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CLUBS

UTAH VALLEY UNIVERSITY

UTAH VALLEY UNIVERSITY HANDBOOK FOR CLUBS

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INFORMATION & GUIDELINES

UNIVERSITY PURPOSE & OBJECTIVE

Clubs connect students to Utah Valley University in a unique way. Participation in a club reflects each student's individual interest, hobby, professional aspirations, and/or academic desires while allowing the students to be involved on the level that they are most comfortable.

Housed within the Department of Student Leadership and Involvement, the Clubs Office works with over 130 clubs annually, providing opportunities that complement the classroom experience by promoting student involvement, enhancing leadership skills, and preparing students to take on active societal roles within their communities. Many clubs receive University, local, and national recognition. Students are encouraged to join an existing club or start a new one. Clubs are a great way to connect with other people on campus and explore individual passions.

Utah Valley University defines a “**club**” as a student-led group with a common interest or goal with at least six members where 75% of the members are currently enrolled UVU students that complies with university registered club requirements, including but not limited to having a lawful purpose, registering the club, having a club constitution, having a president who is a full-time UVU student, etc.

Clubs are categorized into the following areas:

Academic: A club with an educational purpose, often seeking to share information related to a specific topic or field of interest. These clubs prepare club members for the professional workforce or schooling beyond their bachelor's degrees and can often be aligned with classes and/or departments already offered at UVU.

Athletic & Recreational: A non-competitive sports team or group that provides students a chance to engage in their favorite athletic/recreational activity with others.

Ethnic & Cultural: A club that typically holds meetings or events to promote diversity/inclusivity and help others understand different cultures. Even though these clubs offer support to specific groups on campus, club membership is not limited to any particular racial, ethnic, or cultural population.

Performing Arts & Media: A club that performs, practices, and/or creates as a form of communication and expression.

Service: A club that places emphasis on contribution to UVU, the community, or world through active service and volunteerism.

Social: A club that seeks to find commonality by sharing unique hobbies, interests, or skills with others.

Social Awareness & Political: A club that desires to provide a place for members to discuss topics of interest relevant to them, serve as a support group, or advance social and political interests that affect UVU and/or the community as a whole.

World View: A club that serves as a safe haven and place of comfort for students who share similar beliefs, ideologies, and worldviews or who are exploring new aspects of religion and spirituality.

REQUIREMENTS & EXPECTATIONS

By registering a student group as a club at UVU, students can access to resources and privileges otherwise restricted. The annual registration of a club does not imply the University's support for the purpose, philosophy, activity, or events of the clubs, nor does it mean the club has been granted as an entity or agent of the state of Utah or UVU. The registration does imply the University's recognition and support of students gathering together to build a community and sense of belonging amongst their peers who share a common interest.

General Requirements:

To register a new club or re-register an existing club, the following requirements need to be met.

- Membership must be open to all UVU students.
- Each club must have at least six (6) members.
- At least 75% of the club members must be enrolled as UVU students.
- The club must have at least one officer serving as president, who meets the following requirements.
 - Full-time student with at least 12 credits
 - Cumulative GPA of 2.5 or higher
 - In good standing with the university
- A club constitution must be provided.
- Complete one (1) service or civic engagement activity per semester.
- Submit a MID-ANNUAL REPORT form at the start of the spring semester.

General Club Expectations:

- Complete all CampusGroups Tracks and Checklists assigned by the Clubs Office.
- Meet with your club ambassador twice a semester.
- Regularly check and respond to email/communication from the Clubs Office.

Club Name Requirements:

When creating a name for the club, it should explain the club's purpose. In addition, to protect the club's first amendment rights the club can only use Utah Valley University, Utah Valley, or UVU as a location of the club. The club's name will need to comply with the following rules and guidelines:

- To use Utah Valley University, Utah Valley, or UVU in the club's name, you may **ONLY** use it to express the geographical location of the club:

Prohibited Example: Utah Valley University Twilight Fan Club

Approved Example: Twilight Fan Club at Utah Valley University

- The club's name should not infringe the copyright of another organization, unless the organization holding the name has given permission for the name to be used:

Prohibited Example: Harry Potter Club at UVU

Approved Example: Harry Potter Fan Club at UVU

- Social media handles and name on the account must follow the same guidelines:

Prohibited Example: @UVUOneDirectionFanClub

Approved Example: @OneDirectionFanClubUVU

- The club's email address must follow the same guidelines:
Prohibited Example: UVUOneDirectionFanClub@gmail.com
Approved Example: OneDirectionFanClubUVU@gmail.com
- A new club may not duplicate the name of an existing UVU club, organization or department or choose a name that is similar or closely related. By doing so, this could create confusion or conflict among members on campus.
- The name of the club must be in good taste.
- The Clubs Office reserves the right to deny the name of any club.
- If a club becomes a student organization and is run and governed by a department/unit, "club" cannot be used in the name of the student group.

Greek Life Requirements:

If registering Greek Life on campus, the following requirements must be fulfilled. To maintain the registration status of a social fraternity or sorority chapter on campus, each group will need to register every year through the Clubs Office. In addition to the general club registration the following will need to be provided from the national organization.

- A letter stating that the chapter is in good standing with the organization's national office
- Risk Management or Risk Reduction Policy
- Anti-Hazing Policy
- Drug & Alcohol Policy
- Chapter By-laws or Constitution

Failure to comply with the policies above could result in a probationary period and/or discontinuation with the chapter at UVU.

Club Constitution Requirements:

Each club is required to provide a constitution. A constitution is a document outlining how the club will function. A constitution writing guide is available in the appendix for your reference. Each club's constitution must contain the following:

- Mission/Purpose of the club
- President and club officer requirements
- Leadership election/selection process
- Leadership removal/vacancy process
- By-laws describing how the club functions
- Club dues, if charged and amount
- UVU Non-Discrimination Statement

Club President Requirements:

- Be a currently enrolled full-time UVU student (Undergraduate: 12 credit hours or more/Graduate: 9 credit hours or more, not including LDS institute courses).
- Maintain a 2.5 cumulative GPA.
- In good standing with the University (financially, academically, conduct, etc.).

Club Officer Requirements:

- A currently enrolled UVU student, either full or part time.
- In good standing with the University (financially, academically, conduct, etc.).

Club President and Officer Expectations:

- Reply to emails and other correspondence from the Clubs Office and/or Department of Student Leadership & Involvement.
- Update the Clubs Office when the club has a change in leadership between the submission of registration and/or the mid-annual report form.
- Adhere to all campus policies and procedures.

REGISTERING A STUDENT CLUB

Deadline:

All clubs must register with the Clubs Office housed within the Department of Student Leadership & Involvement in order access resources, support, and privileges available on campus. Existing clubs must re-register each academic year, regardless of whether or not there have been changes made to the club from the year prior. Clubs that plan to be active the entire academic year must complete the registration form before November 1 and submit the mid-annual report before March 20.

