

Pomona Student Union Handbook

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Note: Given the sensitive information contained in this document (e.g., passwords), please do not share this document with any individual outside of the PSU and Pomona's administration.

I. The PSU

A) MISSION STATEMENT

The Pomona Student Union is a student-run organization dedicated to fostering a culture of active citizenship, intentional community, and empathetic dialogue on Pomona's campus. We empower Sagehens to challenge conventional assumptions and to take positive action on some of the most urgent and complex issues facing our communities and the world at large.

B) PSU HISTORY

The Pomona Student Union was founded in 2003 as a response to founding members' dissatisfaction with campus dialogue on the Iraq War. Opponents of the war, the founders felt, dominated discussions of all kinds, and the marginalization of alternative viewpoints deprived many students of opportunities to question and develop their own.

Inspired by the Oxford Student Union, the PSU established itself in the name of providing platforms for a diversity of opinions. Our first event, a debate between two Claremont McKenna professors on President Bush's plan to democratize the Middle East, became a model for PSU events to come. Instead of pushing an agenda, the debate presented multiple sides of this complex issue, forcing students to develop their own positions. Over 200 students packed Frank Blue Room, proving the appeal of this new approach. In the year to come, the PSU extended its mandate to promote dialogue through small, discussion-based events, in the dorms, in social debates, and through student/faculty discussion.

In its first years the PSU hosted many well-attended and well-reviewed events; but this time was not without hiccups, which are equally important to the organization's history. In 2007, we held a debate on immigration between Jacob Hornberger and president of the Minuteman Project, Marvin Stewart; Stewart's presence was met with protest by students and faculty, who felt that it did not contribute sufficiently to the debate given the extent to which it violated the safety of many important members of the conversation -- namely those who had themselves immigrated to the U.S., or have families and friends who did so. The debate's question and answer period was stopped by a student protest. *Although this generation of students has graduated, many faculty remember this event and count it as foundational to the PSU.*

Out of this experience, the PSU reformed its structure and created a Vice President of Outreach position in order to prioritize engagement with other students and student groups on campus. Since then, the organizational structure has otherwise evolved -- sometimes successfully,

sometimes not. Indeed, as a student-run organization, the PSU has great flexibility, but we have a lasting aim. Each new group of PSU members will be tasked with the same challenge: creating an environment of challenging, rigorous, and empathetic intellectual inquiry that engages and progresses campus discourse.

A note from Sophia Artis, 2019-20 President: More is not necessarily better. The PSU of today does not encourage the proliferation of viewpoints merely for the sake of proliferation: in other words, just because a viewpoint is not visible on Pomona's campus does not warrant the PSU's airing of that viewpoint. Be intensely critical of the topics you bring to campus (as it says below, "consult, consult, consult") and be cognizant that the PSU exists in a living community that will be around long after you graduate.

A note from Alida Schefers, 2021-22 VP of Finance: I believe a professor who is familiar with PSU's formation and history is politics professor David J. Menefee-Libey. Feel free to ask him about our history.

C) PSU STRUCTURE

The PSU has historically been built around a president and five Vice President positions: VPs of Operations, Outreach, Internal Development, External Development, and Finance. This group is comprised of the Executive Board (E-Board) along with a second tier of leadership that liaises between this group and the general board (G-Board); these liaisons have been variously known as Committee Chairs and Social Chairs. Accordingly, G-Board has, in some years, been divided into committees – based on interests or administrative function.

D) SELECTION PROCESS (as historically been done)

Applications for President and Vice Presidents are submitted prior to all other applications. It is highly preferred, but not mandatory, that the President have previous experience on E-Board; one cannot apply to be President if abroad at the time of one's application. Individuals of any class and experience level should feel free to apply for the Vice Presidencies.

The graduating E-Board members decide these positions, at which point the new appointees review applications for the remaining E-Board positions, be those called "committee chairs" or "social chairs." Once the entire incoming E-Board has been appointed, they invite and interview applicants for new members for G-Board. Decision-making often includes members of the outgoing E-Board.

N.B. For a more thorough explanation of the PSU's history, structure, or selection process, please seek out a more detailed version of this manual, which can be found in the organization's Google Docs or by contacting any member of E-Board.

E)NON DISCRIMINATION CLAUSE

The Pomona Student union (PSU) shall determine the basis of membership on its Executive and General Boards solely on merit, as well as applicable individual criteria that are further enumerated in PSU Recruitment documentation, maintained and updated annually by the Executive Board. These criteria SHALL NOT discriminate on the basis of race, religion, color, national or ethnic origin, sex, gender identity and expression, sexual orientation, class, marital status, shared ancestry, disciplinary status, disability and any other applicable identity or institutional positionality that might privilege one applicant or member over another.

F) REMOVAL OF MEMBERS/OFFICERS

The Pomona Student Union (PSU) can remove members and club officers who are harming others or promoting an unsafe environment for our community. Both members of the Executive board and General Board can be removed by vote of the Executive board. A unanimous decision must be made excluding the individual undergoing removal.

II. Planning an Event

Event planning is the chief focus of the PSU. What follows is a fairly detailed explanation of what the event planning process often looks like. That being said, it is important to realize that every event will have its unique challenges and, accordingly, will call for its own approach. **Keep flexibility in mind.** Sometimes speakers get sick. Or forms get lost. Common sense and problem solving will be your most valuable skills.

A) FRAMING: CONSULT, CONSULT, CONSULT!

The first step in planning an event is **deciding on a topic and a way to frame the issue.** The frame of an event is the angle from which you want to approach the subject at hand. What interests you about this subject? How is it being debated in the public sphere? What shape would a discussion on this topic take at Pomona? A good approach to framing an event is developing a *central question*, one that cannot be answered with a simple “yes” or “no,” or tidbit of information.

The challenge in framing an event is to get to the heart of an issue. Any event has to balance technical talk with broader philosophical terms, and it is the latter which provides the meat of your discussion. This is what the audience came to see. Without a well-conceived frame, your event may slide into a bickering match over minutiae, which will be unproductive and probably

lose your audience. Time will always be limited, so a polished, provocative frame is the key to your event's success.

With your committee, PSU members planning events should hold framing sessions outside of regular meeting time. This is a chance for folks to get together and brainstorm the many ways in which an event on your topic of interest might pan out. Many minds are greater than one.

Professors are another great resource for framing (and at many other points along the event planning path!). Between the 5Cs, there is an expert on almost everything! Or at least somebody who can help you fill in gaps in your knowledge of the topic at hand; you don't need to know everything about a subject in order to craft an event on it!

B) FORMAT

Choosing a format

Once you have settled on a frame, decide which format will be the best setting for your event. The following are basic formats that can incorporate student, faculty, or visiting participants. But feel free to innovate your own format!

i. Panel Discussion

Though sometimes not as riveting as two person debates, panel discussions help to avoid binarized discussions, recognizing more than two sides of an issue. The major drawback of this format is that it's hard to do it well in a reasonable space of time. Panel discussions often want to go on for two hours, and it can be difficult to get the substantive discussion you want without losing the audience's attention.

