

Message from Communiversity

Dear Student Leader,

Welcome to the Office of Communiversity!

Our office of dedicated student affair coordinators looks forward to ensuring that your co-curricular experience at APU complements your outstanding academic endeavors.

Whether you are an experienced student leader or you are trying your hand at leadership for the first time, we want you to be successful. We hope that you feel the spirit, energy, and excitement that abounds in our office as we give the support and guidance you need to run your organization effectively.

Student leadership development is essential to having a well-rounded and diverse collegiate experience. As you walk along the path to “building your community” at APU, we hope you will use the *Student Guide for Clubs and Organizations* as a tool to learn the *ins* and *outs* of running a student club or organization. We know you will have many opportunities while at APU and we are happy to supply you with this guide as one key to open doors to endless possibilities.

We invite you to participate in our annual Clubs and Organizations Resource Fair. Many students find it to be a valuable opportunity to build their membership and network with other student group leaders.

If you have any questions about any of our services, please contact us 626.812.3053. You may also drop by our office located on the eastside of the Student Union.

We wish you well this academic year. Good luck and Go Cougars!

The Office of Communiversity

Registering a for Official Recognition

- A Student Organization Funding Request Form must be turned into the Office of Communiversity at least 21 days prior to an event/program in order to be considered for funding.
- The club officer will be notified whether or not funding approval within 7 days of submitting the Funding Request Form.
- Funding priority will be given for events that have the potential for university-wide participation and to clubs and organizations that do not have other forms of university financial support. (Note: Clubs/organizations who have a “budget line” within a university department may not qualify for these funds).
- Requests will only be considered once events have been registered with the Office of Communiversity.
- Funding requests to cover uniform or equipment costs for club athletic teams will not be considered.
- Funding requests for events/purchases that have already taken place after the request date will not be considered.
- If funds are allocated, the Office of Communiversity will cover funding for only a portion of the costs. Clubs/organizations are expected to share the costs of financing the event/program.
- Funding requests for gifts or prizes will not be considered
- The club/organization officer who submits the request and picks up allotted cash/check is responsible to retain all receipts for expenses to account for the funds allotted.
- All receipts and change equaling the dollar amount of the funds allotted must be returned within one week of the sponsored event.
- Clubs/organizations that have not turned in receipts or unused funds for an allocation will not be considered for any additional requests until the previous allotment has been accounted for.
- Clubs/organizations will not be reimbursed for expenses exceeding their approved allotment.
- Clubs/organizations may be ineligible for future funding allocation if they do not abide by the Funding Policy.
- Funding for contracting outside parties (i.e.- speakers, instructors, etc.) mandates the following paperwork: W4, I9, W9, and a copy of their social security card. Outside parties cannot be paid through cash advances or cash

All student groups desiring to be officially recognized by Azusa Pacific University are required to register with the Office of Communiversity. The following types of student groups typically register with the Office of Communiversity:

- Ethnic clubs/organizations
- Club athletic teams (rugby, volleyball, etc.)
- Special interest groups (surfing, dance, social issues)
- Academic interests

Requirements for Official Recognition

All student clubs/organizations must fill out the following documents:

- Application for Official Recognition
- Advisor Agreement Form
- Club Agreement Form
- Release of Liability Forms (for clubs participating in any form of physical activity, i.e. club athletic teams)
- Student Club/Organization Constitution

Organizations must also meet the following criteria in order to be considered for official recognition by the university:

- At least 7 members who are full-time (12 units) undergraduate students
- A current full-time faculty or staff advisor
- Have a clearly stated mission and purpose consistent with the University's mission and purpose
- A current constitution, approved by the Office of Communiversity
- A current list of officers, members, and advisor(s) including names, box numbers/ addresses, phone numbers, and e-mail addresses
- With the exception of groups registered as competitive "club athletic or academic" teams requiring a try-out process, clubs and organizations must be open and accessible to all undergraduate APU students regardless of race, color, national origin, gender, age, or disability.

Fundraising For Your Club/Organization

Interested in raising money for your club/organization's events or equipment you will need for the year? The Office of Communiversity is here to help you meet your goals. Below are some fundraising ideas for your organization:

- Sell singing telegrams
- Candy sales
- Garage/rummage sales
- Recycling drive
- "Egg" Sale
- TV tapings
- Have a restaurant donate an evening's worth of sales to your group
- Do "Penny Wars"
- Flower sales
- Car wash
- Look for corporate sponsors
- Get donations
- Be "extras" in movies

Funding from the Office of Communiversity

Though organizations are encouraged to fundraise as much as possible, the Office of Communiversity also has a limited amount of resources available to assist student clubs and organizations sponsor events.

