

Associated Students of Whitworth University

Club Manual

Privileges, rights, and guidelines for ASWU clubs.

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**ASSOCIATED STUDENTS OF WHITWORTH UNIVERSITY
CLUB CHARTERING POLICY. (Est. 1994)**

PREAMBLE

Whitworth University extends the opportunity to charter university clubs and organizations to the Associated Students of Whitworth University (ASWU) with the understanding that this opportunity is a privilege, not a right. Accordingly, ASWU has the obligation to ensure that all recognized student organizations meet and maintain certain standards that are in keeping with the mission and goals of Whitworth University. Furthermore, student organizations which violate University policy or standards of conduct, or conflict with the mission, policies, practices, or goals of the University, may be subject to disciplinary action, including the suspension or loss of charter and University approval.

Approval of a student organization by ASWU in no way implies consent or endorsement of the positions or points of view espoused publicly or privately by members of the organization. Student organizations shall at all times represent themselves in a manner which reflects this policy, utilizing disclaimers or other statements, as may be necessary, which clearly state that the views held by the student organization are its own and not necessarily the views, opinions, or beliefs of the University, its faculty, administration, staff, or student body.

A chartered club has the options to obtain funding by submitting a club budget for the following academic year during budget committee meetings in the spring, and/or make a budget request to ASWU (using the Requisition Form in Pirate Port) from the unallocated or capital accounts during the academic year. All budget requests will be decided on by the ASWU Assembly using criteria from the ASWU Financial Standards and Operating Procedures, except for requests that are under \$300, which will be decided on by the ASWU finance committee alone. In addition, clubs/organizations may also submit fundraising proposals to the Whitworth Institutional Advancement Office at any point during the academic year.

Whitworth University reserves the right to monitor all organizational activities and to conduct both regular and periodic reviews of approved student organizations to ensure that ongoing activities remain consistent with the original goals and purpose of the organization and the mission of Whitworth University.

The University President and Board of Trustees hold final authority to grant, deny, suspend, or revoke approval of any student organization or activity/event an organization proposes.

PRIVILEGES

Thank you for taking the initiative to start a new club through the Associated Students of Whitworth University! We are excited about the unique purpose that your club serves on campus. We hope this packet will help you through all the phases necessary in beginning and maintaining your club.

The following privileges are extended to officially recognized and chartered clubs:

1. Inclusion in the university handbook and all ASWU informational publications, forums, and mailing lists as an ASWU club.
2. Ability to reserve campus facilities for club meetings and activities.
3. Access to ASWU programming funds, after going through requisition process.
4. May post stamped and approved notices on campus for meetings and activities.
5. May email Whitworth.fm and The Whitworthian to use their services and advertise meetings and events.
6. May post meetings and activities on the university's online master calendar.
7. May take part in Springfest and other club fairs being sponsored by ASWU.
8. May send campus wide email through ASWU, according to Club Email Policy.
9. Free accounting services.
10. Automatic seat on the ASWU Club Council. This opportunity provides input and support from other clubs, training in procedures for club maintenance, and an opportunity for connection with the Club Coordinator.

PROCESS OF BECOMING A CHARTERED CLUB

Below you'll find step-by-step instructions to become a chartered club. The New Club Chartering Form on Pirate Port must be filled out with a sample constitution and a list of projected membership/officers attached.

1. Spread the word about your idea to gain some projected members and find your initial club officers (all members must be Whitworth students).
2. Find an advisor from the Whitworth Community (must be **a current faculty or staff member**) and collect their signature on the Club Advisor Form
3. Develop a name and a statement of purpose that is in keeping with the mission and goals of Whitworth University.
4. Write out your club constitution (see *Club Constitution Guidelines, p. 6*).
5. Write out a list of the interested students and who your officers will be when you start.
6. Submit the New Club Chartering Form (in Pirate Port) complete with the advisor signature, drafted constitution, and interest list you have collected.
7. Attend a Club Committee meeting to present your club idea to the Club Coordinator, who will look over the constitutions with the committee and propose changes to the information as well as ensure the club follows the mission of Whitworth University.
 - a. The Club Committee meets bi-weekly on the 1st and 3rd Fridays of each month. Details about meeting times are determined by the Club Coordinator and are subject to change between semesters.
8. After Committee approval, the proposed constitution is sent to the Assistant Dean of Student Programs and Vice President for Student Life for constitutional review, change if necessary, and approval.

9. Attend an ASWU meeting to present your club idea to the Assembly for discussion. Voting assembly members will use this information to get feedback from their constituents in the week following the meeting.
10. Attend a second ASWU meeting to answer clarifying questions from the Assembly before they vote to approve your club.
 - a. The assembly may vote to table the club approval if they feel more information is required before voting.
11. If your club is approved by the ASWU assembly, use the Requisition Form in Pirate Port to gain startup funds for your club.

Other Notes:

1. Until the club is chartered with ASWU and has received official recognition, no potential club or organization can use Whitworth's or ASWU's official name, grounds, equipment, nor shall they sponsor or publicize any events (including fundraisers), until they have received official charter approval.
2. Potential clubs may not receive or solicit funds from any university area, department, student organization or outside donor until approved.
3. Any potential club violating any part of this policy may jeopardize their status with ASWU.

SUBMIT THE FOLLOWING FORMS TO THE ASWU CLUB COORDINATOR:

1. **New Club Chartering Form (NCCF) through Pirate Port (Forms and Resource List)**
2. **The club's drafted constitution (attached to the NCCF)**
3. **The Club Rosters of Officers and Members (attached to the NCCF)**
4. **The advisor form/signature (attached to the NCCF)**

If you have any questions regarding any of these requirements, please feel free to email the ASWU Club Coordinator at gbrantner26@my.whitworth.edu or stop by HUB room 207.

CLUB CONSTITUTION GUIDELINES

All clubs (new or re-chartering) will be required to submit a club constitution as part of the club chartering process. This document serves as a general guideline, a more specific template can be obtained from the Club Coordinator. Each club constitution should include the following:

ARTICLE I. NAME

Section 1: State the name of the club in one sentence. In a second line, state that the club will abide by the mission and policy of Whitworth University as outlined in the club manual (this document).

ARTICLE II. PURPOSE

Section 1: State the purpose/mission of the club in one sentence.

Section 2: Indicate whether the purpose of your club is: service, academic, social, political, religious, athletic, or other (specify).

ARTICLE III. MEMBERSHIP

Section 1: Determine the eligibility requirements for members. All members must be full time, undergrad, registered student of Whitworth University. Outline the requirements for an active club member status. The club may not discriminate on the basis of race, sex, orientation, religion or social-economic status.

Section 2: Outline the process of removing someone from membership based on violation of the club's purposes/mission.

Section 3: Disclose whether the club has any affiliations with one or more local, state or national organization or with an academic department of the university.

Section 4: Determine the amount of dues, if appropriate, and how/when they are collected.

Section 5: Describe the of privileges granted to those members with an "active" membership status.

ARTICLE IV. ORGANIZATIONAL STRUCTURE

Section 1: List the club's officers (e.g. President, Treasurer, Media Coordinator, etc.).

Section 2: Determine those officers' term length.

Section 3: Explain the nomination process for candidates and the nominee requirements.

Section 4: Determine how officers will be elected; voting procedures, time of the year, ballot or verbal vote. Voting will take place after nomination and officers will be elected by a majority vote, provided the required quorum is met. (See section 9)

Section 5: List the officers' order of succession.

Section 6: Describe the procedure to fill officer vacancies in wake of an absence, removal, or resignation.

Section 7: Describe the officer removal procedures based on violation of club purpose/mission or failure to perform officer duties.

