Welcome to student organizations and leadership at Seaver College! We have designed this handbook to be a comprehensive guide for interest groups, recognized student organizations, and their advisors. As a companion to the Seaver College Student Handbook, this guide contains campus policies and procedures, as well as information on how to form and maintain active student organizations. At Seaver College, we place students at the heart of the educational process. As a Christian University with a liberal arts education program, we believe that learning and development occur inside and outside of the classroom. In nurturing student learning and development—intellectual, spiritual, social, emotional, and physical—we consider student organizations and their advisors to be vital partners in the process.

Seaver College provides an abundance of opportunities for student leadership and campus involvement along with University resources and services to support those efforts. Student Activities serves as the primary liaison between student organizations and Seaver College. Our offices are located in the Howard A. White Center (first floor). Please visit us any time, or contact us at (310) 506-4201. We are here to serve you, and look forward to supporting your leadership and service to the community. Have a wonderful school year!

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I. INTRODUCTION

**Pepperdine University Mission**

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.

**Affirmation Statement**

As a Christian University, Pepperdine affirms:

That God Is

That God is revealed uniquely in Christ

That the educational process may not, with impunity, be divorced from the divine process

That the student, as a person of infinite dignity, is the heart of the educational enterprise

That the quality of student life is a valid concern of the University

That truth, having nothing to fear from investigation, should be pursued relentlessly in every discipline

That spiritual commitment, tolerating no excuse for mediocrity, demands the highest standards of academic excellence

That freedom, whether spiritual, intellectual, or economic, is indivisible

That knowledge calls, ultimately, for a life of service

**The Mission of Seaver College**

Seaver College offers a Christian liberal arts education program. Click here for more information about the Seaver College Mission and Goals: [http://seaver.pepperdine.edu/about/mission/](http://seaver.pepperdine.edu/about/mission/).

**Student Affairs Mission Statement**

Student Affairs provides many opportunities for student learning and development. Click here for more information about the Student Affairs Mission Statement: [http://seaver.pepperdine.edu/studentaffairs/mission/](http://seaver.pepperdine.edu/studentaffairs/mission/).

II: ESTABLISHING AND MAINTAINING A RECOGNIZED STUDENT ORGANIZATION

**Definition and Purpose of a Student Organization**

At Seaver College, we believe students benefit from active participation in student organizations. A student organization comprises a group of at least ten Seaver College undergraduate students who voluntarily gather for a common purpose. Students are encouraged to form organizations that:
• Advance the mission of Pepperdine University,
• Provide an environment that facilitates individual growth and autonomy, while also fostering social responsibility within a larger community,
• Contribute to the intellectual, spiritual, social, emotional, and physical development of students,
• Serve as a vehicle for service to the campus and surrounding communities,
• Support the University's curricular and co-curricular programs,
• Enhance the overall quality of student life at Seaver College.

**Student Organization Recognition and Privileges**

The University administration recognizes student organizations that evidence clear support of its Christian mission and educational aims. More specifically, Seaver College recognizes student organizations that adhere to the following goals:

1. Help students advance significantly in personal, social, and academic growth through a program of services to students
2. Cultivate a true spirit of community in all areas of the University
3. Serve the campus and surrounding communities
4. Set standards that encourage excellence in each member
5. Instill in each member the approved purpose of the organization and fulfill that purpose
6. Provide structured opportunities for self-governance and effective organization management
7. Provide an atmosphere that supports and rewards academic achievement.
8. Support all policies and expectations set forth by the Seaver College Student Handbook

The University will not recognize any group that engages in or promotes conduct and/or beliefs that contradict the community standards and expectations set forth in the Seaver College Student Handbook. Recognized student organizations must affirm all Seaver College policies. Please visit the section titled —How to Form a Student Organization! to learn all the necessary steps to become a recognized student organization.

Student organizations in good standing with the University receive official University recognition and the following privileges to better serve their organizations and the community:

• Use of the University’s name in the identification of the organization and in the sponsorship of activities and events
• Ability to hold meetings and social activities on and off campus
• Use of approved campus facilities and services (e.g., meeting space, audio-visual equipment, maintenance services, etc.)
• Permission to recruit members from the campus community
• Ability to engage in on-campus fundraising activities
• Ability to advertise and promote the organization and its activities, according to publicity guidelines
• Special advising, assistance in program planning, and financial management advising by Student Activities
• Permission to recruit approved off-campus speakers and guest performers
• Membership in the Inter-Club Council, Sports Club Council, National Pan-Hellenic Council, Panhellenic Council, or Inter- Fraternity Council, which includes the privilege of requesting financial resources from the general student fund.

**University Standards and General Conduct Expectations**

**General Conduct Expectations**

Student organizations, their leaders and members are expected to display the highest standards of conduct, honor, and integrity and to uphold all policies contained in the [Seaver College Student Handbook](#). In keeping with the University's Christian mission and its heritage in Churches of Christ, all members of the University community are encouraged to consider and respect the teaching of Jesus and historic, biblical Christianity. It is expected that all student organizations will adhere to biblical teaching regarding moral and ethical practices. Engaging in or promoting conduct or lifestyles inconsistent with biblical teaching is not permitted.

**On or Off-Campus Conduct**

Organizations must agree that whether activities are on or off-campus, they are an extension of the University and subject to the principles and regulations governing all University activities. Off-campus rights and freedoms of student organizations involve the responsibility to display conduct and behavior that reflect favorably on them, the University, and the community. Although the University is not responsible or liable for students’ off-campus events or behavior, it does reserve the right to take disciplinary action in response to behavior off campus that violates University expectations and policies or adversely affects the University community and/or the pursuit of its objectives.

Any activity in which four or more members or new members of an organization are engaged may be considered an event of that organization and will be subject to all guidelines thereto pertaining.

An event is defined as an occurrence or activity, whether formal or informal, spontaneous or planned, on or off-campus, in which four or more members and/or new members of an organization are engaged (e.g., sporting activity, formal, meeting, house party, etc.).

**Standards of Conduct for Events**

Pepperdine is a Christian University. As such, all events, programs, and performances must be suitable for family audiences. All participants, whether internal (students) or external (vendors, artists, and producers), shall perform and/or conduct themselves in a manner that is consistent with the standards of the University. If participants fail to adhere to University standards disciplinary action may ensue. Examples of these standards include:

A. No alcoholic beverages or non-prescribed drugs are permitted on campus. Anyone under the influence of alcohol or narcotics will be reported to the local authorities and removed from campus. The University will not honor any rider requests to provide Performer/Group/Entertainer with alcohol.

B. No unlawful or improper conduct or language is permitted on stage during a performance or on campus. Examples of behavior and/or language inconsistent with the standards of the University include, but are not limited to: mosh pits, stage diving, crowd surfing, or any other actions that may create a dangerous
situation; statements that disparage God, Jesus Christ, or religion; language that
demeans and exploits women; explicit lyrics; and references to sex, alcohol, and
narcotics/drugs. Under no circumstances will the Performer/Group/Entertainer
use profanity or tell obscene jokes or stories of any kind whatsoever during the
performance. The determination of what is improper or obscene with respect to
statements made by the Performer/Group/Entertainer will be made in good faith
by the University, and will be at the sole and absolute discretion of the University.

C. Smoking is not permitted in any University building or facility, or at any
campus event. See the Smoking Policy in the Student Handbook for more
information.

D. All supporting talent accompanying the Artist/Producer/Entertainer/Vendor
must also comply with the standards of conduct stated herein. A breach of any
provision of this Contract by supporting talent will be deemed to be a breach by
the Artist/Producer/Entertainer.

Alcohol/Drug-Free Activities

Pepperdine University seeks to foster an alcohol-and-drug-free environment. Therefore, all activity of
student organizations, whether on or off-campus, must be alcohol-and-drug-free. Alcoholic beverages
are not to be served or consumed at any formal/informal meeting, gathering, or event of a student
organization, whether on or off-campus. In planning events, both on and off-campus, student
organizations must make arrangements to ensure that no alcoholic beverages are served or consumed.
Moreover, illegal drug use of any kind is strictly prohibited by University policy and local law. For
more information about the University’s policy for Alcohol and Other Drugs, visit the Seaver College
Student Handbook.

Hazing

Pepperdine University is committed to the highest standards of scholarship, ethics, and Christian
principles which strengthen lives for purpose, service, and leadership. Hazing is a violation of our core
campus values, state and federal law, and basic human dignity. Therefore, Pepperdine is dedicated to a
University community free of hazing.

Hazing is prohibited by state law and University policy. All students and members of campus
organizations are required to fully comply with California’s Code requirements on hazing and the
University’s regulations prohibiting hazing. California Penal Code section 245.6(b) (Matt’s Law)
provides a definition of hazing and prescribes misdemeanor and felony penalties. This would allow a
person to bring a civil action for injury or damages against individuals who participate in the hazing
or organizations that authorize, request, command, participate in, or ratify the hazing. "Hazing" means
any method of initiation or pre-initiation into a student organization or student body, whether or not
the organization or body is officially recognized by an educational institution, which is likely to cause
serious bodily injury to any former, current, or prospective student of any school, community college,
college, university, or other educational institution in this state. The term "hazing" does not include
customary athletic events or school-sanctioned events.

Liability for hazing also extends to student organizations, and not just to those who directly
participated in the hazing acts.

Pepperdine University prohibits any recognized student organization from engaging collectively or
individually in hazing. Specific examples include, but are not limited to, any of the following:
1. Any activity that is mandatory for new members only, and is not educational in nature (e.g., performing personal chores or errands).
2. Such activities as new member only scavenger hunts, new member ditches, and the like.
3. Compelling a person or group to remain at a certain place or transporting a person or group anywhere without their consent (road trips, kidnaps, etc.).
4. Expecting students to do anything exclusively—for the fun or entertainment of the members.
5. All forms of physical activity not a part of an organized athletic contest and not specifically directed toward constructive work.
6. Conducting activities that prohibit adequate time for study.
7. Depriving students of sufficient sleep decent and edible meals, or access to means of maintaining bodily cleanliness.
8. Forcing, coercing or permitting students to eat or drink foreign or unusual substances such as raw meat, salt water, onions, etc.
9. Applying foreign substances to the body, branding, tattooing, piercing, or other bodily alteration.
10. Carrying any items (shields, paddles, bricks, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier.
11. Forcing, or allowing, students to dress in any unusual or awkward fashion.
12. Depriving students of—sense awareness (sight, sound, etc.), which may cause mental and/or physical stress.
13. Misleading students in an effort to convince them that they will not attain full membership status, that they will be hurt during an initiation ceremony, or any other activity that would cause extreme mental stress.
14. Subjecting a person or group of people to verbal harassment.
15. Conducting—interrogations! or any other non-constructive questioning.
16. Disallowing students to talk for an extended period of time.
17. Forcing students to make monetary payments or incur extra expenses not included in general membership dues.

