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# Student Organization Policies & Procedures:

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**All student organizations that are open to students at more than one of the Claremont Colleges' schools or solely to Pomona students are required to be registered with the Smith Campus Center & Student Programs Office at Pomona College. By doing so you gain access to the following privileges and services:**

- ➔ The use of the appropriate facilities of the Claremont Colleges when available and when used in accordance with the regulations pertaining to individual and joint facilities.
- ➔ The ability to schedule events regularly on the College calendars and to publicize activities on the various campuses or at joint facilities (e.g. Honnold Library) in accordance with the regulations pertaining to these.
- ➔ The ability to request & receive funding from the 5C Student Governments and their funding committees.
- ➔ The use of the financial system and resources of the ASPC Business Office: If funding is received as stated above, your organization can have on-campus expenses charged directly to your ASPC account number (ie, duplicating, catering, etc.) and have checks written to pay for or reimburse members for organization expenses.

**In exchange, organizations must agree to these requirements:**

- Submit a constitution and bylaws stating the purpose and membership qualifications of the organization. A group must indicate any affiliation with an organization outside of the Claremont Colleges and make explicit in the constitution any financial obligation to or funds received from an external organization. It must also be able to certify that the purposes of the external organization are in accord with the principles stated herein. Constitutions and bylaws remain in effect until revisions are filed with the Smith Campus Center Office.
- Maintain membership qualifications, which shall not restrict membership on the basis of race, religion, color, national or ethnic origin, sex, gender identity and expression, sexual orientation, class, marital status or disability (referred to as a Non-Discrimination Clause).
- Maintain membership requirements that voting members and officers be students, faculty, or staff of the Claremont Colleges.
- All organizations must have a faculty/staff advisor who is on campus (i.e., not on sabbatical or leave) for the academic year.
- All organizations must agree to report annually to the Smith Campus Center at Pomona College the name of the president of the organization and the name of the faculty/staff advisor and report within fifteen days any changes in constitution or bylaws of the organization.
- Establish banking and accounting procedures with the ASPC Business Office (if the annual cash flow of the organization is \$50.00 or more), which shall include provision

for an annual audit of organization's funds and a provision for the disbursement of assets in the event that the organization should become inactive. Club account signature forms must be completed with appropriate information and signatures of at least 2 officers who need to be identified on your Engage roster if your club intends to spend funds. The form is located in the ASPC Office.

- Assume responsibility for the activities of the organization for maintaining general conduct of members and guests in keeping with the policies and standards established either individually or jointly by the Claremont Colleges.

### **Commercial Activity**

- Registered Student Organizations are an extension of the College and/or the Claremont College, and this designation comes with privileges and responsibilities to ensure proper stewardship of campus resources in accordance with the College's overarching non-profit mission. Accordingly, no student organization is allowed to use College resources, including College funding or property for individual personal gain or profit.
- Accordingly, student organization may not sponsor, schedule, or plan events with off-campus organizations, unaffiliated with the College, with access to the campus or its resources without prior approval from the Smith Campus Center staff.
- Similarly, student organizations must remain registered solely with the College and remain in good standing; they may not be registered or co-registered as an LLC, corporation, LLP or any other type of business organization.

### **Transportation**

- Any transportation of students or materials in the name of a College or 5/7-C student organization must comply with all applicable College policies, as well as all applicable state and federal laws and regulations.
- Drivers must have a valid Driver's License and evidence of auto liability insurance. If the car is rented, the driver must purchase rental auto liability insurance.
- No organizations may own a vehicle, including but not limited to a bus, van, car, golf cart or other motorized transport device.
- Student organization members may choose to drive to their destinations, but may only do so in vehicles with a maximum occupancy of nine individuals.

