

**The Resource Book**  
for  
Student Clubs and Organizations

**Office of Student Activities**  
**2011-2012**

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# Purpose of this Resource Book

One of the major roles of the Office of Student Activities is to guide and support students as they form student organizations, as they learn to lead those organizations, and as they plan programs and activities. This publication is one method we use to inform clubs about policies, procedures, and services available to them.

Specific services and responsibilities of the Office of Student Activities in relation to student-run clubs include:

- assisting new clubs in forming
- granting University recognition to clubs
- registering clubs annually
- maintaining mailboxes for clubs
- informing clubs about fund-raising opportunities
- sponsoring the annual Activities Fair to assist clubs in attracting new members
- approving and posting notices on campus for club meetings and events
- assisting clubs with planning and coordinating all-campus and other large, complex events
- providing consultation and training to student leaders and to clubs on leadership, group dynamics, and activity planning

This book is an excellent source of information, as are all members of the Office of Student Activities. If I am unavailable perhaps Jeromy Koffler, Director of Student Activities; Bethany Sills, Assistant Director for Multicultural Programs; Nancy Copic Assistant Director of Student Media; Shira Kelly, Administrative Program Assistant, can help.

Enjoy this resource guide, and feel free to contact me or any member of the office at x7470 for more information. I look forward to a great year of working together!

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# Mission Statements

## **University of Portland Mission Statement, September 2010**

The University of Portland, an independently governed Catholic university guided by the Congregation of Holy Cross, addresses significant questions of human concern through disciplinary and interdisciplinary studies of the arts, sciences, and humanities and through studies in majors and professional programs at the undergraduate and graduate levels. As a diverse community of scholars dedicated to excellence and innovation, we pursue teaching and learning, faith and formation, service and leadership in the classroom, residence halls and the world. Because we value the development of the whole person, the university honors faith and reason as ways of knowing, promotes ethical reflection, and prepares people who respond to the needs of the world and its human family.

## **Enrollment Management and Student Life, September 2010**

Teaching and learning, faith and formation, and service and leadership distinguish the Catholic, holistic vision of education at the University of Portland. As Holy Cross educators, the Division provides the professional and pastoral support to foster communities of charity and learning where each member is welcomed. Together we pursue significant questions that transform lives. We nurture the whole person – hearts, hands and mind. We teach and practice responsibility to the common good, beginning with the moment of inquiry and through a life-long relationship with the University of Portland.

## **Student Activities Mission Statement, April 2010**

In support of the tenets of the University mission (*Teaching and Learning, Faith and Formation, and Service and Leadership*), the Office of Student Activities exists to facilitate active participation in extracurricular activities and leadership.

We provide a dynamic environment that creates educational opportunities for students to learn and practice decision-making as it relates to their core values and the benefits of the community.

Through active mentorship, we promote a complex understanding of the dignity of human diversity, the formation of productive relationships, responsible citizenship, and life-long learning.

# Recognition of Student Organizations

The University of Portland is committed to the belief that students have a right to organize and participate in groups which exist to foster the mission of the University. Experiences in decision-making and interpersonal relationships gained through such participation can be valuable educational tools and, as such, should be encouraged.

Because groups must be coordinated and students informed of opportunities for involvement, and to assist the University in monitoring the activities of student organizations, all student organizations are required to register with the Office of Student Activities and be recognized by the University. While recognition indicates that the University is in general support of an organization, it does not imply blanket endorsement or approval of the organization's purposes, opinions, or activities.

## **Administrative Policy**

The Office of Student Activities is responsible for the implementation of university policies regarding the recognition of student organizations. As part of this process it is necessary that some information be collected. Such information includes:

- An Executive Worksheet showing the name of the organization, a current officer list (President, Treasurer & Advisor), the address & phone numbers for the President, Treasurer, & Advisor.
- Club roster including first and last name and student ID number
- List of possible activities for the year
- List of possible fundraisers for the year
- A constitution (including a clear statement of purpose must appear within the constitution and a statement regarding a nondiscrimination policy).

Directory information (names, addresses, and phone numbers of officers) will not be made available to constituencies outside the university community. The only contact information that will be available for the UP community will be the club President's, Treasurer's, and Advisor's names and UP email addresses. The organization may request that directory information be made available to those officially connected with the university, such as students, staff and faculty.

In keeping with the intent of having student organizations, all undergraduates who pay a student government fee must be allowed to participate in those clubs that most match their interests. It is necessary that student organizations limit their membership to undergraduate students currently enrolled for a degree at the University; however, the organization may give an affiliate status to current graduate students, University faculty and staff. Affiliates may not outnumber student members nor shall they hold office.

Recognition allows the organization to utilize campus facilities and services, use the University's name in the identification of the organization and in the sponsorship of activities and events, and provide the group the option to apply for ASUP funding.

The Director of Student Activities will make final determination regarding organizational recognition and will adopt the necessary procedures for the implementation of the recognition process.

### **Operational Procedures and Regulations**

A group wishing to initiate the recognition procedure will first schedule an appointment with the Coordinator of Clubs and Organizations. From here, the group may consult with the Coordinator of Clubs and Organizations for assistance in completing the executive worksheet and constitution.

The executive worksheet and constitution is then submitted to the ASUP Club Recognition Advisory Committee for review. That committee then meets with the organization's officers if deemed necessary and makes a recommendation to the Director of Student Activities about the official recognition of the organization. If the information is found to be inadequate, the Director will notify the organization that changes or additions must be made. The Associate Vice President for Student Life gives approval for all clubs.

