Handbook for Student Clubs & Organizations
Office of Student Activities & Leadership
106 Clarence T.C. Ching Hall
3140 Waialae Avenue,
Honolulu, Hawaii, 96816

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CHARACTERISTICS OF MARIANIST EDUCATION

- Educate for formation in faith
- Provide an integral, quality education
- Educate in family spirit
- Educate for service, justice, and peace, and integrity of creation
- Educate for adaptation and change

MISSION OF THE OFFICE OF STUDENT ACTIVITIES & LEADERSHIP

MISSION STATEMENT

The office of Student Activities & Leadership will be the innovative campus leader in co-curricular engagement by:

- Providing social, educational, wellness, and diversity programming both on-and-off-campus that is responsive to student’s interests and needs.
- Facilitating opportunities for students to explore their beliefs and individual unique experiences.
- Encouraging collaboration between and amongst students, staff, and faculty.
- Creating opportunities for students to inspire others to grow and achieve.
- Supporting the function of Student Clubs & Organizations.
- Promoting a sense of ʻohana and the spirit of aloha.

OSAL STUDENT LEARNING OUTCOMES

As a result of participating in various programs offered by the Office of Student activities & Leadership and getting involved with clubs and organizations, students will be able to…

SWBAT = STUDENTS WILL BE ABLE TO…
● SWBAT effectively plan and execute engaging programs and events for the campus community and beyond.

● SWBAT create a sense of belonging and develop community via involvement opportunities.

● SWBAT organize and manage themselves and others productively regarding clubs and organizations.

● SWBAT develop and enhance intrapersonal and interpersonal skills via leadership and developmental opportunities.

● SWBAT recognize and reflect upon the importance and significance of building relationships and connecting with others.

● SWBAT identify and abide by policies and procedures specific to event coordinating, marketing and advertising, and financial stewardship

● SWBAT determine and practice effective habits and choices to live a healthy and well-balanced lifestyle.

● SWBAT utilize and educate others regarding sustainable practices and methods.

PROGRAMMING MODEL
PURPOSE OF STUDENT CLUBS & ORGANIZATIONS AT CHAMINADE UNIVERSITY OF HONOLULU

Chaminade University of Honolulu and the Office of Student Activities & Leadership are committed to fostering an environment of engagement for all students. Whether through academic research, community involvement, or co-curricular participation, CUH and OSAL strive to create intentional spaces of development; student clubs and organizations are an important part of achieving that goal.

Clubs and organizations play a critical role in creating opportunities for social, recreational, and educational growth. Through participation in clubs and organizations as both members and officers, students are allowed to gorge their leadership skills, promote activism, engage with the community, interact with diverse cultures and perspectives, and cultivate a sense of ‘ohana. It is our belief that clubs and organizations are the laboratory of experiential learning, and that their presence and success is a critical part of the Silversword Experience.

CLUB/ORGANIZATION GUIDELINES:

1. EXPECTATIONS OF OFFICERS

The President(s), Chairperson(s), or Chief Executive(s), as indicated on the registration form of the Student Club/Organization, is ultimately responsible for the actions of the Club/Organization. They are responsible for understanding the policies and procedures set forth by Chaminade University of Honolulu, its Board of Regents, officers, directors, employees, staff, and agents (heretofore referred to as “CUH”, “The University”, or “Chaminade”) that govern Student Club/Organization membership as to those policies and procedures.

In the event that a member of a club/organization is in violation of a University regulation or policy while conducting business or an activity in the name of the Club/Organization, either stated or implied, the Chief Executive(s) will be required to speak for the Club/Organization in any disciplinary action taken will be against the Club/Organization and not its Chief Executive(s).

2. GRADE POINT AVERAGE REQUIREMENT

Chaminade University requires that all primary Officers in a Club/Organization maintain a minimum 2.0 cumulative and semester grade point average upon assumption of their
duties and throughout the duration of their leadership role. Examples of primary officers include:

a. President(s)

b. Director(s)

c. Editors or Officer(s) responsible for Communications

d. Business Manager/Treasurer

e. Vice President(s)

f. Secretary

g. Others designated as Primary Officers by the organization

All primary officers of student Clubs/Organizations also need to be registered for a minimum of twelve (12) credit hours during the semester of participation.

3. ROLE OF OFFICERS WITH THE UNIVERSITY

Only individuals listed as Officers/Executive Board Members on Club/Organization Registration form may speak for and represent a given Club/Organization in official relations with the University. For example, these members are permitted to make room reservations, reserve campus space for outdoor events, or submit Check Requests for use of club funds.

4. USE OF UNIVERSITY NAME

A recognized Student Club/Organization may use as part of its name the name of the University. Recognized Student Clubs/Organizations who may want to use other University trademarks or service marks must receive permission from the Office of University Communications & Marketing located in Kieffer Hall. A Student Club/Organization seeking to use the name, trademark, or service marks of the University must submit the following:

a. A memo requisition to use the entire, part of the University name, trademarks, or service marks university’s Communications and Marketing.

b. The request must state what and how the Club/Organization plans to use the University name, trademark or service mark.
Any group, club, or organization that is not sponsored by the University may not use an abbreviation of the name of the University, or the name of the University in full or in part, in its name.

5. REPRESENTING THE UNIVERSITY IN OFFICIAL CAPACITY

Sponsored Student Clubs/Organizations which represent the University in intercollegiate competitions (outside of sanctioned NCAA competitions), public performances, fundraising or service projects, printed literature, or any other endeavor must gain prior approval from the Director of Student Activities & Leadership. All money raised through fundraising efforts are subject to the same policies and regulations as student activity money allocated by the Chaminade Student Allocation Board. More information about fundraising can be found in the “Fiscal Process” section.

6. STUDENT ELIGIBILITY AND CONDUCT

In order to be a member of any registered Club/Organization a student must be registered as a full time Day Undergraduate (DUG) (minimum 12 credits) during the semester of participation. Students who withdraw from the University become ineligible for continued participation in any campus Clubs/Organizations.

   a. STUDENTS WITH DISCIPLINARY SANCTIONS

      i. Students who have received any disciplinary sanction specifically preventing their participation in Clubs/Organizations or campus activities are ineligible to participate during the prescribed period of time. It is expected that Clubs/Organizations will honor and support any such sanctions. As this is confidential information, it will only be shared by the Vice President for Student Affairs with the Director of Student Activities & Leadership on an as needed basis.

   b. GPA REQUIREMENTS

      i. Chaminade University does not require a minimum grade point average for general membership in Student Clubs/Organizations. The University does, however, encourage students with low GPA’s, especially those with grade point averages under 2.0, to individually monitor the extent of their involvement in co-curricular activities until their GPA rises to a more acceptable level.
c. PROBATIONARY MEMBERS ACTIVITIES & HAZING

Consistent with both the mandates of Hawai‘i law and the University’s position on the dignity of the individual, Chaminade University maintains that no member of the Chaminade community (administration, faculty, staff, or student) shall indulge in any physical abuse or undignified treatment of any other members of the Chaminade community through activities known as hazing. Please refer to the Chaminade University Student Handbook, beginning on p.16 for additional information.