- Fall Registration: Open July 1 - October 31
- Spring Registration: Open November 20 - March 20

To Complete the Annual Registration for an Existing Club:

- Click the " Forms" button on the clubs website, uvu.edu/clubs.
- Press the "ANNUAL REGISTRATION" form button.
- Complete the "CLUB RE-REGISTRATION" form.

To Complete the Annual Registration for a New Club:

- Click the " Forms" button on the clubs website, uvu.edu/clubs.
- Press the "ANNUAL REGISTRATION" form button.
- Complete the "NEW CLUB REGISTRATION" form.

Following the completion and submission of the ANNUAL REGISTRATION form, the information will be reviewed by the Clubs Executive Board for approval. Be aware that if a club, organization, or department/unit is already in existence that holds a duplicate mission and purpose, the registration will be denied, and students will be encouraged to become involved with the already existing student group.

If the club registration is denied, the club may submit a written appeal within one (1) week of the registration notification. Appeals should include an explanation as to why the denied registration status should be overturned and sent to clubs@uvu.edu. The appeal will be reviewed by the Sr. Director and Asst. Director of Student Leadership & Involvement.

REVOKED OR SUSPENDED REGISTRATION

Having a club registration suspended means the club temporarily loses its privileges and cannot operate until the suspension is lifted. If a club's registration is revoked, it permanently loses its status and privileges, and the club is no longer recognized by the university.

Registration of a club may be suspended or revoked for the following reasons:

- Violation of university policy, procedure, and/or state or federal laws.
- Failure to abide by the rules, policies, or guidelines of the affiliated organization's national, regional, or other parent entity (if applicable).
- Failure to complete or maintain the club's annual registration requirements.
- Any misconduct or failure to adhere to the club's constitution.
- Inactivity for two (2) or more semesters.

While a club registration has been suspended or revoked, the club cannot do the following:

- Use campus-wide facilities free of charge.
- Publicize on campus.
- Participate in any department sponsored events (ie: Club Rush).

Any concerns, violations, issues, etc. regarding a club will be reviewed by the Clubs Office. The current or most recent club president and/or representatives will receive notification from the Clubs Office. Two (2) weeks after notification is given to the club president/representatives, the Clubs Office may take one of two actions:

- Remove the club's name from the department records, revoking the club's registration.
- Issue a suspension, providing additional time to the club to reorganize, reactivate, address any violations to campus policy, procedure, and/or state or federal law, fulfill any outstanding registration requirements, resolve any outstanding financial debts that have been reported to UVU, etc.

BECOMING A STUDENT ORGANIZATION

Utah Valley University defines a “**student organization**” as a student group that is led, organized, or sponsored, and overseen by a university unit, considered integral to the mission and purpose of the university unit, and inherently linked to the University. Student membership must consist entirely of currently enrolled students.

If a club is wanting to become a student organization a campus department/university unit will need to facilitate its creation and assume full responsibility for the functions of the student group. This includes but is not limited to finances, campus scheduling, risk and liability with events/activities, oversight of meetings, selection of student leadership positions, etc.

Please refer to Policy 532 for additional information regarding the differences between a club and a student organization.

Club to Organization Transition Instructions:

- Work closely with both the Clubs Office and the on-campus department/unit who will be sponsoring the student group.
- Please contact the Clubs Office (clubs@uvu.edu) to receive the CLUB TO ORGANIZATION form.
- Complete the form completely and accurately. Be prepared to provide information such as contact information, transition explanation, department/unit approvals, etc.
- Once the form has been filled out entirely, it will be reviewed by the Clubs Office and a new banner index will be requested to support the functions of the student organization. Any funds allocated to the club will be transferred to the new index that has been provided for the student organization.
- Any club generated funds should be deposited into the student organization account in consultation with the staff member overseeing the program.

CLUB MENTOR REQUIREMENTS & EXPECTATIONS

A club presidency has the option to select a Club Mentor, however, it is not a requirement to have a club advisor. A Club Mentor is someone who will support, offer advice, and give help when asked or needed. Club Mentors are to be selected by the student officers of the club.

Please understand that the purpose of a mentor is to help develop leadership skills and build community connections for the student club they are volunteering with and **NOT** to govern or run the club. The mentor is not permitted to schedule events, make purchases, or other functions facilitated by the Clubs Office.

A Club Mentor must complete and submit the CLUB MENTOR ACKNOWLEDGMENT form ([>> Club Forms](http://uvu.edu/clubs)), annually when the club re-registers or a new club is formed. This form is required to verify the employee's supervisor is aware of them volunteering to mentor a club and accepts the responsibility to address any job performance concerns with employee.

The minimum requirements and expectations for the involvement of a club mentor are as follows:

Club Mentor Requirements:

- Must be a full-time exempt status employee.
- Completion of the CLUB MENTOR ACKNOWLEDGMENT form when the club submits their annual registration.
- Your immediate supervisor must approve of you being a club mentor. They will receive an email notifying them of your participation as a club mentor.

Club Mentor Expectations:

- A club mentor must be willing to comply with the UVU Clubs Handbook and Guidelines.
- A club mentor must be willing to allow the students to organize and run the club and be willing to instead mentor and advise.
- A club mentor should not be planning club events/activities or meetings, schedule facilities, or collect money for the club.
- Report any violations made by the club or its members of the UVU Clubs Handbook, the UVU Student Code of Conduct, UVU's Title IX/Sexual Misconduct Policy (UVU Policy 162), UVU's Discrimination Policy (UVU Policy 165), or any financial concerns, please notify the Clubs Office of such concerns immediately.
- The responsibilities related to the employment at UVU of the Club Mentor should always be the priority and come before any involvement with a club.

Club Mentor Removal:

In the case a club is no longer interested in working with a Club Mentor, the club will need to contact the Clubs Office via email with the following information. Just as with the selection, the removal of a Club Mentor should be a presidency decision, not one made by a single individual.

- Name of Club and Presidency Members
- Statement explaining why the club is removing the individual from their role as a Club Mentor

BENEFITS & PRIVILEGES

After completing the registration process, the following benefits and privileges on campus are granted to an approved and registered student club. These benefits should not be looked upon as rights or entitlements. You are responsible for being courteous to other clubs, organizations, and departments on and off campus:

- Use of campus facilities free of charge, including table reservations, with the exception of the UCCU Events Center.
- Individual club CampusGroups portal, which provides the club with resources including forms, a place to store files, mass messaging, public calendaring, leadership tracking, etc.
- Ability to hold fundraisers, events, service projects, etc. on campus with use of campus facilities.
- Ability to publicize on campus with the use of the resources provided by the Clubs Office, on campus bulletin boards, fliers, posters, banners, A-frames, yard signs, and digital signage.
- Access to the Clubs Publicity Room, housed in SL 122, stocked with computers, a printer, a copy machine, paper, laminator, writing utensils, paint, balloons, string, paper cutter, scissors, etc.
- Participation in Club Rush (both fall and spring semesters).

Any and all benefits and privileges offered to registered clubs may be removed from a club at any time due to misconduct and failure to comply with policy and/or procedures.