Approval may be denied or rescinded for the following reasons:

- The group's stated purpose or its activities do not respect the mission of the University, its Catholic traditions and values, or its policies and guidelines for student organizations.
- It is determined that the group is not serving the interests of students.
- The proposed organization intends to discriminate in its requirements for membership.
- There is already a recognized club or organization that shares the group's stated purpose.

If approval is denied or rescinded, an appeal may be made in writing to the Associate Vice President for Student Life.

Re-recognition is subject to yearly renewal through submission of updated Executive Worksheet including: list of new officers, advisor and their contact information, club roster, current abstract (needed for description on the Office of Student Activities website), a list of possible activities for the following year, and a list of possible fundraisers for the year. Club constitutions can be revised any time of the year.

Please note:

- All re-recognition information must be turned in by the end of spring semester.
- Any time during the academic year in which new officers are elected, please send an email to the Coordinator of Clubs and Organizations with the new officers first and last name, phone number, and UP email address.
- Each club may be required to review the clubs constitution by the ASUP Club Recognition Advisory Committee every 5 years.

Loss of recognition carries with it loss of all privileges granted to a fully recognized student organization. In order to regain the status of full recognition and the accompanying privileges, members must re-initiate the entire procedure for recognition from the initial steps already outlined. Renewal of recognition is not guaranteed; evidence must be presented to demonstrate that current chances for success of the organization are positive.

**Reasons for loss of recognition:**

- Failure to provide the Office of Student Activities with an updated Executive Worksheet, initial membership roster, and list of possible activities for the year will lead to the temporary suspension of the group's recognition for the semester. If, by the fall date specified at the club training conference, the updated information are still not listed, the group's status as a recognized student organization will be revoked.
- A recognized student organization which feels that its purpose for existence has been fulfilled may request that the Office of Student Activities remove recognition.
- Recognized student organizations may face temporary or permanent loss of recognition or privileges if found in violation of the University's code of student conduct, student activities policies or regulations, and/or ASUP policies.

- All groups should be free of debt by the end of the fiscal year in order to maintain their good standing.
- Groups that consistently fail to meet their stated social, service, or academic goals risk the loss of recognition.

# Student Organization Policies

## Corporate Responsibility

Living groups and organizations formally recognized by the University are subject to the same regulations as individual students. University recognition means that such groups accept corporate, or group, responsibility to protect the members of the University community and their guests from any violation of their rights or privileges in group activities and activities of individual members. Such organizations are generally required to designate officers, but such designation in no way diminishes the group's corporate responsibility. Failure of officers, when acting in their official capacity, to protect the rights of members of the community or to observe University regulations will subject them as individuals to judicial action. Such failure and subsequent judicial action does not relieve the organization of its corporate responsibility, and the organization's status and recognition may be subject to review, possible suspension, revocation or permanent disbanding even after one violation.

## Conduct

Interruption of the on-going processes of the University whether in the classroom, residence halls, Commons, or campus proper is acceptable only with the permission obtained from the Director of Student Activities.

At events which are sponsored by campus organizations, either on campus or in the community, conduct will be such that it does not reflect negatively toward the University.

## Non-Discrimination

Membership in all student organizations shall be open to all interested undergraduate students who meet previously approved organization requirements. Single-gender student organizations will be approved providing that similar opportunities, if desired, are available to the other gender.

## Advisors

Advisors will be current members of the faculty or staff. Organization leaders should have regular contact with their advisor. Advisors should be invited to attend regular meetings and club sponsored activities.

## **Pledging**

Locally chartered student organizations may not have a pledge period. All newcomers will be full, active members at the time of joining. Local groups may have a pre-approved program to educate new members on the history and traditions of the organization. Nationally chartered, current student organizations may follow their constitutions and bylaws in regard to pledging, but these guidelines must have prior approval from the Director of Student Activities. No new student organizations will be recognized that require a pledge period.

## **Initiation**

Groups with an initiation ceremony or pledge period may not violate University policies on hazing. Initiation is normally considered to be a one-time event. The group's advisor or approved designee must be present at all initiation ceremonies and activities.

## **Hazing**

No student organization shall conduct hazing activities. Hazing, as defined by the Code of Conduct, includes:

*“Hazing” means to subject a person to bodily danger, physical harm, or emotional harm or likelihood of bodily danger, physical harm, or emotional harm or to require, encourage, authorize, or permit that person to be subjected to any of the following:*

- a. Calisthenics*
- b. Total or substantial nudity on the part of the person*
- c. Compelled ingestion of any substance by the person*
- d. Wearing or carrying any obscene or physically burdensome article on their person*
- e. Physical assaults upon or offensive physical contact with the person*
- f. Participation by the person in boxing matches or other physical contests*
- g. Transportation and abandonment of the person*
- h. Compelled personal servitude by the person*
- i. Confinement of the person to unreasonably small, unventilated, unsanitary, or unlighted area*
- j. Assignment of pranks to be performed by the person*

*This is not a comprehensive list of hazing activities. The University reserves the right to take action when it believes standards of human dignity have been violated.*

For a more complete description and listing of hazing please see the Student Conduct website at <http://www.up.edu/judicial/default.aspx?cid=1840&pid=742>. The description listed above is located on page 5 of the Code of Conduct booklet. Another policy on hazing can be found in the University Policies & Community Standards handbook found on page 8.

# Advisors

## **Why Have an Advisor?**

The University requires recognized organizations to have a UP faculty or staff advisor. Faculty/staff advisors can provide your organization with the experience necessary to help organizations function more efficiently. They can promote the purpose and activities of your group to other faculty as well as assist students in developing relationships with faculty members. Because they are familiar with University policies and politics, advisors can serve as sounding boards when your organization has questions regarding University policies, procedures and current topics of campus discussion.

