Student Organization Handbook

PEPPERDINE | SCHOOL OF PUBLIC POLICY

Welcome to the Pepperdine School of Public Policy (SPP) Student Organization Handbook. This serves as a guide to student leaders as they look to organize, develop, maintain, and advance the policy and professional goals for each SPP student organization.

You can find everything from more information about how to start a SPP student organization and pick a faculty/staff advisor to understanding rules and regulations for advertising and marketing, organizational conduct, and even financial and facility use guidelines.

The Engagement & Programs Office at SPP recognizes the important role that student organization leadership plays in developing next generation policy leaders. We strive to ensure that every student has the opportunity to join a student organization and learn from these invaluable professional development opportunities.

We look forward to helping you discover your full leadership potential, and offering support and guidance along the way. Please feel free to contact the Engagement & Programs Office at (310) 506-7686, or stop by our office located in SPP Room 276, should you have any questions about this handbook and student organizations here at SPP.

Melissa Espinoza,
Assistant Director of Engagement & Programs Office
Pepperdine School of Public Policy

CURRENTLY ACTIVE STUDENT ORGANIZATIONS AT SPP

Association of Environmental Professionals (AEP)
The Association of Environmental Professionals (AEP) will create a welcoming space for those interested in environmental policy. Members will have the opportunity to learn and network with members of the National and California Associations of Environmental Professionals (NAEP and CAEP). AEP will also work to promote sustainability on the Pepperdine Campus.
Faculty Advisor: Pooja Di Giovanna, Assistant Director for Professional Education, Davenport Institute

Christianity and Public Policy (CPP)
Christianity and Public Policy (CPP) is a student organization dedicated to the practical application of the Christian faith in the public square through deliberation, examination of Biblical and other literary text, community involvement, and fellowship.
Faculty Advisor: Pete Peterson, Dean, Braun Family Dean's Chair, Senior Fellow, Davenport Institute

International City/County Management Association (ICMA)
In collaboration with the School of Public Policy's Davenport Institute for Public Leadership and Civic Engagement, Pepperdine is host to a student chapter of the International City/County Management Association (ICMA). ICMA is the professional and educational association for appointed local government administrators throughout the world, making this an excellent opportunity to build a network of contacts with local government administrators both in California and across the country.
Advisor: Pooja Di Giovanna, Assistant Director for Professional Education, Davenport Institute

Pepperdine Policy Review (PPR)
The Pepperdine Policy Review (PPR) is a student-run journal that showcases the best scholarly work of School of Public Policy students at Pepperdine University. The mission of the Pepperdine

Policy Review is to publish the best scholarly research, innovative policy solutions, and insightful commentary that School of Public Policy students have to offer.
Faculty Advisor:Dr. James Prieger, Professor of Public Policy

Pi Alpha Alpha, the National Honor Society of Public Affairs and Administration
Pi Alpha Alpha encourages and recognizes outstanding scholarship and accomplishment in public policy, to promote the advancement of education and practice in the art and science of public policy, and to foster integrity, professionalism and creative performance in the conduct of governmental and related public service activities.
Faculty Advisor: Dr. Luisa Blanco, Associate Professor of Public Policy

Politics in Public Policy (PiPP)
Politics in Public Policy (PiPP) provides a forum to develop graduate students' understanding of how politics and political climates play a role in shaping public policy. It is founded on the principle that quality public policy begins with—and depends on—constructive political discussion. The goal of this organization is to facilitate a diverse range of conversations through student-to-student dialogue. This organization seeks to honor the School of Public Policy's firm commitment to ideological diversity, made possible by exposing students to ideologically diverse perspectives and viewpoints relevant to present day issues and enduring policy debates.
Faculty Advisor: Dr. Robert Kaufman, Robert and Katheryn Dockson, Professor or Public Policy

Women in Public Policy (WPP)
Women in Public Policy (WPP) is a student organization established to promote the development of women in the academic and professional arenas with an emphasis on ethics and leadership. Through a blend of guest speakers, community involvement, social activities, and seminars, WPP supports and encourages women as they tackle unique challenges in public policy. While ethnically and politically diverse, these women share a commitment to use innovative solutions to address complex national and global issues.
Advisor: Maureen Tobin, Executive Director, Davenport Institute

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Purpose of Student Organizations

A. Provide an environment that facilitates individual growth and autonomy while fostering social responsibility within a larger community.

