The "Gonzaga University Clubs & Organizations Manual" is published by the Office of Student Activities. Copies are will be available online via www.gonzaga.edu/community or www.gogsba.com. The Office of Student Activities and/or the Office of Student Life reserve the right to make changes to this manual and/or its policies at any time deemed necessary.

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502 E. Boone Avenue
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<th>Office</th>
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<td>GSBA Treasurer</td>
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<td>Unity House &amp; Multicultural Education Center</td>
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GENERAL CLUB POLICIES AND EXPECTATIONS
(taken from 2010-11 Student Handbook pp. 97)

The student conduct expectations and standards apply to behavior on University property, at all university sponsored activities held on or off-campus and to students' off campus behavior which may negatively impact the institution and/or the institutions reputation. **Expectations and standards apply to both the individual student and any student organization.**

In addition to the student conduct expectations and standards student organizations must adhere to the following student organization expectations.

All clubs and organizations will:

- Be consistent with the University’s Mission and Ethos statement and abide by any and all University policies’ and procedures.
- Ensure that club involvement and activities do not adversely effect the academic success of their members or other Gonzaga community members.
- Follow all state, local and federal laws.
- Follow the policies and procedures of their sponsoring organization.
- Must have an advisor who is a professional faculty or staff employee of Gonzaga University or an affiliate of Gonzaga University – i.e. Sodexo.
- Will abide by Gonzaga’s policies and procedures in both on- and off- campus activities.
- Must follow club’s own constitution and by-laws.
- Be responsible for all financial transactions done by and/or in the name of the club. All financial transactions will proceed through the clubs controller account or GSBA. No off-campus bank accounts allowed.
- Must have at least ten student members (5 for law school clubs).
- Register their club annually with the Clubs & Organizations Office.
- Follow the University “Events Policy” for all events and programs.
- Understand and abide by the University Hazing Policy and Alcohol Policies.
- Maintain good communication with the Office of Clubs and Organizations by checking, updating and maintaining their Community website and checking their club mailbox at least once a week.
- Follow all policies and procedures of the various departments and/or organizations in which they might interact with. These may include, but are not limited too the Controller’s Office, University Relations, Campus Services, GSBA, Student Activities, Sodexo, Athletics, Security, etc.
- Accept responsibility for member’s behavior including whenever an event is held, officially or unofficially, in the name of the organization or whenever the action of a member draws attention to the organization rather than to the member as an individual.
- Any club that is inactive for over four years will be expected to repeat the club recognition process.
- All philosophical or general changes in the clubs original recognition paperwork must be submitted to the Clubs & Organizations Office immediately so as to not affect the clubs standing with the University.
- Registration and/or recognition does not commit the University to the proposed programs of any organization.

Student organizations that fail to meet the expectations or violate the conduct standards may be subject to a judicial hearing and organizational sanctions.
Communication Expectations

Communication between clubs, organizations, GSBA and Student Activities is of vital importance. To ensure consistent and clear communication we have developed the following guidelines and expectations for communication:

- **Maintain and Monitor your Clubs COMMUNITY Site:** The Gonzaga Community site is how we know who is in your club and whom to contact and work with. It is vital for you to maintain current officer and membership information as well as information about your club and its activities. In addition we will post important announcements, tasks and news items through this site. All events and activities for your club must be registered using this site.

- **Attend all required meetings:** While we know you are all busy, in person communication at times is necessary. Club Summit and the monthly Club President Council meetings are mandatory and a good opportunity to exchange information and share ideas.

- **Check Zagmail:** Zagmail is the official form of university communication. We also will use Zagmail to send out e-mails. Please be sure to check your Zagmail or ensure it is being forwarded to an e-mail provider or your choosing.

- **Check Mailbox Weekly:** Every club has a mailbox located in the Office of Student Activities. These club mailboxes are maintained and serviced by the Office of Student Activities. The mailing address for all clubs is the same and we highly encourage you to use this address versus your personal address or MSC box #. We ask that clubs check their mailbox at least once a week. Clubs are also welcome to put flyers or other written communication in the mailboxes of other clubs.

  Name of Club  
  MSC # 2470  
  502 E Boone Ave  
  Spokane, WA 99258
Hazing Policy
(taken from 2010-11 Student Handbook pp. 114)

As outlined in the University’s Ethos Statement, Respect for Oneself and Respect for Others are cornerstones on which Gonzaga’s students base their individual growth and development. Traditions are important at Gonzaga and some of these traditions include rituals and rites of passage which link us to the University’s past and help us prepare for the future. These actions can build important bonds between individuals and groups. It is imperative to remember that the relationships and bonds that are created in our community are to always be deeply rooted in mutual respect, and not through senseless activities or humiliation.

Any hazing actions, including, but not limited to, those which produce mental discomfort, physical discomfort, or ridicule are expressly prohibited. Willing participation by persons being suspected of being hazed does not override this policy. Hazing is a form of victimization. It is pre-mediated and not accidental. Hazing consists of a broad range of behaviors that may place another person in danger of physical or psychological discomfort or harm or of activities that demonstrate disregard for another person’s dignity or well-being. A level of coercion is often involved, i.e. those being hazed either couldn’t or didn’t feel they could opt out because of the peer pressure involved and the desire to belong to the group. Hazing incidents typically involve perpetrators (the planners and organizers), bystanders (those who participate but were not hazed or involved in the planning or organizing), and victims, (those who were hazed). All involved are responsible for their behavior, but consequences will generally differ based on the seriousness of the incident and one’s level of responsibility, planning or participation. Hazing is a form of harassment. Hazing is not limited to group activity alone, but includes individual behavior, which subjects another to abusive conduct, or ridiculous or annoying tricks or pranks. Because hazing and some initiation-related practices threaten the self-esteem and safety of students, and subsequently the University as a whole, Gonzaga adopts the following policy statement:

- Hazing is defined as any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purposes of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

- Hazing related conduct includes, but is not limited to, embarrassment; ridicule; sleep deprivation; verbal or physical abuse; personal humiliation; excessive fatigue; physical and/or psychological shock; humiliation; encouraging or requiring a person to consume alcohol, drugs or foreign or unusual substances; requiring the wearing of conspicuous apparel in public; requiring the carrying of “burdens” in public; and moral degradation or substantial interference with the person’s educational pursuits.

- Student organizations, as well as students, are expected to design their programs and policies in accordance with the principles of Gonzaga University as described in the University Mission Statement and the University Student Handbook.

- Individual members, organizational activities, and developed policies should promote the ideals of the University and its Jesuit foundations which emphasize individual well-being, a strong academic commitment and a sense of, and a respect for, self and for others.

**Student organizations and individuals which fail to adhere to this policy statement or expectations will be subject to disciplinary actions and sanctions as outlined in the University Student Handbook.**
Gonzaga’s Hazing Policy and Washington Law

- Hazing is strictly prohibited at Gonzaga by University policy and the laws of the State of Washington. Violation of the hazing policy may subject an individual or recognized organization or team to disciplinary action, either administratively or through a Judicial Peer Review Board, with penalties up to and including suspension or dismissal for individuals and suspension or termination of a student organization or team. Students and organizations may also be subject to criminal prosecution through the State of Washington for “any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary educational institution in this state.” (RCW 28B.10.900)
Alcohol Policy
(taken from 2010-11 Student Handbook pp. 109-110)

ALCOHOL POLICY

The use of alcoholic beverages on University property must be consistent with University policy and local law. In the case of branch campuses or programs, use of alcoholic beverages must be consistent with the laws of the jurisdiction where University programs are located. All state and local laws regarding alcohol are also University rules. Off-campus conduct related to alcohol which violates the law also violates University policy. The following is a summary from Washington state statutes of some important points related to the use of alcoholic beverages:

- A person must be 21 years of age to acquire, possess or consume any liquor (alcohol, spirits, wine and beer)
- It is a violation of state law for any person under 21 years of age to purchase or attempt to purchase alcoholic beverages
- It is a violation of state law to sell alcohol to a person under 21 years of age, as well as to provide alcohol to any person who is underage
- It is a violation of state law to misrepresent age and to use false or forged documents (such as a drivers license from any state) to obtain alcohol

Alcohol provided to students by their parents is prohibited on campus and in University residential facilities except as it relates to specific upper-division housing. Students in the presence of others improperly using alcohol may be in violation of the University’s Bystander Conduct policy. The University reserves the right to confiscate, retain and dispose of/destroy any and all alcohol related paraphernalia regardless of value or ownership.

Excessive drinking/intoxication at any location is not acceptable and will not be taken as an excuse for inappropriate conduct.

The following two sections apply specifically to Gonzaga University’s Spokane campus.

On Campus Gonzaga-owned property and buildings

A. University regulations do not permit the possession or consumption of alcoholic beverages in common areas (both interior and exterior) except in cases specifically approved by, and registered with, the Student Life Office, and which comply with State and local laws.

B. Intoxication which is dangerous or disruptive, regardless of where the alcohol was consumed or the age of the individual, is prohibited

C. Requests for special events must be reviewed and authorized by the Vice President for Student Life or his/her designee, subject to Washington State Liquor Control regulations. Individuals who sponsor special events involving the serving of alcoholic beverages must be 21 years of age and must abide by all State and local regulations.

D. Organizations or individuals sponsoring any event at which alcoholic beverages are served or present:
   1. Are responsible for ensuring laws and University regulations governing the provision and consumption of alcoholic beverages are upheld.
   2. Must arrange to serve non-alcoholic beverages and food appropriate to the occasion.
3. Must arrange for a responsible bartender to coordinate serving.
4. Must fulfill all requirements listed by the Vice President for Student Life Office.

**Alcoholic beverages in University owned residential facilities**

The use of alcohol is prohibited in some cases and regulated in others as described below:

A. Possession or consumption of alcohol in common areas, both interior and exterior is prohibited.

B. Residential Facilities reserved for under division (first and second year) students
   1. Students of any age and/or their guests of any age may not consume alcoholic beverages. Use, possession, distribution, sale or display of alcoholic beverages and alcohol paraphernalia including possession of empty alcohol containers is prohibited.
   2. Should alcohol-related problems arise in individual rooms, student residents will be confronted by University officials and held accountable for their actions and the actions of those present in the room, even when not consuming alcoholic beverages personally.
   3. Empty containers may be considered evidence of consumption of alcoholic beverages.

C. Residential Facilities reserved for upper division (third year and above) students
   1. Residents of individual rooms and apartments on campus and University owned off-campus apartments and houses are responsible for ensuring that University policy is upheld at all times with regard to alcoholic beverages
   2. The possession and/or consumption of alcohol shall not infringe upon the privacy, peace, and rights of others.
   3. Should alcohol-related problems arise in individual rooms, student residents will be confronted by University officials and held accountable for their actions and the actions of those present in the room, even when not consuming alcoholic beverages personally.
   4. In individual rooms, suites, or apartments in any residential facility maintained by Gonzaga University, mass quantities of alcoholic beverages are prohibited, regardless of the resident's age. This includes, but is not limited to such things as kegs, multiple cases of beer, and stocked bars.
   5. Beverages must be consumed within the confines of the apartment unit and are prohibited on balconies, stairways, parking lots, grounds, patios, porches and other common areas.
   6. Residents are encouraged to refrain from having under-aged guests over while consuming alcoholic beverages to avoid the appearance that they may be distributing such beverages to under-aged people.
   7. Any apartment unit or house which has an under-aged resident is considered “dry” until all assigned residents are at least 21 years old. This means it is prohibited to consume, possess, distribute, display or otherwise use alcoholic beverages and includes possession of empty containers.
   8. Partying that becomes detrimental to the community is inappropriate.
   9. Equipment or supplies used in drinking games or to promote excessive drinking (i.e., beer pong tables) are prohibited.
Violation of the Alcohol Policy

Violations of the alcohol policy will be enforced by the Student Life Staff, Residence Life Staff, University officials, and other members of the University community. Individuals, student groups, or organizations that violate any of the alcohol regulations will be held accountable and may lose the privilege of sponsoring future events as well as be subject to disciplinary actions by the Student Life Staff.

