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Message From the Center for Student Involvement (CSI)

Dear Seattle U Club Leaders,

Welcome to Seattle University, Center for Student Involvement (CSI)! The Center for Student Involvement team is excited to be a part of your involvement experience. The Seattle University clubs are a crucial part of the student experience. Clubs like yours help further the university's mission, create community, and build a vibrant campus culture. Clubs offer leadership opportunities, service for others, connection to our campus community, real work/life experience and so much more. The CSI office/team is here to help you, your club, and your members be successful. We encourage you to stop by our office in Student Center 350 to connect with us, meet with us and utilize our resources.

The Center for Student Involvement is dedicated to enhancing the student experience at Seattle University. Within this mission, we offer involvement and leadership opportunities by offering club recognition on campus. Clubs, along with organizations like Student Government of Seattle University, Student Events & Activities Council (SEAC), Redzone, Graduate Student Council, RedhawkTHON, and HawkSquad are supported under the umbrella of CSI.

Please familiarize yourself with this handbook which details specific information for student club members, leaders, and advisors. I hope this handbook allows you to learn important information and enhance your student leader experience. You are encouraged to meet our wonderful team (Director, Assistant Directors, Graduate Coordinators, and Student Involvement Ambassadors (SIAs)) who are eager to help in any way they can.

We look forward to working with you. Best of luck as you embark on this journey!

Best Wishes,

Center for Student Involvement Team
Seattle University

About Seattle University

Mission:

Seattle University is dedicated to educating the whole person, to professional formation, and to empowering leaders for a just and humane world.

Vision:

We will be the premier independent university of the Northwest in academic quality, Jesuit Catholic inspiration, and service to society.

Values

We put the good of students first.

We value excellence in learning with great teachers who are active scholars.

We celebrate educational excellence achieved through diversity.

We treasure our Jesuit Catholic ethos and the enrichment from many faiths of our university community. Justice: We foster a concern for justice and the competence to promote it.

We seek to develop responsible leaders committed to the common good.

About the Center for Student Involvement

Mission

The Center for Student Involvement (CSI) is a student -centered, student -driven department

FERPA Privacy TrainingThe Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records and establishes rights for students relative to the disclosure of these records. Club treasurers are required to complete an online FERPA Privacy Training before getting access to the institutional financial systems, ProcureSU and InformSU, and their club s budget information/reports.

GSC Graduate Student Council, or GSC, is the official graduate student government on campus. This organization advocates on behalf of graduate students. GSC provides graduate funding for professional development and organizes events for graduate students.

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SIA

Spring Quarter

- Prepare for club leadership transition
 - Make a to do list with the person transitioning into a leadership role to discuss transition
 - Put important documents and information into ConnectSU for the new leaders
 - Write a letter/transition document with any important details and post in ConnectSU
 - Make sure all meeting agendas and/or minutes are available in ConnectSU for the next group
 - Meet with any key student organization leaders to start collaborations early
 - Schedule a transition meeting with incoming leadership members
- Financial officer:
 - Review the ProcureSU and Chrome River procedures with incoming officer
 - Review club activity string balance to make sure all charges are correct and make any necessary changes to ensure budget accuracy for the next leadership and inform the new officers about the process
 - Upload Club Budget documents to ConnectSU
- Re-register your club
 - Create or update constitution
 - Define club officer responsibilities
 - Ensure you have 6 active members in ConnectSU
 - New Club Leadership must attend a mandatory club orientation
 - Inform important contacts such as club advisor that you are transitioning out, and introduce the person transitioning in

Club Recognition Process

Club Recognition Policy

Any full-time or part-time undergraduate or graduate (non-law) student enrolled at Seattle University wishing to lead a Recognized Student Club is required to go through the recognition process each academic year to stay current with the policies and information of that year.

Club officers must be in good standing with the University (academic and otherwise). Failure to maintain good standing with the University may result in that person being removed from the position and the club will need to find another individual to assume the leadership role.

All clubs must be open to all current students regardless of identity or affiliation. Clubs are encouraged to provide many opportunities for students. Participation in a club requires an application process, and the club must be open to all current students. Clubs are encouraged to provide many opportunities for students.