B. Contribute to the fulfillment of the mission of Pepperdine University.

C. Enhance the quality of student life.

D. Contribute to the intellectual, social, and moral development of students.

E. Enhance and support Pepperdine University's curricular programs.

F. Serve as a vehicle to involve students in service to the campus and the community.

Recognized Role of Student Organizations

A. Provide programming that allows for personal growth and community enrichment.

B. Set standards that encourage excellence in each member.

C. Instill the approved purpose of the student organization in each member and fulfill that purpose.

D. Provide opportunities for the development of social and leadership skills.

E. Provide structured opportunities for self-government and effective organization management.

F. Provide an atmosphere that supports and rewards academic achievement.

Support for the Student Organizations from Pepperdine University and SPP

A. Use of the business services of Pepperdine University including the use of an on-campus account–with proper budget submission.

B. Use of institutional facilities for programs and meetings.

C. Advisement in planning and programming support from various SPP offices.

D. Acknowledgement of student organization official status in the SPP Academic Catalog and website.

E. An officially recognized student organization in good standing will receive financial support pending SPP budget availability, but shall not exceed $500 per academic year.

Condition of Recognition

A. Negotiate and sign a relationship statement.

B. Provide requested reports or other procedures that may be required periodically.

C. Complete an Event Request Form and submit for approval for each event sponsored (on-or-off campus).

Obligations of Recognition

A. Be an active member of the appropriate governance council and comply with its bylaws.

B. Maintain an accurate list of members with the SPP Engagement & Programs Office.

C. Be familiar with and adhere to Pepperdine University policies, regulations, and procedures.

D. Fulfill the "Requirements of a Registered Student Organization" listed in this handbook.

E. Submit the Student Organization Roster Form no later than September 30 for each Fall Term and January 30 for each Spring Term. This roster should include the names, phone numbers, and email addresses of all current officers of the organization, in addition to providing a full list of all organization members.

F. Provide financial and programming reports upon request.

Role of the Student Organization Faculty/Staff Advisor Shall Be

Programmer—to assist students in developing programs that will contribute to the education of the group's members. To assess the group's needs, translate those needs into a framework of goals and objectives, plan, make arrangements, coordinate resources, and evaluate processes and outcomes.

Institutional Representative—to communicate clearly Pepperdine University's expectations, translate rules, and help students gain an understanding and appreciation of institutional policies and goals.

Counselor—to assist students with their concerns and find solutions to their problems. To listen and respond to students' needs sensitively and confidentially.

Administrator and Manager—to assist students in implementing policy development, management of an organization, budget development, operation of Sodexo and other University services, and legal parameters. To be familiar with, and respect, University policies.

Organization Development Consultant—to help organizations examine themselves and how they operate in order to make effective changes.

Conflict Mediator and Manager—to defuse emotionally explosive situations with active listening skills and ethical negotiation practices to reach an effective compromise.

Purpose of Handbook

The purpose of this handbook is two-fold: 1) to lead interest groups through the steps of starting a new student organization, and for existing student organizations and 2) how to manage effectively their organizations.

Student Organization Relationship Statement

All parties involved with student organizations at Pepperdine University have been identified and their working relationships defined. Compliance with and adherence to this relationship statement by all parties is necessary for the maintenance and promotion of a student organization that is compatible with and in support of the educational mission of this University. Noncompliance with or disregard for the provisions of this statement will jeopardize the privilege of affiliation and budgetary support.

Pepperdine University and_____Student Organization pledge together that the student organization will recognize and adhere to this relationship statement and handbook for the purpose of promoting and maintaining excellence in a student organization compatible with the educational mission of Pepperdine University.

_____   _____

Assistant Director of Engagement & Programs   Date

_____   _____

Organization President   Date

_____   _____

Faculty/Staff Advisor   Date

Guidelines for Student Organizations

Purpose

The purpose of these guidelines is to provide the Pepperdine School of Public Policy (SPP) community, including student, faculty, and administration, with information on procedures and regulations concerning University student organizations.

University Policy

A. SPP recognizes student organizations which adhere to the University goals as stated below:

   1. To strive toward all goals within the context of a university that has a commitment to the Christian faith.
   2. To provide a strong graduate education for each student.
   3. To help each student advance significantly in personal, social, and academic growth through a program of services to students.
   4. To work toward the formation of a true spirit of community at all levels and in all areas of the University.
   5. To be at the service of the community beyond the campus.
   6. To establish a purpose statement that embodies the mission statement of Pepperdine University.