Disciplinary action at the University level is considered independent from other court proceedings and may be instituted against a student also charged in civil or criminal courts based on the same facts that constitute the alleged violation of the Code of Conduct. For more information on hazing, visit www.stophazing.org or contact the Student Organizations Coordinator in the Student Activities Office.

Many national organizations regard the elimination of hazing as a top priority. Hazing is reckless because the experience can easily become emotionally and physically harmful. It undermines the bond of the members of an organization and should be removed from practice. Although there is no definitive list of all the actions that could constitute hazing, organizations should only plan activities that reasonably promote positive growth and development of its membership and organizational mission. Hazing policies apply to all student organizations – groups governed by the Sports Club Council, Inter-Club Council, Inter-Fraternity Council, Panhellenic Council and athletic teams. It is the duty of the organization and officers to take whatever steps necessary for its membership and new membership to develop an understanding of the hazing policy and definitions as outlined in this handbook. Questions about events or policy and assistance in educational programming for your organization on hazing may be directed to the Student Organizations Coordinator.

Reporting Hazing
To report hazing as it is occurring; please dial these emergency phone numbers:
On-Campus:
Department of Public Safety
310-506-4441

Off-Campus
911

To report hazing after it has occurred; please contact any of the following numbers:
Department of Public Safety (CCB)
310-506-4700 (non-emergencies line)

Dean of Student Affairs Office (TCC 210)
310-506-4472

Student Organizations Coordinator (HAWC 112)
310-506-6569
Anti-hazing Hotline for Greek Organizations
Call toll-free
1-888-NOT-HAZE (1-888-668-4293)

For additional resources regarding hazing, please see Appendix A.

**Leadership**

Students must be in good standing with the university to hold a leadership position. The Seaver Student Handbook posits that student leaders may not be on disciplinary or academic probation if holding a leadership office. Reference the Seaver Student Handbook for more information.

**Student Organization Disciplinary Process**

**Philosophy of Student Discipline**

The judicial process is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students and organizations develop responsibility and encourage self-discipline and self-governance, to foster a respect for the rights of others, and to protect the rights, freedoms, and safety of members of the University community. An institution of higher learning is authorized by law to establish and administer codes of conduct and to discipline organizations whose actions negatively impact the campus community. The University reserves this right. Student organization disciplinary proceedings are not analogous to criminal court proceedings. No particular model of procedural due process is required. However, the procedures should be structured in order to facilitate a reliable determination of the truth and to provide fundamental fairness. Procedures can be very informal in cases where probation or deactivation is not a probable penalty; more procedural formality should be observed in serious disciplinary cases. In all situations, fundamental fairness requires that student organizations and their leaders be informed of the nature of the charges and be given a fair opportunity to respond to them.

**Reporting Misconduct**

Anyone may report a violation of the Code of Conduct by contacting the Dean of Student Affairs Office at (310) 506-4472. Normally, the person reporting the violation will be asked to submit a
written report. The report should be a brief written statement citing the section of the Code allegedly violated and providing a summary of the facts deemed to constitute a violation. Reports should be submitted as soon as possible after the event takes place. The University reserves the right to take action against an individual or student organization for violating the Code of Conduct regardless of how much time has passed since the incident. Anonymous reports may be made on the anonymous Wave Tip line by calling voice mail at x1234 (on campus) or (310) 506-4001 (off campus) and then dialing 9563. Students living in the residence halls may also notify their Resident Advisors. For any campus emergency, call (310) 506-4441 or (310) 506-1262.

Authority and Responsibility for Student Organizations Discipline

The Dean of Student Affairs is responsible for overall coordination of rules and regulations regarding student discipline for misconduct and serves as the final appeal for student disciplinary decisions. The Associate Dean of Student Affairs is the person appointed by the Dean of Student Affairs to be primarily responsible for the operational details of the student organizations disciplinary process. In such cases when organizations and their leaders violate the Code of Conduct, the Student Affairs Advisor (or designee) and the Associate Dean of Student Affairs are responsible for the disciplinary process. The Student Affairs Advisor will review reports of misconduct and may conduct an investigation. If the Student Affairs Advisor considers the report to indicate probable violation of the Code of Conduct, the incident will be heard through either an informal hearing by a staff member or a formal hearing by the Student Organizations Judicial Board.

Disciplinary Procedures

Administrative Hearings

In some cases of organization or member misconduct, a formal panel hearing may not be necessary. This is most often true when the violation is of a less serious nature and the misconduct would not result in probation or deactivation. In such a case, the organization’s leaders attend an administrative hearing with a University staff member and student leaders (normally the Student Affairs Advisor) to discuss the incident, the group’s involvement in it, and any steps that must be taken or sanction imposed to resolve the matter. The meeting will be followed by an official letter summarizing this discussion. Informal actions are not subject to appeal.

Notice and Formal Hearings

If, after reviewing a report of misconduct, the Student Affairs Advisor determines that the incident is deemed sufficiently serious, the incident will be submitted for hearing by the Student Organizations Judicial Board. The Board will be composed of two students, two staff, two faculty members, and the Associate Dean of Student Affairs or designee (chair). A quorum of one student, one staff member, one faculty member, and the chair is necessary to conduct a hearing.

Before meeting with the Student Organizations Judicial Board, the organization’s leaders (usually executive board) will be provided in writing with a summary of the behavior that allegedly violates particular provisions of the Code of Conduct. The notice will also include the time of the hearing, not less than five nor more than fifteen calendar days after the organization has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Associate Dean of Student Affairs (or designee). Other than as outlined below, hearings need not adhere to formal rules of procedure or technical rules of evidence followed by courts of law.
Hearings will be conducted according to the following guidelines:
1. All procedural questions are subject to the final decision of the chair.
2. Hearings normally will be conducted in private. Admission of any person to the hearing will be at the discretion of the chair.
3. The accused organization has the right to be assisted by any advisor they choose. The advisor, for example, may be a faculty or staff member. The accused organization is responsible for presenting its own case and, therefore, advisors are not permitted to represent the student(s) or to participate directly in the hearing. The role of the advisor is to accompany the students and advise them privately during the hearing process.
4. Hearings will be chaired by the Associate Dean of Student Affairs (or designee) and will proceed in the following manner:
   a. Reading of the specific charges of violations of the Code of Conduct.
   b. The student organization’s denial or admission of the violations. (If the organization admits the charges, then the Board may dismiss the student and deliberate on the appropriate sanctions.)
   c. Review of the information in support of the charges.
   d. Questions about the information by the student organization representative(s) charged and/or the Board.
   e. Presentation of information by the student organization representative(s) charged that rebut the charges and questions by the Board.
   f. Closing statement by the accused organization representative(s).
5. The Board may ask questions of the witnesses. The accused group may not directly question the witness, but may direct questions to the chair after the witness has been excused. The chair will then determine if the questions are appropriate, and if so, will ask the witness to return and answer the questions. Witnesses may only be present while giving testimony. Accused groups must present a list of witnesses and purposes of their statements to the chair 24 hours in advance of the hearing.
6. A list of witnesses called by the University should be presented to the accused group 24 hours in advance of the hearing.
7. Pertinent records, exhibits and written statements may be accepted as information for consideration by the Board at the discretion of the chair. This information must be submitted to the chair at least 24 hours in advance of the hearing.
8. If, during the course of the hearing, additional charges are discovered, the accused group will be notified of the new charges and will be granted additional time, if needed, to prepare a defense of the new charges. The accused group may waive the additional time and the hearing can proceed with the new charges taken under consideration by the Board. A record should be made in the hearing notes of additional charges and whether or not the group desires additional preparation time.
9. After the hearing, the Board will determine by discussion whether the organization has violated each section of the Code of Conduct that the group is charged on the basis of whether it is more likely than not that the accused group or member violated the Code of Conduct.
10. If the group is found to have violated the Code of Conduct, the Board will then make a recommendation to the chair for appropriate sanctions. The chair will make a final decision of the sanctions to be imposed, and will notify the organization in writing of the Board’s decision and the sanctions issued, if any.
11. There will be a single written record of the hearing, which normally consists of the statement of alleged misconduct, a summary of the information presented in the hearing, a summary of the statement of the accused, statement of the decision, and the sanctions issued, if any. The hearing will not be transcribed or otherwise recorded.
12. If the accused student group fails to appear at the hearing, the Board may make a decision
based on the available information. If the chair determines that good cause exists for the accused group not appearing at the hearing, a new date may be set for the hearing.

Sanctions for Student Organizations

Student groups and organizations may be charged with violations of the Code of Conduct. A student group or organization and its officers/leaders may be held collectively and/or individually responsible when violations of this code occur either during an event sponsored by the organization or by an individual representing or associated with that organization or group. The following sanctions may be imposed upon groups or organizations: warning, probation, fines, loss of privileges, restitution, deactivation, and other educational sanctions. Deactivation includes loss of all privileges, including University recognition, for a specified period of time.

In the event that a student organization violates the Code of Conduct or community standards contained in the Student Organizations Handbook, the organization will be subject to disciplinary action.

A. Warning: Oral or written notice to the organization that it is violating or has violated the Code of Conduct and that continuation or repetition of misconduct may result in a more severe sanction.

B. Fines: Payment of charges for violation of regulations.

C. Restitution: Compensation for loss, damage or injury. Failure to pay such charges may result in additional sanctions.

D. Educational Sanctions: Community service, essay writing assignment, attendance to a seminar, action plan, drug or alcohol programs/assessments, or other discretionary sanctions as deemed appropriate.

E. Probation: A status indicating that the organization’s relationship with Seaver College is tenuous. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the organization is found to be violating any University regulations. Note: Organizations that are placed on probation are required to sign a probation agreement. Probation may include a loss of privileges (e.g., loss of social privileges) for a designated period of time.

F. Loss of Privileges: Such loss may include, but is not limited to, funding, eligibility to hold on or off-campus events, membership recruitment, advertising, use of University facilities and services, etc.

