

Whitworth University

Becoming a Chartered ASWU Club

With all the rights and privileges this affords.

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Becoming a Club at Whitworth University

Thank you for taking the initiative to start a new club through the Associated Students of Whitworth University. We hope this packet will help you through all the phases necessary in beginning your club. Please read each section carefully and return the completed forms to ASWU promptly.

The following is a list of privileges extended to officially recognized and chartered clubs:

1. Inclusion in the college handbook and all ASWU informational publications, forums, and mailing lists as an ASWU club.
2. Ability to reserve campus facilities for club meetings and activities.
3. Access to ASWU programming funds, after going through requisition process.
4. May post on campus stamped and approved notices for meetings and activities.
5. May use Whitworth.fm and The Whitworthian to advertise for meetings and events at a 50% discount.
6. May post meetings and activities on the college's online master calendar.
7. May take part in Springfest and other club fairs being sponsored by ASWU.
8. May send campus wide email through ASWU, according to Club Email Policy.
9. Free accounting services.
10. Automatic seat on the ASWU Club Council. This opportunity provides input and support from other clubs, and fund-raising ideas and options.

Please refer to the attached, *Associated Students of Whitworth University Club Chartering Policy* (below) for the privileges and restrictions for your organization.

PROCESS FOR BECOMING A CHARTERED CLUB

Below you'll find the *Club Constitution Guidelines*, the *Associated Students of Whitworth University New Club Chartering and Registration Form* and the *Club Officer Roster Form* that you'll need to fill out and return to the ASWU Financial Vice President for chartering. These forms will help you:

1. Organize your members (all members must be Whitworth students).
2. Find an advisor from the Whitworth Community which must be a current faculty or staff member- (Make sure they get a copy of the *Club's Advisor Manual* attached).
3. Develop a name and a statement of purpose that is in keeping with the mission and goals of Whitworth University. (Use the *Club Constitution Guidelines*)

4. Provide specifics on any events or goals your group may have.
5. Submit a roster of all your officers and members.
6. Write out your club constitution (see *Club Constitution Guidelines*).
7. Submit all completed forms in the chartering packet to ASWU Financial Vice-President for review. The Financial Vice-President will write out his/her recommendation and forward it the Vice President for Student Life, who will then review your documents, write out any comments and recommendations, and then return these documents to the Assembly, who will vote on final approval. The President of your club at any time may be asked to give more information to the Assembly regarding your request for a club charter. Your group will be notified in writing as soon as a decision has been made.
8. Until the club is chartered with ASWU and has received official recognition, no potential club or organization can regularly use Whitworth's or ASWU's official name, grounds, equipment, nor shall they sponsor or publicize any events (including fundraisers), until they have received official charter.
9. Potential clubs may not receive or solicit funds from any university area, department, student organization or outside donor.
10. A potential club violating any part of this policy may jeopardize their status with ASWU.
11. Potential clubs can make arrangements with the Director of Student Activities to set up recruitment advertisements for 2 weeks prior to charter in order to develop interest in the club, and The Whitworthian reserves the right to make editorial decisions regarding advertising or story content regarding a potential club.

So, as a reminder, in order to charter your organization, submit the following forms to the ASWU Financial Vice President:

- 1) Your Club's Constitution**
- 2) The Club Chartering/Rechartering Registration Form (signed by your advisor)**
- 3) The Club Rosters of Officers and Members**

If you have any questions regarding any of these mailers, please feel free to call the ASWU Financial Vice President at extension x4557. Thank you for your interest in participating in ASWU.

**ASSOCIATED STUDENTS OF WHITWORTH UNIVERSITY
CLUB CHARTERING POLICY. (Est. 1994)**

PREAMBLE

Whitworth University extends the opportunity to charter college clubs and organizations to the Associated Students of Whitworth University (ASWU) with the understanding that this opportunity is a privilege, not a right. Accordingly, ASWU has the obligation to ensure that all recognized student organizations meet and maintain certain standards that are in keeping with the mission and goals of Whitworth University. Furthermore, student organizations which violate University policy or standards of conduct, or conflict with the mission, policies, practices, or goals of the University, may be subject to disciplinary action, including the suspension or loss of charter and University approval.

Approval of a student organization by ASWU in no way implies consent or endorsement of the positions or points of view espoused publicly or privately by members of the organization. Consequently, student organizations shall at all times represent themselves in a manner which reflects this policy, utilizing disclaimers or other statements, as may be necessary, which clearly state that the views held by the student organization are its own and not necessarily the views, opinions, or beliefs of the University, its faculty, administration, staff, or student body.

A chartered club has the following funding options:

Submit a club budget for the following academic year during budget committee meetings in the spring, and/or make a budget request to ASWU from the unallocated or capital accounts during the academic year. All budget requests will be decided on by the ASWU Assembly using criteria from the financial standards and operating procedures, except for requests that are under \$300, which will be decided on by the ASWU finance committee. In addition, clubs/organizations may also submit fundraising proposals to the Whitworth Development Office.

Whitworth University reserves the right to monitor all organizational activities and to conduct both regular and periodic reviews of approved student organizations to ensure that ongoing activities remain consistent with the original goals and purpose of the organization.

The University President and Board of Trustees hold final authority to grant, deny, suspend, or revoke approval of any student organization.

Club Constitution Guidelines

All clubs (new or rechartering) will be required to submit a club constitution as part of the club chartering process. This document will serve as a guide in developing your club's charter. Each club constitution should include the following:

A. PREAMBLE

All charters begin with a Preamble, which serves to introduce the club and should include a statement confirming that the club will abide by the mission and goals of Whitworth University.

B. ARTICLE I. NAME AND PURPOSE

Section 1: State the name of the club in one sentence.

Section 2: State the purpose of the club in one sentence.

Section 3: Indicate whether the purpose of your club is: service, academic, social, political, religious, athletic, or other (specify).

C. ARTICLE II. MEMBERSHIP

Section 1: Contains the eligibility requirements for members. All members must be full-time, undergrad, registered student of Whitworth University.

Section 2: Description of member selection process. The club may not discriminate on the basis of race, sex, orientation, religion or social-economic status.

Section 3: Affiliations: Does club have affiliations with one or more local, state or national organization or with an academic department of the university.

Section 4: Amount of dues, if appropriate, and how/when they are collected.