Section 8: Determine the frequency of club meetings (both regular and executive) and method of notifying those who will attend.

Section 9: Define the club's quorum. A quorum is the required number of members/active members and executive officers present at a meeting to carry out a vote.

Section 10: Determine the process of Advisor selection and the number of advisors the club will have (typically, one. Advisor/s must be an employee of Whitworth University and will have to sign club chartering documents).

ARTICLE V: DEFINITION OF DUTIES

Section 1: Describe the specific duties of the club President. Please include the responsibility of attending ASWU's monthly club council meetings and reporting once a year to the ASWU assembly to give an update on club business.

Section 2: Describe the Vice-President's duties.

Section 3: Describe the Secretary's duties.

Section 4: Describe the Treasurer's duties.

Note: If your club has more than 4 officers or different officers than listed in this example, sections should be inserted or edited in this article to accommodate that.

Section 5: This section should read: "The elected officers shall form the executive committee"

Section 6: This section should read: "All elected officers should be in good standing at the University including a Grade Point Average of 2.5 or higher."

Section 7: Determine the advisor's duties. Advisor's duties should always include that they must to attend an annual advisor training and sign the Club Re-charter Form each year in the spring indicating they have read and agree with these documents. They should stay in contact with club leaders and know what the organization is planning and doing.

Section 8: Indicate the expectations of club members (e.g. attendance requirements, safety precautions, conduct expectations, professional dues if appropriate).

ARTICLE VI: FUNDING

Section 1: Determine the sources of club funding

Section 2: This section should read: "The club shall, as it deems necessary, undertake fundraising for its own purposes. All fundraising shall be conducted in accordance with Whitworth University policies."

ARTICLE VII: RISKS AND LIABILITY

Section 1: Provide a risk assessment rating from low-high based on the activities your club will host throughout the year.

Section 2: This section should read: "All activities and events shall follow all Whitworth University and ASWU risk management policies and procedures."

ARTICLE VIII: CONSTITUTIONAL AMENDMENTS

Section 1: State the voting requirements for a constitutional amendment.

ARTICLE IX: GRIEVANCE PROCEDURES

Section 1: This section should read: "Any grievance within a club or organization should be brought to the ASWU Club Coordinator and will be handled under the process established in the Code of Conduct section of the ASWU Constitution and By-Laws of ASWU, Article IX, Section 1, 2, & 3."

CLUB MEMBERS NEED-TO-KNOW LIST

Once you are a Whitworth sponsored club you will need to remember the following items:

1. **Club Web Site:** Each club will be listed on the Whitworth Clubs website (<https://www.whitworthaswu.com/clubs-1>), and they will be asked for a brief description and contact information to be posted on the site.
2. **Club Training Meetings:** It is *mandatory* that the club president or his/her designee attend all monthly ASWU club council meetings to receive funds from their accounts and to continue to be a chartered organization. Clubs will receive important information about how to advertise and run their clubs in accordance with the ASWU policies as well as gain input from other club leaders. Upcoming events and involvement opportunities will also be highlighted.
 - a. Consequence of missing one meeting is a formal reprimand from the ASWU Club Coordinator. The consequence of missing a second meeting is a frozen account for the remainder of the year. Should a club miss three or more club council meetings in one semester, their charter will be revoked for the remainder of the academic year.
3. **Reporting to ASWU Once a Year:** The ASWU Club Coordinator will invite each club to come to the ASWU Assembly meeting on Wednesday nights once a year to give a five-minute report on the events and issues of the club for the year.
4. **Club Property and Storage of Club Property:** Anything a club purchases is the property of ASWU. All property must be stored at the university in marked containers in the club storage room (in the Jenkins basement). Access to the storage room will be offered by the Club Coordinator during their office hours.
5. **Planning Club Events:** Clubs will need to clear any all-campus event through the event form on Pirate Port and the completion of an on/off risk management form sent to the Club Coordinator and Business Office. Other events might require the use room request to reserve the space and submission of an ERF (Event Request Form) sent in through the Pirate Port.
6. **Advertising Club Events:** Clubs are encouraged to be creative with advertising. All posters must be approved by ASWU before posting.
7. **Keeping Track of Club Expenditures:** The ASWU Financial Director has access to all club budgets and should be contacted for account totals and budget questions. Club leaders are asked to keep track of their own budget throughout the year as well as their money is spent.
8. **Fundraising:** Fundraising for events and opportunities will be a part of your club activities. Please email institutionaladvancement@whitworth.edu with any fundraising plans for approval.
9. **Requesting Money from ASWU:** The Financial Standards and Operating Procedures (FSOP) will demonstrate the criteria ASWU uses in determining how to distribute funds to chartered organizations. At the end of spring semester, all clubs will need to complete a Budget request form on Pirate Port. The Budget Committee will review the form and determine a club's budget for the next year. Money will be distributed based on THE FSOPs and additional criteria such as how active the club has been, how balanced they've kept their accounts, if they've regularly attended club council meetings and regularly reported to ASWU, and if they've made any fundraising efforts.
10. **Mid-year requisitions for money:** If there is money in the "unallocated" line item in ASWU's annual budget, clubs can requisition to get access to these funds. Club presidents can complete requisition forms through Pirate Port anytime during the school year. The forms need to be thoroughly filled out with all the reasons the club needs the money and then this request will go with the club president to the Finance Committee for additional questioning. If the request is under \$300, the finance committee can make the funding decisions. If the request is over this

amount, or if the finance committee needs additional feedback from ASWU before granting the request, the finance committee will make a formal recommendation to the ASWU Assembly and the club will need to go to the ASWU Assembly and present their request and answer questions to determine if they can receive the funds. Any money granted through a requisition needs to be spent in that calendar year and any money not spent will go back to the unallocated account in ASWU. Money can also be requested from the “capital” account for items that can be used for longer than 3 years.

EVENT PLANNING STEPS

1. Obtain ASWU event approval through Pirate Port (Form and Resource List), ASWU will review and approve your event.
2. Complete an on/off Risk Management form and any necessary liability waivers and email them to the Club Coordinator, Assistant Dean of Student Programs, and the Business Office.
3. Check the Infosilem/Room Request to see what’s happening on the date you’d like to have your event. If there’s nothing, then you can reserve a space and time.
4. Complete an ERF if you need tech, staff, help, tables, chairs, or anything else from the university. You will also need an ERF if there is catering involved.
5. If you have a speaker, artist, or performer coming to campus please refer to the process on page 13.
6. Request the contract, rider, and/or vendor form for any performer or organization you will be working with. Only Todd Sandberg can sign contracts on behalf of ASWU or any chartered club.
7. If any food is to be served, whether it is pre-packaged or brought through catering, you will need to email dking@whitworth.edu with your refreshment/snack plans.

Before planning any event, make sure you have your account number (get this from the Club Coordinator) and all your dates and times identified. This process should be started no less than a month before your planned event, especially if you need an ERF or have a speaker/artist/caterer attending. When in doubt about the need for an ERF you should always fill one out to be safe.

ADDITIONAL RESOURCES FOR EVENT PLANNING

- **Cars/Vans:** Whitworth cars and vans are available for Whitworth sponsored trips. The online address is <http://web2.whitworth.edu/administration/facilitieservices/forms/vehiclerequest/index.aspx>. Fill out the reservation online. Large vans will require the driver to take a one-hour training course through facility services. All drivers will need to have current licenses and safe driving histories and will need to be cleared through facility services. Contact Jennifer Goodgame (jgoodgame@whitworth.edu) to schedule training.