G. Suspension: Short-term revocation of a student organization’s status as an officially recognized and registered organization. Any organization that is placed on suspension will be given a trial period in which it must demonstrate a compelling reason for its organizational status to be reinstated by the University. Failure to do so will result in the deactivation of an organization at the end of the suspension period. If an organization is placed on suspension, all rights and privileges of group to self-govern are removed, and any activity or action that is associated with the group including meetings and events, whether formal or informal, must be approved by Student Activities in advance. Generally speaking, only supervised internal meetings will be allowed to formulate a comprehensive plan for restructuring the organization or addressing the issues that caused the organization to be placed on suspension.

H. Deactivation: Formal revocation of a student organization’s status as an officially recognized and registered student organization. This will include loss of all rights and privileges, which pertain to recognized student organizations. A specified deactivation period may or may not be designated, depending upon the nature of the violation.

Appeals Process

The University has implemented procedures for student organization appeals with the intent of
assuring fundamental fairness. Student organizations who believe they were not treated fairly in the disciplinary process can submit a written appeal to the Dean of Student Affairs. The appeal letter must be submitted within seven (7) calendar days of the issuance of the sanction.

The written appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision or an appeal for mercy is not an appropriate basis for an appeal. Appropriate grounds for appeal include:

- Insufficient evidence to support the decision
- New evidence or facts not known to the student or organization at the time of the hearing
- Procedural irregularity that undermined the student or organization’s ability to present a defense
- Inappropriateness of the sanction for the violation of the Code of Conduct.

Generally the appellate process does not require a hearing, nor does it require the Dean of Student Affairs to make personal contact with the student organization or the Board. The Dean of Student Affairs may, but is not required to, convene an ad hoc appeals committee to assist in making a recommendation to the Dean of Student Affairs regarding the appeal.

The Dean of Student Affairs may affirm, reverse, or modify the sanction. The Dean of Student Affairs may also return the case to the Board for further consideration. The Dean’s decision shall be final and effective immediately. In the event of extenuating circumstances the Dean of Student Affairs may refer the appeal to the Dean of Seaver College.

**Types of Student Organizations**

**Inter-Club Council**

The Inter-Club Council (ICC) comprises representatives from over seventy student organizations, which represent diverse student interests and leadership opportunities in several categories: Honor/Academic Achievement, International/Cultural, Political, Professional/Departmental, Arts/Communication, Student-led Ministries, Greek Councils, and Special Interest groups. Fraternities, sororities, and sports clubs maintain their own distinctive councils. Each year, the ICC in conjunction with Student Activities, allocates funding to recognized student organizations from the general fund, provided they abide by the stipulations outlined in the Inter-Club Council by-laws. Among its responsibilities, the Inter-Club Council:

- Facilitates campus-wide, student-led activities;
- Promotes student-led service projects;
- Fosters organizational growth through student-led mentoring and collaboration;
- Coordinates the budgeting and financing of ICC General Fund appropriations to member organizations.

For more information contact the Assistant Director of ICA and Student Organizations.

**Student Government Association (SGA)**

The Student Government Association (SGA) represents and advocates for the general student body through an elected executive board and senate. SGA’s executive branch consists of the four student body officers; President, Executive Vice President, Vice President of Administration, and Vice President of Finance. SGA’s legislative branch, known as the Senate, consists of four class presidents
(one per class), twelve class senators (three per class), and a director for each of SGA’s standing committees.

In cooperation with University administration, SGA allocates funds collected from the —Student Government and Activity Fee to improve the student experience. SGA supports projects related to student life, leadership development, spiritual formation, cultural awareness, civic engagement, class activities, as well as the promotion of strategic initiatives, campus unity, and communication among students, faculty, and administration. To learn more about serving in an elected or appointed position, please visit the SGA website at sga.pepperdine.edu. Students can also contact their SGA representatives by calling 506-4534, emailing sga@pepperdine.edu, or stop by the SGA Office, located in the HAWC.

**Student Programming Board (the Board)**

The Student Programming Board (the Board) exists to create a lively schedule of activities for students, both on and off campus. Some of the Board’s most popular events include Blue & Orange Madness, Spring Fling, Senior Ball, Art Show, ReelStories FilmFest, Water Wars, Dodger Nights, Spring Concert, and monthly Coffeehouse events. The Board produces the monthly Student Life Calendar, is advised by Student Activities staff, and consists of eleven student leadership positions: Arts & Culture, Budget & Finance, Coffeehouse (two positions), Concerts, Film & Entertainment, Graphic Design, Public Relations, Special Events, and Weekend Events (two positions). The Board plans, promotes, and coordinates more than forty events throughout the year, many through partnerships with student organizations and campus departments. For questions, information, and event submissions, the Board may be reached at 506-7153, by emailing spb@pepperdine.edu, visiting pepboard.com, or stopping by Student Activities, located in the HAWC.

**Student Government & Activity Fee**

SGA, ICC, and the Board exist to enhance Pepperdine’s co-curricular programs. Collectively, and individually, these student leadership groups work to improve the student experience, campus life, and University community through advocacy, representation, policy initiatives, leadership development, philanthropic events, social activities, recreation, spiritual formation, cultural awareness, and civic engagement. To accomplish this, each receives the following funding amounts from the Student Government & Activity Fee, which is paid by every Seaver College undergraduate student in fall and spring semesters:

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<tbody>
<tr>
<td>SGA</td>
<td>$31.50</td>
<td>(25%)</td>
</tr>
<tr>
<td>ICC</td>
<td>$31.50</td>
<td>(25%)</td>
</tr>
<tr>
<td><strong>The Board</strong></td>
<td><strong>$63.00</strong></td>
<td>(50%)</td>
</tr>
<tr>
<td>Total</td>
<td><strong>$126.00</strong></td>
<td>(100%)</td>
</tr>
</tbody>
</table>

The Student Government & Activity Fee is also assessed to Seaver College undergraduate students registered in summer term. A $25.00 fee will be collected for each enrolled session (1-3) of summer
term and allocated to the Board for social, recreational, and leisure events offered throughout Summer Sessions 1, 2, and 3.

In consultation with the Dean of Student Affairs, SGA, ICC, and the Board may request adjustments to the Student Government & Activity Fee, either collectively or individually. All proposed fee adjustments should be made by the end of fall semester and must be approved by a majority vote of the SGA Senate. The official SGA resolution and any supporting documentation will be forwarded by the SGA Advisor to the University Management Committee for final review and approval.

**Funding Proposals**

**ICC**
The Inter-Club Council aims to support the endeavors of Student Clubs and does so by providing leadership development and resources. The ICC funds three specific budgets including the ICC General Fund, the Student Development Fund, and the Service and Social Action Grant Fund.

**SGA**
SGA funds policy and advocacy initiatives that are intended to improve the overall student experience. Any registered student organization that seeks SGA funds must first submit and present a funding proposal to ICC prior to petitioning SGA as an additional funding source. Once the registered student organization receives award notification from ICC, the registered student organization may then petition SGA to supplement funds already awarded ICC. To request SGA funds, the registered student organization is to submit an official SGA resolution at least 7 days prior to the date when funds are to be administered. SGA resolutions must include the amount awarded by ICC and are to be submitted to the SGA Vice President of Administration at sgaadminvp@pepperdine.edu and copy the ICC Vice President of Finance at iccvpfin@pepperdine.edu.

**Interfraternity Council, National Pan-Hellenic Council, and Panhellenic Council (Greek Letter Organizations)**

The National Pan-Hellenic Council and the Panhellenic Council each comprise representatives from those nationally recognized sororities on campus, while the Interfraternity Council (IFC) comprises representatives from each national fraternity. All officers in the councils are elected by and among council members. The National Pan-Hellenic Council, Panhellenic Council, and IFC serve as the governance bodies for the Greek system.

In cooperation with Student Activities, each council meets each semester to accomplish some of the following goals:

- Provide a communication network between the fraternities and sororities
- Coordinate the campus calendar for all Greek organization's fund-raising, social and service events
- Plan Greek events and activities
- Develop standards and policies for the Greek system
- Be the official voice of the fraternities and sororities as well as a sounding board for all grievances related to Greek activities
- Facilitate the expansion process involving interest groups seeking a fraternity or sorority charter
Coordinate all-Greek recruitments

Pepperdine University recognizes the following national fraternities and sororities, which comprise membership in IFC and Panhellenic Councils:

<table>
<thead>
<tr>
<th>Inter-Fraternity Council Fraternities</th>
<th>Panhellenic Sororities</th>
<th>National Pan-Hellenic Sorority</th>
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<tbody>
<tr>
<td>Alpha Tau Omega</td>
<td>Alpha Phi</td>
<td>Alpha Kappa Alpha</td>
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<tr>
<td>Delta Tau Delta</td>
<td>Delta Delta Delta</td>
<td></td>
</tr>
<tr>
<td>Psi Upsilon</td>
<td>Delta Gamma</td>
<td></td>
</tr>
<tr>
<td>Sigma Chi</td>
<td>Gamma Phi Beta</td>
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<tr>
<td>Sigma Phi Epsilon</td>
<td>Kappa Alpha Theta</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kappa Kappa Gamma</td>
<td>Pi Beta Phi</td>
</tr>
</tbody>
</table>

For more information contact the Student Organizations Coordinator or visit: [http://community.pepperdine.edu/seaver/studentactivities/greeks/](http://community.pepperdine.edu/seaver/studentactivities/greeks/)

Sports Club Council

The Sports Club Council (SCC) comprises representatives from seventeen active, student-led club sports teams. The SCC is dedicated to the mission of providing leadership opportunities for students who are interested in a sport or activity. Moreover, Club Sports are committed to improving the quality of life for students, and encouraging healthy lifestyle choices. In cooperation with the Campus Recreation Department, the SCC administers financial allocations to various club sports teams according to the constitutional by-laws. It also meets regularly to disseminate information to club sports teams and to ensure that all members adhere to University policies and standards of conduct. For more information about the Sports Club Council, or to view the constitution, please visit: [http://www.pepperdine.edu/campusrecreation/](http://www.pepperdine.edu/campusrecreation/)

Student-Led Ministries

Students are encouraged to create and lead ministries that help students grow in Christian faith and character. We are guided by our mission, which is to strengthen students for lives of:

- Purpose, through relationships, ministries, and programs that focus on practicing the spiritual disciplines, building character and integrity, and instilling a sense of Christian vocation;
- Service, through providing opportunities and encouragement for servant leadership and engagement with the community; and
- Leadership, through equipping and mentoring students through the successful launch and sustaining of their ministry, enabling them to engage and change the culture on Pepperdine's campus and beyond through peer leadership.

