



Cal Poly Pomona

Student Club & Organization Manual

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INTRODUCTION

Student, Engagement, Leadership and Success' mission is to empower students toward success through engagement, leadership development, and diversity enrichment; it is with this vision in mind that we are excited in your interest in student organizations!

Recognizing that student involvement is part of the holistic college experience we seek ways to create innovative learning-centered opportunities to develop students to become leaders in a global society. We recognize that student organizations lead to the enrichment of our campus community and culture. We are here to assist in creating and providing support for leadership development, campus pride, activism, public service, and social and cultural interaction. As a Cal Poly Pomona student, you have the chance to help shape the growth of our university through your investment in a wide variety of opportunities.

Involvement in campus life through clubs and organizations is a great way to connect to the university, build leadership skills, meet people, and have fun! Aside from what you are giving back to the campus, there are many personal benefits of being involved:

- Ease the transition from one school to another.
- Involved students are more likely to graduate.
- Involved students feel more connection the university, the campus, other students, and are more familiar with the events and resources available through the university.
- Involvement gives a sense of ownership, pride, and investment, resulting in students reporting of higher levels of satisfaction with their college experience.
- Being involved encourages and advances your development on all levels: intellectual, cultural, spiritual, and social.
- You will gain knowledge, skills, and experiences in leadership, communication, problem solving, group development and management, budgeting and finance, presentation and public speaking, and much more!
- Involvement can be used to help build your resume through the work and experiences you gain through leadership development, extracurricular, and co-curricular activities.

Whether you are looking to join or create an organization on campus, Student, Engagement, Leadership and Success is here to help. Every student is encouraged to participate in activities and find a place to belong. It is our strong belief that all student organizations exemplify respect and inclusion in all organization events and activities. As you represent your club or organization, you are representing Cal Poly Pomona. Please review and take note to the guidelines and policies in this handbook. Feel free to consult our office for clarification, guidance, and advice at any time. We encourage and welcome feedback on this handbook, as well as all programs and services offered by our office.

ABOUT THIS HANDBOOK

Student, Engagement, Leadership and Success created this Student Organization Handbook (herein referred to as the “Handbook”) as a reference tool for students and advisors. The Handbook provides information regarding university policies and procedures that include registering your organization, the use of campus facilities and services, rights and responsibilities of student organizations, and university recognition of registered organizations. This Handbook is intended to assist with individuals and groups in functioning at a maximum level within the University community. This Handbook provides student groups and individuals with a summary of university regulations as they affect activities and the rights and privileges of student organizations. It outlines the established working relationship Student Engagement, Leadership and Success and student organizations and individuals in scheduling events, granting recognition to student organizations, and the use of the campus facilities. It also contains information and regulations covering student conduct, social functions, requisitioning procedures, and the fiscal policy as outlined by the Associated Students Inc. (ASI). This Handbook is published by Student, Engagement, Leadership and Success. Should you have any questions regarding the information provided through the Handbook, please feel free to contact the Student, Engagement, Leadership and Success. Our office is located in Building 26, room 124, or call us at (909) 869-2841.

Changes in this Edition

Each year we attempt to make changes that will improve the services and way we work with the student organizations at Cal Poly Pomona. The Handbook is a collection of information from various departments on campus that organizations will work with. While we aim to have the most up to date information, the manual was last updated August 2022. Please keep in mind that the campus is continuously growing to benefit students, and so we encourage individuals to refer to the departments for further information that may not be covered in the Handbook.

STUDENT ENGAGEMENT, LEADERSHIP AND SUCCESS

Student, Engagement, Leadership and Success (SELS), a department within the division of Student Affairs, is concerned with the total development of students. Its primary purpose is to enhance the quality of campus life through co-curricular activities. The staff members of SELS believe that people learn by doing. Through involvement in co-curricular activities, students have the opportunity to practice what they learn in the formal academic setting as well as develop effective communication and leadership skills. Venturing in activities beyond the classroom allows students to grow both personally and professionally, thus making their total educational experience complete.

Cal Poly Pomona's co-curricular program is strengthened by over 300 registered clubs and organizations, including fraternities and sororities, multi-ethnic, religious, and international organizations, as well as departmental and sports clubs. New organizations are formed as student interests' change and evolve. A current listing of clubs and organizations, including brief descriptions and current officers, is available on myBAR.

Student Engagement, Leadership and Success Areas:

CLUBS & ORGANIZATIONS

Cal Poly Pomona offers a wide variety of clubs and organizations for students to explore to find their interests. We are here to assist the transition of new student leaders, renewing club registration, as well as encouraging students to take initiative and start a new organization themselves.

Website: <https://www.cpp.edu/sels/for-students/clubs-orgs.shtml>

FRATERNITY SORORITY LIFE

The primary mission of Fraternity Sorority life is to provide support and education for the betterment of the students in the Fraternity/Sorority community of Cal Poly Pomona.

Website: <https://www.cpp.edu/sels/for-students/fsl.shtml>

myBAR

My Bronco Activity Record (myBAR) is a program designed to keep track of your club membership(s), leadership role(s), awards earned, campus employment, and involvement while enrolled as a student at Cal Poly Pomona. Use your myBAR co-curricular transcript to prepare your resume, apply for internship opportunities, graduate school, awards, and scholarships.