- Once a student organization voluntarily undertakes to provide transportation to its members to an off-campus activity, it assumes a duty to do so safely.
- No alcoholic beverages or illegal drugs/controlled substances shall be transported or consumed in any vehicle (private, rented or leased) at ANY TIME or used, consumed or possessed during the course of the travel.
- Any parking fines, motor vehicle infractions or other liability charges are the personal liability of the driver.
- College-owned vehicles may only be used for official club purposes and not for personal activities.
- If your organization falls under one of the following categories, you will also be responsible for adhering to some additional, group-specific policies (contact appropriate office for more details).
  - Religious/Spiritual: Interfaith Chaplaincy of the Claremont Colleges Guidelines for Student Organizations
  - Athletic/Sports: Pomona-Pitzer Athletics and CMS Athletics policies for club sports
  - Greek Letter: Inter-Fraternity Council & College Fraternity Policies
  - Honor Society: Academic performance requirements
  - Outdoor Activities: Outdoor Education Center guidelines for student activities

Failure to adhere to the above policies and procedures may result in any of the following consequences: loss of event privileges for a set period of time, loss of funding for the year or for a given event, organization probation up to one year, organization suspension for up to one year, loss of organization recognition.

## Using Engage

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Engage is the online tool, accessible by all 5C students, for 5C and Pomona student organizations. It can be accessed by any 5C student via the Central Authentication System/Single Sign-On (CAS/SSO).

## Fall Registration/Activation

Every student organization is required to register every fall semester via Engage. This is how you tell the SCC Office that your club will be active for the year. The first two weeks of the fall semester are the Open Registration Period. Here are the steps you need to take:

- ➔ Log into Engage via SSO (single sign on)
  - a. Once logged in, click on the Organizations tab
  - b. Find your organization and click on “Register This Organization”
  - c. Complete the steps to activate your club for the year
  - d. This will also register you for the Turf Dinner (5C Club Fair)
  - e. Whoever fills completes this process will become the Primary Contact on your organization’s Engage page.

## Primary Contact

- The Primary Contact on Engage will be re-set every year to be the person who fills out the fall registration form.
- The Primary Contact will receive emails from the administration about budget hearings, mandatory meetings, changes in policies or procedures, etc.
- The Primary Contact will be listed on the organization’s Engage profile page and will receive any communications from students who may be interested in joining the organization.
- It is very important that this person check their email regularly and respond to all communications or forward them to the appropriate organization officer.
- It is possible to change the Primary Contact at any time by following these steps:
  - From your organization’s page, click on “Roster”
  - Click on “Manage Roster”
  - Next to the Primary Contact button at the top, click on “Change”
  - Select someone else from your organization’s roster to be the new Primary Contact.
  - **IMPORTANT NOTE:** As soon as you make this change, the new person will gain all administrative privileges on the page and the former Primary Contact will lose administrative privileges. If the former Primary Contact is still a club officer and needs to retain administrative rights to the page, then give that person an officer position on the roster before you make the Primary Contact change (see Roster section for how to do this).

## Using the Roster

Use the Roster tab on your page to manage your club membership, assign officer positions and grant page privileges to members.

- ➔ Approving Members:
  - A student can join your organization by clicking on “Join Organization” on your Engage page. Once they have done that, the Primary Contact (or any admin on the page) can approve their membership by doing the following:
  - Click on “Manage Roster”
  - Click on “Prospective” tab
  - “Approve” or “Deny” any member requests.
  - Once a member is approved, they will move to the “Current” member tab.
  - Once approved, their membership will be reflected on their Co-Curricular Transcript.
- ➔ Assigning Positions and Admin Privileges:
  - Once a person is approved and listed on the organization roster, you can assign them positions.
  - Positions are how members are given administrative rights on the page.
  - Click “Manage Roster”
  - Find the person’s name under current members, click on “Edit Positions” button to the right of their name.
  - Assign them a position (or multiple positions). Default positions include:
    - Event Permission - grants the person ability to request/book events for the club, but no other admin rights.
    - President, Vice-President, Treasurer: grants the person full admin rights on the page (book events, approve users, assign positions, etc.); also gives the person authority to approve expenditures of the organization’s budget through the ASPC Office (See Finance section).
    - Or create your own custom positions and with privileges.
- ➔ Creating Custom Positions & Privileges:
  - Click on “Manage Positions” under the Roster
  - Click on “Create New Position”
  - Give the position a name and type
  - Set Management Access for all holders of this position (none, full, or partial)

## Registering Events at Pomona

All space reservations for student events on Pomona's campus are made through Engage. All events must be associated with an organization. Any individual on the roster with the correct permissions within an organization can submit events for that organization.