Example: A Multidisciplinary Approach to the Economic Crisis: A Discussion with four professors from a variety of Pomona Departments.

ii. Two Speaker Debates

With proper speaker selection, these events can lead to the strongest clashes of opinions, because the speakers are challenged right in front of the audience and forced to think on their feet. Sometimes you can find two speakers who are eager to debate one another, and this is the best option, since they will probably better anticipate the other's arguments. If the speakers are not familiar with one another, make sure you frame the discussion in a way that plays to the strengths of both speakers and keeps them from "talking past" one another, or disagreeing about what the pertinent debate really is.

Example: Stem Cell debate between two bio-ethicists.

iii. Single Speakers

These events are generally better for informative discussions that don't demand counter-arguments because they are based on personal experience. Avoid using this format to address the most politically charged issues. Single speakers can be combined in a series, presenting differing sides of an issue in a more in-depth fashion than a panel or a debate. When planning a single speaker event, one should be especially conscious of the guest's speaking skills, as they alone must hold the audience's attention for an hour or more.

Examples: Presentation during first-year orientation on the importance of political engagement, or a presentation by a leading internet commentator on the portrayal of women in advertising.

iv. Round Table

A speaker who prefers to take questions informally may prefer a round table format. Round tables may also use student speakers. These should be held in the Hart Room, Frank Blue Room, or another smaller space, and the tables should be arranged in a circle/square if possible. (Encourage the speaker to still use a microphone). The speaker will probably give a brief introductory statement and then take questions.

Example: Discussion on the 2012 election with international students from Pomona College

v. Snackussion

These discussions (with snacks) can be led by students or faculty. They can be stand-alone discussions, or they can tie into an issue that PSU is presenting in another upcoming event. These events are great to provide background before or discussion after a larger event.

Example: Viewing of the South Park Stem Cell episode the night before the Stem Cell Debate (with root beer floats).

vi. Classroom Visit or other Small Group Venues

If a visiting speaker will be on campus during the day, we should do our best to get them to visit a class on a subject near their area of expertise. It is a great way to broaden the venues for discussion, and allows Pomona students to get the most out of our speakers. This is important to clear with the class' professor at least a few weeks in advance, so they can adjust their curriculum, but most professors are very receptive to a speaker's visit.

Example: Before an evening presentation, Ivo Daalder visited the U.S. Foreign Policy class in the afternoon, where they were studying his book "Getting to Dayton: The Making of America's Bosnia Policy."

C) SCHEDULING

Event scheduling requires careful attention to a variety of factors: speaker availability, of course, but also venue availability (you can see availability in EMS, but make sure to actually reserve

the space through Engage), and other 5C events (we don't want to compete with big name speakers or parties!). The Vice President of Operations keeps the PSU schedule and should be consulted in determining your date and time.

Remember that people get busy before finals and midterms, so avoid those times. Other organizations tend to backload their programming so that as the semester goes on, there are more events for people to attend. The PSU should avoid following this pattern and have more events near the beginning of the semester when we don't have to compete for our audiences.

Experience has shown that evening events are easiest to execute, and often yield larger audiences than events during busy lunchtimes. Occasionally, we hold events during dinner time, often in the Blue Room in Frank; in the past Chat and Chew has been our weekly dinner event, and usually centers around student and/or faculty speakers rather than outside expertise.

D) VENUES

Venue Reservation: 9 Easy Steps!

Reserve rooms as soon as possible. If you are considering two times for an event, reserve both times. Once an event time has been scheduled, remember to release reserved rooms that will not be used. You can see the availability of venues on EMS (<https://emsweb.claremont.edu/Pomona/>), which is intended for faculty but you can access with your login credentials. To reserve a space, do it through Engage (formerly Collegiate Link):

1. Login to my.pomona.edu
2. Click "Engage" in the upper-right hand corner
3. Go to the Pomona Student Union organization page
> "Manage Organization"
4. Click the three bars on the upper left corner next to "Pomona Student Union"
5. Click "Events" in the side bar
6. Click "Create Event" in the upper-right hand corner.
7. Enter event information; click "Next"
8. Yes, you need to reserve space on the Pomona College campus.

9. Enter information; an hour for set up and an hour for clean up is plenty. You will probably want Audio/Visual support for your event, see below for more details.

10. Submit!

Choosing a Venue

When choosing a venue, your primary consideration is the size of your projected audience. It is better to have a smaller space that makes your audience look larger (if necessary you can create this effect by removing chairs). Though it may not be obvious, another consideration with venue selection is location. Venues like Frank Blue Room and Edmunds Ballroom are likely to attract better audiences, since they are near heavy-traffic areas. We want to make it easy for people to get to our events.

For a breakdown of the PSU's favorite venues, check out the Index. And feel free to try new venues!

E) CO-SPONSORSHIP

Whenever possible, the PSU likes to collaborate on events with other groups on campus. Co-sponsorship offers a great secondary source of funding and fresh perspectives. The danger of co-sponsorship is that it can dilute our status as a non-partisan organization. If the co-sponsoring organization is involved in planning, it may affect the balance of an event. For example, if we were to co-sponsor an event on abortion with an abortion rights advocacy group, they may be reluctant to have their money spent on a speaker who is fervently pro-life. The Executive Board has final say in all matters of co-sponsorship.

As you are planning your event, be sure to contact the VP of Outreach about organizations that you might reach out to for help planning, funding, and/or executing. The VP of Outreach will direct you, whenever possible, to other PSU board members who are members of other student groups relevant to the topic at hand.

For a list of organizations with which the PSU has previously collaborated, consult the index.

F) EVENT PROPOSAL

You, your collaborators and/or social/committee chair will prepare an event proposal once the following details are in order. It should be sent to your speakers and saved in the google drive at least one month before the event's anticipated date. Please alert an E-board member before you submit it

!- Description of the event; like what might appear on a poster

- Date of event; a two week window at longest
- Potential Venue(s)
- List of possible questions
- List of speakers; if you cannot confirm the participation of one of your speakers, offer an alternative option in your proposal (if applicable)
- Approximate honorariums for speakers* (if applicable)

*remember that you CANNOT confirm an honorarium with a speaker until your proposal has been approved and you have been given explicit permission for a specific number by a member of Eboard; see Section III: Speakers

G) TECHNICAL SERVICES

Almost all events require some technical services (technical services include microphones, projectors, etc.) that must be requested in addition to a venue reservation using Engage. If you know what all of your technical needs are, you need to fill out the form that pops up during the venue request process on Engage. If you are unsure (for example, if you don't know whether or not your speakers will want to do a powerpoint), you may also fill out the form later, though no later than 2 weeks before your event.