CLUB FINANCIAL RESPONSIBILITIES

The individual club is responsible for ethically managing all club related finances and maintaining all supporting documentation for purchases and revenues. The club is encouraged to create a financial plan identifying monetary needs, ways to generate funds, establishing membership dues/fees, and so on.

The responsible collection and management of funds from membership dues/fees, donations, sponsorships, and revenue-generated events are critical to the successful operation of the club. The Clubs Office can provide support and resources to help a club do this but UVU, specifically the Clubs Office, does not have any fiduciary/financial responsibility for individual clubs and is unable to collect or house any funds for a club.

University Financial Restrictions:

- A club may not use the university name in booking travel, contracting services, submitting banking information, soliciting funds or sponsorships, etc. (see "Club Name Requirements for additional guidance).
- A club may not use the university tax identification numbers, including sales tax exemption.
- UVU will not arrange travel, lodging, transportation, or registration for individual clubs.
- A club is not permitted to enter into any type of contractual relationship, such as vehicle or facility rental, product production, etc. in the name of UVU. All such contracts/orders must be secured in the name of the club president or other club representative.

Revenue Examples:

- Membership Dues/Fees: Club membership dues/fees provide the necessary funds for club sustainability. The money should be used to purchase supplies for club meetings, events, activities, and/or pay fees or registration costs for supplemental activities the club chooses to participate in.
 - The club leadership should determine the amount that will sustain the club for the year. The amount decided upon must be included in the annual registration and club constitution. In addition, members who pay club dues are more likely to participate in the club because of the investment they have made.
 - Clubs are not required to charge club membership dues/fees, but it is highly encouraged.
 - To reduce the risk of liability and accusations of theft, club officers, members, and mentors should NOT collect club dues. Each member should pay their dues to the club's treasurer and receive a receipt.
- Events & Ticket Sales: Clubs can charge for admission to events and performances utilizing Eventbrite, Venmo, or other ticketing and payment applications. The Clubs Office can set up ticketing through the university's ticket system, at no charge, at the club's request.

GRANT PROGRAM

To provide additional support to individual clubs, the Clubs Office facilitates a grant program that a club is able to request and receive funding through UVU. **These funds are limited and are awarded on a first come, first serve basis, therefore the following items MUST be completed by the dates in the Grant Program Presentation Schedule (available at uvu.edu/clubs) PRIOR to applying for these funds.**

Funds awarded through the grant program are to be used for club functioning costs, programs, events, or initiatives, etc. Management of these funds must be administered through the Clubs Office and all campus policies and procedures for accessing them must be followed.

The approval of a grant is at the discretion of the Clubs Executive Board and will be determined based on the completion of requirements and funds available for allocation. The review board will be composed of five (5) Club Ambassadors, the Assistant Director of Student Leadership and Involvement specializing in Clubs, and one (1) Student at Large.

Grant Program Requirements:

- Current club registration.
- Completed or plans to complete a service or civic engagement project requirement for the semester of application. Project must be completed before funds are dispersed.
- Submission of grant application by listed deadline.
- Participation in a grant request presentation.
 - The club will be contacted to schedule a time to give a 5-7-minute presentation to the review board addressing the following:
 - What the club planning to use the money for.
 - How using the awards funds will support the purpose of the club.
 - How the funds will help the club.
 - A summary of the club service or civic engagement project.

Accessing Awarded Grant Program Funds:

All purchases made using grant program funds must be pre-approved through the Clubs Office. The club must have an official approval confirmation before any purchase is made. Failure to do so will result in a violation. If three violations are received, the club will lose any remaining awarded grant program funds. There are no exceptions to this practice as it is connected to campus policy and procedure dictated by federal and state law. Purchase approvals may take up to four (4) weeks to be processed and issued, therefore advanced planning is critical.

To submit a Purchase Approval Request..

- Complete and submit the CLUB PURCHASE APPROVAL REQUEST form ([>>> CLUB FORMS](http://uvu.edu/clubs)).
- Provide a detailed description of what you are purchasing, from where, how much per item and the total cost.
- The club will receive notifications, via CampusGroups, as the purchase approval workflow is approved or denied on various levels.

- The club is NOT approved to purchase items until they receive the final email stating the purchase is approved.
- After the final approval is received, additional instructions will be sent including when the club is scheduled to pick up the Clubs Office credit card, if applicable.

FUNDRAISING & DONATIONS

Clubs are encouraged to plan and implement fundraisers to meet the needs and functions of their club for the year. Additionally, clubs have the right to ask for donations from a friend, family member, community member, or off-campus businesses to help with club costs.

Fundraising:

Because of limited campus funds available and the constraints of a student budget, club fundraisers provide the club with the necessary money for goals and initiatives. When planning a fundraiser, to prevent campus or legal violations, the club should be mindful of the following and submit the FUNDRAISING APPROVAL form ([>> Forms](http://uvu.edu/clubs)) prior to the fundraiser happening.

- Fundraisers can be held on campus if they are not in direct competition with the Campus Store or Dining Services. The selling of baked goods is not permitted on campus.
- Avoid fundraisers where the club is required to pay high costs upfront. These situations can have a monetarily negative effect on the club finances in the case the fundraiser is not successful.
- Clubs selling items (i.e.: shirts, admission tickets, food, etc.) will need to charge 7.25% in sales tax to the purchaser or it will come out of the club's total sales. Reporting sales tax to the state is the responsibility of the individual club.

Donation:

A donation is defined as funds or goods given to the club without any exchange of service, goods, etc. An example of this would be a friend, family, or community member contributing any financial amount to the club without receiving anything in return. Prior to contacting an organization or individual for the purpose of soliciting donations, the club must receive approval from the Student Affairs Development Officer to determine whether they may be contacted. This process is facilitated by the Assistant Director of Student Leadership & Involvement.

Sponsorship:

Sponsorships are defined as an exchange of services between the club and a business. If a club receives money or goods from a business because of work, advertising, etc. it is considered a sponsorship and not a fundraiser. An example of this would be a club receiving a monetary donation from a business and in exchange the business logo would be displayed on a t-shirt, jersey, or banner that would be visible at club events.

ORDERING & PURCHASING FOOD

Before a club places a food order with UVU Dining Services or purchase snacks and drinks at the store, there are a few things to be aware of to prevent university or legal violations.

Off Campus Food Guidelines & Restrictions:

UVU is responsible for all food consumption at activities officially scheduled and hosted on campus. Therefore, perishable food from off campus (i.e.: homemade, purchased from the grocery store, bought at a restaurant, etc.) provided by the club is not allowed to be brought on-campus for any club event, meeting, practice, etc. to prevent the risk of contamination.

Perishable food items brought by individual students for personal consumption is permitted.

Individually packaged, single-served, non-perishable snack type items and Pepsi product drinks for on-campus events are permitted.

On Campus Restaurants and Dining Services:

A club can purchase food and beverages for their on-campus events through Dining Services and all on-campus restaurants such as Jamba Juice, Guru's, Chick-Fil-A, Costa Vida, Cup Bop, Papa John's, Willy's Pop Shop, etc.

Food orders should be placed and confirmed at least **2-3 weeks** before your event to prevent any rush or late fees from Dining Services.

