

INTRODUCTION

Message from the “Clubs Guy”

If you are reading this, then you must be part of the world of clubs at Humboldt State University. Becoming involved in something you feel passionate about will make your time in college more enjoyable. Thank you for taking the time to read this short introduction to the Clubs Handbook. While not all the information in here is the most exciting reading material, it will better help you run your club effectively and efficiently.

Being part of a club at Humboldt State provides you with a tremendous opportunity to learn, develop and become a leader. The experiences that you will have can help you in your future endeavors and the opportunities that cross your path will provide you with real-life experiences. Please take advantage of them and push yourself to do your best. There isn't a better learning environment than hands-on practice.

This handbook has many policies and procedures that can sometimes be difficult to understand. I don't want you to get frustrated. Please feel free to stop by the Clubs Office anytime Monday through Friday, 9AM-5PM in the South Lounge, University Center, or call (707) 826-3776 to get assistance from our marvelous office staff.

Remember you can make an impact at Humboldt State and in the community! We are here to help, serve and counsel.

Sincerely,
Alexander D. Fonseca
Assistant Coordinator, Clubs & Activities and New Student Programs

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PRIVILEGES OF A UNIVERSITY- RECOGNIZED CLUB

Recognition of a university club is a privilege, not a right. This privilege carries with it certain responsibilities. Club members are obligated to conduct themselves in a manner that is a credit to themselves, their fellow club members, advisors and the University. Failure to uphold these responsibilities may result in the temporary or permanent loss of recognition and accompanying privileges. Lesser sanctions, such as community service and reimbursement for damages, may also be imposed.

Once your club is recognized it may enjoy a variety of privileges. These include:

- The use of Humboldt State University's name in association with your club.
- The ability to conduct fundraising activities on campus.
- The use of campus facilities and club equipment.
- The right to participate in such campus activities as the Clubs & Activities Fair, Homecoming, The Clubs Office Holiday Craft Sale, the Preview Fair and the Sustainable Living, Arts & Music Festival.

The steps to becoming a recognized campus club differ based on the type of organization you want to start. Most clubs are recognized by the Clubs Coordinator upon recommendation by the Club Coordinating Council. However, sport clubs are recognized by the Clubs Coordinator upon approval of the Intramural Office; fraternities and sororities are recognized by the Clubs Coordinator upon recommendation of the Greek Council. Information about how to start a club and club recognition procedures may be picked up at the Clubs Office.

RESPONSIBILITIES OF A UNIVERSITY- RECOGNIZED CLUB

- 1) Appointment of a university faculty or staff advisor (see section on Faculty and Staff Advisors).
- 2.) Adherence to all university rules and regulations, including those pertaining to hazing, alcohol, publicity, posting, sale of food and merchandise, drawings, use of campus equipment and dances.
- 3.) Compliance with the club's own constitution and by-laws; and, when applicable, constitutions and by-laws of affiliated national organizations.
- 4.) Avoidance of activities that pose undue risk to the safety of individuals or which create liability for the club and the University.
- 5.) Avoidance of any act of dishonesty, breach of law or University regulation, or any public or private act that brings discredit to the University.
- 6.) In order to maintain University recognition clubs must submit an updated Club Contact Card to the Clubs Office at the beginning of each academic year (these will be placed in the club mailboxes at the beginning of the fall semester). Return the card to the Clubs Office within 30 days of the start of the semester. It is important to get the card on file even if the officers have not yet been elected, as their names can always be added later (so long as they fulfill the academic requirements for student officers outlined in #7). Failure to submit this card will result in the club being declared inactive. Once

declared inactive, the club must repeat the entire club recognition process to regain active status.

7.) Academic Requirements for Student Officers: Students desiring to hold a leadership role for their club (President and Treasurer) must submit an unofficial HSU academic transcript along with their Clubs Contact Card. Transcripts will be evaluated to make sure that they comply with the CSU minimum requirements for Minor Student Representative Student Officers. The requirements are:

- students must be matriculated, enrolled at HSU and maintain a minimum overall GPA of 2.0, be in good standing, and cannot be on any type of probation.
- Students holding office must be enrolled in at least 6 units (Graduate students 3 units).
- Undergraduates are allowed to earn a maximum of 150 semester units and hold office (Graduate/Credential 50 units). In order to determine eligibility for office your President and Treasurer must submit an unofficial HSU transcript to the Clubs & Activities office with their Club Contact Card.

In the event that you would like to file an appeal, make an appointment with the Clubs Coordinator or Assistant Coordinator by calling the Clubs & Activities office (826-3776).

8.) A club may be held accountable for the actions of its members if the behavior is or can reasonably be considered to be related to the activities of the club. (Specific acts of such misconduct are spelled out in Section 41301 of Title 5 of The California Code of Regulations excerpted in the back of the university catalog under the section entitled “The Fine Print, Students Rights and Responsibilities.”) Such misconduct need not be officially sanctioned by the club membership in order to be considered grounds for sanctions against the club. The individuals may be subject to separate criminal and/or university sanctions.

9.) Policy on Non-Student Club Members: Clubs established at Humboldt State University are supported through the Clubs Office with the intent of providing opportunities for students to have educational, cultural, recreational, and social experiences outside of the classroom. The Clubs Office recognizes that community members may enhance club activities and are welcome to be members of clubs. However, non-student club members are limited in the following ways:

- 1) They may not hold an office in the club.
- 2) They may not be funded for club travel through the Club Coordinating Council.
- 3) They cannot be the contact person for the club.
- 4.) A maximum of 20% of the members of a student organization may be individuals who are not currently enrolled HSU students.