- **Liability Forms:** If you are traveling farther than 50 miles from campus, or if your event has higher than normal risk (exposure to water, extreme weather, physical risk, safety risks, etc.), you will need to have each of your participants fill out a liability form. You will need to turn in these forms into the Club Coordinator and ADSP (Todd) before your event.
- **Purchases/Money/Checks for Performers:** Purchases for tickets, equipment, trips, food, etc. that require a credit card or purchase order must be coordinated with Todd Sandberg or Laurie Kelley. Make sure you keep all receipts for any purchases. Money for small purchases, petty cash, (\$200 or less) can be acquired through a reimbursement form on Pirate Port and again, make sure you keep all your receipts. Checks for performers need to be requested through the university at least 2 weeks in advance and the performer must fill out a W9 or Vendor form to get a check. Request a vendor from the ASWU Program Coordinator and send it to the performer as soon as you get a contract from them.
- **Dances and Concerts:** If you're putting on a dance or a concert, you will need to follow the below concert and dance policy guidelines (see below). These policies mostly require that you hire additional security from Whitworth to staff your event and that you identify 2-4 students who will work the dance/concert. Students working the event should make rounds, check bathrooms, and generally keep order. With any event, make sure that you stay at the event for its entirety and that you make sure the performers don't go over their allotted time.
- **Sex Education Talks:** When having a sex education talk it is encouraged by the president that an invitation to attend be given to the pastoral staff on campus so they can be on the panel to offer a Christian perspective on sex and intimacy with a life-long coveted partner. If there are any questions about this, please reach out to the ADSP or Club Coordinator.

FALL AND SPRING CLUB FAIR

1. Once in the Fall (during orientation week) and Spring Semesters the Club Coordinator hosts a club fair, during which clubs can advertise and gain membership through tabling.
2. Club leaders must sign up for club fair using the form sent out by the club coordinator (also accessible through Pirate Port) before the deadline to attend the event.
3. On the sign-up form, clubs are expected to disclose table placement preferences, advertising plans (what will be on the table/handed out to attendees, etc.) and any other relevant information required by the form.
4. Club leaders may bring posters, tri-folds, banners, candy, stickers, flyers, prize wheels/prizes, flags, etc. to their tables to encourage sign-ups.
5. Clubs who did not complete the sign-up form by the deadline are not permitted to occupy a table at the event or advertise their clubs at the event in any way.
6. With permission from the Club Coordinator, new clubs going through the chartering process may attend club fair for recruitment purposes or to gain interest, but may not advertise any set-in-stone events or meetings.
7. Club Leaders are encouraged to come 15 minutes before the event starts and stay 15 minutes after the event ends up to assist with set-up and tear-down.
8. Club Storage will be opened the morning of the event for club leaders to gather their tabling supplies.
9. Clubs are expected to clean up the area surrounding their table after the event, including all personal items, trash, and advertising material.
10. Please ask the Club Coordinator before playing any music, setting up any tech, including any physical activities (ei. Setting up sports equipment in the loop, chalk writing on the sidewalk, etc), or including any other element that occupy an area outside of your table in your advertising plan.
11. Clubs who are not re-chartered for the Fall semester may not attend the New Student Orientation club fair.

POLICY FOR ASWU DANCES

1. Student Organizations wanting to host a dance must fill out a room request through Pirate Port, ERF, and ASWU event approval through Pirate Port at least 3 weeks prior to the dance date and read appropriate dance and activity policies.
2. In addition to requesting security on the ERF, the Organization must call Whitworth Security at least 3 weeks prior to the dance to coordinate having an additional security officer stationed at the dance, if being held off-campus.
3. Before the dance begins, the Organization must give names of at least 2-4 students who will be working as security for the dance. These people will be introduced to the Whitworth Security before the beginning of the dance. In addition, the 5 students doing dance security must wear security vests/shirts or nametags throughout the entire dance so they can be easily identified. Student security will make rounds of the facility and the bathrooms and ensure order and security for the building or area. They will contact Whitworth security if there is a problem they cannot handle.
4. Entrance to the Dance: Only one entrance will be open to the building. This will also operate as the exit. All coats and backpacks will need to be checked at the entrance and stored in a secure spot. The club will station a couple people at the entrance; one to collect money and check ID cards, one to take coats and backpacks, and one for crowd control if needed, to monitor anyone wanting to exit.
5. ASWU Clubs are responsible for their guests and must adhere to the Whitworth policies. Organizers can put a mark on the hands of people as they enter with a permanent marker or stamp so that the organization can monitor who is already entered.
6. When a student leaves the dance, they are given back their coats, backpacks, etc.
7. The club is responsible for making sure all participants are following the big 3 and need to notify security immediately if anyone is in violation.

STUDENT FUNDRAISING POLICY

Whitworth University recognizes that certain student group needs must be met by special fundraising projects. The Development Office wishes to help and encourage all of those who seek to raise funds or solicit gifts from the business community. As a matter of stewardship and courtesy to our donors, it is important to coordinate fundraising efforts so as to not impact the same individuals, companies and corporations with several appeals throughout the year.

Therefore, the following policy is to be incorporated:

1. All solicitation activities by student groups must be coordinated through Institutional Advancement. This includes any letters that are mailed requesting funding.
2. Proposals must be submitted in writing to Maxine Lammers, Director of Development for Major Gifts at mlammers@whitworth.edu.

Details to be Included:

- A. Name and description of project.
 - B. Purpose for which funds will be raised.
 - C. Desired amount to be raised.
 - D. Plans to raise needed funds and a draft of any solicitation letters.
 - E. Names and addresses of individuals and businesses to be contacted.
3. Submit plans for projects at least two weeks prior to implementation.
 4. After submitting your proposal, Institutional Advancement will review your list of potential donors. If any of the donors are involved in other Whitworth fundraising projects, you may be asked not to solicit these donors any further.
 5. A list of all business donors must be sent to Maxine Lammers/Institutional Advancement following each event.

POSTER APPROVAL GUIDELINES

Any Whitworth club; department; university sponsored event/activity; student; staff or faculty member may be approved to post given the compliance of the following guidelines.

Event Request Forms (ERF) and room reservations **must** be completed before a poster will be approved. Posters must be “G-Rated” and appropriate for all audiences. Additionally, Whitworth also prohibits posters that contain ideological and/or political agendas with no corresponding educational event or opportunity.

All posters/flyers must have the following items clearly visible:

- Whitworth contact information
- Location of event
- Date and time of event
- Name of event
- Appropriate images
- Department or club sponsorship
- Department sponsorship if the event is off campus
- University logos **may only be** logos approved by University Communications (see Pirate Port for approved logos)
- Stamp of Approval
 - For the physical stamp of approval on posters you have printed, please stop by the ASWU Front Desk and submit your poster. **PLEASE NOTE:** Give **72 hours** of turn-around time for your posters to be approved.
 - When possible please bring one piece to be stamped. You are then encouraged to make copies (with the stamp of approval) for additional pieces. This saves the office from stamping large quantities of material.
 - Please leave a white space in the bottom right hand corner of your flyer/poster approximately 2.5 inches wide by 1 inch high for the stamp of approval.

Poster hanging and removal

Individuals are responsible for hanging and removing their own posters around campus, posters may not exceed 60 days.

Posting around campus:

Each building on campus has designated areas where flyers and posters may be displayed. Please check with the front desk of each building before posting. Blue, painter’s tape **MUST** be used on surfaces other than bulletin boards. Posters are not allowed on lamp posts, benches, trash cans, or on the outside of buildings

HUB Posting Rules:

ACCEPTABLE

- On bathroom stalls
- On 2nd floor railings (in Lied & Dining Hall)
- On bulletin boards
- On staircase rails

UNACCEPTABLE

- On bathroom walls (except for hotline posters)
- Any wall in the HUB
- On the MPR folding glass doors
- In the Dining Hall, Pirate Room & Crow’s Nest walls

All posters that do not meet these requirements will be denied approval or removed if posted.