Students, faculty, or staff who have a grievance regarding hazing should consult the Student Code of Conduct, the Director of the Student Activities & Leadership, and the Vice President for Student Affairs. The institution also reserves the right to investigate any rumors of alleged hazing, whether or not a direct student complaint has been received.

7. PUBLICATIONS

a. GUIDELINES FOR PRINTED MATERIAL

All registered Student Clubs/Organizations must print a prominent disclaimer in all materials published, including web pages. The disclaimer should read:

1. (Name of Publication) is published by (name of Student Club/Organization), a registered student organization. (Name of publication) is not an official publication of Chaminade University of Honolulu and does not represent the views of the University or its officers.

b. SOCIAL MEDIA

Chaminade University of Honolulu has approved a Social Media Policy (which can be accessed here) to provide individuals, academic and administrative departments, offices and groups on campus, with information and guidelines related to the use of social media platforms. In most cases, social media accounts registered in the name of the University and its various departments, offices and groups allow the transfer, replication and redistribution of information posted online by other users and the social media company. Adherence to these guidelines is intended to avoid copyright claims and other liabilities that might arise from the posting of inappropriate or unauthorized content.
The guidelines apply to faculty and staff members, student employees, as well as contractors (e.g. Aramark, Allied Universal, etc.) who engage in online conversations on behalf of Chaminade University for work-related purposes, or who participate in social media as part of their job responsibilities. These guidelines are intended to help University account holders minimize risk to the University while developing an effective social media presence that maximizes user engagement. The University recognizes that technology and social media are ever changing. This policy is intended as a guide and should be considered adaptable to change and additions to social media platforms as appropriate. Because Student Clubs/Organizations operate in the name of CUH, they will also be responsible for knowing and adhering to the Social Media Policy.

c. FILM POLICY

i. Registered Student Clubs/Organizations may sponsor presentations, movies, or films on campus provided they do not charge admission, do not solicit donations for the showings, and comply with all copyright regulations which oftentimes require the purchase of the right to show the film on campus. For more information or to gain approval, contact the Director of Student Activities & Leadership.

d. COPYRIGHTS & TRADEMARKS

i. Registered Student Clubs/Organizations are not allowed to use trademarks or logos owned by commercial entities in conjunction with any activity promoted or conducted on campus. Groups without prior written approval from the Vice President of Communication and Marketing shall not use any trademarks of Chaminade University of Honolulu. Additionally, licensed vendors that are authorized, pursuant to license agreement, to use Chaminade University trademarks must produce all products.

CAMPUS POSTING/BULLETIN BOARDS

The following guidelines regulate general campus posting:

a. Flyers and posters for bulletin boards located in Henry, Ching, and Eiben Halls must be approved and date stamped by the Office of Student Activities & Leadership (Ching Hall, Room 106). All flyers must indicate the name of the sponsoring Club/Organization and a contact number or email address.
b. Flyers and posters may only be hung on designated “general” posting boards in Henry and Ching Halls by staff of the Office of Student Activities & Leadership.

c. The use of damaging tapes (mailing tape, duct tape, etc.), adhesives, or pastes on walls, doors, or glass surfaces is expressly prohibited. Affixing flyers to trees, telephone poles, picnic tables, bike racks, etc. is also prohibited. Staples may only be used on bulletin boards.

d. No posters or flyers may be hung on CSGA or academic department’s designated boards without the permission of the CSGA President or academic department staff.

e. Promotional display materials, whether developed by the organization or provided by outside sponsors, must comply with posting regulations of the University, and must avoid demeaning, sexist or discriminatory references. Advertising of alcohol of any type is not permitted on materials to be posted on bulletin boards. The Director of Student Activities & Leadership or her/his/their designee approves all postings.

f. OSAL will remove all flyers and posters on general bulletin boards after the expiration date.

g. Tampering with or removing another Club’s/Organization’s flyers prior to their event is subject to potential disciplinary action against the offending individual or Club/Organization.

h. No flyers may be posted on the glass doors leading into the Vi & Paul Loo Student Center.

i. Flyers will be removed one day after the event concludes.

j. Flyers may not exceed 11”x 17” dimensions. It is the responsibility of the organization to print their own copies (20-25) and submit to OSAL for posting.

k. Student Organizations may advertise their events and programs on the Vi & Paul Loo Center slide show by emailing an approved PDF or JPEG/JPG file of the flyer to the Office of Student Activities & Leadership at OSAL@chaminade.edu.

DISTRIBUTION OF PETITION, HANDBILLS, AND LITERATURE

a. An individual student or registered Student Club/Organization may distribute literature on campus provided the student or group complies with the following guidelines:

i. The literature identifies the name of the student of the Club/Organization.
ii. The literature is not a promotion for an off-campus business, organization, agency, national association, or charitable group.

iii. No shouting or accosting individuals in order to distribute the literature.

iv. The distribution of literature at an event sponsored by another organization or University agency must be approved by the sponsoring agency.

v. The literature may be distributed on University grounds (outside of building) and distribution may not reasonably obstruct pedestrians and vehicular traffic.

vi. Only members of the sponsoring University agency or Student Club/Organization may distribute the literature. Literature may not be stuck to an individual’s possessions (i.e. vehicles). Literature may only be distributed in a face to face interaction.

For more information, contact the Direct of the Office of Student Activities & Leadership at (808) 739-4688 or Ching Hall, Room 106.

EVENT PLANNING

Student Clubs/organizations sponsoring or co-sponsoring an event on or off campus must adhere to the following procedures:

1. Complete the “Create Event” form on Presence at least 10 Business days prior to the date of event. You must be logged into Presence and have administrative privileges for your club. For details/questions about each aspect of your event, see below:

   a. Event Registration Form will only be accepted at least 10 business days prior to your event. If the event is not submitted at least 10 business days in advance and you have not made special arrangements with the OSAL office, your event will not be approved. *NOTE: If you are in need of facilities, IT, catering, etc. for your event, you must leave at least 48 hours’ time for approval in order to make other reservations before 10 business days. Please consult the University Events calendar when planning activities to avoid conflicts. *REMINDER: The final day of programming for each semester is the last day of undergraduate classes. Student Clubs/Organizations are not allowed to hold events during finals week or the weekend leading up to finals week.

   b. Space and Room Reservations will only be accepted at least 10 business days prior to your event. A list of offices to contact can be found on the Room Reservations
and Facilities Request on Page 22. Please note that the club/organization advisor needs to submit Facilities and Classroom requests.