Students who violate State and local laws or University regulations concerning alcohol usage can expect to attend an alcohol education class and be subject to disciplinary action in accordance with University procedures up to and including suspension or dismissal from the University.

Egregious violations of the alcohol policy may receive enhanced disciplinary follow-up. These violations include, but are not limited to possessing or consuming mass quantities of alcohol, and abusive consumption of alcohol, which includes but is not limited to:

- Requiring medical response, transport, or hospitalization
- Blackouts
- Disruption to the community, such as requiring others to watch over you, including friends
- Impacting University operations, such as Security and Residence staff duties

*Student organizations and individuals which fail to adhere to this policy statement or expectations will be subject to disciplinary actions and sanctions as outlined in the University Student Handbook.*
COMMUNITY website, other Website(s) and On-Line Community Expectations

As a recognized club or organization many of you have large and meaningful presence through various on-line groups, websites, forums, social networking sites, etc. Your conduct, presence and representation should meet the general standards of conduct and not violate Gonzaga’s Ethos Statement. The following are some expectations of your club when it comes to the Gonzaga Community website site and/or any other club websites.

- The club and its officers are responsible for these sites and their content.
- Remember that many of these sites are viewable to large audiences and as a recognized club you are representing the university, your club, your members and our students.
- Ensure that postings, discussion, pictures, video’s etc. are in-line with the mission of the university and the Student Handbook, Code of Conduct and Gonzaga Ethos Statement.
- Remove any postings or material that may violate these expectations.

Failure to follow these expectations may result in the site being removed or made inactive and could result in further disciplinary action towards the club and/or individuals.
TRAVEL

We understand that many of our clubs events and passions will lead them to locations and places away from Gonzaga. While we fully support these pursuits it is important to follow all travel and driver policies of the university to ensure that travel is as safe and organized as possible. Below is a draft policy of the University’s Driver policy, while not the official policy of the University at this time, the Office of Student Activities is attempting to follow the draft policy in order to help keep our students safe and limit our liability and risk to you, your club and the university. In addition to the driver’s policy there are a few other important rules in regards to club travel.

**International Travel not possible:** At this time clubs are not allowed to travel internationally as a club. If your club has interests or pursuits abroad they cannot travel to those locations as a club. For questions or concerns about international travel please speak with the Office of Student Activities.

**Travel Form:** All clubs with plans to travel must fill out a Travel Form a minimum of 48 hours prior to departure. Your trip must also be requested and approved through the event request process on the Community website a minimum of three weeks in advance.

*Failure to follow the travel and/or driver policies presents a great risk to you, your club and the university. Violations or non-compliance will be treated seriously and could result in disciplinary action against the club.*
Vehicle Use & Driver Control Risk Management Policies
for Off-Campus Travel, Sponsored Activities, and Programs

DRAFT: 1/26/09

I. General
This policy is created to protect the safety of students, faculty, staff and the general public, and to
govern to that end, the use of the Gonzaga University owned, rented and leased vehicles used for GU
business and sponsored events.

This policy does not cover those employees who are required to drive as part of their job. Human
Resources and/or departmental policies will apply.

Your area of responsibility may have some unique circumstances, needs and risks. Please consider
carefully this policy in the context of risk and operational needs. For scenarios where the GU vehicle
use policy and risk mitigation cannot be easily resolved against unavoidable activity realities in your
area, please communicate actively with the Office of V.P. for Finance.

II. Approved Drivers for University Owned, Rented, and Leased Vehicles
In order for a driver to be approved to drive a vehicle, all drivers must:

1. Be at least 21 years of age with a valid U.S. driver’s license. A commercial driver’s license
   may be required in certain circumstances.

2. Have an acceptable driving record. An acceptable driving record is defined as a driver having a
   three year driving record with:
   a. minimal citation activity (generally no more than 3 minor violations)
   b. No violations for driving under the influence of alcohol or drugs
   c. No major violations such as reckless driving, speed contest etc.
   d. Be acceptable under Gonzaga insurer requirements, if any.

   Gonzaga may secure an individual’s drivers license history report and review for acceptability.

3. Each driver must complete a driver agreement (see Driver Agreement Addendum, Exhibit 1)
   which is to be maintained by the Department sponsoring the activity.

   An approved driver may lose their authorization to drive for the University at any time if they fail
to meet any of the requirements in this policy. Removed drivers may reapply for designation as
an approved driver when they have again met the criteria of this section. Reapplication does
not automatically qualify a driver for reinstatement.

4. Approved drivers can only be a Gonzaga University student, staff, or faculty member, or
   volunteer. Approved drivers do NOT include: family members of approved drivers, contractors,
consultants or vendors, visiting faculty or staff, visiting artists or speakers, special event groups,
government representatives, visiting athletic teams or community organizations.

III. Passenger Vans
The off-campus use or rental of 15-passenger vans for University business or events is prohibited,
except as approved by V.P. for Finance or Plant Services, or for circumstances that are unavoidable
and out of the control of the user. The use of 12-passenger vans or minivans is acceptable. Student
drivers shall operate a van only within a fifty mile radius of Spokane and then only if they have passed
necessary training by Plant Services. All towing of trailers and boats is prohibited.
IV. Rental Vehicles

1. Vehicles rented locally will be obtained from University approved companies endorsed/recommended by the Controllers Office.
2. The rental should be in the name of Gonzaga University.
3. No drivers under the age of 21 are acceptable on rentals.
4. Do not purchase collision damage waiver or other insurance, except when renting a vehicle in a foreign country.
5. Gonzaga and its insurance will provide liability and repair costs when a rental vehicle is used as part of Gonzaga business and activity. Immediately notify department supervisor and the V.P. for Finance if there is an accident or mishap involving a rental vehicle.
6. Be cautious to follow rules and restrictions of the rental company such as approved drivers and acceptable regions of use. Damages and losses on rental cars can be costly and complex particularly in a violation of rental terms.
7. The individual driving the vehicle is responsible for any citations and fines. If a driver is not identified, the renting department will be responsible.

V. Use of Personal Vehicles

Employees:

While sometimes appropriate or efficient to use personal vehicles in non-reoccurring instances, Gonzaga generally discourages this practice. If a routine practice, there must be approval from department heads or supervisors before driving a personal vehicle for activities or events. If driving a personal vehicle for activities or events, the vehicle owner’s insurance policy serves as a “primary” policy for the third party liability and physical damage to the vehicle. This means that if a loss or claim arises out of an accident that owner’s policy will respond.

Students:

For students using personal vehicles for GU sponsored activities or events, it is necessary for the legal owner to complete and sign an Owner Approval Form (see Owner Approval Addendum, APPENDIX) authorizing the use of the vehicle and identifying the student(s) authorized to drive the vehicle. This form is to be maintained by the department sponsoring the activity.

The intent of this form is to ensure that vehicle owners know their cars are being used in connection with a University activity and they will be assuming primary liability in connection with the trip. Drivers should never operate a vehicle with critical safety problems such as brakes, suspension, steering, lights and tires. The driver must ensure that all passengers are wearing seat belts.
VI. Responsibilities

All authorized drivers shall immediately report any safety or maintenance problem on a University owned vehicle to Plant Services motor pool. Drivers should never operate any vehicle with critical safety problems such as brakes, suspension, steering, lights, tires, etc. (See Exhibit 3 for further expectations.)

All drivers and passengers are required to wear their seatbelts at all times while operating a vehicle. Drivers are responsible for ensuring all passengers are wearing their seatbelts.

Any tobacco use is prohibited in University owned or rented vehicles.

VII. Non-Compliance

Gonzaga University is concerned with the driving safety of its employees and students. It is in the best interest of these groups that specific action be taken against high risk drivers who fail to follow the procedures in this policy, putting themselves and others in danger. Specific action may include requiring the driver to complete a driver’s safety training program at the driver’s expense, or terminating the driver’s authorization to drive University vehicles.

Specific action may be taken against a driver for any of the following circumstances:

1. A driver is involved in any accident in a 12-month period, whether on University business or not, where the University driver is deemed to be at-fault.
2. A driver fails to timely report an accident while driving a University vehicle or rental vehicle.
3. Two or more citations or violations are received during a 12-month period regarding a driver’s use of any vehicle.

An approved driver must immediately report any citations, any change in license status, and any change in driving record to their supervisor.
Student Organization Judicial Process
(taken from 2010-11 Student Handbook pp. 97-99)

The Office of Student Activities and/or the Office of Student Life are the initial gatekeepers for student organization conduct and expectations. Violations of organizational expectations or student conduct expectations will attempt to be resolved at the lowest level possible. When a possible violations is reported to either office or either office is made aware of a violation the first step will be to determine what kind of violation it is; a procedural violation or conduct violation.

Procedural Violations
Violations of a procedural nature will be handled by the Office of Student Activities or the GSBA Director of Clubs and Organizations. They will consult the other before any final decision is made. Examples include but are not limited to: failure to register, lack of communication, not following university protocols, failure to sign and submit liability waivers, etc. Clubs can be made “inactive” for procedural violations, and typically will stay inactive until the procedure is completed satisfactorily. Other sanctions can include loss of GSBA funding, loss of event sponsorship privileges, loss of practices and/or games, mandatory meetings, etc. Typically these sanctions are meant to rectify the procedural violations and help ensure that the clubs does not let it happen again.

Inactive
An inactive student organization means that there has been little to no student interest in the club or that the club has failed to complete a required process for being a recognized student organization. If an organization is inactive for more than four years, then it must go through the entire new student organization recognition process to regain recognition.

Conduct Violations
If a report of possible conduct violations by a student organization are made the first step will be whether the reported conduct merits a judicial hearing. This decision will rest solely with the Dean of Students or designee. If it is determined that a judicial hearing is necessary then the Dean of Students will determine whom or what board is most appropriate for the case. The student organization will be assigned an advisor to help them through the process. All attempts will be made to have the case heard as soon as possible. The judicial boards determine if the club violated student and/or organization conduct standards. If a decision is made that the student organization did violate conduct expectations then the judicial board will also recommend appropriate sanctions to the Dean of Students for final approval.

STUDENT ORGANIZATION CONDUCT STATUS LEVELS
If a student organization is found responsible for violating the student conduct expectations and/or organization conduct expectations they will typically be given a conduct status level. Below is the list of conduct status levels for student organizations.

Termination – The student organization is no longer recognized by the University and essentially no longer exists at the University. This status will remain for at least four years at which time any students interested in starting the organization again must go through the entire new student organization recognition request process.

Suspension – The separation of the student organization from the University for a specified period of time. The student organization may not participate in any University sponsored activity, may not use
the University’s name and must cease all organizational events and activity. Reinstatement after disciplinary suspension requires the approval of the Dean of Students or his/her designee and may require that certain requirements and/or sanctions be met prior to reinstatement.

**Interim Suspension** – In some instances because of the nature of the reported violations a student organization can be interim suspended. The student organization leaders will be notified immediately if this decision is made. All organizational activities must cease until the interim suspension is lifted. Interim suspension will remain in effect until a full investigation and/or hearing can be conducted to determine the final outcome of the reported violations. The authority to interim suspend a student organization rests with either the Office of Student Activities or the Office of Student Life.

**Disciplinary Probation** – The student organization will be served notice that its behavior violates the University’s Code of Conduct. The organization may be barred from participation in all or designated co-curricular activities, use of university facilities and may be subject to other sanctions. The organization will be notified that any further violations of University rules and regulations may result in suspension or expulsion.

**Disciplinary Reprimand** – The student organization is warned that its conduct is in violation of University rules and regulations and that further misconduct may be treated more severely. A disciplinary reprimand may also include other sanctions.

**STUDENT ORGANIZATION SANCTIONS**

**Restitution** – The student organization is required to make payment to the University, other persons, groups, or organizations for damages that result from violations of conduct regulations.

**Service/Work Project** – The student organization will be assigned to complete a specified community service or work project.

**Fines** – The student organization will be required to pay a specified monetary fine to the University within a specified period of time.

