

Clubs and Organizations APU Advisor Packet

Welcome to the Office of Communiversity!

We are excited that you are interested in making a difference within the Azusa Pacific University community through a student club or organization. You have the opportunity to gather students who have common interests and help to create a sense of community, something that APU has been known for over the years. I applaud you for your willingness to give of yourself to others and assure you that your investment of time and energy this year will have a profound effect in the lives of the students in your club or organization and in the APU community.

This packet is designed to be a resource guide to faculty and staff advisors. It is filled with practical insights on everything you will need in order to run a successful student club or organization within the APU community:

- Advisors Role
- Campus Resources
- University Policies
- Communiversity Funding Policies and Fundraising Ideas

The Office of Communiversity will be your primary liaison with the university in matters ranging from facility requests, fundraising opportunities, to leadership development. We are here to help make your student organization the best it can be. If you have any questions or need assistance, please feel free to stop by our office located on the eastside of the Cougar dome or call us at (626) 812-3053.

Blessings on your endeavors,

The Office of Communiversity

THE ROLE OF THE ADVISOR

The advisor role within a student club or organization offers university faculty and staff members the opportunity to impact APU students in a unique setting. While the role requires a small level of time commitment, it also offers the advisor immeasurable rewards. The advisor assumes counseling and informational roles in relation to the organization by:

- Identifying its goals and aiding the members and officers by clarifying their responsibilities within the group
- Being an advocate for the club or organization
- Regularly attending scheduled meetings and being informed of all plans of action
- Actively participating in the planning of all on- and off-campus activities
- Reviewing and signing all purchase orders, check requests, funding requests and any other financial documents (**Note: No contracts can be signed**)
- Promoting positive relationships between university representatives and students
- Scheduling specified times for consultation with organization members
- Being concerned about developing the leadership skills of club officers
- Serving as a resource person for alternative solutions and resolutions to problems facing the group
- Acting as a positive critic of the organization by giving constructive feedback
- Assisting in the transition between incoming and outgoing officers

Advisors must notify the Director of the Office of Communiversity and the Coordinator for clubs and organizations in writing if they are unable to continue with their responsibilities for any reason.

CAMPUS RESOURCES

FACILITIES AVAILABLE FOR PROGRAMING USE

To reserve a facility, please contact the appropriate coordinator.

1. Adams, Smith, Trinity, and Engstrom Hall lounges
2. Adams Field
3. Cafeteria (TCC)—350 person capacity or 288 banquet capacity
4. Cougar Dome/Student Union—150 person capacity
5. Classrooms—approximately 50 person capacity (Including Multi Media, Wynn Science Center, Ronald Center, Wilden Hall, Village Court and West Campus)
6. Trinity Lawn (Village Commons)
7. Faculty Dining Room—72 person capacity or 64 banquet capacity
8. Felix Event Center (can be rented at a significant cost)
9. LAPC Banquet Room—100 person capacity
11. Munson Chapel—260 person capacity
12. Munson Courtyard
13. North UTCC—250 person capacity or 112 banquet capacity
14. President's Dining Room—36 person capacity
15. Seven Palms Amphitheater
16. UTCC—approximately 1500 person capacity
17. Wyant Lecture Hall—160 person capacity
18. Wynn Lecture Hall—100 person capacity

PROGRAMING RESOURCES FOR ON-CAMPUS EVENTS

1. Department of Campus Safety, Ext. 3898—In any emergency, they are the first people to be notified. Call them if there is a facility that has been reserved and is not accessible. If there is a parking area that will need to be blocked off for an event, prior permission needs to be secured from them. For any major event, notify them of the event and request additional security staffing at the event if necessary.
2. Office of Chapel Programs, Ext. 3088—Contact this office to request information on the posting of an announcement in a chapel bulletin.
3. The Clause, Ext. 3514 and Advertising, Ext. 3515—Contact for coverage on an event or to place an ad.
4. The Office of Communiversity, Ext. 3053—The hub of Student Activities and Orientation. Coordinates events for students and the APU community, and the university liaison for student clubs and organizations. Provides assistance to clubs and organizations, including funding and materials for poster making, etc.