D. ARTICLE III. ORGANIZATIONAL STRUCTURE

Section 1: Definition of Officers

a. List officers (e.g. President, Treasurer)

b. Length of term of office

c. How officers are selected: voting procedures, type of majority needed to win, qualifications necessary to run.

- d. Required meetings and reports.
- e. Process of Advisor selection. (Advisor must be an employee of Whitworth University and will have to sign club chartering documents).

E. ARTICLE IV: DEFINITION OF DUTIES

Section 1: Duties of Officers, Advisor and Club Members

- a. Specify all the duties of each officer. Please include under President's duties the responsibilities of attending ASWU's monthly club council meetings and reporting once a semester to the ASWU assembly to update this body on club business.
- b. The Advisor's role will be determined by club members, however include in the Advisor's duties that he/she needs to be familiar with ASWU club chartering policy, the Advisor's Manual, and ASWU's code of conduct for student leaders (which includes club presidents), and sign the club charter form each year at chartering time indicating they have read and agree with these documents. They should attend meetings and know what the organization is planning and doing at all times.
- c. Indicate the expectations of club members (e.g. attendance requirements, safety precautions, conduct expectations, professional dues if appropriate)

F. ARTICLE V: FUNDING

Section 1: Sources of Funding

- a. Identify all funding sources your group will be seeking, (i.e. student fees, outside organizations, grants, fundraising, etc.)
- b. Attach a tentative budget for proposed activities.

G. ARTICLE VI: RISKS AND LIABILITY

Section 1: Risk Assessment

- a. Specify what level (high, medium, low) of risk your group activities may expect. Consider travel goals, physical requirements, financial risks, and possible reputation harm to the university.

H. ARTICLE VII: GRIEVANCE PROCEDURES

Section 1: Include in your constitution the following: “Any grievance within a club or organization should be brought to the ASWU Financial Vice President and will be handled under the process established in the Code of Conduct section of the ASWU Constitution and By-Laws of ASWU, Article IX, Section 1,2, & 3.

****Please return this completed constitution, along with a roster (of all officers and members), club chartering registration form, and other pertinent documents to the ASWU Financial Vice President.*

Associated Students of Whitworth University

New Club Chartering and Re-chartering Registration Form

****Please return this completed form along with a roster (of all officers and members), Club Constitution and other pertinent documents to the ASWU Financial Vice President.*

1) Club/Organization Name:

2) Type of Organization:

Academic

Sports/Rec.

Religious

Honorary

Political

Service

Social

Advocacy

Education

3) Membership and General Information

Brief description of club's purpose:

4) Advisor's name and department: _____

Advisor has read the Club Advisor's Manual: Yes No

5) Will you collect membership dues? Yes No

If yes, how much per person? _____

6) Is your organization open to all students? Yes No

If no, what restrictions does your organization have in regard to membership? _____

7) Do you have any local, state, or national affiliations? Yes No

If yes, list here: _____

8) On attached sheet, please describe your plans for at least two special events or projects that you would like to accomplish this year.

By signing below, I understand that the club or organization must remain within the confines of the ASWU Constitution, the Club Chartering Guidelines, the Mission and Goals of Whitworth University, and all local, state, and federal laws. I also realize the necessity to work as a team with other clubs and therefore agree to have a representative at the Club Council and ASWU meetings each month. I also understand the club will be evaluated twice a year, and that the club's charter could be revoked at this time if conditions of the charter are not being met. The failure to abide by any of the above regulations may result in a review and possible revoking of this charter by the ASWU Assembly. Unless revoked, this charter shall remain in effect until the re-chartering process in April of the academic year.

President of Club/Organization **Date** _____
Advisor of Club/Organization **Date**

Associated Students of Whitworth University

Club Officer Roster Form

****Please return this completed form along with a roster (of all members), club chartering registration form, Club Constitution and other pertinent documents to the ASWU Financial Vice President.*

Name of Club/Organization: _____

President: _____ Phone: _____

School Contact Address: _____

Email: _____

Vice President: _____ Phone: _____

School Contact Address: _____

Email: _____

Secretary: _____ Phone: _____

School Contact Address: _____

Email: _____

Treasurer: _____ Phone: _____

School Contact Address: _____

Email: _____

Advisor: _____ Office Phone: _____

Department: _____ Home Phone: _____

Email: _____

Location of Meetings: _____ **Meeting Times:** _____

Date of Last Election: _____

Roster of Members and Email Addresses:

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

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Name _____ Email _____

Name _____ Email _____

Attach Additional Sheets if Necessary-

Club Members Need-To- Know List:

Once you are a Whitworth sponsored club you will need to remember the following items:

-Club Mail Box: You will get your own club mail slot in the ASWU work rom. Check this folder **twice a week** for important information from the Financial Vice President, as well as special opportunities for your club to make money and participate in Whitworth events.

-Club Web Site: Each club will be listed on the Whitworth Clubs website (www.whitworthclubs.com), and they will be asked for a brief description and contact information to be posted on the site. Should a club wish to have their own sub-site affiliated with whitworthclubs.com, it is up to the club leadership to approach the FVP and arrange for further web design. (NOTE: This is highly encouraged as a lot of current and potential students will view this page, and making these pages exciting, informative and current will help clubs recruit new members.)

-Club Council Meetings: It is **mandatory** that the club president or his/her designate attend all monthly ASWU club council meetings in order to receive funds from their accounts and in order to continue to be a chartered organization*. Clubs will receive important information about how to advertise, request funds, do purchase orders, practice good accounting procedures, fundraise, and what specific liability requirements they must fulfill in order to be a chartered organization. Upcoming events and involvement opportunities will also be highlighted. There will also be treats.

***IMPORTANT ATTENDANCE NOTE:** Attendance at club council is MANDATORY. The consequence of missing one meeting is a formal reprimand from the Financial Vice President. The consequence of missing a second meeting is a frozen account for the remainder of the semester. The club account will become unfrozen at the beginning of the new semester providing the club attends all meetings for the remainder of the semester. Should a club miss three or more club council meetings in one semester, their charter will be revoked for the remainder of the academic year.

-Reporting to ASWU Once a Semester: The ASWU FVP will invite each club to come to the ASWU Assembly meeting on Wednesday nights once a semester to give a 5 min. report on the events and issues of the club for the upcoming semester. This is a great way to get ASWU information that can help support your club's events.