Technical services is notorious for losing or overlooking reservations, so be sure to confirm your reservations **AT LEAST TWO WEEKS** before your event. Do not assume that filling out the form alone will ensure your set-up. Follow up to make sure. Also, try to have a back-up plan in case they do not show.

III. Speakers

A) FINDING SPEAKERS

Finding Speakers on Campus

Sometimes finding a speaker is your first event planning step. Sometimes it happens to be one of your last.

If you are planning a smaller event or one on short notice, you will probably want to look within the Claremont Colleges for speakers. Professors and members of the administration are often willing to speak, especially if you request their presence at least three weeks in advance. With on-campus speakers, we have the unique ability to screen our candidates for speaking ability,

so meet with the professor or talk with someone who has been in the professor's class before extending an invitation.

Events that involve students are often the most difficult to plan. While students require the least amount of notice, it is hard to find students who have real expertise in an issue that is not campus-specific. If you are looking for students to talk about a particular campus issue, start with people you know and ask your other friends and the rest of the PSU board for suggestions. Then talk to students with relevant majors or who participate in relevant organizations.

Bringing In Visiting Speakers

Many events will require you to bring in a visiting speaker. Finding a good speaker can be challenging. Some places you might start looking:

- op-ed articles related to your event's theme
- Think tanks such as the American Enterprise Institute, the Heritage Foundation, the Century Foundation, the Center on Budget and Policy Priorities, or the Center for American Progress are a great source for policy-specific speakers. Think tank scholars are hired for their technical expertise; so try to find out if they can speak in a more everyday manner (C-SPAN archive footage, magazine articles, YouTube, Google video etc.).
- NGO's and interest groups can provide good speakers, but be conscious of the fact that anyone from an interest group will come with an agenda. Many national groups like the ACLU or the American Red Cross have offices in Southern California, and it is easier and cheaper to get someone local than to fly someone out from the East Coast.
- Academics from other institutions are often willing to travel to our events but are sometimes overly technical. Look for peer-reviewed papers and consult academic journals to find professors with expertise in your event's area, and ask Pomona professors for suggestions of prominent figures in their field.
- Sitting politicians are often too busy to come to PSU events, and normally avoid public debates. In addition, **they cannot accept speaking honoraria and we can't donate to their PACs**, so only consider local office-holders who would have a vested interest in appearing at Pomona College. Former office-holders or bureaucrats can be good speakers and have attractive biographies, but they can be difficult to locate.

Though the PSU is blessed with the resources to put on a number of good events every year that feature visiting speakers, it is not well funded by the standards of other universities' speaker series. To compensate, we look for speakers that fall under one of a few categories: those who are not yet well known (which includes everything from academic specialists or think tank fellows to rising hotshots), those who are unemployed (often bureaucrats from previous presidential or gubernatorial administrations), or those who really *want* to speak (advocates of a

cause, for example). Do not rule out having a visiting speaker participate in a discussion with a professor or administrator from on campus.

Contacting Speakers

Once a speaker has been identified, they are usually contacted by email. The template in [Appendix A](#) should be used.

You should be contacting speakers 3-5 months before the planned date of an event, especially if they have to travel. Please consider distance when choosing between speakers; closer speakers will allow our organization to leave a smaller carbon footprint in accordance with our environmental goals. Find out if an East Coast speaker is planning on being on the West Coast, because they might be more willing to take a detour to Claremont than to fly straight from D.C. or New York and be forced to take two days out of their schedule.

It is important to stay in contact with your speakers. They should be kept up to date on the status of their flight and hotel arrangements. You will have to talk with them about the structure and framing of the event, and it is best to have most of this discussion before they arrive in Claremont. Be sure to send a confirmation email a week before the event to make sure that everything is on track.

NOTE – UNPROFESSIONAL SPEAKERS

Occasionally, even though you have acted professionally and appropriately, a speaker you contact can be just plain rude. If this happens, your committee chair can work with you to draft a response and decide whether this is merely a misunderstanding, or an indication that the speaker is not the kind of thoughtful, respectful person the PSU wants to invite to campus. Anytime you find yourself in contact with someone who is angry at you or the PSU, immediately involve the President and Vice Presidents. This is for both safety/liability reasons, and also so that we as an organization make the right decisions in these tough situations.

B) HONORARIA

Negotiating Honorariums

Honorarium negotiations are different for every speaker. Some may ask for specifics before accepting the invitation, while for others the honorarium may only be secondary. But when discussing honorariums, bear in mind that the PSU is a poor organization by the standards of other speaker series. For a better sense of what kind of honorarium a speaker may demand, consult the short list of past speakers and their honorariums in Appendix A. In addition to considering these guidelines, be sure to keep in constant contact with your chair, the President, and Vice Presidents as they are familiar with speaker pricing and more general PSU budgetary concerns.

Also, bear in mind that just because a person is relatively well known does not mean they will demand a high honorarium; many speakers *want* to speak, and don't really need the money. If someone accepts your invitation before honorariums have even been discussed, that is likely the case.

NOTE – NEVER commit to an honorarium without explicit approval from the President of the PSU and the VP of Finance.

Getting the Honorarium Check

After you, your chair and the speaker have agreed on an honorarium, you are responsible for the processing paperwork. Forward the speaker the Vendor Data Record and Contract, and once they have filled those forms out, send them to the VP of Finance/an Eboarder who will send it to the ASPC Staff Accountant Sergio Ortiz (sergio.ortiz@pomona.edu), who processes the honorarium check.

These requests must be made at least two weeks before the event in order to have the check ready to hand to the speaker on the day of the event. Coordinate with the VP of Finance well in advance of the event in order to ensure that the check is ready on time.

C) TRAVEL ARRANGEMENTS

Making Travel Reservations

With travel reservations, make things as simple as possible for the speaker. Most speakers will let you take care of the details (make sure to keep them or their assistant informed), but if they want to pick their own flights or hotels, make sure they send the details to you so we can use the PSU credit card to pay.

Once your speaker is here, you also have to transport them. This means picking them up and dropping them off at the airport, and driving them around while they're here. It's cheapest and easiest if you or someone else in the PSU chauffeurs the speaker around, but in a pinch you can ask them to take a taxi and offer to reimburse them.

Flights

You have two options for purchasing flights. The first is to find the flight on your own, and confirm that the itinerary is fine with the speaker. The PSU has its own charge card, in the name of the VP of Finance. When you have the reservation you want and have cleared it with your speaker, email the link to your chair who will forward it to the VP of Finance, who can use the PSU charge card to purchase it.

Your second option is to have the speaker purchase his or her own ticket. If the speaker chooses this option, make sure you agree on a price limit. The speaker must then send or email

you the receipt for the ticket (along with the boarding passes), so that they can be reimbursed for their expense. This can often be done in the same check as the honorarium.

Hotels

Same as with flights. Offer to make the reservation for the speaker and send reservation information along with any future receipts to the chair, who will forward them to the President. In the past, we've normally put speakers up at the Doubletree Claremont, especially if they are flying in and out of Ontario. Here is some contact information.