For more information please contact the ASWU Front Desk at x4241.

ASWU SPEAKER REVIEW PROCEDURES

Whitworth is committed to fostering an educational community that welcomes free and open discourse. Speakers provide an opportunity for students to hear and discuss opposing viewpoints on a wide range of topics. As such, Whitworth encourages student organizations to plan, promote, and engage in thoughtful, respectful, and challenging dialogue. It should be understood that providing a forum for a guest speaker by a club does not imply university approval or endorsement of the views expressed by the sponsored speaker.

In order to facilitate clubs bringing speakers who are not members of the Whitworth community to campus, the student government has implemented the process detailed below. All clubs seeking to invite a speaker to campus must use this process. This process will be annually reviewed by the Division of Student Life.

For purposes of this process, a speaker is someone from outside the Whitworth community whom a registered club has invited/organized to speak on or off campus to club members or other students on campus.

In other words, this process does not apply to:

- Speakers from within the Whitworth community (including undergrad and graduate students).
- Faculty, academic units, or university units (other than registered ASWU clubs) who are bringing speakers to campus.
- Members of a club who decide to attend an event that is organized outside of the club's or university's influence.

Additionally, the process for invited guests other than speakers (musicians, comedians, cultural presentations, etc.) is detailed on page 3.

1. **Application:** Any ASWU club seeking to invite a speaker to speak on-campus must complete an application through Pirate Port (<https://forms.whitworth.edu/form/speakerandartistrequest>). The club leadership should complete the application to the best of their ability and will have the opportunity to update and supplement the application throughout the process.
 - a) Club leadership is encouraged to submit applications for speakers with as much lead time as possible. At a minimum, applications must generally be submitted no less than one month prior to the initial proposed date. Applications for events less than one month away will be considered if feasible.
2. **Speaker Review Process:** The club chartering committee meets bi-weekly on the 1st and 3rd Fridays of every month. Meeting logistics are coordinated and supported by the club coordinator. The following is the detailed review process:
 - a) At each meeting, the club charting committee reviews applications that have been submitted in the prior month. If needed, the committee may collect additional information from the club regarding the proposed speaker.
 - b) Using the considerations detailed below, the club coordinator will then review the request and notify the club chartering committee of the request at least 3 days before

the committee meeting. The sponsoring club is then responsible for presenting to the club chartering committee and must be able to articulate to the committee answers to various questions, provided below, as well as why they want to bring the said speaker to campus and what they hope to achieve in doing so.

- c) If the speaker request is passed by the club chartering committee, the club coordinator will notify the assembly, via an agenda item, of the proposed speaker at the next weekly meeting. The club president who is sponsoring the speaker will have the opportunity to repeat the presentation to the ASWU assembly for consideration.
- d) Voting members of the assembly will have one week to gather feedback from their constituents prior to an assembly vote (one week). The ASWU president will provide the club president the opportunity to facilitate questions prior to the assembly vote.
- e) If the assembly approves the request through a majority vote, the club president and/or officers will send any necessary contracts to the Club Coordinator and the Assistant Dean Student Programs for negotiation and agreement with the speaker. Only the ADSP may sign or give a verbal yes to any contract.

**If at any point any of these steps is not approved, the proposed speaker request does not pass, and the club will not be allowed to host the speaker on campus through ASWU.

ASWU clubs may not begin publicizing that they intend to bring a particular speaker to campus until a final decision has been made about whether the club may move forward with inviting the speaker to campus. This includes but is not limited to, extending invitations, printing or distributing fliers or posters, and publicizing via social media or word of mouth. Clubs are strongly encouraged to request that the speaker also not publicize the potential invitation.

3. **Considerations.** When making recommendations regarding speakers, and considering all the information provided by the club through the application process and at the meeting, the Review Committee considers the following criteria:

- Whether the proposed speaker and their message meet both the mission of Whitworth University, ASWU mission and club mission (as stated in their constitution)?
- Whether the proposed speaker accurately represents the interests of Whitworth students.
- We expect speakers to encourage mutually respectful inquiry on a wide variety of subjects. Speakers that encourage hatred or physical violence are not aligned with Whitworth's mission.
- Whether the speaker aligns with Whitworth's Statement on Freedom of Expression and Civil Discourse for Our Campus Community.
- Whether the speaker may reasonably be expected to urge unlawful order or otherwise threaten public safety or the physical safety of any Whitworth community members.
- Whether the speaker may reasonably be expected to significantly threaten the safe and orderly operation of Whitworth business or facilities.
- Whether the speaker has a history of abuse or threats against an identifiable person or community of people (in a derogatory fashion) based on race, color, ethnicity, religion, sex, gender, gender identity, sexual orientation, national origin, age,

marital status, parental status, family relationship status, physical or mental disability, military status, genetic information, or other protected status.

4. **Academic Department Sponsorship/Endorsement of a Speaker:** Clubs may choose an alternative option to sponsor a speaker on campus. This may be a result of the aforementioned process resulting in a failed vote by the assembly. A club may need an expedited pathway to have a speaker on campus. Regardless of the situation, this process involves sponsorship by an academic department. Once the sponsorship has been confirmed, the club must follow the rules:

- Clubs cannot use ASWU funds for marketing and promotion.
- Posters: ASWU or Club symbolism cannot be used on any promotional materials.
- Clubs may table to promote the event with materials provided by the academic department.
- Clubs cannot table at an event that has departmental sponsorship.
- Club members can attend or assist with an event without direct reference to the club.

Approval process for musicians, comedians, entertainers, cultural performers, etc.:

- Application through Pirate Port sent at least a month in advance.
- Approval by Club Coordinator and Assistant Dean of Student Programs.
- Sent to ASWU assembly for review approval.
- Contracts sent to ADSP for negotiation.

Committee Questions for Speaker Approval

Committee will look at the following online locations to gather information on speakers before the committee meetings:

- Twitter, Instagram, Facebook, other social media platforms that may contain concerning posts.
- YouTube to find any podcasts and videos as an example of their main talking points and any uploads of recordings of previous lectures, specifically those they did at other universities.
- A general Google search for any past controversy/allegations of discrimination, abuse, violence, or other violations of the speaker approval considerations.

Initial Points of Information for the committee:

- Which club is bringing the speaker?
- Who is the speaker?
- When will the speaker be coming to campus?
- What is/are the background/credentials of the speaker?
- What topics will the speaker be talking about?
 - Please provide a specific list of all the talking points that the speaker will be addressing when they visit campus.

Logistics:

- How many people do you expect to attend the event?
- How do you plan to get your speaker to campus and host them?
 - Where will they be staying, have you organized a flight, will you be feeding them, etc.
- Have you reserved a space? Is it big enough?
- What will the outline of their discussion be?
 - Order of topics, length of discussion, will there be a Q&A, etc.

Considerations according to the Speaker Approval Guidelines:

- How would you say your speaker is in line with the missions and goals of Whitworth University, ASWU, and your club (as outlined in your constitution)?
- How do you think your speaker represents the interests of students at Whitworth University?
- Does your speaker align with Whitworth's Statement on Freedom of Expression and Civil Discourse and encourage mutually respectful inquiry?
- Does your speaker have any history of hatred or violence toward those who oppose their views or a history of encouraging listeners to take negative actions towards those with opposing views (that you are aware of)?
 - Has the Committee found any examples of this?
- Does the speaker have a history of any abuse (whether physical, verbal, or other) or threats against an identifiable person or community of people in a derogatory fashion based on race, color, ethnicity, religion, sex, gender, gender identity, sexual orientation, national origin, age, marital status, parental status, family relationship status, physical or mental disability, military status, genetic information, or other protected status (that you are aware of)?
 - Has the Committee found any examples of this?
 - Does the committee find what the speaker is talking about on campus address any of the topics in which we found a history of abuse or threats?