B. It is the policy of the University to oppose and prevent illegal discrimination by any organization on the basis of ethnicity, race, or creed. This includes membership selection and/or activity involvement.
   Please refer to the current academic year's SPP Academic Catalog for further definition of University policy:
   https://publicpolicy.pepperdine.edu/academics/catalog/

C. In accordance with Pepperdine University's Restoration Plan, the following guidelines have been developed for the 2021-2022 academic year. These guidelines must be implemented by all organizations to protect the well-being of the University community. For more details on the Pepperdine University COVID-19 Planning and Guidelines, please visit: https://www.pepperdine.edu/coronavirus/.

   o Organizations will follow LA County Department of Public Health guidance with regards face coverings for indoor and outdoor events, regardless of vaccination status.
   o If a guest and or student arrives at your event/meeting who appears to be ill please refer to the COVID-19 Planning and Guidelines website (https://www.pepperdine.edu/coronavirus/) or contact the Office of Public Safety at (310) 506-4441.

How to Start a Student Organization

A. Make an appointment with the assistant director of engagement & programs for assistance in forming a new student organization. Obtain a copy of the Student Organization Handbook.

B. Develop a constitution which states the purpose and structure of the organization. Follow the suggested constitutional outline found in this handbook, including all of the information required.

C. Submit the completed constitution to the assistant director of engagement & programs for approval.

D. After receiving approval from the Office of the Dean, a student organization must secure a full-time faculty/staff advisor and complete the Student Organization Relationship Statement and submit the Student Organization Roster Form.

Requirements of a Registered Student Organization

A. Every registered student organization must have an advisor who is a full-time faculty/ staff member of the School of Public Policy.

B. In order to be part of a registered organization, you must be a registered student (in-person or on-line) at the School of Public Policy

C. Alumni of the School of Public Policy may be honorary members but cannot hold office in an organization.

D. All continuing, active organizations must submit an up-to-date Student Organization Roster Form, which includes the names of the current advisor, president, and other officers; a list of all organization members; and email and phone numbers for all of the above. The form must be submitted to the assistant director of engagement & programs by **September 30** of the Fall Term and **January 30** of the Spring Term. Those organizations not meeting this deadline may not be recognized by the University.

E. All organizations should have at least five active members to be recognized by the University. If fewer than five active members, a student organization may seek an exemption, in writing, from the assistant director for engagement and programs.

Officers

A. All officers of SPP student organizations must be full-time students and may not be on academic or disciplinary probation.

B. The names, email, and phone numbers of all organization officers must be on file in the Office of the Engagement and Programs. Any change of officers should be submitted to the same office within seven days of the change.

C. Student organization officers are responsible for the programs of their individual organizations and must insure that all activities are conducted in accordance with the SPP Academic Catalog and are consistent with University policy governing student organizations.

D. Each student organization president, vice-president, or a designated representative, is required to be on-campus for one day during New Student Orientation (NSO) week, generally the first day of NSO. This occurs the week before Fall Term classes begin and allows each organization to begin fall recruitment efforts with incoming first-year SPP students. Each representative is required to make a 5-7 minute presentation on the purpose of their organization as it relates to its core mission at SPP. You will be required to submit your presentation outline/agenda to the assistant director of engagement & programs by August 1 preceding NSO for review and approval. Presentation outline suggestions include:

Representative Introduction - name, specialization(s), post-graduation plans?
Name of the student organization you are representing
What does the student organization do on-campus? Off-campus? Why is it important for them to know or be involved?
How can prospective students join your organization?
How can prospective students get involved?
Name the top 3 events your student organization held last year and the positive outcome
Why is your student organization beneficial to their career/internship and networking opportunities?
Why did you (as a prospective member of the student organization) decide to join this group–and why are you passionate about its purpose?
Remind students to visit social media pages and the SPP website–offer information about any new fall events you are planning, and how students can sign-up once classes begin! Get first-years involved!
If students have any questions, please welcome them to reach out. SPP will provide all NSO participants with student organization contact information within their NSO welcome packets.

E. Officers are strongly encouraged to attend all major recruitment events hosted by the Office of Program Relations for prospective students. This includes "prospective student mixers" (open houses), alumni and lecture series, prospective student luncheons, and other recruitment-focused events for SPP prospective students.

F. A student may not occupy more than one officer position. However, at the discretion of the assistant dean for administration, an exemption to this rule can be made on a case-by-case and organization-by-organization basis.

G. Outgoing presidents/leaders will need to meet with the assistant director of engagement & programs and new incoming presidents/leaders during March or April of the Spring Term to discuss transitional issues for the organization for the next academic year. Also, it is required that the outgoing president submit a "Year-End Report/Organization Assessment" no later than May 1 of each academic year. This report should include a summary of monies spent and received, membership updates, event summaries, constitutional changes, copies of all meeting minutes from the preceding year, election/recruitment plans, and any other long-term goals and plans for the organization.