- Doubletree Claremont (909) 626-2411
- Sheraton at ONT (909) 937-8000
- Sheraton in Pomona (909) 622-2220
- Radisson at LAX (310) 670-9000

Expenses

Expenses include gas if they drive their own vehicle, food they eat, and any additional reasonable costs the speaker may incur. If possible, these costs should be handled using the PSU charge card. If these are costs that a speaker has covered by themselves, get receipts and submit them to your chair who will make sure your speaker gets reimbursed. Avoid having your speaker pay for anything him or herself if at all possible. Buying anything yourself is the last option, but if you do it is imperative that you save the itemized receipt.

The PSU usually takes visiting speakers out for a meal, either lunch or dinner, depending on the scheduling of the event, flights, etc. Three or four PSU board members may attend this meal, and sometimes a professor may be invited as well. If you are the event coordinator, you should be at the meal, since you are the speaker's primary contact. Discuss the meal with your chair, and then send out an email to the board or simply ask at a board meeting who else would like to join you. Confirm with the VP of Finance that our budget allows for the meal before making reservations.

IV. Marketing

The Importance of Marketing

Marketing alone can make an event succeed or fail. A mediocre event that has great attendance will seem like a success, while the best conceived event will fail if no one is there to see it. As the coordinator for an event, it is your responsibility to direct the marketing efforts in your committee. Don't worry; everyone pitches in when it's time to do the legwork of posting fliers.

The PSU's awesome marketing campaigns have been one of our keys to success as an organization, and what follows is a basic plan for marketing for different event formats.

Word of Mouth

Make no mistake—as fun as it is to design, print, and post advertisements, the most effective way to get another student excited about an event is by telling them about it in person. In a school full of busy schedules, print media can only go so far. So before setting out to litter the campus with paper ads, start thinking about how to advertise by word of mouth (ask your committee members to help you).

A) DESIGNING AN ADVERTISEMENT

General Design Tips

For most events we will be printing in 8.5x11, which can be used for full-pages fliers or folded in half to make table tents.

Feel free to use your program of choice, keeping in mind that fliers should balance attractiveness, professionalism, and efficacy. If you'd like to learn how to use a design program such as Adobe Photoshop or Illustrator, check out the FREE tutorials provided to Pomona students online at <http://www.lynda.com/>. Please ask at the ITS helpdesk for the passwords to these tutorials, as the credentials change each year. The tutorials are incredibly helpful. Every flier should include:

- Date, including day of the week
- Time
- Location
- Speaker names and brief bios
- Email address of event manager
- PSU logo. Download the JPEG image of the logo from the Google Drive. Don't know how to do this? Ask your chair.

In designing your flier, try using fonts to make your title attractive/fun, but don't distort the text beyond readability. People often overcrowd their fliers, so keep it simple. Likewise, if you choose an image as your background, make sure the image does not overshadow the text. Consider how your flier will read from ten feet away.

Run all flier designs by your committee chair, VP of Operations, and relevant student organizations. We want to be sure that our flier is not offensive to other people on campus. See the flier examples in Appendix B.

NOTE – ONE EVENT, ONE PRIMARY IMAGE

The flier image you have just designed is not for the sole purposes of printing. It will be reused on Facebook, on the website, and on the SCC TVs. Keep this in mind when you are designing the flier.

NOTE – GETTING FLIERS ELECTRONICALLY “STAMPED”

If you are posting fliers for events that will use alcohol or for events at other schools (including advertising Pomona events on other campuses), you must get an administrative stamp of approval from ASPC. This can be done via email to flyerapproval@pomona.edu. See below for an example email. Get your design electronically stamped if you are even thinking of posting fliers beyond Pomona’s campus before you make copies.

B) DISTRIBUTION

Making Copies

Once you have designed your flier and received approval from your chair, you need to duplicate it. This was once a complicated process requiring many visits to ASPC and the duplicating office. Save yourself some calories and email the flier to the following people using the template/example located in the appendix:

duplicating@pomona.edu

flyerapproval@pomona.edu

The President

The example makes this much clearer, but be sure to include in the email:

- The fact that you are attaching the design
- Type of ink (black and white or color)
- Color of paper
- The size of the paper

- The type of paper (cardstock for table tents)
- The number of fliers. Be very clear if you are ordering half or quarter sheets.
- PSU account information (35.69.500 for now, but check with VP of Operations first)

UPDATE: Most recent account number: CC05020 FD210 GROC0247

- Whether or not you would like ASPC approval (see above)

If you are printing in full color you will be printing on white glossy paper owned by PSU. If we are printing in black and white, use bright-colored paper purchased from duplicating. Duplication services can usually do rush same-day orders, but it's better to give them a day or two days to complete your job. Your fliers should be ready two weeks before your event so that they will have a week and a half of exposure.

How Many Fliers Do I Print?

For medium to large-sized events, use the “flyer distribution” tab in the google docs. Remember to print extra fliers for display on the doorway of your event or for handing out to professors.

On-Campus Flier Distribution

For smaller events, choose high traffic bulletin boards such as south campus dorm entrances, SCC, dining hall entrances, and the appropriate department building. Use the numbers above to help you decide how many fliers to print.

Make sure to correspond with Duplicating to make sure that they understand exactly what you want.

Pick up your flier at duplication services in the building north of 6th Street, past Millikan. Check to see that they have printed exactly what you requested.

Distributing Fliers

Bring your fliers to the penultimate board meeting to pass out fliering assignments according to the chart below. Ask the VP of Operations for help with this. While everyone will have a copy of this chart, it would be a good idea to bring several copies to make clear which halls you have covered and which you have not. You may also be distributing quarter sheets for dining tables and other materials.

Zone 1			

SCC	4	Fireside lounge, outside Sagehen Café	
Lincoln/Edmunds	4	Use bulletin boards	
ITS	1	Bulletin board at entrance	
Millikan	4		
Seaver (North/South/Bio)	5	Use bulletin boards	
TOTAL	18		
Zone 2			
Carnegie	2	First floor table, basement bulletin board	
Hahn	2	1 on each side of Hahn 101	
Pearsons	2	1 on tables in foyer, 1 on bulletin boards	
Mason	2	1 on table in foyer, 1 on downstairs board	
Crookshank	2	One on table at entrance, another on bulletin board in the basement	
Thatcher	1	Table in foyer	
TOTAL	11		
Zone 3			
Mudd-Blaisdell	20	5 per side per floor	
Oldenberg	13	6 on north side, 6 on south side, 1 on entrance bulletin board	
TOTAL	33		
Zone 4			
Harwood	14	Near entrance and throughout halls	
Lyon	6		
Wig	8	Lounge and halls	
TOTAL	28		
Zone 5			
Clark I	3		
Norton Clark	1		
Frary	4	South door (2 side by side), north door	

		(2 side by side)	
Sontag & Pomona Halls	10	Distribute evenly	
TOTAL	18		
Zone 6			
Walker	4	Flyer at will	
Clark V	4	Large boards at courtyard entrances	
Smiley	4	1st floor	
TOTAL	12		

C) OTHER ADVERTISING FORMS

While fliering is our basic form of individual-event advertising, there are many other forms. Given the tight restrictions that govern fliering, it is imperative that we utilize other methods of advertising. This section includes some we have used in the past. Have an idea for a new method? Run it by your chair. Chances are we can do it. Just remember to consider how the different methods work together.