- If you do not have the correct permissions within the system, then contact the organization's President or Primary Contact and ask them to give you event permission in the system.
- For directions on how to grant event permission to those in your organization, see Using the Roster above.
- Deadlines:
  - i. For events with alcohol - minimum of 17 days before the event
  - ii. Non-Alcohol - Thursday, the week before the event

### → Creating an Event:

1. Log in to Engage and go to the host organization's page
2. Click on "Events" on the left side of the organization page
3. Click on "Create Event" (If you do not see the "Create Event" button, you don't have the proper permissions to create events. See point "a." above.)
4. The system will take you through a series of questions about your event (name, times, description, etc.)
  - a. First, select your date and times (starting and ending times are needed).
  - b. Second, click on "Location"
    - i. Begin typing in the location where you want to have your event; a list of reservable spaces at Pomona will appear. If you aren't sure the name/number of a room, start typing the building and the rooms in that building will appear. (Contact the SCC Office with any questions.)
    - ii. Select the correct location from the list. If you want to have the event in a location not listed (Ex: off-campus or another campus), type in the location and click on "Use this location anyway?"
    - iii. The system will tell you if the location you have selected is available or not. (Availability does not guarantee your event will be approved.)
5. If your event does not need to reserve space at Pomona (it's an off-campus event or on another campus), then answer "no" when asked. Your event will be quickly approved by the SCC staff and appear on the Engage Calendar (usually same business day).
6. If your event needs to reserve space on Pomona's campus, click "yes" and you will be taken to the space reservation portion of the form where you will be asked further questions about your reservation. This process may take a few days to approve and get your space reserved in the college's room reservation system.

7. If you want your event to appear on the Engage Homepage bulletin board calendar, then you must attach a flyer/image to associate with your event. *No picture = not on bulletin board.*
  - a. Note: Supported files include image files (jpg, jpeg, tif, tiff, gif, png, bmp), office files (xls, xlsx, ppt, pptx, doc, docx, pub, rtf) and html, htm, mht and pdf.
8. You'll be asked to specify who you want to be able to see the event:
  - **Public:** Anyone who accesses the site will be able to view this event, whether logged on or not
  - **Campus Only:** Any logged-in user can view this event
  - **Organization Only:** Only members of your organization can view this event
  - **Invitation Only:** Only those invited to this event can view it
9. If your event will serve alcohol, you will be taken to a separate alcohol form to fill out additional information.
10. Once approved by the SCC, the event will appear on your organization's Engage calendar.
11. One Last Note: Please be careful in filling out the event information. You are able to make changes after you submit the form (but not until it is approved/denied), and if you do that, your event must be re-approved and will not be accessible on Engage until it gets re-approved. So make edits to your event page sparingly.

- ❖ **A campus administrator/SCC staff member will need to review and approve your event (before you can send invitations). They may also have comments or questions regarding the details you provided for the event. The office staff will be in contact with you with confirmation or questions as soon as possible.**
- ❖ **For most events with alcohol, a meeting with SCC Assistant Director managing 5C and Pomona clubs is required. (See Planning Events with Alcohol below for more information.)**

#### ➔ **Editing Events:**

Note: Once submitted, events can only be edited if in Approved or Denied status.

*To edit existing events, go to the Events page of your organization's Engage page:*

1. Click on the name of the event you'd like to edit
2. Click "Change" below the name of the event
3. Update any of the details of the event, include date, time, or location
4. Click "Next" at the bottom of the page to continue through the form
5. Click "Submit" on the last page of the form

**\*\* Your changes will need to be re-approved by the SCC staff before it can be posted, so please only change crucial information on the event. SCC staff will contact you if there is a problem. \*\***

#### ➔ **Canceling Approved Events:**

*To cancel existing events, go to the Events page on your organization's Engage page:*

1. Click on the name of the event you'd like to edit.
2. Click "Cancel" below the name of the event.
3. Include any comments that you'd like sent to any individual who RSVP'd to the event.
4. Confirm cancellation.
5. Email [susan.sellons@pomona.edu](mailto:susan.sellons@pomona.edu) & [john.lopes@pomona.edu](mailto:john.lopes@pomona.edu) to let them know that you have cancelled the event.