Some restrictions apply when placing catering orders with on campus restaurants and Dining Services.

- For small events (less than 100 people) you may work with any on-campus restaurant or place a catering order with Dining Services. Note that a minimum of 11 people is required for a Dining Services catering order.
- For large events (more than 100 people) a catering order with Dining Services will need to be placed.

EVENTS & SCHEDULING

One of the privileges of being a registered club at UVU is access to campus facilities, free of charge. Individual clubs are encouraged to host their meetings, activities, practices, etc. on campus to encourage student participation. Facility use is dependent on availability and must be scheduled through the Clubs Office. Space on campus is in high demand so it's critical to plan in advance and submit the scheduling requests multiple weeks prior. Best practice is to submit the request six (6) weeks in advance. Requests submitted less than three (3) weeks in advance may not be processed depending on the volume of submissions pending. Additionally, every event is subject to evaluation by the UVU Major Events Assessment Committee to determine risk, liability, additional required permissions, etc. Duplication of events and programs by a campus club, department, student organization or university unit will not be permitted.

Reserving Space On Campus:

All events, activities, meetings, practices, etc. must be scheduled through the Clubs Office.

To submit a Scheduling Request form..

- Complete and submit the CLUB SCHEDULING REQUEST form (uvu.edu/clubs >>> CLUB FORMS).
- When submitting the form provide a short, detailed description of the event. This information will be placed on the UVU app and online public calendar.
- Whenever possible, give multiple dates and locations for the event. If the practice, meeting, or event needs to be held in a specific location, please indicate that with an explanation as to why. Some locations are in high demand and may not be available on your requested date. When you can, be flexible on dates and locations. Clubs are allowed to schedule space across campus. Some locations, such as dance rooms, cannot be reserved until three (3) weeks after the semester has begun due to academic class schedules needing to be finalized.
- Provide a list of the needed set up or media tools necessary for the event, meeting, or activity including tables, chairs, tablecloths, A/V equipment, etc.

Once the request has been submitted, the club should continue with the planning of the event. Please be aware that..

- It will take 2-3 business days to begin the processing of the request. This may take longer during peak times, like the beginning of each semester, weekends, or campus closures.
- It is essential to regularly check the email associated with the club and the form often so messages from the Clubs Office aren't missed.
- If the request is in an 'On Hold' or 'Requires Modifications' status in Campus Groups and you are unsure why, please email the Club Ambassador.
- After the request is processed and the venue is confirmed with Events Services an email confirmation from the Clubs Office will be sent to the club.
- It is the club's responsibility to confirm that the location and details of the scheduled event are accurate. If they are not, please work with the Clubs Office to correct any mistakes made.

If canceling an event due to low attendance or unforeseen circumstances, please contact the Clubs Office (clubs@uvu.edu, 801-863-8618) as soon as possible.

SERVICE & CIVIC ENGAGEMENT

Clubs at UVU are required to complete a minimum of one (1) service project or civic engagement activity per semester. This demonstrates civic engagement and fosters active citizenship, which aligns with the core values of the University and the Department of Student Leadership and Involvement.

The Clubs Office defines **“service”** as work done by a person or group of people that benefits others. It is often done near the area where the participants live, so the local community reaps the benefits of the work. Participants do not get paid to perform community service but volunteer your time. An example is helping at a Habitat for Humanity event or tying fleece blankets for a children's hospital.

The Clubs Office defines **“civic engagement”** as the participation in attending/watching a workshop, speaker, film, or event to gain a deeper understanding of a social issue. An example is a movie night hosted by the Center for Social Impact.

The club should have a minimum of 4-6 members present at the service or civic engagement activity to fulfill the requirement. If a club does not complete a service or civic engagement activity each semester, the club registration may be suspended.

Scheduling or Reporting on a Service or Civic Engagement Activity:

- Complete and submit the CLUB SERVICE & CIVIC ENGAGEMENT APPROVAL REQUEST form (uvu.edu/clubs >>> CLUB FORMS).
- The following details will be requested.
 - Date of the service or civic engagement activity.
 - Detailed description of what the club will be participating in.
- If the service or civic engagement activity will be organized by the club and held on campus, the following information should be included. Note: The CLUB SCHEDULING REQUEST form will not need to be completed in addition to this form.
 - Start and end time of the activity.
 - Three (3) potential on campus locations to host the activity at.

Utilizing the Center for Social Impact:

The Center for Social Impact, located in SC 105, provides service opportunities clubs are welcome to participate in. These are projects/activities that are already planned and needing volunteers. They also provide resources in planning club service projects on and off campus. Please visit the Center for Social Impact in person or online at uvu.edu/socialimpact.

PARTNERING WITH AN OFF-CAMPUS GROUP

If an outside organization (i.e.: off campus group) has contacted a club to **CO-SPONSOR** an event or **PARTNER** on a project, the club should be mindful of the details in working with the group. The event, group, or organization that the club is collaborating on or with must fulfill the mission and purpose of the club stated in the club's constitution and registration. In addition, the club must be heavily involved with all aspects of the planning, publicity, and day of event including responsibility for any costs that may be associated with the event (entrance fees, event costs, etc.). If the club is not directly involved with the off-campus group in these aspects, the group may not use the club's name or campus facilities provided through the registration of the club. If the event is on campus, only the club may submit the CLUB SCHEDULING REQUEST form, **NOT** the outside organization.

The Clubs Office holds the right to deny any off-campus group from co-sponsoring an event with a club due to the nature of the event. For more information contact the UVU Clubs Office located in SL 122, or at clubs@uvu.edu.

PUBLICITY & UVU LOGO USE

The Clubs Office offers a variety of no-cost and low-cost ways for clubs to promote and advertise the club and their events, meetings, and activities. However, to maintain legal separation and liabilities between clubs and UVU and to allow free speech and creative freedom for the club, all clubs are restricted by specific controls and guidelines when using the University's name and trademarks.

Clubs are not permitted to use the University's name as part of the club name but are permitted to use it as a location (ie: Botany Club at UVU).

Clubs are not permitted to use the University's trademarked logos outside of the specific controls and guidelines outlined and maintained in UVU policy and the University's brand style guide.

To indicate current registration of a club with the University, a generic club mark (medallion) is available for use and can be provided by the Clubs Office. The generic club mark does not constitute endorsement by UVU of the club's purpose, mission, or conduct but rather provides verification of current registration and permissions of the club to use campus resources and facilities.

Clubs are permitted to create their own logo, but all unique club logos must be separate and distinct from the University's logo. Club logos should not mimic or be based in any way on registered UVU trademarks.

Clubs are also permitted to create their own graphic designs to promote club events, activities, and projects. Designs cannot contain copyrighted images or materials without consent/permission from the owner. All files used and submitted must be a JPEG or PNG and properly sized, no other formats will be accepted. Designs that are pixilated or have low resolution cannot be used. All publicity designs must have the following to be approved.