Advantages of Being a Registered Student Organization

A. Official recognition by the University.

B. Use of the University's name in the identification of the organization and in the sponsorship of activities and events.

C. Ability to hold meetings and social functions on campus.

D. Use of campus facilities (meeting rooms, etc.) and services (e.g., audiovisual equipment, maintenance services, etc.) at no cost.

E. Permission to recruit members from the campus community.

F. Ability to engage in on-campus fundraising activities.

G. Dissemination of information and literature on campus.

H. Guidance in program planning and budget management by the School of Public Policy.

I. Financial support, pending SPP budget availability, which shall not exceed $500 per academic year.

Termination of a Student Organization

If a student organization wishes to terminate, a letter stating this fact should be sent to the assistant director of engagement & programs. This letter should be signed by the president of the organization and the advisor.

A student organization may be terminated for a number of factors including but not limited to, a failure to follow the guidelines and requirement for student organizations, failure to submit forms and rosters on time, inappropriate use of funds, non-sanctioned events, or any other violation(s) of the School of Public Policy Academic Catalog.

Student Organization Constitution Outline

Constitutional Outline

Article I	Name of the organization
Article II	Statement of purpose
Article III	Requirements for membership and means of selection of members
IV	Article Officers (title, term of office, whether selected or appointed, duties)
V	Article Dues and fees (amount and when they are paid)
Article VI	Rules for amending the constitution
Article VII	Frequency of meetings
Article VIII	Committees (standing; i.e., finance, membership, constitution)
Article IX	Penalties
Article X	Faculty Advisor

Constitutional Guidelines

A. Membership provisions:

   Who can be a member?
   Types of membership (honorary, etc.)
   Methods of dropping members
   What constitutes "good standing"?

B. Officers:

   Duties and powers
   Provision for filling unexpired terms Rules for
   election

C. Duties and Fees:

   Amount: annual membership
   When payable
   Initiation fees
   To whom all dues are payable

D. Meetings:

   Types (regular, special, etc.)
   Procedures for calling special meetings
   Quorum (designate a percentage of the membership)
   Parliamentary authority
   Provision for notification of membership if no regular meeting dates are
   established
   Who shall preside at special meetings?

E. Committees (standing):

   Names (Finance, Membership, Constitution, and Bylaws, etc.)
   Term of office
   Quorum (usually majority of members)
   Meetings (number and how called)

F. Faculty/Staff Advisor:

   How the advisor is chosen?
   How long is the advisor's term?
   Duties of the advisor

Student Organization Advisors

The School of Public Policy requires that every registered student organization select a full-time faculty/staff member of Pepperdine University to serve as an advisor. The advisor needs to be available to assist the officers with problem solving; to aid in the planning of social or fundraising activities; to offer appropriate guidance to the officers; and, in general, to serve as a friend and consultant to the organization's members. Advisors are liaisons between student organizations and the University and are responsible for insuring that the organization follows University policy and procedure.

Responsibilities of a Student Organization Advisor

A. The advisor must read and sign the Student Organization Relationship Statement.

B. The advisor is to be familiar with the organization's constitution, this handbook, and the School of Public Policy Academic Catalog.

C. The advisor is to be present at one organization meeting per semester.

D. The advisor is to review the minutes from each meeting.

E. The advisor is strongly encouraged to attend all off-campus, organization-sponsored functions. The advisor is required to attend organization-sponsored, off-campus functions when the Engagement & Programs Office specifically requests that the function be attended by the advisor.

F. The advisor is requested to have specified office hours during which organization members may consult with him/her.

G. The advisor is requested to attend a meeting of all organization advisors when called by the Engagement & Programs Office.

H. The advisor is to encourage the organization to function within University guidelines and not condone any activity which is not in keeping with the letter or spirit of University policy.

I. If for any reason the advisor is unable to continue with said responsibilities, the Engagement & Programs Office should be immediately notified in writing of the resignation.

J. The advisor must sign an Event Request Form for each event held by an organization and any other required forms as outlined in this handbook or requested by the assistant director of engagement & programs.

Conduct of Student Organizations

Responsibility

All student organizations are responsible for reading the School of Public Policy Academic Catalog and other policies and procedures as established by the University.

A. Organizations must agree that whether activities are on or off campus, they are extensions of the University and subject to the principles and regulations governing University activities.

B. All activities should be designed to be inclusive of all organization members. Any activities in which four or more of the members or new members of an organization are engaged could be considered an event of that organization and will be subject to all guidelines thereto pertaining.