The following are types of expenses for programs/events that may receive funding:

- Honorariums/fees for speakers, performing groups, etc.
- Refreshments (may only be approved once a semester)
- Transportation for club-sponsored trips
- Tournament fees for club athletic teams
- Equipment rental costs for one-time events/programs

For questions, speak with the Clubs / Orgs Coordinator or see the Funding Policy for eligibility requirements.

Funding Policy:

- Any club interested in receiving funding from the Office of Communiversity must register by _____ and will then be considered for funding – **no set amount is being offered or guaranteed.**
- Application for suplimental funding will be made available to all Clubs.
- Only officially recognized student clubs and organizations may apply for funding.
- Clubs and organizations must participate in both the Fall and Spring Club Fairs in order to be considered for funding.
- **Requested amounts are not guaranteed.**

Campus Posting Policies

This policy applies to three types of temporary signs. The first type is Informational, in that it provides information on an event, activity, information that is of interest to university students, faculty or staff. The second type of signage is Directional in nature showing the way to a specific event being held that day. The third sign is Political, and includes signs that support or oppose a political candidate or a ballot proposition.

- I. All Signs
 - a. The Communiversity Staff or Department head must approve and stamp all signs before posting.
 - b. All signs must have a date of posting and an expiration date.
 - c. Name of the responsible person, contact address, and phone number must be submitted to the Communiversity Staff, or Department Head before receiving posting approval
 - d. Signs that contain illegal content or that violate University policies are not permitted. Examples of impermissible content include materials that are obscene, that convey an imminent threat of physical harm to specific individuals that disclose confidential information without appropriate authorization, or that conflict with the University's Statement of Faith.
- II. Informational Signs
 - a. Signs that provide information on an event, activity or information that is of interest to University students, faculty or staff must be removed immediately upon completion of the activity, event, **or the expiration of fourteen days**, whichever comes first.
- III. Directional Signs
 - a. Signs to indicate the direction to events being held on campus may only be posted the day of the event and must be removed immediately upon completion.
 - b. Wooden stakes may be obtained from the Office of Facilities Management so that directional signs may be placed at the University entrance and on the grass.
- IV. Political Signs
 - a. Signs supporting or opposing a candidate or a ballot proposition may not be posted **earlier than fourteen days prior** to the applicable election and must be removed immediately after the election.
 - b. All Political signs must indicate the name or names of the responsible person(s) endorsing candidate(s) and/or propositions.
- V. Sign Display
 - a. Signs may only be placed on bulletin boards, and non-painted concrete or block surfaces. No signs may be placed on glass, signs, light posts, doors, nor nailed or stapled to trees or plants, nor placed on or under room doors in student living areas.
 - b. Only masking tape can be used to affix signs to approved surfaces. Thumbtacks, staples or masking tape may be used on designated bulletin boards.
 - c. No signs can be affixed to horizontal surfaces (walkways, benches, tables, etc.)
 - d. Signage displayed in student living areas is also subject to the discretion of the living area staff regarding appropriateness and placement
- VI. Designated location(s)
 - a. The following areas have been designated for posting of signs:
 - Unpainted block walls at 7 Palms
 - Bulletin Boards on the east and west sides of the ASB office
 - Exterior North wall of the Student Union
 - Bulletin Boards in lobby of Student Union
 - North Wall inside Student Union
 - Southeast Corner wall of Cornerstone Coffeehouse
 - Bulletin Boards at entry to MM Classrooms
 - Exterior walls of Wynn Science Center
 - Bulletin Boards at the stairwells of Turner Campus Center
 - Bulletin Boards in the lobby of each residence area
 - Bulletin Boards at A court of shire housing area
 - Bulletin Boards adjoining faculty, staff and resident doors
- VII. Sign Removal
 - a. Persons or groups who post signs are required to remove them by the day following the event or after 1 day if the signs are for information only. Persons or groups who do not remove the signs within the prescribed time limits risk restriction or loss of posting privileges.
 - b. University staff reserves the right to remove signage without notice that is outdated, does not adhere to the posting policy, or is contrary to community standard
- VIII. Other
 - a. Chalk- Chalk drawings and signage may be placed on asphalt and concrete walkways only. Chalk drawings shall be limited to the Cougarwalk and residence halls only. Care should be taken to keep chalk away from building entries. All Chalk drawings and signage must be approved by Campus Safety, Communiversity, Resident Life, or Facilities.
 - b. Signage exceptions are available for ASB and residence hall activities. Organizer of such events to contact the Office of Facilities Management before the scheduled event.