-Club Property and Storage of Club Property: Anything a club purchases is the property of ASWU. All property needs to be stored at the university in marked containers. However, there is VERY LIMITED storage space available, so keep this in mind when purchasing large items (you may want to rent or borrow something instead of buying it). No club property should be stored with individual members.

-Planning Club Events: Clubs will need to clear any all-campus event through the Assistant Dean of Students and the conference and events department. A facilities request form (FRF) will need to be filled out for each all-campus event once a clear date has been identified on the university's master calendar . See *Events Planning Sheet* attached.

-Advertising Club Events: Chartered clubs have access to discounted prices for Whitworthian ads, they get to use all-campus email for special events and Whitworth.fm advertisements. They can also have their events “approved to post” on campus through ASWU and the Info Desk in the HUB. Please make sure all your event’s advertisements include *What* the event is, *When* and *Where* it’s happening and that it says “*Sponsored by ASWU*” on the advertisement, so students will know where to call to get additional information.

-All Campus Emails and Club Email List serves- ASWU will send all-campus emails out for club recruiting purposes during the first month of the semester. After this time, each club will need to set up a list of club members and only send out information to their list serve. In this way ASWU will avoid having so many emails go out to the whole campus.

-Keeping Track of Club Expenditures: The ASWU Financial Vice President will give you accounting sheets to write down all your club’s expenditures as you make them. The university will give each club a monthly budget sheet to show what charges have been accounted for, but each club will need to keep their own records as often the university’s charges will not be recorded for 60 days, so an accurate club account will need to be recorded by each president or treasurer. Any questions about how to read budget sheets from the university or how to keep your own accounting sheets should be addressed to the ASWU Financial Vice President.

-Only the club president or club treasurer can access the club’s account. Receipts for expenses or charges for materials or events should be handled between the club’s president/treasurer and the ASWU FVP.

Fundraising: Fundraising for events and opportunities will be a part of your club activities. Please read and follow the attached *Student Fundraising Policy* before any event and work through all details with the FVP and the information desk personnel to insure proper collection of funds for your club.

Requesting Money from ASWU: The Financial Standards and Operating Procedures (FSOP’s attached) will demonstrate the criteria ASWU uses in determining how to distribute funds to chartered organizations. At the end of spring semester the ASWU budget committee will listen to presentations from each currently chartered club and will ascertain how much money each club will be budgeted for the following school year. Budget request forms can be acquired from the FVP prior to this budget committee week. Money will be distributed based on THE FSOPs and additional criteria such as how active the club has been, how balanced they’ve kept their accounts, if they’ve regularly attended club council meetings and regularly reported to ASWU, and if they’ve made any fundraising efforts.

-Mid -year requisitions for money: If there is money in the “unallocated “ line item in ASWU’s annual budget, clubs can requisition to get access to these funds. Club presidents can request requisition forms from the FVP anytime during the school year. The forms need to be thoroughly filled out with all the reasons the club needs the money and then this request will go with the club president to the Finance Committee for additional questioning. If the request is under \$300, the finance committee can make the funding decisions. If the request is over this amount, or if the finance committee needs additional feedback from ASWU before granting the request, the finance committee will make a formal

recommendation to the ASWU Assembly and the club will need to go to the ASWU Assembly and present their request and answer questions to determine if they can receive the funds. Any money granted through a requisition needs to be spent in that calendar year and any money not spent will go back to the unallocated account in ASWU. Money can also be requested from the “capital” account for items that can be used for longer than 3 years. However, storage is at a minimum, so keep that in mind when requisitioning money from capital.

Event Planning Steps

Here are the steps you need to take to plan an event. Before planning any event, make sure you have your account number (get this from the FVP) and all your dates and times identified.

- 1) Negotiate a date and price with a performer/organization. Nothing is set in stone until a contract is signed by both Whitworth and the performer/agent.
- 2) Check Master Calendar online (<http://www.whitworth.edu/Calendar/Master/Index.aspx>) to see what's happening on the date you'd like to have your performer. If there's nothing, then you can request the contract and rider from the performer.
- 3) If your event is in the HUB, also check with Linda to see if your requested space is available.
- 4) Request the contract, rider and vendor form from the performer/organization. **Dayna has to sign all contracts.** Keep a copy for yourself, give one to Linda, and return a copy to the performer.
- 5) **Fill out the FRF (FRF= Facility Request Form)-** The facilities request form (FRF) can be found at <http://web2/administration/studentlife/conferenceservices/forms/FRF/index.aspx> **There is a three week minimum lead time on the FRF**
 - a) Fill out every box with the utmost detail for your event.
 - b) Get your account number from Linda or the FVP, make sure you enter this where appropriate.
 - 1) HUB Set-ups and Table/Chair Set-up:** Use HUB tables whenever possible as renting tables from custodial is costly. Also, try and set up your own configurations whenever possible as having custodial do this is costly. But, be very careful with tables and chairs so you don't damage them, and make sure you put room back EXACTLY as it was before, or you could end up getting charged for reset or damage.
 - 2) Security:** If you're having a dance you need to request an additional security person be on duty for your dance. (Include this on your FRF). And if you have lots of cars coming to your event, you may want to ask for parking assistance. (Include on FRF).
 - 3) Sound, Staging, Lights:** There are two main sound systems and availability depends on the event venue and what other events have been scheduled. The big system is for concerts and outdoor events or for large spaces such as the field house. The small system is for smaller events and is used for microphones and background music.
Available Equipment: Digital 16 channel sound board, analog 8 channel sound board, 2 powered QSC speakers (Small System), 4 powered JBL Sub/Speaker towers (Big System), multiple microphones (wireless/wired), direct input boxes, monitors, iPod/CD/DVD players, recording equipment.

For staging there are twelve 4'x8' stage pieces at varied heights and normally only used for concerts. For lighting ASWU has lighting trees available through the Activities Coordinator. Any additional lighting will need to be rented at the expense of the FRF requester. For questions regarding sound, staging, or setup/load in times contact Kip Johnson EXT 3287.

4) Send Kip a detailed program of who is performing, the order they're performing in, and the time for each group that will be allotted. Stick to this schedule.