Advisors can help your organization become self-sufficient by giving advice when called upon or when s/he feels it is appropriate. The advisor is concerned with the function of the group as a whole as well as with the individual group members.

## **What Roles do Faculty/Staff Advisors Play?**

Advisors provide continuity from year to year so your group doesn't have to "reinvent the wheel." Advisors help to make sure the group follows University guidelines and explains University policy. They share their knowledge in principles of group dynamics, organization and administrative practices. Advisors provide advice, create a learning atmosphere, encourage new program ideas, help develop and plan and they are available for individual problems. Advisors show support by attending group activities. In summary, an advisor is a problem-solver, mediator, guide, critic and resource person.

## **How Can a Student Organization Obtain a Faculty/Staff Advisor?**

To aid your organization in finding the faculty/staff advisor that will best "fit" your organization, follow these suggestions:

- Brainstorm with your group and create a list of faculty and staff members that group members know and with whom they are comfortable.
- Look for faculty and staff who might share the interests of your organization.
- Send a small delegation to speak with a potential advisor. Explain why you think it is a good match.
- When asking a faculty or staff member to advise your group, you must clearly communicate the group's expectations of the advisor. Role negotiation is the first step to any advising relationship.

The Coordinator of Clubs and Organizations is available to talk with faculty and staff about the University's expectations for advisors of student clubs and organizations.

# Club Mailboxes

Mailboxes are provided for all recognized organizations. Mailboxes are located in the ASUP Office in St. Mary's Student Center. **It is imperative that a representative of the group check the mailbox regularly - at least once a week.** All important material regarding the allocation process, calendar meeting, notices, invoices etc., will be distributed through the club mailboxes. It is your responsibility to check the mailbox. Clubs will miss important deadlines if they do not check these.

If your organization will receive mail from off-campus sources, you may give the following mailing address:

Organization Name  
Office of Student Activities  
MSC 161  
University of Portland  
5000 N. Willamette Blvd.  
Portland, OR 97203

# Club Email Alias

Each club has the opportunity to set-up a UP club email alias. This is the contact information the Office of Student Activities can distribute to constituencies outside of the university. The club email alias will be linked to a designated club officers' personal UP email account. Emails can be sent to the email alias chosen, but emails cannot be sent from the alias.

For example, the Chess Club may choose an email alias such as chessclub@up.edu, and have the alias attached to the club president's personal email account. When someone wants to send an email to the Chess Club they can send an email to chessclub@up.edu, and the email will be sent directly to the club president's personal email account. However, when the club president responds to that email the email name will be the personal name of the club president, and not the club email alias name.

Please note this is not an individual email account for the club. The club officer the email alias is linked to will have to be changed every year or whenever the designated club officer receiving the email changes.

If you would like to set-up a club email alias please email the Coordinator of Clubs and Organizations for more information.

# Club PilotsUP Groups and PilotsUP Announcements

Recognized student organizations are encouraged to make use of the internet to advertise their clubs and activities on and off campus. Clubs are encouraged to make use of the University of Portland PilotsUP Group feature. Each Club Group can be linked to the Student Activities web site, and acts externally to the outside community as a website. If your club is interested in creating a Club Group please contact Jenny Walsh in the Web & Administrative Systems department at [walshj@up.edu](mailto:walshj@up.edu). Also you can contact the Coordinator of Clubs and Organizations for more information about this opportunity.

PilotsUP Announcements for recognized clubs are currently managed by the Director of Student Activities. However, with the recent changes to PilotsUP the Coordinator of Clubs and Organizations and your individual club advisor may soon have access to this service. In the mean time, if you wish for an announcement to go out to the UP community, please send an email with the exact information you would like posted to the Coordinator of Clubs and Organizations. The announcement must be in posting form with all of the necessary content. We will not create content for you, and we will post the announcement as it is sent to us. Make sure to include the following in your announcement:

- Type or name of event
- Location of event
- Date and time of the event
- Contact information for person in charge of the event

For more information on this topic, please contact the Coordinator of Clubs and Organizations.

# Student Catering with Bon Appetit

Bon Appetit offers multiple student catering options. To view their complete list of catering options please visit their website at

<http://www.up.edu/bonappetit/default.aspx?cid=5692&pid=95>.

Below are a few tips about student catering:

- Please book any student catering through Vickie Long. You can contact her at Ext 8153 or by email at [longv@up.rdu](mailto:longv@up.rdu)
- Please book your catering 1 week in advance.
- Please have all ID numbers ready 1 week in advance.
- Student catering cannot have more than one order per day.
- Pack-out & Hall dinners can be ordered through Corey Shimada. You can reach him at ext 8151 or by email at [shimada@up.edu](mailto:shimada@up.edu)
- Pack-outs and Hall dinners are limited to 1 per day and need a 7 day notice with all ID numbers at that time.
- The pick-up area is in the Kitchen.

# ASUP Budget Allocation Process

The ASUP treasury is funded by the student government fee that full-time undergraduate students pay each semester. These funds may be requested by any recognized student organization in good standing. However, ASUP funds do not supplement an organization's operational budget for the semester. For example, ASUP funds will not cover office or meeting expenses, including refreshments or club parties.

## **Initial Steps for Requesting Funds**

Any recognized organization wishing to request funds must have at least one member present at the budget allocation meeting held each semester by the ASUP treasurer. The budget timeline, request form and deadlines will be emailed to all club presidents and treasurers by the ASUP treasurer.

