2016 Spring
HANDBOOK
Policies & Procedures
Student Leadership, Activities, and Service
BYU-Hawaii Student Associations

“This school will produce ‘noble men and women who cannot be bought or sold, who will scorn to violate truth, genuine gold.’ McKay continues, ‘...more than that, they’ll be leaders. Not leaders only in this island, but everywhere.’

“It is clear that BYU-Hawaii is a place where students learn how to build the kingdom of God, establish peace throughout the world, and become leaders of integrity.”

-David O. McKay
HANDBOOK
Policies & Procedures

Student Leadership, Activities, and Service (SLAS)
BYU-Hawaii Student Associations (BSA)
To be recognized as a BYU–Hawaii Student Association (BSA), all associations must adhere and comply to all policies and procedures outlined in this handbook. Please contact any of the following individuals with questions or concerns:

Cory Park, SLAS BSA Supervisor
bsa@byuh.edu (808)675-3552

Roger Zavala, SLAS BSA Accountant
bsaaccounts@byuh.edu (808)675-3555

Student Events Team
studentevents@byuh.edu (808)675-3554

Executive Vice President (BYUHSA)
byuhsa@byuh.edu, (808)675-3547

Dallin Leota, Student Body President (BYUHSA)
byuhsa@byuh.edu, (808)675-3553

Jacquie Alisa, SLAS Coordinator
(808)675-3759

Alison Whiting, SLAS Director
(808)675-3551
BYU–Hawaii Student Associations

BYU–Hawaii Student Associations (BSA)

The mission of Brigham Young-Hawaii is to integrate both spiritual and secular learning, and to prepare students with character and integrity who can provide leadership in their families, their communities, and their chosen fields, and in building the kingdom of God.” – BYUH Mission

“Students Identifying their Divine Nature and Destiny in Life and in the Kingdom of God” – SLAS Stewardship Statement

BSAs are formed to enhance the BYU–Hawaii experience for all students through a laboratory of opportunities for learning, building, and leading. BSAs provide students with opportunities to:

1. Develop a sense of belonging at BYU–Hawaii
2. Learn and practice leadership
3. Apply principles learned in academic programs
4. Serve the campus and community by sharing their hobbies, talents, cultures, traditions, and interests.

Student Leadership, Activities, & Service is responsible for training student leaders, supporting and implementing requirements, and creating guidelines and procedures for student associations.

BSA Goals

Goal #1: Support students’ basic needs for success - Learn
Goal #2: Create service-oriented leaders - Lead
Goal #3: Promote peace building in the Kingdom of God - Build
Goal #4: Provide a secular network for students’ overall well-being.

SLAS Administration

- Student Body President (BYUHSA)
- Executive Vice President of BYU-Hawaii Student Associations (BYUHSA)
- SLAS Supervisor
- SLAS BSA Accountant
- SLAS Leadership Coordinator
- SLAS Director

SLAS Administration has the authority to suspend any individual, or association if an individual or BSA is found to be in violation of any policies and procedures.

BSA Stewardship Statement

- Every BSA is required to have an approved stewardship statement. A stewardship statement serves as the purpose for an association.
- The BSA presidency should have access to copy of the stewardship statement.

BSA Files

All BSA files need to be kept in their Google docs file so all current and future BSA presidencies or SLAS Administration may access them at will.
Start an Association

To start an Association complete the BSA Registration Packet. BSAs are officially registered through BYUHSA and both BYUHSA and BSAs are administered by SLAS.

BSA Registration

Before assigned deadline of a semester, complete a BSA registration packet, which includes:
1. Student Officer Applications (5) (Fill the top portion out, sign it, then print it out. Submit forms to BSA Supervisor in SLAS Office. Turn all 5 applications in together).
2. BSA Officers Stewardship Agreement Form
3. Advisor Agreement Form
4. Stewardship Statement/ Learning Outcome Form
5. BSA Activity Proposal Form
6. BSA Campus Wide Event Form (Optional)

All BSAs must have the following:
1. Name
2. Stewardship Statement & Learning Outcomes
3. 5 presidential officers with an additional fifteen registered members to be recognized as a BSA:
   a. Five presidential officers:
      i. President: Leadership Class, Manages BSA
      ii. VP: Service Project & Career Workshop
      iii. VP: Activities
      iv. Treasurer: Vouchers, Account
      v. Secretary: Meetings, records, and publicity.