Registering a student club/organization offers a number of benefits for student groups. Not only are groups allowed to program events on-campus but they can also apply for funding! See below the benefits of registering your student group:

- Official recognition by the university
- Use of the name of the university in the identification of the organization and in the sponsorship of activities and events
- Use of reservable university facilities and services equipment, which must be reserved through the coordinator.
- Ability to program activities, events, meetings, etc. on campus
- Use of campus publications and designated bulletin boards for publishing activities on campus
- Privelage to post and distribute materials on campus in accordance with university posting policy
- Ability to conduct fund-raising activities on and off campus, with prior approval by the Director of Communiversity.
- Access to resources from the Communiversity Office including advising, leadership training, conflict mediation, and programming support
- Requesting funding from the Office of Communiversity
- Eligibility to participate in the Club Fairs (fall/spring)

Responsibilities of Student Clubs/Organizations

While the Office of Communiversity strives to provide assistance in helping student-leaders to establish successful clubs/organizations, the University holds clubs/organizations and their leaders to have certain responsibilities:

- All clubs/organizations are responsible for observing the policies in the APU Student Handbook, this guidebook, and any other policies and/or procedures established by the University
- Officers must maintain an active program and fulfill the purpose of the group as stated in their constitution
- Must operate in a way consistent with the University's mission and purpose
- In the case that the Club advisor resigns the Club has one week after the resignation letter is received by the office of Communiversity to replace him or her.

Privileges of a Registered Student Club/Organization

- All clubs must maintain accurate records of income and expenditures. Failure to do so jeopardizes the organization for being eligible to receive funding from the Office of Communiversity.
- Officers who sign the Application for Official Recognition assume responsibility for all debts and obligations incurred by the group.
- Neither the University nor the Office of Communiversity is liable, and cannot be held responsible for any debts or obligations incurred by the organization to a non-University agency.
- Officers may be held personally responsible for any debts owed to the University by the organization. Those who are no longer officers must notify the Office of Communiversity in order to relieve themselves of this responsibility.
- All clubs must consult the Office of Communiversity prior to making any contractual agreements (i.e.- speakers, bands, services, etc.) or releasing any publicity that commits the use of University facilities.
- All club members assume full responsibility for all facets of sponsored events from planning to clean up after the event has occurred.
- The club/organization is responsible to register all on and off campus events with the Office of Communiversity.
- A Club must congregate a minimum of once each month.
- All off-campus events require transportation and driver approval, which must be presented to Communiversity a minimum 7 days prior to the event.
- All guest speakers must provide an abstract of the topic they intend to speak on to the office of Communiversity before any contracts are signed or the speaker is invited to campus.
- Full participation in the Fall and Spring Clubs and Organizations Fair. All Clubs must set up and attend a booth for the allotted time. This is to be used as a venue to recruit, fund raise, encourage participation, and other promotional activities.
- To fully inform the advisor of all meetings, planned events, and Club vision.
- Schedule specific times to consult with the Club advisor.

NOTE: Student clubs/organizations that fail to maintain the "Requirements for Official Recognition" once they are registered or fail to meet the responsibilities listed are subject to revocation of official recognition for the remainder of the academic year and future academic terms.

Facilities Available for Programming Use

One of the benefits of being an officially recognized student club and organization is the ability to utilize campus facilities for a reduced price or even free! To inquire on availability, cost and reserving these locations contact the office of Communiversity at ext. 3053

- Adams, Smith, Trinity, and Engstrom Hall Lounges
- Adams Field
- Café (LTCC) - 350 person capacity or 288 banquet capacity
- Cougar dome (Student Union) – 150 person capacity
- Classrooms - approximately 50 person capacity (Including Multi-Media, Wynn building, Ronald Center, Wilden Building, Village classrooms and West Campus classrooms)
- Trinity Lawn (aka- Village Commons)
- Faculty Dining Room - 72 person capacity or 64 banquet capacity
- Felix Event Center (can be rented at a significant cost)
- LAPC Banquet Room - 100 person capacity
- Munson Chapel - 260 person capacity
- Munson Courtyard
- North UTCC - 250 person capacity or 112 banquet capacity
- President's Dining Room - 36 person capacity
- Seven Palms Amphitheater
- UTCC - approximately 1500 person capacity
- Wyant Lecture Hall - 160 person capacity
- Wynn Lecture Hall - 100 person capacity

Please note: Reserving a room or facility through the Office of Communiversity is a new process. The only proper process to reserving a facility is to email the Clubs / Orgs Coordinator.