At the budget allocation meeting, the ASUP treasurer will explain the budget allocation process and field any questions a club representative may have. Timelines and request forms are available on-line and a mandatory deadline for the request will be given. A club that fails to turn in its request form by the given date may not be considered in the allocation process. Also at this meeting, the ASUP Financial Management Board Club Representative will be chosen. Any club officer is eligible for this position.

Interview times will also be set up when the budget request forms are returned. Any organization wishing to receive ASUP funds must attend an interview with the Financial Management Board. Any organization that fails to sign up for and/or attend a budget allocation interview may not have their request considered in the allocation process. If you are unable to keep the scheduled interview, you are required to make arrangements to have another informed club officer take your place.

## **The Request Form**

On the request form, you will be asked to specify the funds requested under various categories such as professional services or publicity. The form is self-explanatory, and must be filled out completely. Along with the request, a brief explanation is recommended. This ensures the club the opportunity to explain the request. If possible, get estimates from departments (e.g. Bon Appetit for food). Make sure you know if a service is free or not.

### **The Interview**

At least one, but no more than three, representatives from the organization may attend the interview session. Organizations are asked to keep a copy of their request form(s), so representatives can explain the request at the interview. Generally, interviews last five to ten minutes.

A representative from the organization will be asked to give a brief explanation of the event for which funds are being requested, and also to explain the breakdown of funds necessary to put on the event. At this point, the ASUP treasurer and Financial Management Board members may ask the organization members any questions relevant to the request. Please be prepared to elaborate your allocation in detail. If possible, the person who filled out the request form should be present at the interview.

The Financial Management Board is a group of five voting members, all of whom are students. Three members represent different constituencies within the University and are chosen by their respective groups. The three general student representatives are chosen by the ASUP treasurer. They are as follows:

- One Senate representative
- One club representative
- Three student representatives
- The ASUP treasurer (votes only in the case of a tie)

### **After the Interview**

After the interviews, the ASUP treasurer and the Financial Management Board will meet and review all requests for ASUP funds. At this time, the committee will create the proposed budget to the Senate.

### **ASUP Senate's Involvement in the Allocation Process**

The ASUP treasurer presents a proposed budget created by the Financial Management Board to the ASUP Senate for approval. The budget will be presented in written form to all senators. At the following two Senate meetings, the budget will be openly discussed and debated by the senators. The ASUP treasurer is responsible to speak on behalf of the Financial Management Board to explain the proposed budget. In order to make changes to the proposed budget, a senator must make a motion that explains what organization s/he wants to give/take funds from and to what organization s/he proposes the money be transferred. A motion must be approved by a 2/3 majority vote by the Senate in order to pass. At any time, a senator can move to vote on the budget, which will require a simple majority vote (more than half of the Senate) in order to pass, unless it has been amended by the Senate, in which case the budget requires a 2/3's majority to pass. During these senate meetings, the club may ask Senate for revisions in the proposed allocation. This is the only chance for revisions and amendments to occur.

### **After the Budget Passes**

Once the budget is passed, organizations will receive a notice in their club mailbox and via email from the treasurer informing them of the amount they have been allocated. Clubs do not receive checks for the amount of their allocation, but rather clubs have the ASUP treasurer pay their expenses as they are incurred from the funds allocated for those purposes.

### **To Receive Funds**

There are several ways to receive the funds that have been allocated to your organization. The easiest and preferred method is to contact the ASUP treasurer and have him/her pay for the expense on a University-owned credit card. This payment occurs instantly and you will not have to wait for reimbursement or for a check to be issued by the University, which can sometimes take several weeks.

As mentioned above, the second option for receiving ASUP funds is to have an organization representative fill out a "Reimbursement and Payment Request Form" for each expense covered by the ASUP allocation. These forms are on 8 ½ by 11 paper and are kept in the ASUP office at the ASUP treasurer's desk. The request is self-explanatory and must state to whom the check or direct deposit will be made. Be sure to put the address of the payee, as this is important for the Controller's office (where checks are written) and their records. Copies of any original contracts, receipts or invoices must be attached. If the payee is an individual for a service performed (e.g. speaker, DJ, etc.,) include his/her Social Security number. This is necessary for tax purposes. Amounts must be exact, as no payments with the amount left blank will be issued.

For major purchases from sources outside the University, the ASUP treasurer may use a University purchase order. A purchase order tells the merchant or service provider that the University will pay the bill when the item or service has been successfully provided.

After receiving an organization's request for reimbursement or payment, the ASUP treasurer sends it to the University's Controller's Office where all checks are printed and sent out. Because the ASUP treasurer is not in the office every day, and because the University's controller often has high volumes of work, any check requests should be placed on the ASUP treasurer's desk at a minimum of two weeks before the funds are needed. Otherwise, there is no way of ensuring that you will receive the money by the time needed.

### **Internal Charges**

The following charges are considered internal charges:

Bon Appetit	Public Safety
Print Shop	ASUP "ADvantage" Publicity Service
Media Services	<i>The Beacon</i> (for ads)
Bookstore	Pilots Audio & Lighting (PAL) rental
University Post Office	
Physical Plant	

These departments are given a list of all organizations that have received funds from ASUP and for what specific event(s) these funds are intended. This allows allocated groups to make "charges" at these departments without filling out a check request. The University's Controller's Office will then notify the ASUP treasurer of these internal charges so s/he can deduct them from the organization's account. Clubs should meet with the ASUP treasurer prior to charging something. Clubs are not permitted to charge anything without approval.

If your club is borrowing equipment, such as easels, VCRs or the like from Media Services to use in conjunction with an official club program on campus, consult with the Coordinator of Clubs and Organizations, who may be able to cover the Media Services charges for the club under certain circumstances.

