidents' Leadership Summit
- have one (1) non-President representative at the Executive Board Conference
- have one (1) representative at every President's Meetings by category
- submit the 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. 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.

Graduate Discipline Specific Clubs & Organizations

Graduate clubs and organizations are recognized by the department or college/school with which their academic program is affiliated. Requirements for maintaining recognition will be set by the administration and/or faculty of that department. The Department of Student Engagement is available for event or leadership advisement as needed.

Fraternities & Sororities

Fraternities and sororities will be recognized as active based on the criteria listed below. Benefits are reserved for organizations that meet the requirements.

Fraternities and Sororities must:

- be an active member of the Interfraternity or Panhellenic Council and have delegates attend weekly meetings
- have representative attend weekly Presidents' Meetings
- submit the End of Semester Report by the stated deadline
- maintain a valid Certificate of Insurance that adheres to requirements as outlined by Risk Management

Benefits of Recognition

- Authorization to reserve University space, services or equipment through 25live
- Online portal through Engage
- Access to poster making supplies and printing in the Argyros Forum Student Union
- Ability to reserve a table at the bi-annual Student Involvement Fairs
- Mail hold in AF 303
- Ability to apply for an on campus club account
- Use of the name Chapman University, in accordance with university policy.
- Eligibility to provide information at designated locations on campus, either by display or by disseminating information according to the Marketing and Posting Policy
- Eligibility to seek authorization to raise funds, develop programs, and sponsor events
- Ability to apply for SGA funding (*undergraduate organizations, fraternities and sororities only*)
- Representation in the respective Governing Councils (*fraternities and sororities only*)
- Grade reports compiled each semester in compliance with FERPA (*fraternities and sororities only*)



SUPPORT AND ADVISEMENT RESOURCES

The university provides the following support to assist these organizations in successfully meeting all policies while achieving their purpose.

Student Organization Assistants (SOA) and Greek Leadership Assistants (GLA)

The Student Organization Assistants (SOA) and Greek Leadership Assistants (GLA) are the organizations' first point of contact. They work alongside graduate assistants and professional staff to support student organizations in recruitment and retention, event planning, and leadership development. They coordinate various programs and workshops throughout the year such as the Involvement Fair (SOAs) and Skit Night (GLAs).

Contact them at studentorgs@chapman.edu and greeklife@chapman.edu

Categories

Academic and Professional
Civic Engagement
Diversity and Cultural
Fraternities and Sororities
Graduate
Honor Societies
Leisure and Special Interest
Performance and Arts
Recreation, Fitness, and Wellness
Religious and Spiritual

Engage

Engage 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: <https://engage.chapman.edu>

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.



EVENT PLANNING

Chapman University recognizes student events as a core component of an organization experience. The sections below outline 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 GLA.

Student Events Advisory Committee (SEAC)

The Student Events Advisory Committee (SEAC) is a committee comprised of Event Scheduling, 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 may be required to meet with resource representatives on Fridays from 12-1pm in the Argyros Forum Student Union Stage Area to address the details of your event. Student organizations planning large scale events must attend SEAC no later than two weeks prior to your event or risk having your event postponed or cancelled.

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 Engage; 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 GLA. You must email the Event Scheduling office 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:

- *Tabling is also requested through 25Live. 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.*
- *Once a request is submitted, it is routed to the SOA or GLA team for consideration. If use of the space is approved, it is sent to Event Scheduling office to review the location request.*
- *Some spaces require additional approval (Lastinger Athletics Complex (including 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, Musco Center for the Arts (including Aitken Arts Plaza), Residence Hall Facilities, and the Conservatory of Music.)*

Steps to Reserve a Space On Campus

1. Submit a request via 25Live
2. SOA or GLA reviews your request to ensure it meets event planning policies
3. Event Scheduling reviews your request and checks availability of appropriate space. Campus resource departments check your equipment requests and confirm.
4. Confirmation email is sent to requestor
5. You may use the space at the date/time given!

