



Student Club Handbook 2021-2022

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Overview



Purpose ♦ Service ♦ Leadership

Pepperdine is a Christian university committed to the highest standards of academic excellence and Christian values, where students are strengthened for lives of purpose, service, and leadership.





Inspired by our Christian values, we seek to:

Promote transformational learning,
Create applied knowledge, and
Equip our students to become Best *for* the
World business leaders and
entrepreneurs.

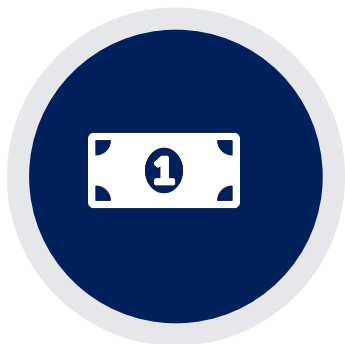




The Graziadio Business School recognizes student clubs that fulfill the following purpose:

- Advance the mission of Pepperdine University and the Graziadio Business School
- Enhance the quality of Graziadio student life
- Strengthen and build community across academic programs
- Provide students with the opportunity to broaden learning, develop leadership and interpersonal skills, and engage in service to the campus and community
- Meet an unmet need within the Graziadio Business School

Benefits of Registering



Funding

Ability to apply for funding (based on eligibility and availability) from the PGBS Student Activity Fee



Facilities

Ability to reserve and use campus facilities, meeting space, and services



Recruitment

Permission to recruit students and participate in recruitment events



Marketing

Official [The Peppervine](#) club website, listing on [Graziadio Community website](#), and ability to publicize approved events

Student Engagement and Success



Student Engagement & Success (SES):

- Cultivates Graziadio student life by providing students with opportunities to build community, broaden their learning, obtain leadership and interpersonal skills, and develop a commitment to service
- Provides resources, mentoring, training and information for Graziadio students, student leaders, recognized student clubs, and student club advisors
- Facilitates accessible and responsive processes for the functioning of student clubs



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Contact Student Engagement and Success (SES) at PGBS.SES@pepperdine.edu

Student Club Responsibilities

Responsibilities

- Design and implement programs, events and activities which uphold the established purpose of the student club and the Pepperdine University and Graziadio Business School mission
- Provide structured opportunities for self-government, leadership development, and effective club management
- Support an atmosphere of academic achievement, personal growth, and community enrichment
- Offer open membership to all current Graziadio students (alumni of Pepperdine University may be honorary members, but cannot hold offices in the club)
- Actively recruit, retain, and engage members of the student body through leadership, membership, and meaningful involvement
- Re-register the club each fall term



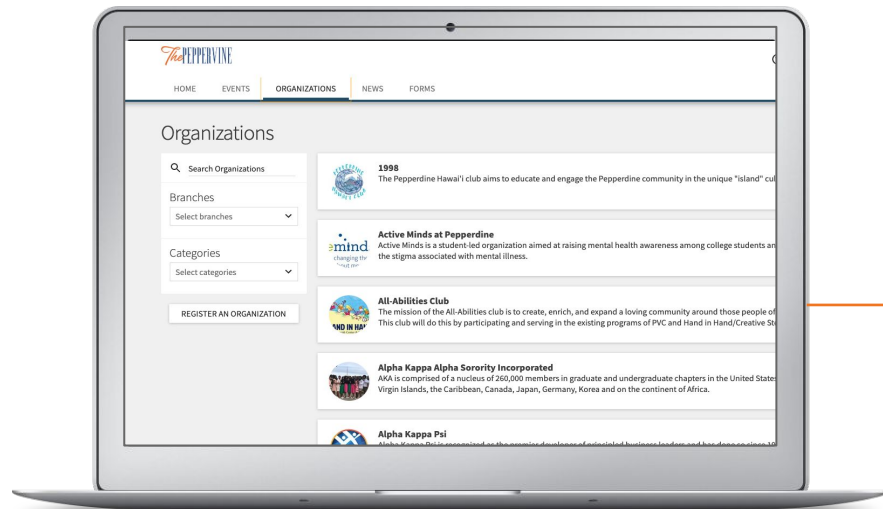
To maintain recognition status, student clubs must:

- Complete required Student Club Officer Training (President, Vice President, and Treasurer)
- Regularly update officer changes, upcoming events, and governing documents on [The Peppervine](#)
- Maintain at least five current Graziadio student members (not including officers) at all times
- Have an eligible president, vice president and treasurer on the roster at all times
- Have a Pepperdine University faculty or staff advisor on the roster at all times
- Operate in accordance with all Student Club Handbook requirements; University policies and procedures; the [Student Code of Conduct](#); the [Graziadio Business School Academic Catalog](#); and the purpose and constitution of the student club itself



Registration Instructions

Registration Instructions



Register by September 17
via [The Peppervine!](#)

2021-2022 student club registration is open from **August 2 through September 17, 2021.**

Student clubs who submit the registration form after the September 17, 2021 deadline will not be accepted.

Club Requirements

In order to start a new student club or re-register an existing club, the following requirements must be met:



A governing club constitution
(see [PGBS Student Club Sample Constitution and Guide](#))



One advisor (must be Pepperdine University faculty or staff)



At least five current student members (not including officers)



A president, vice president, and treasurer

How to Get Started



- Any current Graziadio Business School student with a particular interest may apply to create a registered student club or re-register an existing club during the fall registration period.
- To register a new club or re-register an existing club, complete the registration on [The Peppervine](#) by the published deadline.
- SES reviews and approves all requests for recognition of student clubs. Simply following the procedural steps set forth in this Student Club Handbook does not guarantee recognition.
- The length of time to complete the registration process is primarily dependent upon the interest of the students and the effort expended to complete the necessary requirements.
- Notice of approval will be sent via [The Peppervine](#) to the primary contact who submitted the registration form.

How to Get Started

Appoint a president,
vice president, and
treasurer

1

Invite at least 5
students members to
join your club

3

Register or re-register
your club through [The
Peppervine](#) and
receive notification of
approval from SES

5

Secure a student club
advisor who agrees to
serve your club

2

Create or update your
club constitution using
the [PGBS Student Club
Sample Constitution and
Guide](#).