A Student-Led Ministry will:

- Be led by Pepperdine students
- Be advised by a full-time Pepperdine faculty or staff member
- Foster Christ-centered spiritual formation and growth
- Affirm Christian values
• Address the moral, ethical, and spiritual dimensions of current issues
• Be formed to meet a spiritual need in Pepperdine’s community
• Strengthen students for lives of purpose, service, and leadership
• A ministry may be developed based on students’ gifts and talents (e.g., drama, music), special interests (e.g., Celebration Chapel, Sideline for athletes), or special needs (e.g., leadership training, campus-wide fellowship).

To apply for recognition of your student-led ministry, please complete and return a Student-Led Ministries application to the Student-Led Ministries Office (TCC, Suite 104). An application may be obtained online at http://community.pepperdine.edu/seaver/studentministries/

*The university will not recognize non-Christian religious organizations. The University reserves the right to refuse recognition to any group who forms along denominational lines. Students from a church can meet together on campus, but it must be student-led.*

**How to Form a Student Organization**

**Recognition Process**

Pepperdine supports the establishment and continuation of all undergraduate clubs and organizations whose purpose both aligns with the mission of Pepperdine University and adds value to the undergraduate experience through a diversity of activities, interests and initiatives.

In order to be approved and recognized as a registered student organization of Seaver College, clubs must establish the following:

• An official club name
• A mission/purpose statement
• A faculty/staff advisor (advising by an outside entity or individual is not permitted, with the exception of national sorority and fraternity advisors)
• A governing constitution
• A process for selecting and replacing leadership
• A membership roster**
• A preliminary calendar of events, meetings, and activities**

** These will be modified or enhanced as the club grows and develops into an established organization.

The process of becoming an officially registered student organization with Seaver College is as follows:

1. Contact the Assistant Director of ICA with the intent of establishing a club.
2. Fill out the appropriate application forms that document the requirements listed above.
3. Apply/Submit all required materials through Peppervine.
4. The Assistant Director will review the application for University approval.
5. The club representative will receive an e-mail of approval, denial, or request additional information from the Assistant Director.

Student Activities reviews all requests for recognition of student organizations. Simply following the procedural steps set forth in the Student Organizations Handbook does not guarantee recognition. Generally, a response to a submitted registration will be given within ten business days, and will be sent to the student(s) and faculty/staff advisor submitting the application.
If approved, the club must select a delegate to serve as the club’s ICC representative (excluding members of the Sports Club Council). This delegate will be required to attend all orientation meetings
and ICC General Council meetings. If denied, an appeal can be made to a review board consisting of Seaver College administration. To appeal, applicants must send a formal letter of request to the Assistant Director.

Note: It is the policy of the University to oppose and prevent illegal discrimination of any student organization based on ethnic origin, race, or creed. This includes, but is not limited to, membership selection and/or involvement in activities.

**Annual Maintenance Procedures for Student Organizations**

A. Organizations must maintain an accurate list of members and officers with Student Activities.
B. Organizations must be familiar with Student Organization Handbook updates.
C. Organizations must provide requested reports or other procedures that may be required periodically.
D. Organizations must be an active member of the appropriate governance council and comply with its by-laws (e.g., Inter-Club Council, National Pan-Hellenic Council, Panhellenic Council, Interfraternity Council, or Sports Club Council).

**Additional Information for All Student Organizations**

A. Membership may only consist of Seaver College undergraduate students.
   a. Alumni of Pepperdine University may be honorary members, but cannot hold offices in the organization.
B. Organizations must re-register at the beginning of each academic year with updated changes to leadership and roster.
   a. Any changes to the roster (e.g., officer changes, etc.) must be reported to the Student Affairs Advisor as they arise.
C. Organizations must obtain approval of all events, activities, publicity, and promotions from their Student Affairs Advisor and/or the Student Activities Office.
D. Organizations must maintain at least five active members after one semester of operation.
E. In order to maintain eligibility to apply for funding from their respective councils, a representative from the organization must attend all of the group’s council meetings (Inter- Club Council, Sports Club Council, Panhellenic Council, or Inter-Fraternity Council) and adhere to each council’s respective by-laws.
F. Only University-recognized organizations are authorized to use meeting space, University equipment, supplies, and any form of campus-wide publicity and distribution.
G. Organizations must submit a Calendar of Events (list format) at the beginning of each semester (no later than September 30th and January 30th, respectively). The calendar should include the following details for each event and routine meeting: date, location, time, contact phone, and event description, and an indication of whether or not the activity/meeting is open to non- members. This information will be used to update the Student Organization and/or Master Student Life calendars.

**Naming an Organization**
When choosing a name for a new organization, care should be taken to ensure the name clearly reflects the purpose and mission of the group, and distinctly identifies it from other organizations (including a differentiation in any acronyms that will identify the group). Only national, departmental honor societies or national fraternities and sororities (belonging to the NIC or NPC respectively) may adopt a Greek-letter name. Student Activities reserves the right to deny any organization a chosen name at its discretion.

**Notification of Change or Termination**

The organization’s president is responsible for notifying Student Activities if there is a change in student leadership. If a student organization wishes to terminate its recognition, a letter stating this must be sent to Student Activities immediately. The club president and the faculty advisor of the organization must sign the letter. **NOTE:** An organization that ceases to support the University’s mission and policies may lose its recognition status and the accompanying privileges.

**Student Organization Officers**

A. All **officers** of Seaver College student organizations must be full-time, undergraduate students.

B. Officers of student are expected to maintain a level of conduct and integrity in line with the University’s Standards of Conduct. A student organization 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 organization.

C. Officers that are placed on academic or disciplinary probation will be subject to removal from office, and will be notified in writing.

D. The name, address, phone number, and e-mail address of all organization officers must be updated regularly on Peppervine. Any change of officers should be submitted to the same office within five business days of the change.

E. Student organization officers are responsible for the programs of their organizations, and must ensure that all activities are conducted in accordance with the Seaver College Student Handbook and are consistent with University policy governing student organizations.

**Student Organization Advisors**

Each registered student organization is required to identify a full-time faculty or staff member from Pepperdine University to serve as a mentor. In addition to a faculty or staff mentor a Student Affairs advisor will be appointed for each student organization, to provide additional support for events and overall club development. The advisor should be available to assist the officers with problem-solving, advise in the planning of social or fund-raising activities, offer appropriate guidance to the officers, and, in general, serve as a mentor and consultant to the organization’s members. Advisors serve as liaisons between student organizations and the University and are responsible for helping the organization adhere to University policies and procedures. Student Affairs Advisors will be appointed to each organization by the Student Activities office in congruence with the category of club the group falls under. Categories of clubs include: Academic/Honor Societies, Greek, Inter-Cultural, Service, Student-Led Ministries, Sports, and Special Interest.
Responsibilities of a Student Organization Advisor:
A. The advisor is to be familiar with the organization's constitution, budget, and this handbook.
B. The advisor is encouraged to be present at no less than two group meetings per semester.
C. The advisor is strongly encouraged to attend off-campus events or activities sponsored by the student organizations. The advisor is required to attend off-campus functions when requested by the Office of Student Activities.
D. The advisor is required to attend meetings of all organization advisors when called by Student Activities each year.
E. The advisor is to encourage the organization to operate within University guidelines, and should discourage any activities that violate University policy.
F. If the advisor is unable to continue with said responsibilities, the Office of Student Activities should be immediately notified in writing. A new advisor should be chosen within 30 days of the resignation.
G. The advisor must approve the organization's calendar of events each semester.

Financial Allocations

Student Organizations receive financial resources primarily through allocations from the general fund, membership fees, fundraising, and donations. For additional information, such as timetables for financial allocations through the general fund (e.g., ICC, SCC, Panhellenic or IFC), see Section III of this handbook.

III: CAMPUS SERVICES, GENERAL POLICIES, AND PROCEDURES

Financial Policies and Procedures

Financial Policies

University Financial Accounts
After a student organization has been granted recognition, it can be assigned a campus financial account upon request from the club president to the Student Affairs Advisor.

Account Balance
All University accounts must be kept in active good standing with a positive balance. Any organization with a negative balance will be notified by Student Activities and will have 30 days to bring the account to positive balance. After 30 days, the organization will be referred to the Student Organizations Judicial Board for its delinquent balance and its account will be frozen until the outstanding debt has been paid. A pattern of outstanding negative balances may result in disciplinary sanctions for the organization and/or its officers.

Should an organization carry a negative balance, it must pay this debt before the end of the week prior to final exams in the spring semester, and must raise funds if necessary through dues, fundraising, donations, etc. to bring the account to good standing. Should a negative balance be carried past the end of that week in the spring semester, the remaining negative balance will be split evenly among the most current membership roster, and a charge will be placed on each member's student account. Any organization that wishes to end the rights of its recognition must have paid any debt from its account balance.

On and Off-Campus Accounts
Student Organizations are required to keep all funds allocated by the University or a University organization (such as the Inter-Club Council, Panhellenic Council, or the Inter Fraternity Council) in the on-campus account provided by the University. Organizations that collect membership dues of their own may have and maintain off-campus accounts for transactions with these funds, but must not deposit money allocated from the University in these accounts.

**Payment/Reimbursement Procedures**

There are three ways for clubs to pay vendors for goods and services: 1) Using the ICC purchasing card; 2) Paying —out-of-pocket— and then submitting a Reimbursement Request; and 3) Paying vendors through use of a purchase order.

**ICC Credit Card:**
Use of the ICC credit card is the preferred method by which a club should purchase goods and services.

Registered clubs in good standing with the university may use the ICC credit card. The club President or ICC Delegate may check out the purchasing card from the Inter-Club Council in HAWC 140 Monday through Friday between 9 a.m. and 4 p.m or from the Student Organizations Coordinator in HAWC 112. Due to the high demand for the card, reservations for card use are recommended and can be made through the ICC VP Finance or Student Organizations Coordinator. The card must be returned within 2 days. Special arrangements can be made at the discretion of the Student Organizations Coordinator. The card must be returned with original receipts for all purchases. At time of checkout, the President or Delegate will be required to sign an integrity agreement for card use. Failure to comply with all facets of the integrity agreement will result in immediate reimbursement of the funds and a scheduled hearing before the Student Disciplinary Committee.

**Reimbursements:**
When students pay "out-of-pocket" for goods and services, they must bring all itemized receipts in an envelope to the Student Affairs Advisor. The name of the person being reimbursed, their campus wide ID number, phone number, email address, purpose of purchase, and the organization they represent must be clearly written on the back of each receipt. If the purchase is ICC-funded, the additional steps listed in the ICC bylaws must be followed.