## **Contracts**

Any contract (examples: bands or speakers) involving ASUP money must be handled by the Coordinator of Clubs and Organizations and signed by a University officer (normally by the Vice President for Student Life). When working with the Coordinator of Clubs and Organizations, it is important to give at least a month notice to have her review the contract and have the appropriate individuals sign it. If contracts are not handled by one of those staff members, the contract will not be honored by the ASUP treasurer and you will not receive the funds necessary for your event. If the contract is with a company please include the tax identification number or if it is with an individual, include his/her Social Security Number. The individual will also need to fill out a W9 form, which can be found on the Controller's website.

*Students are not authorized to sign contracts* obligating the University to provide services, space, its name, etc. in conjunction with club events, and must so inform any agents or performers of this fact when gathering information and discussing the possibility of hiring performers or holding events.

# Funding Alternatives

In addition to requesting ASUP funds and collecting dues, there are other ways to generate income or obtain funding for your organization or its activities. **All requests for fundraising must be cleared through the Director of Student Activities.**

## **Clean the Chiles Center**

Your group can arrange to clean after events in the Chiles Center arena and Merlo Field. Your club can earn \$100-\$300 for cleaning the facility.

Once your club has agreed to clean the Chiles Center or Merlo Field, it is your responsibility to:

- 1.) Assign someone in your group to coordinate the clean-up and work out the details with Chiles Center Operations Staff who will be able to let you know when events are scheduled.
- 2.) Provide at least 6-12 workers depending on the event on the day of, who will report to the facility supervisor on duty.

## **Sponsor a Vendor**

Companies who would like to sell their wares on campus must be sponsored by a recognized student organization. This includes people selling South American sweaters, African jewelry, and poster sales. Student organizations that sponsor a vendor make money by asking for a split of the total sales. Prior to agreeing to sponsor a vendor, the organization representative who calls the vendor is responsible to negotiate what percentage of income from goods sold will go to the organization. Generally, organizations receive 10% to 15% of total sales.

To obtain a student organization sponsor, often a vendor will contact the Office of Student Activities. The office will then distribute the vendor's contact information through the club email distribution list. The first student organization to respond to a request will be the group to sponsor the vendor. Again, it is imperative you check your club email to know when a vendor is looking for sponsorship!

Once a recognized club has agreed to sponsor a vendor, the student organization is responsible to:

- 1.) Fill out a fundraising form (sales & solicitation form) from the Office of Student Activities and schedule an appointment to meet with the Director of Student Activities. The Director will go over the pertinent information regarding fundraising and will approve or deny the event. The form can be found at the following link on the Office of Student Activities website <http://www.up.edu/activities/default.aspx?cid=5004&pid=165>.
- 2.) Contact the Office of Student Activities to reserve a table in the Pilot House or Commons. If you want your vendor to be located in the Pilot House or Commons, please note there can only be two vendors at a time. Advance reservation of tables is required. Unless other arrangements are made, the vendor will only have the use of one table.
- 3.) The student organization is responsible for meeting the vendor to show where his/her table is and to answer any questions the vendor might have.
- 4.) Organization representatives should also assist vendors in securing a visitor parking permit and help in breaking down at the end of the day.
- 5.) Organizations can advertise to generate interest in the vendor's wares. The more money they make, the more your organization makes!
- 7.) If your vendor cancels, please call the Office of Student Activities to cancel your table reservation.

### **Raffles**

Oregon has laws and regulations governing the conduct of raffles. The number of raffles and the amount of money that can be raised is limited for each calendar year.

If your group is considering holding a raffle, you must make an appointment to meet with the Director of Student Activities, who will provide details and discuss your plans with you.

General raffle guidelines can be found on the Office of Student Activities website.

# Advertising in *The Beacon*

The student newspaper, *The Beacon*, is published 24 times between September and April. Buying ad space in *The Beacon*, which is distributed on campus Thursday mornings, is an effective way for clubs to promote events and seek new members. The following lists important information you'll need to know as you consider buying ad space in *The Beacon*.

## **Campus Rates:**

The Beacon offers several ad sizes. You can view the options and an ad rate sheet at the front desk of the Student Activities Office or contact the Ad Manager.

## **Deadlines:**

If you have a self-designed ad, email it to the Beacon Business and Advertising Manager (Kelsey Tuttle) by **5pm on the Monday prior** to the Thursday issue in which you want to advertise. Specific format and sizing requirements for ads are listed on the ad rate sheet in the Student Activities Office.

If you would like one of our designers to design the ad for you, submit your request (including size) and essential ad information **at least one week prior** to the date of publication in which you want your ad to appear. Ad design services are \$30 per ad.

If you are having ADvantage design an ad for you and would like it to appear in *The Beacon*, please submit the design directly to [beaconads@up.edu](mailto:beaconads@up.edu).

## **How to get information/submit:**

Email your ad request and design to the Beacon Business and Advertising Manager (Kelsey Tuttle) at [beaconads@up.edu](mailto:beaconads@up.edu).

**Important:** Include your contact info and billing number with the ad submission.

## **General Information**

After the ad runs, the Beacon will send you an invoice.

*The Beacon* reserves the right to refuse advertising as specified in its advertising guidelines.

## **Questions?**

Contact Beacon Business and Advertising Manager Kelsey Tuttle via email: [beaconads@up.edu](mailto:beaconads@up.edu)

# ASUP Publicity Service: ADvantage

The ASUP Publicity Service, known as ADvantage, is located in the ASUP office in St. Mary's Student Center. The purpose of having a centralized publicity service is to help organizations reach all campus populations through a diverse publicity package. ADvantage publicizes student organization and campus department events. All organizations receiving ASUP funds for an event are required to use ADvantage for publicizing that event. Your organization will be charged for publicity services and will be billed through the ASUP treasurer.