CLUBS OFFICE AVAILABLE SERVICES AND SUPPORT

The Clubs Office is located in the University Center, South Lounge. Clubs can pick up their mail, work on banners, check out club supplies, and do club-related work in this office. The Clubs Office provides a welcome resource when in the search for answers about club functions and policies. The office is open from 9:00 am to 5:00 pm, Monday through Friday. You can reach us at 826-3776, by email at clubs@humboldt.edu, or on the web at <http://www.humboldt.edu/~cluboff/>.

Club Mail:

All clubs are assigned a mailbox located in the Clubs Office. Important dated announcements such as the availability of travel & event funds and dates of workshops and activities are delivered to clubs through campus mail. It is important that a club member check the mailbox at least once each week so you do not miss any possible opportunities. Mailboxes also provide a convenient place where students can leave their name and number indicating their desire to obtain more information about your club. In an effort to reduce paper waste, the Clubs Office will provide all notifications and announcements that originate in the Clubs Office via e-mail to the address designated by the club on the club contact card.

E-mail/Web:

E-mail accounts and web sites are available to all campus clubs. If you desire to obtain an account, please make your request to the Clubs Office. Once your club has set up its own web page, please contact the Clubs Office and request that your page be linked to the Clubs Office web page. The Clubs Office web page is at <http://humboldt.edu/~cluboff>. Our Email address is clubs@humboldt.edu.

Faxing:

Clubs may send or receive faxes which are related to club business. The sender should be instructed to put the name of the club on the fax transmittal form. The fax number is (707) 826-3791 The Clubs Office staff is available to send faxes for you.

Club Supplies:

The Clubs Office has the following supplies available to clubs for fundraising or other purposes. Supplies should be returned clean, dry and in good condition. Cleaning supplies are available upon request. Equipment should be reserved in advance to ensure availability. Items not returned and/or damaged must be replaced by the club that checked the items out.

10 large tables (3' x 5')*	2 double electric burners	6 cash boxes
1 25-cup coffee percolator	1 single electric burner	Button Maker
2 100-cup coffee percolators	2 fire extinguishers	Security jackets/shirts
2 50-100' extension cords	2 buckets	2 Hand washing stations
2 ice chests	1 TV/VCR	Laminator
1 DVD/CD Player	Cooking utensils	

* Reservations for tabling on the UC Quad should be made through the Clubs Office. They have a key to the closet where the tables are stored.

Clubs & Activities Fair:

The Clubs Office plans a Clubs & Activities Fair each semester. The fair consists of a one-day gathering of campus clubs on the UC Quad. The fair provides an excellent opportunity for clubs to advertise their existence, solicit new members, raise funds, or do demonstrations of club activities. The Clubs and Activities Fair generally happens the second or third Wednesday of each semester. You will be notified, via your club mailbox, of the dates of the fair and given the sign-up information during the first week of the semester.

Banners/Posters:

Banner making materials are available in the Clubs Office (white banner paper, large paint pens, colored chalk, stencils, etc.). These supplies are for recognized campus clubs wishing to advertise club related activities. There is a box in the Clubs Office for permanent banner storage, as well as a recycle box to hold your old banners for re-use on the opposite side.

There are a limited number of banner spaces allocated for use by Clubs and Organizations. Banner reservations may be made at the UC information Desk (826-4414). Each club is restricted to ten days (the equivalent of two weeks of Mon-Fri) of banner space per semester. Clubs may reserve one space at a time and have their banner posted for any number of days up to the ten day limit. In the event that all club spaces are reserved, clubs may still submit banners to the Information Desk. They will be posted in the event of a cancellation or no-show of another banner. Due to space limitations, the following guidelines must be adhered to:

1. Banners may only be used to publicize special events open to and held primarily for the campus community.
2. Banners may NOT be used to endorse political parties, candidates, or initiatives, including items pertaining to Associated Students elections.
3. Banners must be larger than 2' x 3' but may not exceed 3' x 5.5'.
4. Paper used to make banners must be at least equivalent in weight to butcher paper.
5. Banners must be dry when submitted to the Information Desk.
6. Banner space may be reserved up to one (1) academic semester in advance of the event. Banners may be submitted without a reservation; however, there is no guarantee they will be posted.
7. Banners should be submitted to the Information Desk no later than 4:00 p.m. the weekday prior to the requested day of posting.
8. In the event of inclement weather (wind, rain, etc.) banners will not be posted. Days that banners are not able to be posted still count as part of the ten-day limit.
9. Banner materials are available for club use through the Clubs and Activities office located in the South Lounge.
10. The sponsoring club/organization's name must be on the banner. Banners without the sponsor's name will not be posted.

* Reservations for a banner space should be made well in advance of the event through the University Center Information Counter (826-4414).

Leadership Resource Center:

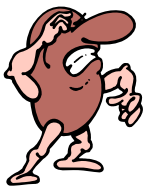
The Leadership Resource Center is a small library designed to help clubs and organizations run more effectively and efficiently. The Center is equipped with a desk, phone (no long distance calls) and computer for word processing and sending e-mail. Resource books and games are available and can be checked out (2 week limit). Club officers are encouraged to use these resources to help with running meetings, recruiting and retaining members, team-building and other group activities. The Leadership Resource Center is located in the UC, South Lounge. You must come to the Clubs Office to check out a key for this facility.

Tipsheets:

Our Tipsheets are a valuable source of information for you and are available in the Clubs Office. The following Tipsheets are available: Club Supplies, Publicizing Meetings and Events, Facilitation, Club Funding Sources, and Effective Meetings and Agendas.

Club Accounts:

The Humboldt State University Executive Committee policy dictates that, effective June 7, 1999, all University recognized clubs, programs, and associations will be required to conduct their financial activities through either the University or a recognized University auxiliary organization. **External banking arrangements outside the University or campus auxiliary organizations' purview shall not be utilized.**



If your club presently has an off-campus account it must be closed immediately and all funds must be deposited into your AS account. Failure to do so may result in losing your club status.