## Financial Information

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Every student organization has an account at the ASPC Office. Annual allocations from 5C student governments are put into each organization's account (with the exception of ASCMC funds, which are held at CMC). You may check your account activity at any time by emailing or stopping by the ASPC Office.

### Accessing Your Organization Funds:

To access funds, all organizations must have a valid signature card filled out in the SCC Office that will allow those signers listed to authorize expenses from the organization account.

- A new card must be completed every fall semester.
- To sign the card, the person must be listed as an officer on the organizations' Engage page (see "Using the Roster" above).
- Once listed as an officer, the person must come into the SCC Office (244) and sign the card. The person will then be able to sign to spend money from the account.

#### 1. Reimbursement Checks

- Fill out a Request for Check form in the SCC/ASPC Office. Checks are issued twice a week so organization leaders can be reimbursed in a timely fashion.
- Documentation Needed:
  - ORIGINAL, ITEMIZED RECEIPTS that list what items were purchased (\*\*Note: non-itemized receipts will not be accepted.)
  - To pre-pay for an expense, bring in an invoice and we can issue a check to the company listed on the invoice.
- All check requests must be signed by an authorized signer for the organization. No individual may sign for their own reimbursement.

- All check requests must list a description for the expense. This description will be listed on your account ledger, so be specific. Generic descriptions are not allowed (ex: Supplies) it must be specific to the event and what was purchased (ex: paper plates for Welcome Back Party).
- Check requests with addresses listed will be mailed out (either to campus mail or USPS)
- Checks with “Hold” listed in the address space will be held for pick-up in the office.

## 2. Petty Cash

- Organizations can request up to \$50 in petty cash with a minimum of 2 days’ notice required.
- If more than \$50 is needed, requests must be approved by either the ASPC Accountant or by the Assistant Director of the SCC.
- At least a week’s notice is required for requests greater than \$50.
- The person requesting the petty cash, must be an authorized signer for the organization and the person picking up the cash must be a different person from the person authorizing it.

## 3. Paying Individuals

- If you are using organization funds to pay individuals (performers, speakers, DJs, etc.), there may be additional federal and state requirements that must be met. This often takes more time than a typical reimbursement, so please place requests for paying individuals at least a week in advance. You will be contacted by the office if there are any issues.
- If the person is a current student, you may use a “Fee for Services” form that can be picked up in the SCC office. (\*\*Note: no student may receive more than \$200 per semester in fees for services.)
- If the person is not a student, please bring a signed contract/agreement to the office to serve as the supporting paperwork for your check request.
  - The contract should, at minimum, list the following things: Artist/Speaker name, name and date of the event, Amount of agreed upon payment, who the check should be payable to (usually the artist’s name), Artist/Speaker social security number, Address where to mail the check. See the SCC Assistant Director managing 5C and Pomona clubs in the SCC office for assistance with contracts.
  - If the payment amount is greater than \$600, additional time and paperwork is required. State and federal taxes must be withheld. Please see the SCC/ASPC Accountant in the ASPC Office for instructions and paperwork.

## 4. Prohibited Items:

The following items cannot be purchased or reimbursed with organization allocations that are derived from student fees:

- Any items that are outside of the scope of your organization or the scope of what you requests funding for (i.e., your annual budget request form)
- Alcohol or illegal drugs
- **T-shirts, shoes, clothes or other items that will not remain with the club, but will go to individual organization members.**
- Charitable gifts: per policy, student fees may not directly or indirectly go to charity.

