

WJU Clubs and Organizations

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*** Contains a form**

William Jessup University Clubs and Organizations Policy

Types of Clubs

All clubs and organizations that are approved by William Jessup University must categorize themselves as one of three types:

- **Professional**
 - Clubs whose membership and activities are predominantly centered on a particular academic discipline, course of study, or professional interest.
- **Ministry**
 - Clubs whose mission is to enhance the spiritual life on campus and the surrounding community through service.
- **Activity/Hobby**
 - Clubs whose activities revolve around an out-of-classroom hobby or activity including, but not limited to, outdoor adventure club, ultimate frisbee club, knitting club, etc.*

**The ultimate mission of William Jessup University Clubs and Organizations is to promote community through common interests within our campus. WJU will not approve clubs or organizations that are underwritten by professional organizations that are aimed at social advocacy outside of our direct community (political parties, ethical issues, etc.)*

Approval of New Clubs

- All requests for any type of official student group will be reviewed for consistency with the University Mission Statement, Community Covenant, Student Handbook, and University position statements. Requests to form student groups that endorse positions that contradict the university's identity and mission or violate the student code of conduct, will not be approved.
 - All potential clubs must be signed off by Student Life before they can be considered for review by Student Government.
- Clubs or Organizations that are connected with a national organization will go through a careful vetting process of the national organizations mission, literature, social media and other informative documents. If the national organization is found to contradict the university's identity and mission, this club will not be approved while underwritten by that particular organization.
- The Office of the Provost holds final authority to grant, deny, suspend, or revoke approval of any student organization.

Returning Clubs

- Clubs and Organizations who wish to continue meeting the following year must submit a club continuation form. Returning clubs will not be allowed to advertise on campus, reserve space on campus, or receive funds from Student Government until the form is received and approved by Student Life. Acting under the affiliation of a WJU club without the continuation form may result in a probationary term for the club or organization.

Appeal of Club Policy

- In the event that a group would like to appeal the approval or denial of a club, all appeals must be in writing containing any extenuating circumstances or evidence that is believed to be applicable and presented to the Director of Community Life in Student Life.
- The appeal will be reviewed by Student Life and if necessary, a representative of the Provost office. The person(s) who submitted the appeal will be notified of the decision in writing within 7 business days.
- The Office of the Provost holds final authority in response to appeals.

Club Funds

- Funding for clubs will be allocated by Student Government. Clubs must submit a Request for Club Funds BEFORE the funds are spent, or a reimbursement may not be issued.
- Fundraising outside of the allotted fund from Student Government must be documented on the Fundraising/Donor Request Form through the WJU Development Office.
- If the funds provided are being used in a way that contradicts the mission and statements of the university, the club or organization is at risk for having their privileges revoked.

Expectations of Club Members

- All clubs and organizations are sponsored by the university and therefore a representation of William Jessup University. All members of clubs and organizations are expected to uphold the values of the university and exhibit strong, moral character.
- William Jessup University will not maintain university recognition for clubs that discriminate based on race, ethnicity, gender, or age.

Expectations of Faculty/Staff Advisors

- Club advisors are necessary in identifying the club goals and aid the members and officers by clarifying their responsibilities within the group.

- Faculty/staff advisors are required to be present at a minimum of two meetings per month.
- Faculty/staff advisors are expected to attend at least one Club activity a month.
- Faculty/staff advisors should have specified times during which the Club members may consult with you.
- Advisors must be available to assist in the transition between incoming and outgoing officers.

Outside Members

- Clubs and Organizations at William Jessup University are meant to be enjoyed by the students, staff, and faculty of the University. Therefore, outside members will not be allowed to act as officers, voting members, or benefit from club funds supplied by Student Government.
- The club or organization assumes the risk and responsibility in the event that an outside member behaves in a way that is contrary to the University covenant or student handbook, which can result in the suspension or termination of the club or organization.

