

The Center for Student Involvement manages activity for all Gonzaga University undergraduate clubs and student organizations as well the Gonzaga University undergraduate (GSBA) and graduate student (GSC) governments. All clubs, GSBA and GSC must adhere to the policies outlined below. Students who are not associated with a club or student government and wish to plan an event must team up with a department or club to host an event or program.

Participants in Law Clubs or Law Student Government should consult the Dean of the Law School for policies and procedures.

Club Recognition

Student Group Classifications

In order to better organize and support the variety of student groups at Gonzaga, all student groups will be given two different classifications: “Category” and “Type”. The Dean of Students or the Center for Student Involvement will make the final determination on a group’s category and type.

Student Group Categories

First, all student groups will be placed into a category that best describes their mission and/or purpose. Groups may be placed in two categories if their purpose closely aligns with both categories.

Student Group Categories

- Academic
- Arts & Performance Arts
- Awareness
- Career/Professional
- Community/Volunteer Service
- Cultural/International
- Health/Wellness
- Honor Societies
- Law School Club **must be reviewed by Law School’s Dean of Students
- Political
- Special Interests
- Sports Clubs
- Student Governance/Representation
- Recreation/Hobbies
- Religious/Faith/Spirituality **must be affiliated with University Ministry
- Student Publications

Student Group Types

Student Group Types help identify the relationship the student group has to the University as well as the responsibilities and benefits the student group will have (See Chart of Student Group Benefits by Type). Student groups will be placed into a group type based upon the following criteria:

- The student group’s relationship to the university

- The student group's connection to the mission.
- The complexity and/or scope of its intended activities and programs.
- The perceived or potential risks associated with the group and/or its activities

All student groups will be assigned to one of the following four group types:

1. Departmental Student Programs
2. Sponsored Student Organizations
3. Student Clubs
4. Student Interest Groups

Criteria for Student Group Recognition

The Office of Student Involvement and GSBA will develop and facilitate the formal recognition process and procedures. The following are criteria that will be considered when deciding whether or not to recognize a student group.

- Mission/Purpose: The club's mission/purpose must be in alignment with the University's mission and its Jesuit, Catholic and humanistic heritage and identity. The mission/purpose of the club must show how it aligns with the University's mission.
- Contribution to the education and/or development of students: Student groups should show how they contribute to the education and development of its members, other students and/or the Gonzaga community.
- Risks: Student groups may present a variety of risks to its members, the community and/or the University. While we cannot eliminate all risks, they should be identified and ensured they can be eliminated, minimized or mitigated as appropriate. Student groups that present too many or too high of risks may be denied recognition.
- Duplicate purpose or service: The University does not allow for duplicate student groups or student groups that wish to duplicate services offered by a department.
- Level of student interest and sustainability: Student groups should demonstrate an interest among the general student population for their group and there must exist some plan/interest amongst students to sustain the group into the future. Student groups are not typically intended to provide one-time events or projects. These typically can be better carried out by working with existing departments or student groups.
- Outside sponsorships/relationships: Any relationships (formal or informal) with organizations outside of the University must be disclosed and reviewed. The outside organization should be in alignment with the University's mission and the relationship should be vetted for obligations of the club and University.

****No University funds may go to or benefit an external organization that sponsors the student group or to which the student group is attached.**

- Resources: An assessment should be made of the potential resources that will be needed to support the student group.
- Non-Discrimination: All practices and activities of student groups shall conform with Gonzaga University's Non-Discrimination Statement and Gonzaga University's Commitment to Human Diversity. Student groups approved to allow selective membership pursuant to the "Membership Criteria" section of this policy shall commit to these statements in all activities and practices absent an exception approved by the Dean of Students, which exception is contained in the group's by-laws.

Membership Criteria

Pursuant to its mission, Gonzaga University is an inclusive community in all of its endeavors and believes that student groups should strive to have membership criteria open to all students. However the institution also recognizes that within the context of an educational environment there can arise instances where selective membership will be beneficial to the educational and/or developmental purposes of the University, the student group, and/or its members. Student groups seeking to allow selective membership must clearly demonstrate one or more of the following:

- Membership in the group requires a special talent that is integral to the group's purpose
- The group is an honorary group that requires special GPA, class standing and/or course of study requirements, typically connected with a local, national or international organization
- When issues of safety and security arise because of open membership
- Limiting the membership furthers the educational and/or developmental purposes of the group or the University and is in line with the University's Mission

Groups requesting selective/exclusive membership must submit their guidelines and processes for selection during the recognition request process and annually during registration. These guidelines and processes must be approved by the Office of Student Involvement.

Religious/Faith Based/Spiritual Student Groups

All religious, faith based or spiritual student groups must be sponsored through University Ministry and will be categorized as either Sponsored Student Organizations or Departmental Student Programs. Prior to or during recognition and/or registration the student group will be instructed to work with University Ministry in defining the relationship between the student group and the department.

Student Publications

All groups whose purpose is to produce a publication must seek sponsorship from the Office of Student Publications or from an academic department and will be categorized as a Sponsored Student Organizations or Departmental Student Programs.

Law School Student Groups: Are approved by the Dean of the Law School

Departmental Student Programs

Departmental Student Programs (DSP) are student groups that operate under the direct guidance and supervision of a University department. Student groups with this status are considered to have the closest relationship with the University. Their purpose, activities and functions are seen as key elements in carrying out the University's mission. They provide a service to the University and are integral to the function of the department and/or University. Members of these groups are typically chosen or selected by the department and in some cases may even be compensated. These groups usually originate from the staff/faculty of a particular department or they start as a club and their activities have become closely aligned and integral to the function

of a department. DSPs receive their recognition and approval from the Dean (or designee) of the area that oversees them. Oversight of DSPs and their events comes from the department that oversees them.

Benefits for DSP

Recognized DSP will have the following benefits from the University:

- Listing in the University's Directory of student groups and involvement opportunities
- Ability to solicit members on campus and attend the fall and spring "Club Fair"
- Ability to host and sponsor events
- Ability to use and reserve University space and facilities
- Ability to request and receive GSBA funding
- Ability to request money from University departments

****No University funds may go to or benefit an external organization that sponsors the student group or to which the student group is attached**

- Ability to request and use University equipment
- Ability to use the University's name and logo (upon approval)
- Account (fund #) set up through the University's Controller's office through sponsoring department.
- Ability to fundraise

Responsibilities of DSP

All DSP's at Gonzaga must:

- Be consistent with the mission of the University and its Jesuit, Catholic and humanistic heritage and identity
- Receive formal recognition from the Dean (or designee) of the area that is sponsoring them. This recognition must be renewed annually.
- Must have a Gonzaga faculty/staff advisor, appointed by the dean, from the sponsoring department
- Must inform the University of all connections or ties to any international, national, state or local organization(s)
- Register annually with the Office of Student Involvement

Student Clubs

Student Clubs are student groups that contribute to the University's mission and culture by regularly hosting events for their members, their guests and the University community. The complexity or scope of their events is generally moderate in nature. The activities, direction, leadership and decisions of Student Clubs rest mostly in the hands of the student leaders and members of the club. Student Clubs must receive formal recognition from the University (see Recognition Framework and Criteria). Oversight of Student Clubs will fall to the Office of Student Involvement and GSBA.