Clubs may set up a free checking and accounting service through the AS Business Office. The Business Office sends a monthly print-out to all clubs with accounts. You should review this sheet carefully when you receive it. If you have any trouble understanding the print-out contact the AS Business Office.

To set up an account, the club member in charge of finances (usually the treasurer) should obtain a signature card from the AS Business Office. Signatures must be obtained from the treasurer, club advisor, and the Club Coordinator. In order to receive the signature of the Club Coordinator the club must have a current Club Contact Card on file with the Clubs Office. These signatures are then kept on file in the AS Business Office for reference. Clubs will then be assigned an account number. Signature cards must be updated annually, or when club officers or advisors change.

To write a check against your account obtain a check request form from the AS Business Office. Include a detailed explanation of the expenditure, as this will appear on your printout. Checks are dispersed twice a week, therefore requests should be filled out before the check is needed. Proper receipt are required for reimbursements.

Examples of the proper receipts are retail store itemized receipts, vendor invoices or signed and dated service agreements with a legitimate independent contractor. A credit card charge is **not** acceptable as a receipt (except for gasoline purchases). Please submit original receipts to the AS Business Office and retain the pink copy for your records.

Photocopying:

Clubs may have photocopies made (up to 200 per year or a maximum of \$10.00) free of charge. This photocopying is limited to fliers and ads for events or meetings and does not include photocopies of internal club documents. Come to the Clubs Office and we will complete and approve the Copy Service Request form for you. You may then take your original and the Copy Service Request to the Ticket Office in the Bookstore. Once you have reached your 200 free copy limit at the Ticket Office you will then be responsible to pay for photocopies. The cost is approximately 4 cents per copy.

If you wish to use your personal funds there is also a full service Copy Center located on the second floor of the Library that offers a variety of services such as: multiple copies, overheads, reductions and enlargements, etc. They also have self-service machines. It is open week-days, evenings, and week-ends. Stop by the Copy Center for more current information.

Digital Camera, Color Printer, CD Burner:

The Clubs Office has a digital camera available for club use. The camera must be reserved a minimum of 48 hours in advance with the Clubs and Activities Coordinator. Photographs may be printed or burned to a CD for a minimal cost.

Look What's New!

CLUB FUNDING SOURCES

Club Coordinating Council:

The Club Coordinating Council (CCC) is a student board that approves all new clubs and allocates funding to clubs for travel. The CCC receives its funding from the Associated Students.

Membership on the CCC Board gives you the opportunity to represent your club, as well as all other clubs on campus. You are part of the decision making process concerning club issues. Selections for CCC are held at the beginning of each school year to maintain a board. Contact the Club Coordinator for more information.

CCC TRAVEL FUNDS:

The Club Coordinating Council offers significant funding for club travel. These funds make it possible for clubs to travel to conferences or workshops they might be interested in but are unable to afford. Travel funds may be used towards conference fees, hotel and transportation costs. All appropriate liability waiver forms must be filled out and turned in to the Clubs Office **before** any funding will be allocated. Funding must be requested **before** the travel takes place. Approved funds are paid to the club **after** the travel takes place and the "Reimbursement Expense Form" and proper receipts have been provided to the Clubs Office. The CCC provides funding for 3/4 of the total expenses, up to \$400(if your travel costs \$300.00, the CCC may fund up to \$225 and your club must provide the remaining \$75.00 Travel funds are only available for travel within the continental United States. If air travel is utilized, students must turn in all boarding passes with receipts.

****Groups may receive a total of \$400.00 per year for travel.**

CCC Applications for Funding are available in the Clubs Office and online

Other Funds:

Other funding sources available to clubs include: Clubs and Activities Coordinating Small Grants, Cultural Programming Board Grants, and Cultural Educational Grants. Also available are the Women's Enrichment Fund, the Women's Center Special Projects and HSU Alumni Association small grants. More information on these funding sources is available in the Clubs Office.

RESERVING CAMPUS FACILITIES

Available Facilities:

Clubs may use on-campus facilities for tabling, meetings and events. We suggest you reserve them in advance. Possible facilities include, but are not limited to:

UC Quad	John Van Duzer Theater	Gist Theater
Classrooms	Jolly Giant Commons	Siemens Hall rooms
	Nelson Hall East meeting rooms	Founders Hall rooms

UC Quad may be reserved through the UC Information Counter (826-4414). Preliminary reservations begin two weeks before each semester begins and rooms may be reserved for the entire semester. Ask about any charges. Only the designated club member listed on your Club Contact Card may make room reservations through the UC Information Counter.

Room Reservations: Room requests may be submitted to the UC Information Counter (826-4414) for upcoming events. In general, reservations for Fall Semester are scheduled beginning in mid-March of the previous semester. Spring Semester reservations are entered beginning mid-October. This schedule applies to both UC facilities and HSU classrooms.

Jolly Giant Commons has several conference rooms reserved through the Office of Residential Life on the second floor of the JGC. These rooms are primarily for use by students living in the residence halls but non-residents may reserve for HSU related purposes. Please note the HSU residents get priority when selecting these rooms.

John Van Duzer Theater may be reserved through Jayson Mohatt in Theater Arts Rm 103B (826-3410), or jm7001@humboldt.edu. This facility seats 750 people. Be prepared to pay for the use of this facility. The charges are: \$10 per technician per hour (usually 2-3 people) and if you are charging for admission to your event, you will also be charged a \$100 flat fee, or 5% of profits. This facility is booked up to 2 years in advance and is extremely difficult to get access to.

Gist Theater may be reserved through Jayson Mohatt in Theater Arts Rm 103B (826-3410), or jm7001@humboldt.edu. This facility seats around 120 people. Be prepared to pay for the use of this facility. The charges are: \$10 per technician per hour (usually 1-2 people) and if your event is ticketed, you will also be charged a \$50 flat fee, or 5% of profits. This facility can be difficult to book, so it is a good idea to call early.