2. Facilities Request (tables, chairs, audio/visual, etc.) must be submitted at least 10 business days prior to your event date, if it is not, it is subject to not being approved or a $200.00 late fee. YOUR ADVISOR must submit your facilities requests via www.myschoolbuilding.com.

   a. IT requests (for speakers, microphones, etc.) must be made through myschoolbuilding.com by your clubs’/organizations’ at LEAST 10 BUSINESS DAYS PRIOR TO YOUR EVENT.

   b. Aramark Catering can now be requested via the Catertrax site at chaminade.catertrax.com and MUST BE SUBMITTED AT LEAST 10 BUSINESS DAYS PRIOR TO EVENT.

   c. Van Request must be submitted AT LEAST 7 BUSINESS DAYS IN ADVANCE. Van requests are made on the campus portal (http://protal.chamiande.edu) via Menu-Resources-Calendar Center -Van Calendar-Van Request Form. *CLUBS/ORGANIZATIONS MUST PROVIDE THE EVENT CONFIRMATION NUMBER GIVEN TO YOU AFTER YOUR EVENT IS APPROVED* You may receive your EVENT PIN from the Admin tab on Presence-Events-Events PIN on the right side of the screen.

   d. Fundraising: On and off-campus fundraising events are required to submit the Event Registration Form at least 10 business days prior to the event AND must be approved by the Office of Advancement 6 weeks prior to the event AND must be approved by the Office of Advancement 6 weeks prior to the event. Car washes require the “Event Registration Form” at least 15 business days in advance to the event.

   e. “Alcohol Request Form” can be obtained in the OSAL office, more information is below.

   f. If your event requires a waiver, waivers can be found in the Waivers option in Presence when creating an event. The OSAL office will be able to inform you of which waivers are needed depending on the nature of your event.

CO-SPONSORSHIP OF EVENTS
A registered Student Club/Organization may co-sponsor events with other registered student Clubs/Organizations or with University departments or agencies. Student Clubs/Organizations may not engage in any on-campus programs or projects with individuals or groups that are not registered with Chaminade University of Honolulu without the prior written approval of the Director of the Office of Student Activities & Leadership.

PROGRAMMING

Only registered Student Clubs/Organizations, University Departments, or agencies may host unaffiliated speakers or acts on campus. While unaffiliated speakers may be brought in to educate students about relevant issues, they may not use the opportunity to solicit their goods/services to the Chaminade University community whether they are in attendance or not. The sponsoring clubs/organizations must ensure that advertisement and promotion of the event clearly states that they are extending the invitation and the views expressed by the speaker are not necessarily consistent with those of the University. The term “unaffiliated speaker” refers to any and all speakers/educators/acts who are brought to the University to present, but do not currently attend or work for Chaminade University of Honolulu.
1. GUIDELINES FOR UNAFFILIATED SPEAKERS

   a. All invitations issued to unaffiliated speakers are contingent on the speaker’s willingness to answer questions from the audience. The question and answer period must constitute a reasonable portion of the program’s overall anticipated length.

   b. Lectures, meetings, debates, etc., must be open to all Chaminade University students, faculty, and staff.
c. It must be clear on all promotional items which organization is responsible for inviting the unaffiliated speaker, and that the University is not sponsoring the event.

d. It must be clear on all promotional items which organization is responsible for inviting the unaffiliated speaker, and that the University is not sponsoring the event.

e. The Director of Student Activities & Leadership shall be notified of the proposed event, date and time, name of the unaffiliated speaker, event location, and the name of the sponsoring group at least **10 business days** in advance of the sponsoring group extending the invitation to the unaffiliated speaker. No promotion may begin until this notification has been made. Failure to notify the Director in a timely manner will result in cancellation of the program.

To avoid conflict or issues, no sound amplification may be used during any period during which classes are in session. All outside presentations, regardless of time scheduled, must have advance approval by the Director of Student Activities & Leadership, and conclude by 10 pm in accordance with the City and County of Honolulu noise ordinance.

2. EXPECTATIONS FOR HOSTING EVENTS

Student Organizations sponsoring an event are responsible for the following:

a. Complete the “Create Event” form in Presence.

b. Reserve facility with appropriate office(s).

c. Follow procedural guidelines specific to individual facilities.

d. Meet with the Director of Student Activities & Leadership a minimum of 10 days prior to the event to discuss any security concerns.

e. **Have members easily identifiable at the event.**

f. Encourage an Advisor to be present for the duration of the event. An Advisor may be required to be in attendance for any club sponsored off-campus events.

g. Posts signs at the door setting ground rules for the event (i.e. college ID required, no alcohol, etc.).

h. Keep an accurate count of event attendance to ensure compliance with maximum room capacity.
i. Work closely with CUH Security and the Office of Student Activities & Leadership to ensure a safe event.

j. Monitor room capacity and provide “return passes” at the door.

k. Watch for problems; if they occur, notify the advisor, and campus security.

l. Assist with clean up when the event is over.

m. Assist in clearing the facility.

n. Notify the Office of Student Activities & Leadership via email if an event is to be cancelled. Notification must be a minimum of 24 hours in advance.

3. LARGE SCALE EVENTS

The University reserves the right to require sponsoring groups to hire police officers for the event, including the designation of the number of officers required, if it has good faith reason to believe that event may lead to any sort of disturbance. In extreme cases, the University also reserves the right to cancel the event if it concludes that the event may lead to widespread disturbance or risk to property or personal safety. Sponsoring Student Club/Organizations are responsible for any costs incurred by the University as a result of the program, including, but not limited to, the hiring of additional security personnel, audiovisual technicians, maintenance, clean-up, etc. The Vice President for Student Affairs shall be the sole determinant of what sort of additional costs may be necessary, and the VPSA or her/his/their designee will notify the sponsoring group of the estimated costs, if any, at least five (5) business days prior to the program.

4. CLUBS/ORGANIZATION ADVISOR POLICY

All student groups must have an Advisor in order to remain an active/registered group. Failure to have an advisor will result in a group’s ability to register. If the Student Club/Organization loses an advisor, members of the club/organization will be solely responsible for identifying a new Advisor, who will notify the Director of Student Activities & Leadership that she/he/they has agreed to be the new Advisor. All Student Clubs/Organizations must have a current CUH Faculty and/or Staff member serve as their Advisor(s), no outside members of the community can act as an Advisor. A Student Club/Organization may have a maximum of two (2) Advisors. An Advisor may only advise up to two (2) organizations simultaneously.

5. COMMUNITY SERVICE
Student Clubs/Organizations are required to complete one community service event each semester. The “Community Service Form” can be found in Presence and is due on the last day of classes each semester, unless otherwise specified.

a. Projects and outreach that will be considered Community Service are defined under “Programming”. In order for the Community Service requirement to be fulfilled, a Student Club/Organization must turn in the form (no paper copied will be accepted, only available in Presence), in addition to the items listed below.

   i. Sign-in sheet listing the names of all members who attended a total of [50% + 1] of your membership must attend.

   ii. Verification from the site manager that your Club/Organization completed the service on the particular day. Verification can come in multiple forms, examples below:

       1. Email from organizational account (o.e. @bbh.org).

       2. Memo to the Director from the organization on official letterhead (can be attached as PDF on form).

       3. Photographic evidence of the attending Club/Organization members standing with the organization’s sign and/or with the site manager.