Sensitive Material Policy

- If a club is putting on an event that contains pictures, graphics, videos, or any other type of display of sensitive material, they must give people on campus the opportunity to opt out of participating.
 - Adequate warning must be provided in all directions around the display so that the opportunity for passersby to avoid the display is offered.
 - All participants must be fully briefed on the subject matter before continuing with the experience.

Events

Student Life Event Form

This form is a great resource to list out all you will need for your event. You do not have to turn in this sheet for club meetings, but if you are planning a campus wide event, **this form and checklist need to be turned in to Student Life AT LEAST 2 weeks before your event.**

Club Event Request Form

Name of Club: _____

Person requesting Event: _____ Box#: _____

Date of Event: _____ Target Audience of Event: _____

Will your event include any sensitive material, such as pictures, videos, etc.? Yes No

(if yes, please see "Sensitive Material Policy" in club policy).

Is this Event a Fundraiser? Yes No

If so, what are you raising funds for? _____

What is your budget? _____ Is a donor supporting this event? Yes* No

Are you requesting funds from Student Government? Yes** No

Details of Event: (Please attach a completed Student Life Checklist).

*All Fundraising Events/Donor supported events must have an attached Fundraising/Donor Form.

**If so, please attach the Request for Club Funds form

***The Club Event form must be turned in one month prior to the requested event date.

X: _____

Date: _____

Signature of person requesting funds

X: _____

Date: _____

Faculty advisor signature

Approved: _____

Denied: _____

Event Name:		Date:
Club Name:		Contact #:
Setup Time:	Start Time:	End Time:
Purpose of Event:		
Description of Event:		
Who is the target audience?		
TUG Students	Commuter Life	General Public
SPS Students	Faculty	Churches
Campus Life	Staff	Media
FACILITIES REQUEST		
How many tables?		
What kind? (6ft, 8ft, Round)		
Where should the tables be placed?		Attach Floor Plan
Do the tables need to be skirted?		Yes or No
How many chairs?		
How do you want the chairs setup?		Attach Floor Plan
Who will Setup		Facilities or You
Do you need Sound?		Yes or No

Do you need Lighting?	Yes or No
Do you need Video?	Yes or No
Do you need a stage? (Attach Floor Plan)	Yes or No
Do you need Pipe & Drape (Attach Floor Plan)	Yes or No
Are you using any outside equipment vendors?	
How many Techs needed?	
SETUP	
Location:	
Is it approved in Midas?	Yes or No
Is this Event Partnered with another Group? Who?	
Who will be the first to arrive?	
How many people needed for setup?	
Estimated Attendance:	
How many people need to clean up?	
Do you need an extra room for setup?	Yes or No
Do you need a food waiver?	Yes or No
Marketing & Advertisement	
Advertisements Start Date	
Will you be doing posters?	Yes or No
Will you be making a video?	Yes or No
Have you submitted a Digital Signage Request?	
Will it be in chapel?	Yes or No
Costs	
Money budgeted for Event	
Techs	
Lighting	
Video	
Sound	
Decorations	
Promotion	
Food	
Drinks	
Other	
Details	
Will you need Waivers?	Yes or No
Do you need Petty Cash? How Much?	
Will you have a check-in table (guest list, clip boards, etc)	Yes or No
Do you have a schedule for the event?	Please attach

Book a Room, IT, and/or Media Services

As a club at WJU, you are able to book classrooms and common spaces around campus to hold meetings, events, forums, etc. There are two ways to get to the website to book these spaces. You are also free to utilize IT and Media Services.

1. Visit this site: <http://events.jessup.edu/webrequest.pl>

2. Log in to my.jessup.edu

-Go to the on campus tab

-Events and Conferences

-Internal

-Request a room

-(For Media or IT) After you select venue, date, and times, add what you will need from IT or Media Services in the “booking description” section under “your details”.

NOTE: If you are using IT or Media Services that requires a tech to be present after 5pm or on the weekends, they will charge you for your services, so keep that in mind!