Benefits of Student Clubs

Recognized Student Clubs will have the following benefits from the University:

- Listing in the University's Directory of student groups and involvement opportunities
- Ability to solicit members on campus and attend the fall and spring "Club Fair"
- Ability to host and sponsor events
- Ability to use and reserve university space and facilities
- Ability to request and receive GSBA funding
- Ability to request money from University departments

**No University funds may go to or benefit an external organization that sponsors the student group or to which the student group is attached

- Access to an campus mailbox in the Office of Student Activities
- Ability to request and use University equipment
- Ability to use the university's name and logo (upon approval)
- Account (fund #) set up through the University's Controller's office
- Ability to fundraise

Responsibilities of Student Clubs

All Student Clubs must:

- Be consistent with the mission of the University and its Jesuit, Catholic and humanistic heritage and identity
- Receive formal recognition from the University
- Must have a volunteer Gonzaga faculty/staff advisor
- Have a minimum of 15 members (5 for law school) **Only matriculated Gonzaga students may be members
- Must have a constitution or other governing document
- Must inform the University of all connections or ties to any international, national, state or local organization(s)
- Register annually with the Office of Student Involvement
- Abide by all University policies and the rules and regulations outlined in the clubs and organizations manual

Student Clubs may not

- Duplicate any existing student group
- Be commercially focused or financially profitable to group members
- Disrupt or obstruct University functions or classes
- Endanger or threaten to endanger the safety of any member of the University Community or its physical property.
- Conduct any business, events, programs, etc. in secret from the University
- Be aligned with, or representative of any national or local social fraternity or sorority.

Sponsored Student Organization (SSO)

Sponsored Student Organizations (SSO) are student groups that are closely connected to the University. Their activities closely align with a particular department and the complexity and scope of their events are typically higher than those of Student Clubs. SSO tend to receive more support from the University through the department that sponsors them. SSO have advisors assigned to them from sponsoring departments whose job it is to work closely with the SSO and all their activities. SSO must receive formal recognition from the University and be sponsored by a university department with the appropriate Dean's approval. Oversight and responsibilities for SSO is a collaborative effort between the sponsoring department and the Office of Student Activities

Benefits for SSO

Recognized SSO will have the following benefits from the University:

- Listing in the University's Directory of student groups and involvement opportunities
- Ability to solicit members on campus and attend the fall and spring "Club Fair"
- Ability to host and sponsor events
- Ability to use and reserve University space and facilities
- Ability to request and receive GSBA funding
- Ability to request money from University departments

****No University funds may go to or benefit an external organization that sponsors the student group or to which the student group is attached**

- Access to an on campus mailbox in this Office of Student Activities
- Ability to request and use University equipment
- Ability to use the University's name and logo (upon approval)
- Account (fund #) set up through the University's Controller's office
- Ability to fundraise

Responsibilities of SSOs

All SSO's at Gonzaga must:

- Be consistent with the mission of the University and its Jesuit, Catholic and humanistic heritage and identity
- Receive formal recognition from the University
- Must have a sponsoring University department
- Must have a Gonzaga faculty/staff advisor from the sponsoring department
- Have a minimum of 15 members (5 for law school) and at least two from each class

****Only matriculated Gonzaga students may be members**

- Must have a constitution or other governing document
- Must inform the University of all connections or ties too any international, national, state or local organization(s)
- Register annually with the Office of Student Involvement
- Abide by all University policies and the rules and regulations outlined in the clubs and organizations manual

SSO's may not:

- Duplicate any existing student group
- Be commercially focused or financially profitable to group members
- Disrupt or obstruct University functions or classes
- Endanger or threaten to endanger the safety of any member of the University community or its physical property
- Conduct any business, events, programs, etc. in secret
- Be aligned with, or be a representative of any national or local social fraternity or sorority

Student Interest Groups (SIG)

Student Interest Groups (SIG) are student groups that plan to host events for their members only. SIG events are generally very low in complexity and scope (i.e. Meetings). SIGs allow students to gather and meet and discuss a wide variety of issues. SIGs are expected to be in alignment with the University's mission and its Catholic and Jesuit tradition. Student Clubs and Sponsored Student Organizations awaiting formal recognition will be considered Student Interest Groups until a final decision has been made. Student Interest Groups who become more active are encouraged and may be asked to consider applying for Student Club or Sponsored Student Organization status.

Benefits for SIGs

Student Interest Groups will have the following benefits from the University

- Listing in the University's Directory of student groups and involvement opportunities
- Ability to solicit members on campus and attend the fall and spring "Club Fair"
- Host and sponsor simple, low risk, member-only events
- Ability to use and reserve university space and facilities for meetings and/or member-only events

Responsibilities of SIGs

All SIGs must:

- Be consistent with the mission of the University and its Jesuit, Catholic and humanistic heritage and identity
- Register every semester with the Office of Student Involvement
- Have a minimum of 10 members (5 for law school) and at least one from each class
**Only matriculated Gonzaga students may be members
- Must have a written mission or statement or purpose
- Must inform the University of all connections or ties to any international, national, state or local organizations
- Register annually with the Office of Student Involvement
- Abide by all University policies and the rules and regulations outlined in the clubs and organizations manual

SIGs may not:

- Duplicate any existing student group
- Be commercially focused or financially profitable to group members

- Disrupt or obstruct University functions or classes
- Endanger or threaten to endanger the safety of any member of the University community or its physical property
- Conduct any business, events, programs, etc. in secret
- Be aligned with, or be a representative of any national or local social fraternity or sorority.
- Host or sponsor events on campus that are open to non-members and/or require services or privileges that are only granted to Student Clubs and Affiliated Student Organizations
- Conduct any financial business or transactions
- Receive any benefits or privileges not entitled to Student Interest Groups (See Chart of Student Group Benefits by Type)

Additional Compliance Measures

In addition to compliance with Student Community Standards, the University's Ethos Statement and the Student Code of Conduct all student groups must adhere to the following expectations:

- Be consistent with the University's Mission Statement and abide by all University policies and procedures.
- Ensure that group involvement and activities do not adversely affect the academic success of group members or other Gonzaga community members.
- Follow the group's constitution and by-laws.
- Be responsible for all financial transactions done by and/or in the name of the group. All financial transactions will proceed through the group's controller account or GSBA. No off-campus bank accounts are allowed.
- Have at least fifteen student members (5 for law school groups).
- Register their group annually with the Office of Student Involvement.
- Follow the University "Events Policy" for all events and programs.
- Understand and abide by the University Hazing and Alcohol Policies.
- Maintain good communication with the Office of Student Involvement by checking, updating and maintaining their Zagactivities page and checking their group mailbox at least once per week.
- Follow all policies and procedures of the various departments and/or organizations with which they might interact. These may include, but are not limited to, the Controller's Office, University Relations, Campus Services, GSBA, Student Involvement, Sodexo, Athletics, Security, etc.
- Accept responsibility for members' behavior including whenever an event is held, officially or unofficially, in the name of the group or whenever the action of a member draws attention to the group rather than to the member as an individual.
- Any group that is inactive for over four years will be expected to repeat the student group recognition process.

- All philosophical or general changes in the group's original recognition paperwork must be submitted to the Student Activities Office immediately so as to not affect the group's standing with the University.
- Registration and/or official recognition does not commit the University to the proposed programs of any group.

Student groups that fail to adhere to the expectations conduct standards, or policies of the University may be subject to sanctions determined by Student Code of Conduct.

Social Fraternities and Sororities

- Gonzaga University does not recognize any social fraternities or sororities. We do have some academic and honor societies with Greek letter names, but they are not social fraternities.
- Non-recognized fraternities and sororities are prohibited from reserving space, advertising (includes fliers, banners, etc.) or hosting events on Gonzaga's campus. No formal presence is allowed.
- Non-recognized fraternities and sororities are prohibited from using the Gonzaga University name or likeness in any marketing, social marketing or events.

Club Advisors

- Club Advisors must be aware of their role as club advisors. Advisors are the primary staff contact for all clubs. Advisors should meet with their club leadership at least once per semester and be aware of the club events and happenings.
- Club advisors are prohibited from using clubs as a wing of their classroom or dictating club activity. Clubs are independent student-led groups.
- Club advisors may not sign contracts for clubs on behalf of the university.
- Club advisors are asked to chaperone larger club events, any trip to Canada or more controversial events or events with alcohol.

Student Government and Club Finances

1. **The group is responsible for all group finances, money and transactions.** Although there are many people who will help and assist you with your money, ultimately the group must take ownership and responsibility for their own finances. This means your treasurer should know of and be a part of all transactions. Additionally they should become familiar with all the policies and procedures around money and finances and be sure the club is following them. We will attempt to provide all the necessary information, trainings and resources to help ensure that groups can take responsibility for their financial situation. Groups failing to meet their financial responsibilities may lose their ability to conduct financial business and/or lose their official recognition status as a group.
2. **All group money most go through the university.** As a group you are in a sense an extension and representative of the university, therefore you are also bound by the same rules, guidelines, policies and laws that the university must follow. ALL MONEY (purchases,

membership dues, payments, fundraisers, cash collections, food sales, etc.) should go through either your group's university account and/or the GSBA group account. Groups are not allowed to have any other accounts through any other banks.

Club Financial Accounts

All clubs must keep their money in a Gonzaga University account. No clubs may keep external accounts.

There are three types of club accounts associated with most Gonzaga clubs.

1. Local club funds: this the standard operating account for club funds.
2. Agency Funds: Agency funds are for clubs that have an associated national organization, e.g., DECA.
3. Fundraising Account: All clubs have an account for which funds can be donated into. This club is connected to your gift to clubs account.

How to purchase items:

- All purchase requests must be submitted 6 working days prior! (this is because we have to work with Accounts Payable to acquire checks and POs)
- Login to Zagtivities
- If your purchases are connected to an event, make sure you first complete the Event Request form in your Zagtivities page.
- To complete a Purchase Request
 - Click "Finances" on the right hand side
 - When prompted, complete the finance section
 - Once your "event" has been approved Brother Steve will generate a purchase requisition for your item: this will create either a Purchase Order for you to send the company, or generate a check for the company. If you have asked us to purchase items or rent rooms etc., purchasing will order those items.
 - If there are small items or things easier purchased with a credit card a CENTER FOR STUDENT INVOLVEMENT staff member may be able to work with you to order the items – please notate this request in your Purchase Request Form,
- If you messed up and did not submit a purchase request prior to 6 days you will need to speak with a CENTER FOR STUDENT INVOLVEMENT staff member. Please do not purchase items expecting a reimbursement. All reimbursements must have staff pre-approval.

Selling Items

- There are two ways to collect \$\$ CashNet or Collect Cash with a cashbox.
 - Each club has a unique cashnet page, you can request a cashnet page or have your item added to your current cashnet form. The CashNet request form is on Zagtivities, under the "Student Involvement" page, click forms – there you will see the cashnet form.

- When you complete your Zagtivities event form you will be asked if you are using a cashbox or Cashnet (an online system GU's paypal).
- Cashbox: You will collect and return your cashbox and inventory from/to Brother Steve. When collecting cash, clubs must complete and turn in a cash collection sheet.

Seeking Sponsorship or Donations

- University Advancement is the office at GU that works with donations and sponsorships – they can help to navigate the rules with taxes, etc.
- When you complete your Zagtivities event form you will be asked if you are seeking sponsorship/outside donations.
- University Advancement will contact you via email or write instructions in the Zagtivities event form on any steps or requirements you have.
- **Picking a Sponsor**
 - Think about picking a sponsor that will compliment your club's brand.
 - You can't be sponsored by a beer company, sex related, tobacco, and marijuana or drug companies.
 - Bar sponsorships (must be pre-approved by CENTER FOR STUDENT INVOLVEMENT). Clubs can acquire sponsorship dollars from bars or discounts for food/events. Clubs may not place logos of bars on uniforms/clothing/articles for which people under 21 will wear. Clubs may place signs at events or logos on brochures or programs for club events.
 - This means choose a sponsorship that doesn't conflict with the GU mission.