For a fee, ADvantage staff will produce and distribute campus publicity, including posters for the Commons and Cove and residence halls and fifty-five flyers throughout the campus.

ADvantage also advertises digitally. Each Residence Hall and many of the buildings on campus have digital screens that cycle through advertisements throughout the day. Also, CPB advertises ADvantage ads during previews, and KDUP plays PSAs during radio shows.

ADvantage publicity request forms must be turned in **two weeks prior to the date you want the poster**. Forms are available at the ADvantage desk in St. Mary's Student Center or online at

<http://www.up.edu/activities/default.aspx?cid=9846&pid=169>.

# Distribution and Posting of Literature

## Purpose

The University attempts to provide its community a "marketplace of ideas" within the University environment. In order to achieve that environment it is necessary to offer policy guidelines with the intention of providing fair, uniform and manageable student access to information which furthers the educational goals of the University.

It is intended that all parties, the advertisers as well as the University community, benefit from these guidelines so that access to information is not limited and so that all individuals, groups, and organizations are allowed free expression within the same guidelines. To this end, the policy statement below has been developed.

## Policy

### I. On-Campus Groups

#### A. General Provisions

University personnel, students, departments, and registered student organizations may post or distribute literature on University property in accordance with:

1. All materials posted or distributed shall clearly indicate the name of the sponsoring campus individual, registered student organization or University department, and must be approved at the Office of Student Activities.

2. Before publicity can begin, all facilities, dates and times must be cleared through the EMS reservation request system.

3. Literature advertising any on-campus events or programs which will be administered off-campus must be cleared through the Marketing and Communications Office. Be sure the event warrants off-campus coverage. When approval for the event has been granted, a written fact sheet indicating "Who, What, Where, When and Why," as well as the phone numbers of contact persons (in case more information is needed), shall be submitted to Marketing and Communications.

4. Material printed in any language other than English may be posted only when accompanied by an accurate English translation.

#### B. Distribution of Literature (i.e. multiple copies for individuals to take)

1. A copy of the material distributed on campus must be left in the Office of Student Activities, St. Mary's Student Center.

2. Materials may be distributed in high traffic areas (i.e., outside The Cove, in the Buckley Center Foyer, etc.) as indicated by the Director of Student Activities.

3. Materials may not be forced upon others.

4. Literature may not be placed on or in vehicles parked on campus.

C. Posting (i.e. notices to be placed on bulletin boards)

1. All posted materials must bear an approval stamp from the Office of Student Activities in St. Mary's Student Center. Unauthorized materials will be removed. Authorization of publicity does not imply sponsorship, approval or endorsement by the University of any idea, viewpoint or activity described. Once a flyer is approved, The Office of Student Activities will post all fliers on campus.

2. The University has approximately fifteen general announcement bulletin boards. Because of limited space one advertisement per event per bulletin board will be allowed.

3. Posted material may not be placed on walls, windows, pillars, trees, designated departmental bulletin boards, or over previously posted materials in such a way as to obscure them.

4. Posted materials are categorized in three sizes:

a). Flyers, usually 8 1/2 X 11 but maximum 11 X 14 inches.

b). Posters, which are limited to 14 X 22 inches.

c). Banners, which may be hung in places other than on bulletin boards for a maximum of five days. The Director of Student Activities will approve the banner and reserve a space on campus.

5. To enhance posting capability and to prevent congestion, posters will be removed by the Office of Student Activities the day after the event, or two weeks after the date of approval, whichever is earlier.

6. Academic classroom bulletin boards are under the direction of the respective building managers. Departmental bulletin boards are under the direction of department or college as designated. These bulletin boards are primarily used for academic announcements.

II. Residence Halls

A. General Provisions - Same as provisions for on-campus groups (see Section I).

B. Posting

1. All posting in the residence halls is the responsibility of the hall directors. 47 flyers (8 1/2 X 11), stamped by the Office of Student Activities, will be left in the Office of Residence Life. They are picked up daily to be posted by the residence hall staff.

C. Distribution of literature (i.e. multiple copies of printed materials to be left on the front desk or elsewhere for individuals to pick up)

1. Approving materials for distribution in the residence halls is the responsibility of the Office of Residence Life.

2. Surveys to be distributed in the residence halls must be cleared and approved by the Director of Residence Life. The survey must include the class or organization name, instructor or moderator's name and initials and the name of the person or persons conducting the survey. Arrangements must be made with the hall director regarding distribution time. A copy of the survey and concluding results must be submitted to the Director of Residence Life.

### III. Off-Campus Groups

Off-campus groups or business establishments must adhere to the following provisions for posting, distribution of literature and gathering signatures for petitions:

#### A. General

1. All pieces of literature must indicate the name of the sponsoring organization or business establishment and its address.

#### B. Posting

1. All posting of off-campus material must be approved, and materials must be stamped and dated by the Office of Student Activities. Only three materials will be posted for off-campus groups. Unauthorized materials will be removed. Authorization of materials in no way implies endorsement by the University of products or services offered. Posters should not be larger than 14X22 inches.

2. Literature must not be forced upon anyone.

3. Commercial or other solicitation on the University campus by off-campus persons is regulated (see University policy on sales and solicitation).

# Utilizing the Information Center

The Campus Information Center exists to provide information and assist students in making connections on campus. It can be a valuable, centralized location for your organization to utilize.