Forbes Complex Rooms may be reserved with the Health and PE Office (FC 101). Call Monika at 826-4537 to check availability. If the rooms are available, ask the staff member to note your interest in the reservation book. In order to reserve a room in Forbes Complex, clubs must complete liability release forms available in the Clubs and Activities Office or online for **EVERY** member participating. Upon completion of the Liability Release forms, the Director of Clubs and Activities will complete a room reservation form for the club. This form is delivered by the club to Monika in athletics to complete the room reservation process. In the event that anyone participates in an activity in this room without a completed liability release form, the reservation will immediately be cancelled and the club will face disciplinary action. Any member participating in an activity in Forbes Complex **MUST** have an ID available upon request from any University staff member. It is the responsibility of the club members to monitor and restrict access to participation in events in this room during the duration of their reservation.

Athletic Fields may be reserved with the Health and PE Office (FC 101). Call Monika at 826-4537 to check availability. If the field is available, ask the staff member to note your interest in the reservation book. In order to reserve an athletic field, clubs must complete liability release forms available in the Clubs and Activities Office or online for **EVERY** member participating. Upon completion of the Liability Release forms, the Director of Clubs and Activities will complete a room reservation form for the club. This form is delivered by the club to Monika in athletics to complete the room reservation process. In the event that anyone participates in an activity on this field without a completed liability release form, the reservation will immediately be cancelled and the club will face disciplinary action. Any member participating in an activity in Forbes Complex **MUST** have an ID available upon request from any University staff member. It is the responsibility of the club members to monitor and restrict access to participation in events on this field during the duration of their reservation.

Sound and Lighting:

Most of the local music stores will rent sound and lighting equipment to student groups. We suggest you call around for the best deal.

Audio-Visual:

There are a limited number of TV/VCR combination units, overhead projectors, and slide projectors available for use in Nelson Hall East, University Center, and Founders Hall 166. For the larger rooms, UC can provide a PA system with microphones for lectures, etc. Clubs may contact HSU Media Services for additional equipment not mentioned here.

The Kate Buchanan Room has a built in PA system, LED projector, CD Player, DVD and VCR available to groups. Clubs need to contact HSU Media Services to arrange for an equipment orientation meeting in the KBR in order to be able to use the equipment.

Sponsoring an Event Off-Campus:

Many clubs choose to hold events off campus such as pancake breakfasts, banquets, fundraising events, etc. Facilities often used include the Arcata Veterans Hall, the Bayside Grange, Celebration Hall and the Arcata Community Center. If a club wants to sponsor an event at an off-campus facility they will be asked by the facility for a “Statement of Insurance” from the University. **To get this “Statement of Insurance” stop by the Clubs Office at least two weeks prior to the event to fill out the appropriate request. Insurance will not be given for events where alcohol will be present. Requests presented without two weeks notice will not be considered.**

It is critical that clubs understand that all campus policies apply to events sponsored off campus. This includes “unofficial” events sponsored off campus. Clubs and individual club members face possible university judicial action as well as criminal and civil actions for events that violate university policies and/or state/local/federal laws. An event does not have to be approved by or presented to the Clubs and Activities Office to be considered a club event or activity. The university considers an event to be the responsibility of a club if there has been any printed publicity including the club name or if there has been any verbal representation that a club is sponsoring an event. In addition, if a “reasonable participant” could consider the event to be sponsored by a club or organization, the university and/or a jury could also consider the event to be sponsored by that club. (i.e. An underage student who returns to campus indicates to UPD that they were at a Underwater Basket Weaving Club party and were served “jungle juice.” If, upon investigation, the university discovered that there was a party where the majority of participants were from the club and people had indicated it was an Underwater Basket Weaving party, the club would face judicial action that could include probation and/or suspension. In addition, individuals responsible for purchasing and serving the alcohol could also face individual university judicial action through the Office of Student Affairs which could include probation, suspension, or even expulsion from the entire CSU system.) For more information, please consult the [Alcohol Policy](#) section of this handbook.

Simply winking and saying “this is not an official Underwater Basket Weaving party” does not absolve clubs from responsibility for following the rules. Clubs are also responsible to monitor the actions and behavior of their guests. If a member or guest brings a 12 pack to your BBQ on Mad River Beach, it is the clubs responsibility to make certain that the alcohol is not allowed to remain at the event.

FUNDRAISING GUIDELINES AND REGULATIONS

Types of Fundraisers:

There are a variety of fundraising activities clubs may sponsor. A few suggestions are: food sales, car washes, drawings, dances, thons (walk-a-thon, etc.). Different fundraising activities may be regulated by certain campus policies. Income generated through fund raising must be deposited on a regular basis into your AS Checking Account. Contact the Clubs Office for further clarifications of policies or additional fundraising ideas.

Food and Merchandise Sales:

Only organizations recognized by the University may hold sales on campus by filling out the appropriate approval form at the Clubs Office prior to the date of the sale. **ONE-WEEK ADVANCE NOTICE OF YOUR INTENT TO SELL FOOD MUST BE GIVEN TO THE CLUBS OFFICE.** The staff can advise you of other sales happening on the Quad on the same day so that no two clubs are selling the same items. In order to sell food on campus, clubs and organizations must first obtain an annual Food Sale Permit from the Clubs Office.

The organization requesting a permit must have read and be familiar with the Humboldt State University Food Sale Policy. Two members of the organization requesting the permit must view the “Serve Safe” training videos before a permit will be granted. Clubs may only sell food twice per week or a total of eight times per month. Academic clubs may also sell food in the buildings in which their departments are located. They must get approval from the Building Coordinator of the building where the sale is to be held and apply for a Food Sale Permit as stated above. The Clubs Office has cooking equipment available to clubs sponsoring fundraising events (see Club Supplies).