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who is a full-time faculty or staff member employed by Seattle University in order to be considered for recognition. Student clubs must adhere to all policies and procedures outlined for clubs.

Creating a Club Constitution

Constitutions should include the following components:

- The official name of the club
- Date of creation and revisions of the document
- Purpose statement
- Membership: only members of the Seattle University community are eligible to participate. Officers must be currently enrolled SU students
- A non-discrimination clause
- Officers and their duties
- Decision-making procedures
- Meetings: frequency, who calls meetings, and who must attend
- Parliamentary authority: How discussions and decisions will be handled
- Disbursement of organization assets if the organization dissolves
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- Follow the prompts outlined in the Instructions to update your Organization Profile, Roster, Constitution and Bylaws, Profile Picture, and Organization Categories
-

Privileges of Recognized Student Clubs

Once your club has fulfilled all requirements set forth through the club recognition process and by the Center for Student Involvement for the current academic year, you and your club can now:

- Sponsor activities and invite speakers in accordance with university guidelines, Seattle University Speaker Policy, the Code of Student Conduct and Seattle University's Jesuit, Catholic tradition
- Recruit members from the student body
- Utilization of campus facilities through University Events
- Full utilization and access to the club's portal in ConnectSU
- Access to SGSU and GSC Appropriations funds (as appropriate to student population)
- Host events and meetings on campus
- Advertise on campus (i.e. ConnectSU Calendar, university bulletin boards, flyers, rolldowns, TVs) in accordance with university policies and procedures
- Utilize club activity string through the Controller's Office
- Collect dues from members for the purpose of funding club events, programs, etc.
- Participate as a group in university events
- Have a mailbox in the Center for Student Involvement office in Student Center 350

Recognition Responsibilities

Clubs and club leadership should be aware of and in compliance with Seattle University and Center for Student Involvement policies and procedures as well as applicable local, state, and federal laws and regulations. This includes documents like the Club Handbook , the Code of Student Conduct , and University policies . They should represent the purpose and intent of the club accurately, ethically, and according to the University's Catholic Jesuit identity and its mission and values.

Other responsibilities include:

- Keeping a full-time faculty or staff primary advisor
-

- Following the policies and guidelines as outlined in the Club Handbook, available on ConnectSU.

Failure to comply with any of the Club Recognition Responsibilities may be reported to the Dean of Students Office and may result in disciplinary action at the individual or club level. CSI will follow any reported sanctions against the club as determined by the Dean of Students Office. More information on Club Conduct is covered below.

Club Advisors

Every Registered Student Club must have a Club Advisor name on file with the Center for Student Involvement. Club Advisors must be full-time or part-time faculty and/or staff members of Seattle University. Graduate students are not eligible to be club advisors but may serve as additional support.

A club's advisor can play a helpful supportive role to club leaders. In addition to being the official connection with Seattle University and the club, advisors are encouraged to:

- Stay current with Club's activities like events and meetings
- Talk through what support looks like for club leaders and what they may need throughout the year
- Contact the Center for Student Involvement regarding questions or clarifications on office or University policies
- Develop students into effective leaders to contribute to mission of Seattle University
- Help provide leadership skills student leaders can add to their Leadership Tool Box

Tips for Managing Your Club

Meetings and Agendas Make sure to plan out your meetings, including coming prepared with an agenda. It is important to keep continuity between meetings, so you do not

Planning Events

As leaders in a student club, you are encouraged to host events at Seattle University. There are many departments to assist you with planning and executing your programs; be sure to ask for assistance whenever you need it! University Events (UE) will help coordinate many of your event details with you. Please visit UE's webpage to view the process, policies, and procedures to keep in mind for planning your student event.

Marketing Your Event

There are a variety of ways for your club to effectively market your event. To help you on your way, we've created this page to help point you in the right direction. If you start early, have a good team, and create a plan you will be successful!

Check the ConnectSU Event Calendar and Confirm Your Space

You may want to consider what other events are happening on campus that day. Check out the ConnectSU events tab, the main campus calendar, and/or talk with University Events (UE) about other events happening at the same time and may compete.

Make sure you've confirmed your event space and food, technology, and other event needs. University Events (UE) can work with your organization on all these needs.