Website: <https://mybar.cpp.edu/>

LEADERSHIP DEVELOPMENT

Leadership Development nurtures leaders by developing and supporting a variety of student leadership opportunities through collaboration with Academic and Student Affairs departments, recognizing successful student leadership, and fostering the natural leader in each Cal Poly Pomona student. Website: <https://www.cpp.edu/sels/for-students/leadership.shtml>

SCHEDULING

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SELS reserves classroom space and outdoor space for recognized student clubs and organizations. 25 Live is the software that is used to reserve space on campus. Once clubs and organizations are registered the

CLUB COUNCILS

The clubs and organizations registered with the university are connected with one another through their council affiliation. Clubs and organizations are assigned to either At-large or College councils. The councils are as follows:

Councils-At-Large

- Student Interest
- Multicultural
- Greek
- Inter-Hall

College Councils

- Agricultural Council
- United Business Student Senate (UBSS)
- College of Education and Integrative Studies (CEIS)
- College of Environmental Design (ENV)
- College of Letters, Arts, and Social Sciences (CLASS)
- Collins College of Hospitality Management (CCHM)
- College of Science
- College of Engineering

Student Interest Council

Student Interest Council represents all students on campus and have a diverse group of clubs. SIC is committed to facilitating communication between clubs, and between clubs and ASI. The council distributes funding to clubs and sponsor their meetings and events as well as events of other councils and organizations.

Website: <https://calpolypomona.collegiatelink.net/organization/studentinterestcouncil>

Multicultural Council

The Multicultural Council (MCC) is the umbrella organization for over 50 cultural clubs on campus. Students are invited to join one of the multicultural organizations. The council strives to engage the Cal Poly Pomona students in an open environment promoting education, awareness, growth, appreciation, and respect to empower the campus community in taking a stance for social justice. We administer funds in support of clubs and organizations and build trust through collaborations among various clubs on campus.

Website: <https://calpolypomona.campuslabs.com/engage/organization/multiculturalcouncil>

Inter-Hall Council

Inter-Hall Council is a student run government for the Residential Halls, Residential Suites, and Center for Regenerative Studies that consists of a minimum of two Senators who represent their community by voicing concerns of their community and to enhance the residential experience of students living on campus as well as fostering their personal and professional growth and supporting the mission statement of University Housing Services.

Website: <https://calpolypomona.collegiatelink.net/organization/ihc>

Greek Council

Greek Council is the umbrella council for all of the Greek Sub-Councils on Cal Poly Pomona's campus. The primary mission of Greek Council is to provide for the betterment of the students in the Fraternity/Sorority community of Cal Poly Pomona. Greek organizations are dedicated to building future leaders. Fraternities and sororities are self-governing organizations that provide a wealth of leadership opportunities for their members. Whether you are on a committee, holding an office in your chapter, or serving on Interfraternity Council (IFC), Multicultural Greek Council (MDC), National Pan-Hellenic Council (NPHC), National Panhellenic Conference (NPC) there are many ways to explore your personal leadership abilities.

Website: <https://calpolypomona.campuslabs.com/engage/organization/greekcouncil>

Agriculture Council

Ag Council is the umbrella organization for all the student clubs and organizations within the College of Agriculture. As the student government for the college, Ag Council has its own team of officers and meets every Tuesday at noon. It is the central funding link between ASI (Associated Students Incorporated) and the College of Agriculture clubs. Each student club has two representatives that sit on the council.

Website: <https://calpolypomona.collegiatelink.net/organization/agcouncil>

Engineering Council

Engineering Council, which consists of student representatives from each of the engineering clubs and project teams within the College of Engineering, acts as the central body to reflect the ideas, promote the interests, and support the activities of all the participating groups.

Website: <https://calpolypomona.collegiatelink.net/organization/engineeringcouncil>

College of Education and Integrative Studies (CEIS) Council

CEIS Council is responsible for overseeing all clubs under the College of Education of Integrative Studies; LIBERAL STUDIES Club (CPPLSCLUB), Interdisciplinary General Education Student Organization (IGESO), Pilipino American Studies Kollektive (PASK), and Gender, Ethnicity, and Multicultural Studies Club (GEMS).

Website: <https://calpolypomona.collegiatelink.net/organization/educationandintegrativestudies>

Hospitality Management Council

The academic Hospitality Management Council (HMC) exists to function as the central representative body of student organizations and ASI within the Collins College of Hospitality Management.

Website: <https://calpolypomona.campuslabs.com/engage/organization/collinscolleghospitality>

United Business Student Senate (UBSS)

The United Business Student Senate exists for the betterment of the 20 business organizations under the College of Business Administration and ASI. We are a resource to these student organizations, any student under the CBA, and any other student who seeks our assistance. The CBA strives to impart a spirit of unified action among the departments, student organizations and over 4,500 students. CBA is accredited by AACSB International, a distinction that less than 5% of business schools worldwide receive.

Website: <https://calpolypomona.campuslabs.com/engage/organization/unitedbusiness>

Environmental Design Council

The ENV Council exists for the betterment of the student body of the College of Environmental Design, and California State Polytechnic University Pomona as a whole. It functions as the central representative body of student organizations and ASI within the College. ENV Council acts as a liaison between students at the College and members of the Council organizations and the ASI Senate. It exists to ascertain the needs, desires, and attitudes of the College, for the purposes of representation; it shall report to the ASI Senate quarterly. The ENV Council exists to reflect the shared ideas, and disseminate the interest and activities, of the students and faculty of the College. The ENV Council exists to promote and implement a spirit of unified action, involvement, cooperation and understanding among the students, faculty, staff, and university administrators of the California State Polytechnic University, Pomona.

Website: <https://calpolypomona.campuslabs.com/engage/organization/environmentaldesign>

College of Letters, Arts, and Social Sciences (CLASS) Council

To enhance communication between C.L.A.S.S. Council and the club's E-board and members in order to better the community within the College of Letters, Arts, and Social Science.

Website: <https://calpolypomona.campuslabs.com/engage/organization/lettersartsandsocialsciences>

Science Council

Science Council is an organization in which we are the "umbrella" of the clubs under the College of Science. We promote the events that our clubs facilitate as well as encourage our club members to join us for community service events, social events, "resource events", and collaborations with other councils here at CPP. We have a Resource Center in which we offer many resources to the students under our college, such as a computer, printer, microwave, and serves as a place to study. We are here to benefit the students under the College of Science by maximizing student involvement and potential.