Drawings:

There are only three restrictions on drawings:

- 1.) Only approved campus organizations can have them.
- 2.) The word “drawing” must be used in publicity, not “raffle”.
- 3.) Alcohol may not be offered as a prize.

Dances:

If you plan on holding a dance/concert in the University Center you need to be aware of the UC Dance/Concert policy. You should pick up a copy of this policy at the UC Info Counter before planning your event. They are more than happy to answer questions and to help make your event a success. In addition, you must provide a security staff at your dance. Security jackets and t-shirts are available in the Clubs Office.

Showing Videos:

Videos rented from local retail outlets, or owned by an individual, may NOT be shown as a fundraising activity. It is a violation of copyright law to charge admission to view videos rented in this manner. Your club could lose its university recognition by doing so. If you are considering showing videos as part of a club activity, or club sponsored event, please see the [video guidelines](#) printed under University Policies in this manual.

Athletic Events:

For opportunities to be involved at HSU athletic events, contact Tom Trepiaik, Associate Director of Athletics, at 826-5959.

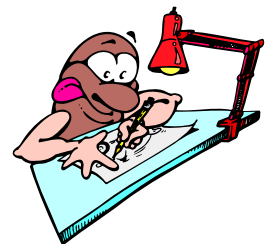
Donations:

Your Club may ask for donations from a variety of sources including club members’ parents, local retailers or National Corporations. Donors often use this as a tax write off and will ask you for your tax ID# or non-profit ID. To comply with this request, come to the Clubs Office and pick up a “Donation Acknowledgement” form. Monetary donations must be deposited into your club’s AS account.

PUBLICITY / ADVERTISING

Posting a Banner on the Quad:

Two banner boards on the quad of the University Center are reserved for clubs to publicize special events. Banner materials (paper and markers) are available in the Clubs Office. These materials are to be used to promote club activities only. Reserve a banner space at the UC Info Counter as far in advance as possible as this is a very popular means of publicizing events. Drop off the completed banner at the UC Info Counter by 9:00 a.m. on the Monday of the week of your reservation and the Info Counter staff will post it for you. Banners cannot be larger than 3’ x 5 1/2’.



Flyers/Graphic Services/Posting:

As previously mentioned, clubs may have photocopies made (up to 200 per year or a maximum of \$10.00) free of charge at the Ticket Office in The Bookstore. This

photocopying is limited to fliers and ads for *events* or *meetings* and does not include photocopies of internal club documents. Come to the Clubs Office and we will complete and approve the Copy Service Request form for you. You may then take your original and the Copy Service Request to the Ticket Office.

Once you have reached your 200 free copy limit at the Ticket Office, you will then be responsible to pay for photocopies. The cost is approximately 4 cents per copy.

If you wish to use your personal funds there is also a full service Copy Center located on the second floor of the Library that offers a variety of services such as: multiple copies, overheads, reductions and enlargements, etc. They also have self-service machines. It is open week-days, evenings, and week-ends. Stop by the Copy Center for more current information.

Graphic Services

University Graphic Services, located in the Graphic Services Building (88), offers a variety of graphic services. Services they offer include: photo offset printing (achieved by a plate run on a printing press, the document to be reproduced must be camera ready), and typesetting (a process which transforms a written document into a camera-ready document). These processes produce a variety of type styles and sizes that create a professional look for your poster or flyer.

Posting

Most campus buildings have at least one general bulletin board on which flyers can be posted. A list of these boards is available from the UC Information Counter. Flyers and posters must be approved and stamped by the UC Info Counter **prior** to posting; otherwise, they will be removed! Clubs are allowed to post 55 posters for a **maximum** of two weeks. If you would like to have your flyers posted in either kiosk leave two with the counter staff. These flyers will stay up for a maximum of one week and must be 8 1/2" x 11". Space in the kiosks is limited so posting is not guaranteed.

Residence Halls:

Clubs may leave eight approved posters at the Housing Office located on the second floor of the Jolly Giant Commons. These will be placed in each display cabinet in the residence halls by the duty LGAs. Additionally, you may leave 96 approved flyers to be posted on each floor by the LGAs on a space available basis. Flyers posted directly in the residence halls and/or Jolly Giant Commons or flyers without the approved university stamp will be removed from the halls. Any large banners on the 1st or 2nd floor of the JGC must be approved by the Residence Life Coordinator of Education and Social Justice (826-5534). Posters on the 3rd floor of the JGC must be approved by Arnold Wadell.

KHSU and KRFH:

Send these organizations a press release or public service announcement to publicize your event. The KHSU newsroom is located in the Bret Harte House, KRFH is located in Gist Hall 105C (or you can leave info in their Clubs Office mailbox).

The Lumberjack Newspaper:

Clubs may promote their events or meetings in the calendar section free of charge. You can pick up the Lumberjack form in the Clubs Office or in the Lumberjack Office (Nelson Hall East.) Complete the form and deliver it to The Lumberjack Newspaper, Nelson Hall East, Room 105 or 106. The form must be submitted to The Lumberjack by Friday at 4:00 p.m. for publication the next Wednesday. Publication is not guaranteed due to space limitations. You may also purchase ad space in the Lumberjack.

Newsletters/Brochures:

Your club may decide to publish a newsletter or brochure for distribution. It is important that you include the following disclaimer **The views in this publication (by “club name”) do not necessarily reflect those of Humboldt State University.** This must be included in all publications, even if the newsletter is intended only to be distributed to club members.

Off Campus Advertising:

The City of Arcata has installed kiosks around the downtown area that can be used for publicizing events. Many local merchants will display posters and flyers in storefront windows also. It is illegal to post materials on utility poles or other private property without the permission of the owner.