Student Clubs/Organizations will only be credited with having completed their service if it meets the following guidelines:


b. Service to a historically underrepresented/under-privileged group or community

   i. If you are not sure what groups fall into this category, contact the Office of Student Activities & Leadership at (808) 739-8556 or email at OSAL@chaminade.edu.

c. Service with an outside organization or community.

   i. Projects directly benefiting Chaminade offices/departments will not be considered service.

Failure to complete community service projects will result in the club financial account being frozen for the following semester until a service project is completed. It is
recommended that all student organizations plan their community service projects in advance to ensure they follow the guidelines and definition.

CHAMINADE UNIVERSITY OF HONOLULU ASSUMES NO RESPONSIBILITY FOR EVENTS THAT STUDENT CLUBS/ORGANIZATIONS SPONSOR OFF-CAMPUS.

GUIDELINES FOR AN EVENT WITH ALCOHOL

1. ALCOHOL REQUESTS

Student Clubs/organizations may sponsor events at which alcohol will be present. The “Campus Event Alcohol Request Form” must be completed and submitted by a Club/Organization Officer. This form can be found in the Office of Student Activities & Leadership, Clarence T.C. Ching Hall, Room 106. Submission of a “Campus Event Alcohol Request Form” does not automatically guarantee approval. Below is the University policy regarding having alcohol at University sponsored events, followed by the form that needs to be completed.

- For all University sponsored events, on or off-campus, where alcohol is present, only beer and wine are permitted, and only in designated areas by those of legal age. All hard alcohol is permitted regardless of the age of the student.

- **Alcohol cannot be the prime focus of the event.**

- A “Campus Event Alcohol Request Form” must be completed and submitted to the Director of Student Activities & Leadership (OSAL) and the Vice President for Student Affairs for approval a minimum of **4 weeks prior** to any promotion or scheduling of the student event. Failure to provide the Director of OSAL and Vice President for Student Affairs with a completed “Campus Event Alcohol Request Form” will warrant campus security closing down the event.

- The club/organization Advisor must submit a written statement, to be included with the “Campus Event Alcohol Request Form”, that they will be present at the event during its entirety. The Advisor’s duty is to ensure that no alcoholic beverages are brought into or out of the facility.

- Depending on the expected attendance for and nature of the event, additional chaperones may be required, per the Director of OSAL and the Vice President for Student Affairs. Additional security or off-duty police officers may also be
required to be in attendance and the organization will be responsible for any additional costs this incurs.

- Student Clubs/Organizations are not responsible for obtaining any type of liquor license. Alcohol may only be provided by contracting with a 3rd party vendor who agrees to assume responsibility for service of alcoholic beverages. Any contact with the vendor must include provisions that the vendor acknowledges and accept the University’s operational guidelines for service of alcohol at a student event, then alcohol service will not be permitted

- Money **shall not** be withdrawn/used from the student club/organization’s account to purchase or underwrite any portion of the cost of the alcohol.

- Alcohol shall not be given away, used as prizes for individuals or groups, provided as a “sample”, or utilized as any part of contests or party games.

- One price at the door for “all you can drink” is not permitted.

- Individuals or groups on VIP lists are not permitted to have special discounts or free drinks.

- Prices must remain consistent for the beverages throughout the duration of the event (no “happy hour”).

- Sale of alcohol shall be only to individuals who have demonstrated they are of legal drinking age. Pursuant to state law, individuals who may lawfully consume alcoholic beverages are allowed to be served **one** drink at a time. Sale of large containers, such as pitchers, carafes, etc. is not prohibited.

- Those serving the alcohol shall be at least 21 years of age.

- While it is the responsibility of the vendor to assure no individuals under the age of 21 are being served, it is the Sponsoring Club/Organization Officer’s and Advisor/Chaperones’ responsibility to monitor the crowd for under aged individuals who may be attempting to consume alcohol.

- All persons attending any event who are of legal drinking age and wish to consume alcohol will be required to present a valid government issued ID, prior to entry, that shows proof of age (driver’s license/state identification card/passports). This includes all persons wishing to enter areas that are designated for alcohol consumption.
● All students will be asked to present a valid Chaminade University student ID for entrance. **The University ID card is not a valid proof of age.** Guests of a Chaminade University student must be recorded at the door as the guest of a specific student and must present proper identification for this record to be made. The Chaminade University student host is responsible for the action of their guest and must sign a waiver, prior to entry, acknowledging acceptance of this responsibility.

● The club’s/organization’s Advisor (or faculty/staff designee approved by the direct of OSAL and the Vice President for Student Affairs) is responsible for making the final determination of who is of legal age to drink, and issuing an identification wristband, which must be secured on the individual’s wrist in the Advisor’s presence.

● All persons attending any event where alcohol is being served may bring in a purse/bag no larger than 12x6x6 inches. All bags larger than 12x6x6 will be confiscated and stored for the duration of the event. Chaminade University staff/faculty is not responsible for loss or damage of these bags.

● The sponsoring club/organization **shall** provide a reasonable supply of food and non-alcoholic drinks at least as readily accessible as the alcohol for the entire duration of the event. What is considered a reasonable supply will be determined at the time of the submission of the “Event Registration Form” based on the projected attendance at the event.

● The Student Club/Organization will ensure that sufficient chaperones (University faculty/staff) are present and able to ensure the safety of all attendees. **Advisors and chaperones shall not consume any alcohol at the event.**

● No one who has been drinking will be granted admittance and no one who shows signs of intoxication will be served.

● For an off-campus event, a written contract from the facility where the event will be taking place must be submitted 15 business days prior to the event for review and approval by the Vice President for Student Affairs.

● All events involving alcohol must end no later than 12:00 am and alcohol service must end 30 minutes before the end of the event.

● In regards to the safety and well-being of CUH Students and guests attending the event, the sponsoring student organization will need to provide an alternative mode
of transportation to/from the venue from Chaminade’s campus (i.e. coach bus, school bus, etc.) In some cases, this could be a CUH van driven by a certified driver that has not consumed any alcohol.

Chaminade University reserves the right to request additional documents aside from those already listed for student events involving alcohol that take place on or off-campus.

ADVERTISING EVENTS INVOLVING ALCOHOL

No event may have alcohol consumption as its prime focus; therefore, advertising must also reflect this same standard. Events at which alcohol will be sold may not advertise the price, quantities available, nor in any way utilize alcohol consumption as a “theme” for the event in any of its promotional efforts.

FOOD SERVICES

The following outlines the processes to request catering service through ARAMARK:

a. All requests must be made at least 10 business days prior to the event date. All requests must be made through the online Catertrax system at chaminade.catertrax.com/.