**Denial of Access or Restriction of Access to a University Building or Facility** – The student organization will be denied access or allowed only restricted access to a specific building or facility for a stated period of time.

**Referral for Prosecution** – Where reasonable cause exists to believe a student organization has violated local, state or federal criminal laws — and especially where violations of laws relating to unlawful possession, use or distribution of drugs or alcohol occurred on University property or in the course of any University activities — the matter may be referred to civil authorities for prosecution.

**Other Sanctions** – Other sanctions which are intended to engage the student organization in a positive learning experience related to the organization’s inappropriate behavior may be imposed by the judicial hearing officer and/or board. These sanctions may include, but are not limited to, engaging in a campus or community service project, attending or presenting a program related to implications of the organization’s conduct, or review of the organization’s membership.
In determining and/or recommending sanctions for violations of University rules and regulations, the judicial officer and/or judicial board will consider such factors as attitude of the organization’s officers; past record, both positive and negative; the severity of the damage, injury, harm, or disruption done or the potential for such; the organization’s honesty, cooperation, and willingness to make amends; and other factors deemed relevant. A sanction or a combination of sanctions from among those stated above may be imposed.

Notification of Decision and Outcomes
The outcome and decision of a student organization judicial hearing will generally be made in writing to the student organization leaders, the organizations advisor, the Office of Student Activities and the GSBA Director of Clubs and Organizations. It will include what, if any, violations the organization is being found responsible for, what their conduct status level is, what, if any sanctions, where assigned and how and to whom an appeal can be made. Because student organizations involve and effect a much wider aspect of the University community, the University reserves the right to notify the university community of the outcome of a judicial case against a club. This notification to the university will not include specific names or specifics about the incident, but more a general statement of what policies where violated and what the clubs conduct status level is. This notification will follow FERPA guidelines.

Distinguishing club conduct versus individual conduct
When conduct violations occur at an official or unofficial organizational event the student organization may be held accountable. It is not always clear to when actions or behaviors are of an individual or organizational nature or what an “unofficial” organizational event may be. The following are guidelines the Office of Student life and/or the Judicial Board may use in determining if the actions or behavior were of an individual or organizational nature.

- How many members of the organization where present or aware of the situation? What percentage of the group present were members of the organization?
- What was the clubs knowledge of the situation/incident prior to it happening? What was the clubs leaderships’ awareness or knowledge?
- What was the public or Gonzaga community perception of the event?
- Did the club create or contribute to the environment which created or lead to the situation/incident?
- Would the situation/incident have occurred if the club did not exist?
- How has the organization handled the incident/situation and/or its members since the incident?

Student organizations are strongly encouraged to have internal processes to address member’s behavior. This not only ensures that the student organization is holding its self to the university standards, but may also keep judicial proceedings from taking place against the organization for actions individual members. Individual members of clubs may also be held individually accountable for violations committed by student organizations, but this would occur through the normal judicial process for individuals not through the organizational judicial process. If the person or board hearing the case feels that some of the individuals involved should be held individually accountable they may recommend this to the Dean of Students/Chief Judicial Officer.
EVENT & PROGRAM PLANNING

Mission Areas in Programming
Listed below are five areas of the Gonzaga University Mission that lead us in one common direction for the future. We encourage clubs to plan and put on events that strive to meet these Mission Areas in Programming. Events and programs that attempt to meet these areas will be given priority and higher consideration for GSBA funds requests.

- **Leadership**  
  In that we educate the students of Gonzaga University through an example which is consistent with the Mission of the school.

- **Justice**  
  The principles of moral or ideal rightness are upheld throughout every event at Gonzaga University.

- **Faith**  
  Belief and trust in God while staying true to our personal obligations.

- **Service**  
  That what we do helps us to help others who may be less fortunate than we are.

- **Ethics**  
  In that our actions and events are lead with proper moral values consistent with those of the Gonzaga University Mission Statement.
Event Registration Process

All student clubs and organizations must follow these guidelines for all their events and programs. This process is much more than just an event approval. Our hope is that we (Student Activities and GSBA) as well as the many other resources on-campus, can be of more assistance to clubs if we are aware of when, where and how we might be able to assist and help. We hope that this process will make more people aware of club events and programs and also provide better communication and service to the clubs. These are the minimum number of steps required for all events, but do not necessarily include all the steps you may need to take for your specific event. We highly recommend you refer to the next section “A Guide to Successful Programming” for other thoughts, ideas and considerations that will help with your event. During the registration process it may be deemed that further steps need to be taken. Please refer to the Appendix section for the official “University Events Policy” and “Gonzaga Event Policy Procedures for Clubs and Organizations” for more specific information or details.

Step 1: Check space availability and place a tentative hold: All space on-campus (rooms, lounges, grass, sidewalks, etc) must be reserved a minimum of 10 days in advance. All room and/or space reservations are held on a first come first served basis and will not be confirmed until your event has been approved by the Office of Student Activities and Campus Services has been notified as such. All space requests will only be held for 72 hours. Your request will be removed if you do not follow the policies and guidelines before the 72 hour deadline DO NOT advertise or publicize your event in any way until it has been approved by the Office of Student Activities.

Step 2: Submit Event Request Form: You must do this on-line through the Community website (www.gonzaga.edu/community) a minimum of 10 days in advance. The Office of Student Activities will review all event requests within 24 hours (Monday-Friday) and you will receive an e-mail informing you as to the status of your request. Once approved you will be able to publicize your event and your room/space reservation will no longer be tentative. You may be asked for more information or details and possibly asked to alter the event. Typically this would happen with safety issues, risk management issues, or events that fall under the “University Events Policy”

Step 3: Publicize your event: All publicity must be approved in one way or another. For a list of ways/places to publicize please refer to the Resources and/or the “A Guide to Successful Programming” section of the Club manual. The Crosby Student Center approves most posted publicity and is usually a good place to begin if you unsure where to begin. Crosby staff will verify that your event has been approved by checking the Community website.

Step 4: Facility Usage Agreement: In most cases you will be sent a “Facility Usage Agreement” by campus services that will outline your responsibilities for the space and/or event, as well as ask for any services you may need such as sound, lighting, tables, chairs, etc. You must submit this form a minimum of 7 days in advance. The sooner you submit your form the more likely campus services will be able to provide assistance and services. If you submit the form any later than 7 days before your event you may not be provided services by campus services.
A Guide to Successful Program/Event Planning

Stage One: Conceptualize

1. What type of event do you want to plan?
2. What is the purpose of the event (fundraiser, community, service, morale booster, etc.?)
3. Who do you want to attend the event?
4. What is the expected attendance for the event?
5. Who will benefit from this event and how will each benefactor benefit?
6. What is the desired outcome of this event?
Stage Two: Planning

1. **Choose a date and time** for your event that will not conflict with other events that may affect your level of attendance, the Clubs and Organizations Office in Crosby Student Center will be available to aid in this process.

2. **Choose a location** for your event. Make sure that the location of your event is accessible to people with disabilities and appropriate for the type of event being scheduled. Indoor Events need to be scheduled through Campus Services as soon as you have the okay from the Clubs & Organizations Office and all other necessary people. If your event is to be held in the COG, Jundt, Jepson, Russell Theatre or Crosby Student Center, meet with the manager of the building to discuss the details of the event at least two weeks prior to the event being scheduled.

   ROOMS MUST BE BOOKED A MINIMUM OF 10 DAYS IN ADVANCE. The room/space will be held for 72 hours, during which time you need to submit your event and get approval. Clubs who do not submit event requests or do get approval within 72 hours will lose the hold on the room/space.

   To book the location of the event, contact the following people depending on the room you desire:

   **General reservations:**
   - Call Katie Burrow at the office of Campus Services Ext. 6854
   - For events with multiple dates & locations email burrow@gu.gonzaga.edu
   - To schedule online go to http://schedule.gonzaga.edu and click on Express Request

   **For specific room reservations:**
   - School of Business call Dorothy at Ext. 5991
   - Crosby main level, steps, lower level and formal lounge contact Carol Magnuson Ext. 6858
   - Foley Teleconference room contact Rick Rasmussen Ext. 3810
   - Foley Greenan Boardroom contact Elaine Manor Ext. 6533
   - Jundt Chancellor’s Room contact Anita Ext. 6611
   - Law school contact Julie Wasson Ext. 3704
   - Martin Center contact Rob Kavon Ext. 4213
   - McCarthy Athletic Center contact Joel Morgan Ext. 3963
   - Russell Theatre contact John Holland Ext. 6557
   - University Chapel contact Sarah Sharp Ext. 4243
   - Outdoor Events need to be approved by the Clubs & Organizations Office before reserving field space through the Director of Martin Center or lawn space through Campus Services.

   **For equipment and technical support reservations go to:**
   http://www.gonzaga.edu/cs

3. **Submit on-line Event Request Form** which is done through your clubs COMMUNITY website a minimum of 10 days in advance. The Office of Student Activities will review all event registrations within 24 hours and you will receive a confirmation email once it has been approved. No publicity or advertising of the event may occur until it has been approved.
4. **Facility Usage Agreement**: In most cases you will be sent a “Facility Usage Agreement” by campus services that will outline your responsibilities for the space and/or event, as well as ask for any services you may need such as sound, lighting, tables, chairs, etc. **You must submit this form a minimum of 7 days in advance.**

The sooner you submit your form the more likely campus services will be able to provide assistance and services.

If you submit the form any later than 7 days before your event you may not be provided services by campus services.

5. **Create a backup plan** in case of rain by reserving a backup facility.

6. **Contact Plant Services** to have any outdoor lights or sprinklers that may affect your event turned off and order additional trash cans if necessary.

7. **Contact Campus Security** to discuss security needs for your event.

8. **Make sure that restrooms are available nearby.** If they are in a building that may be locked during the time of your event, contact the manager of that building so that the restrooms can be made available.

9. **Budget**
   - What can your organization afford to pay for this event? Establish monetary guidelines before attempting to book talent. Do not rely on money that does not exist yet (i.e. ticket sales, donations, etc.)!
   - Will there be a charge for admission? Remember that students cannot be charged for admission unless the proceeds are for charity or to "break even" on the cost of the event if the event is held within a campus facility.
   - Establish your budget; remember that you will have to pay for talent (including lodging for bands or comedians), security, food, etc. If the event is a fundraiser, establish a ticket price that will help generate profit while factoring in all of your costs.
   - If your club does not have a budget that will cover your event, contact the Gonzaga Activities Board (GAB) Coordinator for information about co-sponsorships at least three weeks in advance.

10. **Talent**
    - Does the event require talent? If so, be sure to book the talent ASAP. If you need help in contacting talent, contact the GAB Coordinator or Director of Student Activities/Crosby Student Center for assistance.
    - Have the contract co-signed by the Director of Student Activities/Crosby Student Center and/or Activities Coordinator. Be sure to attach the Gonzaga University Performance Addendum and/or Gonzaga University Guest Speakers Policy to the contract. Both of these forms are available in the Student Activities Office located in the Crosby Student Center.
    - If the talent requires payment, request a check from your club treasurer or GSBA treasurer at least one week in advance. A form requesting the Federal Tax Identification Number of the agency or W-9 if paid to the talent directly (available from the Controllers Office, online in the Microsoft Outlook Public Folders or in the Appendix) needs to be filled out whenever a service (i.e. printing, speaker, band, comedian, etc.) is paid for. **No exceptions can be made!**
- Have you received a “rider” from the talent? If not, request one. Give a copy of the rider to the Campus Services Office as soon as you receive it so that all necessary arrangements can be made before the event. Ask the talent about their needs for lodging and food and then make the necessary arrangements. Contact the GAB office for the best lodging prices offered to Gonzaga University.
- Prepare a detailed schedule and itinerary with times for sound checks, performances, and breaks for the talent including directions to Spokane, the campus, where you will meet them once they arrive and where they will be staying.
- Does the talent require transportation to and from the event? If so, make sure that the appropriate arrangements are made.