Bulk E-mail:

Clubs may advertise their events via bulk e-mail. You can pick up a Bulk E-mail Request Form in the Wednesday Clubs Office. Bulk e-mail submissions must be received in the Clubs Office by 3pm on day to be published on Friday. Due to student and staff concerns about “junk mail,” the University is extremely selective in approving bulk e-mail. Your request must comply with the following criteria in order to be approved:

- It must pertain to official University business.
- It must pertain to the majority of the student body.
- It must be a campus-wide event.
- It **cannot** be used for fundraising or solicitation.
- It **cannot** publicize regular club meetings



Chalking:

Chalking may be done on a limited basis and must first be approved by the Clubs Office and Plant Operations. Only white or colored “sidewalk chalk” may be used and there are limits as to where on campus you can chalk. Please stop by the Clubs Office to pick up the approval form and find out all of the details.

Staking:

Staking may be done on a limited basis and must first be approved by the Clubs Office and by Plant Operations. There are limits as to where on campus you can stake. There are also time limits for staking. Please stop by the Clubs Office to pick up the approval form and find out all of the details.

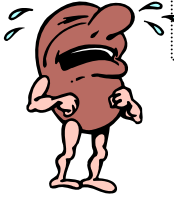
Press Releases and Public Service Announcements:

Send a press release or public service announcement to local news publications, radio and television stations to publicize your event. Media Relations (University Advancement Office) in Siemens Hall 130 (826-3132) will distribute your press release to all appropriate news media if it is newsworthy to the community and not just students. You can also send it to the media yourself. Public Affairs will not contact KHSU, KRFH, or The Lumberjack. The Clubs Office can fax your press release or public service announcement to the media outlets as well.

Newspapers: The Arcata Eye, Eureka Times-Standard, Humboldt Beacon
Publications: North Coast Journal
Radio: KEKA, KFMI/KATA, KXGO, KRED
Television: KEET (Channel 13), KIEM (Channel 3), KVIQ (Channel 6)
KBVU (Channel 29)

Bulk Rate Mailing:

If you are planning to mail at least 200 pieces of mail at one time the bulk-mailing rate is 16.9 cents per piece weighing less than 2.5 ounces. If University Printing is printing your document they can print the bulk mailing stamp right on it. There is also a hand stamp available from the AS Business Office, UC South Lounge (826-3771). The Post Office requires the letters to be pre-sorted and bundled together by Zip Code. They should be bundled by the first five digits of the Zip Code; those beginning with 955 need to be further sorted to the last digit. Once sorted, the letters need to be labeled as to Zip Code and placed in the mail bag in the AS Business Office. Your club account will be billed.



No forms... No travel... No Joke.

LIABILITY WAIVER FORMS FOR CLUB FIELD TRIPS/TRAVEL

Liability Release Form:

If the regular activities of a recognized HSU club presents the potential or possibility of physical injury, all club members are required to have a Liability Release Form on file in the Clubs and Activities Office. This form **MUST** be on file prior to participation in any club activity or event and must be renewed each academic year.

Any club that sponsors a special event or activity outside the normal activities of the club which presents or may present the possibility or potential of injury, they must file event specific liability release forms for all participants prior to the event. This may require members who already have a Liability Release Form on file to complete an additional event specific Liability Release Form.

It is the responsibility of the officers of all clubs to fully understand the status of all members of their club regarding Liability Release forms. It is also the responsibility of club officers and club members to restrict participation of members who have not completed the required paperwork.

Liability Release Forms provide both the university as well as club members and officers with limited protection. They do not provide absolute exemption or freedom from liability. Club members and officers should constantly be vigilant to monitor events and activities for safety and risk reduction. Club members should **NEVER** provide instruction in areas or techniques in which they are not certified trainers or instructors.

In the event of an accident or injury, notify the Clubs and Activities Office immediately.

Event Planning Guides:

Any clubs hosting an event or activity that could potentially cause injury to participants or spectators, financial loss, or embarrassment to the Club or the university are required to fill out an Event Planning Guide to identify any potential risk(s) and the method(s) in which the club/organization will use to mitigate such risk(s). The Planning Guides can be obtained from our staff and must be turned in to the Clubs Office two weeks prior to the event or the event will likely not be allowed to be held.

Release and Consent Agreement:

The University recommends that all club members participating in field trips or other club travel complete a Release and Consent Agreement. This is a general liability waiver form available at the Clubs Office. If traveling in personal vehicles or airplanes, you may need to complete additional forms which are listed below.

Emergency Medical Information Card:

Clubs going on field trips or traveling are encouraged to have each member fill out an *Emergency Medical Information Card*, available at the Clubs Office. These cards should be brought along to the activity by the individual(s) responsible for the activity.

Release and Hold Harmless Form For Air Travel:

Whenever members of a club travel to an official club activity on an airplane, a Release and Hold Harmless Form for Air Travel **MUST BE COMPLETED BY EVERY MEMBER TRAVELING PRIOR TO THE TRIP**. These forms are available at the Clubs Office and will be kept on file at the Clubs Office. If your club has received funding from the CCC for the related travel no funds will be issued if these forms have not been completed before travel.

Authorization to Use Privately Owned Vehicles Form:

Whenever members of a club travel to an official club activity using a club member's personal vehicle an Authorization to use Privately Owned Vehicles Form **MUST BE COMPLETED FOR EACH VEHICLE TRAVELING PRIOR TO THE TRIP**. Again, if your club has received funding from the CCC for the related travel, no funds will be issued if these forms have not been completed before travel.

Medical Insurance:

There is no medical insurance covering clubs while on campus. **CLUB MEMBERS PARTICIPATING IN ACTIVITIES INVOLVING ANY DEGREE OF RISK ARE STRONGLY ENCOURAGED TO HAVE THEIR OWN MEDICAL INSURANCE!** Students may purchase medical insurance from the Associated Students.