C. **Alcoholic beverages may not be served or consumed at any formal or informal meeting or gathering of a student organization, whether on-or-off campus. In planning off-campus events, organizations are to make whatever arrangements necessary to insure that alcoholic beverages will not be served or consumed.**

Discipline

In the event that a student organization violates the above-mentioned responsibilities, the organization will be subject to discipline by the Office of the Dean. The discipline may include any of the following:

A. **Budget Freeze**—loss of funding for a specified time.

B. **Censure**—verbal and written reprimand to a student organization.

C. **Fines**—Payment of charges for violation of regulations. These charges will be added to a student's account.

D. **Loss of privileges**—Such loss may include financial aid; seeking or holding elected student office; eating in the cafeteria; participating in the Pepperdine international programs; and use of specific University facilities, equipment, or services.

E. **Probation**—status of a student organization indicating that its continued existence on the campus is tenuous and that its activities will be reviewed periodically.

F. **Restitution**—Requirement to pay for the repair to and/or replacement of damaged property. Failure to pay such charges may result in additional sanctions (including, but not limited to, denial of reenrollment or refusal to release official transcripts and records).

G. **Suspension**—a formal revocation of a student organization's status as an officially recognized and registered University student organization. This will include loss of all rights and privileges which pertain to University-recognized student organizations. A specific suspension period may or may not be designated depending upon the nature of the violation.

A student organization incurring disciplinary action will be informed of the sanction in writing by the Office of the Dean. Individual student members of an organization may also be subject to disciplinary action as outlined in the School of Public Policy Academic Catalog. A student organization incurring disciplinary action may appeal the decision to the dean.

Facility Reservations

To reserve rooms for student organization functions, the organization must be officially registered and an Event Request Form must be completed, submitted to, and approved by the assistant director of engagement & programs.

Room reservations for events on campus can be made through the Pepperdine University 25Live reservation system: https://25live.collegenet.com/pepperdine/#home_my25live[0]
Please note, students will need Wavenet credentials to access the 25Live website.

Alternatively, you may also contact Melissa Espinoza, assistant director of engagement and programs at melissa.espinoza@pepperdine.edu, or by phone at (310) 506-7490, **at least one week in advance of the event date to secure a room reservation**.

Once event date and room location is confirmed, student organizations must submit an School of Public Policy on-line event request form via Trumba reservation system: https://community.pepperdine.edu/events/submit-calendar-events/public-policy.htm

Finally, student organizations are also required to submit an Event Evaluation Form to the assistant director of engagement & programs no later than one week after an approved event.

Guidelines and Procedures for Facility Use

Guidelines

Facilities are available to chartered student organizations, on a first-come, first-served basis when approved by the Assistant Director of Engagement and Programs, generally from 8 a.m. to 10 p.m. Meetings will be scheduled in classrooms. Food is not allowed in classrooms. The Fireside Room, outdoor areas, and in some cases the Drescher Cafe can be used for meetings or events involving food. **Please note: organizations are recommended to host a mixture of on-ground and on-line events for the 2020-2021 academic year due to dual modality classes.**

All events must be approved by the Engagement & Programs Office in order to avoid conflict with other events taking place on. The School of Public Policy event calendar is subject to change and select events may take priority over student organization activity.

Student organizations will be held financially responsible for any damage or trash left in the rooms.

Procedures

Room reservations for events on the Drescher Graduate Campus can be made through Pepperdine's 25Live software: https://25live.collegenet.com/pepperdine/#home_my25live[0]

Alternatively, you may also contact Melissa Espinoza, assistant director of engagement an program at melissa.espinoza@pepperdine.edu, or by phone at (310)506-7686.

Reservations of facilities must be made one week prior to the planned meeting or event. Only authorized representatives may reserve rooms.

Programming Checklist

Step 1: Contact the Engagement & Programs Office to check the School of Public Policy event calendar

A. Is the date the organization wants free from other conflicting events?

B. Are alternative dates available?

Step 2: Facility Scheduling

A. Is the facility the organization wants available? Please access 25Live first for availability or contact Melissa Espinoza, assistant director of engagement and program at melissa.espinoza@pepperdine.edu, or by phone at (310) 506-7686 reserve a room.

B. Are events which could conflict with the program scheduled in a nearby room or area? The organization may need to check with another scheduling office. Possible conflicts from other events include noise, traffic, etc.

C. Follow up all verbal scheduling with a memo to the appropriate scheduling office stating the exact times the organization has scheduled the facility.