Basic – For All Events

CHIRPS!

All events should be CHIRPed at least **twice** before the event. CHIRPS come out on Mondays and Thursdays at 10AM; CHIRPS must be **submitted by Sunday 5PM and Wednesday 5PM**, respectively.

1. Fill out <https://pomona.formstack.com/forms/chirps>.
2. Enter your information (name, email, campus extension if you want)
3. The Message Title should be the title of the event. If there's room (it can only be 50 characters long), you can add "PSU Presents:" to the title. If it's the day before your event, put "TOMORROW:" in the title. If it is the day of your event, put "TODAY:" in the title. Try to begin the title with a letter at the beginning to the alphabet, as they appear in alphabetical order
4. Put it in the "Upcoming Events" category (this should be the default, but otherwise you need to pick from the drop-down menu).
5. Click "Send Message." If you're nervous about something being incorrect, don't worry – the next page is a preview that you have to "OK" before the message is sent to students. If you go

to the next page and something is wrong, simply click the back button on your browser and fix it. You will need to do the image verification again. When you're happy, click "Send" and you're done!

NOTE – EMAIL BULLETINS AT OTHER COLLEGES

There are similar devices to the digester at the other colleges, including the possibility of sending an all-students email to Pitzer. If you are planning a large event, you may want to investigate these options.

Also, for larger events, mass emails to your friends encouraging them to attend can be very effective. Do this sparingly, however, for we are all at risk of being ignored if we pester our friends too much.

Facebook

Create a Facebook event for all events. Although Facebook sometimes has limited efficacy due to its widespread use, it is a simple and costless way to spread awareness of an event. Remember to use your flier image so people will recognize it from your fliers. Make sure you create the event using the PSU Facebook page so that it appears in the feed (ask your Committee Chair if you need to be added as an admin to the PSU Facebook page).

Invite all your friends to all events; they will hate you, and it will be ok. Download the "Auto Select All Facebook Friends" in Chrome, or follow the below for Firefox, to invite all your Facebook friends without needing to click them individually.

1. Click invite friends.
2. Scroll down to the bottom of whatever list you're using (ie, ClaremontArea, Pomona College Class of 2015, etc)
3. Click the orange Firefox button > Web Developer > Web Console
4. Paste the code into the command line and hit enter.

```
javascript:function check_all_in_document(doc){var c=new Array();c=doc.getElementsByTagName('input');for(var i=0;i<c.length;i++){if(c[i].type=='checkbox'){c[i].click();}}check_all_in_document(window.document);for(var j=0;j<window.frames.length;j++){check_all_in_document(window.frames[j].document);}}
```

Emails to student organizations

Consult the campus contacts Google doc to identify any remotely interested academic departments, individual professors, and student groups/leaders to let them know about your

event. Give them the appropriate information, and ask them to send an advertisement email or spread the word in person by a certain time. Professors might come themselves, and they might invite (or even require!) their classes to attend.

A-Frames

The ASPC Office has an A-Frame that we can set up with a poster in the SCC Courtyard to advertise on the day of an event only. Contact John Lopes the night before the event in order to arrange for the A-Frame being placed in SCC Courtyard. You can make a poster using any of the methods listed below.

Quarter Sheets for Dining Halls

These are normally identical to the fliers. Be sure to place the PSU logo on both sides. With restrictions on fliering, this has become a more crucial part of our advertising strategy and is successful if the sheets are eye-catching. Take note of when each dining hall takes its fliers down and post accordingly. The number of quarter sheets to print is located on the “flyer distribution” tab on the google docs.

SCC TVS

You may also submit your flier design to display on the two TVs in SCC (one in the fireside lounge and one in the Coop fountain). To do this, simply email a .jpg of your flier to John Lopes (john.lopes@pomona.edu) in the mail room. Keep in mind that the TVs are landscape-shaped, so it may make more sense to submit your table tent design. Make sure to mention until when you'd like the ad to run and to thank him for his help. You will find an example email in the appendix.

Class Announcements

Often we try to write event details on a top corner of classroom whiteboards; different board members can volunteer to take on an academic building the day of the event, and write on whiteboards the earlier the better. We usually organize this team effort in the board meeting preceding an event.

V. Executing An Event

A) THE EVENT

Now that all the research and planning is done, it's time to make your event happen. From this point on, the details are your biggest priorities. Confirming all your reservations and following through with your advertising strategy are both critical for making your event the best it can be.

B) ONE WEEK LEFT

Speakers

Contact speakers and confirm itineraries (including flight plans, hotel reservations, and local transportation plans). Call the hotel to confirm reservations. Get the speakers' cell phone numbers and make sure to send them yours as well.

Make sure your speakers have something to do during their down time if they do not have their own plans. If the speaker is willing, arrange classroom visits (you should always attempt to get speakers to agree to a classroom visit, especially if we are paying them an honorarium). You may also want to set up a small discussion session with the speakers in the afternoon (if you do this, try to find 15-20 students and a few faculty members who would be interested to ensure that there will be enough questions). Tell them the PSU would like to take them out to a meal, and ask if they have any dietary needs/preferences.

On-Campus Preparations

Email CCAVES to confirm technical requests. Make sure to request enough microphones for speakers, moderator, and audience questions. Wireless microphones are available for audience questions when requested.

Confirm venue reservation in the ASPC office. Make sure they have diagrams if you have requested platforms or chairs to be set-up.

Confirm Transportation

If you're not driving your own speakers, contact whoever is and make sure they remember. Always account for LA traffic. Speakers trying to get from LAX to Claremont during rush hour should allow at least three hours. Seriously.

C) THE BIG DAY

Handling Your Speakers

Talk to your speakers about how they would like to spend their time on campus before and after their event. Make sure someone from the PSU is available to escort them whenever they're on campus.

Many speakers like time to prepare immediately before their debate (about 30 minutes), so talk to your speaker about their preferences. Consider giving your speaker a tour of the campus, sitting in on a class, meeting with other professors or simply going to the library.

Event Setup

As the event coordinator, you should be *at least 30 minutes early* to your events to make sure everything is set up properly. At the door to every event should be a table with the following things, all of which can be obtained from the President, Vice Presidents, or your committee chair:

- Suggestion Box
- Spotlights for events in Edmunds
- Table cloths for Edmunds
- PSU half sheet advertisements
- The PSU camera
- Someone to take photos of the event

Attendance

As of 2019, the Office of the President has requested that we take attendance at our events. Ideally, this means collecting 1) school and year, 2) name, and 3) student ID (optional) for each attendant. At minimum, take a head-count at your event during peak attendance. File this information in your committee folder along with your other committee documents.