FACULTY AND STAFF ADVISORS

All recognized clubs are required to have a university faculty or staff advisor. The club advisor should provide a cornerstone upon which the organization can build. The advisor's organizational experience helps student leaders in building and running an effective club. Student leaders can use the club advisor as a sounding board for ideas, as a reference, as a friend and as a member of the organization whose primary goal is to see that it is successful. The most critical part of the advisors' job will be to provide continuity year after year to the club. This can be fostered by helping to ensure successful club officer transitions.

Pursuant to University Management Letter No. 86-2, when a University employee volunteers as an advisor or sponsor for an extra-curricular activity, the employee shall be given an additional job classification of "volunteer employee" in accordance with FSR-85-63 and FSR-77-71. This "volunteer employee" classification will provide the advisor with workers' compensation in the event the advisor is injured by an advising-related activity. It will also provide the advisor with State representation in the event the advisor is sued for injuries by an advisor's allegedly negligent act, and indemnification in the event there is a judgment against the advisor. **ALL ADVISORS MUST COMPLETE AND SIGN THE "VOLUNTEER APPOINTMENT FORM" AND SUBMIT IT TO THE CLUBS OFFICE.**



Responsibilities of the Advisor:

- The advisor shall provide reasonable and prudent supervision for club activities. To this end the advisor is encouraged to attend meetings, events, and other functions of the organization whenever possible.
- Be familiar with the university policies and procedures relating to organizations.

- Encourage organization members to assume responsibilities and leadership positions.
- Periodically review and monitor the financial status of the organization in order to be assured of its solvency. The advisor should also monitor all expenditures (sign all Check Requests) of the organization, as well as encourage the maintenance of accurate financial records by organization members.
- To help student leaders preserve organizational records which provide continuity (i.e., minutes of meetings, reports on activities/events, membership lists, current constitution.)
- Report to the Clubs Coordinator any misconduct or violations of policies which may harm the organization or university.
- Whenever the membership travels as a club the advisor shall ensure that the proper paperwork has been filed with the Clubs Office prior to the event (Release and Consent Agreement, Personal Vehicle Liability Release form, and Hold Harmless form for Air Travel).

Resignation or Absence of an Advisor:

A club advisor may resign at any time, but whenever possible the retiring advisor should give assistance to the student organization in locating a new advisor. Clubs are allowed a one semester “grace period” during which the Club Coordinator will serve as a temporary advisor. During this period clubs are advised to keep the Club Coordinator informed on all important matters and obtain approvals when necessary (check requests, etc.) until a permanent advisor can be found. If an advisor has taken a leave of absence or is on sabbatical, the club needs to find a temporary advisor for the period that the regular advisor is away. Whenever a transfer of student organizational records, charters, and properties cannot be delivered to a new advisor directly they may be left temporarily with the Club Coordinator.

UNIVERSITY POLICIES



Alcohol Policy:

The serving of alcohol at campus events is restricted to special events and is open only to the membership of the sponsoring organization and its invited guests. Alcohol may not be served at events open to the public. Approval to serve alcohol **must** be granted by the Vice President for Student Affairs in accordance with Humboldt State University “Management Letter 96-6.” Copies of this alcohol policy may be obtained in the Vice President’s Office, Nelson Hall East, Room 216. Approval to serve alcohol may be granted under the following conditions:

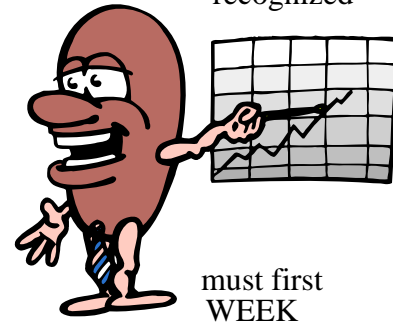
- The serving of alcohol is deemed appropriate by the Vice President for the club’s event.
- Food and snacks and non-alcoholic beverages are provided for those attending.
- Acceptance of responsibility for any damages incurred during the activity.
- Cleaning and restoring the facility to its condition prior to the activity.
- Maintenance of decorum appropriate to the university setting.
- Approval of the Building/Facility Coordinator.
- Proof that those drinking alcohol are at least twenty-one years of age as determined by valid identification such as a driver’s license with photograph.

Failure to abide by the conditions and stipulations outlined in “Management Letter 96-6” can result in club suspension, civil action, criminal action and/or University judicial

action being brought against the club, individual members and/or the advisor. Please direct any questions about the alcohol policy to the Clubs Coordinator in advance of the event. **Claiming a function or event is “not sponsored by the club” or not putting the club name on flyers advertising the event does not necessarily remove the organization from responsibility to this policy.**

Bank Account Policy:

All University recognized clubs, programs, and associations will be required to conduct their financial activities through either the University or a University auxiliary organization. External banking arrangements outside the University or campus auxiliary organizations’ purview shall not be utilized. This policy was implemented to ensure compliance with external and system regulations governing oversight and accountability for financial transactions and reporting by the University Executive Committee and approved by the President.



Food Sale Policy:

In order to sell food on campus clubs and organizations obtain a Food Sale Permit from the Clubs Office. **ONE-ADVANCE NOTICE MUST BE GIVEN TO THE CLUBS OFFICE.** The organization requesting a permit must have read and be familiar with the Humboldt State University Food Sale Policy. Two members of the organization requesting the permit must view the “Serve Safe” training videos before a permit will be granted. Clubs may only sell food twice per week or a total of eight times per month. Academic clubs may also sell food in the buildings in which their departments are located. They need approval from the Building Coordinator of the building where the sale is to be held and apply for a Food Sale Permit as stated above.

Anti-Discrimination Policy:

Discrimination is not tolerated by Humboldt State University. All clubs must include in their constitution:

“Membership in the organization will not be denied to anyone on the basis of race, religion, national origin, age, sex, disability, veteran’s status, or sexual orientation, except as sanction by law (California Administrative Code, Title 5, Section 41500; Education Amendments of 1972, Title IX).”