Step 3: Submit the approved event to the School of Public Policy online event calendar at: https://community.pepperdine.edu/events/publicpolicy/. Look for the orange textbox which says: "**Submit a SPP Event**."

Step 4: Physical Arrangements

A. For audiovisual needs on the Drescher Graduate Campus, contact Audio Visual Technologies at (310) 506-6953, at least two weeks in advance of the event date.

B. For physical arrangements such as chair arrangements and special construction in areas other than the Smothers Theatre, contact the Department of Facilities Services at (310) 506-4101 at least 10 working days prior to the event.

C. For food/catering arrangement on the Drescher Graduate Campus, contact the Villa Graziadio Executive Center at (310) 506-1100.

D. Any special setups of evening events or performances must be removed by 6:00 a.m. the next morning unless a special arrangement is made with the appropriate scheduling office.

E. Daytime events: The areas must be restored immediately after use for other activities

Finally, student organizations are also required to submit an Event Evaluation Form to the assistant director of engagement & programs no later than one week after an approved event

Professional Entertainment and Speaker Guidelines

Initial planning for any special program using professional speakers or entertainers should begin no later than three months prior to the date of the proposed program.

As soon as the terms of an outside arrangement are agreed upon verbally by the promoter or agent and the activities representative and approval is given by the assistant director of engagement & programs to draw up a contract (four copies). All copies of the contract must then be signed by the University General Counsel via the Office of the Dean. The Office of the Dean will retain one copy, one copy should be filed with the Campus Life Office, and two copies must be sent to the agent or promoter with a deadline date for return. The agent is to sign both copies and return one to the Office of the Dean. A University-issued contract as well as the agent's contract must be signed by both parties for mutual protection. If an agent or promoter does not issue a contract, a University contract must still be signed by both parties.

As soon as the contract(s) is/are signed by both parties, the organization treasurer is to submit a check requisition request via the advisor for the amount of payment to the Office of the Dean. Attach a copy of the contract as backup. All performers or speakers expect to be, and should be, paid immediately following their performance or lecture. If the promoter or agent cancels the arrangements prior to the event, the requisition or check may be voided. In an event of a breach of contract, please contact the Assistant director of engagement & programs as soon as possible.

Make sure that *all* physical arrangements are set. This includes sending a Setup Request Form, which is available in the Office of the Dean, to the Department of Facilities Services. The Setup Request Form should be delivered to the Department of Facility Services no later than 10 working days prior to the event.

Consult with the assistant director of engagement & programs regarding each of the above facets of program planning. Due to the great variety of legal implications inherent in the programming of professional people, it is impossible to be too careful.

Financial and Services Request Policies

Channels for Request

Requests should be submitted from the organization treasurer or president.

Check Request

A payment requisition is used for payment of lecturers, entertainers, certain vendors, etc. The completed request (signatures, receipts, invoice, etc.) must be submitted to the Engagement & Programs Office   at least 30 working days prior to the date the check is needed.

Petty Cash Form

The Petty Cash Form is to be used as reimbursement for out-of-pocket emergency expenses not exceeding $300. Reimbursements cannot be issued without receipts or invoices. Submit the receipts/invoices to the Engagement & Programs Office. A Petty Cash Form will be issued and can be cashed at the Cashier's Office in Thornton Administrative Center (8 a.m. to 3 p.m.).

Expense Report

An expense report is required in order to receive reimbursement for any official organization activities paid through personal funds (i.e., mileage, meals, speaker gifts, etc.). An expense report and receipts must be turned in to the Engagement & Programs Office immediately following any incurred personal expenses. All personal expenses are subject to approval by the Assistant director of engagement & programs and reimbursement is not guaranteed. Expense reimbursement typically takes a minimum of six weeks to process. Any request for reimbursement exceeding 90 days from the date of service will not be accepted.

Responsible Use

Student organization activities that require financial commitment should be budget conscious and within reasonable means. Traditionally expenditures per person have been approximately $15 per person.

Receipts

Two receipts are required: 1) Itemized receipt indicating number of guests in the party and all items ordered, 2) Credit card receipt with meal tally, tip, and total. All names of attendees must be included in the request for submission as well as those individuals' titles and roles. All receipts and additional documentation for reimbursement should be submitted to the assistant director of engagement and programs.

Van Requests

A shuttle request must be submitted to Business Services (x4561) as soon as the date for a van need is known. There is no guarantee of the van's availability, so the sooner a request is submitted, the better the chances are for reserving one.

Advertising Policy

The Engagement & Programs Office encourages all recognized student organizations to promote their events. The following advertising policy has been adopted in an effort to facilitate the promotion of these events.