5) Outside Events and the Grounds Department- Do you need the sprinklers turned off for your event, do you want to do a bon-fire or late night game in the LOOP? Make sure you include these requests on your FRF and call Jen Cherry, x3254, to insure your event is recognized by the grounds department.

6)SODEXO- All our food service goes through Sodexo unless you clear alternatives through them. On the FRF, give Sodexo your budget for food, or a per-person budget (\$300 for 25 people or \$2.50 a person). Indicate whether you want paper or china. Set a theme if you'd like, and give them a firm count 3 days out from event.

Final word on FRFs: When in doubt, fill one out, 3 weeks out.

6) When completed, push "send" and print a copy for your records. You'll get an email from conferences when your event gets approval.

7) Changes: the second you know of any changes email conferences at conferences@whitworth.edu.

8) Send program of your event to conferences and to tech crew once you've got it printed.

9) Don't cancel anything less than 2 weeks out or you'll be charged for sound and tech.

10) You need to make sure you manage the event. If performers are going to long, you need to take charge and end the show.

11) **You need to stay for the entire production.** You are in charge, and you can't leave early.

Additional Resources for Planning Events

- *Cars/Vans:** Whitworth cars and vans are available for Whitworth sponsored trips. The online address is:
<http://web2.whitworth.edu/administration/facilitieservices/forms/vehiclerequest/index.aspx>. Call Facility services, x3254 to see if a car is available, and then fill out the reservation form on-line. Large vans will require the driver to take a one hour training course through facility services. All drivers will need to have current licenses and good driving histories and will need to be cleared through facility services.
- *Liability Forms:** If you are traveling further than 50 miles from campus, or if your event has higher than normal risk (exposure to weather, physical risk, safety risks, urban areas, etc), you will need to have **each** of your participants fill out a liability form (pages 25-29 in this manual). You will need to turn these forms into Graduate Assistant Katie Gilsdorf along with your trip's itinerary and list of phone contact numbers before you leave.
- *Purchases/Money/Checks for Performers:** Purchases for tickets, equipment, trips, food, etc. that require a credit card or purchase order must be coordinated with Linda or Dayna. Make sure you keep all receipts for any purchases. Money for small purchases, petty cash, (\$200 or less) can be acquired from the FVP and again, make sure you keep all your receipts. For a cashbox, if you need one for an event because you're selling tickets or some item, make sure you tell the FVP at least 2 weeks in advance and then again the week right before your event. Checks for performers need to be requested through the university at least 3 weeks in advance and the performer must fill out a Vendor form (see pages # 37-38 of this manual) to get a check. Request a Vendor form from the performer the second you get a contract from them, you can fax or email this to them.
- *Dances and Concerts:** If you're putting on a dance or a concert, you will need to follow the attached concert and dance policy/guidelines (see page 18). These policies mostly require that you hire additional security from Whitworth to staff your event and that you identify 5 students who will wear security shirts and work the dance/concert. You will give the names of your security students to the Hub Manager and to the Whitworth security guard. Students make rounds, check bathrooms, and generally keep order. With any event, make sure that you stay at the event for its entirety and that you make sure the performers don't go over their allotted time.

Policy for ASWU Dances

1. Student Organizations wanting to host a dance must fill out a FRF at least 3 weeks prior to the dance date and read appropriate dance and activity policies and turn these in to ASWU
2. In addition to requesting security on the FRF, the Organization must call Whitworth Security at least 3 weeks prior to the dance to coordinate having an additional security officer stationed at the dance.
3. Before the dance begins, the Organization must give names of at least 5 students who will be working as security for the dance. These people will be introduced to the HUB Manager and Whitworth Security before the beginning of the dance (if the dance is in the HUB) or to Whitworth Security if the dance is in another location. In addition, the 5 students doing dance security must wear the security vests/shirts provided by Whitworth security throughout the entire dance so they can be easily identified.
4. Entrance to the Dance: Only one entrance will be open to the building. This will also operate as the exit. All coats and backpacks will need to be checked at the entrance and stored in a secure spot. The Organization will station a couple people at the entrance; one to collect money and check ID cards, one to take coats and backpacks, and one for crowd control if needed, to monitor anyone wanting to exit. Once a student exits, they may not return.
5. The Organization will request a money box/receipt book from the ASWU Financial Vice President at least one week prior to the dance. They will get the box from the FVP the day of the dance. When a student enters the dance they will need to give their money and get a ticket. (The dance organizer will need to keep the numbers of the first and last tickets sold so that they can justify their cash bag at the end of the event). Students who bring in a guest (no more than 2) not associated with the university will have their name and the name of their guests written down and kept with the money box. Whitworth students are responsible for their guests, and need to make sure they adhere to the Whitworth policies. Organizers can put a mark on the hands of people as they enter with a permanent marker or stamp so that the organization can monitor who's already entered. Again, once a student exits they may not return.
6. When a student leaves the dance, they are given back their coats, backpacks, etc.
7. When the dance is in the HUB, the HUB will be closed to students not attending the dance.

Student Fundraising Policy

Whitworth University recognizes that certain student group needs must be met by special fundraising projects. The Development Office wishes to help and encourage all of those who seek to raise funds or solicit gifts from the business community. As a matter of stewardship and courtesy to our donors, it is important to coordinate fundraising efforts so as to not impact the same individuals, companies and corporations with several appeals throughout the year; therefore, the following policy is to be incorporated.

- 1.) All solicitation activities by student groups must be coordinated through the Development Office. This includes any letters that are mailed requesting funding.

- 2.) Proposals must be submitted in writing to Maxine Lammers, Director of Development for Major Gifts at mlammers@whitworth.edu.
Details to be Included:
 - A. Name and description of project
 - B. Purpose for which funds will be raised
 - C. Desired amount to be raised
 - D. Plans to raise needed funds
 - E. Names and addresses of individuals and businesses to be contacted

- 3.) Submit plans for projects 10 working days prior to implementation.

- 4.) After submitting your proposal, the Development Office will review your list of potential donors. If any of the donors are involved in other Whitworth fundraising projects, you may be asked not to solicit these donors any further.

- 5.) A list of all business donors must be sent to Maxine Lammers following each event.