Website: <https://calpolypomona.campuslabs.com/engage/organization/sciencecouncil>

FRATERNITY SORORITY LIFE

Being in a Fraternity or Sorority means more than just wearing Greek letters, attending meetings, and going to social events. It is about making friendships that will last far beyond your college years. The California State Polytechnic University, Pomona's Greek community strives to provide opportunities to enhance your personal development through a commitment to the ideals of scholarship, service, leadership, ritual, friendship, and social advancement. When you become a member of a fraternity or sorority at Cal Poly Pomona, you're not only joining a brotherhood or sisterhood, but joining a family with over 70 years of campus history.

GREEK COUNCIL

Greek Council is the umbrella council for all of the Greek Sub-Councils on Cal Poly Pomona's campus. The primary mission of Greek Council is to provide for the betterment of the students in the Fraternity/Sorority community of Cal Poly Pomona. The Greek Councils sub-councils include Multicultural Greek council (MGC), Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), and Panhellenic Council.

SUB-COUNCILS

Multicultural Greek Council

Multicultural Greek Council (MGC) is an umbrella council for a coalition of Multicultural Greek-letter organizations. It is the mission of the MGC to promote unity, communication, and cooperation among its member organizations and all Greek Letter organizations and to promote scholastic achievement and assistance to the community. MGC prides itself in having a distinct type of recruitment process. We believe that because this is a lifetime commitment one needs ample time to choose the organization that would best suit them. This not only allows the organization a chance to get to know their potential members inside and out but also allows the potential members to get to know the organization's membership.

Interfraternity Council

The **Interfraternity Council (IFC)** is the governing body of the nationally recognized fraternity chapters at the Cal Poly Pomona. The IFC oversees traditional social fraternal organizations and over 350 Cal Poly Students. IFC works to provide programming and leadership opportunities within the Greek community, within the Bronco community, and within the greater Pomona area.

The IFC provides chapters a chance to foster relationships with each other, unite on issues concerning the Council, and provides an opportunity for student chapter members to excel both inside and outside the classroom.

Panhellenic Council

Panhellenic Council is the largest women identified governing board on campus. It is the governing body of the National Panhellenic Conference sororities and 1 associate member sororities. The Panhellenic Council promotes excellence in academics, community and campus involvement, and sisterhood. The council is committed to the vision of creating young women of excellence.

Their mission is to empower Undergraduate Members of women's fraternities, to stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities. The Fraternity Women, stand for service through the development of character, inspired by the close contact and deep friendship of individual fraternity and Panhellenic life.

National Pan-Hellenic Council

The National Pan-Hellenic Council was established in 1930 at Howard University as the national coordinating body for the nine historically African American Fraternities and Sororities which had evolved on American colleges and university campuses. More specifically Cal Poly Pomona's NPHC governs the Divine 9 organizations. These historically African American fraternities hold social, philanthropic, and community outreach events that incorporate the participation of their alumni members in citywide chapters.

NPHC takes pride in engaging with the community through various community service projects. The National PanHellenic Council realizes that bringing new members into the fraternities and sororities is based upon the aspirant's possession of specific qualifications. Individual chapters are guided by standards that promote the building of strong and effective chapters.

FRATERNITY AND SORORITY ADDITIONAL REQUIREMENTS

Tax Exemption Status

Single sex/gender fraternities and sororities are granted special status to discriminate by sex/gender through Title IX, Section 6A of the Educational Amendments of 1972. Membership restrictions based on sex/gender are only permitted to social fraternities or social sororities exempt from taxation under section 501(a).

In order to comply with Title IX, Section 6A, all single sex/gender Cal Poly Pomona fraternities and sororities must submit proof of their 501(a) before being granted recognition.

Organizations that are exempt under section 501(a) include those organizations that are section 501(c). The section 501(c) must be a single sex/gender organization recognized by the IRS under social or fraternal designation--including but not limited to sections 501(c)(4), 501(c)(7), 501(c)(8), and 501(c)(10). This documentation can be submitted at <https://orgsync.com/1983/forms/49368/>

If you need assistance or have questions regarding this, please contact 909-869-2841 and schedule an appointment with the Fraternity Sorority Life Coordinator. If your organization does not have 501(a) status, this link may help you <https://www.irs.gov/pub/irs-pdf/p501.pdf>

Ongoing Fraternity Sorority Education

Each year the Fraternity Sorority Life Coordinator will share the required educational programs for the year. It is required that each chapter participate in the educational programs as outlined by the FSL Coordinator to remain in good standing with the University.

Supplemental Title IX Training

Each year the CSU requires fraternity and sorority members to attend supplemental Title IX training as is outline in the CSU EO 1095. The Office of Equity and Compliance (OEC)/Title IX Office in collaboration with Fraternity Sorority Life provide this training annually. It is required that each chapter participate to remain in good standing with the University.

<https://calstate.policystat.com/policy/10958770/latest/>

SPORT CLUBS

For full information regarding Sport Clubs at Cal Poly Pomona please refer to ASI Campus Recreation: <https://asi.cpp.edu/campusrec/programs/sport-clubs/>.

The Sport Club Manual found at: <https://asi.cpp.edu/campusrec/programs/sport-clubs/general-information/sport-clubs-manual/>.

The Sports Clubs Program at CPP offers the student body community competition and instruction in a wide variety of sports and activities. The level of competition varies from club to club. Some Sports Clubs compete against Sports Clubs from other campuses, and some compete against varsity teams from Division I, II, and III schools.

The Sport Clubs Program consists of student-initiated and student-run organizations that rely on the voluntary efforts of the membership to determine the scope of activities as well as the overall effectiveness of the Sport Clubs. Under the guidance of the student officers, Sports Clubs create practice and competition schedules, organize travel arrangements, budget and monitor finances, establish bylaws and participate in organizational meetings held by SELS and ASI. **The students run the Sport Club** and work in conjunction with SELS and ASI to comply with specific rules and regulations of CPP, the Student Engagement, Leadership and Success, Associated Students, Incorporated, and when applicable, the sport's national governing bodies (NGBs).