ROOM RESERVATION & FACILITY REQUESTS

To reserve the following, contact the listed office:

<table>
<thead>
<tr>
<th>Room/Facility to be Reserved</th>
<th>Contact Office</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ching Conference Center</td>
<td>Facilities</td>
<td>(808) 735-4869</td>
</tr>
<tr>
<td>Classrooms</td>
<td>Records/Registrar Office</td>
<td>(808) 735-4722</td>
</tr>
<tr>
<td>Henry Hall Courtyard</td>
<td>Facilities</td>
<td>(808) 735-4869</td>
</tr>
<tr>
<td>Residence Hall Lounges/Spaces</td>
<td>Residence Life</td>
<td>(808) 739-4868</td>
</tr>
<tr>
<td>Silversword Cafè</td>
<td>Dining Services</td>
<td>(808) 739-4621</td>
</tr>
</tbody>
</table>
To reserve any spaces through Facilities, please use the online request system (information follows). All requests to setup and/or break down equipment (i.e. stages, tables, booths, tents, furniture) or to utilize Audio/Visual equipment must be received by Facilities 10 business days prior to the day of the event. Any requests made less than 10 business days prior are subject to a $200.00 fee. Your ADVISOR must make the Facilities Request at http://www.myschoolbuilding.com. Any Student Club’s/Organization’s advisor who submits a Facilities Request without first submitting an Event Request through Presence will be denied.

1. AUDIO/VISUAL SERVICES

   All requests for A/V equipment must be completed 10 business days prior to the date of the event. The following process must be completed:

   a. Complete the “Event Registration Form” in Presence.

   b. Once your event has been approved, ask your advisor to complete the Facilities Request through http://www.myschoolbuilding.com and include specific A/V needs (i.e. microphone, speakers, etc).

      i. Help Desk will confirm with OSAL that your event has been approved. Once approval has been confirmed, Help Desk will work with your Club/Organization to solidify details of the event.

UNIVERSITY VEHICLES

1. INFORMATION ON UNIVERSITY VANS

   All members of the University community, including students, faculty, staff, and administration, are eligible to become certified to drive University vans; only certified persons may drive the vans. The Office of Student Activities & Leadership maintains the most up-to-date lists of those who are certified to drive, as well as individuals who have failed their certification process or had their driving privileges revoked. Information on diver policy, certification, and more can be found at portal.chamiande.edu - Menu - Resources - Calendar Center - Van Calendar - Van Document Library.
2. PROCEDURES AND GENERAL POLICIES FOR VAN RESERVATIONS (CLICK HERE)

Use of Chaminade University vans will be on a first come, first served basis, with the exception of reservations for Athletics. As there is tremendous demand for van use, vans must be reserved in advance of intended use (*a minimum of 7 business days*).

a. A group may not schedule a van for another group’s use and may not relinquish their van to another group without approval from Chaminade Security or the Office of Student Activities & Leadership. Such actions will result in penalties and suspensions of future van utilization.

b. No more than two vans can be requested per Club/Organization/Group/Department per day (exception can be made at the discretion of the Director of Student Activities & Leadership).

c. All vans have a 90-mile round-trip maximum. Other arrangements for transportation should be made for trips that exceed this limit. The Athletic Department and all academic departments are exempt from this policy. A fee of $2 per mile will apply for trips exceeding 90 miles.

FUNDING & FUNDRAISING

1. PRIMARY SOURCE OF FUNDING

Funding for student clubs/organizations come from three primary sources:

a. Funding from allocations determined by the Chaminade Student Allocations Board (CSAB).

b. Funding efforts by the Student Club/Organization.

c. Membership dues collected from members.

In addition to receiving funds, registered Clubs/Organizations also receive services, resources, and support from the Office of Student Activities & Leadership (e.g., inclusions on published calendars, availability of training and leadership development, access to posting on bulletin boards, program development consultation, resource identification, etc.).
2. INDIVIDUAL AND ORGANIZATIONAL ACCOUNTABILITY FOR FUNDS

The use of Student Fee Money to fund Club/Organization activities should be taken seriously. By creating this model, Chaminade has shown true commitment to students, but also empowered them to send a message in what they value. Each time money is used for food and events, it should be done with care and consideration. Therefore, it is the students’ responsibility to ensure that all procedures set forth by the University and enforced by the Business Office and the Office of Student Activities & Leadership are followed to ensure that fair and equitable use of student money is at the core of what we do. Please note that failure to submit original, itemized receipts, or complete the Funding Advance process in full will result in the Club/Organization being prevented from further access to their Club/Organization Account until all issues have been resolved. For questions regarding any of this information, please contact the Director of Office of Student Activities & Leadership at (808) 739-4688 or visit the office, Ching Hall, Room 106.

3. APPLYING FOR FUNDING FROM CHAMINADE STUDENT ALLOCATIONS BOARD (CSAB)

Once a student Club/Organization has registered (or as part), it is eligible for funding generated from activities fees paid by Day Undergraduate Students. CSAB is responsible for reviewing proposed budgets and considering the most consistent, equitable, and transparent manner in which funding is distributed. All registered Student Clubs/Organizations must submit a budget proposal with supporting documentation when Club Registration is due. For a sample Budget Request, see osal.chaminade.edu/forms-resources and click on “Club Registration” or contact the Office of Student Activities & Leadership at (808) 739-8556 (Ching Hall, Room 106).

4. FUNDRAISING, SOLICITING FUNDS, AND DONATIONS

a. GUIDELINES FOR OFF-CAMPUS SOLICITATION/FUNDRAISING

Off-campus fundraising projects that involve soliciting money, prize donations, or advertising sales must be approved by the Office of Advancement, located in Ching Hall, 6 weeks in advance of the solicitation. Once approval has been granted, the Student Club/Organization must complete and submit the “Event Registration Form” in Presence at least 10 business days prior to the solicitation to the Office of Student Activities and Leadership.
Please Note: Due to tax laws, any major gift or in-kind donation for which the donor intends to deduct from their taxes must be considered the property of the University although the Student Club/Organization may be the sole user of the item. This only becomes a factor in the event of the dissolution of the Student Club/Organization; any property belonging to the University may not be disposed of, sold, given away, or traded by the Student Club/Organization without prior written consent of the University.

b. GUIDELINES FOR ON-CAMPUS FUNDRAISING

The Director of Student Activities & Leadership and the Office of Advancement must approve all on-campus fundraising. In addition, the following guidelines must be met:

1. The Student Club/Organization must complete and submit the “Event Registration Form” on Presence to the Office of Student Activities & Leadership at least **10 Business days prior to the fundraising**.

2. All funds raised are to be for the exclusive use of the sponsoring Student Club/Organization may be contributed to an outside charitable organization. Funds may not be used for purchase of personal items or for the purchase of alcohol, tobacco, or other prohibited substances.