NOTE: The BSA Supervisor will notify you if your BSA is officially approved. Once approved, the BSA must attend a mandatory SLAS/BSA Leadership training usually held during the first week of a semester in preparation to fulfill their responsibilities.

BYU–Hawaii Association Requirements

All BSAs must fulfill the following requirements each semester. It is the BSAs decision to do more.

8 Basic Requirements:
- Register BSA before the assigned deadline of a semester.
- Participate in World Fest
- BSA President must attend 358R Leadership Class (2 Credits)
- Attend weekly/monthly BSA Presidential Meetings.
- 1 Service Project (May collaborate with SLAS: Service Center)
- 1 Career Event/Workshop (May work with career services department)
- At least 1 Activity (May collaborate with SLAS: Student Events Team)
- An activity proposal must be submitted before any BSA activity.
- Wrap-up reports due for service project, career event, and an activity before the last day of semester.

Probation & Suspension

Each association is expected to meet the BSA requirements as outlined in this handbook. Failure to meet one or more of the requirements places a BSA on probation, which limits student involvement and participation, and reduced funding. Failure to meet BSA requirements for 2 consecutive semesters places the BSA on Suspension for 1 semester, which denies access to funds, campus resources, and participation in events.
Officer Requirements

The following requirements must be met to serve as an officer for a student association:

- Full-time student – Must be registered for 14 credits FA/WI/SP
- Maintains a Cumulative GPA of 2.5 or above
- May not be on academic or disciplinary probation
- May serve up to 12 consecutive months (3 Semesters) from the time of selection or more if the BSA requests it and the officer is in agreement.
- Only serve in one association officer position per semester.

Presidency & Selection of Officers

All BSA officers pending approval by SLAS Administration will receive a small leadership scholarship for their service which is renewed every semester based on their performance the previous semester.

- Officers must be selected/re-selected and confirmed by an association before the assigned deadline of a semester.
- Submit all new officer documents and notify the BSA Supervisor of completion before the assigned deadline of the semester.
- The newly elected presidency will take office the first day of the new semester.
- All BSA Officers are responsible to ensure that all activities are in compliance with the standards of BYU–Hawaii.

Probation & Suspension (Continued)

Probation & Suspension may also include:
- Limited campus scheduling and activity privileges
- Loss of publicity privileges
- Suspension of all activities
- Loss University privileges such as use of BYU–Hawaii vehicles
- BSA scholarship funding
- Financial transactions

An appeal may be brought to the attention of the SLAS Director within 10 days of the SLAS Administration decision.

Inactive BSA

An association is considered inactive and its account frozen when:
- They fail to submit a complete BSA registration packet by the assigned deadline of a semester.
- They fail to recruit and register an additional 15 members to their presidency during World Fest.
- There is no participation by its presidency at mandatory BSA basic required events/meetings within its first month of operation.
- They are in violation of the University Honor Code
- They are in violation of Title IX

Discontinued BSA

- A BSA that is inactive for 3 consecutive semesters
- All BSA funds will be removed from the BSA account and it will be dissolved.
**Advisor**

Advisors serve a very important role as a mentor to a student association. Each BSA must have an Advisor.

- Each BSA must have an advisor chosen by its presidency and approved by the SLAS Administration.
- Advisors must be full-time BYUH faculty, staff, or BYUH missionaries.
- A BSA president should meet weekly/monthly (30min.) with their advisor to discuss upcoming activities and to apprise him/her of any further BSA matters.
- BSA Advisor responsibilities are listed on the Advisor’s form.