4

Prior to completing the online registration, please have the following information available:

1. Required: Name and Pepperdine email address of your club's president, vice president, and treasurer
2. Required: Name and Pepperdine email address of your club advisor (must be Pepperdine University faculty or staff)
3. Required: Name and Pepperdine email addresses for at least 5 current student members of your club
4. Required: A current club constitution containing the required statements as outlined in the [PGBS Student Club Sample Constitution and Guide](#). (Need help creating a constitution? Please feel free to utilize the constitution template located in the Peppervine documents section or by clicking [here](#).)
5. Optional: A photo to upload for your Peppervine club profile picture

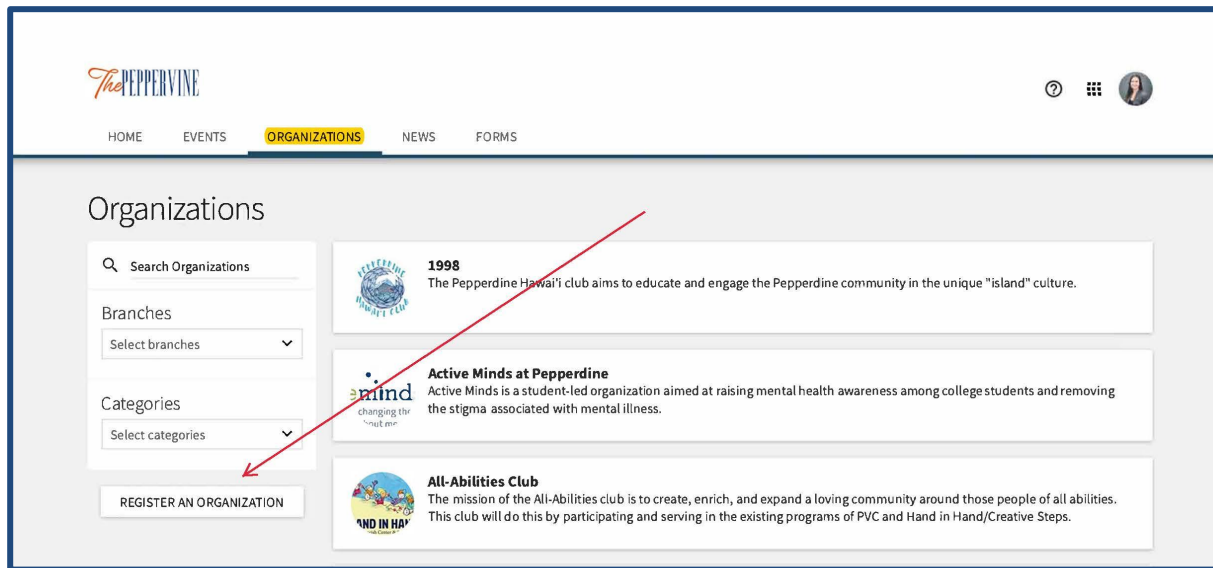
It is highly recommended that the President or another club officer complete the online registration, as they will be listed as the primary contact for your organization. Please be aware that the person who begins this form is the only person who can complete it and will be responsible for the club's submission.

Questions?

If you have any questions or would like to receive help with creating your club constitution prior to registering, please contact Student Engagement and Success at pqbs.ses@pepperdine.edu or call Jessica Rubalcava, Assistant Director of Student Engagement at 310-506-6541.

To register a new club or re-register an existing club, follow these steps:

- 1) Go to <https://pepperdine.campuslabs.com/engage/organizations>.
- 2) Click on the “Register an Organization” button located on the left side of the screen.



3) If prompted, log in using your Pepperdine network ID and password.

Enter your NetworkID and Password

NetworkID:

Password:

LOGIN

[Forgot Password?](#)

This Central Authentication Service (CAS) provides single sign-on access to Pepperdine University web services. Your log in to this CAS page allows you to access any of your web services for the next two hours, without having to log in again.

By logging in via CAS, you agree to abide by the University's [Computer and Network Responsible Use Policy](#).

Security warning for shared use computers: The only reliable way to sign out of CAS or other web applications is to exit your web browser.

LOG OUT OF ANY SHARED USE COMPUTER BEFORE YOU LEAVE IT

Pepperdine University provides a password management web site at <https://mvid.pepperdine.edu> that allows you to change or reset the password associated with your NetworkID.

4) To register a new club, click the blue “Register a New Organization” button at the bottom left side of the page. To re-register an existing club, locate your club name under “Re-Register Existing” and then click “Re-Register”.

The screenshot shows the 'Register an Organization' page. At the top, there is a navigation bar with links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. Below this, the main heading is 'Register an Organization'. Underneath, there are two sections: 'Re-Register Existing' and 'Register New'. The 'Re-Register Existing' section contains a search bar with the placeholder text 'Find an organization to re-register'. Below the search bar is a list of organizations, each with a year and a status: '1998 Not Available', 'Active Minds at Pepperdine Not Available', 'All-Abilities Club Not Available', 'Alpha Kappa Alpha Sorority Incorporated Not Available', and 'Alpha Kappa Psi Not Available'. At the bottom of this list is a 'NEXT >' button. The 'Register New' section is at the bottom left and contains a blue button labeled 'REGISTER A NEW ORGANIZATION'. Two red arrows are overlaid on the page: one points from the text 'Re-Register Existing Club' to the search bar, and another points from the text 'Register New Club' to the 'REGISTER A NEW ORGANIZATION' button.

5) Follow the instructions to complete and submit the Graziadio Business School Student Club Registration form.

6) Once your club registration form is submitted, notice of approval will be sent via The Peppervine to the primary contact who submitted the registration form. Please note, your club is not considered registered until notice of approval is received from SES. Approval is not guaranteed.

7) Upon club registration approval, SES will provide club officers with instructions to complete the required Student Club Officer Training. The President, Vice President, and Treasurer must complete the training in order to maintain recognition status of the club. Returning officers must complete the training each fall, even if they have already completed the training the year prior.

After Club Approval

Begin inviting current Graziadio students to join your club through [The Peppervine](#)

Create a budget and calendar of events, meetings, and activities for the year

Stay active as a club! Hold regular meetings, host events, and get involved!

6

7

8

9

10

Complete required Student Club Officer Training (details will be provided by SES upon approval of your club)

If eligible, request PGBS Student Activity Funds for your events using the Graziadio Business School Budget Request Form

The Peppervine



All officially recognized Pepperdine Graziadio student clubs are granted access to their own club webpage through [The Peppervine](#), the University's official student club and organization management tool. Through The Peppervine, clubs can communicate with members, invite students to join, create forms, post shared documents, publish photos, and send out news and events updates.