RECOGNITION & MEMBER REGISTRATION FOR SPORT CLUBS

CRITERIA OF A SPORT CLUB

Criteria to be categorized as a Sport Club is as follows:

- Meet and practice regularly engaging in an activity (sport) involving physical exertion and skill.
- Frequently engage in competition against other university or community teams in games, contests, and/or events at the local, state, regional and national level.
- Travel for practice and/or competition off campus.
- Register and maintain affiliation with a National Governing Body (NGB), if applicable.
 - NGB – the group of officials who draw up the rules which govern the actions and conduct of a body such as a school, university, or sport, and who ensure that these rules are followed.

REGISTRATION

HOW TO BECOME A SPORT CLUB:

- Must meet the criteria listed in the Sport Clubs Manual
- Contact Sport Clubs Administration at sportclubs@cpp.edu
- Fill out Sport Clubs Application Form
- President, Treasure, Scheduler must attend the Officer Training. (Dates will be posted by Sport Clubs Staff)
- Submit Roster
- Submit Practice Schedule
- Submit 2 CPR certifications

HOW TO REGISTER A MEMBER WITH DO SPORTS EASY:

- Go to the Club Management on the Sport Clubs Website
- Select the club you desire to join
- Select “Register”
- Enter in all personal information on the “Personal Info” tab
- Enter in additional information on the “Additional Info” tab
- If you are interested in becoming a driver, select “Yes” on the “Driver Info” tab
 - Submit all required driver forms to the Sport Clubs Staff
 - For more information, see How to Become a Driver Form found on the Sport Clubs Website
- Review and agree to the Release of Liability and Sport Clubs Conduct Contract found on the “Risk & Conduct” tab
- Upload the Concussion Certificate on the “Documents” tab
 - Link to the concussion training is found on the Sport Clubs website
- Registration will be pending approval until it is reviewed by the Sport Clubs Staff
- Member will receive an email confirmation when they are cleared to participate

SPORT CLUBS INSURANCE

Sport Clubs are required to carry adequate liability and secondary medical insurance for all participants and coaches, as determined by the CSU EO 1068. ASI and each sport club collectively cover the cost of insurance for all sport clubs. The cost per person is \$45 and currently ASI pays two—thirds (\$30) and the sport club is responsible for one-third (\$15).

REGISTRATION

Cal Poly Pomona offers a wide variety of clubs and organizations for students to explore to find their interests. We are here to assist the transition of new student leaders, renewing club registration, as well as encouraging students to take initiative and start a new organization themselves.

NEW CLUB REGISTRATION

- President must attend one New Club Meeting.
- The President, Scheduler, and Treasurer should be identified and attend the CORE workshops AND complete the CORE Online trainings.
- Minimum of 5 Cal Poly Pomona students to start the club.
- Mandatory Executive Board Positions: President, Scheduler, and Treasurer. All Executive Board members must have at least a 2.0 GPA term AND cumulative, be enrolled in at least 6 units each term and be in good judicial standing. ***Eligibility will be checked before a new club can be registered and each term.***
- An on-campus advisor. The on-campus advisor needs to be a faculty or staff member at Cal Poly Pomona (cannot work for ASI or Foundation Services).
- Basic information: purpose, goals, general description, and profile photo for myBAR.
- The club cannot already exist at Cal Poly Pomona.
- 3-year sustainability plan. Each club must plan to be on campus for at least 3 years – how will you recruit, retain membership, and transition to keep the club successful?
- Bylaws/constitution of the club.

Website: <https://www.cpp.edu/sels/for-students/clubs-orgs-content/registration.shtml>

You will not receive any club/organization privileges (e.g., funding, ability to schedule on-campus space, etc.) until your club/organization is fully registered.

Please note that new clubs will need to wait until the ASI Attorney General is appointed and trained to have their by-laws reviewed. More information will be covered in the New Club meeting.

If you need help, please visit SELS (26-126) or you may also email us at code@cpp.edu.

CONTINUING CLUB REGISTRATION

Clubs and Organizations are required to register annually. There are opportunities for organizations to register in the fall and spring terms. In addition to submitting registration documentation, club and organization officers are required to attend the Club and Organization Registration Education (CORE).

- A President, Scheduler, and Treasurer should be identified and attend the CORE conference AND complete the CORE Online trainings.
- Minimum of 5 Cal Poly Pomona students as members.
- All Executive Board members must have at least a 2.0 GPA term AND cumulative, enrolled in at least 6 units each term, be in good judicial standing, and must attend all required CORE workshops. ***Eligibility will be checked before a club is registered and each term.***
- An on-campus advisor. The on-campus advisor needs to be a faculty or staff member at Cal Poly Pomona (cannot work for ASI or Foundation Services).
- Bylaws/Constitution of the club.

Website: <https://www.cpp.edu/sels/for-students/clubs-orgs-content/registration.shtml>

You will not receive any club/organization privileges (e.g., funding, ability to schedule on-campus space, etc.) until your club/organization is fully registered.

If you need help, please visit the myBAR Lab (26-126) or you may also email us at code@cpp.edu.

Club and Organization Registration Education (CORE)

Presidents, Treasurers, and Schedulers are required to attend the Club & Organization Registration Education (CORE). The purpose of the CORE is to give you all the information that you will need to successfully run your club/organization.

We request that President, Treasurer, and Scheduler roles be held by different students, but this is not required. However, students may not hold both the President and Treasurer role. Schedulers can also be a President or Treasurer.