**Membership in an Association**

BSA membership is limited to the following:

- Currently enrolled BYUH students & their spouses (full-time, part-time, on-line).
- Current BYU–Hawaii faculty, staff, or administrative personnel and spouses.
- Alumni of BYUH and spouses, with current BYUH alumni ID.

**Membership Fees**

Each member is expected to pay the membership fee to be identified as an association member.

- Membership fees range between a minimum of $3.00 to a maximum of $10.00. This amount is determined by the BSA presidency.
- All payments for off campus activities should be processed through the Aloha Center desk after the BSA Activity proposal has been approved.

**Accounts & Funding**

All proposals for an event must be submitted 3-4 weeks in advance.

The BSA Presidency is responsible to monitor their account to ensure credits and debits are accurate. The BSA Supervisor and Accountant ensure all BSA accounts are in order.

BSA receive funding in two ways:

- **1st.** Through membership. Students can join a BSA at World Fest! Memberships qualify for a percentage of SLAS funding.
- **2nd.** Through participation at Food Fest, and other SLAS sponsored events.

**Participation Grants**

As far as BSAs are concerned, approved channels for earning funds are as follows:

- Co-sponsoring or serving at an activity with Student Events such as a dance (BSA provides refreshments, decorations, membership list at the entrance)
- Performing a 10min. culture performance with 10 or more members from the BSA. $100 will be paid out to the BSA for this performance by New Student Orientation (NSO).
Finances

The BSA Accountant with the help of the presidency are responsible for an accurate flow of funds. All BSAs are issued an account code for their association. (No other outside accounts are allowed).

Policies for receiving funds:
• For all purchases, all funds from a BSA account must be requested through an activity proposal.
• A BSA may request no less than $50 and no more than $200 for their proposed activities per BSA Officer in their presidency.
• A BSA may withdraw a maximum of $800 from their account if it is available. Withdrawals must be increments of $200 by 4 presidency members. Each officer must be accountable for the $200 they withdraw.
• Upon approval, the presidency will be informed to pick up the voucher from the SLAS office.
• Unused funds need to be deposited at the cashier’s office.
• Receipts and deposit slips need to be returned to the BSA Accountant within 5 business days following the activity.
• The voucher is to be cashed at the Cashier’s Office in the Lorenzo Snow Building before 3pm M-F.
• Each semester the BSA president and treasurer should make an appointment with the BSA Accountant for a financial reconciliation report.

Donations & Fundraising

• Donations are not allowed to BSAs from students, university employees, community members, or other entities.
• The only fundraising opportunity approved by the University for BSAs are World Fest and Food Fest.

Budgets

Always list all items you plan to purchase for your BSAs event in your BSA proposal. No Exceptions.
• PHONE CARDS ARE NOT APPROVED AND ARE NOT TO BE PURCHASED WITH BSA funds.
• NO reimbursements without prior approval.
• Gifts, prizes, leis need to be proposed with an explanation which will still be subject to approval.
• NO TECHNOLOGY IS ALLOWED TO BE PURCHASED.
• Only decaffeinated drinks are allowed to be purchased.
• Do not submit a proposal for money if your account is empty.
• If actual purchase items are different from estimated budgeted list, attach the list of the different items with a typed out report explaining the difference.
• The cost of an activity should be between $0-10 per student.
• Tips should be included on activity proposal. A maximum of 15% tip is allowed on authorized purchases.

Receipts

Losing a receipt is not an option. A lost receipt ($0-$50) will result in a penalty to the Student Association of $50. Any amount greater than $50 will be reviewed by SLAS Administration to determine a penalty. If it happens a 2nd time, the BSA will be suspended for 1 month of no activities.
• No generic (hand written) receipts allowed.
• Items listed on receipt may only be for the purpose of the activity. (No personal purchases are allowed.)

All receipts must have the following:
1. Company name
2. Date
3. List of items
4. Prices of items
Check Proposal 3-4 weeks in advance for any of the following:

In order to purchase goods or services from departments around campus, an Activity Proposal must be submitted. A Campus Purchase Order (CPO) will be issued. Make sure to obtain an estimate from the selling department prior to turning in your proposal for a CPO.