5. Office of Facilities Management, Ext. 3002 (George Mocabee)—Primary contact for requests on controlling outdoor lighting (especially on Adams Field), sprinkler systems, and getting materials for bonfires.
6. Food Services, Ext. 2016 (Doug Fore)—Responsible for all dining facilities: Cafeteria, Cougars' Den, Heritage Café, Cougar Walk Café, and Cornerstone Coffeehouse.
7. Hospitality Services, Ext. 3035 (Chad Crane)—Responsible for booking major facilities (except for athletics facilities and the Felix Event Center) as well as tables, chairs, and stages. Call for the availability of the facilities and equipment you wish to request. They also provide food services for APU, including the Office of Communiversit'y's events.
8. Housekeeping, Ext. 3510 (Don Pallegreno)—Responsible for providing trash cans for events that will generate an abundance of trash.
9. IMT, Ext. 5050 (Erik Elsey) or Ext. 5272 (Jared Wells)—provides sound, lighting, TVs, VCRs, projectors, screens, etc. for events. Call Erik Elsey for small requests or Jared Wells for requests that require the need for IMT staff to run equipment (concerts, etc.).
10. Office of Residence Life, Ext. 3825/3154—Responsible for reserving the use of living area lounges or posting flyers in living areas. You must request permission from the appropriate resident director.
 - Smith Hall, Jeremy Jones
 - Adams Hall, Amanda Rettedal
 - Engstrom Hall, Melinda Manus
 - Trinity Hall, Katie Lowitzki
 - Shire Mods West, Ryan Ray
 - Shire Mods East, Jenny Elsey
 - Bowles Apartment Complex, Mandy Huff
 - University Park, Micah Palpant
 - Alost Place Condominiums, Jon Gropp
11. Transportation Services, Ext. 3012 (Lauren Trown)—Responsible for handling requests for 15-passenger vans and inquiries regarding the Class B licensing process.

AZUSA PACIFIC UNIVERSITY POLICIES

POSTING POLICY

SIGN POSTING

This policy applies to three types of temporary signs. The first type is **Informational**, in that it provides information on an event, activity, information that is of interest to university students, faculty, or staff. The second type of signage is **Directional** in nature showing the way to a specific event being held that day. The third sign is **Political**, including signs that support or oppose a political candidate or a ballot proposition.

I. All Signs

- a) The Communiversit'y staff or department head must approve and stamp all signs before posting.
- b) **All signs must have a date of posting and an expiration date.**

- c) Name of the responsible person, contact address, and phone number must be submitted to the Office of Community staff, or department head before receiving posting approval.
- d) Signs that contain illegal content or violate APU policies are not permitted. Examples of impermissible content include materials that are obscene, convey an imminent threat of physical harm to specific individuals, disclose confidential information without appropriate authorization, or conflict with the University's Statement of Faith.

II. Informational Signs

- a) Signs that provide information on an event or activity must be removed immediately upon completion of the activity or event or after the posted expiration date.

III. Directional Signs

- a) Signs that indicate the direction to events being held on campus may be posted only on the day of the event and must be removed immediately upon the event's completion.
- b) Wood stakes may be obtained from the Office of Facilities Management so that directional signs may be placed at APU's entrance and on the grass.

IV. Political Signs

- a) Signs supporting or opposing a candidate or a ballot proposition may not be posted earlier than thirty days prior to the applicable election and must be removed immediately after the election.
- b) All Political signs must indicate the name(s) of the responsible person(s) endorsing candidate(s) and/or propositions.

V. Sign Display

- a) Signs may only be placed on bulletin boards, and unpainted concrete or block surfaces. No postings may be placed on glass, signs, light posts, doors, trees, plants, or under room doors in student living areas.
- b) Only masking tape can be used to affix signs to approved surfaces. Thumbtacks, staples or masking tape may be used on designated bulletin boards.
- c) No signs can be affixed to horizontal surfaces (walkways, benches, tables, etc.)
- d) Signs displayed in student living areas are subject to the living area staff's discretion of appropriateness and placement.