REQUIREMENTS

MEMBERSHIP

According to [Executive Order 1068](#), official recognition of a student organization requires a minimum of five CSU students who are currently enrolled in at least one class. A maximum of twenty percent of the members of a student organization may be individuals who are not CSU students, e.g., community members, students at other colleges. Only students enrolled at the CSU campus may vote on issues that come before the student organization.

QUALIFICATIONS FOR STUDENT OFFICE HOLDERS

Given the representative, fiduciary, legal and other long-range policy-making responsibilities and influence of student office holders, it is the policy of the CSU that such persons have an obligation to demonstrate a reasonable degree of the academic involvement and achievement.

All students' representatives must:

- Be enrolled and in good standing at the university.
- Maintain a 2.0 grade point average (GPA) each term and cumulatively.
- Be in good judicial standing
- Must be enrolled and maintain 6 semester units per term.
 - 3 semester units per term for graduate students.

These requirements apply to the major student office holders, minor student representative offices, and student representatives to system wide committees. Additionally, Cal Poly Pomona requires that the President, Treasurer, and Scheduler attend the mandatory workshops required in CORE.

ADVISORS

Each club/organization must have an on-campus advisor. The on-campus advisor needs to be a faculty or staff member at Cal Poly Pomona (cannot work for ASI or Foundation Services).

Advisors must get their supervisor's approval and signature to fill the roll

BENEFITS OF RECOGNIZED ORGANIZATIONS

There are a multitude of benefits that come with starting a new organization. Organizations have many benefits and privileges including, but not limited to, access to advisors, funding, leadership programs and events, and most importantly liability insurance coverage for your organizations which is sponsored by the University.

Here is a list of some of the [Club Resources](#), please refer to the SELS website for additional information:

- **[Funding](#)**: Some organizations can apply for funding to help host meetings and events on campus. [ASI Financial Services](#) holds the accounts for all clubs on campus. Please visit the [ASI Financial Services website](#) for more information and related paperwork.
- **[myBAR](#)**: CPP's online club registration and membership management program. If you have any questions regarding club registration, you may e-mail at code@cpp.edu
- **[Room Reservations](#)**: organizations have access to venues for no rental fees such as classrooms, lecture halls, outdoor spaces and other campus conference rooms and facilities. Although rent for most of these spaces are free, some are required to pay for extra services and materials and labor costs.
- **[Workshops](#)** SELS is the place to find resource files and videos dealing with all areas of organizational effectiveness and leadership. Along with workshops and discussion groups that are available to your group, a leadership library with books and video for checkout is available. The Leadership Library contains many useful resources to enhance your leadership via Icebreaker binders, workshops, books, and videos.

CHANGING OFFICERS

A change of officers within an organization during the academic year may happen. Student, Engagement, Leadership and Success will provide information on updating the roster and getting trained. It is the organizations responsibility to update their myBAR roster and ASI financial forms.

CHANGING ORGANIZATION NAME

Organizations seeking to change their name should do so during the annual club/organization registration process. The department will then review the request to ensure the newly proposed name does not already exist and abides by university policy.

ADVISORS

Since its inception, Cal Poly Pomona has recognized the significant learning that takes place outside the formal classroom. Each year, over 200 faculty and staff volunteer to serve as advisors for clubs and organizations. Advisors are a valuable partner in the personal development of the students involved. Their most important contribution is advising about organizational effectiveness, finances, communication, interpersonal effectiveness, and personal growth. It is through the aid of the advisors that individual students develop their true potential as leaders.

This guide has been assembled by the Student, Engagement, Leadership and Success to answer the questions most commonly asked by advisors. For additional information, please contact the Student, Engagement, Leadership and Success at (909) 869-2841.

ADVISOR ELIGIBILITY REQUIREMENTS

Potential advisors must meet the following requirements to be eligible to serve as an advisor:

- Selected by a club/organization
- Part-time or full-time employee of the University. Employees of Foundation and Associated Students, Inc. are not eligible to serve as advisors.
- At least 21 years old
- Not on leave-of-absence during any part of the year
- Approved by their immediate supervisor, Dean, or Department Chair

ADVISOR RESPONSIBILITIES

In order for advisors to make a strong commitment to the group and to aid in the personal growth of the individuals in that group, advisors should:

Assist with the Annual Registration

- All student organizations must register with the Student Engagement, Leadership and Success on an annual basis.
- There are two registration periods each academic year: Fall and Spring
- The club/organization President, Treasurer, and Scheduler must attend a Club & Organization Registration Education (CORE), as well as completion of an on-line component.
- Advisors should inform new student leaders of the annual registration process.

Initiate Communication with Student Leaders

- Request to be included on all of the organization's official correspondence.
- Request the following information from the student leaders:
 1. Contact information: names, email addresses, phone numbers, or other means of communication.
 2. Descriptions of executive board positions, and names of students filling them.
 3. Schedules of key officers.
 4. Meeting schedules (including agendas) in advance of the meetings.

5. Reports of minutes and events hosted by the student organization.
- Maintain open and honest relationships with members about your expectations of them, and your availability to assist them.

Attend Meetings and Select Events

- Attend as many of the group's meetings and other functions as possible. When the advisor cannot attend a meeting, a sincere effort to determine what occurred should be made.
 - Attend events that Public Safety recommends. The advisor should be in attendance throughout such events.
 - It is the responsibility for the student officers to take into consideration the advisor's schedule when planning activities. Groups which schedule a full slate of activities may want to consider having more than one advisor.

Interpret Policies

- Assist students in interpreting various University policies, rules and regulations. However, the role of an advisor is not one of "policy officer".
- If club/organization officers choose to act contrary to the advice of the advisor, the advisor should contact the Student, Engagement, Leadership and Success for consultation.

Serve as Authorized Signer

- Serve as an authorized signer for the appropriate financial expenditures of the club. Thoroughly read and understand all budget proposals and event proposals submitted for advisor signature.
- Serve as an authorized signer for event scheduling, travel, and budget proposals and expenditures.
- There are designated "universal signers" in SELS, authorized to sign documents for clubs/organizations, in your absence (budget and travel requests are the exception, and must be signed by advisor). We will make efforts to communicate with you, whenever a universal signature is requested.