Advertising

There are three major modes of advertising on campus: posters, digital signage, and chapel. Here are the guidelines and procedures for each of these

Posting Policy

William Jessup University Campus Posting Policy

- All flyers, posters, or other publications desired to be posted on campus must have stamped approval from the Student Life Office. Any materials not approved will be removed at the discretion of University staff.
- Approval for posting materials will be based on the following criteria:
 - Content and visual graphics must not conflict with the mission, vision, and policies of the University.
 - Community Event dates and times should not conflict with a University sponsored event of the same date, time and purpose.
 - For Sale/Product Advertisements will not be posted around campus, if the product does not conflict with above two criteria, there is a designated location in the Womack Student Life Building lobby for these to be hung.
- All postings must be hung with an approved adhesive (sticky tac). NO tape of any kind is permitted.
 - All approved adhesive (sticky tac) must be provided by the person or group posting. The Student Life Office is unable to provide adhesive for posters.

- Please remove your postings 1 day after your event. All postings not removed will be taken down by Student Life or Facilities staff no later than one day after the date of the event or one month from the date of posting (if not an event date).
- All postings must be placed in the designated areas on the window adjacent to the door. For safety reasons, postings are not allowed on doors or inside buildings unless directed as follows or the proper authority gives permission. (Please see starred locations below)
 - Instructions for special posting areas (Also starred on the map below)
 - WJU Apartments: Stainless Steel Columns by the Main Entrance and next to the elevator on the Lower Level
 - Womack Student Life Building: Inside on the Appropriate Window
 - ACAD Classroom 103: Front Window
 - Academic Hallway: Upper Door and Lower Hallway Doors (NOT Classroom Doors)
 - Music Practice Rooms: Front Doors of building
 - Faculty 1 Office: First Three Lower Level Windows (must be given to Faculty 1 Receptionist to post)
 - Crossroads Classroom Hallway: Entrance Doors

Directory

- ① Bergandi Building
- ② Development Office
- ③ Edrington Conference Room
- ④ Gelsinger Village
- ⑤ Womack Student Life Building
 - ⑥ Mail Center
- ⑦ Rispoli Hall
- ⑧ Phillips Hall
- ⑨ Facilities Warehouse
- ⑩ Tiffin Hall
- ⑪ West Student Union
- ⑫ Warrior Bookstore
- ⑬ Security Office
- ⑭ Bryce & Jo Jessup Prayer Chapel
- ⑮ Information Technology (IT)
- ⑯ Success Center
- ⑰ Career & Internship Services
 - ⑱ Conference & Event Services
- ⑲ Crawford Commons
- ⑳ Reeve-Knight Administration Building
 - ⓫ Administration, Financial Aid, Registrar, Business Office
- ㉑ Teacher Tai Academic Complex
 - ⓫ Shaw Courtyard
 - ⓫ Paul Nystrom Library
 - ⓫ Chambliss Family Executive Offices
 - ⓫ Ratzlaff Hammond Faculty Offices (lower & upper floors)
 - ⓫ Bernardoni Lecture Hall
- ㉒ Academic Warehouse
- ㉓ Chapel
- ㉔ TBD
- ㉕ Activities Warehouse
 - ⓫ Music Rehearsal Hall (Music Bunker)
 - ⓫ Weight Room
 - ⓫ Athletic Facility
- ㉖ Music Practice Rooms
- ㉗ Athletic Ticket Booth
- ㉘ Trophy Room
- ㉙ Athletic Training Room
- ㉚ Intercollegiate Gym
- ㉛ Athletics Offices
- ㉜ The Shack (Retail Coffee Shop)
- ㉝ Crossroads Cafe Dining Hall
- ㉞ Recreation Field
- ㉟ Apartments

Campus Map



Digital Signage

Digital signage requests must be submitted by your faculty or staff advisor. They can do so by following these instructions.