For receipts less than $100, reimbursement will be done through petty cash. This is the fastest and most convenient way to be reimbursed. If possible, purchases should be divided so that each receipt is less than $100, and all reimbursements can be made through petty cash.

For receipts that are greater than $100, reimbursement will be processed through the Accounts Payable Office. All receipts must be submitted to the Student Affairs Advisor within one week of purchase. The reimbursement check will be sent to the student's campus mailbox within two to four weeks of submission. Any student being paid or reimbursed through Accounts Payable must have a W-9 form on file.

Note: Reimbursement/payment requests must include original receipts and must be submitted within two weeks of purchase to guarantee reimbursement or payment. Additionally, requests will not be approved or paid unless the organization’s account has the funds to cover the expense.
Direct Pay to Vendors (Paying funds directly from Pepperdine to a vendor can be done, but is not recommended.) See here to read more about this process.
The following four steps must be taken in order to do this:

1) Contact the Student Affairs Advisor or ICC VP Finance at least one month prior to purchase with the name of the vendor(s) that will be used and the estimated cost of all goods or services.
2) Obtain a completed W-9 from the vendor(s) that will be used.
3) Work with the Student Affairs Advisor to create a purchase order with Accounts Payable before an invoice is created.
4) Obtain an invoice from the vendor(s) and submit to the Student Affairs Advisor.

Note: The date on the invoice must fall after the date on the purchase order. Invoices that are created before the purchase order is created will not be processed and cannot be paid under any circumstances.

Deposits
To deposit dues or monies from fundraising, complete a deposit form, which may be obtained from the Assistant Director.

Equipment and Facilities Reservations

Audio-Visual Equipment Reservations

Audio-visual equipment may be checked out by registered student organizations on a first-come, first-served basis. All requests must be submitted at least 2 days prior to use. The following process must be followed to reserve equipment:

A. Plan the event and identify the equipment needs.
B. Fill out the A/V Services Request Form.

Organizations are responsible for the equipment, once in their care. In the event that equipment is damaged or not returned, the organization will be held financially responsible, and any fees will be assessed to the organization's account. It is the organization's responsibility to pick up and return equipment according to the agreed upon schedule. Failure to return equipment according to schedule may result in a loss of A/V equipment privileges.

Set-Up Requests for Events

Set-up equipment (e.g., chairs, folding tables, lectern, and stage) is available for reservation on a first-come, first-served basis for all registered student organizations. For small-scale events please allow ten business days prior to the event to submit a request. In the case of large-scale events, advanced planning with the Student Affairs Advisor should occur, usually two months in advance.

The following process is required to obtain a set-up reservation:

A. Print out a Set-Up Request Form or obtain one in the HAWC.
   a. Set-up request forms are found here.
B. Complete the Set-Up Request Form.
C. Bring the completed Set-Up Request Form to the Student Affairs Advisor at least ten days prior to event. Note: Late submissions will be considered on a case by case basis.
D. Student organizations are responsible for all overtime or extra costs associated with event set-ups.
E. Set-ups for normal business hours are Monday – Friday from 8 a.m. – 5 p.m. (Note: Permanent tables, such as the concrete tables in the quad, may not be used for event purposes. Plan in advance to reserve tables for these areas.)

Event Approval

Any event that involves other organizations, members of the community, guest speakers/entertainers, or that goes beyond a regularly scheduled group meeting must be formally approved by Student Activities.

No student organization may plan an off-campus formal, weekend retreat, event, etc., without getting its location approved by Student Activities. Student Activities reserves the right to deny a requested event location at its discretion.

In general, submissions for event approval should be submitted through the Event Submission Form on the Peppervine.

- Small events, pertaining only to the group’s membership, involving relatively simple planning: allow five business days.
- Medium events, such as a week-long philanthropy, coffeehouse, or guest speaker: allow one month.
- Large events, such as concerts or conferences: allow two to three months.

Medium or large events require a planning meeting with the Student Affairs Advisor to ensure adequate preparation and to assist your organization with resources that are available through the University. It is the organization’s responsibility to schedule this meeting. Medium to large scale events should also have a Student Affairs Advisor or approved organization advisor in attendance.

Facilities Reservations/Hours of Operation

Facilities are available to recognized student organizations on a first-come, first-served basis, generally between the hours of 6:30 a.m. to 12 midnight. Meetings may be held in classrooms, although food is not allowed in classrooms or lecture auditoriums. Food is permitted in the following locations: Fireside Room, outdoor areas, Sandbar Student Lounge, Howard A. White Center, and the Rockwell Dining Center.

A. To avoid interference with worship services, all campus organizations are prohibited from hosting any activity during the following times: Sunday mornings until noon and between 8 – 9 p.m.; and Wednesdays, 7- 8 p.m.
B. All events must be approved by Student Activities and submitted to the Special Programs Office in order to avoid conflict with other events taking place on campus (e.g., weddings, filmings, and other outside group reservations).
C. Student organizations will be held financially responsible for any damage to University property or trash left in the rooms.
D. Individual students not associated with a recognized student group are not permitted to reserve classroom space, unless authorized by an academic division to be used for academic purposes.
Once Student Activities approves an event, contact Special Programs at x4264 to place a room reservation. Facilities reservations must be made at least one week prior to the event. Only authorized student organizations or advisors may reserve rooms.

**Sandbar Reservations and Use**

Reservations for the Sandbar may be made through Student Activities, x4201. In order to use any of the sound/audio equipment in the Sandbar, an organization must have made arrangements (at least one month in advance) to hire a trained sound-board operator. A list of trained sound board operators may be obtained from Student Activities.

**Event Requirements**

**Event Accessibility Policy**

All student organizations inviting members of the general public to attend events organized by the student organization are responsible for complying with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 and in so doing, should be prepared to (1) provide information in materials promoting the event regarding requests for accommodation, including contact information for those handling requests for accommodation; (2) ensure that the student organization's budget has accounted for the need to provide accommodations upon request; and (3) make available those accommodations or auxiliary aids, including interpreting services (on their own or in consultation with the University's Office of Disability Services). Student organizations are expected to consult with the University's Disability Services offices with questions regarding requests for accommodation, and to obtain referrals for service-providers who may assist in meeting such accommodation requests.

**Concerts and Major Events**

All concerts or major events must be coordinated with Student Activities. Questions can be addressed in the Howard A. White Center, or by calling x4201.

**Outside Music**

All student organizations event planners should ensure and take responsibility for the sound level throughout the entire duration of an event, including set-up and take down, when reserving a space. When using a sound system as part of an event in Adamson Plaza (e.g., tabling), the sound system's noise level should be maintained at an **ambient** sound level and consistently monitored for noise control. Ambient sound should be understood as light —background music—that when played, persons nearby can maintain a conversation without having to adjust or raise their voices. At the beginning of the event, the event planner will perform a sound check by stopping by the Student Affairs Office (TCC 210) to test whether or not staff in nearby offices can hear the music from Adamson Plaza. The music level should be such that it does not interrupt normal University business (e.g., counseling session, career advising, studying in the library, etc.). Organizations may be assessed a $100 fine and lose the privilege of having background music while tabling in the quad if the sound level is not carefully monitored. All student organizations must sign an agreement statement with Student Activities regarding this policy prior to their event.

**Contractual Agreements**
Due to the complex nature of contractual agreements, no student or student organization may enter into a contractual agreement on behalf of Pepperdine University. Only University officials may extend verbal and/or written offers, as well as sign contractual agreements on behalf of Pepperdine University. Before entering into a contractual agreement on behalf of the University, the Office of General Counsel must review the agreement. Additional review by other campus departments, such as Public Safety, Insurance and Risk Management, and Regulatory Affairs may need to occur, as well. All initial contractual reviews must be carefully coordinated withStudent Activities. At least ten business days should be allowed for the contract review process.

Event Notification Policy

If an event is anticipated to increase campus traffic, parking, or noise near the Malibu Country Estates (MCE) especially after 8 p.m. a notification letter must be sent to the residents of the MCE a month in advance of the event. Student groups should alert the Student Affairs Advisor so that the Regulatory Affairs Office may be notified and may assist with dissemination of the letter. All amplified sound must be turned away from the MCE during an event. Areas that are in close proximity to the MCE that will be affected by this policy include but are not limited to Alumni Park, Firestone Fieldhouse, Pool, various Intramural Fields, and the Track.

Film/Movie Guidelines

Pepperdine University recognizes and complies with the Federal Copyright Act that governs how copyrighted materials, such as movies or films, may be used. Pre-recorded videocassettes and videodiscs are for HOME USE ONLY. Federal law prohibits public performances. The sale of a pre- recorded videocassette or disc does not grant the purchaser any public performance rights. Federal copyright law restricts the use of videocassettes to private showings and prohibits their public performance. Videos may be shown in common meeting areas, such as residence halls, floor lounges and private rooms (Note: areas that constitute a student’s living area, provided that the movie showing is not advertised outside the building and no admission fee is charged). Attendance should be limited to students who live on that floor, in the building, or personal guests of those students. No public notices of any kind are permitted.

Movies that are intended for the campus community must follow the Federal Copyright Act and uphold University content guidelines. In the event a student organization wishes to show a film, the following content guidelines must be considered first, and the organization must obtain appropriate permissions consistent with copyright law.

Visit the Kids-in-Mind website, which rates movies based on a scale of 1 to 10 in three general categories: sex and nudity, violence and gore, and profanity. As a general principle, films with gratuitous violence, sex, nudity, and/or profanity are considered inappropriate. Movies with a rating of 6 or less in each of the categories above (via the K-I-M website) will generally be approved. In some cases, however, student organizations may propose to show a film with a higher rating because of some particularly redemptive quality (e.g., a film addressing human suffering and evil, such as Schindler’s List). In these cases, an ad hoc film committee (includes: Student Organizations Coordinator, SGA Advisor, SPB Advisor, SPB Film Chair, and 1 non-SGA student) must convene to carefully deliberate and/or approve/deny the film and should reference the following site, which contains detailed film analyses, as a part of their discussion: Screen It!. Certain compromises may be allowed based on content deemed educational in nature.
For more information regarding the Film/Movie Policies or if your group wishes to show a movie or film on campus please contact Student Activities at x4201.

**Formals/Dances**

The University cares deeply about the safety and well-being of all students, especially those traveling to off-campus locations. The University is also concerned that all student events create a positive, wholesome experience for everyone involved. All student formals/dances should be alcohol and drug free and be a time where the ideals of Pepperdine are exemplified and promoted.