ADVISOR RESOURCES

Student, Engagement, Leadership and Success staff will assist Advisors with the following:

- Consultation on policies, procedures, group conflicts and individual student concerns.
- Access to its Leadership Library of various books, video and audio resources.
- Archives of past charters and contact information of past club/organization leaders.

Please visit the Advisor Resources website to review current university policies and other resources:

<https://www.cpp.edu/sels/for-students/clubs-orgs-content/advisors.shtml>

EXECUTIVE ORDERS & UNIVERSITY POLICIES AND PROCEDURES

All student clubs and organizations are required to follow the [Cal Poly Pomona Student Conduct Code](#). Any violation of the Student Conduct Code or local, state, or federal laws may result in disciplinary action or sanctions by the University.

ORGANIZATION STANDARDS

1. The purposes of the organization must be consistent with the laws of the State of California and policies developed by the University.
2. Recognition may be granted to local chapters of national or regional organizations provided the national or regional organization does not deny membership on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. This affiliation must be disclosed during recognition renewal and a constitution and bylaws of affiliated organization must be on file with Student, Engagement, Leadership and Success.
3. Organizations are expected to obey the laws; local, state and federal. Groups must also operate within the policies and procedures of the University, including the Student Conduct Code (Title 5 Section 41301).
4. As required by Section 41503 of Title 5 of the State Code of Regulations of California, the president of every recognized student organization must sign a statement each year certifying that the organization has no rules or policies which inhibit its acceptance of new members because of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. This is done when completing the recognition organization profile renewal or during initial registration.
5. Financially the California State University system requires that all organizations wishing to transact monies do so in an account approved by the Chief Financial Officer of the University. At Cal Poly Pomona, ASI club accounts are the approved banking service. If collecting money, funds MUST be maintained in an ASI on-campus club account.

Policy on Alcohol & Other Drugs

https://www.cpp.edu/~policies/university/administrative/interim_alcohol_policy_alcohol_and_other_drugs.shtml

- Authorized sale & distribution of alcohol, on and off campus
- Possession or use of illegal drugs
- Sponsoring of activities and events by alcohol beverage manufacturers or distributors
- The marketing of alcoholic beverages on campus

Hazing

Any behavior or activity that causes physical harm, personal degradation, or disgrace resulting in physical or mental harm is considered hazing. Hazing, or conspiracy to haze is prohibited. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act and is also a violation of this section.

CSU Executive Order 1068

<https://calstate.policystat.com/policy/6591312/latest>

- Non-discrimination policy & verification
- Club open to all currently enrolled students
- Some exceptions apply to:
 - Gender limitations imposed on social fraternities/sororities and living groups
 - Honor societies with a national GPA requirement
- Withholding and withdrawing recognition of student organizations
- Minimum number of students required for club recognition
- Minimum requirements for officers
- Advisor eligibility requirements
- Alcohol policies and prevention
- Off-campus events

CSU Executive Order 1041

<https://calstate.policystat.com/policy/6590083/latest>

- Activity Release Form, to be used for all student travel
- Requirements for domestic air travel
- Requirements for international travel
- Requirements for chartering buses for student travel

CSU Executive Order 1095

<https://calstate.policystat.com/policy/10958770/latest>

ORGANIZATION NAME

California Education Code Section 89005.5 provides that it is a crime, punishable as a misdemeanor, for any person, without permission, to use the name California State University (including without limitation California State Polytechnic University, Pomona or Cal Poly Pomona): (A) to designate any business, social, political, religious or other organization; (B) to imply that any product, service or organization is connected with, or is supported or opposed by, the Trustees of the California State University or Cal Poly Pomona; (C) to display, advertise or announce the name publicly at, or in connection with, any meeting or promotional activity which has as any part of its purpose the support of or opposition to any strike, lockout or boycott or of any political, religious, sociological or economic movement.

In addition, the University has property rights in its logo and other marks and advanced permission to use them must be obtained from the University President or designee prior to use.

BANKING AND BUDGETS

The following section is in regard to Banking and Budgets with ASI Financial Services. While the manual is meant to provide you with the most beneficial information from different departments, policies and procedures can change throughout the year. Please refer to their official website and/or contact the department directly with specific questions regarding your accounts and filling out budget information.

Banking

Registered clubs and organizations are expected to keep complete and accurate records of all financial transactions. All banking must be done through ASI Financial Services through either your Agency or ASI Account. Your club's ASI Accounts can be set-up only after the club is chartered. Accounts are held for up to 2 years without reactivation. Club accounts will close if the club remains unchartered after 2 academic years at which point ASI Financial services will refer to your Dispositions of Funds instructions as indicated when you establish your club's account. For the most up to date information, related paperwork, and policies, please refer ASI Financial Services located in the Bronco Student Center on the 2nd floor.

To begin your paperwork to obtain access to your account, you must complete the ASI Signature Form and sign the Agency Fund Agreement. To activate an existing account within ASI, all clubs, organizations and councils are required to maintain current signature forms and to be registered with SELS.

The ASI Signature Card and Agency Fund Agreement must have all sections completed. There must be at least one advisor and two officers that are designated as the authorized signers for the account.

The following forms are included in the manual for your reference. Please refer to the website for the most updated information. <http://asi.cpp.edu/services/financial-services/>

Following completion of these forms, and confirmation that your account has been established you can begin working on your ASI Budget Request Packet.

Prior to submitting your ASI Budget Request, you must attend a Budget Request Workshop. Submit your budget as soon as possible. If you do not have a budget submitted, your ASI account will not be established, and so you cannot receive co-sponsorship funds from your council.