The committee reserves the right to deny a speaker without passing them on to ASWU if:

- If any of the speaker's talking points are found to be in violation of any of these considerations.
- The club proposing the speaker does not present the committee with enough information about the speaker (their talking points, their background, etc.) to properly inform ASWU (and in turn their constituency) in preparation for a vote.

Note: Please inform the Club Coordinator of any logistical changes to date, time, location, etc. of your speaker event. As long as none of the content in their speech changes, no additional approval is required, only notification to ASWU.

GUIDELINES FOR POLITICAL ACTIVITY BY CHARTERED CLUBS

The following are guidelines for political activity by chartered clubs so as not to jeopardize the university's non-profit status. In general, political clubs need to focus on educational activities rather than campaigning (though of course partisan involvement by individuals is fine).

1. Clubs may bring candidates to speak on campus. However, in order to avoid "campaigning," it is important that invitations be extended to candidates of more than one political persuasion (i.e., more than one party). If only one person accepts, that's all right. But we need to ensure that invitations are extended to more than one candidate per event.
2. When clubs sponsor events, they need to be educational in focus. That is, presentations about issues would be great; however, mailing flyers, or doing anything that actively encourages students to vote for one candidate (as opposed to others) would constitute "campaigning" and wouldn't be allowed as a sponsored function.
3. ASWU sponsored events cannot spend more than \$500 on events tied to a single political party.

The following is an excerpt from the Whitworth Student Bill of Rights located in the Student Handbook. These rights are extended to all Whitworth students. These rights also speak directly to student-run organizations (i.e. clubs).

IV. Student Life

1. Freedom of Association

Students are free to organize and/or join any organization or association. However, the university is not bound to give institutional recognition, support or approval to organizations that operate in opposition to its stated mission or goals. Student organizations are guided by the following:

1. Student organizations should be free to propose their own faculty advisors. Student organizations are required to submit a statement of purpose, criteria for membership and rules of procedure, as well as a list of officers.

2. Freedom of Expression

1. Students are free to examine and discuss all aspects of their education. Students are also free to support causes and give opinions as long as their means of expression is orderly and does not disrupt the regular operation of the institution.
2. Institutionally recognized organizations shall be allowed to propose any speaker/artist of their choosing to hear at an open meeting. Organizations must follow the speaker/artist approval process as outlined in the Club Chartering Policy. This right carries with it the responsibility to provide for the safety of the speaker, the audience, and institutional personnel and property in the event that the speaker's presence creates a disruption. The university must approve such safety provisions.
3. Students should make it clear to the campus and surrounding community that in their expression of opinion and support of a cause they speak only for themselves, not for the university as a whole.

3. Student Participation in the Institution

1. As part of this educational community, students are free to express their views on issues of institutional policy and on any matter of interest to the student body. This right exists individually and collectively. Student membership on university committees is valued and encouraged.
2. The role of student government and both its general and specific responsibilities should be made clear and should be followed as outlined in the constitution and bylaws.

T-SHIRTS, MERCHANDISE, AND COPYRIGHT INFORMATION

1. If your club wishes to sell, give out, or wear T-shirts, stickers, other merchandise, or give away items with a club logo on them, they may **not** have the words “Whitworth University” anywhere in the design. Instead, clubs are permitted to have “Whitworth” or “WU” on a piece of merchandise if they wish to specify the university in their design.
2. If your club wishes to show a movie at an event, you must email the ADSP with a list of proposed movies your club may show. Please have at least three options prepared, that way the ADSP can let you know information about showing each one, including the price of purchasing rights for each one if it applies. Your club **must** have the rights of a movie purchased in order to show it publicly on campus.
3. Another option for showing movies is looking in the collection of movies that Whitworth has already purchased the rights to. You can access these movies through the library and use them without spending any club money. These movies are mostly educational, but there are some others for pure entertainment! The library will have more information about showing those movies once you reach out to them.
4. There are many situations in which people commonly think that you don’t need rights purchased. However, you **always** need to purchase showing rights for movies shown outside of the home, **even** if:
 - You personally own the movie.
 - You are showing the movie for educational purposes.
 - You are not charging admission.
 - The DVD, streaming, or equipment supplier says it is okay to show a movie (they do not have the legal ability to provide permissions).
 - It’s an old movie.
 - You bought permissions to show it in the past (a license is also valid for showing a movie on a specific, designated time frame previously agreed upon).
 - A small group is having an informal gathering in our facility (any showing outside of the home need rights purchased).

LIABILITY GUIDELINES FOR ACTIVITIES

Certain activities could expose the participants to risk of exposure, danger or harm. The university asks participants to fill out liability forms for these events. If you are unsure of whether you need a liability form, please contact the Club Coordinator and Assistant Dean of Student Programs.

Events Taking Place Off-Campus*

-The General Liability Waivers should be used for each participant of events that take place farther than 50 miles from campus or out of state. Please make a copy for each participant, have them sign it, then attach all forms with an itinerary of your trip that includes where you're going, where you're staying, what you're doing and all cell phone numbers of trip coordinators to use as emergency contacts. Give all these forms to the Club Coordinator and ADSP.

Events Involving Water of Any Kind

-Canoeing, rafting, boating, and all water sports activities require The General Liability Waivers.

Events Involving Inner City Exposure

-Activities or service projects that involve working in high-risk areas also need to have General Liability Waivers filled out.

Events Involving High Risk or Exposure to Elements

-Activities that involve high physical risk or exposure to weather will also need to have all the participants fill out The General Liability Waiver.

Participants Under 18 Years of Age

-Ask participants under 18 to have their parents sign separate liability form.

Driving Policies

-Don't arrange rides for off campus events unless you take a Whitworth vehicle and you've submitted all your driver's Motor Vehicle Reports to Facility Services and/or your driver is van certified for 15 passenger vans (Van certification is available through Whitworth's Facilities Services).

-You can arrange to rent Whitworth vehicles by contacting the Student Activities Program Coordinator or Jennifer Goodgame (jgoodgame@whitworth.edu). You will need to reserve early, as they are usually booked for most of the year.

-Students need to be 25 years old to rent vehicles from commercial rental companies.

Make sure you take a copy of Whitworth's emergency contact numbers to take with you on your trips. Always call with car trouble or accidents of any kind.

Security: 509.777.4444

Assistant Dean of Student Programs: tsandberg@whitworth.edu

ASWU Reimbursement Procedures

ASWU Reimbursement Link

Click on the link to complete your ASWU Reimbursement:
<https://forms.whitworth.edu/form/aswureimbursement>

Please only submit **one** reimbursement with all receipts on that reimbursement. If you have many different events and receipts, only use the one form to add them all up on.

Gift Cards and Prizes

Gift Cards – need name and WU ID# for any amount of gift card given.

If a gift card is given to a non-student or non-employee, then we need the person’s full name and address. Gift cards and prizes should not be purchased far ahead of time, only buy what will be immediately needed and given away.

Prizes - need name and WU ID# for any prize given worth \$25 or more.

If a prize is given to a non-student or non-employee, then we need the person’s full name and address.

Payment for Work Done for ASWU/Whitworth

For payments to people for work done for the university, NEVER pay people from someone’s personal funds for work they did for the university. Any service or work done on behalf of ASWU or the university by any person, associated with Whitworth or not, must be paid directly by the University. Examples of such service or work are a DJ for a dance, t-shirt design, caller at a barn dance event, graphic design, auctioneer, or a dance teacher.