All off-campus formals/dances must be approved in advance through Student Activities. Once approved, the event must be submitted to the Student Activities events calendar with a full description of information including date, time, location and contact information of two officers of the organization. Arrangements must be made with the Student Affairs Advisor to ensure compliance with the University’s risk management protocols. An approved organization advisor must attend the event. Advisors who attend must attend Student Activities advisor training.

Events must be within a 75 mile drive of campus and no overnight stays are allowed for the organization, its members, and/or guests. Travel to and from the event must be by chartered transportation. Examples include buses, university vans, etc. Groups wishing to travel to/from dance formals in chartered buses should make arrangements in advance for pickup and drop-off on campus. Please note, pickup or drop-off should take place at the Rho Parking Lot only. No arrangements for other locations on or off campus are permitted for pick-up or drop-off.

A list of all attendees and their dates must be submitted to the Student Affairs Advisor no later than 48 hours prior to the event. Persons not on the list may not attend the event. Informal pre- and post-party events (such as —pre-gaming| in the residence hall or student residence) that can be tied to an event will be considered part of the event.

**Guest Speakers and Professional Entertainment**

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. A recognized student organization wishing to bring off-campus professional entertainment and/or a speaker must obtain approval of the speaker and event from Student Activities **before** steps are taken to secure the entertainer or speaker.

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 Student Activities, a contract and a W-9 form (supplied by Student Activities) is to be completed. All copies of the contract must be reviewed by University General Counsel via Student Activities. Student Activities will retain one copy 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 Student Activities. 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 signed by both parties, Student Activities will submit a purchase order to the University accounting department. All performers or speakers should be paid immediately following their performance or lecture. If the promoter or agent cancels the
arrangements prior to the event, the purchase order may be voided. In an event of a breach of contract please contact Student Activities as soon as possible.

Make sure that all physical arrangements are set. This includes the completion and submission of a Set-Up Request Form to Student Activities. This form may be obtained by going to https://community.pepperdine.edu/businessservices/warehouse/forms.htm. The Set-Up Request Form should be faxed or delivered to the Student Affairs Advisor no later than ten working days prior to the event. Student organizations are responsible for all overtime or extra costs associated with event set-ups. Consult with Student Activities regarding each of the above facets of program management. Due to the variety of legal implications inherent in obtaining off-campus entertainment or speakers, extreme care should be taken to avoid glaring oversights or mismanagement of contractual agreements. The importance of working with professional staff in the Office of Student Activities cannot be overstated.

**Services for Student Organizations**

**Food Services**

Catering services are available through Pepperdine Dining Services. Arrangements for catering services through Pepperdine Dining Services should be made at least ten business days in advance of the event. Contact x4121 for more information.

**Housekeeping Services**

In cases when events generate trash, Housekeeping services should be requested from FM&P in advance by contacting x4101 at least ten business days prior to an event.

**Poster Room**

The poster room is located in the HAWC and is available to registered student organizations to make oversized posters for the Quad. Reservations for use of the Poster Room are made at the front desk of Student Activities on the first floor of the HAWC.

**Van and Shuttle Services**

A van or shuttle request must be submitted to the Assistant Director of ICA as soon as the date for a van need is known. There is no guarantee of availability, so the sooner a request is submitted, the better your chances are for reserving one. Allow at least ten business days in advance for local services and one month for long distance travel.

**Publicity Guidelines**

**Public Advertising Displays**

Student Activities must approve all forms of on-campus advertising. Please visit us in the HAWC to obtain approval of your advertisements, as follows:

**Student Activities Bulletin Boards**

- Student Activities Bulletin boards may be used to advertise approved on-campus events, meetings, or other University-related activities.
• To obtain approval of flyers or posters, bring an original copy of the advertisement to Student Activities for a date-stamp. You may then make copies, and post them in the appropriately designated places (see below).
• Flyers or posters for bulletin boards must not be larger than 11" x 17.1
• Posters, flyers, or any other form of advertising are not permitted on walls, windows, doors, stairs, railings, trees, vehicles, or light posts.
• No materials may be placed on bulletin boards designated for University departments, unless permission has been obtained from that department.
• Personal advertisements (e.g., car for sale, room for rent, etc.) can only be posted on the bulletin boards on the first floor of the library and in the HAWC.

Wednesday Morning Chapel Power Point Slide
• Power Point slides must be created by the group wishing to advertise, and may be e-mailed to convoslides@pepperdine.edu for consideration in the slideshow at Wednesday morning Chapel in the Firestone Field House.
• The deadline for submitting requests is 5:00 p.m. on Monday.
• The event must be approved and sponsored by a recognized student organization.
• The event must be open to all students.
• Space for the announcement is limited to one Power Point slide.

Freedom Wall
• The Freedom Wall is a venue for individual members of the community to respectfully express themselves and may not be used by organizations for advertising.
• The wall is governed by the principle that speaking freely in a participatory democracy must be done with responsibility.
• When posting an item, students are encouraged to sign and date it.

Global E-mails
• Global e-mails (e-mails sent directly to all staff, students or faculty) are prohibited.
• Information or advertising for an activity that is relevant to the University community may be made by submitting a Public Relations Announcement. See —Public Relations Announcements below.

Mailings in Student Boxes
• When possible, please make use of bulletin boards or other channels for publicity, rather than using non-addressed mailbox "stuffers." Many mass mailings end up on the floor, necessitating a mailer clean-up effort.
• Mass mailings to all student boxes must be relevant to the interest and concern of the entire student body.
• Student organizations must obtain approval by Student Activities before submitting a mass mailing to the mailroom. To receive approval student organizations should bring a copy of the proposed mailer to the Student Affairs Advisor to review.
• Give a copy of the mailing to Student Activities for filing purposes.
• The mailing must be sorted in —box number/ order.
• Please obtain a mass mailing form from Student Activities. Completed and approved forms should be submitted to the TCC Mail Room.
• The mailroom cannot guarantee that mass mailings will be placed in boxes sooner than two working days after delivery to the mailroom.
• Only mailroom employees are permitted inside the mailroom to stuff boxes.
• Chain letters will not be placed in boxes.
• Off-campus groups are not permitted to send mass mailings to student boxes.

WaveNet Announcements
• Student Organizations may submit announcements for posting in certain areas of WaveNet.
• Events or activities advertised in these announcements should be relevant or of interest to the majority of the campus community, and should contain specific details regarding time, place, cost, and contact information for events.
• WaveNet announcements may be submitted to the Student Affairs Advisor, who will forward the announcements to Web and Multimedia Services if approved.
• Announcements should be submitted no later than five business days prior to the date the announcement will be sent out.

Posters in Adamson Plaza (Quad area)
• You must sign up in Student Activities to access the poster room. Otherwise, the doors will remain locked.
• Posters can be made at the HAWC during office hours (Monday through Friday, 8 a.m. – 5 p.m.). Paint and butcher paper supplies are provided. Paper is only supplied if the poster is made in the designated Poster Room. The organization wishing to hang the poster must supply its own tape.
• You are responsible for cleaning the poster room after use. Neglecting to do so may result in fines and/or loss of advertising privileges.
• In order to accommodate all posters, each one should not exceed 6 ft. by 4 ft.
• Posters must be placed in approved areas. The designated areas include: the wall adjacent to the ramp and on both sides of the wall separating Adamson and Joslyn Plazas. Posters may not be placed on the Tyler Campus Center building, the ground, walls, trees, stairs, stair railings, or light posts in any area of the campus. Posters must not be placed near the building name, Tyler Campus Center.
• Each group that places a poster in the plaza area is also responsible for its removal. Each poster must be taken down no later than 48 hours after the event.
• For posters, and all announcements, the official name of the sponsoring organization, as well as the event contact information, must be clearly identified on the advertisement.
• All completed posters must be stamped for approval at the Student Activities front desk before they are displayed.
• Refer to Appendix A for an approved posting area diagram.

Public Relations Announcements
• Public Relations Announcements are routinely e-mailed to the University community by the Public Relations Office.
• Events or activities advertised in these announcements should be relevant or of interest to the majority of the campus community, and should contain specific details regarding time, place, cost, and contact information for events.
• Public Relations Announcements may be submitted to the Office of Integrated Marketing Communications at: http://community.pepperdine.edu/imc/project-request/
• Announcements should be submitted no later than three business days prior to the date the announcement will be sent out.
Student Organizations Calendar and Master Student Life Calendar

- All announcements must be approved by the Student Affairs Advisor.

**Student Organizations Calendar**

- Club events and activities may be placed on the Student Organizations Calendar. If your organization wishes to place an event or activity on the monthly calendar, please e-mail the Student Affairs Advisor with the details, date, time, location, and cost of the event.

**Note:** Student Activities reserves the right to edit requests. Simply following these procedures does not guarantee the inclusion of your request.

- If an organization’s event is open to the campus, a request can be made to the Associate Director of Student Activities for inclusion on the Master Student Life Calendar. Visit: [http://seaver.pepperdine.edu/newsevents/events/submission/](http://seaver.pepperdine.edu/newsevents/events/submission/). Items will be included on a first-come, first serve basis.

**Student Organizations Websites**

- Recognized student organizations are a webpage on pepperdine.collegiatelink.net.

- If a club chooses to host its website on another server, the club president must e-mail the web link to the [Assistant Director of ICA and Student Organizations](mailto:). Plus copy the registered advisor.

  - The e-mail to the Student Affairs Advisor must indicate that the faculty advisor approves of the website's content and agrees to monitor the site, as well.

  - On the front page of the site, please list the following details: registered name of organization, contact name, contact e-mail address, name of faculty advisor, and the day, time, and location of regular club meetings

- Website content must be consistent with community standards and expectations expressed in the Student Handbook. Disregard for this policy (e.g., profanity, sexual references, beverage containers, etc.) will result in loss of website privileges.

**Digital Signage Slides**

- Recognized student organizations are allowed to submit slides to advertise for events on the digital signage screens around campus.

- Refer to the following website for guidelines and submission form: [http://services.pepperdine.edu/digitalsignage/](http://services.pepperdine.edu/digitalsignage/)

**The Rock Policy**

- Only recognized student organizations or a department can paint the rock.

- In order to paint the rock, an e-mail must be sent to the Student Activities Administrative Coordinator at least one business day prior to painting.

- Student organizations wishing to paint the rock must provide a contact person and information via the Rock Painting Form found at [http://community.pepperdine.edu/seaver/studentactivities/forms/](http://community.pepperdine.edu/seaver/studentactivities/forms/)

- In the event that an individual student or group of students would like to paint the rock for a personal birthday announcement, etc., approval to stake-out and paint the rock must be sought and given by the Student Activities Administrative Coordinator. The student or students will be advised of these policies, and asked to leave student ID numbers.