- Club Name
- Name of Event
- Date, Time, and Location of Event
- UVU Clubs Medallion

Publicity Resources & Services:

To request and utilize any of the resources and services listed below complete the CLUB PUBLICITY REQUEST form on the Club website uvu.edu/clubs >> CLUB FORMS. By completing this form, the Clubs Office will facilitate the permissions needed for printed publicity to be hung/posted on campus and orders sent for printing, when applicable.

- Custom Graphic Designs: Clubs can utilize the Student Leadership and Involvement department graphic designers to create unique designs for your event or to use as a club logo. This service is free to active, registered clubs. Custom designs and logos take **6-8 weeks**, from submission to delivery. Once requested the club will be given a timeline of completion of the project or logo. The club will share in the responsibility of keeping the timeline by responding to emails quickly. All club logos must be approved by University Marketing & Communications-Trademarks and will be handled by the graphic designers as part of the design process.
- Clubs Design Library: Clubs can select one (1) of 30 designs made specifically for UVU clubs by the Student Leadership and Involvement department graphic designers. The design library can be found on the Clubs website: uvu.edu/clubs >> RESOURCES. These designs are template based and can be quickly updated with the club information. Anticipate a one week turn-around time. Note that designs selected multiple times will be retired to keep the library on trend and prevent oversaturation throughout campus.

- CampusGroups Events & Online Calendar: The Clubs Office automatically adds approved club meetings, practices, and activities to the events calendar on CampusGroups (involvement database system) and UVU's Student Life public online calendar.
- Social Media: Clubs can have their event added to the Clubs Office Instagram story or posts. Clubs can also tag @UVUClubs in a post to have it reshared.
- Digital Signage: Digital graphics for any event, meeting, service project, or fundraiser are broadcasted to digital displays throughout campus. All Digital Signage ads run for **14 calendar days** and must meet the following criteria:
 - Each club can display **four (4)** advertisements through Digital Signage each semester.
 - Only club sponsored events and/or activities, open to the entire student body, are permitted to be advertised using digital signage. Private club events or meetings will not be approved to run on Digital Signage.
 - Designs that are pixelated or have low resolution cannot be used.
 - The file must be submitted as a JPEG or PNG, no other formats will be accepted.
 - Transparent backgrounds will show up as white.
 - For vertical ads, the dimensions must be 1080x1920 pixels.
 - For horizontal ads, the dimensions must be 1920x1080 pixels.
 - A graphic will only display for 10-15 seconds at a time, so the design should reflect this time constraint.
 - All Digital Signage must include the following in order to be approved.
 - Club Name
 - Name of Event
 - Date, Time, and Location of Event
 - UVU Clubs Medallion
- Printed Signage: Printed publicity can be hung throughout campus for a two (2) week period. All signage must be approved and marked by Campus Connection to prevent it from being removed from locations prematurely. The Campus Connection review process takes a minimum of one (1) business day. There are no exceptions or expedited measures for this. Printed publicity that fails to be removed after the expiration may result in a \$25 fine issued by Campus Connection. There are restrictions when handing printed publicity and compliance with the following is required:
 - Tape of any kind may not be used to hang signage.
 - Signage cannot be hung in the following locations/circumstances:
 - Painted walls, concrete pillars, concrete walls, or carpeted walls
 - Woodwork of any kind
 - Office windows, unless permission is obtained from the office
 - Bathroom stalls, mirrors, windows, doors, or doorways, this includes glass, metal, or wood
 - Machinery of any kind, (vending machines, drink machines, bank machines, etc.)
 - Department bulletin boards, unless permission is obtained from the department

A full list of printed options, including dimensions and cost, is available in the appendix section of the handbook.
- Misc. Publicity Equipment & Supplies: The Clubs Office has publicity equipment and supplies that can be used for club events and activities. There is no cost to use these items. However, items that are not returned following the event will incur a fine to the person who reserved and checked out the items.

<i>Item</i>	<i>Description</i>	<i>Duration</i>	<i>Quantity</i>
<i>Tablecloth</i>	Clubs Office logo tablecloths for banquet length tables. These are for check-in tables or tabling in the hallway.	24 hours	10
<i>Large Backdrop</i>	Double-sided 10' backdrop with Clubs Office & Do More of What You Love logos.	24 hours	1
<i>Free-Standing Banner</i>	Do More of What You Love vertical pop-up banners.	24 hours	3
<i>A-Frame</i>	Used a directional signage the day on the event, inside the building.	24 hours	12

SAFETY & RISK MANAGEMENT

High Risk Activities:

For liability reasons, Utah Valley University does not permit high risk activities (hang gliding, outdoor survival courses, advanced mountain climbing, or hot air ballooning, etc.) to be held on Utah Valley University property or to be sponsored by university departments and groups. Individuals wishing to organize such activities on their own may do so but are not permitted to use the Utah Valley University name with publicity or when dealing with vendors, participants, or others.

The Clubs Office and the Major Events Assessment Committee will assist in the facilitation of any additional permissions and/or coordination with other campus departments when large, unusual, or potentially risky events are planned. In organizing such events, the event planner from the club may be assuming responsibility for the safety of participants and might be held personally liable in case of incident or accident.

All participants should have individual primary insurance. However, there are circumstances where a student-organized event may assume more risk and may be required to purchase additional insurance coverage or collect participation waivers.

The following are examples of events/activities that would have an increased risk of participation. This list is not comprehensive. Each event will be evaluated on an individual basis.

- Large commercial events, such as concerts, fairs, and large-scale athletic events.
- Events that have off-campus co-sponsors. Such events must be insured either by the student club or the co-sponsor, preferably by the off-campus partner.
- Outdoor events (inclement weather can stop the event, but not the costs associated with the event).
- Physical activities such as trampolines, mud volleyball, jumping, flipping, etc.

Participation Waivers:

Clubs with reoccurring, inherent risk may need to submit waivers annually. Waivers may be obtained from the Clubs Office (clubs@uvu.edu) or by going to the UVU Office of Risk Management website: uvu.edu/riskmanagement/forms >> Activity Forms >> Risk Waiver for Adults - ACTIVITY PARTICIPATION AGREEMENT.

Each club member/participant must fill out the participation agreement where any kind of risk is involved (i.e., Hip-Hop Club, Aikido Club, Climbing Club, etc.). Activity Participation Agreements should be turned into the Clubs Office. The Clubs Office will then provide the signed documents to the Office of Risk Management. For any questions pertaining to Risk Management, please call 801-863-8245 or email riskmanagement@uvu.edu.

Fire Safety:

Special decorations, equipment, etc. must be inspected prior to the event to ensure they meet the flame-retardant requirements. Clearance around exits and fire protection equipment and open fires, cooking booths or barbecues must also be inspected. Site plans for outdoor events need to be set up in a way that ensures fire department access and compliance with related code requirements. Specially built structures in or outside the venue (tents, props, stages, or other large equipment) must be approved. Use of electrical equipment, generators, smoke/fog machines must be pre-approved for limited use due to the false alarms they can cause on the automatic smoke detection systems. All inspections and approvals must be issued from the Campus Fire Marshal.