3. All profits made from the fundraiser must be submitted to the Office of Student Activities & Leadership no later than **3 business days** after the event unless special permission for an extension has been granted by the Director of Student Activities & Leadership.

c. CLUB/ORGANIZATION MEMBERSHIP DUES

If a Student Club/Organization wishes to charge membership dues, they may do so at their discretion. Inability to pay may not exclude interested students from participation in Club/Organization activities and those dues must be applied equally to all members. The University reserves the right to request the amount any or all Clubs/Organizations are charging for dues. Upon their collection, all dues must be submitted to the Office of Student Activities & Leadership with an attached Cash Receipt Transmittal Form within 3 business days. This type of funding is subject to the same policies and regulations as money allocated by CSAB.
5. ON-CAMPUS CAR WASH

Student Clubs/Organizations have the ability to hold car washes on campus to raise funds for a variety of reasons including funding trips or purchasing T-Shirts. In order to gain approval for a car wash, the follow steps should be followed:

a. Complete the “Event Registration Form” on Presence and check with the OSAL Director to see if the requested date is open for a car wash.

   i. Car wash requests must be submitted 15 business days in advance of the proposed date.

b. Clubs/organizations must provide their own car wash supplies.

c. After the car wash has concluded, all materials must be returned to the Office of Student Activities and Leadership by the next business day or returned to Facilities the day of.

**CUH will only approve the hosting of one car wash on a given day; to ensure your Club/Org is able to host a car wash on your preferred date, registration of the event should occur as early as possible.**

6. USE OF CORPORATE SPONSORSHIP IN UNDERWRITING AND PROMOTION

Corporate sponsorship of events on campus is permissible to the extent that it does not promote values counter to those of the University. Promotional activities by corporate sponsors may not be associated with otherwise existing campus events or programs without the prior knowledge and consent of the Director of Student Activities & Leadership or the Vice President for Student Affairs. The Director of Student Activities & Leadership and the Vice President of Advancement must clear all corporate sponsorships prior to its solicitation.

7. CHECK REQUEST PROCEDURES

Clubs/Organizations may request **ADVANCE** funds for events or seek **REIMBURSEMENT** for expenses incurred. A Student Club/Organization may also ask the University to write a check directly to a vendor utilizing the **PAYMENT** function on the “Check Request Form”. Check Requests must be submitted at least 10 business days in advance of the day the money is needed. For more information or to access the below-detailed forms, go to osal.chaminade.edu/forms-resources.
8. FORMS

There are several types of forms that Student Clubs/Organizations will utilize throughout the semester. Most forms have multiple functions and can be found either on the OSAL website or in the OSAL office.

a. CHECK REQUEST

i. A Check Request (submitted at least 10 business days in advance) is completed for 3 reasons:

1. **ADVANCE:** An Advance is when money is requested before an event in order to fund its’ success. Typically, Advances are utilized when the event will be too costly for Club/Organization members to pay for out-of-pocket. Examples of such events include International Extravaganza/Pacific Island Review, Spring Graduate recognition events, etc. After the money from an Advance is used, any remaining money must be returned within **3 business days**, along with:

   a. Original receipt(s)
   
   b. Cash Receipt Transmittal Form
   
   c. Expense Report for Advance

2. **REIMBURSEMENT:** A Reimbursement is when a Club/Organization member or Advisor pays out-of-pocket for an event or supplies. When requesting reimbursement, the requestor must complete the Check Request in addition to providing:

   a. Original Receipt

   i. The receipt must include a payment method. If you pay with a credit card, the receipt must contain the credit card number used to complete the transaction.

3. **PAYMENT:** Payment is utilized when a 3rd party vendor says they will need to be paid directly by the University. A Club/Organization can also elect to have a vendor paid directly by the University; examples of when a Club/Organization would want to pay with a check directly to a vendor would be if the Club/Organization is
traveling off-island for a conference and they want to pay hotel expenses ahead of time. When submitting a Check Request for Payment Due, the requestor must also attach:

   a. Invoice (stating the amount due upon services rendered)

   b. W-9

4. Please note that any food purchase requires an itemized receipt and the Business Office may not be able to process a reimbursement if an original itemized receipt is not included.

b. CASH RECEIPT TRANSMITTAL (CTR)

   i. A CRT is needed anytime a Club/Organization member or Advisor is depositing funds into the Club/Organization account. In order for the CRT to be successfully processed, the requestor must also attach:

      1. Money being deposited.

c. EXPENSE REPORT FOR ADVANCE

   i. The Expense Report for Advance (Expense Report) form MUST BE completed anytime your Club/Organization spends money received from an Advance. The Expense Report for Advance (Expense Report) is to be returned within 3 business days of your event, along with:

      1. Cash remaining from the Advance (if applicable)

      2. Original Receipt(s)

      3. Cash Receipt Transmittal Form

      4. Check Request (if applicable)

Failure to return the Expense Report and all associated materials within 3 business days will result in the Business Office placing an indefinite hold on all current or future requests associated with your Club/Organization.

d. FUNDS TRANSFER

   i. The Funds Transfer Form is utilized to transfer money between internal Chaminade Accounts. For example, if Chaminade Student Nurses’
Association is traveling, and plane tickets are purchased using the Nursing Department Credit Card, the CSNA may submit a Funds Transfer Form to reimburse the Department for that cost.

e. PRIVATE VENDOR FORM

i. A Private Vendor Form is necessary when a Student Club/Organization utilizes a 3rd party vendor or small business that does not provide itemized receipts; these would include handwritten and/or non-itemized (Credit Card tape) receipts. This form is to be submitted IN ADDITION to:

1. Proof of Purchase Provided by the vendor
   a. This includes handwritten invoices, receipts, payment due, etc.

2. Check Request
   a. If the receipt is being submitted for Reimbursement.

3. Cash remaining from the Advance, Expense Report, and Cash Receipt Transmittal Form.
   a. If the receipt is being submitted to reconcile an Advance.

4. W-9

f. W-9 (TAXPAYER ID FORM)

i. The W-9 is needed anytime your Club/Organization attempts to write a check directly to a 3rd party vendor. The W-9 is required by the Business Office for annual tax reporting and auditing purposes. In general, this form should be submitted with:

1. Original Receipt, Invoice, or Private Vendor Form

2. Check Request

g. FUNDRAISING FORM

i. Pick up in OSAL

h. GIFT CARD FORM

i. Pick up in OSAL
CLUB REGISTRATION & ORGANIZATION

The mission, objectives, and events of any student club/organization shall be consistent with Catholic, Marianist values, the educational goals of the University, the mission and traditions of the University, and adherent to all municipal, state, and federal laws.

Student Clubs/Organizations shall not discriminate on the basis of ability, age, creed, ethnicity, gender or gender identity, immigration status, national origin, race, sexual orientation, or social class.

Please Note: The Office of Student Activities & Leadership and all entities, organizations, and functions it oversees, including Chaminade Student Government Association (CSGA), Chaminade Student Programming Board (CSPB), and Chaminade Student Allocations Board (CSAB) are inclusive organizations. Discrimination or harassment of any kind will not be tolerated. In the event that identity-based issues arise, the Director of Student Activities & Leadership will promptly address the issue with the responsible individual(s) or organization(s), and ensure the resolution is acceptable to the affected party/parties.