Moderating

Before your debate begins, make sure all speakers are clear on the structure of the debate and the time limits for each section of the discussion. Agree upon signals for when speakers are running out of time (usually subtle hand gestures for one minute, half a minute, and time is up).

Introduction

At the beginning of your event, you or your moderator will give a brief introduction, which should include:

- A brief statement of the Pomona Student Union's mission, which can be found at the beginning of this handbook
- "The views expressed in this event do not necessarily represent those of the PSU or its members."
- A prompt to visit our website for more information and upcoming events

- An advertisement for upcoming events (it is important to announce these before rather than after the event, since some people will leave part way through)
- A brief history of the issue, similar to the description on promotional materials; articulate the frame of your event to put your audience and your speakers in the proper frame of mind.
- Introduce your speakers and their qualifications; alternatively, ask speakers to do this for themselves
- If your event is a debate or panel discussion, enumerate the rules and structure that you will use.

Make sure to have your committee chairs proofread your introduction in advance. See Appendix C for a sample introduction.

Videotaping

The PSU owns an archaic videocamera. Here are some tips on how to use it.

- The video camera must be plugged in at all times, so situate it near an outlet.
- Power button is labeled as such on the top left of the camera
- Use the gray sliding thing in the top middle (push left/right) to zoom in and out
- Red button on the side facing you = record start/stop
- Uploading
 - Video camera must be plugged in at all times
 - Connect PC to camera using shorter USB cord. The jack is right under the DISP/BATT INFO squishy button on the left side (when you open the screen) of the camera
 - Press the lower left squishy button which has a little picture of a camera and a play button with arrows in between.
 - Select “Built-in memory” on the screen (yes it is touch screen)
 - Find the CANON (D:) on the computer. Go to ACHD → BDMV → STREAM
 - Your videos should be there.
- Upload onto Pomona Student Union Youtube account!
 - psu.pomona@gmail.com, pw: Multipl1c1ty

D) POST EVENT WRAP-UP

Congratulations, you’ve just pulled off a successful PSU Event! There are only a few loose ends to tie up.

Thank Your Speakers

Email your speakers and thank them for their wonderful event. We want the PSU to be known as a professional, courteous organization. A hand written thank you card on PSU stationary (in the possession of the Vice President of Operations) should be sent to any speakers after the event. This is even more important if the speaker is a faculty member or will be used as a contact in the future.

Complete a Post-Event Summary

After the event, write up a paragraph summary of the event. You also need to fill out an Event Review Form located in Appendix B and turn it into the Vice President of Operations along with the event summary. These should both be done by the Sunday following your event.

Follow Up on the Honorariums

Make sure the Business Office has received your speakers' Vendor Data Record forms (talk to you chair about how to do this) and follow up with your speakers to make sure they actually receive their honorariums. The Financial Office will not necessarily send out honorariums promptly, so this step is crucial. If your speaker has not received his/her payment at most two (2) weeks after the event, immediately contact the VP of Finance.

Hopefully your event was informative, exciting, and well-attended! Putting on great events and giving people space to push themselves and think about difficult issues is what the PSU is all about. This is what it feels like to change the culture of our campus, one event at a time.

If you believe that some component(s) of your event had room for improvement, sit down with your committee members and have a conversation about specific action items for improvement in the future.

VI. Appendices

If you ever need a document or a sample, ask your committee chair, a Vice President, or the President.

APPENDIX A – PLANNING AN EVENT

- Letter to Off-Campus Speaker Example

APPENDIX B – MARKETING

- Sample Chirps Post
- Sample Duplicating Email

· Sample SCC TVs Email

APPENDIX C – EXECUTING AN EVENT

· Example Introduction Speech

· Event Evaluation Sheet

· PSU Cheat Sheets

· CCAVES Guide Event

· Request Guide to Send Blurb & Flier

APPENDIX A – PLANNING AN EVENT

[*Letter to Off-Campus Speaker* \(Shorter version\)](#)

Subject: An Invitation from the Pomona Student Union

Dear [**Speaker's Name**],

My name is [**Student Name**], and I am a [**Your Major**] major at Pomona College in Claremont, California. I am a member of the Pomona Student Union (PSU). The Pomona Student Union is a student-run organization dedicated to fostering a culture of active citizenship, intentional community, and empathetic dialogue on Pomona's campus. We empower Sagehens to challenge conventional assumptions and to take positive action on some of the most urgent and complex issues facing our communities and the world at large.

We are currently planning an event that will focus on [**brief explanation of event topic. An explanation of the format the event will take and the goals of the event (generally to challenge assumptions and present the multiple and nuanced perspectives on the issue). A couple lines about why you are asking this person to come and speak...what have they**]

done that warrants us bringing them in.] Your perspective would be invaluable to this event and would certainly help to generate discussion at Pomona.

We are planning to hold this event in the [**Spring/Fall**], but the exact date and time of the event will ultimately be determined by speaker availability. Generally, our events are during the week (Monday through Thursday) during the evening. If you are interested, please contact me with information regarding your interest and availability, as well as your policy in regard to honorariums for student-run organizations.

Thank you for your consideration of our invitation, and feel free to contact me with any questions or concerns. I look forward to hearing from you.

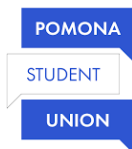
Sincerely,

[**Your Name Year**]

Member, Pomona Student Union General Board

[**Phone Number**]

[**Email Address**]



Contact Us:

Email: psu.pomona@gmail.com

Instagram: [@pomstudentunion](https://www.instagram.com/pomstudentunion)

Website: <http://pomonastudentunion.weebly.com/about-us.html>

Letter to Off-Campus Speaker ([Long version](#))

Subject: An Invitation from the Pomona Student Union

Dear *Speaker's Name*,

My name is *Student Name*, and I am a *Your Major* major at Pomona College in Claremont, California. I am a member of the Pomona Student Union (PSU). The Pomona Student Union is a student-run organization dedicated to fostering a culture of active citizenship, intentional

community, and empathetic dialogue on Pomona's campus. We empower Sagehens to challenge conventional assumptions and to take positive action on some of the most urgent and complex issues facing our communities and the world at large. We do so by facilitating speeches, discussions, panels, and debates with speakers from diverse backgrounds, political opinions, and fields on a variety of important issues. We believe strongly that one cannot possess a firm belief in anything unless it is challenged, and we strive to create an environment in which honest and open dialogue can occur. Our goal is to encourage critical thinking and analysis by presenting multiple perspectives to students.