Think about what you want from your sponsor

- What can you give your sponsor in return?
- Logos/names on the back of shirts*
- Jerseys or helmets with business stickers
- Banners at games/events
- Social media shout outs
- Special events at their business
- Tournament named after them... "The Pepsi Ultimate Frisbee Tournament"
- *Any collaborative logos or shirts that say Gonzaga University and the name of the sponsor must be approved by Marketing and Communications - you can work with CENTER FOR STUDENT INVOLVEMENT to help you on this! No clubs are able to use the GU Bulldog image with a sponsor logo/name- that is owned by Athletics. Additionally, no alcohol/tobacco/beer images may be used.
- There is ONE caveat! Clubs can't technically advertise prices or discounts - for example, clubs can't said visit Pepsi and get 15% off.
- When you go to spend your donation money - make sure you are indicating or telling CENTER FOR STUDENT INVOLVEMENT/Brother Steve you want to spend out of the donation account (it's different)! This money can be deposited into your fundraising account.

Restrictions and rules for club fundraising:

- No raffles/gambling (Federal and State Law)

- Gift cards: Clubs must track the names of all recipients of gift cards or prizes. Recipients of gift cards must complete a W-9 form; this form along with the gift card form must be turned into the controller's office.
- All money must be collected/tracked through GU – this means no “gofundme” and other websites. (Accounts payable is working on a website where student orgs can collect donations with a cashnet back end).
- We have to be careful when a business is providing a sponsorship and getting advertising benefits. E.g. having a logo on a poster, versus having a table at the event.

Contracts:

- A contract is a legally binding document. We want to make sure that you and your club are protected and prevent your liability. If you are contracting with an artist, venue or other, you must meet with the Assistant Dean or Associate Director of Student Involvement, may sign your contract. If the contract is above \$5000 the VP of Student Development or Dean of Student Engagement will need to sign your contract.
- Gonzaga University requires mutual indemnification on contracts and will rarely pay deposits; we prefer to wait to pay for services rendered.
- Lecture contracts and some other artist contracts require the performer/agent sign include and sign the mission clause in the contract. See below: *“If any actions by Artist or Artist's employees, agents, servants, or representatives are in conflict with any policies, mission, rules or regulations of Purchaser while Artist is on Purchaser's property, and Artist or its employees, agents, servants or representatives fail or refuse to correct the same upon verbal notification by Purchaser, then Purchaser shall have the right to immediately terminate the performance and cancel the Contract and this Rider with no liability whatsoever. Artist(s) and Artist's employees, agents, servants and representatives shall not be under the influence of any intoxicating beverages, narcotics or drugs at any time while on Purchaser's property. Any violation of this provision will result in immediate termination of the Contract and this Rider by Purchaser with no liability whatsoever”* (Item 26 in lecture contract rider).

GSBA Club Funding:

- GSBA recognized clubs can request up to \$3000 in club funding. Club sports may request an additional \$3000.
- GSBA uses a rubric for club funding approval.
- GSBA will pay bills directly and rarely transfers money directly into club accounts.

Reimbursements and cash advances:

- CENTER FOR STUDENT INVOLVEMENT encourages clubs to plan ahead, but we know that sometimes things happen. When travelling you can request a cash advance for travel or club expenses. To do this clubs will request a cash advance and individual will receive a check or direct deposit. To their account. Upon return from their event the

individual must bring ITEMIZED receipts and the remaining cash to CENTER FOR STUDENT INVOLVEMENT and give to the club business manager.

- Reimbursements: Clubs and individuals may receive reimbursements. Itemized receipts (not just credit card slips) are required. Bring your receipts into the CENTER FOR STUDENT INVOLVEMENT office and complete the reimbursement form. These forms must be signed by the person receiving the money as well as a CENTER FOR STUDENT INVOLVEMENT staff member.

Signatories for Club accounts Club reimbursements and other forms must be signed by the club officer and a CENTER FOR STUDENT INVOLVEMENT staff member.

Purchasing (P-Cards) and Gas Cards:

- This policy will be nailed down after a meeting in June with Deena and Linda.
- Beginning in 2016 some clubs will be allowed to use P-cards for purchasing. Only Gonzaga University Student Employees are eligible for a p-card. Each club is permitted up to two p-cards via the student employees. The limit for p-cards for clubs not travelling is \$300, when clubs are travelling their limit will be raised to a reasonable amount based on CENTER FOR STUDENT INVOLVEMENT approval. All p-card holders are responsible for reconciling their own p-cards. P-cards may not be used to purchase alcohol or drugs or individual meals. Using a p-card is a privilege and may be revoked at the discretion of the CENTER FOR STUDENT INVOLVEMENT staff or accounts payable.
- Gas Cards can be checked out so that you and your club members do not need to use your own money and wait 2-3 weeks to get reimbursed. Just fill out the "Rental Car Gasoline Card Authorization" form, which can be found on the Controller's website or in the CENTER FOR STUDENT INVOLVEMENT Office, and bring the completed form to CENTER FOR STUDENT INVOLVEMENT for approval. Double check the gas card is not expired!!

Student Government and Club Travel

1. All clubs wishing to travel in an official capacity must submit their travel request via Zagactivities.
2. All clubs must have a pre-trip travel meeting with a CENTER FOR STUDENT INVOLVEMENT staff member.
3. All club members wishing to drive must adhere to the driver protocol found in the Clubs and Club Sports FAQ.
4. All student code of conduct requirements apply to club events and travel.
5. Students participating in travel for a club or gsba event are required to complete a release of liability form for the event.
6. CENTER FOR STUDENT INVOLVEMENT may cancel a trip for, failure to complete and follow-up on the required paperwork or processes, inclement weather or other issues of safety that may arise

Driving Requirements

All students driving any vehicle (personal or rental) must complete the following before the Pre-Travel Meeting:

- **ROSTER:** Update your roster; only students on the Zagtivities Roster can participate
- **RELEASE:** All students on roster must have a Release of Liability Form filled out and on file with Student Involvement
- **DRIVER FORMS:** (a) Drivers must submit a Driver Agreement and Car Owner Addendum to the Office of Center for Student Involvement. (b) Complete the Driver Certification course on-line (see tab: "Become a Certified Gonzaga Driver")
- **TRIP & TRAVEL FORM!** You will be required to complete and submit the Trip/Travel form to the Office of Student Involvement ONE WEEK prior to your departure. The form can be found in the Student Involvement page under Forms or by clicking [HERE](#). You will also be required to have a pre-trip meeting with the Office of Student Involvement on the day of your departure to ensure all paperwork is in order, review weather conditions, and to receive a Travel Bag.
- **SCHEDULE PRE-TRAVEL MEETING:** One representative must schedule a Pre-Travel Meeting with the Office of Student Involvement no later than 3 days prior to travel.