General Policies

All advertising must be approved by the manager of marketing and communications. Any advertisement of an upcoming event will not be approved unless an Events Request Form has been completed and turned in to the Engagement & Programs Office.

- Advertising must be tasteful and in accordance with the policies of Pepperdine University.

- No off-campus business or advertising is permitted on campus.

- The posting of any questionable written or graphic material is not allowed.

- Prior approval of Sodexo is required for all advertising in the Drescher Cafe; prior approval of the Residential Life Office (RLO) is required for all advertising in the residential areas.

- Posters and fliers are not to be placed on any windows, walls, or glass doors of any building on campus.

- Advertisements may not be placed in Firestone Fieldhouse during Convocation.

- Advertising fliers are not to be placed on any stairs, railings, light posts, or walls.

- The use of chalk to advertise on concrete is not permitted anywhere on campus.

- For information on digital signage opportunities at the University, please review the University Community webpages for guidelines, sample advertisements, and instructions for submission at: https://community.pepperdine.edu/digitalsignage/

Email

Student Organizations will not be granted access to mass School of Public Policy distribution lists, however organizations may be granted access to "directory" information, including individual student email addresses. Organizations may request that their event be published in the bi-weekly *Student Services Newsletter* by contacting the Assistant director of engagement & programs. The newsletter publishes every other Friday during the regular academic year and submissions must be submitted by Tuesday of the week of requested publication.

Fines

A first-time violation of the advertising policy will result in a written warning.

Repeated violations of the advertising policy will result in a $25 fine per violation being charged to the organization's on-campus account.

Repeated abuse of the advertising policy will result in the loss of advertising privileges.

<u>Web Sites/Social Media</u>

With the exception of Pepperdine Policy Review, the School of Public Policy does not host individual student organization web sites. Should an organization decide to host a site, please contact the assistant director of engagement & programs.

All student organizations with a social media presence (Facebook, Instagram, Twitter, Snap Chat, etc.) are required to submit username and passwords (administrative accesss) to the Assistant director of engagement & programs to keep on file and recorded for the student organization. Additionally, student organizations will need to make log in credentials available to the manager of marketing and communications, the faculty/staff advisor for the organization, and the Integrated Marketing Communications department at the University upon request. This is to ensure that duplicate social media pages are not created nor updated and also for successive members to have readily available access to the student organization's social media content and online webpages.

PEPPERDINE | School of Public Policy

Term _____

STUDENT ORGANIZATION ROSTER

Please submit this form to the assistant director of engagement & programs at the beginning of each semester in order to renew your organization's official registration with the University. The final dates this form will be accepted by the director of student services are as follows: Fall semester, September 30 and Spring semester, January 30. IF THIS ROSTER IS NOT COMPLETED BY THESE SPECIFIC DATES YOUR ORGANIZATION WILL NOT BE RECOGNIZED OR FUNDED BY PEPPERDINE UNIVERSITY.

Name of Student Organization: _____

Purpose of the Organization: _____

_____

Faculty Advisor: _____

Current Officers:
	Name	Phone	Email
President:			
Vice-President:			
Secretary:			
Treasurer:			
Other Officers:			

PLEASE ATTACH A COMPLETE LIST OF ALL MEMBERS OF THIS ORGANIZATION.
(Include first and last name, phone number, and email for each member)

President and Advisor's Agreement:

I have read and am familiar with the *School of Public Policy Academic Catalog* and the *School of Public Policy Student Organization Handbook*. I understand and accept the regulations and responsibilities regarding student organizations specified within these handbooks. In particular, it is my understanding that alcoholic beverages may not be served or consumed at any formal or informal meeting or gathering of the student organization I represent. In planning on/off campus events, I take responsibility for making whatever arrangements necessary to ensure that alcoholic beverages will not be served or consumed.

_____
Student Organization President

_____
Student Organization Faculty Advisor

Student Organization Event Request Form *

To be submitted to the Assistant director of engagement & programs at least one week in advance for approval. Please note that submission is not a guarentee of approval. Please check the University and SPP events calendar for conflicts before submission.

PEPPERDINE | School of Public Policy

Date_____

STUDENT ORGANIZATION EVENT REQUEST FORM

This form is required in order to hold an organization-sponsored event. Please submit this form to the director of student services 10 days prior to each event*.

Name of Student Organization: _____

Proposed Event: _____

Event Date:_____Event Time: _____

Desired Location:_____Expected budget: _____
Room reservations must be to 25Live at least one week prior to event date.