Restaurant Expenses

Diner Names – for meals purchased at or from restaurants, diner names are always required, whether it’s \$5 at Starbucks or \$500 at Olive Garden. Exception: if there are more than 25 diners, then a general description of the group is acceptable.

Small credit card slips do not provide the detailed information we need for restaurant meals. Always obtain detailed receipts for restaurant meals which show the items purchased.

Tips shall not exceed 20%.

Receipts

Receipts need to show the name of the store, an itemized list of what was purchased, the total amount including tax, and the date of the purchase. Bag fee’s will not be reimbursed. Receipts need to be turned in within 30 days of purchase. If you need to wait for some reason past 30 days, please come talk to me and get my approval before you wait the 30 days or you may not be reimbursed.

Invoices from a company (Zome Design t-shirts, Mariner tickets) the invoice itself is not enough proof, the invoice needs to show "Paid Visa x1234".

Amazon receipts – simple order confirmations do not provide the detailed and specific information that we need as to what exactly was purchased. We need quantity, price, tax, and shipping. We always need the detailed Amazon purchase information.

Credit card slips – small credit card slips generally do not provide the detailed information we need that shows the items/services purchased, cost, tax, etc.

Reimbursements – the person receiving the reimbursement needs to be the person who made the purchase.

Reimbursements turned in by Monday will be deposited into your bank account on that Friday. If this is your first direct deposit, it will take an additional week for the first payment.

Airfare documentation – need full documentation of itinerary, dates of travel, locations and cost paid. Just the page showing how much was paid is not enough documentation.

Check Requests

Invoices – do not pay invoices issued by vendors with cash – pay either with Laurie or Jason's purchasing cards or by check issued from WU.

Purchases

Large purchases should be made with Laurie or Jason's purchasing cards whenever possible, or by check issued by WU, instead of reimbursements to students. (example – Mariner tickets purchased for \$1300 by a student last year)

Payments to local small business for events

Payments to local small businesses for events such as a barn dance should be paid for either by purchasing card or by check from the university – they should NOT be paid for in cash.

FINANCIAL STANDARD OPERATING PROCEDURES

OF THE ASSOCIATED STUDENTS OF

WHITWORTH UNIVERSITY

Revised: Spring 2021

- I. PREAMBLE: The Financial Standard Operating Procedures of the ASWU are given their authority by Article III, Section 3 of the ASWU constitution

- II. CRITERIA FOR ASWU FUNDING
 - A. The activity must benefit diverse segments of the student body either through their active participation, or by the program's impact upon them.
 - B. The activity must not have as its sole purpose the fulfillment of academic credit or subsidize an academic department.
 - C. Funding must not provide for non-student salaries, with the exception of the ASWU Program Assistant of Student Activities and the Director of Student Activities.
 - D. The activity or program must be coordinated by a member of the ASWU.
 - E. ASWU shall not fund any parties, rewards, or award ceremonies that are restricted, and
 - F. against Whitworth's policies and/or state or federal laws.
 - G. Must not fund any coach of a club or sport.
 - H. Must not fund individual member dues.
 - I. Must not fund loans to individual members.
 - J. Other considerations for funding:
 1. Member discrimination
 2. Factor of student needs and wants
 3. Fundraising
 4. Activity on campus
 5. Attendance at Club Council
 6. ASWU Updates Attendance

- III. ACCOUNT DESCRIPTIONS AND REGULATIONS
 - A. ASWU Accounts
 1. The Hixson Union Building Development account shall carry over to the next year.
 2. Concerning the Prior Period Expense Account, any bills that are received by the ASWU during the summer shall be paid through the Prior Period Expense Account. All expenses must be recorded to the period in which its benefits were received (will observe the fiscal year observed by the Business Office).
 - B. ASWU Executive Operations Accounts
 1. The executive expense accounts shall be used only to fulfill the responsibilities of their respective positions.

C. Residence Hall Accounts

1. Residence halls will be individually funded directly from ASWU funds according to their number maximum occupancy as determined by the Housing Office. Each residence hall will receive an amount determined each year by the Budget Committee based on residency for their programming needs.
2. Residence hall funds budgeted for a school year must be spent during that same academic year. Any money left in the residence hall account at the end of the year will roll over in to the capital account.

D. Capital Account

1. A minimum of \$5,000.00 shall stay in the capital account for emergency use.
2. A maximum of \$20,000.00 shall be in the capital account at any one time and any excess shall be placed into unallocated.
3. All capital expenditures must be long term expenditures that will benefit the student body for a minimum of three years.

E. Unallocated

1. This account shall be used to fund any additional event or project that is not accounted for within the budgeting process.
2. Funds should be used for events occurring in the current fiscal year.
3. Any remaining funds zeroed out at the end of the fiscal year will be transferred to the ASWU Unallocated account.

F. Chartered Club Accounts

1. When a club/organization has been properly chartered the budgeted funds for the current year will then be transferred to the account of the chartered club if funds are requisitioned.
2. There will be a \$300 per year cap on *initial* requisitions for start-up funds made by clubs that are less than two consecutive semesters old.
3. The money that is allocated to each chartered club account must then be spent on programming, not given directly to charity.
4. Any club ending the academic year with a negative balance will not receive their allocated funds until they introduce a financial plan to the Finance Committee. The allocated funds will be held in a separate "holding" account until the end of the fall term, at which point it will roll over to the unallocated account.
5. If a club fails to re-charter within four consecutive semesters, their funds will be transferred to the unallocated account.
6. During the summer the ASWU Program Assistant will zero out accounts and roll any remaining balance to the current year.

G. University Program Accounts

1. Once funds are budgeted or transferred to requesting department(s) according to the budget, ASWU retains no liability (financial or legal) for these programs.

H. ASWU Salaries

1. Philosophically, we treat all salaries in the ASWU organization as honorariums, and for accounting purposes, these are broken down into hourly wages.

IV. BUDGETING PROCESS

- A. A proposed budget for the ASWU shall be prepared each spring term for the following year.
- B. Following the ASWU general election, the current Finance Director shall form and chair a Budget Committee comprising of the incoming and outgoing executives, the Director of Student Activities, the ASWU Program Assistant, at least four (4) voting members of the Assembly, the Assembly Communications Director, at least two (2) nonvoting ASWU members (including the Club Coordinator), and at least two (2) members of the student body at large who are not currently employed by ASWU.
- C. For each group requesting funds from ASWU, the incoming and outgoing president, coordinator, or representative should be present. The current Finance Director shall provide account balances to each group and explain the budgeting process.
- D. The current and incoming Finance Director shall notify the University community of the procedure for requesting funds through the budgeting process within two weeks of the ASWU general election. Specifically, they shall notify each group that was budgeted for the previous year, and all chartered organizations, that they need to submit a Budget Renewal Form in order to be considered for funding. They shall aid any group that needs help in submitting a budget.
- E. The current and incoming Finance Director must provide a copy of the Financial Standard Operating Procedures to the Budget Committee before the first meeting date. A copy of the previous year's budget must also be provided for committee members before the first meeting.
- F. The Budget Committee, based on a recommendation by the university Assistant Vice President for Finance and Administration, shall determine the ASWU projected revenue for the following fiscal year.
- G. The Budget Committee shall review each of the chartered organizations and general program areas as to their particular budget. The Budget Committee shall then determine the legitimate budget request and make any adjustments to this amount as deemed necessary from the criteria set by the previous budget.
- H. If a chartered organization does not participate in the budget process, they must re-charter their organization in the fall. If an organization does not re-charter, that club will be recognized as an inactive organization.
- I. Any club that misses two or more of the club council meetings or does not give/sign-up for an ASWU update within the academic year will have their account frozen until further notice by the Finance Director.
- J. The Budget Committee shall present the proposed budget at an ASWU Assembly meeting by the last week in April. Action on the budget will be postponed for a minimum of one week so that the members of the ASWU Assembly can report back to their constituents.
- K. The ASWU Assembly shall either accept or reject the proposed budget. If it is rejected, the Budget Committee must propose a new budget. Action on the newly proposed budget need not be postponed.