11. **Equipment**
- If the event requires sound or lighting contact Campus Services at least **two weeks** in advance and provide them with a copy of the talent’s rider.
- Is staging required? To request the use of the University staging, contact Campus Services. If the staging is not available contact Rent-X or Sun Rental Center for reservations.
- Make sure that the power you need is available where your event will take place. If not, contact Plant Services to reserve the use of a power box.
- Are chairs, projectors, VCRs, tables, podiums, garbage cans, water coolers, etc. necessary? If so, Campus Services x6854, Media Services x6664 and Plant Services x5656 are your best contacts.

12. **Security**
- Please review the "Event Security" section of this manual for more details. Some level of Security presence or participation is required.
- A professional Gonzaga Community representative or the advisor of the club must be present at every event. Contact the Director of Clubs & Organizations or Activities Coordinator, located in Crosby Student Center for assistance if necessary.

13. **Transportation**
- Do you need to transport Gonzaga University students for the event? If so, reserve appropriate vehicles through Plant Services following the Travel Policies section of this manual.

14. **Food**
- If the event is being held in the COG or Cataldo, only Sodexho may provide food services. Be sure to place and confirm all orders as soon as possible and fill out a Purchase Requisition form. If your organization will be preparing the food, a "Food Handler's Permit" is required. Contact Sodexho for more information on obtaining one.
- Is your organization providing the necessary utensils, cups, plates, etc?

15. **The Random Details**
- Are nametags needed for event participants?
- What's the event capacity?
- How will your organization conduct crowd control?
- Discuss this matter with the Clubs & Organizations Office to make sure that further discussion with Campus Security is not necessary.
- Are prizes needed? If your organization wishes to solicit prizes from businesses, organizations or individuals as donations, it **MUST** first be approved through University Relations. Also, review the Fundraising Policies section of this manual if you have any questions.
- Are tape, scissors, paper, helium, etc. needed?
- Does your organization require t-shirts for recognition? Contact the Student Activities Office for Gonzaga's T-shirt contacts.
Stage Three: Publicizing

1. Publicity

NOTE: No event publicity or advertising may take place until it has been approved. See STEP #3 for more details.

- Who will be doing the publicity? If the event is co-sponsored by GSBA or GAB, contact the publicity manager for help.
- Events which take place on a single day require a minimum of one month of planning, events which will take place over any length of time require at least two or more months of planning in order to provide time to accomplish all of the necessary steps.
- Determine what key points are crucial such as date, time, location, admission price, contact phone numbers for questions, etc.
- Announce the event on the all-campus e-mail sent out through the Student Activities Office and the Activities Calendar (refer to the “Student Announcement / Event“ form located in this manual.).
- If you need to paint the wall e-mail thewall@zagmail.gonzaga.edu with your request. Wall reservations are weekly Monday to Monday.
- In order to use the Crosby Student Center Poster Machine (able to create large posters) contact the Crosby Information Desk at x4097. A fee is charged for this service.
- The Bulletin requires requests to be submitted by the Tuesday before the Friday in which the club would like the article to appear.
- Be sure to get any posters or fliers approved and stamped for posting by the Crosby Student Center Student Manager before posting. Refer to the “Publicity Policy“ section of this manual for detailed instructions before proceeding. Remember that Gonzaga University is a "Pepsi" sponsored campus, which means that "Coca Cola" can not sponsor any campus events, nor can their logo be included on any event publicity.

The following three sections regarding publicity were obtained from the 1997 NACA (National Association of Campus Activities) Conference hosted by the University of Alaska - Anchorage

Tips for getting the word out:

- Toothpick flags, lollipop tags
- Table tents
- Balloons
- Paper or plastic footprints leading to your information
- Sandwich boards
- Bookmarks
- Banners
- Odd-shaped posters, symbolic signs
- Painted windows (check with the Crosby Information Desk)
- Verbal announcement using sound system
- T-shirts
- Word of mouth
- Sidewalk chalk
- Buttons

**Tips for better posters:**

- Don't let the headlines, graphics, etc. lead the reader's eyes off of the page.
- The "focus point" is where the eye is naturally drawn. Focus the most important information or eye catchers there.
- Keep the information simple, readable and don't try to put too much information on one poster.
- If a poster is too busy, or has too much information, people will be less apt to read it.
- Give them the important W's; Where, What, When, With Whom, and how much.
- Timing is of the Essence - "Catch the Waves":
  - **First Wave** (10-14 days before event) - interest builders, teasers, keep 'em asking for more. Tell something about the program, but not all...
  - **Second Wave** (5-10 days before event) - This is the time for the "media blitz." Use new, creative and attention-getting forms of publicity. Change old signs to new ones, people get bored of the same signs - they don't see them anymore!
  - **Third Wave** (2 days before event until event takes place) - word of mouth, publicity stunt, special pre-show performance/appearance; you've built the interest; now do everything you can to keep it up!

2. **Ticket Sales**

- Contact the Crosby Student Center Student Manager in order to sell event tickets at Ticket Central. This is strongly encouraged.
- If your organization is planning on setting up a table in the Crosby Student Center, contact the Student Manager or for the COG, contact the Sodexho Manager.
- Are "Participant Agreement Release" forms required? Contact the office of Student Activities for the answer to this question. Forms can be obtained from the Clubs and Organizations Office prior to the event.
- Is this a student event? The Office of Student Activities must give approval before the public can be included. If so, inform people that their Gonzaga University Student ID card must be present when tickets are purchased and may be checked at the door before entry is permitted.
Stage Four: Risk Management

1. Volunteer Staff

- Create a detailed itinerary for all volunteers. Include set-up time (allow at least two hours), times for sound checks, the time that the doors will open, the ending time for the event and clean up time after (allow at least one hour).
- Determine how many volunteers you will realistically need for set-up, during the event and clean up. Assign the appropriate number of people for each area with back up for last-minute cancellations. You may find a phone list of all volunteers to be helpful.
- Make copies of the floor plan, emergency exits, and necessary phone numbers for each volunteer.
- Inform volunteers of appropriate dress and provide them with nametags if required.
- Meet with all volunteers prior to the event to assign tasks so that everyone is on the same page.

2. Security

Make sure that you have met with Campus Security to discuss the demands of your specific event. Please review the "Event Security" section of this manual for more detailed information.

Other Risk Management Considerations

- Remember to check for Gonzaga University Student ID cards at the door. Student events are generally not open to the general public.
- Remember that a professional Staff Member from the Gonzaga Community or the club advisor must be present at all events for the duration of the event.
- Determine the parameters prior to the event.
- What doors need to be locked/unlocked?
- What is the charge for admission? If so, who is in charge of the cashbox? Where will it be during and after the event?
- Can students leave and reenter?
- Who is the "risk manager" (Professional Gonzaga Community Member or advisor)?
- Is there a hand stamp or wristband being used? Who is in charge of getting it?
- What time will the event end?
Stage Five: The Event

After completing the four prior stages, be sure that you are there for your own event! If you have followed the "Activity and Event Programming" advice your event should take place with few problems. Your hard work will now pay off in the form of a great event that will accomplish each of the goals you set.

Stage Six: Assessment

1. Send thank you notes to all of your volunteers and the talent that performed for you.
2. Arrange a meeting with the Clubs & Organizations Office to evaluate event attendance cost effectiveness and overall success. This information will then be filed to assist your organization with future event planning.
3. Create an event evaluation form: It’s good to get feedback from people on how the event went. You can collect it from that at or during the event, or you can create a Poll through your Community website and send it to event attendees.
Club Financial Policies

There are many rules and policies when it comes to club finances and money that are outlined in this section. We would like to bring your attention to 5 rules that we find most important for a club's financial success. Please read, know, understand and follow these at all times.

1) **The club is responsible for all club finances, money and transactions.** Although there are many people who will help and assist you with your money, ultimately the club must take ownership and responsibility for their own finances. This means your treasurer should know of and be a part of all transactions. Additionally they should become familiar with all the policies and procedures around money and finances and be sure the club is following them. We will attempt to provide all the necessary information, trainings and resources to help ensure that clubs can take responsibility for their financial situation. Clubs failing to meet their financial responsibilities will lose their ability to conduct financial business and/or lose their official recognition status as a club.

2) **All club money must go through the university.** As a club you are in a sense an extension and representative of the university, therefore you are also bound by the same rules, guidelines, policies and laws that the university must follow. **ALL MONEY** (purchases, membership dues, payments, fundraisers, cash collections, food sales, etc.) should go through either your controller’s account or your GSBA account. Clubs are not allowed to have any other accounts through any other banks.

3) **Treasurer (or one other executive officer) must do all transactions.** In order to ensure the smooth transactions we are requiring that only the treasurer sign and transact financial business for the club. Therefore it is important that your treasurer (and all other executive officers) are listed on your ICS website.

4) **Advisors Must sign all financial paperwork:** In order to ensure that the advisor is aware of the club’s financial situation our the Office of Student Activities will require the advisor’s signature before we will give the final approval signature.

5) **Use the people and resources available to you.** Organizational money is very different than personal money, so you must not think of them as the same. Processes are different, laws are different and the expectations are different. We understand that some of these processes can be time consuming and/or confusing, but they still must be followed. There are plenty of people who are here to help and assist so please use your resources (including this manual) to help you with your financial transactions.
Club Accounts

Clubs at Gonzaga can only have accounts on-campus through the university. How these are set-up depends on whom your department sponsor is.

**GSBA Sponsored Clubs:** Clubs sponsored by GSBA will automatically get an account set-up for them through the Office of Student Activities. GSBA sponsored clubs must have all paperwork signed by the Office of Student Activities.

**Clubs Sponsored by other departments:** If your club is sponsored by another department on campus (academic department, dean, admissions, etc.) then you must work with them and discuss your finances. Usually they can set-up an account or will figure out some way to manage finances for your club.

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**Off-campus checking and savings accounts are not permissible. Clubs and organizations, which maintain off-campus accounts, risk probation or loss of official recognition from the Office of Student Activities.**

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When using your on-campus account there is usually three numbers you will need to know.

**FUND NUMBER:** This is the actual 6 digit number that is unique to your club.

**ORG CODE:** This is a 4 letter/number combination that identifies what department or program your account is through. All GSBA sponsored clubs have an org code of CLUB.

**ACCOUNT:** This can be a little confusing because account doesn’t mean what you think it means. This letter number combination identifies to the university what kind of item your purchasing or what type of money it is you have collected. There is a booklet of account numbers, and we have listed the most common account numbers for you below. If your transaction doesn’t fit one of these GSBA or Student Activities can use the booklet help identify the right account number for you.
Selling Items and Money Collection

When you club is selling or collecting money for items please follow and pay close attention to the following procedures. These policies are meant to protect the clubs, members of the club, the university and buyers or purchasers. The University does not approve of cash being stored loosely or being held for extended periods of time (longer than 24 hours).

Cash Handling: Handling of cash is a serious matter for your club and the university. All money collected must be immediately deposited into your clubs account after the money collecting event (ie. Selling tickets in front of Crosby) or held in a safe location (Office of Student Activities, Crosby, or Controller’s Office).

On-line sales: The university has a contract with CashNet for all on-line money collections and sales, and this service (E-Market) is available to clubs. It’s a convenient way for clubs to collect money 24 hours a day, in a safe and secure transaction and money goes directly to your clubs on-campus account. Use of other on-line money collections (Pay Pal, etc.) is prohibited. We highly encourage clubs to use this service as much as possible. E-Market sites not only collect money but they can collect any other information you may need (name, address, contact info, shirt size, dietary needs, etc.) so this site can serve as a registration site also. Also once an E-Market site is created you can use it again and again, year after year and you only need to update the dollar amounts and information you need collected.

We strongly encourage clubs to use CashNet and its E-Market capabilities for all its sales and money collection whenever possible. We understand that sometimes this may not be possible. Below are some rules and guidelines for when to use an E-Market

1) All club dues or membership fees must be collected through an E-Market site.

2) All items sold or money being collected for more than 24 hours must use an E-Market site.