We are currently planning an event that will focus on *brief explanation of event topic. An explanation of the format the event will take and the goals of the event (generally to challenge assumptions and present the multiple and nuanced perspectives on the issue). A couple lines about why you are asking this person to come and speak...what have they done that warrants us bringing them in.* Your perspective would be invaluable to this event and would certainly help to generate discussion at Pomona. I hope that you will consider attending.

We are planning to hold this event in the *Spring/Fall*, but the exact date and time of the event will ultimately be determined by speaker availability. Generally, our events are during the week (Monday through Thursday) during the evening. If you are interested, please contact me with information regarding your interest and availability, as well as your policy in regard to honorariums for student-run organizations.

I appreciate your time and thank you for your consideration of our invitation. We would be honored to have you. Please feel free to contact me with any questions or concerns at this email address, or by the phone number below. I look forward to hearing from you.

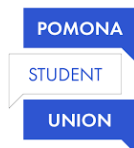
Sincerely,

Your Name Year

Pomona Student Union

Phone Number

Email Address



Contact Us:

Email: psu.pomona@gmail.com

Instagram: [@pomstudentunion](https://www.instagram.com/pomstudentunion)

APPENDIX B – MARKETING [SOME EMAILS AND DETAILS ARE OUTDATED]

Example Chirp Post

The following text yields the result below: ----

```
<center><img src=http://pages.pomona.edu/~ntg02006/recruitment.jpg width=430
height=580><b><font color="blue">Interested in helping shape dialogue on campus?</b>
<big><big>Want to further explore social and political issues?
```

```
<big><big>Then Join the PSU!</big></font></big></big></big></big></font>The Pomona
Student Union is a student-run organization dedicated to fostering a culture of active citizenship,
intentional community, and empathetic dialogue on Pomona's campus. We encourage all
interested individuals to apply. Applications are available at
http://www.pomonasu.com/DEADLINE EXTENDED: NOW DUE APRIL 2 at 11:30pm
```

FMI: nathan.gardner@pomona.edu ----

Example email to Duplicating ----

Hello,

I'd like to request

1. A verification from Susan Sellons that the PSU has sufficient funds in our account for this request.
2. An electronic stamp approval for 5C posting.
3. Duplicating request:---140 fliers (in color)---25 pages of quarter sheets (in color)---25 pages of quarter sheets (in black and white)

Thank you all so much!

First Name Last Name

Pomona Student Union

duplicating@pomona.edu

flyerapproval@pomona.edu

Example email for SCC TVs: ----

Hello,

I would like to advertise a Pomona Student Union event on the SCC TVs. Please find the advertisement attached. Please run the ad until ____*date*____.

Thanks for your time,

____*Your Name*____, Pomona Student Union

----Send to: john.lopes@pomona.edu

APPENDIX C – EXECUTING AN EVENT

Introductory Speech

Good evening. My name is *your name* and on behalf of the Pomona Student Union I would like to welcome you to tonight's *discussion/debate/social debate/etc*, entitled, "*event name*." *If there are event cosponsors, or you received help with the event from particular professors, student organizations, etc., thank them here.*

The Pomona Student Union is a student-run organization dedicated to fostering a culture of active citizenship, intentional community, and empathetic dialogue on Pomona's campus. We empower Sagehens to challenge conventional assumptions and to take positive action on some of the most urgent and complex issues facing our communities and the world at large. By presenting speakers with varying perspectives, we strive to engage critical thinking and promote intellectual diversity. In doing so we hope to encourage further conversations and to push ourselves to ask the difficult questions. The PSU as an organization does not favor any one of the speakers' perspectives over the others.

While a substantial portion of campus dialog occurs in formal settings such as in class or at events like this one, we do not want the discussion to end here. We encourage you to take this discussion further after this event, and to challenge assumptions while debating this topic with others. For more information about the PSU and our upcoming events, as well as to sign up for our mailing list, please visit our website, psu.pomona.edu. You can also "Like" us on Facebook and follow us on Twitter at PSU_. *If there is an event coming up in the next two weeks, or another important announcement, include it here.*

In 1-2 paragraphs provide a brief context for the event topic (history, current political discussion, key arguments on the various sides, etc.); explaining why this issue is relevant today and why there is disagreement surrounding it.

Tonight we are joined by *speaker A, speaker B, and speaker C. Provide a brief biography for speaker A, B, and C that demonstrates why they are qualified to speak at the event (make sure to check these descriptions with your speakers).* Please join me in welcoming tonight's speaker(s)!

Tonight's event will take the format of *explain the format of the event.* Please take a moment to silence your cell phones. *If there is catering afterwards:* Please join us for a discussion afterwards in (location) to continue the conversation.

APPENDIX D – CO-SPONSORSHIP ORGANIZATIONS

The following list of organizations includes those that we have received money from in the past and would probably be willing to co-sponsor with us in the future, but it is by no means definitive. If our budget is tight and we really need help funding a particular event, creative co-sponsorship is a great solution. Most organizations consider programming a challenge (ASPC Senate is an exception), so they will welcome the chance to co-sponsor events if we can convince them it's in their interest to do so. Academic departments in particular are underused for co-sponsorship purposes, and often have money left over at the end of the year.

Past Co-Sponsoring Partners

Public Events Committee

Description: see their link on Pomona's website. Use public events for larger events once a semester. Tip: Know their calendar. Applications for money are due in April. How to Apply: Through Collegiate Link

ASPC Senate

Description: ASPC Senate will help fund a one-time event such as a party, fieldtrip, or dinner. The PSU can use this for a social debate, excursion to a lecture/exhibit/diverse location (a mosque, church, synagogue field trip was once proposed, for example), or student-faculty dinner. The Senate is usually reluctant to give us money, since they feel we're already well-funded. Tip: Approach early in the semester and make a great case for event. They will ask why PSU cannot fund the event with its own budget. Discuss budget constraints and number of events we're putting on. How to Apply: Submit a Common ASPC Budget Request Form available in the ASPC office. Be sure to attend the budget hearing.

Student/Faculty Interaction Committee

Description: This committee has a limited budget but will help with the expense of student/faculty dinners. Tip: Approach them early and be concrete about your budget figures. Emphasize that they don't have to do anything but sign a check, unless they would like to help with the planning which the PSU would be happy to accommodate. Also be sure to emphasize that the PSU will take care of all marketing and logistics. How to apply: Contact chair of the committee directly.

*Hart Institute *may not still exist**

Description: Pomona institute that has a yearly thematic series. If the PSU is planning an event that in any way relates to their focus, they should be contacted for funding. They list their theme and speakers early: www.hart.pomona.edu. How to Apply: Email Professor Helena Wall

Pacific Basin Institute

Description: Pomona Institute that often cosponsors events with us. PBI hosts an impressive array of events but has a hard time advertising and attracting students. Sometimes it wants the PSU to co-sponsor events because of our name and advertising power. Note that the event must be Pacific Basin-related.

Tip: Approach the PBI president several months before the event. How to Apply: Contact PBI's president (contact info available on PBI's website: <http://www.pomona.edu/pbi>).