Guidelines for Political Activity by Chartered Clubs

(*See next page for additional info on Student/Club Rights)

The following are guidelines for political activity by chartered clubs so as not to jeopardize the university's non-profit status. In general, political clubs need to focus on educational activities rather than campaigning (though of course partisan involvement by individuals is fine).

1. Clubs may bring candidates to speak on campus. However, in order to avoid "campaigning," it is important that invitations be extended to candidates of more than one political persuasion (i.e., more than one party). If only one person accepts, that's all right. But we need to ensure that invitations are extended to more than one candidate per event.
2. When clubs sponsor events, they need to be educational in focus. That is, presentations about issues would be great; however, mailing flyers, or doing anything that actively encourages students to vote for one candidate (as opposed to others) would constitute "campaigning" and wouldn't be allowed as a sponsored function.
3. Student government wouldn't be able to spend more than \$500 on events tied to a single political party.

***The following is an excerpt from the Whitworth Student Bill of Rights located in the Student Handbook. These rights are extended to all Whitworth students. These rights also speak directly to student-run organizations (i.e. clubs).**

IV. STUDENT LIFE

A. Freedom of Association:

Students are free to organize and/or join any organization or association. However, the university is not bound to give institutional recognition, support, or approval to organizations that are in opposition to its stated mission or goals. Student organizations are guided by the following:

- 1.** Student organizations should be free to propose their own faculty advisors. Institutional recognition, approval, or support should not be withheld solely because of the inability of a student organization to secure an advisor. Campus advisors may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations outside of the liability that the university might incur because of the action of the student organization.
- 2.** Student organizations are required to submit a statement of purpose, criteria for membership and rules of procedure, as well as a list of officers.

B. Freedom of Expression:

- 1.** Students are free to examine and discuss all aspects of their education. Students are also free to support causes and give opinions as long as their means of expression is orderly and does not disrupt the regular operation of the institution.
- 2.** Institutionally recognized organizations shall be allowed to invite and hear at open meetings any person of their choosing. This right carries with it the responsibility to provide for the safety of the speaker, the audience, and institutional personnel and property in the event that the speaker's presence creates a disruption. The university must approve such safety provisions.
- 3.** Students should make it clear to the campus and surrounding community that in their expression of opinion and support of a cause they speak only for themselves, not for the university as a whole.

C. Student Participation in the Institution:

- 1.** As part of this educational community, students are free to express their views on issues of institutional policy and on any matter of interest to the student body. This right exists individually and collectively. Student membership on university committees is valued and encouraged.
- 2.** The role of student government and both its general and specific responsibilities should be made clear and should be followed as outlined in the constitution and bylaws.

Liability Exposure Guidelines for Activities

Certain activities could expose the participants to risk of exposure, danger or harm. The university asks participants to fill out liability forms for these events. If you are unsure of whether you need a liability form, please contact the Assistant Dean of Students (Dayna Coleman Jones) at dcoleman@whitworth.edu or the Student Activities Graduate Assistant (Katie Gilsdorf) at kgilsdorf@whitworth.edu.

Events Taking Place Off-Campus*

-The General Liability Waivers (attached) should be used for each participant of events that take place farther than 50 miles from campus or out of state (Idaho). Please make a copy for each participant, have them sign it, then attach all forms with an itinerary of your trip that includes where you're going, where you're staying, what you're doing and all cell phone numbers of trip coordinators to use as emergency contacts. Give all these forms to Graduate Assistant Katie Gilsdorf (office in ASWU workroom) **before you leave campus**.

***Trips to Canada: You'll need all the same liability forms listed above, and you'll need to obtain Whitworth insurance information from Marisha Hamm (x4494) for international travel.**

Events Involving Water of Any Kind

-Canoeing, rafting, boating, and all water sports activities require The General Liability Waivers (attached). Students also have to take a test in the university pool to demonstrate they can swim 2 lengths of the pool without assistance. Proof of this test needs to be given to the event coordinator before the event takes place.

Events Involving Inner City Exposure

-Activities or service projects that involve working in inner city or low income neighborhoods and businesses also need to have The General Liability Waiver (attached) filled out by each participant.

Events Involving High Risk or Exposure to Elements

-Activities that involve high physical risk or exposure to weather will also need to have all the participants fill out The General Liability Waiver (attached).

Participants Under 18 Years of Age

-Ask participants under 18 to have parents sign separate liability form.

Driving Policies

-Don't arrange rides for off campus events unless you take a Whitworth vehicle and you've submitted all your driver's Motor Vehicle Reports to Facility Services and/or your driver is van certified for 15 passenger vans (Van certification is available through Whitworth's Facilities Services).

-You can arrange to rent Whitworth vehicles by contacting Linda in ASWU, lyochum@whitworth.edu, or reserve on-line through Facility Services. Reserve early, as they are booked a lot of the year.

-Students need to be 26 years old to rent vehicles from commercial rental companies.

-Make sure you take a copy of Whitworth's emergency contact numbers to take with you on your trips. Always call with car trouble or accidents of any kind.

Security: 509-777-3256

HUB Information Desk: 509-777-3796

Assistant Dean of Students: 509-777-4565 or 509-879-6759

RISK MANAGEMENT CHECKLIST: **Guidelines for Events Held Off-Campus**

If you are hoping to organize an off-campus event (e.g., service project or recreational trip), we want to be sure that the venture is as safe as possible for everyone involved. For this reason, we ask you to follow the guidelines and answer the questions below. Not all of the items listed below will pertain to all events.

Checklist:

_____ 1. Please identify the purpose of your trip. ***(Attach a brief description of your trip, including a statement of purpose and list of participants.)***

_____ 2. You, and other participants in this event, will need to **sign a liability waiver form**. Please read the form carefully for information about both risks and responsibilities. ***(Copy of liability waiver form attached.)***

_____ 3. **Complete medical release forms.** Every participant will need to sign a medical release form that enables the event organizer to seek medical attention for him or her in case of an emergency. Each person will also need to provide information about current medical insurance. ***(Please see attached emergency notification forms.)***

_____ 4. **Understand and communicate expectations.** While there are general expectations of all students involved in off-campus ventures (e.g., acting within the scope of expertise, treating others with respect, confidentiality), your specific site(s) may also have unique additional requirements. As the event organizer, you need to gather information about the site(s) from campus staff members and site personnel so you can communicate those expectations clearly and ensure everyone who participates is qualified to be involved.