Event Speaker(s):_____

Purpose of Event:
_____
_____
_____

Student Organization Contact Name: _____

If above stated event is approved, the student organization named above must agree to guidelines set forth in the *School of Public Policy Student Organization Handbook* and the *School of Public Policy Academic Catalog*.

The School of Public Policy event calendar is subject to change and select events may take priority over student organization activity.

_____
Student Organization President

_____
Student Organization Advisor

APPROVED: _____
Assistant Director of Engagement and Programs

* Student organizations have the option to fill out one Event Request Form and include an attachment listing all events for each semester. The attachment should include: Proposed event name, event date and time, desired location, expected budget, event speaker(s), purpose of the event, and event contact name.

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STUDENT ORGANIZATION EVENT EVALUATION FORM

This form is for student organizations to complete after any event; due one week following the event to the director of student services.

Name of Student Organization: _____ Event Title: _____

Event Date: ____/____/_____ Event Time: _____ Event Location: _____

Final Budget: _____ Event Speaker(s): _____

Please rate the following: (1 = Poor, 2 = Fair, 3 = Average, 4 = Good, 5 = Excellent)

Planning & Logistics _____   Community Interest _____   Attendance (#, **not score**) _____

Participant Engagement _____   Event Execution _____   Positive Impact _____

Was your Faculty/Staff Advisor Invited to this event? (Y/N) _____ Did he/she attend (Y/N)? _____

Did you advertise this event? (Y/N) _____ If yes, what was used? (Email, newsletter, social media, fliers, other?)
_____

What was the purpose for this event?
_____
_____
_____

Did your organization achieve the above stated purpose(s)?
_____
_____
_____

Would you plan this same event again? Why or why not?
_____
_____
_____

Any other comments?
_____
_____
_____

Student Organization Contact Name: _____ Date: ____/____/_____

FOR ENGAGEMENT & PROGRAMS OFFICE USE ONLY:

Date received by assistant director of engagement & programs: _____

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STUDENT ORGANIZATION YEAR-END REPORT

Academic Year Ending Spring _____

Please submit this form to the assistant director of engagement and programs no later than May 1 in order to renew your organization's official registration with the University for the following academic year.

IF THIS ASSESSMENT IS NOT COMPLETED BY THIS SPECIFIC DATE YOUR ORGANIZATION WILL NOT BE RECOGNIZED OR FUNDED BY PEPPERDINE UNIVERSITY.

Name of Student Organization: _____

Faculty Advisor: _____ Returning Next Academic Year? (Y/N) _____

Current Year Officers:

	Name	Phone	Email
President:			
Vice-President:			
Secretary:			
Treasurer:			
Other Officers:			

_____
_____
_____
_____

Newly Elected Officers:

	Name	Phone	Email
President:			
Vice-President:			
Secretary:			
Treasurer:			
Other Officers:			

_____
_____
_____
_____

PLEASE ATTACH A COMPLETE LIST OF ALL RETURNING MEMBERS OF THIS ORGANIZATION.
(Include first and last name, phone number, and email for each member)

Please describe your organization's process for selecting new executive board members during elections:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Event Activity: Please summarize your organizations event activity for the current academic year.

Date	Event Title and Description	Evaluation Submitted? (Yes/No)	Costs	Earnings

Year-End Summaries:

1. What goals and objectives did your organization establish for the current academic year? Was your organization successful in achieving them?

2. What was your biggest accomplishment this past academic year? What was your biggest obstacle this past academic year and were you able to overcome it?

3. In what ways did your Faculty/Staff Advisor and the Engagement & Programs Office assist your organization? Do you have any suggestions for future assistance?

4. What recruitment efforts did you try and implement? Were they successful? Do you have any suggestions for the organization's future leaders?

5. Did you make any changes to your constitution or bylaws? If so, please explain and attach any changes to this report and submit your organizations fully-updated constitution to the director of student services.

Meeting Minutes:

Please attach copies of your organization's meeting minutes from the current academic year.

President and Advisor's Agreement:

I have read and am familiar with the *School of Public Policy Academic Catalog* and the *School of Public Policy Student Organization Handbook*. I understand and accept the regulations and responsibilities regarding student organizations specified within these handbooks. In particular, it is my understanding that alcoholic beverages may not be served or consumed at any formal or informal meeting or gathering of the student organization I represent. In planning on/off campus events, I take responsibility for making whatever arrangements necessary to ensure that alcoholic beverages will not be served or consumed.

_____   _____
Current Student Organization President   Date

_____   _____
Newly Elected Student Organization President   Date

_____   _____
Student Organization Faculty Advisor   Date