Academic Departments

Economics: Big PSU fans and have given us money in the past. Make sure to include them in event planning.

PPA: Have given us money in the past, but might not in the future. Make sure PPA Director Hilary LaConte looks at the application. Willing to provide regular funding if speakers will meet with students and discuss careers in public policy.

International Relations: Tahir Andrabi and Pierre Englebert, two of the most influential IR professors, are big PSU supporters, and the IR program has a surprisingly large budget. Talk to them early.

Politics: The Politics department resources are split evenly between the professors, so you need to talk to individual professors about giving us money out of their personal account.

Chemistry: Has a boatload of money, and should be contacted early if an event falls under their purview.

Other Departments: Possible sources of small funds (about \$200) for department-related events.

APPENDIX E – VENUES

i. Edmunds Ballroom

Edmunds is the venue of choice for high profile speaker events when large audiences are expected. The space holds up to 550 people, making it perfect for large events but also very bad for small events, as it can seem terribly empty. This venue is very popular, so you want to reserve it months in advance. It can also be reconfigured to make it look slightly smaller in cases where no medium-sized venue is available.

Attendance: Min – 150; Ideal – 250-350; Max – 550

ii. Rose Hills Theater

A good fall back if Edmunds is booked, Rose Hills is also our main venue for medium size events. The stage can be used for single speakers or panels and debates, but the auditorium-style discourages discussion events. The screen can be used for viewing televised debates, etc.

Attendance: Min – 50; Ideal – 100-150; Max – 200

iii. SCC 208 or 201 (Hart Room)

Good venues for small-to-medium sized events. Chairs face a long table with a podium to the side but can be easily reconfigured in a circle, etc.

Attendance: Min – 20; Ideal – 40-60; Max – 80

iv. Dom's Lounge

A perfect venue for social debates. Dom's is a comfortable, classy party space with a stage and built-in sound system. This room needs to be booked early; it is a very popular venue.

Attendance: Min – 25, Ideal – 50, Max – 100

v. Frank Blue Room or Frary Private Dining Rooms (North and South)

The Frank Blue Room is the most commonly used venue for events scheduled during meal times. It often draws a largely first- and second-year audience. Frary private dining rooms, for whatever reason, often yield low attendance.

Frank BR attendance: Min – 25; Ideal – 50-80; Max – 150F

Frary PDR attendance: Min – 5; Ideal – 15-20; Max – 30

vi. Hahn 101

A spacious venue with easily maneuverable seats, ideal for snackussions. Also can be set up for watching videos, debates, etc if Rose Hills is not available. Historically, however, this space has yielded low attendance; it seems as though students feel it is out of the way during evening time.

Attendance: Min – 20; Ideal – 40-60; Max – 100

vii. Dorm Lounges

Be mindful that students attend events in dorm lounges because they are close to their rooms. This means that South Campus residents are reluctant to trek up to North Campus events, and vice-versa.

Attendance: Depends on size – use your best judgement, and be respectful of lounges as living spaces.

APPENDIX F – ATTENDANCE POLICY AND PARTICIPATION REQUIREMENTS

Attendance Policy

The PSU recognizes that you all lead busy lives and are students first and foremost. In respecting your time as well as our time and our other members', please try your best to reach out to an E-Board member to alert them of your absence.

Participation Requirements

Within a margin of error, members of the Executive Board are expected to fulfill the duties of their position as listed in their original application, unless the duties of the position have changed since that time with the approval of the entire E-Board. The President reserves the right to assess whether members of the E-Board are performing their key duties and to hold a private meeting with members if they are not. All members of the E-Board are permitted and encouraged to critically assess whether the Board is currently operating as it should and to bring up any comments or concerns during weekly E-Board meetings.

APPENDIX G – PASSWORDS

Refer to the Password Sheet ([linked here](#)). E-Board is tasked with updating this list. It is also pasted down here as of August 26, 2022:

Passwords

<u>Account</u>	<u>Username</u>	<u>Email</u>	<u>Password</u>	<u>Additional Notes</u>
PSU gmail	psu.pomona@gmail.com		PSUEMAIL	Gmail recovery info is Maddie Jones's info (email and phone #)
YouTube	https://www.youtube.com/user/PomonaPSU	psu.pomona@gmail.com	Multipl1c1ty	
Twitter	@PSU_		PSUTWITTER111	
Weebly (the website)		psu.pomona@gmail.com	PSUWEBSITE123	
Canva account		psu.pomona@gmail.com	PSUCANVA1	
Instagram	pomstudentunion (*NOT pomonastudentunion)		PSUIG11ADS	Recovery phone number is Maddie Jones's and email is the PSU's
Linktree	pomona.psu		PSULINKTREE100	
Facebook	Individuals' FB accounts become admins/editors of the page by current admins.			
	Current admins:	Alan Zhou, Alida Schefers, Ella Kitterman, James Feinberg		
	Current editors:	David Ruiz, Ananya Sen, Rebecca Downes (unaccepted invitation), Jacob Greene (unaccepted invitation)		
LinkedIn	https://www.linkedin.com/company/pomona-student-union/	??	??	

PSU Address:

170 E. Sixth St.
#467

Claremont, CA 91711
United States

The PSU and all Claremont College Clubs are subject to the following articles. These articles are designed to ensure that our clubs are free of discrimination and that no member of a club is ousted unfairly. If you have any questions about these articles, please contact the President.

ARTICLE I

The Pomona Student Union does not discriminate on the basis of race, religion, color, national or ethnic origin, sex, gender identity and expression, sexual orientation, class, marital status or disability.

ARTICLE II

Removal of Officers

An officer may be removed only after every effort has been made by all parties involved to resolve the situation. If the situation cannot be resolved, then an officer can be removed from their position by a 2/3 vote of all club members. Approval to hold such a vote must first be obtained from the Smith Campus Center Assistant Director in charge of student organizations.

The Smith Campus Center Assistant Director may, at their discretion, remove an officer from their role should circumstances require such action. Grounds for removal of an officer include, but are not limited to:

- Inappropriate behavior and/or language
- Behavior that violates College policy and/or procedure
- Direct knowledge of hazing incidents and/or failure to report such incidents
- Direct knowledge of, advocacy for, and participation in illegal activities and/or behavior
- Behavior resulting in unreasonable and/or unnecessary risk for students

Removal of Members

In very rare cases, a student may be removed from membership for violating college policies or organization bylaws. A ¾ vote of all officers is required to remove a student from membership. All requests to remove a student from membership must be presented to and approved by the Smith Campus Center Assistant Director prior to removal.

Grounds for removal from membership include, but are not limited to:

- Inappropriate behavior and/or language

- Behavior that violates College policy and/or procedure
- Direct knowledge of hazing incidents and/or failure to report such incidents
- Direct knowledge of, advocacy for, and participation in illegal activities and/or behavior
- Behavior resulting in unreasonable and/or unnecessary risk for students