VI. Designated location(s)

The following areas have been designated for the posting of signs

- Unpainted block walls at Seven Palms
- Bulletin Boards on the east and west sides of the ASB office
- Exterior north wall of the Student Union
- Bulletin boards in lobby of the Student Union
- North wall inside the Student Union
- Southeast corner wall of Cornerstone Coffeehouse
- Bulletin boards at the entry to Multi Media Classrooms
- Exterior walls of Wynn Science Center
- Bulletin boards at the stairwells of Turner Campus Center
- Bulletin boards in the lobby of each residence area
- Bulletin boards in the A court of shire housing area
- Bulletin boards adjoining faculty, staff, and resident doors

VII. Sign Removal

- a) Persons or groups who post signs are required to remove them by the day following the event or after one day if the signs are informational. Persons or groups who do not

remove the signs within the prescribed time limits risk restriction or loss of posting privileges.

- b) University staff reserves the right to remove sign that are outdated, do not adhere to the posting policy, or are contrary to community standards without notice.

VIII. Other

- a) Chalk drawings and signage may be placed on asphalt and concrete walkways only. Chalk drawings shall be limited to the Cougarwalk and residence halls only. Care should be taken to keep chalk away from building entries.
- b) Signage exceptions are available for ASB and residence hall activities. Organizer of such events to contact the Office of Facilities Management before the scheduled event.

BONFIRE POLICY

The following policy consists of a group of guidelines created to regulate usage of the Community Portable Bonfire Pit. The guidelines are broken down into three separate areas: Fire Permit, setup, and disassembly.

1) Fire Permit

- a. In order to legally use the bonfire pit on campus, a Fire Permit must first be attained. A Fire Permit can be obtained from the County of Los Angeles, Fire Department, Fire Prevention Division, city of Azusa, Station 97, BN-16. The Department is located on the corner of Sierra Madre and Barranca.
- b. The Fire Permit must be obtained at least one week prior to the event. Once the permit is obtained, a copy of the permit must be given to the APU Campus Safety Office.
- c. The following guidelines are in accordance with Title 19, California Code of Regulations;
 - i. The fire must be contained in the bonfire pit on the APU campus.
 - ii. The fire must not exceed three feet in diameter and will be two feet or less in height.
 - iii. A garden hose connected to a water supply, water-filled bucket, or water fire extinguisher must be present at all times.
 - iv. Fire-watch must be maintained until the fire is completely out.
 - v. An adult must supervise the fire at all times. Any student over 18 is technically an adult.

2) Setup

- a. The bonfire site must be reserved through Hospitality Services at least one week prior to the event.
- b. The Physical Plant must be contacted at least one week prior to the event.
- c. All materials and tools must be requested. Materials and tools include:
 - i. 50- 18" cinder blocks
 - ii. 2- 1/8" 8 x 4 wood planks
 - iii. 2- 1/8" 8 x 4 metal planks
 - iv. 1- gator filled completely with sand
 - v. 2- shovels
 - vi. Hose attached to water source
 - vii. Wood crates for fire
 - viii. Newspaper for kindling
 - ix. Lighter
- d. The following are guidelines to help setup the bonfire pit correctly.
 - i. 24 cinder blocks must be placed on the ground in an 8 ft. square. All but 4 cinder blocks must be placed with their openings down. The remaining 4

blocks must be placed with the openings out and in the middle of each side of the square to allow for heat ventilation.