V. REQUISITIONING PROCESS

- A. All registered, day, undergraduate students may submit a requisition for funds from the unallocated or capital accounts.
- B. The Finance Director shall set consistent deadlines at which point all requisitions must be turned in. The final requisition date for fall and spring semesters shall be no later than the second to the last ASWU Assembly meeting.
- C. All requisitions shall be submitted to the Finance Director. The Finance Director shall bring the requisition to the Finance Committee. After presenting the requisition to the Finance Committee, the Finance Director shall present the requisition and committee's recommendation to the ASWU Assembly.
- D. Requisitions will not go to the ASWU Assembly until the Finance Committee has passed a recommendation.
- E. At the beginning of each ASWU fiscal semester, the Finance Director shall determine the maximum amount of a requisition upon which the Finance Committee may decide to pass. This amount shall not exceed \$600.
- F. Any requisition for \$1500 or below that is failed by the Finance Committee will not be presented at the next ASWU Assembly meeting. In addition, the Finance Committee reserves the right not to decide any such requisition, and instead make a recommendation at the next ASWU Assembly meeting.
- G. All requisitions must be submitted to the Finance Committee at least two weeks before expenses are to be incurred. In the case of an emergency the requisition shall be considered at the discretion of the Finance Committee.
- H. In the event the Finance Committee tables a requisition, it will not go to the ASWU Assembly until further recommendation from the Finance Committee.
- I. In the event the ASWU Assembly tables a requisition, recourse shall be decided at that time regarding whether the requisition must return to the Finance Committee.
- J. The person bringing forth the requisition will be invited to the Assembly meeting for the sole purpose of answering clarifying questions and will leave during discussion.
- K. The Finance Director shall make every effort to contact the ASWU Assembly as early as possible with additional information on a requisition.
- L. In the event of an emergency requisition, appropriate action shall be determined by the Finance Director or the executive officers in the Finance Director's absence. In the absence of all the executive officers, action shall be decided upon by the executives' designate.
- M. The Finance Director shall report all requisitions passed or failed by the Finance Committee to the ASWU Assembly at the ASWU assembly meeting after Finance Committee.
- N. A grievance can be filed with a motion and a second from voting members within 24 hours of notification. The requisition funds are put on hold until the following meeting.
- O. A requisition up to \$600 passed by the Finance Committee can be repealed by a 2/3 vote of the ASWU Assembly.
- P. A requisition up to \$1500 failed by the Finance Committee can be repealed by a 2/3 vote of the ASWU Assembly.

VI. GENERAL REGULATION

- A. Any expenditure over \$5,000, not including tax, must be voted upon by the student body. Expenditures up to \$10,000 are decided by a simple majority of votes cast, over \$10,000 requires a set majority of 60% of the votes cast.
- B. Any transfer of money, which takes place between accounts, must be authorized by the Finance Director and recorded by the Student Activities Program Assistant.
- C. ASWU may not enter into a contract which financially obligates the organization in future years unless approved by the Director of Student Activities and the Vice President of Student Life.
- D. No ASWU budgeted accounts may spend money while in the deficit position without the approval and consent of the Finance Director.
- E. The Finance Director shall take inventory at the beginning and end of each academic year of all funded programs and clubs.
- F. Every person having authorized access to a specific ASWU account must meet with the Finance Director to review their account if necessary.
- G. Each individual with an account in ASWU is responsible for keeping accurate records of how their accounts are being spent.
- H. It is recommended that a student working toward an accounting degree shall conduct an audit of ASWU accounts at year-end.
- I. This document may be amended or revised by a two-thirds vote of the Assembly.

CLUB ADVISOR FORM

The Associated Students of Whitworth University requires each of our chartered clubs on campus to have a faculty/staff advisor to function as a club on campus. Advisors are required to attend one club advisor training every year and are a contact point for any disciplinary actions within club leadership or the club is frozen. Advisors are expected to prevent any problems that may stem from club activity and monitor club actions to ensure they align with the mission of Whitworth University and abide by the Club Manual and a club's constitution.

If an advisor no longer can take the role of club advisor for any reason or an advisor is no longer at the University, clubs have two weeks after they have been notified to let the Club Coordinator know who their new or temporary advisor will be. This includes completing this form again with the new advisor's signature. This form should be printed, completed, signed, scanned (or take a photo), and sent in if your club is re-chartering (attach it to the Re-charter Form), you are starting a new club (attach it to the New Club Form), or your club is getting a new advisor (email it directly to the Club Coordinator).

Club Name:

Advisor's Name (printed):

Advisor's Signature:

Date:

Club President for the current academic year:

Club President for the next academic year:

On-Campus Activity Approval Request Form

To:	Submit this form to Risk Management Coordinator, Alexis Coffell (acoffell@whitworth.edu), 30 days prior to event.					
From:	<i>Name and contact information of person completing the plan.</i>					
Date of plan:			Date of activity:			
Activity Overview:	<i>Briefly describe the activity, purpose of the activity, advisors' qualifications for this type of activity, agenda, etc.</i>					
Event Planner	<i>This is the person supervising and organizing the activity.</i> Name: Title: Contact Information:					
Participants:	Students		Faculty/Staff		Non-student/Faculty/Staff	
	<i>Estimate the number of participants in each category and identify any special requirements for participation such as special skills, certifications or fitness level that is required. Note for certain activities, waivers and emergency contact information from each participant will be required.</i>					
Third Party Providers:	<i>List all third-party suppliers, outfitters, guides, rental companies, etc. Attach any brochures, references, agreements, contracts, leases, certificates of insurance, etc. from these providers.</i>					

Risk Assessment	<i>Describe the main hazards of this activity and the safety measures that will be taken throughout the activity to avoid injury, property damage or negative publicity toward the institution. Include measures related to: transportation to/from, accommodations, the activity, any special clothing or equipment, and any other planned safety measures. Use additional page if necessary.</i>	
	Hazard	Safety Measure
Emergency Response plan	<i>Describe the emergency response plan for any potential emergency situations that could be anticipated with this activity. Consider how to handle different types of emergencies such as theft, illness (student and leader), vehicle emergency, weather delay or student misconduct.</i>	

Sponsoring Department Approval: _____ Date: _____

Event Planner: _____ Date: _____

For Business Office use only

	Signature	Date
Received by Business Office		
Approved by VP of Finance & Admin.		
Waiver forms received		

Off-Campus Activity Approval Request Form

To:	Submit this form to Risk Management Coordinator, Alexis Coffell (acoffell@whitworth.edu), at least 30 days prior to event					
From:	<i>Name and contact information of person completing the plan.</i>					
Date of plan:			Date of activity:			
Activity Overview:	<i>Briefly describe the activity, purpose of the activity, advisors' qualifications for this type of activity, agenda, etc.</i>					
Trip Supervisor:	<i>This is the person supervising the trip that is going on the trip with the students.</i> Name: Title: Contact Information:					
Participants:	Students		Faculty/Staff		Non-student/Faculty/Staff	
	<i>Estimate the number of participants in each category and identify any special requirements for participation such as special skills, certifications or fitness level that is required. Note waivers and emergency contact information from each participant will be required.</i> Provide/attach a list of names of ALL participants.					
Third Party Providers:	<i>List all third-party suppliers, outfitters, guides, rental companies, etc. Attach any brochures, references, agreements, contracts, leases, certificates of insurance, etc. from these providers.</i>					
Transportation:	<i>Describe the means of transportation that will be utilized to/from and during the activity (institution vehicle, charter bus, rental, personal vehicles).</i> <input type="checkbox"/> Self <input type="checkbox"/> Whitworth (See Pool Vehicle rental policies and procedures) <input type="checkbox"/> Third Party Organization Name: _____ Attach proof of insurance from 3 rd party.					