The Role of the Advisor

- Hospitality Services, ext. 3035 (Chad Crane) – department responsible for the booking of all major facilities (except for Athletics facilities and Felix Event Center) as well as tables, chairs, and stages. Call for availability of facilities and equipment being requested.
- Housekeeping, ext. 3510 (Don Pallegreno) – to request trash cans for events that will generate an abundance of trash.
- IMT (Audio/Visual), ext. 5050/5272 (Erik Elsey or Jared Wells) – provides audio/visual (sound, lighting, TV's, VCR's, projectors, screens, etc.) for university functions. Contact Erik Elsey for small requests (one microphone, VCR set-up, etc.). Contact Jared Wells for requests that require the need for IMT staff to run equipment (Concerts, etc.).
- Residence Life/RD Office, ext. 3825/3154 – to reserve the use of Living Area lounges, or to post flyers in posters in living areas, you must request permission from RD's.
Smith Hall/Justin Blomgren
Adams Hall/Laura Bruce
Engstrom Hall/Chelsea Wood
Trinity Hall/Emily Kirkbride
Shire West/ Jen Meyer
Shire East/ Ronnie McGee
Bowles/ John Sampson
University Park/ Jonny Lou
University Village South Kelly Schlenz
University Village East Matt Brown
University Village West Michelle Sayovitz
- Transportation Services, ext. 3012 (Joe Hanes) – to request a 15-passenger van. You may also inquire about the Class B Licensing process.

The advisor role within a student club/organization offers University faculty and staff members the opportunity to impact APU students in a unique setting. While the role requires a small level of time commitment, it also offers the advisor an immeasurable number of rewards. The club/organization advisor assumes counseling and informational roles in relation to the organization by:

- Attending an advisor workshop held through the office of Communiversity.
- Assisting the organization in identifying its goals and aid the members and officers by clarifying their responsibilities within the group.
- Being an advocate for the club/organization
- Regularly attending scheduled meetings and being informed of all plans of action.
- Actively participating in the planning of all on and off campus activities.
- Attending any trip or outing sponsored by the organization.
- Reviewing and signing all purchase orders, check requests, funding requests and any other related financial documents.
- Promoting positive relationships between university representatives and students.
- Scheduling specified times during which organization members may consult with him or her.
- Being concerned about developing the leadership skills of club officers.
- Serving as a resource person for alternative solutions to problems and to help resolve problems and issues confronting the group.
- Acting as a positive critic of the organization by giving constructive feedback.
- Assisting in the transition between incoming and outgoing officers.

Advisors must notify the Director of Communiversity and the Coordinator for Clubs and Organizations in writing if, for any reason, they are unable to continue with their responsibilities.

Planning an on or off-campus event for the APU community can be a lot of fun but also a lot of work. In the process, event planners have an opportunity to develop their leadership skills, learn to work with others in a “team” setting, and develop other skills that will help them in future professional endeavors. The Office of Communiversity strives to assist clubs/organizations in the planning of their events.

Event Planning

If your organization is planning an event, follow these simple steps to make sure your event is a success!

1. Determine the purpose, date/time, target audience and a contact person for your event. When selecting a date and time, check in the Office of Communiversity to ensure that there are no conflicts with your event (i.e. other big events on the same day!).
2. Consult with Advisor on the event.
3. Consult with Communiversity on all surrounding issues and policies specific to the event.
4. Register your event by filling out an Event Registration Form at the Office of Communiversity.
5. Submit facility request form.
6. Request any audio/visual needs by contacting IMT (Informational and Media Technology) at ext. 5050.
7. Apply for funding from the Office of Communiversity by filling out the Student Organization Funding Request Form.
8. Publicize like crazy throughout campus! The following are means of publicizing your event: Chapel Bulletin, posters/flyers throughout campus, table tents in the Café, ads in the Clause, setting up a table on Cougar Walk. The most effective way to publicize is through word of mouth!

Following these steps will help you and your organization have an event that will not only benefit your group but it will also allow for other students to be aware of what your organization is all about. If you need help with any of these steps, do not hesitate to come into the Office of Communiversity.

Programming Resources for On-Campus Events

Planning an on-campus event requires not only some legwork on your organization’s part but you may need the help of other on-campus departments who are here to help make your event a success!

- Campus Safety, ext. 3898 – In any emergency, they are the first people to be notified. Call them if there is a facility that’s been reserved and it is not accessible. If there’s a parking area that will need to be blocked off for an event, prior permission needs to be secured from them. For any major event contact to notify them of the event and to possibly request additional security staffing at the event.
- Chapel Bulletins (Chapel Programs), ext. 3088 – a primary way to publicize events. Contact Chapel Programs to request information on the posting of an announcement.
- Clause, ext. 3514/Advertising, ext. 3515 – contact for coverage on an event or to place an ad in the newspaper.
- Communiversity, ext. 3053 – the hub of Student Activities. Coordinates events for students and the APU community, as well as the university liaison for student clubs/organizations. Provides assistance to clubs and organizations, including funding and materials for poster making, etc.
- Facilities Management, ext. 3002 (George Mocabee) – primary contact for requests on turning on Outdoor Lighting (especially on Adams Field), for Sprinkler Systems to be de-activated, and to get materials for a Bonfire.
- Food Services, ext. 3041 (Samuel Saman) – Responsible for all dining facilities (Cafeteria, Take Five Café, Heritage Café, Cougar Walk Cafe, and Cornerstone Coffeehouse).