On-Campus Police:

On-campus police and emergency services personnel will be required for any events with an expected attendance of more than 200 people, involves special circumstances or support, high-profile guests or performers, a high number of off campus visitors and/or is advertised off campus via ads, flyers, billboards, or invitations. Additional security needs for event may result in additional fees and costs.

CRITICAL CAMPUS POLICIES

Alcohol & Drug Use:

It is the policy of Utah Valley University to maintain an alcohol and drug-free workplace and campus. The unlawful manufacture, distribution, dispensation, possession and/or use of controlled substances or the unlawful possession, use or distribution of alcohol is prohibited on the Utah Valley University campus, in the workplace or as a part of any of the University's activities.

The workplace and campus are presumed to include all Utah Valley University premises where the activities of the University are conducted. Violation of this policy may result in disciplinary sanctions up to and including terminations of employment or expulsion of students. Violations may also be referred to the appropriate authorities for prosecution. Second, student group leaders should be aware of any alcohol policy that relates to their group activities.

Copyright:

A copyright is the set of exclusive legal rights that authors have to protect how their work is used. These rights include copying, distributing, or performing any part of another's work or intellectual property. An author's rights begin when a work is created and considered copyrighted even without a copyright mark. All clubs must adhere to copyright law. Activities which bring copyright law into play would include showing a movie, producing a play, playing audio recordings, or reprinting pieces from published works, including photographs. Generally, you must secure permission from the author or publisher before presenting copyrighted material; however, there are several educational exceptions. Please contact the Clubs Office for assistance in determining whether permission is necessary and how to seek it.

Hazing:

Hazing is prohibited by state law and university policy. Hazing involves and includes any activity that endangers the physical or mental health and well-being of an individual, or subjects them to humiliation, intimidation, or harassment as part of initiation or membership in a club, team, or group. Examples of hazing include forced consumption of alcohol, physical abuse, sleep deprivation, and any other actions that cause harm or distress.

When participating in a club at UVU, a student assumes the responsibility to conduct themselves in an appropriate manner. Categories of misconduct that are not considered responsible behavior include, but are not limited to the following:

- Failure to respect the right of every person to be secure and protected from fear, threats, intimidation, harassment, hazing and/or physical harm caused by the activities of groups or individuals.
- Sexual assault, harassment, or any other unwelcome verbal or physical sexual activity, including the support or assistance of such activities.

There will be consequences to any club and/or students found to have violated hazing laws or University policy. Sanctions may include loss of its status as a recognized student club. In addition, individuals alleged to have engaged or participated in hazing or committed any hazing act may be referred to the Student Conduct Office or Campus Police for disciplinary action.

Lotteries, Raffles and Free Drawings:

The distribution of prizes or gifts by chance where money is exchanged is against university policy and state law, and therefore prohibited. Drawings cannot be held as fundraising events. However, free drawings may be held if:

- All persons who request a ticket are accommodated; and
- Participants are not required to donate money to obtain a ticket for the drawing; and
- Clear instruction as to whether or not the ticket holder needs to be present in order to win is communicated.

Noise:

Since Utah Valley University resides in a residential community, everyone has a responsibility to moderate noise. University policies on noise are based upon local ordinances. Current guidelines include:

- Amplified sound is not permitted during class hours in areas that could disturb classes.
- It shall be unlawful for any person to maliciously or willfully disturb the peace and quiet of another by loud or unusual noise or by tumultuous conduct or by threatening or yelling in a manner likely to incite another to violence.
- All entertainment activities in or adjacent to residential zones with sounds that unreasonably disturbs or interferes with the peace, comfort or repose of the owners must be curtailed between the hours of 10:30 p.m. and 7:00 a.m. -City of Orem Criminal Offenses 9-2-9, Ord. No. 661.
- For indoor events, only open windows and doors that face away from neighbors who are likely to be disturbed.
- Distribute a flyer beforehand to neighbors likely to be disturbed with the date and time of the event and a phone number and contact person whom neighbors can call before calling the police.

SIDEWALK CHALK:

Temporary sidewalk chalk is permitted as long as the club event, activity or meeting is being held on-campus. No official approval is needed. Off-campus events are NOT allowed to be advertised with sidewalk chalk on-campus. The message must include the club's name, event name, date, time, and location. Messages written in sidewalk chalk may be drawn on sidewalks located in the Fountain Courtyard, Library Courtyard and the Student Life Wellness Center Plaza but are not permitted on any permanent standing structures. They must be on the ground. Clubs that fail to comply with the location restrictions may be fined any additional cost needed for the removal of the sidewalk chalk. Clubs are welcome to advertise with chalk in whatever size desired and without a limit to the number of times it can appear on-campus as long as the location requirements are met. Chalk must be removed by the end of the day of the event. Messages or slogans of any kind may not be painted, hung, or otherwise written on trees, buildings, windows, sidewalks, grounds fountains, walls or other structures or surfaces, or on the personal property of others.

TRAVEL:

Clubs may encounter a time where traveling in-state or out-of-state is needed. All travel, including tickets, registration, accommodations, transportation, etc. must be coordinated independently by the club. UVU will not provide any coverage, support, or resources related to travel. Participants assume full responsibility and liability for anything related to activities, events, etc. that are held off campus. Club Grant Program funds will not be awarded to clubs for travel. Clubs will not be permitted to travel with another program or department as a club. Lastly, clubs are not permitted to utilize Fleet Services for transportation needs, including in-state and local travel.

RESOURCE APPENDIX

FORMAL CONSTITUTION WRITING GUIDE

Constitution of Club

Article I. Name

The name of this club shall be_____.

Article II. Purpose / Mission Statement

In this section, describe the purpose/purposes of your club.

Article III. Membership

In this section, describe the requirements to be a member of your club.

Please include:

- 75% of membership must be UVU students.
- Up to 25% of club membership does not have to be UVU students.
- How much it is to be a member of the club if your club charges dues.
- Describe the requirements for voting privileges ("who may vote") regarding being a member of a club.

Article IV. Organization

In this section, please describe the following:

- All Club Officers must be UVU students.
- The Club Officers title, responsibilities, and duties.
- The regularity of meetings and what happens during meetings.
- Method for obtaining and spending club's funds.
 - Ask yourselves who will regulate it and oversee it.

Article V. Elections

In this section, an appropriate procedure for elections should be described. This should include a specific date in which elections will be held, for example: "The second week of spring semester." It is also possible to grant a club officer, most likely the president, the right to call for elections at any time. However, in such a case, a deadline must be set for the election to be called. Furthermore, determine if a term of office shall exceed one calendar year or if elections shall be held every year.

Article VI. Qualification for Office

In this section, please include that the Club President must:

- Be a full-time student (12 credits or more).
- A minimum 2.5 GPA.
- In good standing with the University.

Article VI. Qualification for Office Continued

In addition, include all other qualifications for each club officer. Ask yourselves how many officers will there be and what are the requirements to be a club officer?

Article VII. Removal from Office

In this section, describe why an officer would be removed and what the procedure is to remove that specific officer.