A. Old Gym (See page 27)
Student associations are allowed to request one night per month within a semester.
1. To schedule the Old Gym it costs $10 per hour, which covers the cost of an EXS employee being on duty.
2. Maximum time allowed for booking is 2 hours.

B. Pool (See page 27)
Cost of pool is $52 per hour and $8.50 per hour for a lifeguard. Depending on the numbers expected at the activity, you may need to pay for 2 lifeguards.
1. Check the availability of the Swimming Pool Hours by calling (675-3391).
2. Submit the date and time for the swimming pool on your proposal for your activity.

C. The HUB, Copy Center, Food Services, Print Services, and Media Scheduling Services

On the BSA Proposal Form, include the department you will be using services from and submit the following items:
1. The HUB: Submit a completed HUB Rental Agreement with the proposal 3-4 weeks before the date of the activity.
2. Food Services: Find menu and pricing online at: catering.byuh.edu.
3. Print Services: BSA Design for posters must be approved by the SLAS Administration. Email the design to BSA Supervisor.
4. Media Scheduling Services (Library): Submit the media items (lap top, projector, etc.) needed on the BSA Proposal form.

Submit Proposal 3-4 weeks in advance for any of the following:

Reimbursements

- All BSA activities will be funded through approved advanced vouchers. The use of personal funds is discouraged for any activity.
- No reimbursements will be issued (Exceptions may be approved by SLAS Administration ahead of time-preferred 3-4 weeks).

Department Purchases

All check payments and purchase orders will be processed by the BSA Accountant. List all details on your BSA proposal.

A vendor must fill out and turn in a W-9 form (and all papers required) with the contract and/or invoice.

Steps to Ordering T-Shirts
1. Submit t-shirt design with proposal for approval. SLAS Administration will approve all T-Shirt designs.
2. Request a quote from vendor and submit it with a BSA Proposal Form for funds to be approved for the t-shirts. Once approved, request an invoice from the vendor.
3. Turn in the invoice to the BSA supervisor.
4. The BSA Accountant will process and order all t-shirts.
5. Vendor makes t-shirts and delivers them to SLAS office where the t-shirts will be held for inspection by the SLAS Administration. Once inspected and approved, the Financial Services will mail payment to the vendor.
6. If BSAs want to sell their t-shirts to their BSA members, it must be processed through the BSA Accountant and not a fundraiser.
7. BSAs who desire to sell their BSA t-shirts to other students not of their BSA must be processed through the SLAS BSA Accountant.

Steps to Ordering T-Shirts

1. Submit t-shirt design with proposal for approval. SLAS Administration will approve all T-Shirt designs.
2. Request a quote from vendor and submit it with a BSA Proposal Form for funds to be approved for the t-shirts. Once approved, request an invoice from the vendor.
3. Turn in the invoice to the BSA supervisor.
4. The BSA Accountant will process and order all t-shirts.
5. Vendor makes t-shirts and delivers them to SLAS office where the t-shirts will be held for inspection by the SLAS Administration. Once inspected and approved, the Financial Services will mail payment to the vendor.
6. If BSAs want to sell their t-shirts to their BSA members, it must be processed through the BSA Accountant and not a fundraiser.
7. BSAs who desire to sell their BSA t-shirts to other students not of their BSA must be processed through the SLAS BSA Accountant.

Steps to Ordering T-Shirts

1. Submit t-shirt design with proposal for approval. SLAS Administration will approve all T-Shirt designs.
2. Request a quote from vendor and submit it with a BSA Proposal Form for funds to be approved for the t-shirts. Once approved, request an invoice from the vendor.
3. Turn in the invoice to the BSA supervisor.
4. The BSA Accountant will process and order all t-shirts.
5. Vendor makes t-shirts and delivers them to SLAS office where the t-shirts will be held for inspection by the SLAS Administration. Once inspected and approved, the Financial Services will mail payment to the vendor.
6. If BSAs want to sell their t-shirts to their BSA members, it must be processed through the BSA Accountant and not a fundraiser.
7. BSAs who desire to sell their BSA t-shirts to other students not of their BSA must be processed through the SLAS BSA Accountant.