### Depositing/Receiving Funds

- You may deposit funds into your organization account at any time.
- Bring cash and/or checks to the SCC/ASPC Office and fill out a deposit slip. (Checks can be made out to “ASPC” or “Sundry Organizations”)
- Be sure to indicate the source of the funds on the deposit slip.
- Have checks mailed to the ASPC Office and indicate the name of the club and we will deposit the funds into the account. (170 E. Sixth St, #244, Claremont, 91711)
- Tax-deductible donations to your club can be processed through the Pomona College Advancement Office and they will send those funds to your account in the ASPC Office. The donor will receive a tax-deductible receipt from the college. See the SCC/ASPC Accountant, for details on how to do this.

### Requesting Funding:

- Annual 5C Budget Hearings take place every April when organizations can request their budget for the following academic year. Primary Contacts are notified in March when the hearings will be and how to submit requests.
- Each 5C student government also has funding available during the school year for new organizations as well as unexpected/unplanned needs.
- For ASPC, the General Budget Request Form can be found on Engage by going to “Campus Links” on the home page. For the other student governments, please see their respective websites.
- ASPC also has an Alcohol Fund and a Security Fund to help subsidize costs for events held at Pomona. These request forms can also be found on Engage under “Campus Links.” (See Planning Events with Alcohol below for more information.)

### Internal Billing Process:

- Internal Billing: There are several campus services that can be billed directly to your student account:
  - Duplicating

- Catering
- College vehicle use
- CCAVES
- Maintenance bills
- Internal billings takes 2-3 months to be processed by the college and posted to your account in the ASPC Office. Organization leaders are responsible for being aware of these pending charges and planning expenditures accordingly.

## Advertising & Duplicating

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### Do I need to get an approval stamp on my flyer?

- All flyers/table tents for events that serve alcohol require an approval stamp
- All flyers/table tents that will be distributed on multiple campuses (5C) require an approval stamp.
- If your flyer/table tent will only be distributed at Pomona and will not involve alcohol, you do not need to get an approval stamp. (When in doubt, get a stamp!)

### Most Common Reasons Flyers Are Not Approved:

- No contact information listed. (ALL flyers/tents require a contact email or phone.)
- Alcohol is mentioned, described, pictured. (Flyers may not advertise alcohol. You may say “Refreshments” only. You may not put pictures of alcohol.)

### How do I get my flyer approved & duplicated?

- Option #1: Bring a hard copy of your flyer/table tent to the ASPC Office and leave it at the front desk for approval. Come back the next day and pick up the flyer with the approval stamp (hopefully) applied. Go make your own copies.
- Option #2: Submit your flyer/table tent electronically and have the copies charged to your organization account through Pomona’s Duplicating Services. Follow these steps:
  1. Email your flyer/table tent to the following email addresses in a single email:
    - [duplicating@pomona.edu](mailto:duplicating@pomona.edu)
    - [flyerapproval@pomona.edu](mailto:flyerapproval@pomona.edu)
  2. Include your duplicating order in the email (how many copies, what kind/color of paper, etc.).
  3. Ask for stamping approval. Someone in the ASPC Office will look at the flyer and approve it via email. Duplicating Services will apply the approval stamp electronically.

4. Ask for funding approval from whatever organization you would like to charge the copies to. The ASPC Accountant will check the account and verify there is funding available.
- Please be aware that while the office staff will make every attempt to deal with your approval request in a timely manner, there are times when we are out of the office or otherwise unavailable. There are also times when Duplicating Services has large orders ahead of yours. Please plan ahead and submit your request for approval and duplicating several days in advance of when you would like to distribute your flyers.

## Planning Events with Alcohol

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Pomona College allows student organizations and individual students to register parties and social events that serve alcohol in specified campus locations Thursdays-Saturdays. (For full policy see the SCC's Engage page and look under "Documents.")

- ❖ Event organizers must attend the information session at the beginning of the semester before they will be allowed to host an event with alcohol.
- ❖ Organizers should meet with the SCC Assistant Director managing 5C and Pomona clubs, independently before planning an event with alcohol at Pomona.