Establish Your Budget

Make sure you know what your budget is for your event. The Center for Student Involvement can print 10 flyers for student clubs free of charge. Also, Reprographics can make posters and flyers at a low cost to you and your club (using your club's activity string if you have one). For more information on other services and pricing, see the Reprographics website.

Create Your Message

Next, think about the message you would like to portray about your event. What is the incentive for the campus community to attend? What will they learn and/or get out of the event? Make sure to have a consistent message about the event, your intended audience and goals. Your team should be aware of what these are so they can also send a consistent message.

Marketing and Publicity

Now that you are aware of the policies, do your best to find creative and unique ways to get the message out to your audience. Make sure that you also reference the Publicity on Campus section in this handbook and the Publicity Policy on the CSI website for specifics on marketing your event.

If you are interested in using Zoom Webinar, please submit a Virtual Event Request through the EMS Web App. Once received, UE will contact you to talk more about your event needs to determine if Zoom Webinar or Zoom Basic/Pro will be the best platform for your event.

Tabling Policy

- Recognized Student Clubs can reserve a table from which to advertise, pass out materials, and other actions to promote their event or student group.
- To reserve a table, contact UE and request the date and time on which your club would use a table for promotion.

Digital Screens

- Advertisements must be 1280x720 pixels and are presented full screen
- Images should be submitted in JPG, PNG, or TIF formats

Sandwich Boards

Sandwich Boards or A -Frame advertisements hold large posters, usually 2 ft x 3 ft, and can be used outside of buildings to advertise your event. Sandwich boards are provided by the club, organization, or office; CSI or UE does not provide these for general usage.

When using Sandwich Boards, please make sure to pay attention to accessibility into, out of, and through buildings. These should not block doors or pathways.

Lawn Signs

Lawn signage (i.e. signage similar to those used by political candidates) should be coordinated through Seattle University Grounds.

Publicity Ideas

Here are some additional thoughts and ideas on publicity:

- Bulletin boards are full of flyers that will compete with your message. Make sure that your flyer design is clear, effective, and limits the amount of text. Most students will only glance at flyers, giving you less than a second to catch their attention. Unless they're specifically there to look for something to do, flyers only have a moment to be effective.
- Rolldowns are effective and can take up to 2 hours to create. Make sure to build in time in your schedule to for you and/or your team.
- TV screens are available in the Student Center to help advertise your event. You may need to redesign your flyer to properly fit the screen. Remember that the slide only shows up for 10 seconds.
- ConnectSU can provide many helpful tools to get the message about your event/program up with all the other events happening on campus. Some for your club to consider are :
 - Putting in a Student Announcement Request to be included in the weekly ConnectSU News email blast
 - Co-sponsoring your event with other organizations which lists your events on other pages
 - Tagging @seattleuconnectsu on Instagram and Facebook to be shared to a wider audience

- Tabling at Cherry Street Market and/or Pigott Atrium can be effective for your event . Space is extremely limited so reserve your table early with UE
- for the best table availability.
- Table tents are also available for your use and catch people at an opportune time - while they're eating! It's a great time to share your message about your event.
- Social media and apps avenues like Instagram, Facebook and Corq can be helpful in advertising your event. Know that people only spend a few seconds looking at events, including who is going to attend. The more activity your event site has, the more others will see it.
- Word of mouth is your best tool to market your event. Make sure you and your team talk to their friends, classmates, and others about your event. Also, make sure to show excitement about your event. Revisit your goals and share them with your audience.

Managing Club Finances

Club Activity Strings

Recognized Student Clubs, Organizations, and Sport Clubs receive an activity string to deposit money into and spend money from. This is a series of numbers that will look something like: 82-0-3-684000 (with different last digits). Think of your activity string as your budget number and/or GL Code . They may also be referred to informally as a budget number and/or GL Code .

All clubs are assigned an activity string when they are first recognized, which is sent to the president/primary contact, financial officer and advisor.

Budgeting

Clubs are expected to keep track of expenses and income by using a budget. Keeping a record of all expenditures and revenue allows you to best keep track of what should be in your club activity string. Each month, financial officers and presidents/primary contacts receive a report of what the Controller's Office shows as the balance in your activity string. Keep in mind there can be delays with new charges and reimbursements to be reflected in the system. Therefore, club leaders find that keeping their own budget record is important to support accurate recordkeeping.