Driver Training

Basic Training: All first-time applicants will take an online safe-driving course sponsored by the Office of Risk Management, complete the Driver Orientation for 12 passenger vans offered by Plant Services, and have a signed Driver Agreement and Car Owner form on file. To access the online safe-driving course:

- Go to the online safe-driving course website
- First time users should select the option to create a new account on the right side of the screen.
- Enter the institution registration code: 0347-RCUE-XY12
- Create a username and password and provide information for a user profile.
- EduRisk Learning Portal will provide you with an e-mail regarding your new username and password. Use this to logon, where you will be redirected to change your password.
- Once logged in, click "Launch Learning Program" under the Driver Safety box.
- This will redirect you to the Driver Safety page. Make sure your pop-up blocker allows the EduRisk Learning website in order to start the course.
- Select "DS-101-H Driver Safety Training (Higher Education)"
- Select the module "DS-101-H Pretest" to complete the pretest
- Once you have completed the pretest, select "DS-101-H Driver Safety Training"
- Print certificated and submit if to the Office of Center for Student Involvement

Car Owner Forms (add mileage statement to owner form)

- For students using personal vehicles for GU sponsored activities or events, it is necessary for the legal owner to complete and sign an Owner's Approval Form authorizing the use of the vehicle and identifying the student(s) authorized to drive the vehicle. This form is to be maintained by the Office of Center for Student Involvement.

- The intent of this form is to ensure that vehicle owners know their cars are being used in connection with a University activity and they will be assuming primary liability in connection with the trip. Drivers should never operate a vehicle with critical safety problems such as brakes, suspension, steering, lights and tires. The driver must ensure that all passengers are wearing seat belts.

Towing a Trailer:

- Only the GU Cycling Club is currently approved to tow a trailer. To tow a trailer.
- Each driver must first complete the driver requirements for GU.
- Part 1. Step One: Order your DMV report from the state your driver's license is issued from.
 - For WA state:
 - <http://www.dmv.org/wa-washington/driving-records.php#Order-Your-Own-Washington-Driving-Record->
 - For CA state:
 - <http://www.dmv.org/ca-california/driving-records.php#Ordering-a-California-Driving-Record?wskw=free%20history%20report&pos=undefined>
 - After ordering the DMV record you will need to bring it to Plant along with your driver's license.
- Part 2. Step 2 in gaining the ability to drive a car trailer is to:
 - Bring your DMV report and your driver's license to Gonzaga Plant Services: 1004 North Ruby.
- Part 3 of the Trailer Safety Curriculum is to watch to brief (7 minute) on line videos and take two quizzes. The two videos and quizzes are on are accessible via Zagactivities below:<https://gonzaga.collegiatelink.net/form/start/71992>
- Part 4 of the Trailer Safety Curriculum is to complete the in-person trailer safety test with a certified trainer from Avista. CENTER FOR STUDENT INVOLVEMENT will bring a trainer to campus 3 times per year. You must bring your vehicle that you are hoping to tow to the test site. During this test you will first demonstrate to the trainer that you can safely attach the trailer to your car. Next you will drive around the Gonzaga campus with the trainer in your car. The trainer will either give you a satisfactory or unsatisfactory rating.
- Trainings are offered three times a year. To register for a training please email Colleen at vandenboom@gonzaga.edu.

Driving Restrictions

- All driving on club trips must be done by an approved driver.
- For trips exceeding 500 miles in length (one-way) use of personal vehicles will be prohibited. Rental vehicles are required for trips that exceed this limit. The university has the right to require clubs to find alternate means of transportation (bus/fly etc.) if the distance traveled is extreme. Trips in which the club is driving 500 or more miles one way are required to have a GU advisor or full-time staff or faculty member chaperone.

When a chaperone is required the Department of Student Involvement will cover the **chaperone's lodging and food.**

- Trips in which the club is driving 500 or more miles one way are required to have a GU advisor or full-time staff or faculty member chaperone. When a chaperone is required the Department of Student Involvement will cover the **chaperone's lodging and food.**

Getting and Staying There

The 12-passenger "club van"

- To use a club van you must complete a Zagtivities event form. There is no rental fee for the club van.
- Clubs and Clubs sports will be allowed to use the Club Van for Club Travel. The CENTER FOR STUDENT INVOLVEMENT program coordinator will designate which trip/club is able to use the van on a given day. The van must be driven by approved GU drivers who have completed the driver and van training. Students may sign up for van training on a weekly basis.
- The maximum number of days a club can use the 12 passenger van is 6.
- The maximum number of passengers in the club van is 12.
- Club vans may not be driven further than 8 hours per day or 500 miles per day.

Motor Pool Vans

- University motor pool vehicles may be used for trips that fall within a 50-mile radius of the campus. They must be checked out and driven by approved drivers only. To reserve a university vehicle, take the driving test, or ask any questions about the University's Motor Pool rental please contact Plant Services at 313-5656.

Rental Vehicles

- To reserve a rental car, you must complete a Zagtivities event and purchasing request form.
- Rental Vehicle: Gonzaga has a relationship with Enterprise/National Rental Car. If you use the GU contract number, the under 25 years of age fee is waived. You are encouraged to use Enterprise, CENTER FOR STUDENT INVOLVEMENT can reserve the car for you.

Taxis and Uber

- Gonzaga University prefers all students and staff to use a taxi or cab rather than UBER or LYFT, because uber and lyft do not have as rigorous safety requirements as taxi cabs.

Charter Busses

- Buses: The University uses Durham or First Student for yellow school bus rentals. For larger charter buses the following 4 companies
 - Alpha Omega Tours and Charters: 509-299-5595 or www.alphaomegatoursandcharters.com
 - Durham School Services: 509-483-0224
 - Northwestern Stage Lines: 509-838-4029
 - Center for Student Involvement Eagle Charters: 509-487-6903

Airline Travel

- All airline travel must be booked through the Office of Student Involvement. Do not pay for any of these in advance as you will not be reimbursed. Your group's travel is paid for at the time of your booking so there is no need to do a Purchase Request.
- Please download the Student Travel Booking Checklist form [HERE](#) and be sure to complete each step. There are three basic steps outlined on the form
 - 1) Meet with Student Involvement Business Manager (Br. Steve 313-5484 souza@gonzaga.edu) and have him verify funds available on your form.
 - 2) Complete the form and get necessary trip participant information
 - 3) Scheduling a meeting with Claudine Richardson (313-6123) when you can book your travel with her.

Lodging

- Lodging: When filling out the purchase request for lodging please include your preferred place, location and/or nightly rate along with total # of people. If requesting a specific place please include specific information (name, address, phone #, etc.)
- Gonzaga University prefers our clubs and students to stay at licensed hotels or motels. To stay at a person's house or VRBO, you must first get permission and complete extra paperwork.