AMPLIFIED SOUND

Amplified sound is defined as any sound that is broadcasted through electronically amplified equipment or sound that is electronically enhanced. Amplified sound in the Quad, the Meadow (Engineering building grassy area next to building 17), and the University Park is permitted during University Hour, 12pm-12:50pm Tuesdays and Thursdays. The campus community recognizes the importance of student development and support activities where amplified sound is necessary. Events may be scheduled on other days, as long as the sound is not disruptive to the campus community and will require the approval of the Director of Student Engagement, Leadership & Success. Please see the Student Involvement Coordinator for more information.

The sound level for any event may not exceed that which is disruptive to the learning environment of our institution. Amplified sound is intended to be heard in the immediate area only. Outdoor amplified sound events are subject to monitoring and regulation.

1. Student Engagement, Leadership & Success retains the right to monitor and/or limit the sound level generated by amplification systems. Enforcement will be the responsibility of Student Engagement, Leadership & Success. Failure to abide by this procedure may result in the sponsoring club/organization going through the judicial process through Student Engagement, Leadership & Success.
2. The performing group(s) and/or sponsoring club/organization must provide a signed acknowledgement of their awareness and willingness to abide by the Amplified Sound Procedure by signing a copy of an agreement which can be found in the SELS.
 - a. A warning will be issued if there is a noise-related complaint to Student Engagement, Leadership & Success staff that the sound level is disruptive to instructional programs, scheduled events, and/or library or classroom study. No more than three minutes will be allowed to correct the volume to a level that conforms to this regulation, as determined by Student Engagement, Leadership & Success staff.
 - b. If a second warning must be issued, an additional minute will be allowed to correct the volume to a level that conforms to this regulation, as determined by Student Engagement, Leadership & Success staff.
 - c. A third warning will not be issued. If the volume is exceeded for a third time, the sponsoring club/organization will be asked to shut off all amplified sound.
 - d. Non-adherence to these guidelines may result in the approval of the activity being revoked, notification to the club/organization advisor, and possible loss of future activity reservation privileges for the individuals involved in addition

to the organization going through the club/organization judicial process.

For more information, you can refer to [Presidential Order: Use of University Buildings, Facilities, or Grounds](#) under the [Campus Policies and Procedures](#)

MOVIES AND FILMS

Please contact Student Engagement, Leadership & Success or ASI Conference and Events if you are looking to screen a film on campus. A license agreement with a reputable company is required in order to show a feature film on campus.

Managing Risk

Certain events will need approval from [University Risk Management](#). You will be either be told this information via e-mail, by phone, or in person if you need to contact Risk Management. This varies on a case by case basis. Risk Management will then assess whether your event will need insurance or not. This usually applies to sports events, events that may deemed high-risk, or events with large crowds.

Visit <http://www.cpp.edu/~rms/risk-insurance/student-clubs.shtml> for Frequently Asked Questions regarding Student Clubs.

Decreasing Liability is all in the Planning

Typical Characteristics of Medium to High Risk Event

- Event attendees are off campus visitors/the general public
- (or advertised to the general public).
- The event attendees/participants are minors.
- The event has vendors or exhibitors.
- Musicians or other entertainers will perform at the event.
- The event includes rides, mechanical devices, inflatables, animals and/or fireworks.
- The event involves contact sport-related activities.
- The event has a controversial speaker.
- Alcoholic beverages will be served.

On-Campus/Off-Campus Insurance: Club Liability Insurance Program (CLIP)

Club-sponsored events are considered "independent activities" and are not covered by any existing campus insurance policy. Unless insurance is purchased by the club for a specified activity or event, there is no coverage.

On-Campus Events: Special Event insurance can be purchased for on-campus events. SELS, in collaboration with Risk Management, will determine if you need event

insurance. However, if an event is considered to be “high risk”, it will likely not be approved.

If an event is open to attendance by the general public (non-Cal Poly Pomona students), in most cases Special Event Insurance must be purchased by the club.

When requesting insurance coverage for an on-campus or off-campus events, please refer to www.csuma.org for general information, additional insured and coverage requirements.

Insurance: Club Liability Insurance Program (CLIP)

Club-sponsored events are considered "independent activities" and are not covered by any existing campus insurance policy. Unless insurance is purchased by the club for a specified activity or event, there is no coverage. On-Campus Events: Special Event insurance can be purchased for on-campus events. SELS, in collaboration with Risk Management, will determine if you need event insurance. If an event is open to attendance by the general public (non-Cal Poly Pomona students), in most cases Special Event Insurance must be purchased by the club. When requesting insurance coverage for an on-campus or off-campus events, please refer to www.csuma.org for general information, additional insured and coverage requirements. If you need assistance, please do not hesitate to contact [University Risk Management](#).

Listed below is a graphic outlining the CLIP and its coverage:

How to Request
Via CSURMA Website
www.csurma.org
-OR-
Via Email
CSURMACO@alliant.com

1. The Campus Risk Management Department will be asked to verify that the club is officially recognized by the CSU prior to submitting a request for a certificate of insurance.
2. Include an executed agreement with your request for an additional insured endorsement.

How to Report
Alliant Insurance Services, Inc.
100 Pine Street, 11th Floor
San Francisco, CA 94111
Via email –
CSURMAclaims@alliant.com

Club Liability Insurance Program (CLIP)

Cal Poly Pomona Student Clubs

Covered Party:

1. All Student Clubs Officially Recognized by the CSU
2. All members in Student Clubs Officially Recognized by the CSU

Coverage Description:

Covers General Liability Coverage for Officially Recognized Clubs (per Executive Order 1068*) of the California State University. Coverage provided for both on and off campus activities.