## **Ticket Sales/Distribution**

If your organization is interested in selling/distributing tickets for an event, this can be done at the Information Center. You must provide the coordinator with the following information or items:

- 1.) Instructions: A list of complete instructions including cost of tickets, who is eligible to buy the tickets, when ticket sales begin and end, and detailed information about the event, including, if necessary, a list of those students or others eligible to buy/receive tickets.
- 2.) Tickets: Make sure to provide the Information Center staff with an adequate amount of tickets and directions of what to do if they should run out. Tickets should be numbered.
- 3.) Name and number of organization's contact person: This person must regularly check in with the Information Center to check supplies and answer questions. This should be the same person for the duration of ticket sales.

# Planning an Event

The checklist on the following page was designed to help you put on the best event possible.

This checklist is to be used according to the instructions for all events open to the campus community and sponsored by a student organization whether the event takes place on or off campus. The steps should be taken in order beginning with the Office of Student Activities. At each step, you need to obtain a signature from the appropriate person at that office.

If you do not have an event on the calendar yet, you still must use this form once you do plan an event. The Coordinator of Clubs and Organizations can meet with club members by appointment to discuss upcoming events.

We hope you find this checklist helpful, and if you have any questions, please feel free to stop by the Office of Student Activities.

# Office of Student Activities Event Planning Checklist

Title of Event: \_\_\_\_\_

Day and Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Desired Location: \_\_\_\_\_

Alternate Location: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Phone: \_\_\_\_\_ email address: \_\_\_\_\_

Local Address: \_\_\_\_\_

**Steps to Follow:**

**Office Acknowledgment**

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|---|--|
| <ol style="list-style-type: none"> <li>1) Check date for conflicts against University Master Portal Calendar (EMS system)</li> <li>2) Discuss event with faculty/staff advisor<br/>Will s/he be attending? If not, who will be there in his/her place? _____</li> <li>3) Go through this checklist with a Student Activities staff member</li> <li>4) For on-campus events:<br/>Request a reservation through EMS (club advisor needs to do this request):             <ul style="list-style-type: none"> <li>• Reserve location and make arrangements for room set up _____</li> <li>• Reserve equipment (i.e. slide projector, tables, etc.) _____</li> </ul> </li> <li>5) Have contracts involving ASUP funds submitted to the Coordinator of Clubs and Organizations to be signed by a University Officer 4 weeks in advance.</li> <li>6) If CPB equipment rental is needed, discuss procedure with CPB Director _____</li> <li>7) Arrange for security, if necessary _____</li> <li>8) Confirm Bon Appetit food service plans _____</li> <li>9) If advertising, submit publicity request to ADvantage _____</li> </ol> | <p>_____</p> <p>_____</p> <p>___ Yes ___ No</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
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- two weeks in advance (forms located in the St. Mary's Student Center) \_\_\_\_\_
- 10) Review completed form with your club's liaison in the Office of Student Activities two weeks prior to event \_\_\_\_\_
- 11) If using ASUP funds, submit check request forms (with documentation) to ASUP treasurer two weeks prior to event. \_\_\_\_\_

# General Event Information

## REFRESHMENTS

What will they be? \_\_\_\_\_

\_\_\_\_\_ Buy/order food and drinks

\_\_\_\_\_ Napkins, plates, cups, silverware

\_\_\_\_\_ Set-up and clean-up

## TICKET SALES

Sales dates: \_\_\_\_\_

Sales location(s): \_\_\_\_\_

Ticket Price(s): \_\_\_\_\_

\_\_\_\_\_ Arrange for cash box

What accounting procedures are you using to ensure accuracy?

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## PUBLICITY

The ASUP Publicity Service "ADvantage" can take care of all facets of event publicity. All events funded by ASUP must use the Service unless specifically exempted. If event is not funded by ASUP and the Publicity Service is not used remember that all posters and flyers must bear the Student Activities approval stamp.

\_\_\_\_\_ Posters for the Commons and Cove

\_\_\_\_\_ Flyers

\_\_\_\_\_ Digital screen

\_\_\_\_\_ *The Beacon*

\_\_\_\_\_ UPbeat – send information to Marketing & Communications Wednesday prior to Monday distribution

\_\_\_\_\_ Notify *The Log* staff for coverage

## **FINANCES**

Any contract involving the use of ASUP funds must be handled by a member of the student activities staff and signed by the Vice President for Student Life.

For ASUP funds, request checks through ASUP treasurer at least two weeks ahead of the day you need the money.

# On-Campus Resources

## Office of Student Activities x7470

St. Mary's Student Center  
Jeromy Koffler, Director  
Jillian Smith, Coordinator of Clubs and Organizations x8459  
Bethany Sills, Multicultural Programs x8198  
Nancy Copic, Student Media x8191  
Shira Kelly, Administrative Program Assistant x7470

- General questions
- Event planning checklists
- Contract signing
- Posting and table tent approval
- Fund-raising approval
- Club email accounts and web pages

## ASUP Executive Officers x7471

St. Mary's Student Center  
Zack Imfeld, President [imfeld12@up.edu](mailto:imfeld12@up.edu) x8196  
Chloe' Ruffin, VP [ruffin12@up.edu](mailto:ruffin12@up.edu) x8572

- Senate issues

Kristin Johnson, Secretary [johnson12@up.edu](mailto:johnson12@up.edu) x8197

- Calendar/scheduling questions
- Elections

Caitlin Chu, Treasurer [chu13@up.edu](mailto:chu13@up.edu) x8471

- Funding requests
- Budget allocation process

Sean Ducey, CPB Director [ducey13@up.edu](mailto:ducey13@up.edu) x8573

- Campus Program Board
- Pilots Audio & Lighting (sound equipment)
- Programming ideas