Student Government and Club Events Policies

1. All club events (whether on or off campus) must be submitted via Zagtivities. Student Involvement gives both conditional and final approval to all events on or off campus that are under the guise of clubs. Please note, CENTER FOR STUDENT INVOLVEMENT asks that event request forms should be submitted at least one week in advance, more complicated or controversial events may take up to 4 months for approval.
2. All club events must adhere to the Gonzaga University Event Policy. All club events held **off-campus** are required to follow the travel protocol for clubs. (See the Club Travel procedures).
3. When club event performers require a contract for club events (DJ, Lecture, Band, etc.) you must work with the Associate Director of Student Involvement to sign your contract, students nor advisors are not permitted to sign contracts.

4. If alcohol is to be served at an event on campus, clubs must #1. Use Sodexo and Sodexo Bartenders to cater the event, #2. Have CMS or Campus Security Present, #3. May not have an open bar, the event must have a limited number of drinks per participant.

5. If alcohol is to be served at an event off campus, clubs must #1. Have the venue be responsible for checking IDs and responsible for the liability of the event, #2. Have a contract signed by the Director of Center for Student Involvement and the Venue at least 1 week prior to the event, #3. May not have an open bar, the event must have a limited number of drinks per participant or cash bar. #4. Must provide food for event participants.

6. All clubs must adhere to the events procedures outlined by the Center for Student Involvement Office. Procedures can be found in Clubs and Clubs Sports FAQs and Zagtivities.

Event Risk Management

1. Determine and evaluate any risks associated with your event.

Just like life, there are risks associated with any type of event. The types of risk you should be aware of are

- **People:** Risks to person(s) physical, mental or emotional health
- **Property:** Risks to property or equipment associated with the event
- **Legal:** Legal risks to you, the club, the university, etc.
- **Financial:** loss of money, money handling, etc.
- **Event:** Things that might negatively alter or affect the event.

You should spend some time to determine any possible risks with your event related to these 5 areas. Once you have a list of risk you should evaluate them based upon 2 criteria

- 1) **Severity:** How severe would the outcome be if this risk were to occur
- 2) **Probability/Frequency:** How likely is this to happen?

	Probability			
Seriousness	A	B	C	D
I	5	5	4	3
II	5	4	3	2
III	4	3	2	1
IV	3	2	1	1
	High Risk	Moderate Risk	Low Risk	

Seriousness of Risk

I – May result in death

II - May cause serious injury, major property damage, significant financial loss, and/or result in negative publicity for the organization or institution

III - May cause minor injury, illness, property damage, and financial loss and/or could result in negative publicity for the organization or institution.

IV - Hazard presents a minimal threat to safety, health and/or well being of participants

Probability

A - Likely to occur immediately or in a short period of time, expected to occur frequently.

B - Probably will occur in time.

C - May occur in time.

D - Unlikely to occur

Ways to Manage/Mitigate Risks

- 1) Follow all University rules, policies, guidelines and regulations.** Many of these were created to manage and/or mitigate risks. By following them you are taking the first step in managing your risks. You may also want to consider creating some specific rules; procedures or guidelines for your specific event that might help mitigate risks.
- 2) Inform everyone (staff and participants) of any risks.** If people are aware of the risks they will more than likely be safer themselves. This may require signs, announcements, liability waivers, posters, etc.
- 3) Inform and Train staff.** Training and communicating with your event staff is key. This could include other officers, club members, security, advisor, etc. Make sure they are aware of the necessary event details. Assign specific tasks and be clear on expectations and timelines. Meet beforehand with everyone and go over the event and everyone's responsibilities. It's also a good idea to have the event staff identifiable. This could be as easy as wearing matching shirts or clothing
- 4) Check facility, space and all equipment.** Don't always assume everything is safe and in good working order. Check doors to make sure they are locked or unlocked, look for hazards that people might trip on or run into, especially in high traffic areas of your event. Are there enough exits? Do things work properly?
- 5) People.** What do you know about the people coming/invited to the event? What connections or ties do they have to your group or the community? How much can you trust them?

Event Staff (security, club members, volunteers, tech crew, advisor, etc.)

- Create a detailed itinerary for all persons helping with the event. Include set-up time (allow at least two hours), times for sound checks, the time that the doors will open, the ending time for the event and clean up time after (allow at least one hour). Each portion

of the schedule/agenda should also indicate who is in charge or responsible for that part of the event.

- Create a written document that specifies each person(s)/role(s) responsibilities. This should include a brief (1-2 sentences) of their general responsibility along with the particular details of their role.
- Make copies of the floor plan, emergency exits, and necessary phone numbers for each volunteer. All staff should be aware of the emergency response plan.
- Inform volunteers of appropriate dress and provide them with nametags if required. It is helpful if your staff is recognizable.
- On the day of the event meet with all the staff together and review the event and each person's role and responsibility.

EVENT Risk Management Sheet: You should consider filling out the event grid for many events. In some instances you will be required by CENTER FOR STUDENT INVOLVEMENT to fill one of them out or complete a Risk Management Report. This will ensure that you have thought through the risks and your methods for management/mitigation. It's best to do this grid with someone else (advisor, other member, security, etc.) to ensure all risks are discussed. This grid will also help communicate to everyone in your organization the risks and how everyone is expected to manage them.

Reserving Space

Gonzaga recognized clubs are able to reserve rooms for events or meetings on campus. For many events there will be no cost, however for large events requiring complex set-up or cleanup, there are fees associated. Work with the GUEST staff to determine the cost of the room.

To reserve a room for a meeting, clubs may book the room directly through the EMS website.

To reserve a table in Hemmingson or around campus to sell or advertise the club, clubs must complete the Zagtivities event request 72 hours in advance and select the table preferences in the form.

To reserve a room for an event, clubs must complete a Zagtivities form and reserve the room via EMS during that process. Guest Services will not confirm a club event space until the event has been approved by CENTER FOR STUDENT INVOLVEMENT.

Food

There are different food policies that relate to the different type of event being held by your club/organization.

- Closed meetings (just the members of your organization)
 - o Closed meetings can have your own food. Please check with the building you are having the meeting in to ensure that you are able to bring food in and will dispose of food remnants and trash in the proper receptacles.

- Open events (where people are invited to attend or is open to the GU Community)
 - o Option 1: Soxedo serves/delivers/sells the food.
 - o Option 2: Sodexo is our preferred vendor, if they are not able to accommodate your request, you may use another vendor that has a license to deliver or cater food. (Some locations on campus are Sodexo Food only – check with CENTER FOR STUDENT INVOLVEMENT staff)
 - o Option 3: You sell only prepackaged food (e.g., popsicles, bags of chips).
 - o Option 4: You serve (not sell) food (free to all members).