1. REGISTRATION PROCESS

A Student Club/Organization must be registered in order to be funded. A Club/Organization may be assembled and gain recognition at any point during the fall or spring semesters but will not be eligible for funding. During a Club’s/Organization’s first registered semester, it is only eligible for up to $500 in allocated money from CSAB. To register, log on to presence.chaminade.io – forms – Club Registration. Once you have provided all the necessary information your registration will go to OSAL for approval. In order to receive funding from CSAB, each registered club must:

   a. Ensure all Advances from the previous semester are reconciled with the Business Office.
   b. Have completed Community Service for the previous semester; [50% + 1] Club/Org members must have participated.
   c. Have submitted a Budget Proposal, Club Roster, Advisor information, and Constitution/Bylaws.

2. BENEFITS OF REGISTERING A CLUB/ORGANIZATION

The following are benefits that come with registering a Student Organization/Club:
a. Privilege of reserving university spaces, services, or equipment.

b. Eligibility to raise funds, develop programs, sponsor presentations on campus, provided each is done according to University policies and guidelines.

c. Access to storage space in the CSGA Office or OSAL-related spaces for enhancing intra-collegiate organization/club communication, promotion, etc. First come, first served and upon request.

d. Eligibility to apply for student activity funds.

3. TYPICAL RESPONSIBILITIES OF LEADERSHIP POSITIONS

The following is a breakdown of typical responsibilities that fall to individuals occupying different leadership positions in a Student Club/Organization. For more guidance about how this structure works, look to the Constitution of the Chaminade Student Government Association (CSGA) as a model. While each group’s leadership functions will vary somewhat, and a Club’s/Organization’s Constitution and Bylaws should spell out exact responsibilities, the following may be helpful.

a. PRESIDENT

The President should be pleasant and strong as a presiding officer. She/he/they should act as a recruiter for the Club/Organization, be visible around campus, and set the tone academically. The President should also lead activity and event planning, identify appropriate timelines to complete work, and ensure that members are held accountable while ensuring all are treated equally. The President is collaborative, organized, and enthusiastic. It is the responsibility of the President to:

i. Know the Club/Organization Constitution and Bylaws.

ii. Study the objectives and procedures of the organization.

iii. Appoint and instruct committee heads. When possible, serve as an ex-officio (non-voting) member of committees.

iv. Determine, in consultation with other officers, members, and the Club/Organization Advisor, the objectives, action plan and calendar of the group.

v. Make reports as requested by the University or OSAL.
vi. Ensure that communication across the club is consistent and thorough.

vii. Encourage cooperation between Club/Organization membership and among the Club/Organization, other student groups, and the community.

viii. Schedule and preside at regular meetings.

ix. Exercise general supervision over the budget.

x. Work closely with the Club/Organization’s Advisor.

b. VICE PRESIDENT

The Vice President will work closely with the President on direction and execution of the goals of the Club/Organization. The Vice President often serves as the chairperson of a committee that is extremely active, such as the Programing Committee. Additionally, it is the role of the VP to:

i. Assist the President strategically.

ii. Conduct business when necessitated by an absence of the President at scheduled Club/Organization meetings and events.

iii. Analyze membership problems and help to plan a vigorous membership recruitment campaign.

iv. Gather ideas from members to present to Club/Organization officers and Advisor(s) to improve structure, communication, and operation of the Club/Organization.

v. Act as the host/emcee of meetings, confirm room arrangements, greet and publicly recognize new members, and ensure that guest speakers are properly recognized, introduced, etc.

vi. Be prepared to act as President in the event the President is no longer able to fulfill her/his/their duties for any period of time.

c. SECRETARY

The Secretary’s most important job is understanding and interpreting discussion and decisions made at meetings. To succeed, the Secretary must be attentive throughout meetings and events, clearly state the intent of discussion, and clearly
record proceedings. The Secretary’s record is the source of all official decisions, motions, directives, and assignments. The Secretary is expected to:

i. Keep accurate account of organization and Executive Committee proceedings.

ii. Notify officers, committees and members of appointments.

iii. Keep a systematic method of filing letters received, copies of letters sent, committee reports, treasurer’s reports, membership roster, the constitution and bylaws, a list of all committees and committee reports.

iv. Attend official correspondence.

v. Send out and post notices of organization and Executive Committee meetings.

vi. Prepare with the President, in advance, the order of business of each meeting.

vii. Cooperate with the Treasurer in keeping an accurate membership role.

viii. Read minutes of meetings and call the President's attention to unfinished business.

d. TREASURER

The Treasurer is responsible for all financial transactions carried out by the Club/Organization. Whether accounting for money spent out of the Club/Organization Account, preparing documents for Reimbursements and Check Advance Reconciliation, or spearheading fundraising, the Treasurer must have a good understanding of how the financial aspect of running a club works. The Treasurer must:

i. Maintain a tracking system of all transactions and post each item of income and expense as they occur.

ii. Obtain records of all financial documents from the previous Treasurer and audit records with the previous Treasurer, if possible.

iii. Meet with the Advisor and Club/Organization Officers to prepare the budget proposal due at the beginning of each semester
iv. Submit the budget proposal to CSAB and attend all Appeal Hearing(s) should the Club/Organization elect to appeal their Allocation.

v. Collect all dues and deposit into the Club’s/Organization’s account.

vi. Sign check requests, recording the debit in the Club/Organization’s tracking sheet.

vii. Make reports at each meeting (as required by the Constitution or Bylaws or by request of the President).

viii. Cooperate with the Secretary in keeping accurate membership records, including payment of membership dues (as necessary).

4. COMMITTEES

Much of the important work of a Club/Organization is done through committees. Committees have a single focus that can assist in Club/Organization’s long-term success. Each committee needs a chairperson to conduct business and keep the committee on-track, and a secretary to record decisions made and discussions had. The following is a listing of common standing committees.

a. EXECUTIVE COMMITTEE

Members of this committee are the Club/Organization’s Officers (President, Vice President, Secretary, Treasurer, etc.) and, on occasion, the past President (who serves in an ex-officio or non-voting capacity). Committee chairs may also be members of the committee.

b. MEMBERSHIP COMMITTEE

This committee is composed of members who are enthusiastic about the Club/Organization’s programs, outreach techniques, and connecting with new people around the University.

c. PROGRAMMING COMMITTEE

This committee is focused on programs a Club/Organization presents, the activities they coordinate, and the successful implementation thereof. Its goal is to assure a program calendar consistent with the mission of the organization, and one that meets the needs and interests of the group’s membership and the greater campus community through a balanced schedule of activities.
d. PUBLICITY/MARKETING COMMITTEE

The Publicity/Marketing/Public Relations Committee is responsible for outreach and communication regarding upcoming events and activities planned by the Club/Organization. This committee ensures that decisions being made by the Club/Organization are being publicized, creates electronic, hard copy, and social media marketing to share around campus, and promotes the Club/Organization in general.

e. AD HOC COMMITTEE

AD HOC Committee may be formed to handle a specific program, to investigate a proposal, to address a need to achieve a specified task. It is important in forming an AD HOC Committee that the committee understands its level of authority. Is it to take action or simply research and report back to the organization? Who of the officers and standing committees is it expected to interface with? When will it be determined “finished” and then dissolved? Does it have any budget? Because of the temporary nature of ad hoc committees, this is often where the greatest amount of misunderstanding and difficulty can arise.