- Stakeouts for the rock may begin at 8 a.m. on the day the organization plans to paint the rock.

If more than one organization attempts to stakeout the rock, a reasonable compromise must be reached among the respective groups (draw for painting privileges, paint half of
the rock, etc). There will be no stakeouts before 8 a.m. on the day of rock painting, and arriving early does not give a group greater claim to painting the rock.

- Battling for the rock is unacceptable. The use of paint pellets, egg throwing, etc. is prohibited.
- The rock may only be painted by students after 10 p.m. (All-night stakeouts are not permitted.)
- No items may be strung from plaza walls or buildings and no light poles or handrails may be decorated.
- Rock decorations other than paint (e.g., wood, signs, decorations, structures) must be safe and sturdy and must adhere to the following guidelines:
  - Structures or decorations may not exceed 10 feet in height.
  - No items may balance or hang on the structure.
  - Structures and decorations must be fully contained within the sand/dirt perimeter surrounding the rock.
  - Structures or decorations may not have protruding nails, screws, or sharp objects.
  - Structures or decorations over 4 feet in height must be approved by a University engineer.
    - Drawings and plans for the structure or decoration must be submitted to the Student Affairs Advisor and the University engineer at least 5 business days prior to construction. The University engineer must personally inspect and approve the structures or decorations by 8:30 a.m. the morning of completion. Scheduling of this meeting is the responsibility of the student organization.
  - Unsafe structures must be redesigned or removed immediately at the discretion of the University engineer or Student Activities.
  - A removal plan for structures or decorations of abnormal size or weight must be approved by the Student Affairs Advisor.
  - Failure to fully comply with these guidelines will result in immediate removal of the structure by the university and a $100 fine issued to the responsible persons/organization/department.
- On the back of the rock, you must indicate the date it was painted.
- Once the rock is painted, the date affixed, and the group has left the Plaza, no other group may paint over the rock until the following night.
- A tarp must be used when painting the Rock to prevent stils. The tarp can be checked-out from Student Activities.
  - Damage/Paint Spills done to the area surrounding the rock will result in a minimum fine of $100 to the persons/organization/department responsible for the damage.
  - Note that paint should not be disposed of in bathroom sinks.
- When a group paints over a rock design, the group must stack all items associated with the former design NEATLY along the poster wall.
- Once a group's design has been painted over and their belongings have been stacked along the wall, the group has 24 hours to remove all items from the rock area. If this is not done, a fine of $100 will be assessed to the responsible student/organization/department.
- No items such as furniture, mattresses, tables, or chairs, may be taken from any location on campus to place around the rock.
- Painting of other campus rocks or areas is prohibited.
- Painting the adjacent picnic table or the wall surrounding the Rock is prohibited.

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University departments reserve the right to paint the rock for special events or purposes, such as New Student Orientation, Family Weekend, etc., at any time. Reservations must be made through the Student Activities Administrative Coordinator.

Failure to comply with the stated regulations will result in loss of future Rock painting privileges, removal of the display, possible fines, and possible referral to the appropriate university discipline committee.

**Fines and Loss of Advertising Privileges**

- A first time violation of an advertising policy will result in a written warning.
- Additional violations will result in a $25.00 fine per violation, which will be charged to the student organization’s campus account.
- Repeated abuse of the advertising policy will result in the loss of advertising privileges and possible referral to the Student Organizations Judicial Board.

**Sponsorships and Fundraising**

Organizations are welcome to pursue sponsorship and fundraising to help meet organizational needs but must do so in close cooperation with Student Activities in advance of any arrangement. All sponsors must be approved by the Student Affairs Advisor, and any contractual agreements for sponsorship of events must be approved by the Student Activities Office via normal means of contractual review (see —Contractual Agreements!). Groups are prohibited from receiving or contracting with sponsors that primarily engage in the sale or promotion of alcoholic beverages, tobacco products, or products and services that are inconsistent with the mission and values of Pepperdine University.

Fundraising events should be coordinated and approved according to the procedures outlined in the section titled, —Event Planning and Approval.

**T-shirts**

T-shirts are a great way to promote student organizations. Student organizations who wish to design and order group t-shirts must first obtain approval for the design before it is submitted to a vendor for printing. Groups must ensure that t-shirts are appropriate. Some examples of inappropriate references are: alcohol, drugs, sexual innuendo, profanity, or other offensive material. Student organizations must submit a visual rendering of the t-shirt design (front and back) to the Assistant Director of Intercultural Affairs and Student Organizations for approval. Please allow a minimum of three business days for the review process. In the event a design is not approved, the organization must work closely with the Student Affairs Advisor to make necessary adjustments. It is considered a violation for student organizations and their members to wear unauthorized group t-shirts. Such activity may be subject to disciplinary action.

**Outside Vendors**

As a general principle, off-campus vendors are not permitted on-campus, as the University maintains a policy against solicitations. However, in rare instances, such as the Waves Expo, the University may invite off-campus vendors to campus.
Appendix A: Hazing Resources

The following is a compilation of external, web-based resources.

Web Resources for Greek Organizations

Association of Fraternity Advisors (AFA)
http://www.fraternaladvisors.org/KnowledgeCenter/Hazing.aspx

North-American Interfraternity Conference
http://www.nicindy.org/

National Panhellenic Conference
http://www.npcwomen.org/

National Pan-Hellenic Council
http://www.nphchq.org/

Risk Insurance Company, insurer of 47 Greek-letter men‘s and women‘s fraternities
http://www.fipg.org/

National Hazing Education and Prevention Organizations

National Hazing Prevention
http://www.hazingprevention.org/

Stop Hazing
http://www.stophazing.org/

National Hazing Prevention Week
http://www.nhpw.com/

National Hazing Study Report
http://www.hazingstudy.org/

Safe On Campus hazing handout
http://www.safeoncampus.org/documents/HamsterCocktails_000.pdf

Inside Hazing: Understanding Hazardous Hazing

Hazing Law
http://www.hazinglaw.com
Hazing Death/Deaths Clearinghouse
http://hazing.hanknuwer.com
# Appendix B: Advising Model Flow Chart

Inter-Club Council (ICC)
Advisor: Student Organizations Coordinator
Office: HAWC 112 – Student Activities
Phone: (310) 506-6569

<table>
<thead>
<tr>
<th>Academic</th>
<th>Business</th>
<th>Fine Arts &amp; Communication</th>
</tr>
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<tbody>
<tr>
<td>American Marketing Association</td>
<td>Alpha Kappa Psi Professional Business Fraternity</td>
<td>Buenos Noches Pepperdine</td>
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<tr>
<td>AMSA Pre-Med</td>
<td>Delta Sigma Pi Professional Business Fraternity</td>
<td>Campus Radio</td>
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<tr>
<td>Biology Club</td>
<td>Launch’ Em Entrepreneur Club</td>
<td>Dance in Flight (DIF)</td>
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<td>Chemistry Club</td>
<td>Students in Free Enterprise (SIFE)</td>
<td>The Graphic</td>
</tr>
<tr>
<td>Math Association</td>
<td>Sports Business Association</td>
<td>Pepperdine Film Society</td>
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<td>Physics Club</td>
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<td>Pepperdine Independent Entertainers (PIE)</td>
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<tr>
<td>Pre-Dental Club</td>
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<td>Pepperdine Improv Troupe (PIT)</td>
</tr>
<tr>
<td>Freedom Psi Chi Psychology Honors Society</td>
<td></td>
<td>The Randumb Show</td>
</tr>
<tr>
<td>Sigma Delta Pi Spanish Honors Society</td>
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<td>Swing Club</td>
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<td>Sigma Tau Delta English Honors Society</td>
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<thead>
<tr>
<th>Health &amp; Recreation</th>
<th>Political</th>
<th>Religious &amp; Spiritual</th>
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<tr>
<td>Student Health Advisory Board</td>
<td>College Libertarians</td>
<td>Young Life</td>
</tr>
<tr>
<td></td>
<td>College Republicans</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Model United Nations</td>
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### Appendix B: Advising Model Flow Chart (cont.)

<table>
<thead>
<tr>
<th>Cultural Clubs Advisor:</th>
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</thead>
<tbody>
<tr>
<td><strong>Assistant Director</strong></td>
</tr>
<tr>
<td><strong>Office: HAWC 120 – Intercultural Affairs (ICA)</strong></td>
</tr>
<tr>
<td><strong>Phone (310) 506-6860</strong></td>
</tr>
<tr>
<td>Black Student Association (BSA)</td>
</tr>
<tr>
<td>CIAO Club</td>
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<tr>
<td>Dramatically Rearranging Education through African American Men (DREAM)</td>
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<tr>
<td>Filipino Club</td>
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<tr>
<td>American Sign Language</td>
</tr>
<tr>
<td>Hawai’i Club</td>
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<tr>
<td>Korean Student Association (KSA)</td>
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<tr>
<td>Latino Student Association (LSA)</td>
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<td>Middle Eastern Peace and Awareness (MEPA)</td>
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<tr>
<td>Chinese Student Association</td>
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<tr>
<td>Pepperdine Asian Student Association (PASA)</td>
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<td>Pepperdine International Club (PIC)</td>
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<td>Pepperdine Native American Student Organization (PNASO)</td>
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<td>Step Team</td>
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<td>Women of Color (WOC)</td>
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<th>Service Clubs Advisor:</th>
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<tbody>
<tr>
<td><strong>Assistant Director</strong></td>
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<tr>
<td><strong>Office: TCC 230 – Pepperdine Volunteer Center (PVC)</strong></td>
</tr>
<tr>
<td><strong>Phone: (310) 506-4878</strong></td>
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</table>
| Student-Led Ministries Advisor:  
  Associate Chaplain for Student-Led Ministries  
  Office: TCC 106 – Chaplain Suite  
  Phone: (310) 506-4824 | Sports Club Council (SCC)/Sports & Fitness Related Clubs  
  Advisor: Intramural and Club Sports Coordinator  
  Office: HAWC 111 – Campus Recreation  
  Phone: (310) 506-6783 |
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<tr>
<td>Acting on Aids</td>
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<td>AMEN Missionary</td>
<td>Men’s Lacrosse</td>
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<td>Ascend</td>
<td>Equestrian Club</td>
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<tr>
<td>Asian Christian Ministry</td>
<td>Men’s Soccer</td>
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<td>Catholic Students Association</td>
<td>Women’s Water Polo</td>
</tr>
<tr>
<td>Celebration Chapel</td>
<td>Surfing</td>
</tr>
<tr>
<td>Genesis Gospel Choir</td>
<td>Men’s and Women’s Tennis</td>
</tr>
<tr>
<td>Graduate Christian Fellowship</td>
<td>Student Athletics Advisory Committee (SAAC)</td>
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<tr>
<td>International Justice Mission (IJM)</td>
<td>Tae Kwan Do</td>
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<tr>
<td>Pure</td>
<td>Ultimate Frisbee</td>
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<td>Veritas Forum</td>
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<td>The Wells Project</td>
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<td>Wonderfully Made</td>
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### Appendix B: Advising Model Flow Chart (cont.)