Steps to Ordering T-Shirts

1. Submit t-shirt design with proposal for approval. SLAS Administration will approve all T-Shirt designs.
2. Request a quote from vendor and submit it with a BSA Proposal Form for funds to be approved for the t-shirts. Once approved, request an invoice from the vendor.
3. Turn in the invoice to the BSA supervisor.
4. The BSA Accountant will process and order all t-shirts.
5. Vendor makes t-shirts and delivers them to SLAS office where the t-shirts will be held for inspection by the SLAS Administration. Once inspected and approved, the Financial Services will mail payment to the vendor.
6. If BSAs want to sell their t-shirts to their BSA members, it must be processed through the BSA Accountant and not a fundraiser.
7. BSAs who desire to sell their BSA t-shirts to other students not of their BSA must be processed through the SLAS BSA Accountant.
Cash Voucher

Each student association can be issued four (4) vouchers per activity. Only the BSA officers may submit activity proposals. Only the officer listed on the voucher is allowed to pick up the voucher from the SLAS office (ACR131). NOTE: The BSA presidency is responsible for clearing all outstanding balances and receipts before the end of a semester or the end of Summer Break.

All vouchers need to be cleared within 5 business days following an Association’s activity. Failing to submit all receipts and excess funds will result in a penalty fee of $100.

In order to clear outstanding cash vouchers, follow these steps:
1. Keep all receipts and a record of your expenses. Receipts must be legitimate!
2. Excess funds must be deposited at the cashier’s office.
3. Write the following on the back of each receipt: Name of BSA and name of the activity.
4. Submit all receipts to the BSA Accountant.
5. No more than a $200 and no less than a $50 voucher will be issued to a BSA officer of an activity.

Sacred Funds

“‘The funds you receive are sacred, they represent sacrifices by you, your family, and others. Budget your money. Be thrifty and wise in how you spend it.’” -LDS First Presidency

BYUH Vehicles

BYUH Vehicles are available for rental from the BYUH Motor Pool for a BSA off campus activity. Use BYUH vehicle, unless other transportation is approved by SLAS. Include your request for a vehicle in your activity proposal along with your Driver’s information.

Driver

- Must be a BYUH full-time student (14 Credits)
- Student Driver must submit full name, ID#, Copy of USA License, Copy of BYUH Driver’s pass.
- Driver must be registered on-line for an LDS Account. See BSA Supervisor for more information.
- Driver must be licensed to drive a BYUH vehicle through BYUH Motor Pool.
- The vehicles are reserved on a first come, first serve basis by BSA supervisor.

BYUH Vehicle Violations & Accidents

All violations incurred while any BSA is renting a University vehicle must be paid promptly. The BSA account will be charged.

In the event of an accident:
- If the BYUH vehicle breaks down or if you need to contact the Motor Pool for other reasons, call Motor Pool (675-3404) during normal working hours M-F, 8am-5pm. After hours M-F, Sat, Sun, notify BYUH Security at (675-3911) and ask them to contact the Motor Pool Supervisor.
- In the event of an accident that involves the BYUH vehicle you are driving, be sure to bring a copy of the police report to the security office.
Activities

All proposals must be submitted 3-4 weeks in advance.

Association Meeting Times

Presidency Members may schedule one room per week on a regular basis for no longer than a 2 hour block for their weekly meetings. This room may also be used for a BSAs membership meeting or activities with the submission and approval of a proposal.