Coverage Extensions:

1. **Damage to Property of Others:** for damage caused accidentally by a Covered Party to the property of others at your location; \$1,000 per incident; \$100,000 aggregate.
2. **Assault Coverage:** covers your medical expenses or reimburses you for damage to your property if you are assaulted at your location; \$5,000 per incident; \$100,000 aggregate
3. **Medical Payments:** reimbursement of medical expenses to others injured on your location; \$5,000 per incident; \$100,000 aggregate
4. **First Aid Expenses:** for expenses you incur in rendering first aid to others: \$1,000 per defendant; \$100,000 aggregate
5. **Defendant Expense Benefit:** reimburses you for lost wages and other expenses incurred when you attend a required trial, hearing or proceeding as a defendant in a covered claim: \$1,000 per defendant; \$100,000 aggregate

No Exclusion For:

1. Sexual Harassment
2. Abuse or Molestation
3. Corporal Punishment

Major Exclusions:

1. Automobile Liability
2. Alcohol furnished at Club Activities / Events (unless served by a licensed third party provider)
3. The activities of all fraternal organizations (men and women), even academic fraternal organizations are excluded at this time.
4. Hazing
5. Injuries to Participants while participating in athletic activities
6. Intentional Discrimination

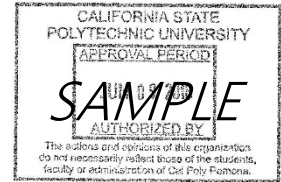
Please [Al Vasquez](mailto:albertv@cpp.edu) at albertv@cpp.edu or [Delfina Perea](mailto:dmperea@cpp.edu) at dmperea@cpp.edu when a club is requesting a Certificate of Insurance for an event.

POSTING

Student Engagement, Leadership & Success (SELS) maintains the administrative responsibility for all posting on campus. All posters, flyers, banners and signs must be stamped at SELS, indicating that they have met all regulations in the university posting and chalking policy.



Organizations currently registered with the SELS, committees, colleges, departments and individual students, faculty or staff members are allowed to publicize on campus providing they comply with the regulations. The stamp does not regulate the content of the flier nor the actions and opinions of the entity seeking approval and does NOT necessarily reflect those of the students, faculty or administration of Cal Poly Pomona.



Unauthorized removal of properly approved and posted materials is an act of vandalism and subject to appropriate disciplinary action.

University Housing Services have additional posting policies and must be contacted before materials are posted in these areas. http://dsa.cpp.edu/uhs/Posting_policy.asp

Printed Material Approval

All posted printed advertisements, announcements and signs must be identified with the name of the person or organization responsible in order for the material to be stamped by SELS.

SELS must have the name, telephone and email of the contact person responsible for posted material by any group/individual. If any member of the campus community finds the material offensive or wishes further information, this contact information ensures the potential for dialogue and still guarantees the rights of expression under the First Amendment of the Constitution.

It is requested that the organization have the original/master stamped before printing. The stamp will therefore be printed on each copy, saving time and resources for the club and SELS. SELS must be provided with one copy of the poster or flyer (this does not apply to banners), and a copy of translation in English, if written in a language other than English.

Time Limits

All posters, flyers, banners and signs must be stamped at SELS, indicating that they have met the above criteria. For special dated events,



Cal Poly Pomona Posting Requirements

Please provide the following information:

Today's Date: _____
Contact Name: _____
Contact Email: _____
Contact Phone: _____
Bronco ID Number: _____
Organization Name: _____
Organization Account #: _____
Requested Dates for Posting: _____

You (and/or your group representatives) are responsible for adhering to the following University Posting Requirements. Please read carefully.

Posting is NOT ALLOWED in the areas:

- *Trees
- *Recycle Bins
- *Railings
- *Campus Buildings
- *Utility Poles
- *Parking Structure and Lots
- *Newspaper Racks
- *Construction Fences
- *Flower Beds
- *Windows, Walls, Sides of Buildings
- *Around Marquee
- *Rose and Japanese Gardens
- *Elevators
- *Next to/on Traffic Control Signs
- *Vicinity of two major Campus Entrances
- *Newly planted Grass and Garden areas

Failure to adhere to the university posting policy, may lead to cancellation of posting privileges, and/or a charge for any clean-up or damage of university property.

Signature: _____

(Your signature is your acknowledgement that you have read and understand and agree to the posting restrictions.)

SAMPLE
MJP

an expiration date of 48 hours following the event will be noted on the poster/flyer/banner. For general information (club meetings, department announcements, etc.) an expiration date of one month from the time of stamping will be noted on the poster/flyer/banner.

PAINT THE CAL POLY POMONA LETTERS

- Because the CPP is the property of the University, any organization wishing to paint the CPP must obtain permission and schedule that activity in advance with the Student Engagement, Leadership & Success, Building 26. An online request must be submitted online through the 25Live scheduling system. Any painting without advance approval is strictly prohibited.
- Once approved each club/organization may reserve the CPP for their colors for 1 week (7 days) beginning Saturday 6:00AM. No organization may schedule and/or paint over the CPP in any manner within the reserved time (period) of another club/organization.
- No cardboard, lumber or other material may be used to change the shape of the letters or to add additional letters or symbols.
- Groups painting the CPP must remove all of the materials used in the activity such as paint cans, brushes, etc.
- At certain designated times during the year no organization may paint the CPP. At such designated times, which are opening of Fall Semester, Summer Orientations, and Commencement; a designated organization will paint the CPP in the University's colors, Green and gold.
- Any special requests or modifications to the designated time periods may be made by petition to Student Engagement, Leadership & Success; No flags.
- Individuals or groups violating this policy, or vandalizing, or defacing the CPP in any manner may be subject to a variety of student disciplinary sanctions and/or criminal prosecution. Student disciplinary action and criminal prosecution may be concurrent.

Important information

1. You will need mops, rollers or brushes
2. Two 5 gallons of paint for each letter (can be watered down)
3. Flashlights
4. The path to the CPP is at the top of lot "J". (Caution: there is often brush on the path, wear good shoes and long pants!)
5. You may paint **ONLY** the CPP letters during your approved dates.