_____ 5. Please **pay special attention to medical preparation and diplomatic cautions** when planning international travel. It is expected that State Department guidelines, travel requirements (e.g., passports, visas) and health precautions (such as inoculation) will be followed. No university-sponsored trips may be taken to areas where State Department alerts advise against travel.

_____ 6. **Arrange for appropriate training.** Whether it involves inviting a member of the Health Center staff to give instruction, or it means acquiring written information, participants should receive basic medical/emergency instruction, and any other training needed to perform responsibilities well.

_____ 7. **Identify your campus contact staff person** (_____) and have that person's number with you at all times. Also, provide itinerary information to that person, including phone numbers. ***(Please attach your itinerary, including names and numbers of places of accommodation.)***

_____ 8. Make sure that all participants **have current**, appropriate **insurance** coverage (including health and auto-if driving responsibilities are involved). Proof of automobile insurance should be provided to the appropriate staff person, as well as current driver's license information. Also, complete driving record checks on drivers. In instances of international travel, appropriate licenses and local insurance may be required.

_____ 9. **Rely on commercial transportation** whenever possible. When that is not possible or feasible, follow strict travel precautions: travel in pairs or groups; drive for a maximum of eight hours per day; wear seatbelts; attend to weather information; drive during reasonable driving hours (not the middle of the night); have a means of communication available in case of roadside emergency. In addition, identify an alternate driver when traveling in private cars. In general, drive defensively.

_____ 10. **Select known work sites and accommodations.** It is important, again, that people be placed in pairs or groups in housing or work settings. It is also important that these be places that you are confident are safe and appropriate.

_____ 11. As much as possible, **leave personal property at home.**

_____ 12. Travelling out of state (or out of country) requires that the group be **accompanied** by a member of the faculty, staff or student staff, or accompanied on site by someone approved by the university for this event.

_____ 13. Please notify your campus contact person of any concerns you have in advance of your trip, or of any difficulties that arise once you're on site. Also, please take any precautions not mentioned above that you believe will minimize your risk or the risk to any students involved in the event you're planning.

Please attach:

- Statement of purpose
- List of participants
- Itinerary (cell phone number of trip's leader)
- List of accommodations (with phone numbers)
- Any additional contact information
- Liability waiver forms
- Emergency notification forms

Waiver of Liability for Off-Campus Trips

I, (*print name*) _____, have independently investigated the nature of the trip I will take to (*place*) _____ during the (*month(s)*) _____, 20__ in order to participate in a study or project in association with Whitworth University.

In consideration of the university permitting me to participate in this activity, I hereby agree to the following terms and conditions for my participation:

1. I am an adult, 18 years of age or older.
2. I understand and acknowledge that travel entails various risks, including the risks of injury to or loss of property, personal injury and, in the worst case, death, whether from illness, accidents, terrorism, war or other causes. To the extent this study or project involves foreign travel; I also understand that travel advisories are available from the US State Department by calling (202) 647-5225 or online at <http://travel.state.gov/>.
3. I understand and agree that I am responsible for arranging my own health, accident and liability insurance. To the extent I have chosen to have such coverage, the insurers are identified on the Emergency Notification Form.
4. I understand and agree that Whitworth University and any and all of its personnel associated with the study or project in which I will participate have not and cannot make available to me, my family, or my heirs and assigns promises or guarantees with regard to my health and safety risks which I may incur as a result of my participation in the study or project.
5. As a condition of my participation in the study or project, I understand and agree that I hereby waive any and all claims arising out of, or in connection with, my travel to and from and/or my participating in this project or study that I, my family, my heirs or my assigns may otherwise have against Whitworth University and/or its personnel.
6. **I understand that if I am involved in an accident/incident and alcohol is involved, my health/travel insurance could be void. I also understand that pre-existing conditions and mental or emotional disorders may not be covered by my health/travel insurance.**
7. I also agree that this waiver shall be governed by Washington substantive law without regard to the principles of conflicts of law, and that any litigation related to the enforceability of this waiver or the _____ (*name of tour*), study or project in 20____ will be brought in the County of Spokane, State of Washington.

Date: _____

Signed: _____

EMERGENCY NOTIFICATION FORM

For: _____

- A. I hereby authorize the representative of Whitworth University to secure whatever treatment as deemed necessary, including the administration of anesthetic and surgery. In the event of an emergency during my (*place*) _____ trip, in (*month*) _____, 20____, please notify the following:

Name: _____

Relationship: _____

Address _____

Phone number: _____

- B. I am allergic to the following medications:

I require the following medications on a regular basis:

- C. To the extent that I have chosen to arrange for health, accident and/or liability insurance, the insurers are as follows:

	Insurer 1	Insurer 2
Type of insurance:	_____	_____
Name of Policyholder:	_____	_____
Insurance Co. Name:	_____	_____
Insurance Co. Address:	_____ _____	_____ _____
Phone Number:	_____	_____
Policy Number:	_____	_____
Policy Period:	_____	_____

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

I _____ (“Participant”) hereby acknowledge that I have voluntarily elected to participate in the _____ (name of Program), to be held in and around _____ (insert location), from _____ (insert date(s)). In consideration for being permitted by Whitworth University to participate in the program, I hereby acknowledge and agree to the following:

ELECTIVE PARTICIPATION: I acknowledge that my participation is elective and voluntary.

RULES AND REQUIREMENTS: I agree to conduct myself in accordance with University policies and procedures, including _____

_____ (specific policies for this program). I acknowledge that the University has the right to terminate my participation in the Program if it is determined that my conduct is detrimental to the best interests of the group, my conduct violates any rule of the Program, or for any other reason in the University’s discretion.

INFORMED CONSENT: I have been informed of and I understand the various aspects of the Program. I understand that as a participant in the Program, I will engage in physical activities during which I could sustain personal injuries, illness, property damage, or even death as a consequence of not only the University’s actions or inactions but also the actions, inactions, negligence or fault of others, conditions of equipment used, facility conditions, weather conditions, negligent first aid operations and procedures and I understand that there may be other risks not known to me or not reasonably foreseeable at this time. I further understand and agree that any injury, illness, property damage, disability or death that I may sustain by any means is my sole responsibility except for those occurrences due to the University’s negligence or intentional acts.