For Option 3 and 4, At least one person (preferably all people who are handling the food) should have their food handler's permit when cooking, preparing, and/or serving unwrapped food. In most cases you do not need a food handlers permit if you are serving pre-packaged food and it is left in its packaging. A Food Handler's Permit can be obtained by taking a class in person or online through the Spokane Regional Health District. The online course and test takes about an hour and there is a \$10 fee.

Alcohol at Events

On-campus events

If alcohol is to be served at an event on campus, clubs must #1. Use Sodexo and Sodexo Bartenders to cater the event, #2. Have CMS or Campus Security Present, #3. May not have an open bar, the event must have a limited number of drinks per participant.

Off-campus events

If alcohol is to be served at an event off campus, clubs must #1. Have the venue be responsible for checking IDs and responsible for the liability of the event, #2. Have a contract signed by the Associate Director of Student Involvement and the Venue at least 1 week prior to the event (CENTER FOR STUDENT INVOLVEMENT has a list of vetted bars), #3. May not have an open bar, the event must have a limited number of drinks per participant or cash bar. #4. Must provide food for event participants.

Membership to a club or event that is 21+ requires the club to work with CENTER FOR STUDENT INVOLVEMENT to vet the age of students using the registrar birthday list.

Dance Procedures and Protocol

Dances are great way for students to socialize and have fun as well as help clubs raise funds for their club or causes. Dances also present some higher risks (weekend night, alcohol, uninvited guests, etc.) if they are not planned, organized, staffed and run well. Should your club get to host a dance it is important that all the members set the tone for a safe and fun event. This means informing members, friends and other students that the dance is not a raging party or a place for intoxicated people to come dance or hang out.

Due to space, attendance and fairness issues we are generally going to limit dances to 2 per month. Clubs who have shown a history of successful, fun and safe dances will be given priority. The following procedures are meant to help ensure that all risks are mitigated and that

everyone can have a fun and safe evening. If any of the following are not followed this may be cause for cancellation of the event and/or loss of priority or privilege to host dances in the future.

- 1) All Dances must follow the regular events process. Please refer to the Clubs Manual on the Community website (www.gonzaga.edu/community) for details.
- 2) If your dance is approved you must schedule a meeting with a CENTER FOR STUDENT INVOLVEMENT staff member review your event and this document.
- 3) Once your event has been approved you must work with campus security to determine the security needs for your dance. Typically you will be asked to contact, schedule and pay for a minimum of 4 staff persons to assist with the dance. Security will need to meet with your club prior to the dance to go over staffing and security issues. Please arrange with them the time your club will meet with them.
- 4) You must have your advisor or another Gonzaga staff person present at the dance for the entire event. Please inform, in writing, the GSBA Clubs Office, Office of Student Activities and Security as to whom the staff person will be and their contact info.
- 5) The only persons allowed into dances are Gonzaga students and their guests. In addition to checking them off your ticket list you must check for student ID's at the entrance. Guests must check-in with their host student
- 6) You need a minimum of 10 Club members working the dance at all times. Club members should be more than just passive staff and should assist security and professional staff in making sure the event remains safe and fun. **All club members should be sober whether they are working the dance or not.** Duties should include
 - staffing all doors, entrances and exits
 - Checking student ID's and giving out wristbands at entrance
 - checking restrooms regularly
 - walking the dance floor and making sure everything is going well
- A minimum of 4 club members must remain outside the entrance doors. Their duties will primarily consist of monitoring students as they arrive and ensuring that those entering can take care of themselves and are not intoxicated. Students who appear to be intoxicated should be stopped before entering and if necessary asked to leave. Security can help with this and should deal with all situations in which your members feel unsafe or encounter uncooperative guests.
- 7) You must presell e-tickets on the on-line CashNet system. If you also choose to sell tickets in person make sure that your ticket sales and cash collection methods follow the required processes outlined in the financial guidelines. You will need a cash box and keep record of purchasers.

Ticket Sales Procedures & Guidelines

- A maximum of 600 tickets can be sold for a dance in Cataldo or Hemmingson Ballroom.
- The primary source of sales should take place through the on-line sales site CashNet.

- Sales must be tracked closely to ensure they do not go over 600. Please use the *Clubs Sales and Tracking sheet*.
- Ticket sales at the door must be more than the on-line price. (Example if tickets on-line are \$5 then the price at the door, if approved would be \$7)
- Ticket sales must be tracked like any other sale. Please refer to sales and tracking procedures.
- Do not distribute tickets at time of sale. Instead get names. You will pick up wristbands from the Office of Student Activities on Friday afternoon to be distributed at the door after checking them off the list and checking their student IDs.

All publicity should include the following

- Ticket sales limited.
- Must have GU ID or be the guest of a GU student with ID.
- Doors close at 10:30pm.
- Information on how to get to the on-line CashNet site to buy tickets.
- WA State sales tax included in price of ticket.

Athletic Games or Tournaments

Clubs must complete the Zagtivities event request. When clubs want to host a game or tournament on the Gonzaga campus, clubs must work with the Recreation and Intramural office to secure facilities and follow all guidelines. All tournament games are required to have a CENTER FOR STUDENT INVOLVEMENT game day manager present, a referee and a pre-approved medical staff person and the club must agree to remain present at the GU field for the entirety of the tournament.

Guest Speaker/Lecturer

Gonzaga University is an academic community dedicated to the advancement of learning. It is guided by a humanistic, Catholic, and Jesuit, mission to advance the Gospel values of faith and justice through teaching, advocacy and example. To serve these objectives, members of the University community must be free to engage the full range of views on a variety of subjects. They may, therefore, consistent with these processes and standards, invite speakers to campus and produce events on campus that promote the University's values, as well as those that express ideas or opinions that are contrary to Catholic doctrines and teachings. The following standards and procedures govern such activities.

a. Standards

i. Permission to invite a guest speaker or to host an event for the public on campus may be denied altogether if:

- 1) The speech or event would not constitute a legitimate educational experience or otherwise contribute to the University's mission; or

- 2) The speech or event is likely to confuse the public or students about or offend the University's core values or mission as a Catholic, Jesuit, humanistic institution by advocating positions or activity contrary to Catholic teachings and the person or group seeking permission refuses to accept provisions for appropriate response or counter-programming; or
- 3) There is a substantial risk that the speech or event would conflict with University policies concerning the creation of a hostile learning environment; or
- 4) The speech or event poses a substantial risk to the physical safety of members of the University community; or
- 5) There is a substantial risk that the speech or event would disrupt classes, obstruct access to campus facilities, or otherwise interfere with other ongoing University events or activities; or
- 6) The speech or event would violate the law.