It is important to spend within your budget. Exceeding your activity string balance will not be approved.

For Sports Clubs, budgets are managed through UREC. Please contact Trace Seaton, Assistant Director, seatonw@seattleu.edu

When considering a bake sale, be sure to review the Bake Sale Policy references in the Important

Square is the preferred way to electronically collect funds for clubs as it will deposit directly into your activity string.

Below is a list typical club expenses and how to make the purchase:

- Emerald Plate Catering will collect your activity string when you place an order. Be aware of your budget and check the cost given on your estimate to ensure you have the funds to cover the cost.

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Many business will take an order from you and provide you with an invoice to pay. To pay an invoice, submit to CSI through the Club Invoice & Contract Form on ConnectSU. CSI will process the payment and your vendor will be sent a check in the next weekly check run.

We use the Independent Contractor process to pay an individual vendor who currently is not an employee (staff, faculty, adjunct, student) of Seattle University for services provided.

Seattle University does NOT allow students to sign contracts within their capacity as students and as club leaders/members. Any contract must be signed by a designated university administrator.

If your club wishes to pursue a contract with an entertainer, performer, or service, please contact the CSI office for guidance on this process. The process takes time, so it is advised to contact CSI as early as possible to begin planning.

The steps include:

- Verifying that the performer/speaker is not an employee of SU (staff, faculty, adjunct, student). If currently employed, we will use another process.
- Verify that the vendor is set up in ProcureSU as a business. If a vendor is not already in the ProcureSU system, they will need to be added. To add a vendor to the system, you will need to request an updated W-9 (Request for Taxpayer Identification Number and Certification) from the vendor.
- The contract will be reviewed and edited or approved by Seattle University's Internal Counsel. Once approved by all parties, the contract is signed by the performer and the vice provost for Student and Campus Life.
- Once the vendor is added to ProcureSU and the final contract is signed, CSI will create a Purchase Order in ProcureSU. This is a commitment to pay per the terms of the contract and is sent to the performer.
- Services are rendered.
- Payment is sent to the performer.

Once you and CSI staff have started planning and you have a contract to submit, you will do so through the Club Invoice & Contract Form on ConnectSU.

Many faculty and staff on campus have a university-issued credit card to charge work related expenses, called a procard. Talk with your club advisor

Important Club Policies

Below you will find several university policies that are important for you to know as a club leader. Please note that while we do our best to notify clubs of changes to these policies, particularly from other offices. For the most up-to-date policies on these policies, see the links provided in each section.

Alcohol Policy

Seattle University allows Recognized Student Clubs and other entities to have alcohol present at approved events. To maintain proper behavior, University Events Services (UE) and CSI must be notified if a Recognized Student Club wishes to have alcohol present at an event. There are additional stipulations and requirements that must be met to ensure accordance with all Washington State laws.

In general, student clubs may be required to:

- Complete the Student Club Alcohol Event Request Form in ConnectSU four (4) weeks prior to the event
- Additionally, complete the fillable Alcohol Service Request Form from UE at least one (1) week prior to the event
- Provide the rationale behind serving alcohol at the event, the value it will provide to the event, the participants, and how it benefits the club as a whole
- Provide a detailed plan on how student event planners will ensure student behavior at the event will be handled, how IDs will be checked, training for student volunteers, and emergency response protocols
- Staff the event with Public Safety officers (number depends on the attendance goals) and The Emerald Plate/Chartwell bartenders

Alcohol references and/or imagery is not allowed to be on marketing materials (i.e. f (ow)(.)-3 (e- t59 (i)-1 (L670)-4 (

For more information, see the UE website: <https://www.seattleu.edu/ces/policies/>

Brand Identity (Seattle U Logo/Name Usage)

Seattle University Marketing and Communications Department is responsible for approval of any usage of the Seattle University brand. This includes but is not limited to the Seattle University logo, spirit mark, interlock, wordmark, seal, etc. To learn more about the usage of the Seattle U brand marks, go to the Marketing and Communications website.