Article VIII. By-Laws

In this section, describe the by-laws, which are rules and procedures used by an organization to run its own meetings

and affairs, which will be used by the club. By-laws do not need to be approved by the organization, however the procedure by which they are adopted (i.e., a 2/3 quorum vote) must be specified in the group's constitution. By-laws themselves are not a part of the constitution.

Article IX. Amendments

In this section, describe how this constitution may be amended. Describe if amendments will happen by vote, in person, during a meeting, etc. This should require the approval of the club president, officers, club members, etc.

Article X. Ratification

In this section, describe how this constitution shall become effective. Will it be upon a quorum vote of the group? (Usually about 2/3)

The following statement must be included at the end of every constitution:

In accordance with federal laws and regulations, UVU prohibits discrimination based on race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, veteran status, pregnancy, childbirth, pregnancy-related conditions, citizenship, genetic information, or any other basis protected by applicable law. The requirement not to discriminate applies to participants in UVU's educational programs, activities, benefits, and services and extends to admissions and employment in accordance with Section 504, Title IX, and 34 CFR 106.

SIMPLE CONSTITUTION WRITING GUIDE

Constitution of Club

Article I. Name

The name of this club shall be_____.

Article II. Purpose / Mission Statement

Include the purpose/purposes of your club.

Article III. Membership

Describe the requirements to be a member of your club. Please include:

- 75% of membership must be UVU students.
- Up to 25% of club membership does not have to be UVU students.
- If the club charges dues.

Article IV. Organization

In this section, please describe the following:

- All Club Officers must be UVU students.
- The Club Officers title, responsibilities, and duties.
- The regularity of meetings and what happens during meetings.

Article V. Qualification for Office

In this section, please include that the Club President must:

- Be a full-time student (12 credits or more).
- A minimum 2.5 GPA.
- In good standing with the University.

Article VI. Officer Election/Selection Process

In this section, please include how the President are elected or selected:

- Process of election/selection
- Removal from office
- Process is an officer steps-down

Article VII. By-Laws

Describe the by-laws, which are rules and procedures used by an organization.

Article VIII. Amendments

In this section, describe how this constitution may be amended and how it will happen.

Article IX. Ratification

In this section, describe how this constitution shall become effective.

The following statement must be included at the end of every constitution:

In accordance with federal laws and regulations, UVU prohibits discrimination based on race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, veteran status, pregnancy, childbirth, pregnancy-related conditions, citizenship, genetic information, or any other basis protected by applicable law. The requirement not to discriminate applies to participants in UVU's educational programs, activities, benefits, and services and extends to admissions and employment in accordance with Section 504, Title IX, and 34 CFR 106.

EXAMPLE MEETING AGENDA

BBQ Club Meeting Agenda September 15, 2016

- Welcome
- Officer Report
- Upcoming BBQ:
 - Schedule Courtyard-
 - Who?
 - Order Food through UVU Dining Services-
 - What?
 - Who?
 - Publicity-
 - What are we going to do?
- Club Rush:
 - September 10-11 from 10am-2pm
 - Courtyard at UVU
 - Sign Up?
 - What do we need?
- Closing

MEMBER RECRUITMENT AND RETENTION IDEAS

How to Find Them: There are several venues for club member recruitment. The following list includes some ideas:

- Ask friends and acquaintances.
- Set up tables in the hallways, at events and at orientation.
- Call last years' club members to see if they want to be involved again.
- Tell your club members to bring a friend to the next meeting.
- Set up a meeting with an on-campus department that has a similar mission.
- Ask the Clubs Office if you can do an Instagram take-over of their account.

How to Motivate and Thank Them: You have a responsibility to keep your club members involved and motivated. They must know and feel that they are making a significant contribution. You should help them see where their task fits into the big picture; help them see that their role is essential. Remember that all people are motivated by something...your job is to figure out what it is for each individual.

Make sure that:

- They have had adequate training and understand how to do their task.
- They have the given tools or resources needed to accomplish it.
- They have confidence in their ability to perform.
- They have a vision of how successful their program can be.
- They are given significant responsibility.
- They know they are a valuable part of making the program a success.

You should always be appreciative of the service that your volunteers are providing.

How to Hold Them Accountable:

- Clearly communicate expectations for your club members in specific terms.
- Make sure they are willing to abide by the set guidelines.
- Reiterate often your expectations if problems arise, you should remind them of their commitment to the expectations.
- Have stewardship meetings weekly to follow up with assignments and discuss learning experiences.

Additional Club Member Recognition Tips:

- Put an article about the volunteer in the UVU Review, their college alumni publication, and their business newsletter.
- Acquire special discount coupons from local movie theaters, restaurants, etc.
- Offer "Club Member of the Month" Awards.
- Use social media where tips and reminders for the club can be posted, as well as any recognition – maybe their pictures and list their accomplishments.
- Offer club members the chance to attend UVUSA trainings and retreats.
- Offer special training for club members wanting more responsibility.
- Offer free meals (provided through club funds) to club members where catering is part of services.
- Send personalized "Thank you for sharing your loved one with us" notes to parents, spouse, or children of the club member.

-
- Invite skilled club members to train other club members.
- Leave treats at the club member work site.
- Keep track of birthdays and send personalized notes.
- Write a letter to the club member's place of employment, telling them of the good job the club member is doing.
- Put up a club member suggestion box
- Plan annual ceremonial occasions, luncheons, etc.
- Invite club members to staff meetings.
- Offer letters of recommendation when the volunteer is applying for employment.
- Plan a recognition edition of the campus newspaper.
- Invite key club members to work on your speaker's bureau, community events, etc.
- Use a letter to the editor as a way of thanking the club member.
- Do not forget to honor and recognize your board or advisory council as volunteers.
- Take outstanding club members out to lunch one by one.
- Invite the club member's spouse to recognition events.
- Have a club member reception where volunteers can come and bring their families to show them where they gave their time.
- Send a written thank you note after a volunteer has finished a big project.
- Encourage volunteers to apply for leadership positions when available.

EVENT PLANNING CHECKLIST

Planning with a Purpose

When the "Planning with a Purpose" model is used in programming, all phases of planning are simplified. The principles behind this model are that when utilized, it will keep all planning stages for the program focused on the original intention and vision. You will plan an event based on student needs rather than merely planning a fun event. This model is used to write a through proposal for your event.

The steps of the model are as follows:

Answer the question: Who is this event for, what do we want to have happen?

This is the beginning phase of your program vision. There will already be a vision for the program in general, your responsibility is to develop a vision for your program, this year. Another way to look at this is what do you want the students who attend your event to leave with?

Delineate objectives.

Your objectives will be your focal points for this program. Objectives are fairly general. Some examples: unity, involvement, safety, fun, awareness, and friendship.

Determine your goals.

Once your objectives are clear, you should set measurable and realistic goals according to your objectives. If safety is one of your objectives, a goal might be, "we will not have any injuries for which we are responsible during this event."

Implementation.

This is the most vital part of your planning. The implementation portion of your proposal is extremely specific. If your entire committee were to disappear from the planet, anybody should be able to take this part of your proposal and run the program how you planned it to happen. This part includes places, times, advertising, catering, etc.