3) All items sold or money collected that exceeds $5 must meet with Dave Rovick, Assistant Director for Student Activities to determine the best and safest method for money collection.

Credit Cards: Any person or club (this includes faculty/staff) wishing to use credit card transactions for sale or money collection (other than EMarket sites on CashNet) must attend a mandatory credit card training class. Clubs must first meet with the Office of Student Activities to determine the best approach. If you think your club will be needing to do credit card transactions you must plan well in advance, as the mandatory trainings are only held occasionally.

Taxable items and goods: If you clubs is selling taxable items or goods, then please know the university will take the appropriate tax money out when you deposit the money into your account. So please price your items accordingly and make sure your customers know that sales tax is included in the price. EXAMPLE: if your club sells $100 at its bake sale, when the deposit is made the Controller’s Office will deduct the 8.7% sales tax, so the actual deposit into your clubs account will be $91.30. When you initially purchase your items you plan on selling you should purchase them tax free. Gonzaga can give a copy of our Resale Certificate by contacting Jamie Larson in the Controller’s Office (313-6367 or larsonj@gonzaga.edu ).
GSBA Club Funding

GSBA encourages all of its sponsored clubs to make use of the money available through club allocations. Below is an outline of the procedure for requesting funds. For any further questions, please contact GSBA Director of Budget and Finance 313-6872 (x6872) gsba-financial@gonzaga.edu

All financial transactions with GSBA budgeted money must be arranged through the GSBA Financial Office and signed by Director of Budget and Finance. Money will only be authorized or reimbursed if it is being used for events or items for which the money was allocated by the Finance Committee.

There are four funding periods. Funding requests must be submitted to the Director of Finance before the funding period deadline for money to be allocated during that period. Funding request forms, and funding period dates, can be found on gogbsa.com under the documents tab. Funding requests are weighed by the GSBA Senate’s committee on finance. All clubs will be given the chance to meet with committee

Prior Knowledge of Expense: If you are aware of the purchase before your event, please come into the Financial office during the office hours of either the Treasurer or Director of Budgets to fill out a Purchase Requisition. This Requisition then goes to the Purchasing office and you will receive a Purchase Order Number, which you will use to physically purchase the product. If you have any questions about this process, please contact the finance office in GSBA.

Reimbursement: Purchase merchandise with personal funds, then fill out a Payment Voucher Form (available in GSBA) and attach the appropriate receipts. **Without a receipt, NO money will be reimbursed.** Before making a purchase, check the club balance and confirm that there are enough funds to cover the purchase. GSBA is not responsible for purchases bought without appropriate approval or allocation.

Copying: Copies may be made in the GSBA Office (Crosby 204) or by obtaining a "Copying Form" from GSBA, then taking the material to be copied and the "Copying Form" to Faculty Services in the lower level of the Administration Building. You must have this form, with an authorized signature from the Director of Budget and Finance, to make copies. Copies made off-campus will not be reimbursed.

Publicity: Each GSBA sponsored club is given $30 worth of credit to use the Wall and make copies. The copying procedures (found above) must be followed for GSBA to pay for copy costs.
Here at Gonzaga University, tuition and fees cover only about 80 percent of what it actually costs to attend school. What makes up the remaining 20 percent? Philanthropy. Each year, thousands of alumni, parents, faculty, staff, and other friends contribute to Gonzaga University. And, we receive millions of dollars in grant funding from private foundations and public agencies. Corporations give and/or purchase advertising and sponsorships. Then, financial support goes to student scholarships, faculty-student research, equipment, construction and remodel of buildings, faith retreats, service programs and much, much more. Alumni and community benefactors are investing in your Gonzaga experience!

As a member of the Gonzaga community, you are encouraged to solicit gifts to the University from organizations and individuals within and beyond Spokane. To support your success – and that of future students – please follow the solicitation procedures, which are designed to:

- Ensure that gift accounting – thanking donors, providing tax receipts – is done in compliance with donor intent, IRS regulations and University policy.
- Prevent situations where donors or sponsors are unintentionally or inappropriately solicited (i.e. multiple asks from various student groups, departments within the University).
- Help you make sure that donors feel appreciated by Gonzaga University.

Please plan ahead, so we can give you access to expert advice on fund raising methods and practice:

**STEP 1** Before any fundraising takes place, your idea must be submitted in writing to the Assistant Director of Student Activities, David Rovick, Crosby 200, rovick@gonzaga.edu, x4069. Fundraising ideas that require approvals include solicitation letters to alumni, raffles or auctions, honorary memberships, subscriptions, booster club memberships, grant applications and online fundraising.

**STEP 2** Your prospect list and fundraising letter must be reviewed by the University Relations, Development Office (Alli Riese, CG 044, riese@gonzaga.edu, x6393). This list should include business names, individual/contact names, addresses and phone numbers. Review can take between 5 and 10 business days.

**STEP 3** All gifts must be processed by the gift accountant (Kim Brus, CG 028, brus@gonzaga.edu, x5994). For accounting purposes, you will need your club’s name and account number as well as documentation of the gift, including the full name, address and phone number of the donor. The University Relations office aims to process all gifts within 24 hours.
NOTE: Not all contributions are gifts; other contributions are processed by the Controller’s Office (Justin Padden, Business Services Center, padden@gonzaga.edu, x6809). If you want to raise money for another nonprofit organization, divide the proceeds, sell advertising, or contract for sponsorships with tangible benefits, Gonzaga University cannot issue charitable gift credit for tax purposes. The IRS allows qualifying nonprofit organizations (i.e. Gonzaga University) to inform donors that charitable gifts may qualify for deduction from taxable income. The receipt we provide to the donor documents the appropriateness of claiming a deduction. If something of value, a “benefit”, is received in exchange for the contribution it is not deductible. Paying for advertising is a benefit and does NOT qualify as a charitable deduction. Sponsorship MAY qualify as a charitable contribution if the sponsor receives no benefit other than the use or acknowledgment of the business name or logo (no other text). Entries into a ticketed event or a chance to win a prize are benefits. Donors/sponsors can refuse these benefits IN ADVANCE. For a gift of property or “in-kind” gift, e.g. an auction item, the donor must state the value of the item in writing. Finally, gifts can be directed to a specific program, e.g. Mission Possible, but it cannot be directed to a particular student, staff or faculty member, e.g. David Rovick. Summary: If a person receives ANYTHING OF VALUE in return for their money it is not a donation.

For example, if a donor gives a check for $10.00 to Gonzaga University and receives a T-shirt or tickets for an event, that exchange is considered a purchase and is not tax deductible.

ACCOUNTING PROCEDURES

1. Gift Log: You will need to keep a log of the gifts that you have received. Funds will not show up in your account until after the gift accountant and the controller (finance office) process the contributions. You are responsible for keeping track of your club’s fund raising: who gave, how much and for what. To foster accountability, it is best to have at least two people working together to process donations, particularly cash. This ensures that receipts are properly witnessed and documented.

SAMPLE GIFT LOG

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Name(s)</th>
<th>Address</th>
<th>Phone</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 1, 2011</td>
<td>$50</td>
<td>Patti Whitcomb</td>
<td>423 W Money St.</td>
<td>509-368-7254</td>
<td>Gave cash to gift accountant with donor info, need to send her personal note saying thanks.</td>
</tr>
<tr>
<td>Oct. 10, 2011</td>
<td>$500</td>
<td>Sports Authority</td>
<td>Tower of Goodness</td>
<td>509-368-1894</td>
<td>Sponsor, only $250 is deductible. Gave check to Kim with instructions. Follow-up to get logo for flyer.</td>
</tr>
<tr>
<td>Oct. 15, 2011</td>
<td>Gift certificate</td>
<td>Bill’s Pizza</td>
<td>829 East Boone Avenue, Spokane, WA 99202</td>
<td>(509) 483-7460</td>
<td>In-kind gift. Had donor fill out gift-in-kind form and gave to Kim. Send thank-you note.</td>
</tr>
<tr>
<td>Oct. 15, 2011</td>
<td>Gift Basket</td>
<td>Simply Northwest</td>
<td>11806 East Sprague Avenue, Spokane Valley, WA 99206</td>
<td>(509) 927-8206</td>
<td>Need to have donor fill out gift-in-kind form before we can give to Kim/send thank-you note.</td>
</tr>
</tbody>
</table>

2. Gift Valuation: To issue a tax receipt, we are required to have the value of the gift, provided by the donor, as well as the donor’s full name, address, and phone number. Cash, for example, will be
logged as an anonymous gift unless this information is provided. To process a gift of property or a
non-cash gift, the donor must complete a Gift-In-Kind Form, which is available from the University
Relations, Development Office. Contact: Kim Brus, CG 028, brus@gonzaga.edu, x5994

3. Gift Acknowledgement and Stewardship: The University Relations Development Office will send
your donor a receipt. It is your responsibility to send a timely, personal thank-you note. You might also
want to update your donors on the impact of their gifts by mail, email or phone. Contact the University
Relations Development Office for ideas and resources. Contact: Alli Riese, CG 044,
riese@gonzaga.edu, x6393
RESOURCES

Crosby Student Center

The Crosby Student Center offers a wide variety of services to the Gonzaga community. Many of these services are particularly useful or targeted towards student clubs and organizations. To access these services or to get more information stop by the Crosby Information Desk at anytime. While some services can be provided free and quickly or with a short wait, others do require advance notice and/or a small fee. Please call or ask for details.

Publicity Services
- Rent window & TV space for advertising
- Approval flier, poster and table tents
- Check out sandwich boards
- Make large full color posters

Program Support/Help Services
- Fill balloon orders
- Check out tables and chairs to students/clubs
- Oversee conference rooms (Rio, Bali, Utopia and Zanzibar)
- Check out game boards
- Book open space in the building for Gonzaga events
- Sell other club event tickets or other items (t-shirts, mugs, etc.)

Other Services
- Sell tickets (many discounted) at Ticket Central
- Give directions
- Look up phone numbers for students, staff and visitors
- Receive lost and found items
- Receive flower deliveries
- Sell candy, ice cream, gifts, and Bing Crosby memorabilia
- First aid
- Eco-friendly refill of ink cartridges
- Rent vendor tables
- Rent refrigerators to students
- Hand out ping pong balls and paddles (balls cost $.50)

For more information contact:
Crosby Information Desk
(509) 313-4097
Operating Guidelines for Flier and Poster Approval

Fliers and Posters

1. Fliers and Posters must be approved by one of three areas. Crosby Information Desk may approve any and all materials. Student Life Office may only approve faculty fliers. Housing and Residence Life Office may only approve fliers for the residence halls.

2. Please bring up to 50 copies of a flier to be approved to Crosby. Copies numbering 51 or more will be charged $.05 a copy for approval. Bring up to 70 copies of a flier to Housing for approval. **Stamped fliers may not be photocopied for posting.**

3. **Please allow up to 24 hours for posting approval of a flier.** You will be contacted when your fliers have been approved.

4. **Post only one flier per bulletin board.**

5. Posted materials are limited to a two-week period.

6. Posting publicity must include a contact name and number or a contact name and email address.

7. Fliers or posters that are placed on walls, windows, bathroom stalls, etc. may be promptly taken down and a contact person may be notified. A penalty fee may be imposed if an individual or organization repeatedly violates this guideline.

8. Please do not use tape on the bulletin boards. Push pins and staples are preferred.

9. Gonzaga University reserves the right to refuse posting privileges to any person or organization.

**Report all incidents of non-official flier destruction or removal to the Student Life Office (AD 120).**

Posting approval may be given to non-campus events, off-campus businesses and persons not currently enrolled in or employed by Gonzaga University for a $5.00 service charge, as well as a $.05 charge for fliers numbering more than 50. All guidelines stated above will be applied to off-campus fliers as well. Gonzaga University reserves the right to deny approval to any non-campus event posters.