Clubs should work with Marketing and Communications for approval of the Seattle University branding materials. This includes printing on shirts, giveaways, and, in some cases, on social media platforms. For questions or more information, contact Eli Voight, Assistant Director of Digital Marketing.

For more information see the Marketing and Communications page:
<https://www.seattleu.edu/marcom/>

Contracts

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- Payment for contracts is not available until after the service has been provided. Be sure to note this with your artist/performer when negotiating the contract. Make sure not to promise payment at the event or prior. The University will not pay for services prior to services provided.

Demonstrations and Political Activity on Campus

Seattle University recognizes and values the right of students and other members of the university community to express their views by peaceful protesting actions and opinions with which they disagree. The university also stresses a concurrent obligation to maintain a campus atmosphere conducive to academic work, to preserve the dignity and seriousness of university ceremonies and public exercises, and to respect the rights of all individuals. These policies outline the guidelines and procedures for demonstrations and political activity.

Those organizing demonstrations must complete a [demonstration form](#) on ConnectSU meet with a CSI designee prior to the event (preferably 48 hours or as far in advance as possible). This meeting will allow for event planning, space or facility reservations, and coordination with the Public Safety Office.

Campus demonstrations may be conducted only when such demonstrations:

- are conducted in such a manner as to respect the rights and welfare of others.
- do not interfere with automobile or pedestrian traffic.
- do not actively disrupt scheduled class meetings, teaching, administration, or disciplinary procedures and/or other university functions or authorized activities; and
- do not interfere with the rights of others to demonstrate.
- The University retains the right to control the use of all University property at any time and for any reason.

Seattle University, as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, is prohibited from participating or intervening in any political campaign on behalf of, or in opposition to, any candidate for public office. Political intervention includes not only making financial contributions but also the publication or distribution of written or oral statements on behalf of or in opposition to a particular candidate or ballot initiative. Nevertheless, Seattle University encourages its members to engage in civic activity, including participation in the political process.

More

Domestic Travel

Seattle University has over 180 recognized student clubs and a variety of student organizations. Student club officers, faculty/staff advisors organizing travel with these student club associations, and student organizations must follow the following steps before travel begins.

- Notify CSI and Public Safety that travel with your student club and organization will occur. This will allow these offices to keep an eye out for paperwork.
- Have your club/organization complete the Travel Authorization Form in ConnectSU, at least, two (2) weeks prior to the trip, along with a list of all travelers/participants going on the trip.
- Have your club organization review The Redhawk Commitment & the Code of Student Conduct as part of your club/organization's planning process.

International Travel

Some clubs offer opportunities for travel abroad as part of their event planning. The steps below outline some of the considerations when planning an international trip. Because clubs are often led by student leaders, clubs should contact CSI and the Education Abroad office as soon as possible to begin travel. In general, this process takes approximately 6 -7 months.

For this policy, short -term international trips have the following characteristics:

- 30-days or less in duration (including a day trip)
- No academic credit granted for participating
- Developed and implemented by student clubs/organizations

These requirements have been developed to:

- Facilitate the University's assistance to you and the trip participants
- Help reduce the level of risk and liability for you, your organization, and the university
- Ensure ethical and effective planning and implementation for the trip

Because planning an international trip is a complex and time- consuming process, clubs and organizations planning a trip must have the trip approved at least 6 -7 months prior to the desired date of departure. There are many aspects to planning a group trip abroad (i.e., visas, safety, travel costs, liability, insurance, housing, etc.). Therefore, being detail oriented and on top of these processes for your club will be of utmost importance .

Once you have obtained all the appropriate information, the staff in CSI will consult with Education Abroad and other entities as necessary on the proposal. Initial review of international trip proposals will be conducted with Education Abroad. CSI staff may want to meet with club leaders to discuss your trip.

Only registered Seattle University students are permitted to go on a club -sponsored international trip through Seattle University. A full -time faculty or staff member must also travel with the group as an on-site advisor for the duration of the trip. Because international trips are educational in nature and sponsored by the university, trip participation will be restricted to currently enrolled SU students, current SU faculty and/or staff, or community members registered as SU volunteers. Other determinations may be made if the group is travelling with a national or international organization not affiliated with Seattle University.