5. JUDICIAL PROCESS FOR POLICY VIOLATION

Members of any recognized Club/Organization are subject to the University Student Code of Conduct. Please refer to the Chaminade Student Handbook for specific information on the Student Code of Conduct and the judicial process.

For misconduct occurring at any activity or event sponsored by a Student Club/Organization, the Director of the Office of Student Activities & Leadership will, in consultation with the Vice President for Student Affairs, determine if the level of severity necessitates referral to the Student Conduct process outlined in the Student Handbook.

CLUB ADVISOR INFORMATION

1. ROLE OF THE CLUB ADVISOR

Club Advisors play an important role in the administration of Club business, development of Club Officers, and retention of Club members. Generally, the Advisor should:
a. Take an active role in advising the Student Club/Organization; serve as the primary point of contact for students in your Club/Organization.

b. Know the general purpose of the Club/Organization and be familiar with all provisions outlined in its constitution and bylaws.

c. Understand the facilities and catering request process.

d. Know the Officers and current members of the Club/Organization.

e. Meet with the Club/Organization President on a regular basis (at least once per month).

f. Remain informed of all activities sponsored and conducted by the Student Club/Organization; attend events as feasible.

g. Collaborate with the Club/Organization President to establish the manner in and frequency with which the advisor will participate in Club/Organization programs, social events, and meetings.

h. Be knowledgeable about, and adhere to, University Policies and Procedures which pertain to Student Clubs/Organization and inform the President of their responsibility to do the same.

i. Be knowledgeable of Policies and Procedures outlined in the Student Handbook and review with the President.

j. Offer guidance to the Club/Organization on goal setting, organizational management, program planning, problem solving, conflict resolution, and group evaluation.

k. Know the process for recruiting and inducting new members.

l. Report any activities which may or will violate University policies to the Director of Student Activities & Leadership.

2. IMPORTANT CLUB/ORGANIZATION CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Purpose:</th>
<th>Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Student</td>
<td>The Office of Student Activities and</td>
<td>Director:</td>
</tr>
<tr>
<td>Activities &amp; Leadership</td>
<td>Leadership</td>
<td><a href="mailto:joseph.granado@chaminade.edu">joseph.granado@chaminade.edu</a></td>
</tr>
<tr>
<td>Organization</td>
<td>Description</td>
<td>Contact Information</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Leadership (OSAL)</td>
<td>(OSAL) offers numerous opportunities for students to get involved in co-curricular activities. Our office enhances out-of-classroom experiences that promote personal development and leadership training.</td>
<td>Activities Coordinator: <a href="mailto:pisila.tukia@chaminade.edu">pisila.tukia@chaminade.edu</a>&lt;br&gt;Office: &lt;br&gt;<a href="mailto:OSAL@chaminade.edu">OSAL@chaminade.edu</a>&lt;br&gt;(808) 739 - 8556</td>
</tr>
<tr>
<td>Chaminade Student Government Association (CSGA)</td>
<td>The Chaminade Student Government Association (CSGA) serves the student community by being the voice of Chaminade University students and it operates in the best interest of the general student body.</td>
<td><a href="mailto:CSGA@chaminade.edu">CSGA@chaminade.edu</a>&lt;br&gt;(808) 739-8378</td>
</tr>
<tr>
<td>CSGA Senate</td>
<td>The Senate is made up of a group of students representing an aspect of the Chaminade student population (a representative from residents, commuters, class, and division) to discuss various issues.</td>
<td><a href="mailto:csgasenate@chaminade.edu">csgasenate@chaminade.edu</a></td>
</tr>
<tr>
<td>Chaminade Student Allocation Board (CSAB) / Director of CSAB</td>
<td>Chaminade Student Allocation Board (CSAB) distributes funds for all</td>
<td><a href="mailto:CSAB@chaminade.edu">CSAB@chaminade.edu</a></td>
</tr>
<tr>
<td>Organization</td>
<td>Description</td>
<td>Email</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Chaminade Student Programming Board (CSPB) / Director of CSPB</td>
<td>Organizes many of the larger scale events/programs for the Chaminade University’s student body.</td>
<td><a href="mailto:CSPB@chaminade.edu">CSPB@chaminade.edu</a></td>
</tr>
<tr>
<td>House of Representative (HOR) / Speaker of the House</td>
<td>Hosts bi-weekly meetings and facilitates all clubs.</td>
<td><a href="mailto:HOR@chaminade.edu">HOR@chaminade.edu</a></td>
</tr>
</tbody>
</table>
FREQUENTLY ASKED QUESTIONS

HOW DO I JOIN A CLUB/ORGANIZATION?
• Attend the different events: Opportunities Fair, Preview Day, Orientation, Etc.
• Email the club and/organization of interest to join
• Visit the OSAL office to sign up or visit the presence website

HOW DO I RESERVE A VAN?
1. Create an event on presence to have your request approved, this must be done at least 10 business days in advance
2. Recruit a certified van driver to drive the rented van
3. Follow the link (shorturl.at/puKRV) to fill out the "Van Request" form
4. Once your request has been approved, you will receive a confirmation email
5. Check out and return van from Security

HOW DO I SUBMIT A REIMBURSEMENT?
1. Fill out the "Check Request" form
2. Tape the receipt(s) to a blank piece of paper
3. Submit all paper work to OSAL

IS OSAL HIRING?
OSAL begins hiring new student coordinators in the spring semester of the academic year. If hired, you will begin working in the fall semester of the next academic year
WHAT EXACTLY DOES THE OFFICE OF STUDENT ACTIVITIES & LEadership DO?

- Oversee all clubs and organizations
- Coordinate programs for students to get involved
- Certify students, faculty, and staff to become van certified
- Provide health & wellness opportunities for the campus
- Host Pacific Island Review, International Extravaganza, and Maui Invitational

HOW DO I RENT OUT EQUIPMENT OR SUPPLIES?

1. Visit the OSAL office
2. Fill out the "Equipment Rental" form in person
   a. Once all the terms and agreement are accepted, you will receive the items for rental
   b. You are able to reserve the equipment or supplies in advance, if needed

CAN I USE THE OSAL CREDIT CARD FOR A CLUB EVENT

All clubs and organizations are able to use the OSAL credit card for all programs/events related purposes. Please email Joseph Granado (joseph.granado@chaminade.edu), Director of OSAL, in advance

HOW MUCH DOES IT COST TO ATTEND AN OSAL EVENT/PROGRAM?

All OSAL events/programs are free, unless stated otherwise. Some events will require a refundable $5.00 deposit to secure your spot due to limited participants