Risk Assessment	<p><i>Describe the main hazards of this activity and the safety measures that will be taken throughout the activity to avoid injury, property damage or negative publicity toward the institution. Include measures related to: transportation to/from, accommodations, the activity, any special clothing or equipment, and any other planned safety measures. Use additional page if necessary. One example might be Hazard: traffic incident, Safety Measure: instruct all drivers to obey traffic laws and all participants to wear seat belts.</i></p>	
	Hazard	Safety Measure
Emergency Response plan	<p><i>Describe the emergency response plan for any potential emergency situations that could be anticipated with this activity. Consider how to handle different types of emergencies such as theft, illness (student and leader), vehicle emergency, weather delay or student misconduct.</i></p>	

Sponsoring Department Approval: _____ Date: _____

Event Planner: _____ Date: _____

Trip Supervisor: _____ Date: _____

For Business Office use only

	Signature	Date
Received by Business Office		
Approved by VP of Finance & Admin.		
Waiver forms received		



STUDENT STATEMENT OF RESPONSIBILITY, ASSUMPTION OF RISK, AND RELEASE OF LIABILITY FOR PARTICIPATION IN A WHITWORTH UNIVERSITY PROGRAM, ACTIVITY, or FIELD TRIP

Complete all blanks on the first and last pages of this document.

Initial each page, sign and date the final page.

Name: _____ Date of Birth (mm/dd/yyyy): _____ WU ID: _____

I wish to participate in the _____ program, activity, or field trip offered through Whitworth University in Spokane, WA, during the approximate dates of _____ through _____.

I understand this educational program or activity is voluntary and is subject to all Whitworth University policies covering students. In consideration for the opportunity to participate in this program, activity, or field trip I understand and agree as follows:

1. Personal Behavior.

I am subject to the Whitworth University *Student Handbook* while participating in this program, activity, or field trip and all rules of conduct applicable to this activity. I have reviewed, understand and agree to comply with the Whitworth University Student Handbook.

2. Health Factors.

2.1 I represent that I am physically able, with or without accommodation, to participate in this program, activity, or field trip.

2.2 I am responsible for requesting reasonable accommodations related to a disability in a reasonable time frame prior to departure. I understand that I must provide the Assistant Director of Career Services and Educational Support Services with documentation of my disability to be considered for accommodations.

2.3 I understand that if I do not make my medical and psychological needs known in a timely manner, my participation in the program, activity, or field trip may be delayed until reasonable accommodations can be determined.

2.4 I represent that I have adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to me from my participation in this program, activity, or field trip and that I will indemnify and hold the University and its employees and agents harmless therefore.

2.5 If, in the course of the program a Whitworth University official should determine, in his/her sole judgment, that the health, safety or welfare of myself or others, or the integrity of the program, is jeopardized by my continued participation, I agree to withdraw or be subject to removal from the program, activity, or field trip and remain responsible for the full payment of all program fees.

2.6 I understand that if Whitworth University is not providing a leased or owned vehicle, and transportation consists of a personal vehicle (of another student, faculty, or staff member) or public transportation, Whitworth University has no liability regarding transportation and I travel at my own risk.

2.7 Health and Safety Risks. I understand that, although the University has made **every reasonable effort** to assure my safety while participating in the program, there are **unavoidable risks** associated with any program, activity, or field trip including the following specific risks: travel to, from and during the program or activity, risk of COVID transmission, risk of personal injury as a result of participation in physical activities such as walking, **[INSERT ADDITIONAL RISKS ASSOCIATED WITH PROGRAM OR ACTIVITY]**

I do hereby acknowledge that I am fully aware of all risks and hazards that may be directly or inherently involved in this program or activity. With full knowledge of the facts and circumstances surrounding this activity, I do hereby assume all responsibility and risk from my participation in this activity, including all risk of property damage, injury, and other hazards to me. I hereby release and promise not to sue the University or its employees and agents, for any damages or injury (including death) caused by, derived from, or associated with my participation in the program.

3. Medical Authorization.

3.1 I grant Whitworth University and its agents full authority to secure medical treatment on my behalf and consent to whatever action they deem necessary in the event of a health emergency, at my expense.

INITIAL: _____

3.2 I authorize and consent to the release of information in accordance with the Family Educational Rights and Privacy Act (FERPA) for the duration of my participation in the program. Such information includes serious illness, accident, disappearance, or any other situation warranting the concern of my program provider, faculty leader, and/or a Whitworth University official. I release the University, and its employees and agents, from any and all liability that may result from the University's compliance, or attempts to comply, with this authorization.

4. Photography Release.

I hereby authorize and consent to the use of images or videos of me, with or without my name, by Whitworth University for purposes including but not limited to: promotional materials, printed publications, internet posts including social media, television, and other media sources. I do this with full knowledge and consent and waive all claims for compensation for use or for damages. I release Whitworth University, its officers, trustees, employees, and agents from liability for any claims by me or any third party in connection with the use of my image.

5. Release of Liability.

I am eighteen (18) years of age or older (for students under the age of eighteen this form must be signed by a parent or legal guardian). I, individually and on behalf of my heirs, successors, assigns, and personal representatives, release The Corporation of Whitworth University, its Trustees, Regents, employees, agents, and representatives, from any and all liability whatsoever for damages, losses, or injuries (including death) that I may sustain to my person or property, arising out of, resulting from, or occurring during my participation in the program, activity, or field trip or any travel incident thereto. This release applies to any loss of property, injury, illness or death due to whatever cause including acts, omissions or negligence of Whitworth University and its employees or agents, third party criminal conduct, political unrest, use of modes of transportation, and activities on the part of fellow participants, agencies, and organizations, persons, or groups with which Whitworth University contracts or which Whitworth University recommends for the provision of services for the program.

6. Statement of Indemnification.

I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify, defend and hold harmless the University and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability, loss, damage or expense, including attorneys' fees, that they or any of them incur or sustain as a result of any claims, demands, actions, causes of action, damages, judgments, costs or expenses, including attorneys' fees, which arise out of, occur during, or are in any way connected with my participation in the program, activity or field trip, including any travel incident thereto.

7. Waiver of Legal Rights.

I agree that this Statement of Responsibility, Assumption of Risk, and Release of Liability is to be construed under the laws of the State of Washington, USA; and that if any portion hereof is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect. By signing this document, I hereby acknowledge that I have read this entire document, that I understand its terms and all disclosures therein, that I have been provided with the opportunity to have an attorney review this document, that by signing it I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily.

I ACCEPT EACH OF THE ABOVE RESPONSIBILITIES, EXPRESSLY ASSUME ALL OF THE RISKS DESCRIBED, AND VOLUNTARILY SIGN AND AGREE TO THIS ASSUMPTION OF RISK AND RELEASE OF LIABILITY AND AUTHORIZATION FOR MEDICAL TREATMENT.

Signed By: _____

Print Name: _____

Date: _____

FOR STUDENTS UNDER THE AGE OF EIGHTEEN (18)

Please Print Name of Participant's Parent or Legal Guardian _____

Signature of Participant's Parent or Legal Guardian: _____ Date: _____

INITIAL: _____