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 internal events. 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 \$100.

Additional Information:

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



EVENT PLANNING

Contracts

A legal agreement may be required for 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. These contracts address compensation, liability, risk management, and other legal issues. The university prefers to contract directly with the outside entity, and not with an event planning company or other third party facilitator.

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 GLA:
 - ⇒ Speaker/Performer Agreement: primarily used for non-Chapman individuals who are acting as guest speakers or performers (some exceptions apply) *and are being paid or audio/visually recorded.*
 - ⇒ 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 GLAs 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.
- **Do not make any form of payment, in partial or full, until you have an agreement signed by both parties. Doing so puts the organization or member at risk for not having the money returned should the contract not be signed.**

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. If payment will be made, add three weeks to the below timeline to allow time to request a check.

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 who are being paid and/or recorded



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 GLAs 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 GLA can set up the waiver on behalf of the organization.*
- *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.*

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 GLA no later than 4 weeks in advance if you plan on hosting an event with minors (individuals 17 or younger). 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. This will likely include all Chapman participants completing an online module on sexual misconduct and a background check. Your SOA or GLA 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

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 and the Harassment and Discrimination Policy.

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. 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.

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

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 Initiatives 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.

Rental Cars

Please note that students are not authorized to rent cars to use on behalf of or in conjunction with their student organization.

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 Public Safety 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

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 GLA 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, student groups 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 both prior to, during, and 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, student groups 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 is perceived as campaigning. 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. This includes, but is not limited to, statements identifying the candidate's name, showing a picture of the candidate, referring to political party affiliations, or other distinctive features of a candidate's platform or biography.

- Some of the key factors used in determining whether communication results in political campaign intervention include: identification of one or more candidates for a given public office; expressing 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
- Communication is particularly at risk of being 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

Ticketed Events

Chapman University has a ticketing system through which student organizations can sell tickets for their events at no cost to the organization. Tickets will be sold at <https://tickets.chapman.edu>.

Students should submit their event details through the Event Build Request form at https://chapmanu.co1.qualtrics.com/jfe/form/SV_cZPvITeN9SUz2Xb no later than two weeks prior to the desired on-sale date. All information must be complete and approved by the Department of Student Engagement prior to submitting an Event Build Request. This includes event name, event date, venue, marketing copy, pricing structures, pricing zones (scaling), finance chartfields for revenue sales, any included gift component, event capacity, whether the event has any merchandise that is taxable that will be sold through the ticketing system, and any known discounts.

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/> for more specific guidelines.*

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 GLA.



FUNDING

All student organizations must follow Chapman fiscal policy. The policy can be found at <https://www.chapman.edu/campus-services/campus-controller/financial-services/fiscal-policy/index.aspx>.

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. Venmo is not an acceptable payment method.

To open an on-campus account, complete the Organization/Club Account Request Form on Engage. An SOA will review it and forward it to Financial Services to open the account. The account requestor will be contacted once the account is open, usually within 2-3 weeks.

Dues/Deposits

Student organizations must deposit any cash or checks collected into the student organization account immediately upon receiving the funds. Money can be collected in two ways - cash/check or online (preferred).

- For cash/check deposits, they should be collected in person and deposited immediately into on campus account through Cashier's Office. For multiple deposits, please use the Club Dues Deposit Worksheet which will ask for student ID of the person paying dues.
- For online payments, a site can be set up through the Chapman Marketplace for students to pay dues and have the money immediately deposited into the club account. Funds post daily and helps save a trip to the Cashier's Office for depositing payments. Please complete the Chapman Marketplace request form at (https://chapmanu.co1.qualtrics.com/jfe/form/SV_6R6HBSZtpp0ZF5P) which will be reviewed by your SOA and Cashier's Office to establish next steps. This process can take 1-3 weeks if your campus account is already set up.