To learn more about how to use The Peppervine for your club, please visit the following helpful links:

Introduction Video for Students

<https://engagesupport.campuslabs.com/hc/en-us/articles/115004613906-Introduction-to-Engage-for-Students-VIDEO->

Student Leader Resource Guide

<https://engagesupport.campuslabs.com/hc/en-us/articles/360016011492-Student-Leader-Resource-Guide>

How to Register a New Organization

<https://engagesupport.campuslabs.com/hc/en-us/articles/204032194-Registering-a-New-Organization>

Engage Help Center (type in a question on any topic)

<https://engagesupport.campuslabs.com/hc/en-us>

Officer Roles

Officer Eligibility

- Be a current student enrolled in a PGBS academic degree program or inbound exchange program.
- Maintain [satisfactory academic progress](#) with a minimum 3.0 GPA and remain in good disciplinary standing with the University at the time of application and throughout the term of office.
- Demonstrate professional behavior both inside and outside the classroom.
- Operate in accordance with all University policies, regulations, and procedures; the Student Code of Conduct; Standards of Conduct; the PGBS Student Club Handbook; Student Engagement and Success procedures; and the Graziadio Business School Academic Catalog.

Officer Responsibilities

All officers of student clubs are expected to:

- Understand that as a recognized student leader (officer) you are representing:
 - Your particular student club(s)
 - Pepperdine University and the Graziadio Business School's name and reputation
 - The Graziadio Business School student body
- Maintain a level of conduct and integrity in line with the University's mission and standards of conduct. The student club reserves the right to remove an officer from their position if they are acting in opposition to this expectation. Expectations and removal of officers should be included in the written constitution of that club.

Officer Responsibilities

All officers of student clubs are expected to:

- Know, understand and apply applicable rules, processes and policies. As a peer leader, it is essential that you take initiative to seek understanding of processes and guidelines, and ask questions to clarify as needed. As an officer you are setting an example to your members.
- Address concerns of members with advisor and SES staff in a timely manner. If at any time you have a concern regarding your club, a campus process/procedure or another student, contact your student club advisor and/or SES staff as soon as possible to help address and resolve your concern.
- Complete the Student Club Officer Training. All officers transitioning into their role will be required to complete the Student Club Officer Training prior to assuming their role.
- Inform Student Engagement and Success via email at pgbs.ses@pepperdine.edu of any changes to officer positions.

All student clubs are required to have an eligible president, vice president and treasurer (also known as the Executive Committee) on record.

Student clubs may also create any additional officer positions that fit their needs. These positions are instrumental to the efficient and effective operation of an club and may vary slightly from club to club; however, the duties and responsibilities associated with these positions should be represented within the Executive Committee.

Students have unlimited opportunities to become directly involved in the administration and supervision of their respective clubs.

They collectively have responsibility for:

- Writing/amending the club's purpose, constitution
- Determining membership requirements for the club
- Establishing duties of the officers
- Selecting the club's advisor
- Developing and administering the club budget
- Holding regular officer and membership meetings to conduct club business

President (required)

The president is the primary student contact for the student club and the “external spokesperson” of the group who regularly interacts with other student clubs and University officials. They are the liaison between the club and the advisor and other University or community contacts. The duties for this position should be tailored as the club deems necessary.

The responsibilities of this position tend to include but are not limited to:

- Supervising all club meetings
- Overseeing the process of club event planning
- Completing all club budget and purchase requests
- Maintaining a current list of residences, email addresses and phone numbers of the club officers, advisor and members
- Submitting all required paperwork for club renewal
- Holding a minimum of two meetings for the general membership per semester
- Submitting a semester and annual report of club activities
- Ensuring the smooth transition of club documents and operational information to new leadership at the end of term

Vice President (required)

The vice president should be the president's "right hand person" and should maintain continuous contact with the president. The vice president must be up-to-date on all club communication and events.

The responsibilities of the vice president include but are not limited to:

- Supervising club meetings in the absence of the president
- Assisting the president with the oversight of the club including member recruitment, event planning, etc.
- Working with the club's treasurer to prepare an annual budget
- Maintaining a current accounting of the club's financial status including income and expenses
- Scheduling locations for meetings and events
- Ensuring the smooth transition of club documents and operational information to new leadership at the end of term

Treasurer (required)

All clubs must elect or appoint a chief financial officer (treasurer) to manage their financial matters. A club that has a large membership and completes many events or programs should consider having an assistant treasurer to share the financial responsibilities. The treasurer should keep the officers and members informed about the club's financial activities.

The responsibilities of the treasurer include but are not limited to:

- Preparing the annual club budget
- Preparing and submitting budget requests to the Graziadio Student Advisory Board's Student Activity Fee Budget Committee
- Tending to the status of all purchase requests and reimbursements
- Keeping a record of all transactions (i.e., expenses, deposits, and adjusting entries)
- Preparing monthly financial reports and documents to keep the club's membership informed about the club's financial situation
- Ensuring the smooth transition of budget documents and information to new leadership at the end of term

Secretary (not required, but recommended)

The responsibilities of the club secretary include but are not limited to:

- Taking minutes at every club meeting
- Maintaining the club history for that academic year
- Verifying all club purchase requests
- Assisting with club projects where needed
- Maintaining communication between the club president and members (this may include emails, letters and phone calls)
- Assisting with club projects where needed, including marketing initiatives

Advisor Roles

Role of Student Club Advisor

Behind most successful student clubs is an effective advisor. Each student club is required to have a minimum of one University staff or faculty advisor at all times. To benefit from multi-faceted support, all clubs are encouraged to have an advisory committee comprised of a University faculty, staff, and alumni advisor who will serve to bolster student club involvement, support club goals and objectives, assist with student leader succession planning, and provide opportunities for alumni engagement, career development, and academic connection.

Each advisor provides the club with continuity from year to year by sharing club history and best practices, assisting club leaders with establishing professional networks, and supporting club officers during the leadership transition process. The advisors are a vital link between the club and the Pepperdine Graziadio Business School, providing guidance and offering objective judgment and experience in program development and planning.