RELEASE AND WAIVER OF LIABILITY: I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, **HEREBY RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE** the University, its governing board, directors, officers, employees, agents, volunteers, and any students (hereinafter referred to as “Releasees”) for any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys’ fees), arising from any injury, property damage or death that I may suffer as a result of my participation in the Program, **REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE RELEASEES, UNLESS THE INJURY DAMAGE OR DEATH IS CAUSED BY THE RELEASEES’ NEGLIGENCE OR INTENTIONAL ACTS, AND REGARDLESS OF WHETHER THE INJURY DAMAGE OR DEATH OCCURS WHILE IN, ON, UPON, OR IN TRANSIT TO OR FROM THE PREMISES WHERE THE ACTIVITY, OR ANY ADJUNCT TO THE ACTIVITY, OCCURS OR IS BEING CONDUCTED.** I further agree that the Releasees are not in any way responsible for any injury or damage that I sustain as a result of my own negligent acts.

ASSUMPTION OF RISK: I understand that there are potential dangers incidental to my participation in the Program. I understand that there are risks attendant to physical activities and that there are potential dangers which may expose me to the risk of personal injuries, property damage, or even death. In addition, I understand that participation in the Program involves activities incidental thereto, including, but not limited to , travel to and from the site of the activity, participation at sites that may be remote from available medical assistance, and the possible reckless conduct of other participants. I understand that these potential risks include, but are not limited to: travel to and from the site of the Program via private vehicles, common carriers, and/or University owned vehicles, local transportation to and from the site, weather conditions, facility conditions, equipment conditions, negligent first aid operations or procedures of Releasees, and other risks that are unknown at this time. **I KNOWINGLY AND VOLUNTARILY ASSUME ALL SUCH RISKS, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE ACTS OF THE RELEASEES, UNLESS THEY ARISE FROM THE RELEASEES' INTENTIONAL OR NEGLIGENT ACTS,** and assume full responsibility for my participation in the Program.

INDEMNITY: I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, agree to hold harmless, defend and indemnify the Releasees from any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorney's fees), arising from any injury, property damage or death that I may suffer as a result of my participation in the Program, **REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSE BY THE RELEASEES OR OTHERWISE, UNLESS THE INJURY DAMAGE OR DEATH IS CAUSED BY THE RELEASEES' NEGLIGENCE OR INTENTIONAL ACTS.**

PERSONAL MEDICAL INSURANCE. I agree to have and maintain personal medical insurance during the term of the Program. I further acknowledge that I am responsible for the cost of any and all medical and health services I may requires as a result of participating in the Program.

CERTIFICATION OF FITNESS TO PARTICIPATE: I attest that I am physically and mentally fit to participate in the Program and that I do not have any medical record of history that could be aggravated by my participation in this Program.

MEDICAL CONSENT: I understand and agree that Releasees may not have medical personnel available at the location of the Program. In the event of any medical emergency, I (initial one) do ___ do not ___ authorize and consent to any x-ray examination, anesthetic, medical treatment and Hospital care that the University personnel deem necessary for my safety and protection. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

CHOICE OF LAW: I hereby agree that this Agreement shall be construed in accordance with the laws of the state of Washington.

I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND ITS TERMS. I AM AWARE THAT THIS AGREEMENT INCLUDES A RELEASE AND WAIVER OF LIABILITY, AN ASSUMPTION OF RISK, AND AN AGREEMENT TO INDEMNIFY THE RELEASEES. I UNDERSTAND I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS AGREEMENT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT. BY MY SIGNATURE I REPRESENT THAT I AM AT LEAST EIGHTEEN YEARS OF AGE OR, IF NOT, THAT I HAVE SECURED BELOW THE SIGNATURE OF MY PARENT OR GUARDIAN AS WELL AS MY OWN.

Signature of Participant

Date

Signature of Parent/Guardian for Participants under eighteen (18) years of age:

I certify that I have custody of Participant or am the legal guardian of Participant by court order. I HAVE READ THIS AGREEMENT AND FULLY UNDERSTANT ITS TERMS. **I AM AWARE THAT THIS AGREEMENT INCLUDES A RELEASE AND WAIVER OF LIABILITY, AN ASSUMPTION OF RISK, AND AN AGREEMENT TO INDEMNIFY THE RELEASEES.** I join with Participant in granting a release to Releasees as set forth in detail above.

Signature of Parent or Guardian

Date



ASSOCIATED STUDENTS OF WHITWORTH UNIVERSITY *Through integrated efforts and respectful communication, the Associated Students of Whitworth University strive to serve our community by being internally supportive and externally united.*

Requisition of Funds

Requisition #: _____

Date submitted: _____

Group requesting funds: _____

Contact person: _____

Has this activity or event been done in the past? Yes ___ No ___

If yes, how much did it cost? _____

Request from (circle one): Capital Unallocated

What is your reason for requesting funds?

Breakdown of expenditures:

Is fund-raising going to be done? If so, how much will you raise?

How does this activity further the mission of the ASWU?

Expected revenue from additional sources: \$ _____

Total amount of money requested from ASWU: \$ _____

Finance Committee recommendation: PASS FAIL TABLE

Assembly action taken: PASS FAIL TABLE

Club Advisor's Manual

Please make sure your advisor has a copy of this manual.

Advisor Information

Persons who advise student organizations and clubs are non-student employees of the university. They are devoting their energies, time, and talents for the betterment of the organization. Ideally, the advisor is the person that the group looks to for guidance, support, and fresh ideas. The advisor should participate in an advisory role - they do not do the tasks and legwork that should be done by members of the organization.

Definition of an Advisor

- The advisor has a true interest and enthusiasm for the purposes and activities of the organization which they advise.
- The advisor assists the organization in defining its purpose and goals and works closely with the group to insure that these goals and purposes fall clearly within the mission and goals of Whitworth University.
- The advisor is a resource person for the group. As a college employee, the advisor should know the general services and policies of the college. The advisor should also be a resource as to how a group can run effectively, including meetings (although advisors don't run the meetings themselves), minutes, leadership structure, finances, etc.
- The advisor is a planner. The advisor will actively help the organization's members plan, promote, carry out, and evaluate their programs.
- The advisor is a financial counselor. The advisor should assist the organization's president in setting up a budget and should review this with the president on a regular basis.
- The organization's finances are kept in ASWU and the only one who can withdraw funds from this account is the student president/treasurer for the organization. All university purchase orders require the signature of the ASWU financial vice president and the student organization's president or treasurer.
- Requests for reimbursement of funds should be made through the ASWU financial vice president. The ASWU administrative bookkeeper and financial vice president will be resources on how to use ASWU for accounting processes, how to get inexpensive services and how to use the Whitworth and Spokane communities to the best of the organization's advantage.
- The advisor is a sounding board for the group, willing to give opinions and guidance as needs warrant, and to give support throughout the year.