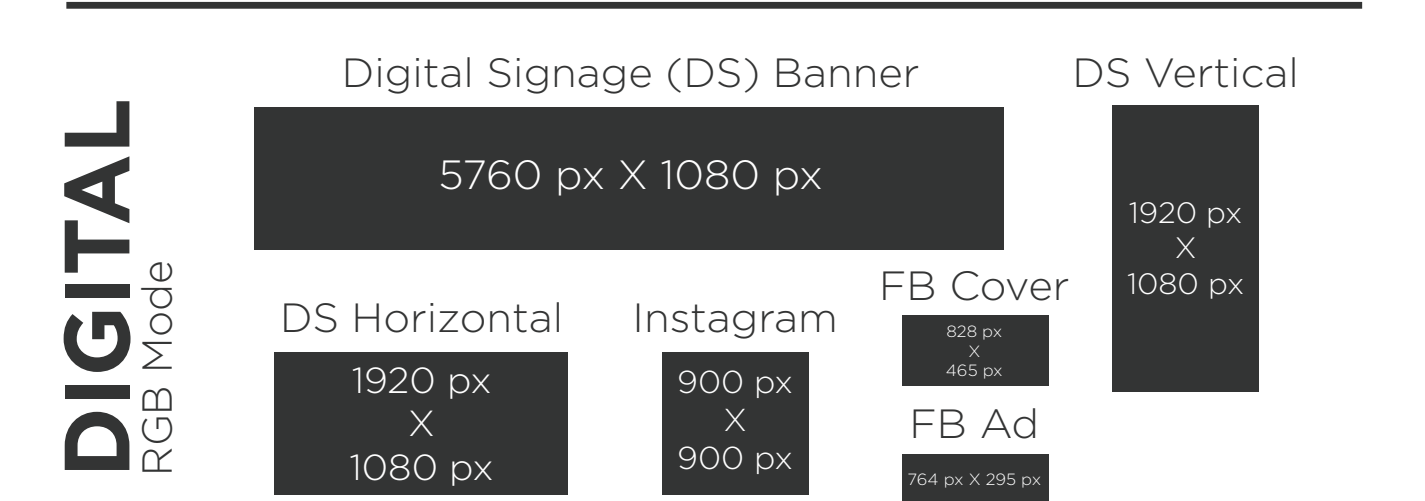
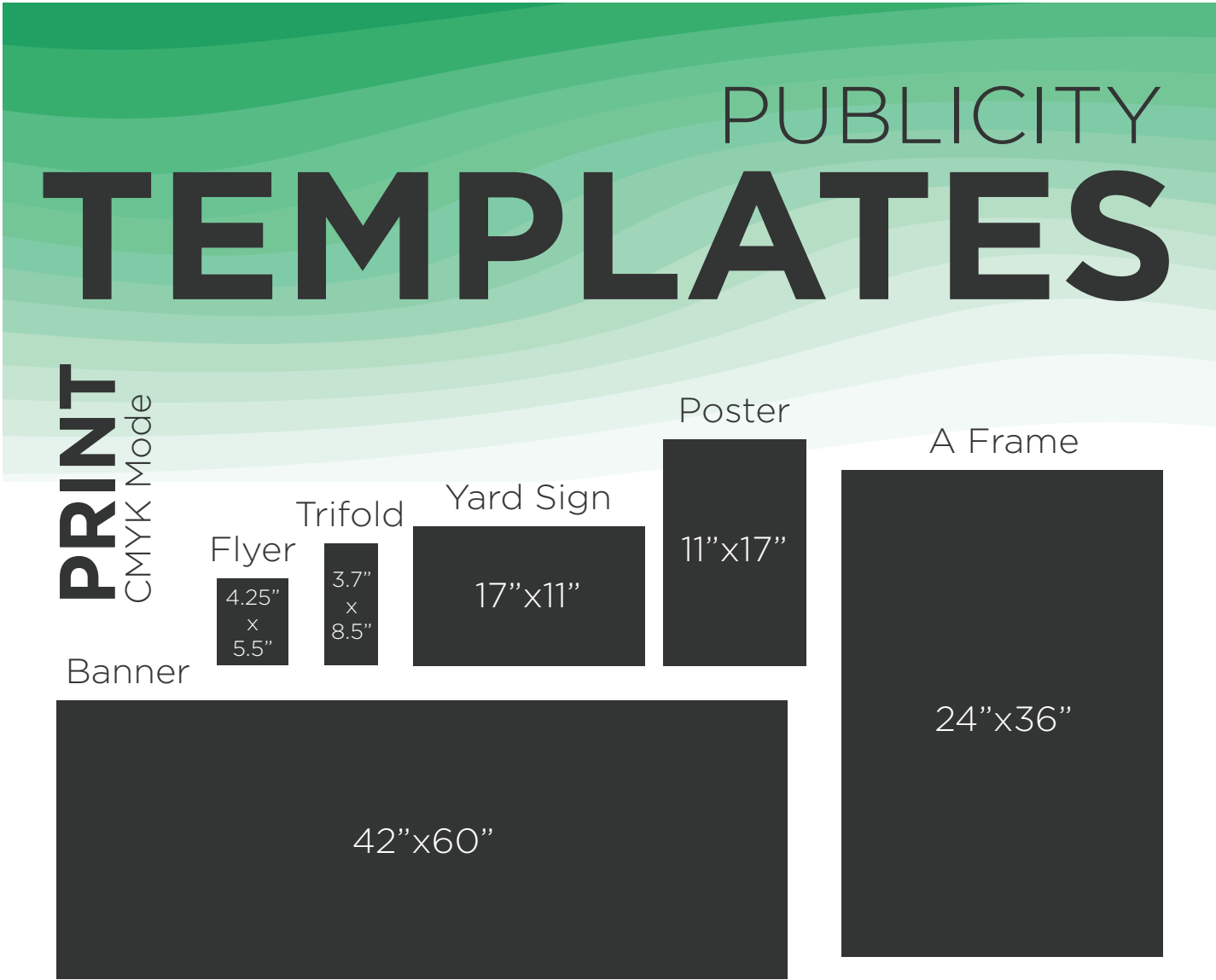
Budget and Approval.

You will be given a budget for your event. It is your responsibility to make your event happen within the set confines. The budget portion of your proposal is based on phone calls to companies (both on and off campus) for price estimates. The estimates should be nearly exact. The cost of each unit/hour, etc., and where the item will be purchased must be included. Create a list of ALL items needed for the event and publicity for the event, submit the Purchase Approval Request Form, and the UVU Clubs Office will process it on for the appropriate approvals.

Evaluation.

The evaluation portion of a proposal is the third part of the values-goals equation. Each goal that you have set will be mentioned in this part. This is an accountability report of your program and determines whether or not you met your goals. You should have a plan to evaluate your goals.

PUBLICITY DIMENSIONS & INFORMATION



ANY SPECIAL SIZE REQUESTS SHOULD HAVE THE DIMENSIONS IN THE BRIEF.