Additionally, every HSU recognized student organization will need to reaffirm their commitment to our anti-discrimination policy on an annually basis through space provided on the HSU club contact card.



Hazing and Initiation Policy:

Abusive behavior toward, or hazing of, a member of the campus community is forbidden and is a violation of state law and university regulations. Hazing includes “any method of initiation or pre-initiation into a student organization ,or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm” to any student or member of the campus regardless of location, intent, or consent of the participants.

Joining an on-campus organization should be a positive experience. Initiation rituals should focus upon the positive aspects of both the organization and the individual. Participation in a hazing practice will result in both individual and organizational disciplinary action, including possible expulsion. Commission of hazing is also a misdemeanor, punishable by up to one year in jail and up to a \$5,000 fine. Disciplinary action will also be instituted against organizational officers that permit hazing to occur within their own organization.

Examples of prohibited hazing activities include but are not limited to:

- Paddling, shoving, or otherwise striking individuals.
- Compelling individuals to consume alcohol or drugs.
- Compelling individuals to eat or drink foreign or unusual substances, or compelling the consumption of undue amounts of food.
- Having substances thrown at, poured, on or otherwise applied to the bodies of individuals.
- Morally degrading or humiliating games, or any other activities that make the individual the object of ridicule.
- Transporting individuals against their will, abandoning individuals at distant locations, conducting a kidnap or engaging in any “road trip” or “ditch” that might in any way endanger or compromise the health, safety, or comfort of any individual.
- Causing an individual to be indecently exposed or violating accepted social customs in regards to sex and relations between the sexes.
- Activities that require a person to remain in a fixed position for a long period of time.
- “Line-ups” involving intense demeaning intimidation or interrogation, such as shouting obscenities or insults.
- Assigning activities such as pranks or scavenger hunts that compel a person to deface property, engage in theft ,or harass other individuals or organizations.
- Tests of courage, bravery, or stamina.
- Compelling individuals to wear or carry unusual, uncomfortable, degrading, or physically burdensome articles or apparel.

Any activity as described above upon which the initiation or admission into, or affiliation with the organization is directly or indirectly conditioned, or which occurs during a pre-initiation or initiation activity shall be presumed to be “compelled” activity, the willingness of an individual to participate in such an activity notwithstanding.

Video Guidelines:

Videos rented from local retail outlets, or owned by an individual, may NOT be shown as a fundraising activity. It is a violation of copyright law to charge admission to view videos rented in this manner. Your club could lose its university recognition by doing so. It is permissible to show rented videos if they are a part of “systematic instructional activities.” For example, showing a video of Romeo and Juliet followed by a discussion with a professor of English sponsored by the HSU Literary Society could be acceptable. Showing Back to the Future or other such entertainment features on a rainy Friday night without an instructional rationale would not. In addition, even if the video is part of

“systematic instructional activities”, it is never okay to charge admission. It is important that any club showing a video be absolutely clear on this policy. With the recent advent of video piracy on the internet, the major motion picture companies now employ full time staff members who search universities for copyright violators. There have been a number of clubs and organizations that have been fined for showing videos on college campuses over the last two years.

Filing of Formal Complaint Against Student Club(s)

Complaints regarding alleged violations of the responsibilities by a student club(s) should be directed to the Office of Student Life. Complaints must be submitted in writing within sixty calendar days of the alleged infraction and include a specific, detailed description of the grounds of the complaint including names, dates, places, times and other information necessary for complete understanding. A complaint is not necessary for the Coordinator to determine that charges should be initiated.



Summary of Disciplinary Proceedings as Outlined in Responsibilities and Privileges of a University Recognized Club

(For a more complete and detailed description of the proceedings, please see Responsibilities and Privileges of a University Recognized Club (Club Handbook, pg. 2).

Step 1: A complaint is filed with or information is obtained from the Clubs and Activities Coordinator

Step 2: The Clubs and Activities Coordinator (or designee) conducts an investigation.

Step 3: The Clubs and Activities Coordinator (or designee) may hold a conference with the officers of the club(s) charged.



If a resolution is reached during the conference and the club(s) charged accepts the recommended sanction stated in the conference, the resolution and recommended sanction are put in writing, signed by the club(s), and approved by the Director of New Student Programs. This ends the proceedings.

If a resolution is not reached during the conference, proceed to Step 4.

Step 4: A formal hearing is held and conducted according to the following:

- (1) The Vice President for Student Affairs appoints a campus official(s) to serve as a formal hearing officer(s).
- (2) The Director for Student Life sends the club(s) a Notice of Hearing.
- (3) Hearings are closed to all persons other than the person(s) conducting the hearing, the officers of the club(s) charged, the Clubs & Activities Coordinator, the club(s) advisor, and the witnesses while they are testifying.
- (4) Club(s) and the University may not be represented by attorneys during the hearing process.
- (5) The Club Hearing Officer may ask questions of the representative(s) and allow for presentations to be made.
- (6) The Club Hearing Officer submits his or her recommendations to the Vice President for Student Affairs.
- (7) After reviewing the Club Hearing Officer's recommendation, the Vice President for Student Affairs makes the final decision regarding disciplinary action.
- (8) The Vice President for Student Affairs notifies the club(s) charged of his or her decision.



Suspension of any organizations will result in the organization:

- 1.) Receiving a written letter as part of the organization's file.
- 2.) Losing all access to University facilities, equipment, programs and other privileges for a defined period of time.
- 3.) Loss of all privileges to participate in University events or events utilizing University resources for a defined period of time.
- 4.) Loss of privilege to use the University's name.

Revocation of Recognition means the University retracts its recognition of the organization resulting in the loss of all University rights and privileges on a permanent basis.