The advisors selected should be individuals who have a high level of interest, experience, and expertise in the activity and purpose of the club. The advisory committee members serve a minimum of one academic year and are selected and approved by club leaders and Student Engagement and Success (SES).

Role of Faculty Advisor

- Serve a minimum of one academic year.
- Attend one club meeting per term, either virtually or in person, to discuss the value of the area or industry of focus and to provide context for why the club is important to the student body and Pepperdine Graziadio.
- Be available to club members to provide advice or suggestions regarding club goals and objectives.
- Assist in recruiting new student club leaders to support the seamless succession of leadership from term to term.
- Refrain from managing the club or completing the tasks assigned to the club. The management of the club is each student member's responsibility.

Role of Alumni Advisor

- Serve a minimum of one academic year.
- Attend one club meeting per year, either virtually or in person, to share club history, context, best practices, and importance to the student body and Pepperdine Graziadio.
- Be available to club members to provide advice or suggestions regarding club goals and objectives.
- Assist, as needed, in orienting new club officers and sharing information and tactics of past leaders.
- Refrain from managing the club or completing the tasks assigned to the club. The management of the club is each student member's responsibility.

Role of Staff Advisor

- Serve a minimum of one academic year.
- Attend at least one club meeting and/or event per term, and check in with the club leadership regularly.
- Recognize and support participation in the club for its contribution to the educational and personal development of students.
- Be familiar with the club's purpose, constitution and/or bylaws and be prepared to assist the club's Executive Committee and other members with interpretation when necessary.
- Be available during the development and coordination of the club's programs and goals and offer context, suggestions or ideas for the group's discussion.
- Be aware of the goals and direction of the club and generally monitor the club's progress toward pre-determined club goals and objectives.

Continued on next slide

Role of Staff Advisor (continued)

- Assist the club in complying with University policies and procedures.
- Be aware of the general financial condition of the club and encourage the keeping of good financial records.
- Assist in recruiting new student club leaders to support the seamless succession of leadership from term to term.
- Encourage club members to maintain a balance between academic endeavors and co-curricular commitments.
- Refrain from managing the club or completing the tasks assigned to the club. The management of the club is each student member's responsibility.

What an advisor may expect of a student club officer

- Keep the advisor informed of all club activities, meeting times, locations and agendas.
- Provide minutes from all meetings, if applicable, or provide updates.
- Meet regularly with the advisor and use them as a sounding board for discussing club plans and challenges.
- Request approvals in a timely manner.
- Invite advisor to events and meetings.

Developing a Constitution

Why have a constitution?

All registered student clubs must develop and maintain a current constitution. A constitution is required at the time of registration for all student clubs. A current constitution must be submitted annually upon club renewal.

The process of writing a constitution will clarify your student club's purpose, delineate your basic structure, and provide the cornerstone for building an effective group. It will allow members and potential members to have a better understanding of what the club is all about and how it functions. It will provide a structure to aid future leaders of your club to ensure that the group continues on a sound course. If you keep in mind the value of having a written document that clearly describes the framework of your club, the drafting of the constitution will be a much easier and more rewarding experience.

What should be covered by a constitution?

The following slides include the minimum required information to be included in a constitution in order to be a recognized student club. In addition to these requirements, it is important to think through what is written so it reflects your student club's purposes and needs and includes University requirements. The primary objective is to draft a document that covers these topics in a clear and concise manner.

What should be covered by a constitution?

- The date of adoption
- A clear purpose statement which is consistent with the mission and educational goals of the University
- Reference to the University as Pepperdine Graziadio Business School or PGBS
- Democratic procedures for nominations, elections and removal of officers
- Democratic provisions for policy making, including amendment of constitution
- Meetings: Student clubs shall indicate what is necessary to achieve a quorum, the necessary voting percentages to conduct business, and the frequency of meetings.
- Officers: State how the officers are selected and replaced, the qualifications for office, officer duties, and method of election, type of vote, term limits, and methods for filling vacancies.
- Membership: State the minimum requirements for membership, responsibilities or duties associated with active membership.
- Standing Committees (if applicable): State the name of committee, committee purpose and duties, committee chair duties, membership composition, indicate what is necessary to achieve a quorum, and the frequency of meetings.
- Staff/Faculty Advisor: Indicate how the advisor is chosen, length of advisor term, advisor duties.

The following statements are required to be included in all registered student club constitutions and may be listed word for word (recommended):

University Affiliation: This student club is a campus-based, self-governing club to which active membership is limited to current Pepperdine University students.

Open Membership: Membership in the club shall be open to all current Pepperdine University students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

Non-Discrimination: In accordance with the University Student Code of Conduct, it is the policy of the University to oppose and prevent illegal discrimination of any student or student club based on ethnic origin, race, or creed. This includes, but is not limited to, membership selection and/or involvement in activities within and sponsored by this student club.

Policies: This student club shall comply with all University policies and regulations, the PGBS Student Organization Handbook, in addition to all local, state and federal laws.

Statement of Financial Responsibility: A specific member or members designated by this student club shall be held personally responsible for payment in full of all debts accumulated by this student club not covered by funds on deposit.

Policies

Adherence to University Policy

- Registered student clubs are required to operate in accordance with all student club registration requirements as outlined in the Student Club Handbook; University policies and procedures; the [Student Code of Conduct](#); the [Graziadio Business School Academic Catalog](#); and the purpose, constitution and bylaws of the student club itself.
- It is the responsibility of the student club to be familiar with and to understand the Student Club Handbook and all applicable University policy.
- Hazing by any individual or student club is prohibited by state law and University policy. Please refer to the [Student Code of Conduct](#) for more information.
- Failure to adhere to any University policy may result in disciplinary action in accordance with the [Student Code of Conduct](#) and the [Graziadio Business School Academic Catalog](#) and may include probation or termination of the student club.
- The petitioning student club must be willing to work in a democratic manner within the framework of University policies and procedures. If the petitioning group is a member of a national or regional club, the University reserves the right to examine the record of the parent club or of affiliates on other campuses.

Open Membership Requirements

- Registered student clubs must offer open membership to all current Graziadio Business School students.
- For student club membership and leadership to be open to all students, it is required that no restrictions or requirements are placed on students seeking these roles. For example, students cannot be required to be of a certain faith, race or political viewpoint, etc. in order to be a member or hold a leadership position. It is encouraged that student clubs hold open elections to vote in leadership that best reflects the ideals and views of the club, as they may not set restrictions in their constitutions or practice that limit membership or leadership.
- University policy prohibits unlawful discrimination on the basis of any status or condition protected by applicable federal or state law. This includes, but is not limited to, student club membership selection and/or activity involvement. Please refer to the [Student Code of Conduct](#) for more information.