### Deadlines & Cancellation Policy

- All events must be registered with the SCC office a minimum of 17 days prior to the event in order to schedule security & servers.
  - If the event is cancelled less than 10 days before the event, the student organization/event organizers will be charged for the security and server staff costs (note: the ASPC Security and Alcohol Funds cannot be used).
  - If the event is cancelled less than 72 hours before the event, the student organization/event organizers will be charged for the security and server staff costs **AND** will lose event scheduling privileges for the upcoming 4 academic weeks

### Security

- Campus Safety Officers are required at all events with alcohol. The Smith Campus Center will arrange for officers to be present for these events.
- Event organizers are responsible for financial costs incurred for these services.
- The ASPC has a Security Fund that may cover up to 3 officers for each event. Event organizers must apply for approval from this fund before prior to the event. Request

forms can be found on Engage under “Campus Links” on the homepage. There is a \$1,000 cap per organization/per semester.

- All Security costs not covered by the ASPC Security Fund must be **PRE-PAID** a minimum of one week before your event at the ASPC Office.

## Alcohol Rules & Restrictions

- Beer and wine are the only alcoholic beverages that may be served or consumed at registered events.
- Alcohol may not be purchased with funds collected as mandatory fees by the College, including all fees turned over to the ASPC by the College for the purpose of supporting student activities. This includes funding received by student clubs/orgs by the student governments of the colleges.
- Alcoholic beverages may not be *sold* at any campus event without an appropriate State license.
- The ASPC has an Alcohol Fund that can help cover costs of purchasing alcohol for events at Pomona. Event organizers must apply to the fund, which is a separate form from the event request form and a separate approval process. The form can be found on Engage under “Campus Links” on the home page.
- The amount of alcoholic beverages available at events shall be responsibly limited by the proportions of those attending who may legally drink. The Smith Campus Center staff will determine maximum amount of alcohol that is allowed at each event.
- All registered events in public space must have a host or hosts who are present for the duration of the event. **At least one host must be 21 years of age or older and a Pomona College student.**

## Serving Alcohol at Events

- Only students of The Claremont Colleges who present valid identification cards and their guests with guest passes are permitted to attend registered alcohol events.
- Only clear cups shall be used at events with alcohol. Hosts are responsible for providing cups.
- Individuals are prohibited from bringing their own alcoholic beverages to any registered event or from taking alcoholic beverages out of events or social functions.
- Registered events in public space must have one or more of the College’s servers on duty at all times to serve alcohol. **No event with alcohol may begin or continue without a College server in charge of alcohol distribution.** Servers are scheduled by the Smith Campus Center office after an event is registered.
- The sponsoring organization or individuals are responsible for the costs of hiring the servers. As with security costs, all server costs must be PRE-PAID one week before the event or the event will not be allowed to proceed.
- High quality non-alcoholic beverages and attractive food must be readily available and accessible throughout the duration of the event.

# Services in the SCC/ASPC

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## Poster Lab

- The ASPC provides access to the Poster Lab for free to all student organizations. During Business hours (M-F/8a-5p), come upstairs to the ASPC Office and ask for the key. You will be required to leave your ID in exchange for the key. After hours, please see the SCC Building Manager for the key.

## CCAVES (Campus Center Audio Visual Services)

- CCAVES is a student service, operated out of the SCC Office that provides A/V support to student run events.
- To request CCAVES services, please fill out a request form on Engage (Under Campus Links, click on SCC Forms).
- CCAVES costs are \$12/hour per technician (larger events may require more than one technician).

## Vehicles

- The SCC operates one vehicle that is available for use for student organization activities at a subsidized rate. Advance reservation required.
- The Sagehen Shuttle is a minivan that seats 7 (including driver).
  - You must be a registered/approved driver with the college to reserve the Sagehen Shuttle. The Reservation Request form can be found under “Forms” on the SCC’s Engage page.
  - The Sagecoach seats 34 passengers and is available to reserve for group trips. Driver provided; driver charges apply.
- The Sagecoach seats 34 passengers and is available to reserve for group trips. Driver provided; driver charges apply. To reserve the Sagecoach, please email Glenn Gillespie, Assistant Director, Campus Services at [Glenn.Gillespie@pomona.edu](mailto:Glenn.Gillespie@pomona.edu)

## Costco Card

- Students may checkout a Costco card for up to 24 hours at the ASPC front desk during business hours at no charge. M-F; 8a-5p.