b. Process

- i. A student or student group wishing to invite a guest speaker to campus or to host an event for the public on campus must follow the policies and procedures adopted by the Vice President for Student Development regarding guest speakers and events. This will require obtaining advance approval from the Vice President for Student Development, so that the standards of paragraph 1 will be applied before any invitation is made. *After students submit a Zagtivities event request, CENTER FOR STUDENT INVOLVEMENT staff will share event information with the VP of Student Development.*
- ii. Because faculty are representatives of the University and implementers of its mission, faculty wishing to invite a guest speaker to campus or to host an event on campus shall seek the advice of colleagues, the most appropriate department chair, and their dean before extending an invitation or planning an event that is likely to confuse the public or students about or offend the University's core values or mission as a Catholic, Jesuit, humanistic institution. If the faculty member's judgment about a speaking invitation or event is questioned, the Academic Vice President shall make the initial determination as to the propriety of the speech or event, in light of the rationale and considerations offered by the faculty supporting the event.
- iii. In reviewing any request for a guest speaker or event, the Vice President for Student Development or Academic Vice President may impose conditions to ensure consistency with the standards of paragraph 1. Any decision of the Vice President for Student Development or the Academic Vice President to grant, deny, or condition permission for a guest speaker or event must be provided to the interested parties and may be appealed to the President. The President shall have final authority to grant, deny, or condition usage of University property for any guest speaker or event.
- iv. In exercising this authority, the Vice President for Student Development, Academic Vice President, and President shall:

- 1) Give due consideration to the standards of paragraph 1; the educational content and value of the proposed speech or event; the degree of faculty involvement in planning the speech or event; the academic or educational context for it; and the amount of co-sponsorship by faculty and campus organizations.
 - 2) Seek, where possible, modifications to the speech or event that, short of prohibiting it, would address the concerns about it. Such actions may include issuing disclaimers, requiring that a question and answer period immediately follow the speech or event, creating counter programming at a different time, balancing the speech or event with opposing views, changing the date of the speech or event, or otherwise providing appropriate context for those attending
 - 3) Give the persons and groups supporting or opposing the speech or event an opportunity to be heard.
- v. To avoid unnecessary future conflict and facilitate future decision making by members of the University community, when the President exercises his authority to permit, condition, or deny permission for a guest speaker or event, he shall communicate to the University Community his reasons for doing so in a timely manner.

Disclaimer:

An invitation to a guest speaker or production of an event does not in any way imply approval, endorsement, or sponsorship by the University or by those making the invitation or planning the event of the views expressed by the speaker or any aspect of the event.

Political Events

Gonzaga University receives Federal funding; as such we are obliged to follow certain tax laws surrounding the promotion of issues or politicians. Work with the CENTER FOR STUDENT INVOLVEMENT staff to make sure your event is allowed at Gonzaga.

*In order to maintain tax-exempt status, a 501 (c) (3) is prohibited from participating in any **political campaign on behalf of or in opposition to any candidate for elective office**. Certain activities may not be prohibited depending on the facts and circumstances. For example, **certain voter education activities such as public forums conducted in a non-partisan manner, voter registration and get out the vote drives would not be prohibited**. <http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations/The-Restriction-of-Political-Campaign-Intervention-by-Section-501%28c%29%283%29-Tax-Exempt-Organizations>*

Outdoor Special Events & Amplified Sound Policy

Gonzaga University exists in close proximity to many residences and residential neighborhood communities. Local ordinances govern noise transmission and amplification. Out of consideration to all who live in the community, the use of amplifiers, bullhorns, musical instruments, and other forms of communication beyond that of the natural voice must receive prior written approval from the Center for Student Involvement office. In some circumstances a

noise variance permit may be required by the City of Spokane, clubs must work with the CENTER FOR STUDENT INVOLVEMENT professional Staff to obtain this permit.

Movie/Film Showing

Are you having a public or private viewing of a movie?

Private viewing: Movie is shown to a closed audience (e.g., only club members), in a closed room, is free, and is not advertised.

Public viewing: Movie is open to campus community/Spokane community, OR is in an open room or lounge, OR is at a cost to attendees, OR is advertised through fliers and/or online means.

Public showings/viewing of copyrighted movies and films requires having the rights to show the movie/film. If you do not have the rights, then you must obtain them through a certified company (such as SWANK Pictures or Centurion). Your purchase of a DVD from a regular retailer does not give you public viewing rights. As well, your ability to stream a movie on a paid site such as Netflix or Hulu also does not give you public viewing rights.

Please be sure to follow regular purchasing protocols and work with your treasurer to get a PO# to pay for these movie rights.

Vendors on Campus

If your club would like to bring outside vendors to campus for an event, please work with the CENTER FOR STUDENT INVOLVEMENT staff to make sure your vendor is approved on campus.

Events at McCarthy Center or Martin Center

Clubs wishing to host events at an Athletic Facility are required to work with the CENTER FOR STUDENT INVOLVEMENT Staff and the Athletic Facilities staff. Your CENTER FOR STUDENT INVOLVEMENT staff member can help to coordinate this conversation with Athletics. Please begin planning your event at least 2 months in advance.

Events with children or vulnerable populations

Events open to the public, children or vulnerable populations require additional work. These events will require release of liability, potentially security or background checks. Please work with your CENTER FOR STUDENT INVOLVEMENT staff member to coordinate how best to work with the outside population.

Animal Events

Service animals are allowed on campus in the care of their handler. Students are required to contact the Disability, Resource, Education and Access Management (DREAM) office for information and assistance with service animal guidelines. Any animal on campus must be leashed and attended at all times. Animals are not permitted to run loose on campus or in any campus building. Dangerous animals or animals found unattended may be impounded and turned

over to animal control authorities. A University official may determine that a particular animal's presence on University property is disruptive and direct the owner to remove that animal.

Rescue Animal Events

CENTER FOR STUDENT INVOLVEMENT has previously vetted a few Spokane animal rescue companies with the Office of Risk Management. Students should work with the CENTER FOR STUDENT INVOLVEMENT staff to identify the approved vendors and the process. Students will be asked to acquire vendor insurance information, receive a contract from the venue and have participants complete release of liability forms. Students may be asked to complete a Risk Management Request – work with the CENTER FOR STUDENT INVOLVEMENT staff to complete this process.

Petting Zoo Events

Gonzaga University has previously vetted a few Spokane animal petting zoo companies with the Office of Risk Management. Students should work with the CENTER FOR STUDENT INVOLVEMENT staff to identify the approved vendors and the process. Students will be asked to complete a Risk Management Request – work with the CENTER FOR STUDENT INVOLVEMENT staff to complete this process. Students will be asked to acquire vendor insurance information, receive a contract from the venue and have participants complete release of liability forms.