2. Log in to my.jessup.edu

-Go to the employees tab

-Digital Signage Request

Here are the guidelines for your created advertisement: Submitted content must fill the screen. Please submit artwork that has a 16:9 aspect ratio and is 1920 pixels wide by 1080 pixels high (video can vary, as long as it is widescreen. Full screen video with black bars on the top and bottom does not count as widescreen).

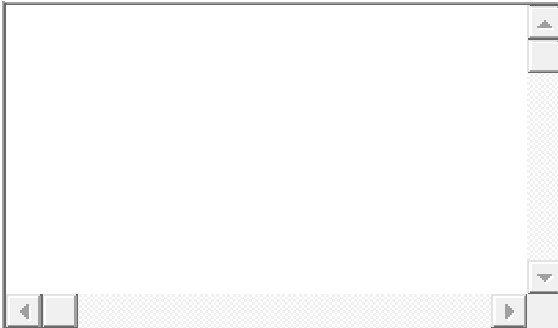
If you're faculty or staff advisor is unable to submit your digital signage, fill out the form below and submit it to Student Life with your graphic at least two weeks before you need it put up.

Digital Signage Request Form

Name*

Email*

Description*



Please describe the event or activity you are promoting.

- Chapel (Preroll)
- The Café
- The Commons
- The Quarry
- The Shack

Please select the rooms you would like your material to appear in.

Start Date*

End Date*



Include any special instructions here

Advertising in Chapel

If you would like any type of advertisement, such as a video, sign, or verbal announcement, to appear in chapel, you must request a chapel announcement on my.jessup.edu.

Log in to my.jessup.edu

-Go to the on campus tab

-Chapel Announcement Request

-Fill out google doc request form

FUNDING

Club Accounts

We are in the process of creating accounts for clubs so that they will have direct access to any money they fundraise or receive from Student Government. As this becomes available, we will update our current clubs.

Fundraising

Clubs who choose to do their own fundraising need to go through the Development office. This needs to be done by the faculty/staff advisor of the club. Here are the different forms that the faculty/staff advisor will have access to:

Log in to my.jessup.edu

-Go to the employees tab

-Development

-Fundraising Policy and Procedures

-Fundraising Form

-In-Kind Donation Form

-Sample Fundraising Letter

-Sample Response Card

Methods of Fundraising

- Sending letters to local businesses for donations
- Sending letters to affiliates with your club's purpose
 - (for letters, see "sample fundraising letter" on the Development page of [my.jessup](http://my.jessup.edu))
- Bake sales
- Have a money night/concert/fun event and collect donations
- Car Wash
- Make and sell a product related to your club
- Host a tournament with a cash entry, 50% to winner, 50% to club

There are so many different ways to raise money for your club! If you find one that works, let us know in Student Life! We would love to add it to this list for other clubs to utilize.

How to Receive Donations

Many businesses want to know if their donations will be tax-deductible. If you have any questions, the best way to know is to ask the Development office. On their page of my.jessup, they have sample response cards for the donating person or business to fill out so that if it is tax-deductible, they will get credit.

Fundraising from Outside Donors

The form below can be accessed on the Development page of my.jessup, but if your faculty/staff advisor is unable to access this page, fill it out and bring it to Student Life.

WJU Club Fundraising/Donor Request Form

Name of Club: _____

Name, Title: _____ Box#: _____

Email: _____

What will the funds be used for?:

What Account do the funds need to be deposited in? _____

What is the name/description of the account? _____

What date will the fundraiser begin and end? _____

What method you will use to fundraise/solicit (Circle one)?

- 1) Sending Fund raising letters 2) Events 3) Sponsorships
4) Offerings 5) Sales (Merchandise, Bake Sale etc.) 6) Other

In what form will gifts be received (Circle one)?

- 1) Cash 2) Checks 3) Credit Cards 4) Wire Transfers 5) Online Gifts

What groups are you planning to solicit for fundraising (Circle all that apply)?