**Publicity Materials are as follows: Fliers, posters, table tents, handouts, window painting, chalking, “the wall”, campaign materials, and any other miscellaneous advertisements.**
Operating Guidelines for Table Tent Approval

Table Tents

1. Only two persons/organizations will be given table tent approval per week. Table space is limited—plan ahead! Check for availability before making table tents.
2. Create table tents out of cardstock only—computer paper table tents will not be approved.
3. Please bring up to 50 copies of a table tent to be approved to Crosby Information Desk. Copies numbering 51 or more will be charged $.05 a copy for approval. Stamped table tents may not be photocopied for posting.
4. Please allow up to 24 hours for table tent approval. You will be contacted when your table tents have been approved.
5. Place only one table tent per table.
6. Table tents are limited to a one-week period.
7. Table tents must include a contact name and number or contact name and email address.
8. Gonzaga University reserves the right to refuse table tent privileges to any person or organization.

Operating Guidelines for Handout Approval

Handouts

1. Any person or organization must seek permission from Crosby Information Desk before distributing handouts. It is important to obtain permission from the building manager before distributing handouts to avoid scheduling conflicts.
2. Handouts should advertise an event or function; opinion handouts may or may not be approved at this time.
3. Gonzaga University reserves the right to refuse handout privileges to any person or organization.

Operating Guidelines for Window Painting/Chalking Approval

Windows/Chalking

1. Any person or organization must seek permission from Crosby Information Desk before painting windows or chalking sidewalks and steps. Check for availability!
2. Please bring a paper copy of the text you wish to paint or chalk, with a contact name and number provided.
3. Please allow up to 24 hours for approval. You will be contacted when your request has been approved.
4. Painting and chalking space is limited—plan ahead!
5. Painted and charked materials are limited to a one-week period.
6. Window paints and sidewalk chalk may be provided. To maintain cleaning supplies and materials, there is a $5.00 supply charge per painted window and per chalked area. Payment is needed at time of painting/chalking.
7. Gonzaga University reserves the right to refuse painting and/or chalking privileges to any person or organization.
Bulletin Board locations

Administration
   Basement by #028 and #031
   Basement across from faculty services
   Basement across from #012 AND ICIS
   First across from #110
   First between #118 and #120
   First floor east entrance hallway
   Second floor by elevator
   Second floor next to women’s restroom
   Third next to #307
   Third by elevator

Crosby Student Center
   basement in black room

Foley Library
   back of study lounge
   by reference desk

Hughes
   next to #130

Jepson
   first entry by staircase
   basement next to #002

Kiosk
   Rosauers
   first north entrance
   first south entrance
   Second study lounge #200A

Music Mansion
   Main Entrance
   Main Room

Music Annex
   Main Entrance
   Main Room

* Kennedy, Schoenberg, Tilford/Fuller, Martin Center, PACCAR, Cataldo, Health Center and Jundt do not have public bulletin boards
GSBA Student Senate

In order to understand the workings of our financial system, it is important to go over the role of the student Senate.

All legislative power of the GSBA government is vested in the Senate. This includes student body policy, rules, and funding allocation. The Senate meets regularly, and in weekly sessions (usually Tuesday evenings). There are 26 voting members representing various factions of campus including on-campus, off-campus, International, Non-traditional, along with four students from each class. The Senate is chaired by the elected Speaker of the Senate, under the GSBA.

Visitors are welcome to attend meetings, however, all visitors must be recognized by a representative in order to speak and formally address the Senate. Before the Senate meeting, it is necessary to arrange for a representative to recognize you if you wish to address the Senate.

The two main committees that affect clubs and club activities are the Finance Committee and the Student Life Committee.

**Finance Committee:** All budgets, allocations, and appropriations are first considered by the Committee on Finance. All club funds through the GSBA are debated and decided by the Finance Committee. Upon a consensus for the funding of clubs in the Committee, the budget is set and put to a vote on the floor of the entire Senate. The two main roles of the Finance Committee are to allocate funds to GSBA clubs, and to review appeals for funding.

**Student Affairs Committee:** The role of the Student Affairs Committee is to look at Student life and Social Justice issues. Student needs and concerns on campus are investigated and changed within the Committee on Student Affairs.

Senate is first scheduled to meet in October. If you would like to see change at Gonzaga, or if you are looking for ways to get more money allocated to your club, we strongly recommend running for Senate in the fall, or lobbying your senators for those changes.

GSBA Communications Office

The GSBA Clubs office offers a variety of resources and services to clubs. Specifically they are responsible for managing the wall and the Club/Paint. Additionally they can advise and consult when it comes to how to and where to publicize, advertise or market your event. To reserve the wall please e-mail thewall@gonzaga.edu.
Campus Public Safety & Security

The Campus Public Safety & Security has primary responsibility for safety and security on campus. For this reason, Campus Public Safety and Security (CPS&S) must be included in the planning stages of an event.

Campus Public Safety & Security is the primary authority on the need for security presence at campus events. This includes all events put on through recognized clubs and activities, GSBA, and the Student Activities office. Normally security needs are addressed when a facility usage agreement is generated and forwarded to CPS&S, well before the event takes place. If, for some reason, a facility usage agreement is not generated for an event (or is delayed), it is the event organizer’s responsibility to contact CPS&S at least a month in advance to discuss safety and security issues. Failure to notify CPS&S of an event may result in the event’s cancellation (beforehand or in-progress) and/or impact the ability of the event organizer to have events approved in the future.

CPS&S is a small department and may not be able to cover all scheduled events. The Director of CPS&S (or designee) has the primary option for determining a) that no security presence is needed at an event; or b) that an outside security contractor must be hired to provide coverage; and c) approving any outside security or police officer, guard or agency that will work on campus. There may be situations in which an event may be staffed entirely by an outside contract security agency. There may also be situations in which an event will be staffed by a combination of CPS&S officers and outside contract security guards. CPS&S officers at the event or on patrol always have authority over any outside contract personnel.

As a general rule, all events that must be staffed by CPS&S personnel will be assessed a “Security Service Charge.” This is a flat fee which is designed to defer CPS&S’ costs for staffing an event. The fee is determined by a number of factors, among which are:

- The nature of the event
  - The type of event
  - The potential for disruption to outside activities
  - The potential for outside activities to disrupt the event
  - The potential for the event to attract uninvited persons
  - The presence of alcohol
- The estimated attendance
  - The type of attendee (student only, student/staff/faculty)
  - Whether the event is open to the public
  - The age of the attendees
- The location of the event
• The date, time and duration of the event
• Whether the event is for profit or non-profit
• The number of officers or other personnel needed to staff the event
• The number of professional (not student) staff members who will be present at the event. This includes Student Life personnel and group/club advisors
• The number of volunteers or student event staff that will be consistently on hand and available
• A safety and security risk/threat assessment which may be conducted in conjunction with outside law enforcement agencies
• The need to contract with Spokane Police department to provide police coverage at or around the event

This is not intended to be a complete list of factors or considerations for security coverage at campus events. Each event will be assessed on a case-by-case basis.

Event Organizer’s Responsibilities:

The event organizer is responsible for safety and security of the event and attendees. CPS&S officers (or contracted guards) assist in maintaining a safe and secure environment, but the event organizer is the person primarily responsible. Event organizers are expected to:

• Have sufficient student staff on hand
• Have a professional staff member on hand
• Monitor all entrances and exits to restrict event to invited/paid guests only
• Contact CPS&S for situations that are beyond their control
• Have sufficient staff on hand after the event to clean up and return the facility to its original condition

It is strongly suggested that backpacks, large purses and bags, heavy coats, etc. NOT be allowed into the event. Event organizers should expect to assign one or more volunteers to an area where these items can be left while guests are in the event. It is also strongly suggested the outside drink containers (including personally owned water bottles and other drink bottles, cans, and cups) not be allowed in the event. These two things will greatly reduce the amount of alcohol that is concealed and consumed there at the event.

It is strongly suggested that wristbands or something similar is used as proof that a person is an invited/paid guest. Wristbands can be obtained through CPS&S and there may be a charge (the charge may also be included in the Security Service Charge).
Mail Services Information

Whether receiving information from the Student Activities Office or sending out newsletters to your members, the Mail Services Department plays a vital role in keeping your club updated on policies and events. The following services are available to all clubs and organizations officially recognized by the Vice President of Student Life/Dean of Student Services Office:

Club Mailboxes

**Clubs are not provided with MSC boxes.** All registered and recognized clubs can be provided with mailboxes in the Office of Student Activities. If receiving mail from outside organizations, use the following example:

Gonzaga University

Name of club

502 E Boone Ave  MSC 2470

Spokane, WA 99258-2470

The mailboxes are stuffed and maintained by student Activities Staff, and can be stuffed with material upon request. The Office of Student Activities will make 85 complimentary copies for any club wishing to release a memo to these boxes. Please contact our office at extension 6123 for more information.

Organizations at the Law School are each given a mail folder located outside the reception area in the Law School Complex. Contact the Associate Dean for Student Affairs at extension 3762 for more information.
DORM STORMING

As we begin the Fall Semester it is not usual for Housing to receive numerous requests from off-campus and on-campus entities to solicit their product, program, or organization in the Residence Halls. Campus Policy does not allow off-campus solicitors in the residence halls. GU sponsored programs and organizations are allowed to Dorm Storm, but must obtain permission from the Housing and Residence Life Office in order to do so.

If you are working with a group (or are a part of a group) that would like to Dorm Storm, please follow the process outlined below.

1) Contact via email the Residence Director(s) of the halls you would like to go through. Please give the RDs the courtesy of at least 48 hours notice before you would like to Dorm Storm. A roster of the RD Staff with the buildings they are responsible for and the email addresses are below. Your email should the following:
   a. Your name
   b. Your contact information (cell phone and email)
   c. The name of the organization or program you are representing
   d. The purpose of your dorm storm (i.e. advertising for a program, recruiting new members, etc)
   e. How you will dorm storm (i.e. are you planning on knocking door to door, hanging door knockers on every room door, etc.)
   f. The date / time you would like to dorm storm.

2) The RDs will return your email in a timely fashion letting you know that you have been approved to Dorm Storm. They may also require you to alter the times of your Dorm Storm or suggest that you move it to another day because of something else that is happening in that hall (i.e. an all-hall activity that will conflict with your plan or another group that has already been approved to dorm storm, etc.)

RD Staff

Nicole Sakraida (Coughlin Hall) – Sakraida@gonzaga.edu

Joey Sammut (Modoc Block: C/M and Madonna Halls) – sammut@gonzaga.edu

Nicola Miller (East Side Block: Marian, Twohy, Dillon, Goller) – millern@gonzaga.edu

Manny Cannady (CWAD Block: Campion, Welch, Alliance, DeSmet) – Cannady@gonzaga.edu

Erin Yastro (LiRoCCC Block: Lincoln, Roncalli, Corkery, Crimont, Chardin) – Yastro@gonzaga.edu

Greg Simons (Off Campus Properties) – simons@gonzaga.edu
Dave Houglum (West Side Block: Cushing, Dooley, Sharp House / Apartments, 301 Boone, Burch) – houglum@gonzaga.edu

Meghan Kehoe (Kennedy Hall) – kehoe@gonzaga.edu

Esther Gaines (DuLion Block: Dussault, River Inn) – gaines@gonzaga.edu

A couple of things that I would ask / request as you are considering Dorm Storming.