Termination of a Student Organization

- If a student club wishes to terminate its status as a registered student club, an email stating this fact should be sent to the Director of Student Engagement and Success at pgbs.ses@pepperdine.edu. This email should be sent from the president of the club with a cc to the club advisor.
- A student club may lose its recognition status and the accompanying privileges for a number of factors, including but not limited to, ceasing to support the University's mission and policies, a failure to follow the guidelines and requirements for student clubs, failure to submit forms and rosters on time, inappropriate use of funds, non-sanctioned events, or any other violation(s) of University policy.

Removal of Officers

- All club officers are required to maintain [satisfactory academic progress](#) with a minimum 3.0 GPA and remain in good disciplinary standing with the University throughout their term of office.
- Should a club officer's GPA fall below a 3.0 during their term of office, it is the officer's responsibility to immediately resign from their officer position until satisfactory academic progress has been achieved.
- The club officer must update their position in The Peppervine and notify Student Engagement and Success at pgbs.ses@pepperdine.edu as soon as the resignation has been made.

Student Activity Fee Funding

Student Activity Fee

- The PGBS Student Activity Fee is a mandatory fee of \$40 per student, per term that all current, full-time students pay through their student account.
- To be eligible for Student Activity Fee funds, student clubs must have at least 75% full-time student members listed on their Peppervine roster.
- Student Activity Fee revenue from each term is held in a University agency account and is subject to all University financial policies. Unspent revenue rolls over from year to year.
- All purchases made with Student Activity Fee dollars must be allowable, authorized, recorded, and appropriately used to benefit full-time student life activities and initiatives.
- All expenditures must be made in compliance with the established University policies, and records of purchases must be retained and tracked year over year.

Current Term Funds

- The current term fee revenue is to be used to directly impact student activities and services implemented during the current academic term so that the full-time students who pay the fee in that term directly benefit from it.
- Student Activity Fees granted for a specific term do not roll over to the next term. Therefore, all allocated funds must be spent by the club within the term for which they were granted.

Graziadio Student Advisory Board

- The [Graziadio Student Advisory Board \(GSAB\)](#) is an advisory body that provides a representative student voice on matters involving the Graziadio student experience outside the classroom, including allocation of the PGBS Student Activity Fee and the development and implementation of student-focused programs, initiatives, and services.
- Eligible registered student clubs and eligible PGBS departments or entities may request Student Activity Fee funds by submitting the Graziadio Business School Budget Request Form located in [The Peppervine](#).
- Budget requests are accepted by the [Graziadio Student Advisory Board's Student Activity Fee Budget Committee](#) on a per term basis for individual events, activities or initiatives that further the engagement, education, and development of the full-time Graziadio student body at large.

Student Club Start-Up Funding

- Upon successful submission of club registration, eligible student clubs will be eligible to receive up to \$500 in start-up funding at the beginning of the fall and spring terms.
- Registered student clubs will receive an equally distributed amount of start-up funding based upon funding availability. Please note that funding availability is based on current term enrollment, therefore, start-up funding amounts may vary from term to term.
- To be eligible for Student Activity Fee funds, student clubs must have at least 75% full-time student members listed on their Peppervine roster.
- Eligible clubs will receive funding notification from SES upon completion of the Student Club Officer Training.
- The start-up funding may be used for any eligible expenditure as outlined in this Student Club Handbook, including for the purchase of supplies for the Student Involvement Fair, first club meeting, or to fund an event.
- Clubs must spend the start-up funds by the end of the term in which the funds are allocated. Please note that funds will not roll over to the following term.
- Use of start-up funds is subject to all policies and procedures as outlined in this Student Club Handbook.

Funding Eligibility

- University policy prohibits unlawful discrimination on the basis of any status or condition protected by applicable federal or state law. Please refer to the [Student Code of Conduct](#) for more information.
- All clubs or entities seeking funding must follow the budget request procedure established by Student Engagement and Success.
- Student clubs:
 - Student clubs seeking funding must be current and registered by Student Engagement and Success and considered to be in good organizational standing.
 - To be eligible for Student Activity Fee funds, student clubs must:
 - Have at least 75% full-time student members listed on their Peppervine roster.
 - The club President, Vice President, and Treasurer must complete the Student Club Officer Training.
 - Only registered student club treasurers may submit budget requests on behalf of their student clubs. The treasurer will serve as the primary contact for all budget request-related communication with the Graziadio Student Advisory Board's Student Activity Fee Budget Committee.

Funding Eligibility (continued)

- PGBS entities or departments seeking funding for student service/activity-related programs must meet the funding criteria for the Student Activity Fee.
- Collaboration:
 - To enhance the quality and reach of student programming, collaboration between student clubs, and/or campus areas is strongly encouraged.
 - All areas involved in the collaboration should be in agreement about how funds will be spent.
 - Budget requests must reflect the total breakdown of costs, noting the collaboration information on the request and the total amount of Student Activity Fee funds requested.

Funding Rubric Criteria

- The Graziadio Student Advisory Board's Student Activity Fee Budget Committee shall review budget requests and make allocation decisions based upon available funds using a rubric to ensure an objective, fair, equitable, transparent, and inclusive process. Funding allocation determinations will be made based on the average score of all completed rubrics.

Funding Rubric Criteria

- Student Activity Fee funding is limited; therefore, allocations are granted to eligible current, registered, PGBS student clubs and student service/activity-related programs based on the following rubric criteria:
 - Enhances the University and PGBS mission.
 - Ties directly to the purpose of the club.
 - Accessible, open, and advertised to the entire PGBS student body at large and reaches as many students as possible.
 - Enhances significant out-of-classroom cultural, social, educational, developmental, or recreational opportunities.
 - Enhances the quality of PGBS student life.
 - Student Activity Fee funding is insufficient to meet 100% of the needs and requests for all PGBS student clubs and student service/activity-related programs. Therefore, budget requests should reflect significant effort and commitment to effectively publicize, support, and execute the requested event or activity and should demonstrate a clear purpose and connection to the University/organizational mission.