- ii. 2 cinder blocks must be placed in the center of the square, 2 ft. apart to help support the wood planks.
 - iii. The 2—8x4 ft. wood planks must be placed on top of the square of cinder blocks. If done correctly, the wood will completely cover the square of cinder blocks. The wood planks will also sit flush with the 2 cinder blocks in the middle of the square.
 - iv. The 2—8x4 ft. metal planks must be placed on top of the wood planks. The metal planks should also cover the wood and square of cinder blocks. The metal planks **MUST NOT** sit parallel with the wood planks.
 - v. 24 cinder blocks must then be placed in the identical shape on as the first set of blocks on the metal planks. As a result, the two levels of cinder blocks will sandwich the wood and metal. The only difference is that all 24 cinder blocks must be placed on the metal with the openings down.
 - vi. Sand from the gator must be shoveled onto the metal completely covering the metal.
 - vii. Wood crates must be placed on top of each other in the middle of the sand.
 - viii. Newspaper can then be placed in the middle of the crates to help start the fire.
- 3) Disassembly
- a. Each of the materials must then be placed back into the gator and taken back to the Physical Plant. Before this is done, the following must be completed:
 - i. The remaining fire must be put out completely.
 - ii. The sand and ash must be shoveled into the gator and dumped next to the trash bins adjacent to the Physical Plant.
 - iii. The grass beneath the bonfire pit must be watered and cleaned.

DANCE POLICY

The dance policy only allows for four dances per academic year, all of which are operated by the Office of Communiversity. The policy does not permit any club or organization to host a dance. If you wish to see the full Dance Policy please request a copy in the Office of Communiversity.

FUNDING POLICY

- Any club interested in receiving any funding from the Office of Communiversity must register by _____ and will then be considered for funding. No set amount is being offered or guaranteed.
- Application for supplemental funding is available for all clubs.
- Only officially recognized student clubs and organizations may apply for funding.
- Clubs and organizations must participate in both the fall and spring Club Fairs in order to be considered for funding.
- Requested amounts are not guaranteed.
- A Student Organization Funding Request Form must be turned into the Office of Communiversity at least 21 days prior to an event or program in order to be considered for funding.

- The club officer will be notified whether or not funding is approved within 7 days of submitting the Funding Request Form.
- Funding priority will be given to events that have the potential for university-wide participation and to clubs and organizations that do not have other forms of university financial support. (Note: clubs and organizations who have a budget line within a APU department may not qualify for these funds).
- Requests will only be considered once events have been registered with the Office of Communiversity.
- Funding requests to cover uniform or equipment costs for club athletic teams will not be considered.
- Funding requests for gifts or prizes will not be considered.
- Funding requests for events or purchases that have already taken place after the request date will not be considered.
- If funds are allocated, the Office of Communiversity will cover funding for only a portion of the costs. Clubs and organizations are expected to share the costs of financing the event or program.
- The club or organization officer who submits the request and picks up allotted cash or check is responsible to retain all receipts for expenses to account for the funds given.
- All receipts and change equaling the dollar amount of the funds allotted must be returned within one week of the sponsored event.
- Clubs/organizations that have not turned in receipts or unused funds for an allocation will not be considered for any additional requests until the previous allotment has been accounted for.
- Clubs and organizations will not be reimbursed for expenses exceeding their approved allotment.
- Clubs and organizations may be ineligible for future funding allocation if they do not abide by the Funding Policy.
- Funding for contracting outside parties (speakers, instructors, etc.) mandates the following paperwork: W4, I9, W9, and a copy of their social security card. Outside parties must not be paid through cash advances or cash.

FUNDRAISING

Interested in raising money for your club or organization's events and equipment? The Office of Communiversity is here to help you meet your goals. Below are some fundraising ideas for your organization:

- Singing telegrams sales
- Penny wars
- Candy sales
- Flower sales
- Garage and rummage sales
- Car washes
- "Egg" sales
- TV tapings
- Act as extras in movies
- Look for corporate sponsors
- Hold restaurant donations
- Get personal donations
- Recycling drives

Organizations are encouraged to fundraise as much as possible, the Office of Communiversity also has a limited amount of resources available to financially sponsored student clubs and organizations events.

The following are types of expenses for programs and events that may receive funding:

- Honorariums and fees for speakers, performing groups, etc.
- Refreshments (may only be approved once a semester)
- Transportation for club-sponsored trips
- Tournament fees for club athletic teams
- Equipment rental costs for one time events or programs

Any questions concerning fundraising can be directed to the coordinator of clubs and organizations, (626) 812-3053 or review the Funding Policy for eligibility requirements.