- 1) Local Businesses/Organizations 2) Non-Local Businesses/Organizations 3) Parents 4) WJU Staff/Faculty
5) WJU Student 6) Personal Contacts 7) Churches 8) Previous Donors 9) Other

How many people/organizations do you plan to solicit? _____

Please attach any print materials that you are using to publicize (Letters, Flyers, Response Card etc.), as well as your business solicitation list (alphabetized in Excel format). Additionally, an electronic copy of both documents must be emailed to Taylor Altizer at Taltizer@jessup.edu before this request can be officially processed. This request must be processed through the Development department for ultimate approval.

X: _____

Signature of person requesting funds

Date: _____

X: _____

Faculty advisor signature

Date: _____

Approved: _____ Denied: _____

Requesting University Funds

**This form MUST be turned in to Student Life at least two weeks before funds are needed*

Request for Club Funds

Name of Club: _____

Person requesting funds: _____ Box#: _____

Amount requested: _____ *Date needed by: _____

Reason for funds:

*Fund approvals are at the discretion of the Student Government and are not guaranteed to be approved. Fund approvals may take up to ten business days.

X: _____

Date: _____

Signature of person requesting funds

X: _____

Date: _____

Faculty advisor signature

X: _____

Date: _____

Student Government Officer signature

Approved: _____ Denied: _____

Transitioning from Year to Year

Club Continuation Form

Every club must renew their club status at the end of the Spring semester (before May 1st). Failure to turn in this form may result in club probation for the following semester.

Club Continuation Form

Date of Renewal: Spring of _____ (year)

General Info: Club Type (Select One): Professional Ministry Social

Name of Club/Org: _____

Current President: _____ **Future President:** _____

Current Advisor: _____ Continuing? Yes No

(If no, new advisor MUST fill out Advisor Agreement Form)

Continuing Members

Current President Signature _____

New President Signature _____

Faculty/Staff Advisor Signature _____

Office Use Only

- Advisor Agreement Form (if app.)
- Received by May 1st of previous year

Director of Community Life _____

Advisor Agreement Form

This form is only necessary in the event that the faculty or staff advisor is going to be changing for the upcoming academic school year.

Advisor Agreement Form

The advisor role within a student club offers university faculty and staff members the opportunity to impact William Jessup students in a unique setting. Though the role requires a small level of time commitment, the rewards are immeasurable. The role of the club advisor includes:

- 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.
- Know the happenings of all meetings and being informed of all plans of action.
- Participating in the planning of all on and off campus activities.
- Attending one Club activity a month.
- Reviewing and signing all necessary paperwork.
- Promoting positive relationships between university representatives and students.
- Scheduling specified times during which the Club members may consult with you.
- 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 Club.
- Acting as a positive critic of the Club by giving constructive feedback.
- Assisting in the transition between incoming and outgoing officers.

Advisors must notify the Director of Community Life in writing if, for any reason, they are unable to continue with their responsibilities.

I, as the Club Advisor, agree to all of the terms stated above.

Name: _____

Signature: _____

New Club Officers

Training Checklist

- Go through club resource packet with new officers
 - Clubs and Organizations Policy
 - Student Life Event Form
 - Booking rooms/IT/Media Services for meetings
 - Advertising (posting policy)
 - Fundraising
 - Club Continuation Form
- Rundown of what a typical meeting looks like
 - How long do they typically last?
 - How often do you meet? Once a week? Every other week?
 - Do you collect dues from members?
- Faculty/Staff Advisor
 - How often, as a club officer, would you meet with the advisor?
 - What role does your advisor play?
 - Present at all meetings?
 - Voting member?
 - How do they prefer to be contacted (email, cell, in person)?
- Club Accounts
 - Transfer over any social media accounts or provide passwords.
 - Ask IT to transfer delegation of email address to new officers.
 - Give new officers account numbers and inform them of how much money they have in the club account.
- Club Requirements
 - Fall Club Fair
 - Club Continuation Form
 - Semester Check-in with Director of Community Life

Questions? Comments? Concerns?

Taylor Altizer

Director of Community Life

Taltizer@jessup.edu | (916) 577-7002