1) RAs and ARDs are not allowed to approve dorm storming requests.
2) While C/M houses a large number of first year students, it is only about 30% of the Freshman class. While Dorm Storming in CM may return the biggest “bang for your buck” it can often leave out a big percentage of our residential students who also want to get involved. There are over 100 freshman living in Crimont and over 150 living in Roncalli, Lincoln, Alliance and Campion. There are about the same number of first year students living in Marian, Cushing and Dooley as there is in DeSmet and Welch.
3) Student Groups who are approved to Dorm Storm will not be allowed to do so during “quiet hours” in the halls.
4) Student Groups who wish to post flyers in the halls must have them approved and stamped in the Housing Office.
5) We do not allow groups to ask for money by knocking door to door in the halls – regardless of the “worthiness” of your cause.
GSBA WALL POLICY
Revised October 13, 2009

Club/Organization: _____________________________
(Hereafter referred to as “group”)

The GSBA Wall Policy adheres to the Ethos Statement of Gonzaga University. Any wall painting material that is in violation of the Ethos Statement will not be permitted to be displayed on campus. Such violations include:

- Explicitly sexual imagery or messages
- Hate speech
- Glorification of alcohol/drug use
- Racist images or messages
- Nudity
- Profanity
- Disrespect for others
- Dishonesty
Request Information:
1. Wall requests will ONLY be accepted via e-mail at thewall@gonzaga.edu. Phone, personal, post-it, and any other requests will be ignored.
2. Wall requests are accepted no more than three weeks in advance of the requested week. Any requests filed before three weeks are not valid and will be denied. The group must re-file after the appropriate date or seek another form of publicity.
3. Wall requests can only be made for a maximum of three consecutive weeks.
4. Wall requests are scheduled in the order they are received.
5. Wall requests are scheduled from Monday-Sunday.

Payment Information:
1. Each spot on the wall costs $5 per week for GSBA registered clubs (goGSBA.com) and $10 for any other applicant.
2. Payment can be made in the form of cash, check, budget number, or promotional budget (GSBA clubs only).
3. Full payment is due before the applicant can paint. The group will not be allowed to paint if full payment has not been received.
4. Once payment has been made, no refunds will be issued.

Painting Procedures:
1. A group may paint any day of the work week between the hours of 9am and 4pm. If the group does not plan on painting the wall on the Monday of their week, the group should contact thewall@gonzaga.edu.
2. Before a group can paint, all of the following must be turned in to GSBA personnel no later than 12pm the Friday before the reserved week: (all forms can be found outside the comm. office in Crosby 204G)
   a. Signed copy of the Wall Policy Form
   b. Completed copy of the Wall Payment Form
   c. Full Payment
   ➢ Failure to turn in the required forms/payment may result in forfeiture of spot.
3. When the group comes in to paint, they must check-in with GSBA personnel. The wall assignment for the week and the wall layout are available for reference outside the comm. office. Groups that are ready to paint (forms and payment have been turned in) will be highlighted.
4. Groups must provide collateral (key, ID card, etc.) in exchange for the paint room key.
5. Groups must sign in and out on the sign-in sheet on the paint room door.
6. Use of spray paint is not permitted inside Crosby. This means that testing colors inside is not allowed. Spray paint is to be used on the wall only.
7. Wall spaces are marked by bright orange lines on top of the wall. These lines are not to be painted over or covered.
8. The wall will be whitewashed by GSBA personnel every Sunday.
9. Spray paint will be provided for painting. If the group requires other material, they are responsible for providing it. If any background color other than white is desired, then the group is responsible for supplying the necessary paint (spray paint is not to be used for painting the background of a spot).
10. Upon completion of painting the wall, groups must put all materials away in their proper place/restore the paint room to its original condition and must promptly return the key to the GSBA office.
Fines and Penalties:
1. Signing the Wall Policy is an agreement to paint the wall and to abide by the conditions set forth in this document. Failure to paint the wall during a reserved week may result in loss of wall privileges for the rest of the semester.
2. The paint room will be checked after each spot is painted. If the paint room is found in disarray, or the area outside the paint room door is messy, the group will be assessed a $30 fine.
3. If GSBA or Student Life does not approve of the content on a group’s wall spot, or if the content violates the Gonzaga University Ethos Statement, GSBA Wall Policy, or University Posting Policy, the group will be notified and will have 24 hours after being contacted to remedy the problem or they will be assessed a $50 fine.
4. Any group that paints in the wrong location or goes beyond their assigned spot will be notified and will have 24 hours after being contacted to whitewash the area in violation and will also be assessed a $10 fee. Any group that paints over the orange lines on top of the wall will be assessed a $10 fee.
5. If the group uses spray paint as a background color, they will be assessed a $15 fee.
6. The group may use GSBA rollers, trays, and/or brushes, but they must thoroughly clean them. If not, the offending group will be assessed a $15 replacement fee. If the group plans on using GSBA rollers, etc. they need to contact thewall@gonzaga.edu the Friday before the scheduled week.
7. The group will be notified by GSBA within 24 hours if they have violated any terms of the Wall Policy.

Initials ______

Disclaimer:
The GSBA Wall is an advertising tool; ad requests that are strictly opinion pieces may or may not be approved. GSBA reserves the right to paint over advertisements the day of an event. After repeated violations of the Wall Policy, GSBA reserves the right to revoke the group’s wall privileges. GSBA reserves the right to refuse wall space at its discretion. The Wall Policy is subject to change.

I have read the above Wall Policy and I agree to its terms.
(If you have any questions, please contact Nikki Trabue, GSBA Publicity Manager, via thewall@gonzaga.edu)

X ___________________________    Date ___________________________
Representative/Painter Signature
University Policy and Philosophies

Gonzaga University Mission Statement

Gonzaga University belongs to a long and distinguished tradition of humanistic, Catholic, and Jesuit education. We, the trustees and regents, faculty, administration, and staff of Gonzaga, are committed to preserving and developing that tradition and communicating it to our students and alumni.

As humanistic, we recognize the essential role of human creativity, intelligence, and initiative in the construction of society and culture.

As Catholic, we affirm the heritage, which has developed through two thousand years of Christian living, theological reflection, and authentic interpretation.

As Jesuit, we are inspired by the vision of Christ at work in the world, transforming it by his love, and calling men and women to work with him in loving service of the human community.

All these elements of our tradition come together within the sphere of free intellectual inquiry characteristic of a university. At Gonzaga, this inquiry is primarily focused on the Western culture within which our tradition has developed.

We also believe that a knowledge of traditions and cultures different from our own draws us closer to the human family of which we are a part and makes us more aware of both the possibilities and limitations of our own heritage. Therefore, in addition to our primary emphasis on Western culture, we seek to provide for our students some opportunity to become familiar with a variety of other human cultures.

In the light of our own tradition and the variety of human societies, we seek to understand the world in which we live. It is a world of great technological progress, scientific complexity, and competing ideologies. It offers great possibilities for cooperation and interdependence, but at the same time presents us with the fact of widespread poverty, hunger, injustice, and the prospect of degeneration and destruction.

We seek to provide for our students some understanding of contemporary civilization-, and we invite them to reflect with us on the problems and possibilities of a scientific age, the ideological differences that separate the peoples of the world, and the rights and responsibilities that come from commitment to a free society. In this way we hope to prepare our students for an enlightened dedication to the Christian ideals of justice and peace.

Our students cannot assimilate the tradition of which Gonzaga is a part nor the variety of human cultures, nor can they understand the problems of the world, without the development and discipline of their imagination, intelligence, and moral judgment. Consequently, we are committed at Gonzaga to developing these faculties. And since what is assimilated needs to be communicated if it is to make a difference, we also seek to develop in our students the skills of effective writing and speaking.
We believe that our students, while they are developing general knowledge and skills during their years at Gonzaga, should also attain more specialized competence in at least one discipline or profession.

We hope that the integration of liberal humanistic learning and skills with a specialized competence will enable our graduates to enter creatively, intelligently, and with deep moral conviction into a variety of endeavors, and provide leadership in the arts, the professions, business, and public service.

Through its academic and student life programs, the Gonzaga community encourages its students to develop certain personal qualities: self-knowledge, self-acceptance, a restless curiosity, a desire for truth, a mature concern for others, and a thirst for justice.

Many of our students will find the basis for these qualities in a dynamic Christian faith. Gonzaga tries to provide opportunities for these students to express their faith in a deepening life of prayer, participation in liturgical worship, and fidelity to the teachings of the Gospel. Other students will proceed from a non-Christian religious background or from secular philosophic and moral principles.

We hope that all our graduates will live creative, productive, and moral lives, seeking to fulfill their own aspirations and at the same time, actively supporting the aspirations of others by a generous sharing of their gifts.
Ethos Statement

Gonzaga is a Jesuit, Catholic University dedicated to pursuing truth, discovering and transmitting knowledge, promoting a life of faith and developing leadership expressed in service to others. Our educational mission reflects a commitment to intellectual rigor, social justice, and an active engagement of contemporary issues.

The Division of Student Life complements the University's mission by sponsoring programs, services, and activities that encourage students to develop academically, spiritually, socially, physically, and personally. In partnership with students, faculty, and staff, Student Life helps to create an educational climate consistent with principles rooted in its Jesuit, Catholic tradition.

These principles challenge students to strive for excellence, to become men and women in service to others, to integrate classroom and out-of-classroom learning, to develop their talents through discovery and reflection, and to be concerned for each person (cura personalis). To achieve these ideals, all students are expected to contribute, through their words, actions, and commitments to the development and sustenance of a community characterized by respect, caring, and honesty. These characteristics are essential to ensure the rights and privileges of all students and to preserve the integrity of our educational community.

Working together as a community, students, faculty, and staff help foster a campus atmosphere that furthers the mission of the University. Students are expected to enhance the campus ethos. This expectation calls for behavior that demonstrates the five principles of student conduct: respect for oneself, respect for others, respect for property, respect for authority, and honesty.

Respect for Oneself

The University values all of its students and is deeply concerned with their total development. Therefore, it is appropriate for the University to set expectations for personal integrity with the aim of encouraging students to appreciate their own talents, take themselves and their academic pursuits seriously, and enhance the quality of their lives. When an instance of disrespect for self is known, the University will routinely respond to a student engaging in self-destructive behaviors. Such behaviors include those that might impede an individual's ability to enjoy the privileges of education and to fulfill his/her obligations as an educated leader. Students engaging in such behaviors are also encouraged to seek help from the University community.

Respect for Others

One value of learning lies in understanding what knowledge can contribute to the community. It is expected that students will be open to learning, including learning about
and respecting persons and cultures different from their own. Members of the campus community must act out of Christian charity and mutual respect to establish an atmosphere of trust, without which there is no community. Therefore, Gonzaga expects its members to treat one another with sensitivity, consideration, understanding, tolerance, and an active concern for the welfare of others. The University is particularly concerned that its members show respect for others regardless of race, creed, gender, disability, sexual orientation, or nationality, and avoid all forms of harassing or offensive behaviors.

Respect for Property

The mission we share depends upon the responsible use of all property, including such tangible goods as buildings, library materials, equipment, and green spaces. Respect for property also involves helping to foster a well-maintained environment: a sense of security, tranquility, and accomplishment. This principle requires students to respect both personal and institutional property, both inside and outside the Gonzaga community.

Respect for Authority

Authority derives its legitimacy from its commitment to act on behalf of the common good. At Gonzaga, that authority especially resides in the officers of the University, its faculty, administrators, and staff—each of whom has been charged with responsibilities essential to the orderly operation of the University. These individuals serve as leaders and model by example the University’s expectations for all its members. In this respect, they help to define the atmosphere that supports and fosters our common mission. Additionally, these individuals provide structure to preserve the well being and freedom of community members and an orderly environment in which all can develop. The successful exercise of authority depends in part on the respect it enjoys from the community it serves.

Honesty

Gonzaga’s educational mission reflects a commitment to the development of the whole person. The University expects students to live by the policies of the University community and to follow local, state, and federal laws. While at Gonzaga University, students are expected to demonstrate the personal characteristics of honesty and integrity in all aspects of their campus life, both inside and outside the classroom.

Gonzaga students enroll voluntarily in a university that embodies these principles. Students who find their personal values incompatible with those of the University and are unable to respect these values may wish to pursue their education at an institution, which is more in line with their own personal values.
Gonzaga University's Commitment to Human Diversity

Gonzaga University’s distinguished tradition of humanistic, Catholic, and Jesuit education recognizes that all humans have the same sacred origin, nature, and inherent dignity regardless of race, sex, religion, nationality, economic status, or other differences. The University believes in the principles of holistic education and strives to provide all community members with opportunities for a variety of experiences from which they can learn and grow. The University recognizes that the quality of education, as well as the growth and development of the human person, is enhanced by awareness of and learning from persons with different experiences, backgrounds, and ideas. This approach equips all community members, especially its graduates, to understand and relate to persons from all cultures and backgrounds. The University is committed to promoting awareness and acceptance of human diversity. The University further strives to provide an environment in which all members can reap the educational and experiential benefits of a diverse community whose members reflect a variety of cultures, backgrounds, ideas, religious traditions, and values consistent with the University’s traditions and Mission Statement.