Making Purchases

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

- Disbursement - reimbursements and payments to vendors on behalf of student organizations.
 - To be reimbursed for student organization purchases, you will need the following documents:
 - Student Organization Payment Form: this form provides information on the expenditure and verification that a club officer is aware of the purchase.
 - Non-PO Payment Form: this form provides payee and account information.
 - Proof of payment
 - Credit card statement (must include entire statement with name and address. A screen shot of the charge will not be accepted)
 - Email confirmation that shows payment (Name and transaction)
 - Copy of check (this must be the actual check with a name included, not a copy)
 - Please fill out the non-po payment forms completely and accurately.
 - Submit ASAP since processing takes 7-10 business days including the approval process. If a check is needed sooner, there is a express check option, which will have the check processed within 3 days. If this option is selected, a \$10 fee will be charged to the account.
 - All disbursement forms should be turned into Account Payable in Financial Services at 633 W. Palm or to your SOA in AF 303. Please allow three (3) weeks for processing.
- 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.



FUNDING

Fundraising

All organizations must make the purpose of their fundraising clear by using the following "Proceeds Language" on tickets, marketing materials, and other correspondence.

Proceeds from this donation/ticket/etc. will first be applied to the cost of the event. Net proceeds will be given to [specified group] to benefit the mission of their organization.

On Campus Events

Ticketed events should use the university's official ticket service, which will allow funds to be deposited into the club/organization account. Eventbrite and other online ticket services are not supported. We do provide an authorized payment collection product, Chapman Marketplace, that you may use in lieu of this with no charge to the club. Venmo, Square, EventBrite and PayPal charge for merchant and service fees straight prior to sending you the proceeds, and **are not supported by the University**. If you are interested in using an online portal, please complete the Ticket Request Form on Engage.

Additionally, the university has credit card machines and small change funds available to check out. Please contact the Cashiers' Office 714-997-6838 or email cashier@chapman.edu. They will be able to assist with the checkout process. Please use the Cashier deposit forms when depositing funds with the Cashiers Office.

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 \$100. 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 GLA for assistance with this approval. Federal and state law govern the processes for raffles and auctions. You must work with your SOA or GLA before planning a raffle.

If the event will be raising money for a non-profit, charity, or other non-chapman entity, see section below.

Fundraising for Non-Profit, Charity, or Other Non-Chapman Entity

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.

To request the ability to collect money online for a non-profit, charity, or other non-Chapman entity, please complete the ecommerce request form which will be reviewed by your SOA and Cashier's Office to establish next steps. This process can take 2-4 weeks.

The "Proceeds Language" provided above must be included on all tickets, marketing materials, and other correspondence related to the collection of money.

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 University. 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 or 714-744-7690 who will record it for tax purposes and deposit it into the student organization account.

REFERENCES

Quick Contacts

Facilities

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

Jim Marcosa (Electrician)
marcosa@chapman.edu | 714.453.7780

Fire & Life Safety

Victor Arteaga
arteaga@chapman.edu | 714.289.2071

Mark Davis
mcdavis@chapman.edu | 714.744.7875

Financial Services

714.997.6873

Event Scheduling and Services

Sonya Hall
eventscheduling@chapman.edu | 714.744.7061

Media Services

mediaservices@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

714.997.6763

Risk Management

Allan Brooks
risk@chapman.edu | 714.532.7794

E-Waiver System

activitywaiver@chapman.edu

Sodexo

catering@chapman.edu | 714.532.6070

Student Government Association

sga@chapman.edu | 714.744.7008

Director of Finance

sgafinance@chapman.edu | 714.744.7008

University Advancement

714.744.7690

University Program Board

upb@chapman.edu | 714.744.7987

Student Government Association (SGA)

The Student Government Association (SGA) is dedicated to making positive change on Chapman's campus for *undergraduate students*. They advocate for student needs and concerns and actively seek to improve every aspect of the undergraduate college experience. The 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 *undergraduate students* at Chapman. If your organization has an idea for an event, you can request to partner with them. Contact them at upb@chapman.edu or find their form on Engage. 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.