Ineligible Funding/Spending

- **Students who expense funds without receiving prior event or budget approval as outlined in this Handbook will not be eligible to receive reimbursement for unapproved expenses.**
- Funding or reimbursement will not be granted for:
 - Events or activities that are not open, advertised, and accessible to the entire PGBS student body.
 - Events for activities which the total cost exceeds \$40 per expected attendee.
 - Individual student travel expenses.
 - Any expenditure that violates University policy or is not allowable, authorized, recorded, and appropriately used.
 - Gifts for speakers (NOTE: SES will provide clubs with Pepperdine-branded promotional items that can be given to speakers as a thank-you gift).
 - Activities or material that is slanderous, libelous, or discriminatory.
 - The purchase or distribution of illegal substances, alcohol, tobacco products, or weapons.
 - To provide food for club meetings (meetings are defined as a gathering of club members to discuss club business, planning, or operations; to plan events; to assign club member tasks; to elect club officers; to check-in and provide updates to other club members; etc.)
 - The purchase of external student club websites or platforms.

Purchase of Food

- Food is not an optimal use of funds and as such is approved less frequently.
- Funding for food will be approved for only the following circumstances:
 - If it is closely related to the purpose of the event
 - If the total cost of food does not exceed a maximum of \$18 per person
 - For food provided for introductory club meetings (i.e., the first meeting of the term to draw new members)
 - Banquets
 - Special Events (ie. performance, speaker)
- Funding will not be granted to provide food for club meetings (meetings are defined as a gathering of club members to discuss club business, planning, or operations; to plan events; to assign club member tasks; to elect club officers; to check-in and provide updates to other club members; etc.)

Eligible Expenditures

- All PGBS Student Activity Fee funds must be spent in accordance with [University Financial Policies](#), the Graziadio Student Advisory Board Bylaws, the PGBS Student Club Handbook, and all Student Engagement and Success procedures.
- It is the responsibility of the organizations granted funding to track their expenses, to use the proper purchasing methods, to submit receipts in a timely manner, and to ensure that funds are not over-expended.
- Tips and Gratuities: According to the [University Financial Policy](#), tips and gratuities should be reasonable. Tips and gratuities on meals and transportation expenses should not exceed 20% of the total charge.
- Gift Cards: For any gift cards purchased, the student club is required to provide SES the full name and student ID number (for students) or social security number (for non-employees) for all gift card recipients within 2 business days after the gift card is given. According to the [University Financial Policy](#), the IRS considers gift cards to be income to the recipient and as such, the cardholder who purchases gift cards must document the full names of the recipients, campus-wide IDs (Social Security Numbers for non-employees), and the amounts of the cards (regardless of the dollar value) for submission to payroll and/or accounts payable for proper income tax reporting. Gift cards are reported to the IRS and included as taxable income of the recipient. If the recipient is a non-employee the recipient is issued an IRS Form 1099 MISC at the end of the calendar year.

Eligible Expenditures (continued)

- Gifts: For any gifts purchased, the student club is required to provide SES the full name and student ID number (for students) or social security number (for non-employees) for all gift recipients within 2 business days after the gift is given. According to the [University Financial Policy](#), gifts are considered non-taxable income by the IRS to the recipient until the collective value of all gifts to the recipient per calendar year exceeds \$25.00. Regardless of the dollar value, the cardholder who purchases a gift must document the full names of the recipients and campus-wide IDs (Social Security Numbers for non-employees) for submission to payroll and/or accounts payable for proper income tax reporting. If the collective value of all gifts to the recipient exceeds \$25.00 per calendar year the gifts are reported to the IRS and included as taxable income. If the recipient is a University employee, the gift is included as taxable income on the employee's paycheck. If the recipient is a non-employee the recipient is issued an IRS Form 1099 MISC at the end of the calendar year.
- The last day to submit the Student Club Purchase Request Form for all Student Activity Fee-related purchases made within the current academic year is June 30. Purchase requests for the current academic year will not be processed after June 30.
- The Student Reimbursement Request Form must be submitted via [The Peppervine](#) no more than 30 days after the date the first expense was made, or no later than June 30, whichever date comes first. Student Reimbursement Request Forms submitted outside of 30 days from the date of purchase will not be processed.

Purchase Requests

- Registered student clubs who wish for SES to submit payment or to make a purchase on behalf of their student club must submit a [Student Club Purchase Request Form](#) (located in [The Peppervine](#) “Forms” section) to request to spend PGBS Student Activity Fee (allocated) funds.
- Purchase requests submitted through the Student Club Purchase Request Form may include purchasing goods, food, or paying a vendor or speaker.
- Presidents and treasurers of registered student clubs are the only officers authorized to submit the Student Club Purchase Request Form.
- Prior to submitting the Student Club Purchase Request Form, student clubs **must have received allocated funds** from the Graziadio Student Advisory Board’s Student Activity Fee Budget Committee.
- When delivered items arrive, the requestor will be notified and all items must be picked up from Student Engagement and Success within 48 hours of receipt.
- It is highly recommended that student clubs purchase food, promotional items, or other goods from the [Student Engagement and Success Preferred Vendor List](#). This list is continually updated with vendors who have been vetted by Student Engagement and Success to provide quality and timely service.
- Student Club Purchase Request Forms will not be processed for amounts that exceed the funds allocated by the Graziadio Student Advisory Board’s Student Activity Fee Budget Committee.

Purchase Requests - Vendor or Speaker Payments

- [Student Club Purchase Request Form](#) for payments to vendors or speakers for an event must be submitted a minimum of 15 business days prior to the event date.
- Requests for payments to vendors or speakers made outside of 15 business days will not be processed.
- Please note that all event-related purchases must be discussed with Jessica Rubalcava, Assistant Director of Student Engagement at jessica.rubalcava@pepperdine.edu prior to submitting the purchase request.
- Vendor payment is not guaranteed until approval is received from Student Engagement and Success.

Purchase Requests - Goods or Food

- To request to purchase items in the form of goods or food, the [Student Club Purchase Request Form](#), located in [The Peppervine](#) “Forms” section, must be submitted 5 business days prior to the desired purchase date.
- Please account for shipping or delivery times when making your request.