Defining the Role the Advisor Will Fulfill

- Students within the organization should select their advisor from the faculty or staff at the university.
- The advisor and the group should determine jointly the advisor's role, and should continue to evaluate and renegotiate the advisor's role as the year progresses and the needs of the organization develop and change.
- The advisor should define for the students the role he/she needs to fulfill as a representative of the institution, and the pressures, expectations, and restrictions that may reside with this dual role.
- Students within the organization should make their own decisions; the advisor does not have a vote.
- However, the advisor's job is to make students aware of alternatives, to bring in any historical information of the club that maybe helpful in decision making, and to warn group members when it is believed that the group's actions or activities are going in a direction that's in opposition with the mission and goals of the university. An advisor will allow group members to be on their own at times. This will demonstrate their trust in group members by stepping back for a short period of time. Although advisors should not pull back too far, because group members may feel their advisor has lost interest. If the advisor never steps back, the group may feel their advisor is a "mother hen." Generally it is undesirable for the advisor to dominate and to inhibit the participation of members at meetings.
- An advisor's role is to develop leadership in students.

General Functions of an Advisor

- To be familiar with ASWU club chartering policy, Advisor's role, and ASWU's code of conduct for student leaders, which includes club presidents,

Code of Conduct: Every individual agreeing to serve the ASWU as an elected or hired official and every group or individual officially sponsored or chartered by the ASWU shall:

- a. act in ways that are consistent with the mission and policies of Whitworth University and of the ASWU;
 - b. be responsible for upholding all local, state, and national laws;
 - c. maintain a cumulative 2.5 G.P.A. throughout their tenure.
- Sign the club charter form each year at chartering time indicating they have read and agree with club policy and club chartering documents.

- To attend meetings of the organization on a regular basis.
- To know what the organization is planning and doing at all times.
- To assist the group in defining all group members' roles, and encourage the assignment of tasks to all members. (If a member merely comes to meetings and listens, he/she will readily lose interest).
- To help with evaluation of organization's members, leadership and the group process in general and to be open to evaluation by group members as an advisor.
- To be aware of all procedures and regulations affecting the club, and to assist group members in complying with them.
- To encourage the organization to keep records and evaluations of leadership positions and club activities on file and to pass on this information in a formal manner at year's end.
- To help the organization understand its history and provide a historical perspective that may be lacking. Advisors long associated with organizations can provide continuity. In some situations, advisors are associated with groups longer than some members.
- To be available for advice with officers or members of the group, helping them with personal situations, as well as problems that may arise during club activities.

An Organization's Obligations to their Advisor

- When a faculty or staff member or administrator is asked to serve as an advisor, he or she should be informed about the organization's goals and purpose and what the organization will require of an advisor.
- The new advisor should be given an orientation relating to all club activities.
- Notices of meeting times should be given to the advisor in advance.
- The organization should confirm the availability of an advisor, and have them read this Advisor's Manual and sign the club charter form for ASWU each chartering year. (Please note, some advisors are assigned to the position by nature of their job responsibility, but they still need to read this document and sign the club charter form).
- The organization should invite the advisor to all events so the advisor can be aware of what is happening and also to allow him or her to react to the proposed event or activity.

- If situations arise that may cause problems for the organization or any member of the organization, the advisor should be informed immediately.
- The organization should keep the advisor updated as to their financial condition and how funds are being spent.
- Minutes of meetings as well as other materials of the organization should be submitted to the advisor as these materials are made available to members.
- The club or organization should be aware that the advisor is providing services in most cases without compensation. Although advisors do not expect special recognition, they like to know their services are appreciated.
- The organization should be willing to discuss any dissatisfaction it may have with the advisor and vice versa. Every effort should be made to resolve issues within the club. However, if the advisor or members need assistance, please contact the assistant dean of students at x4565.

Evaluation of an Advisor

- It is important for the advisor to periodically become involved in the evaluation of his/her effectiveness. Asking the advisor to start with a self-evaluation, then having the group provide an evaluation of him/her could prove most helpful for all concerned.

The following are some questions to consider in an evaluation process:

- Is the advisor following the agreed upon role? Is there a need to renegotiate the role?
- Is the advisor available to group members?
- At meetings, is the advisor appropriately involved?
- Is the advisor helpful to individual officers and members?
- Does the advisor offer constructive criticism and appropriate suggestions?

Summary of Advisor's Role

The preceding gives some indication of the range and amount of responsibility that is placed on advisors. It is recognized that not all that is listed is required all the time. The requirements in terms of time and involvement vary from one organization to another. For the most part, we hope that the experience of advising an organization is meaningful and enjoyable.

2013-2014 ASWU Clubs	Club President	Club Treasurer
Alzheimer's Club		
Association for Computer Machinery		
Athletic Training Club		
Black Student Union		
Business Club		
Circle K International		
Colleges Against Cancer		
Communications Club		
En Christo		
Fellowship of Christian Athletes		
Global Servants for Christ		
Hawaiian Club		
Humanist Club		
International Club		
International Justice Mission		
Japanese Visual Cultural Club		
Jubilation Dance Ministry		
Kipos (Whitworth Community Garden)		
LIFE		
Master Chef: Whitworth Style		
Open Conversation: Gay-Straight Association		
Pre-Med/Science Club		
Psi Chi		
Running Club		
Science Fiction and Astronomy Club		
Sign Language Club		
Students For Education Reform (SFER)		
Students for Life		
Swing and Ballroom Dance Club		
Volleyball Club / Men's Club Team		
Westminster Round		
Whitworth Catholic Fellowship		
Whitworth Gaming Club		
Whitworth Ultimate Club		
Women in Computer Science, Physics, Engineering		