

Club: Key policies and procedures (refer to Club Handbook for more policies)

Requirements

All clubs must have an approved advisor and charter, and participate in Worldfest, Club Leader Training, Club President's Meetings, and an approved Service Project.

All cultural clubs must participate in Culture Night, Foodfest, and Songfest.

Activities

Clubs activities are for club members and limited invited guests only. Any activity for the general student body or that invites the community must be co-sponsored with BYUHSA.

"Clubs must submit a calendar of activities for the rest of the [semester] within two weeks of their chartering date." (Approved by VP of Clubs)

"Any changes to the calendar must be submitted to the VP of Clubs at least two weeks in advance."

"Minor activities (e.g., video nights, club meetings, etc.) should also be put on the club's yearly calendar where possible. Some events, however, will be planned after the calendar has been submitted. [These] should be submitted to the VP of Clubs 1 week prior to the event."

Clubs may have activities until 11pm, except on Friday night, when their activity may go until 12 midnight).

Off campus activities (including club shopping trips) must be approved at least one week before the event, by the VP of Clubs and the Director of Student Activities.

No overnight activities.

The only Sunday activity approved is a language/culture based gospel forum, on 3rd

Sundays of most months, between 7pm and 11pm. These may only be held by cultural clubs.

Speakers from off-campus (including Gospel forum speakers), whether just for the club or for the entire student body, must be approved at least 2 weeks before the event by the Director of Student Activities. Approvals take at least one week.

All clubs must follow all university, department, and Club policies and procedures.

Advisors

Keep your advisor informed of all plans, and change of plans.

DO NOT forge your advisor's signature; this is a crime. If your advisor is away, you may counsel with the Director of Student Activities and Leadership.

Your advisor should not spend club money without the club president's approval.

Club Funds

KEEP ALL RECEIPTS TO TURN IN TO THE CLUB ACCOUNTANT.

If you spend money without first getting approval from your advisor and Student Activities and Leadership, you may not be reimbursed.

All club funds are to be kept in their BYUHSA account.

Cash should only be handled by club leaders who have been trained by BYUH personnel.

Clubs may collect dues during Worldfest.

The only approved fund raising activities for clubs are 1) Foodfest and 2) dances or other activities co-sponsored with BYUHSA. Any other fund raising activity must be approved by the VP of Clubs and the Director of Student Activities and the Dena of Students at least one month before the activity.

Any time a clubs sell food (or prepares food for a paid event) they must receive approval and training. Requests should be at least two weeks before advertising of holding the event.

Money may not be collected from non-club members to attend club activities, unless approved by the VP of Clubs and the Director of Student Activities.

Clubs may not ask for donations to their club from people or organizations on or off campus without written permission from the Director of Student Activities.

All clubs must follow established university and club financial procedures.

PUBLICITY

Events must be approved before they are publicized.

No club activities may be publicized off campus.

All clubs must follow all university, department and club publicity policies and procedures (e.g., no tape on paint or glass)

RISKY ACTIVITIES

All club activities must be approved before they are held or advertised (see above).

If travel back from an activity is desired past midnight, special permission is required from the Director of Student Activities and Leadership.

Clubs must review all risky activities with the Risk Management officer (Eugenia Lawrence, x3675) BEFORE advertising on holding the event.

Risky activities include, but are not limited to any water activity (except swimming at a public beach or snorkeling at Hanauma Bay), biking, hiking, boating, motorbiking, contact sports, paintballing, etc

Flying, skydiving, gliding and similar activities are not allowed. Activities with guns are not allowed.

Clubs may not compete with off campus groups or individuals in sporting or athletic events without written permission from the Director of Student Activities and Leadership. Requests should be made at least two weeks before nay registration deadlines.

OTHER

Clubs may not sponsor other organizations to come on campus for meetings, activities, or business purposes. These must be sponsored by Student Activities and Leadership.

Clubs must obtain permission to associate with or be members of off campus organizations (e.g., political parties, governments, national clubs or organization, etc.)

Clubs who wish to provide free food to the general student body must obtain approval from the Director of Student Activities and Leadership.