Reimbursements

- Registered student clubs who choose to expend their own money for approved, club-related purchases may request reimbursement by submitting the [Student Club Reimbursement Request Form](#) located in [The Peppervine](#) “Forms” section.
- Reimbursement will not be provided for ineligible expenses as outlined in this Student Club Handbook or for expenses that exceed the amount of funding allocated for the specified purchase by the Graziadio Student Advisory Board’s Student Activity Fee Budget Committee to the student club or entity.
- Reimbursement will not be provided for expenses that violate University policy or that do not contain the required documentation for reimbursement.
- A Student Reimbursement Request Form must be submitted via [The Peppervine](#) no more than 30 days after the date the first expense was made.
- Student Reimbursement Request Forms submitted outside of 30 days from the date of purchase will not be processed.

Funding Violations

- A funding violation occurs when a club fails to adhere to the established purchase and expense policies and procedures or uses funds allocated by the Graziadio Student Advisory Board's Student Activity Fee Budget Committee for an unauthorized expense or an expense deemed ineligible under this Student Club Handbook.
- Violations shall be determined by the Graziadio Student Advisory Board's Student Activity Fee Budget Committee in consultation with Student Engagement and Success. The Graziadio Student Advisory Board Chief Financial Officer will notify the club if it is determined that a violation of this procedure has occurred. The Student Activity Fee Budget Committee may place sanctions on current and/or future funds (e.g. freezing current funds, suspending future funds, and/or reimbursement).
- Appeals to Student Activity Fee Budget Committee decisions must be submitted via email by the student club president (with a cc to the club advisor) to the Director of Student Engagement and Success no later than 15 business days after the funding violation notification is sent.

Budget Request Instructions

Budget Request Process Overview

- Eligible registered student organizations and PGBS departments or entities may request Student Activity Fee funds for full-time student service/activity-related programs. Budget requests are accepted for individual events, activities or initiatives that further the engagement, education, and development of the full-time Graziadio student body at large.
- To be eligible for Student Activity Fee funds, student clubs must have at least 75% full-time student members listed on their Peppervine roster.

Budget Submission Deadlines

2021-2022 student club budget requests are accepted on a rolling basis during the following time periods:

- August 2 - November 15, 2021: Fall 2021 Budget Requests Accepted
- November 22 - December 10, 2021: Spring 2022 Priority Review Budget Requests Accepted
- December 13 - March 14, 2022: Spring 2022 Budget Requests Accepted
- April 18 - July 8, 2022: Summer 2022 Budget Requests Accepted

Please note that student activity fee funding is limited, therefore, budget requests will be accepted for each term until the end date indicated, or until funds are no longer available, whichever comes first.

Things to Keep in Mind When Submitting a Budget Request

- A Graziadio Business School Budget Request Form must be submitted via Peppervine in order to request Student Activity Funds.
- Clubs seeking funding must submit one Graziadio Business School Budget Request Form per event, activity or initiative.
- The student club treasurer must submit all budget requests on behalf of the student club.
- All event-related budget requests must be discussed with [Jessica Rubalcava, Assistant Director of Student Engagement](#) prior to submitting the budget request.
- It is highly recommended that, when building a budget, student clubs review current pricing for food, promotional items, or other goods from the [Student Engagement and Success Preferred Vendor List](#).
- In your budget request, please be sure to account for 10% sales tax; an 18 - 20% tip (for food deliveries or restaurants); and any applicable delivery fees.
- **Please allow 10 business days** from the date of submission for the Student Activity Fee Budget Committee to review your budget request and for you to receive a response. Organizations seeking funding are encouraged to plan in advance. Please allow adequate time to receive notice of funding from the Student Activity Fee Budget Committee prior to planning an event.

Budget Request Instructions

1. Review the funding eligibility and requirements outlined in this Graziadio Business School Student Club Handbook.
2. In your student club portal, click on “Manage Organization”
3. Click on the drop down menu in the upper left hand corner and select “Finance”
4. Click on “Create New Request”
5. Fill out the Graziadio Business School Budget Request Form with the details of your funding request. Please be as detailed as possible in your descriptions.
6. The Graziadio Student Advisory Board’s Student Activity Fee Budget Committee will review each budget request within 10 business days and the club treasurer will be notified of the final allocation amount via email.

Other Financial Resources

- Registered student clubs may receive financial resources to offset expenses for approved events/initiatives in the following ways:
 - 1) By charging event admission fees to student attendees
 - 2) By partnering with other University departments to plan and promote events
 - 3) By receiving donations or sponsorships
 - 4) By hosting fundraisers
- For all admission fee-based events, a Fonteva event page is required to be set up by SES a minimum of 2 weeks prior to the event. No on-site cash collection or cash admission fees are permitted.
- Student clubs may not collect membership dues unless the student club is associated with membership in a national or regional club that requires dues as part of membership. In these instances, the registration for these clubs is led by the student club establisher and/or affiliated academic department and approved by SES. The University reserves the right to examine the record of the parent club or of affiliates on other campuses.

- Student clubs may offset club expenses through fundraising or obtaining donations and sponsorships.
- Prior to engaging in any fundraising or sponsorship activity, student club leaders must set up an event planning meeting with SES one to three months prior to the event date. To set up an event planning meeting, students may email PGBS.SES@pepperdine.edu.
- Following are a few ways student clubs may fundraise or obtain donations and sponsorships:
 - Fundraise for an event by hosting a [fundraiser at a restaurant](#).
 - Ask local restaurants or grocery stores to donate food to your event/meeting.
 - Seek out sponsors for events. NOTE: Permission from University Advancement is required prior to approaching any individuals for sponsorship or funding - please contact Assistant Director of Student Engagement Jessica Rubalcava for more information.

Event Planning

Requirements

- An event is any activity or situation, sponsored, co-sponsored or endorsed by the organization, or any event a reasonable person would associate with the club or organization.
- Only University-recognized student clubs are authorized to use meeting space, University equipment, supplies, and any form of campus-wide publicity and distribution. Campus event space is reserved on a first-come, first-served basis and is not guaranteed. *Space reservations are limited to the current term.*
- All events and event dates must be approved by SES prior to any payments or event promotion.
- Students are not authorized to enter into a contract or agreement on behalf of Pepperdine University. All contracts or agreements with outside entities or vendors must be routed through SES for approval and signature.
- All speakers, paid or unpaid, are required to fill out the [Speaker Agreement](#). Students are required to provide the form to the speaker and return to Jessica Rubalcava prior to the event.
- No student club may plan an off-campus event, weekend retreat, etc., without receiving prior location approval from SES.
- Utilize the [Student Club Event Checklist](#) when planning an event.