Once participants have been selected, each will be required to submit a variety of paperwork at least one (1) month prior to departure to Education Abroad. This paperwork includes:

- SU Travel Waiver
- SU Volunteer registration (obtained through Human Resources)

- Medical travel statement form (obtained from Education Abroad)
- Health Disclosure form (obtained from Education Abroad)
- Documented purchase of an ISIC card or verification of purchase of SU travel abroad insurance (for international travel)
- Documented proof of health insurance

Individuals failing to submit this paperwork in a timely manner will not be allowed to travel with the group. Education Abroad, CSI, or other Seattle University entities may ask for additional paperwork depending on the needs of your trip.

A participant orientation is mandatory. At minimum, this orientation should include:

- Overview/purpose of trip
- Review of itinerary
- Pre-trip education

Pre-trip education should provide participants with a basic understanding of the culture, politics, economics, and other issues connected with the international trip experience. Trip planners are encouraged to contact appropriate faculty and staff resources in developing pre-trip educational curricula. A curriculum like this will help better prepare international trip participants to enter and work effectively in different communities.

In order to ensure that university policies are followed, especially in the event of an emergency, international trip leaders must be trained in emergency protocols prior to departure. More information on developing leader training can be obtained from the CSI staff.

It is important for international trip participants to realize that such activities are a privilege. The opportunity to represent the University, the city, the state, and/or nation is a responsibility that should be taken seriously. Because international trips are University sponsored activities, all participants are expected to abide by SU policies while traveling. This is true whether a group is traveling domestically or internationally. Any violation of the Code of Student Conduct or other University policies may be reported to the Dean of Students by the group's advisors.

Film Screenings

Films, TV shows, and other videos usually have some type of copyright attached to them. Because of this, it is important that any public film showing has the correct permission to show the film/video. Any type of non-private showing of a film (i.e., not in your home or your residence hall room, events that are open to anyone) must purchase the rights to a film prior to screening it.

The Lemieux Library and Learning Commons has an agreement with Kanopy Streaming that allows any University entity to show films and videos from their site. Please note that only Seattle University students, faculty, and staff can attend viewings of these films. Contact CSI office if your club has questions about the film policy. Additionally, CSI can put your club leaders in touch with SWANK MOTION PICTURES for public performance licensing agreement for Seattle University.

For more information on the Film Policy see: <https://www.seattleu.edu/policies-regulations/student-life/films-on-campus/>

Food Service

There are four options to provide food for student groups or events:

- Emerald Plate (pm -36.630um Tf -0.02ervice)

Van Reservations

Vans can be rented through Transportation and Parking Services using your club activity string. Vans can be used to transport Seattle University students, staff, and faculty to various destinations within

Club Recognition: Red Night Out Awards

Clubs are recognized at Seattle University at the annual Red Night Out Awards and Celebration. Open to all students, this awards ceremony celebrates the accomplishments of individual students and clubs. Be sure to nominate your club for one or more of the group awards:

Student-Led Initiative Award

Presented to a club, departmentally sponsored organization, or individual that has contributed to the overall education and betterment of the Seattle University community through a program, event, exhibit, performance, or initiative. The initiative should be outstanding in cultivating one (or more) of the following: educational/academic excellence, inclusivity, creativity, collaboration, S U pride, and/or a meaningful impact on students.

Campus Unity Award

Presented to a student club that cultivates a sense of community and collaboration within the campus community. Its members willingly share their time, talent, and resources with other clubs or organizations

Finding Support

Our role in CSI is to help you be successful at leading your club. At points, your leadership role may feel difficult to manage. Navigating policies, dynamics of club members, event planning, and everything else can be overwhelming. The staff in CSI is here to support you! We may be able to provide some context, information, or, in some cases, advocate on your behalf.

In many cases, your club advisor can also play an important role in helping you to navigate your role, the University policies, and may have helpful information for you. Additionally, offices and departments on campus want to see you and your club be successful. They want to help you find solutions.

Many other club leaders are looking for ways to collaborate on events and programs. Utilizing ConnectSU as a starting place to find connections and opportunities can help you grow your vision for your club.

Appendix

Changes and Updates Made to the Seattle University Club Handbook

July 2020: Changes/Updates made

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