**Greek Life**  
Advisor: Student Organizations Coordinator  
Office: HAWC 112 – Student Activities  
Phone: (310) 506-6569

<table>
<thead>
<tr>
<th>Inter-Fraternity Council Fraternities</th>
<th>Panhellenic Sororities</th>
<th>National Pan-Hellenic Sorority</th>
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<tbody>
<tr>
<td>Alpha Tau Omega</td>
<td>Alpha Phi</td>
<td>Alpha Kappa Alpha</td>
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<td>Delta Tau Delta</td>
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<tr>
<td>Psi Upsilon</td>
<td>Delta Gamma</td>
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<tr>
<td>Sigma Chi</td>
<td>Gamma Phi Beta</td>
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<td>Sigma Phi Epsilon</td>
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<td></td>
<td>Kappa Kappa Gamma</td>
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<tr>
<td></td>
<td>Pi Beta Phi</td>
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</tr>
</tbody>
</table>
Appendix C: Funding Model Diagram

Student Government Association (SGA)
Advisor: Associate Director
Office: HAWC 113 – Student Activities
Phone: (310) 506-6729

Inter-Club Council (ICC)
Advisor: Asst. Director
Office: HAWC 120 – Student Activities
Phone: (310) 506-6569

Student Programming Board (SPB)
Advisor: Associate Director
Office: HAWC 113 – Student Activities
Phone: (310) 506-6729

Cultural Clubs
Advisor: Assistant Director
Office: HAWC 120 – Intercultural Affairs (ICA)
Phone: (310) 506-6860

Student-Led Ministries
Advisor: Associate Chaplain
Office: TCC 106 – Chaplains Suite
Phone: (310) 506-4824

Service Clubs
Advisor: Assistant Director
Office: TCC 230 – Pepperdine Volunteer Center (PVC)
Phone: (310) 506-4878

Sports Club Council (SCC)/Sports Related Groups
Advisor: Intramural and Club Sports Coordinator
Office: HAWC 111 – Campus Recreation
Phone: (310) 506-6783

Greek Life
Advisor: Student Organizations Coordinator
Office: HAWC 112 – Student Activities
Phone: (310) 506-6569

Pepperdine Ambassadors Council (PAC)
Advisor: Manager of Advancement Operations
Office: TAC 307 – Advancement
Phone: (310) 506-6247

Student Alumni Organization (SAO)
Advisor: Assistant Director
Office: TAC 311 – Seaver Alumni Office
Phone: (310) 506-6667
Appendix D: Approved Poster Area Diagram

Main Campus Overlooking Adamson Plaza

*Posters **ARE** allowed along this wall facing the rock and on the other side of this wall facing the fountain/Joslyn Plaza

*Posters **ARE** allowed along ramp (facing the rock)

Ramp: **No** posters allowed on this side of ramp.

The Rock
**Appendix D: Approved Poster Area Diagram (cont.)**

### Approved Poster Display Areas: Tyler Campus Center Wall

#### Tyler Campus Center

*NO posters should be displayed on the side of the wall where the name — Tyler Campus Center — is located.*

*Posters ARE allowed on this section of the wall.*
Appendix E: Event Planning Proposal Form

Event Planning Proposal Form

Seaver College || Student Affairs
Event Planning Proposal Form

Section I: Event Particulars

Organization Name ______________________________________________________________

Title of Event/Activity ______________________________________________________________

Date(s) of Event
Consult the Student Life Calendar, Peppervine, and University Calendar to determine if the date is available and/or significant conflicts.

Individual(s) Responsible for Coordinating Event

Primary Contact ____________________________________________ e-mail and phone

Secondary Contact __________________________________________ e-mail and phone

Organization Advisor / Supervisor (University Faculty or Staff) ____________________________
Signature (denotes review) ___________________________________________________________

Type of Event
☐ Concert
☐ Conference/Retreat/Seminar: On-Campus
☐ Conference/Retreat/Seminar: Off-Campus
☐ Fundraiser
☐ Film Screening
☐ Sporting/Recreation/Fitness Event
☐ Other: ____________________________________________________________

Location _______________________________________________________________________
Backup Location (weather) _______________________________________________________

Set up time _______________________________________________________
Actual event start time ____________________________________________
Actual event end time ____________________________________________
Clean up time _______________________________________________________

Other student organizations or departments involved

____________________________________________________________________________

Number of Pepperdine students attending (estimate) _________________________________
Number of Pepperdine faculty/staff attending (estimate) _______________________________
Number of non-Pepperdine people attending (estimate) ____________________________

How does this event/activity promote the mission of the University? ____________________________

All activities should be consistent with university rules, policies, and procedures and the mission/purpose of your organization. See Appendix N and O for more details.

Provide a brief description of the event/activity that you are planning ____________________________

Section II: Event Questionnaire

**Event Setup**

Has the space been reserved through official University channels?
e.g., Special Programs, Housing and Residence Life, Campus Recreation, Drescher Center, etc.

☐ Yes, date reserved ______ contact ______
☐ No

Have you submitted an “Event Setup Request Form” to Warehouse Services?

See Appendix Q for Warehouse Services Setup Request Form. Or click here: [http://community.pepperdine.edu/busservices/content/setupform.pdf](http://community.pepperdine.edu/busservices/content/setupform.pdf)

☐ Yes
☐ No

Is your activity an open event? (open to the campus, general public, or students at other schools and expected to draw over 100 participants)

☐ Yes
☐ No

Will your event be hosting a large amount of individuals or require the assistance of Public Safety? Should the event be placed on the DPS event tracker (contact dispatch)?

Such as parking, traffic control, crowd control, etc.

☐ Yes
☐ No

Is your event outdoors, or can your event be affected by inclement weather?

If yes, what is the contingency plan/location for the event?

☐ Yes
☐ No

Will you be charging admission?

☐ Yes
☐ No

If yes, please collect a cash box from Student Activities, and inquire about how to properly handle and deposit funds into the correct student organizations account.
Will you be serving or handling food at your event?
- Yes
- No

If yes, and the food will be distributed by a food truck, please follow the steps listed in Appendix R.

**Personnel**
Will your advisor or any full-time staff members be present at the event?
- Yes
- No

Please note that a University representative, preferably your organization faculty or staff advisor must be present during the event.

What additional personnel does this event require?
- Ambulance personnel
- Campus Recreation Event Supervisor
- Custodial
- EMT
- Officials / Referees
- Outside Security
- Public Safety Officers / Student Officers
- Other departmental staff
- None

**Risk Management**
Are you contracting a service from a non-university entity?
- Yes
- No

Party Contracting with __________________________________________
Contact Person __________________________________________ phone and e-mail

Has full-time staff/organization advisor consulted with Insurance and Risk Management?
- Yes
- No

Have you obtained a certificate of liability insurance naming Pepperdine as additional insured from the vendor?
- Yes
- No

Full-time staff should work with Insurance and Risk Management for assistance. Contact x4410. Please see Appendix S for an example of a certification of liability insurance.

Has the vendor signed a University contract and “Standards of Conduct”?
See Appendix C.
- Yes
- No

Are you using an assumption of risk/waiver, medical release, and emergency contact form?
Full-time staff/Organization Advisor should determine what programs / events will require these forms. Refer to Appendix H, I, J, K, L, and M.
- Yes
- No

Does your program involve any type of physical activity?
- Yes
- No
- If yes, is proper safety equipment available to participants?
Will any non-Pepperdine people under the age of 18 be involved with your event / activity?

- Elementary
- High School
- Middle School
- Other:_________________________________________

If minors are involved, have you addressed these additional factors?
Consult with Insurance and Risk.
- Parent permission form
- Schedule of activities provided to parents
- Specified waiver
- Practice “two deep leadership”
- Other University protocols for hosting minors on campus

**Travel**

Does this event require traveling?
- Yes
- No

If you are traveling, what type of transportation are you using?
Insurance and Risk Management requires University drivers to submit a Drivers Status Notification Form. Approval must be obtained at least four weeks prior to the event. Only University approved drivers can provide transportation.

- Personal Vehicle
- University Vehicle
- Commercial Plane
- Rental Car
- Train
- University/Chartered Bus (contracts and certificate of insurance must be signed / obtained).
- Other:_________________________

Has a University vehicle been reserved?
Contact Transportation Services: http://community.pepperdine.edu/businessservices/transit/
- Yes. Date(s) reserved:____________________________
- No

**Promotion / Outreach**

Are you requesting approval to use the Athletics logo or trademark in association with your activity (i.e. t-shirts)?
The Athletics Department must approve use of their logo.
- Yes
- No

Are you planning on posting flyers or advertising on campus?
Review the General Publicity & Posting Guidelines in Appendix T.
- Yes
- No

Does your event involve the sale/distribution of items on campus?
- Yes
- No

Have you notified Malibu Country Estates if your event is outside / noisy?
Regulatory Affairs requires a three week notification. Contact Student Activities. See Appendix D and E.
- Yes
- No
Will your event be utilizing any type of production equipment?
☐ Amplified sound
☐ Noise at night
☐ Stage
☐ Lights

Contact Checklist (full time staff/organization advisor use only)
☐ Campus Recreation
☐ Catering
☐ Public Safety
☐ FM & P
☐ Insurance and Risk Management
☐ Regulatory Affairs
☐ Special Programs
☐ Student Activities

Have you reviewed your budget and purchasing guidelines as it relates to this event / activity?
☐ Yes
☐ No

Please list any equipment needs ____________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Have these items been requested from Presentation Services?
Contact Presentation Services and reserve A/V equipment here: http://community.pepperdine.edu/it/services/av/
☐ Yes
☐ No

Please attach the following items
☐ Budget proposal
☐ Safety / Risk Management plan
☐ Facility layout diagram