Planning Timeline

Student clubs must adhere to the following timeline requirements when requesting approval for events. Events planned outside of the below timeline requirements may not be approved. Due to limited space, reserving campus space as far in advance of the event as possible is highly recommended. Space reservations are limited to the current term.

- Meetings:
 - Meetings are defined as a gathering of club members to discuss club business, planning, or operations; to plan events; to assign club member tasks; to elect club officers; to check-in and provide updates to other club members; etc.
 - Meetings pertaining only to the group's membership, involving relatively simple planning and no budget request: Allow five business days.
- Events:
 - Medium events, such as a week-long philanthropy event, coffeehouse, or guest speaker and requiring funding (Up to 30 attendees): Allow one month.
 - Large events of off-site events or trips, such as concerts, outdoor activities, retreats, or conferences and requiring funding (30+ attendees): Allow two to three months.
 - Medium to large scale events should have a Graziadio staff member or approved club advisor in attendance.

Planning Meeting

- To initiate event approval through SES, the student club must request an event planning meeting to ensure adequate preparation and to assist your club with resources that are available through the University.
- To set up an event planning meeting, students may email PGBS.SES@pepperdine.edu.
- It is the student club's responsibility to schedule this meeting a minimum of one to three months prior to the event date. For more complex events involving vendor contracts, off-site event space, or the collection of fees, the planning meeting must be initiated three months prior to the event date.

Event Approval

- Each club must send SES their proposed event date(s) as soon as they are known. Club leaders should keep in mind existing club events and the [University events calendar](#) when selecting dates for their events.
- SES will work with each club to select an open date with as few conflicts as possible.
- SES will make every effort to ensure that club events do not overlap or take place on the same date/time. Please note that, due to a high volume of events across PGBS and the University, an event date that is free of any conflicts cannot be guaranteed.
- All events must be approved by SES prior to taking place.
- All events must be submitted for approval by completing the Event Submission Process in Peppervine found in the Organization Tools section of Peppervine under the “Manage Organization” page.

Event Approval Continued

- For event space on-campus reservation, include the date, time, and number of students in the Event Request submitted in [Peppervine](#). Jessica Rubalcava will reserve the space and notify you of the reserved location.
- SES reserves the right to deny a requested event or event location at its discretion. Failure to obtain event approval from SES may result in student club probation or termination.
- If your event requires a non-Pepperdine affiliated speaker, performer, food trucks, etc. then you will need to work with the Assistant Director of Student Engagement to initiate a vendor contract.
- Once the event request is approved, Jessica Rubalcava will add it to the [University events calendar](#) as additional advertisement.

Communication

Marketing Guidelines

Guidance for student clubs regarding all forms of media and promotion, including social media, podcasts, posters, club logos, etc.




Social Media

- Please reference the Graziadio social media guidelines [here](#). Clubs should refrain from using official school logos or school seal. These cannot be used without consent from the Graziadio Marketing Team.
- Personal social media can be used for the single promotion of events or other items.
- For housing an asset (i.e. video, podcast, etc.) the club should create a club profile on the appropriate social channel – this ensures the assets officially reside within the club and ensures the longevity of the initiative. In the *About*, or similar section of the page, please make a note that this is a student-led club at Pepperdine Graziadio Business School.
- Please ensure ownership of any social channels is transferred to the new club officers each year. If the club is being terminated please also terminate the channel.
- Please also provide the login credentials to the channel to Student Engagement (pgbs.ses@pepperdine.edu) and Graziadio Marketing and Communications (pgbs.marketing@pepperdine.edu) – this is to ensure the channel can be passed to future generations of the club in the event passwords or login credentials are lost or forgotten.

Marketing Guidelines (continued)

Branding and Style Guidelines for Club Materials and Promotional Items

- The branding and style guidelines are available [here](#) with our official colors and approved uses of our logos.
- Logos can be used on promotional materials so long as brand style guidelines are followed. Use of the logo must be approved by the Graziadio Marketing Team.
- Please email pqbs.marketing@pepperdine.edu a mockup of the design and we can approve or suggest edits.

Approved Promotional Item	Non-Approved Promotional Items	
 ✓	 ✗	 ✗

Marketing Contact Information

For any additional questions, the marketing department can be reached at pqbs.marketing@pepperdine.edu.

Advertising and Promotion

- Only University-recognized student clubs are authorized to publicize approved events and meetings in approved locations on any campus.
- Students may only post materials in locations designated by SES and may not post materials on walls, windows, floors, or in classrooms.
- All advertising (both printed and digital) must contain the following:
 - Event Name
 - Event Date/Time
 - Event Location
 - Costs (if applicable)
 - Registration website link (if applicable)
 - Contact information

Peppervine Message Relay

The best way to communicate to your club members is through the [Message Relay](#) section in The Peppervine. This will send an email from The Peppervine system to all of your club members.

For instructions on how to create a message relay message please see the process guide in the Student Club Google Drive.

Peppervine News Article

Another way to communicate to your club members is to create a [News Article](#).

The News tool allows you to keep your members up-to-date on all of your latest news. With a format similar to a blog, members can view a quick summary of the most recent news or drill down to view the full contents of each post.

For instructions on how to create a News Article please see the process guide in the Student Club Google Drive.

Emails

- Student clubs are authorized to send emails to their registered club members at their discretion.
- Global e-mails (e-mails sent directly to all staff, students or faculty) sent by student clubs are prohibited.

Weekly Student Newsletters

- PGBS sends weekly newsletters to all students every Monday (unless otherwise specified):
 - *Graziadio Insider* Newsletter (Full-Time Students)
 - Part-Time Programs Weekly Bulletin (Part-Time Students)
 - Online Programs Weekly Bulletin (Online Students)
- To submit an upcoming event, meeting, or activity for inclusion in the newsletters, please submit your content via the following link:
<https://docs.google.com/forms/d/e/1FAIpQLScAqDU2JMF56k3YCYH4b0FVSckqggkuhll3qhx2qJLGlafOQ/closedform>
- All content is due the Tuesday prior to the send date. Content is subject to department review and approval and is not guaranteed.

PEPPERDINE | GRAZIADIO

BUSINESS SCHOOL



(310) 506-6541



PGBS.SES@pepperdine.edu