## ADvantage x8473

St. Mary's Student Center  
Locke Beilefeldt, Director [bielefel12@up.edu](mailto:bielefel12@up.edu)

- Campus publicity

**University Events Office** **x7523**

House across from Chiles Center  
8:30 am - 4:30 pm  
Bill Reed, Director  
Billy McWood, Assistant Director  
Shirley Calcagno, Assistant Directors

- Facility reservations
- Event planning assistance

**Campus Information Desk** **x7161**

Pilot House

- Ticket sales/distribution

**Multimedia Lab** **x7796**

Library Hours  
Monday –Thursday 7:30am-12m  
Friday 7:30am-9pm  
Saturday 10am-9pm  
Sunday 10am-12m  
Jeff Kennel, Multimedia Specialist, [kennel@up.edu](mailto:kennel@up.edu)

- Laminating
- Photo copies
- Poster plus printer
- Poster plus printer banner
- Foam core and colored paper
- Shrink wrapping
- Overhead or Power Point set-up

**Media Services** **x7774**

- Overhead Projector use
- Media equipment rental

Dan Sandaal, Media Services Manager, [media@up.edu](mailto:media@up.edu)  
Buckley Center Basement  
Monday – Thursday 8:00 am to 7:30 pm  
Friday 8:00 am to 5:00 pm

*The Beacon* x7376

St. Mary's Student Center

Rosemary Peters, Editor

- News Releases

**KDUP 1580 AM** x7284

Located behind St. Mary's Student Center

Sal Liotta, General Manager

- Public service announcements

*The Log* x7114

St. Mary's Student Center

Elly Thompson, Editor

- Notify if you want yearbook coverage of your event

**Bon Appetit Food Service** x7330

The Commons

Kirk Mustain, General Manager

Vickie Long, Catering Director

**Print Services** x7200

Buckley Center Basement

8:30 am - 4:30 pm

Linda Gill, Supervisor

- Bulk copies
- Typesetting
- Printing needs (tickets, programs, etc.)

**Marketing and Communications** x7202

Waldschmidt Hall, 5th floor

8:30 am - 4:30 pm

John Furey, Associate Director Media Relations

Rachel Barry-Arquit, Director of Creative Marketing

# Glossary

**Allocations Process** - The process where a student run group submits a budget for the upcoming semester. This budget is debated by the Financial Management Board and then cut down to fit within the total money that is available to give to groups. This money can be used to pay for the items enumerated in the submitted budget. All questions regarding the ASUP Allocation process should be directed to the ASUP Treasurer.

**ADvantage** - This is a student run advertising service that provides posters and fliers to any student group for a fee. Generally this group requires two weeks to get events publicized. Student run organizations are encouraged to utilize other forms of advertising to publicize events.

**Advisor** - The faculty or staff member that acts as the official connection to the university. This person can provide direction and understanding of university policies and initiatives. The advisor provides consistent support and direction for the student run group.

**ASUP** - Associated Students of the University of Portland. All full time undergraduate students are members of ASUP. This group is governed by the elected student body president, vice-president, secretary, and treasurer.

**ASUP Executive Board** - The people that make up this board include the student elected positions of President, Vice-President, Secretary, Treasurer, and the Campus Program Board Director. This group shapes the leadership and direction of student issues on campus.

**ASUP Treasurer**- This is a student elected position. The ASUP Treasurer is responsible for overseeing the use of the student activity fee that is assessed every semester to all full time undergraduate students.

**ASUP Senate** - This is a student elected group of people who represent different facets of the campus community including: all nine residence halls, an off campus representative, all five colleges, international student representative, non-traditional student representative, and representatives for each class Freshman-Senior. This group meets on Monday afternoons and acts as a voice for student concerns.

**Club Liaison** - The staff member in the Office of Student Activities that acts as a connector between ASUP and the club or other student run organization. This person also provides event planning assistance and leadership training to any group who requests such training.

**CPB** - Campus Program Board is a branch of ASUP and is charged with providing entertainment on a large scale for the campus community. This could include comedians, dances, game shows, coffeehouses and other creative events.

**Financial Management Board**- This is a subcommittee of the ASUP Senate that is lead by the ASUP Treasurer. It is this board's responsibility to make a recommendation to the ASUP Senate as to which clubs and some selected departments on campus receive fund for programs. The responsibility to make sure that the money is spent wisely also falls to this board.

**Information Center** - This is the desk located in the Pilot House that student groups can use for ticket sales or other information that needs to be given to students in conjunction with an event. Permission to use the Information Center must come from Public Safety.

**Office of Student Activities** - This office consists of a director, and other staff members to assist with event planning, advise the media, advise campus program board and advise the student government processes. This office provides direction and assistance to clubs wanting to form and clubs experiencing organizational difficulties.

**Pilots Audio & Lighting (PAL)** – This ASUP service provides a sound system for a nominal charge to different groups on campus. The system is good for live performances, and other events that might need amplification.

**Profit** - The portion of the revenue that is left over after all bills are paid including any money given to the group from ASUP. The profit is kept by the student group.

**Revenue** - The money that a student group takes in from any event. This would be the grand total of cash from ticket sales.

**Reimbursement & Payment Request**- The form a student group must fill out and submit to the ASUP Treasurer in order to have bills paid from their ASUP Allocation.

**Student Activities Stamp** - This is a stamp, consisting of the date and “approved by the office of student activities”, that is affixed to all posters that are hung on campus. Any poster or flier that is hung on campus must have this stamp or be the product of ADvantage.