Gonzaga University’s Statement on Non-Discrimination

Gonzaga University is an equal opportunity, Affirmative Action University. The University does not discriminate against and person on the basis of race, religion, sex, national origin, age, marital or veteran status, sexual orientation, a physical or mental impairment that substantially limits a major life activity, or and other nonmerit factor in employment, education program, or activities which it operates.

All University policies, practices, and procedures are consistent with Gonzaga’s Catholic, Jesuit identity and Mission Statement, and comply with federal and state regulations, including Sections 503 and 504 of the Rehabilitation Act of 1973.
Gonzaga University Events Policy

Preamble

Gonzaga University is an academic community dedicated to the advancement of learning. It is guided by a humanistic, Catholic, and Jesuit, mission to advance the Gospel values of faith and justice through teaching, advocacy and example. To serve these objectives, members of the University community must be free to engage the full range of views on a variety of subjects. They may, therefore, consistent with these processes and standards, invite speakers to campus and produce events on campus that promote the University’s values, as well as those that express ideas or opinions that are contrary to Catholic doctrines and teachings. The following standards and procedures govern such activities.

Standard

1. Permission to invite a guest speaker or to host an event for the public on campus may be denied altogether if:
   (i) The speech or event would not constitute a legitimate educational experience or otherwise contribute to the University’s mission; or
   (ii) The speech or event is likely to confuse the public or students about or offend the University’s core values or mission as a Catholic, Jesuit, humanistic institution by advocating positions or activity contrary to Catholic teachings and the person or group seeking permission refuses to accept provisions for appropriate response or counter-programming; or
   (iii) There is a substantial risk that the speech or event would conflict with University policies concerning the creation of a hostile learning environment; or
   (iv) The speech or event poses a substantial risk to the physical safety of members of the University community; or
   (v) There is a substantial risk that the speech or event would disrupt classes, obstruct access to campus facilities, or otherwise interfere with other ongoing University events or activities; or
   (vi) The speech or event would violate the law.

Process

2. A student or student group wishing to invite a guest speaker to campus or to host an event for the public on campus must follow the policies and procedures adopted by the Vice President for Student Life regarding guest speakers and events. This will require obtaining advance approval from the Vice President for Student Life (or designee), so that the standards of paragraph 1 will be applied before any invitation is made. The first step for clubs and organizations would be to talk with their club
advisor and then to the Student Activities Program Coordinator or Director of Student Activities.

3. Because faculty are representatives of the University and implementers of its mission, faculty wishing to invite a guest speaker to campus or to host an event on campus shall seek the advice of colleagues, the most appropriate department chair, and their dean before extending an invitation or planning an event that is likely to confuse the public or students about or offend the University’s core values or mission as a Catholic, Jesuit, humanistic institution. If the faculty member’s judgment about a speaking invitation or event is questioned, the Academic Vice President shall make the initial determination as to the propriety of the speech or event, in light of the rationale and considerations offered by the faculty supporting the event.

4. In reviewing any request for a guest speaker or event, the Vice President for Student Life (or designee) or Academic Vice President may impose conditions to ensure consistency with the standards of paragraph 1. Any decision of the Vice President for Student Life (or designee) or the Academic Vice President to grant, deny, or condition permission for a guest speaker or event must be provided to the interested parties and may be appealed to the President. The President shall have final authority to grant, deny, or condition usage of University property for any guest speaker or event.

5. In exercising this authority, the Vice President for Student Life (or designee), Academic Vice President, and President shall:
   
   (a) Give due consideration to the standards of paragraph 1; the educational content and value of the proposed speech or event; the degree of faculty involvement in planning the speech or event; the academic or educational context for it; and the amount of co-sponsorship by faculty and campus organizations.

   (b) Seek, where possible, modifications to the speech or event which, short of prohibiting it, would address the concerns about it. Such actions may include issuing disclaimers, requiring that a question and answer period immediately follow the speech or event, creating counter-programming at a different time, balancing the speech or event with opposing views, changing the date of the speech or event, or otherwise providing appropriate context for those attending.

   (c) Give the persons and groups supporting or opposing the speech or event an opportunity to be heard.

6. To avoid unnecessary future conflict and facilitate future decision making by members of the University community, when the President exercises his authority to permit, condition, or deny permission for a guest speaker or event, he shall communicate to the University Community his reasons for doing so in a timely manner.

Disclaimer

An invitation to a guest speaker or production of an event does not in any way imply approval, endorsement, or sponsorship by the University or by those making the invitation or planning the event of the views expressed by the speaker or any aspect of the event.
Gonzaga University Publicity Policy

The University reserves the right to regulate the posting and distribution of all notices. Approval for posting, as well as complete posting/publicity guidelines, may be obtained at the Crosby Information Desk located in the Crosby Student Center. The University policy has been designed to ensure that Gonzaga University students, faculty, and staff have equal access to common posting areas and that the aesthetic quality of the campus is preserved. Posting on University property is a privilege.

The publicity policy adheres to the Ethos Statement of Gonzaga University. Any posting material that is in violation of the Ethos Statement will not be permitted to be displayed on campus. Such violations are:

- Explicitly sexual messages
- Hate speech
- Glorification of alcohol/ drug abuse
- Racist images or speech
- Nudity
- Profanity
- Disrespect for others
- Dishonesty

Also, any publicity material that is exclusionary in nature against any group on Gonzaga’s campus may or may not be approved for posting. Publicity materials that are strictly opinion pieces may or may not be approved.

IMPORTANT! BEFORE MAKING ANY PUBLICITY MATERIALS FOR YOUR EVENT, MAKE SURE TO CONTACT CAMPUS SERVICES AT X6854 TO BOOK YOUR EVENT SPACE!
Logo Usage Policy

The following information is taken from Gonzaga’s Marketing & Communications Department website www.gonzaga.edu/marcom. These are only parts of the entire logo usage policy. Please visit their website for the full Logo Usage Guidelines. You must get approval to use the university logo or the university name on any apparel and/or promotional item.

Approval Process
Every use of any secondary athletic logo must be approved in advance by the Gonzaga Marketing and Communications department. Marketing and Communications will solicit co-approval from the Director of Athletic Marketing before final approval.
To request approval, follow the appropriate steps below.

Academic Departments, Non-Academic Departments and Registered Clubs, Programs or Organizations requesting approval of items for institutional use (items that will not be sold):
1. Select an approved licensed vendor who will produce your item. For a list of approved licensed vendors, go to www.gonzaga.edu/logovendors. Note that many licensed vendors offer services to help you produce a design that follows logo usage guidelines.
2. When your design is ready for approval, email the Marketing & Communications Department (marketing@gonzaga.edu) with the following information:
a. Department, club, or organization name;
b. Requestor’s name, email address, and telephone number;
c. Description of the products/items to be ordered (e.g. T-shirts, static stickers, folders);
d. Description of the purpose or event for which the product is being ordered;
e. Start and end date of the event;
f. Quantity desired;
g. Date the product is needed;
h. A color proof of the artwork that includes all department names, and logos that will appear on the final product.
All proofs must be submitted electronically, be in color, and must include an example of what the final product will look like. Artwork should be attached as .JPG, .PNG, or .PDF files.
3. Allow a minimum of two weeks for the review and approval process. Changes to artwork may be requested if it does not meet requirements.
After receiving approval, work with your vendor on production of your item.
Registered University Clubs
Registered University clubs may use the secondary athletic logos as part of their club design only when identified as “Club ABC” or “ABC Club.” Secondary athletic logos must always maintain approved colors, proportions and design integrity. No alterations may be made nor shall design elements be placed inside any other athletic logos. See “Restrictions on the Use of Gonzaga University Athletic Logos” on page 7 to check if your registered University Club proposed design or logo usage qualifies for the use of the University and/or athletic logo(s). Secondary athletic logos may have distinct identifiable objects behind the logos (e.g., shapes, ellipse, shamrock) as long as the objects do not diminish the integrity of the logos.

Approved designs utilizing the Gonzaga Institutional or athletic logos cannot be made available for retail sale. Another option for University clubs is to create their own, distinct logo (ex. GURU Ultimate Frisbee logo below). However, in this case, the mark may not contain any secondary athletic marks, nor may it contain any alternate representation of the institutional logo (“Spires”) or athletic logos (e.g., a different bulldog image). Original club marks must be approved by Gonzaga Marketing and Communications.
Copyright Law for Film, Videocassettes and DVD’s

By law, as well as by intent, the pre-recorded videocassettes and DVDs ("Videos") which are available in stores throughout the United States are **for home use only** -- unless you have a license to show them elsewhere.

Rentals or purchases of Videos do not carry with them licenses for non-home showings. Before you can legally engage in non-home showings, you must have a separate license which specifically authorizes such use.

These simple, straightforward rules are embodied in the federal Copyright Act, as amended, Title 17 of the United States Code. Any institution, organization, company or individual wishing to engage in non-home showings of Videos should be aware of the Copyright Act's provisions governing the showing of Videos, which are highlighted below. The Copyright Act grants to the copyright owner the exclusive right, among others, "to perform the copyrighted work publicly." (Section 106)

- The rental or purchase of a Video does not carry with it the right "to perform the copyrighted work publicly." (Section 202)

- Videos may be shown without a license in the home to "a normal circle of family and its social acquaintances" (Section 101) because such showings are not "public."

- Videos may also be shown without a license for non-profit educational purposes and in certain narrowly defined "face-to-face teaching activities" (Section 110.1) because the law makes a specific, limited exception for such showings. (Sections 106 and 110(1))

- Other showings of Videos are illegal unless they have been authorized by license. Even "performances in 'semipublic' places such as clubs, lodges, factories, summer camps and schools are 'public performances' subject to copyright control." (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64)

- Institutions, organizations, companies or individuals wishing to engage in non-home showings of Videos must secure licenses to do so -- regardless of whether an admission or other fee is charged. This legal requirement applies equally to profit-making organizations and non-profit institutions (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62)

Showings of Videos without a license, when one is required, are infringements of copyright. If done "willfully and for purposes of commercial advantage or private financial gain," they are a federal crime and subject to a $150,000 penalty per exhibition (Section 506). In addition, even innocent or inadvertent infringers are subject to substantial civil damages ($750 to $30,000 for each illegal showing) and other penalties. (Sections 502-505)

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Clubs and Organizations Newsletter/Newspaper Guidelines

Clubs and Organizations are becoming more active at Gonzaga and are using a variety of ways to let their membership and others know what is happening with them. Some clubs and organizations are producing newsletters that are being distributed to members only to keep them up-to-date and other clubs have newsletters that are going beyond their membership list. This is a great way to keep members and non-members informed about club activities; but, if your club or organization is distributing newsletters outside of your membership there are some guidelines that you should follow.

1. When composing your newsletter please keep in mind Gonzaga’s Ethos Statement – Respect for oneself, respect for others, respect for property, respect for authority and honesty.*

2. Your club or organizational name must be clearly seen on the front page of your newsletter (tiny print does not count). *

3. Somewhere in your publication there should be contact information – name, phone number, email. *

4. All racks that contain the Bulletin or other newspapers may only be used for your group’s distribution purposes IF cleared by the Student Publications Office.*

5. Newsletters should be on 8 ½ x 11 copy paper of any color, with the exception of a booklet cover, on copy paper, that will fold into an 8 ½ x 11 paper size.

6. Your advisor should approve/review the content of your publication before you go to print.

The above guidelines are suggestions and there is some flexibility within this system; however, some guidelines marked with an (*) if they are ignored could result in disciplinary action. If there are any questions about your publication, please come to the Student Activities Office in the Crosby Student Center – Room 200.