On-Campus Activities

Guidelines for on campus activities:

- Cost per BSA member for any activity must be $0-$10 if money is involved.
- All BSA activities may only be advertised after the Proposal is approved (allow 5 business days for approval).
- Do Not advertise a BSA activity campus wide.
- A BSA activity is expected to only serve its registered membership.
- Use social media and World Fest sign up list to contact BSA membership for the BSA activity.
- The BSA activity proposal form is available on-line.
- Activities are only allowed from 6:00am - 11:00pm Tuesday-Saturday.
- All Food requests need approval due to liability.
- No activities scheduled after 6pm on Monday evenings.
- The 3rd Sunday of every month is reserved for Gospel Forum between 7pm and 11pm. BSAs may NOT hold activities on other Sundays.
- No activities during Finals Week which is strictly for studying, papers, and final exams.
- No activities during University semester breaks. There may be exceptions for continuing associations from Spring into Summer break dependent on SLAS administration approval.

Off-Campus Activities

All proposals must be submitted 3-4 weeks in advance.

Off-campus activities guidelines:

- EVERY Off-Campus ACTIVITY REQUIRES:
  - A PROPOSAL
  - A Field Trip Waiver form, every BSA member must sign it.
  - Licensed drivers to drive BYUH vehicles
  - Advisor must travel with the BSA
  - Cost per member for this activity must be $0-$10.
  - Exceptions for more money per member must be proposed with a detailed expense sheet.
  - A BSA may rent University vehicles for their activities. The driver must have an American driver’s license and also licensed by BYUH Motor Pool to drive the BYUH vehicles. These vehicles should be returned to campus by 11:00pm on weeknights and Saturdays, and before 12am on Friday nights.
  - Return the vehicle according to the time listed on the transportation order.
  - Risk Management’s Security Chief Earl Morris of the Campus Security office must approve any off-campus activity. A BSA must check with Chief Morris before submitting their proposal.
  - No overnight activities.
  - No Swimming activities. (Exception: Wet’n’Wild)

The SLAS BSA supervisor will coordinate and schedule all proposed locations or technical needs as requested on the BSA proposal form.
Gospel Forum

Only Culture BSAs. Other BSAs may do so with SLAS approval. Gospel Forums provide a time for student associations to share the gospel with each other:

- An invited guest speaker from off campus must provide a biography which needs to be submitted with an activity proposal for approval 3-4 weeks in advance.
- The 3rd Sunday of every month is reserved for Gospel Forum between 7pm and 11pm. BSAs may NOT hold activities on other Sundays.
- The name Fireside should not be used, as it is reserved only for Church sponsored programs.
- Gospel Forums should not be used for secular matters that can be addressed at other meetings.
- Gospel Forums intended for BSA membership/invited guests.
- BSAs are not to invite the entire student body.
- Room assignments are based on the size of membership each semester. The larger the BSA membership the larger the venue. BSAs will be notified of their Gospel Forum room assignment each semester after World Festival by the BSA Supervisor.
- BSAs must only use the room assigned by the SLAS Administration. The SLAS Administration must approve any change of location.
- BSA’s must propose what they need from Media Scheduling such as audio and technical items for special approved guests.

Guest Speakers

BSA proposal must outline the invited speaker with their biography attached. The proposal must also explain the purpose of the guest speaker and their affiliation to the BSA. When having speaker programs, all BSAs must follow the following guidelines:

1. The SLAS administration will approve any invited guest speaker proposal. Include speaker’s topic on activity proposal.
2. The Proposal must be submitted 3-4 weeks in advance.
3. No announcements or publicity of any sort may be released until the speaker has been cleared, confirmed, and the proposal returned to the sponsoring BSA.
4. In order to safeguard the name of the Church and the University, all messages should be in compliance with the standards of the Church and the mission of the University.
5. Guest speakers should not promote any personal agendas, products, services or ideas for personal gain. Student Associations who wish to host a speaker for the entire student body should be co-sponsored by the Student Events team and approved through SLAS Administration.

Service Projects

- A Service Project can be coordinated by the BSA Academic VP with the SLAS Service Center so it can be documented and service hours can be accounted for.
- Once the service project is confirmed and scheduled, a proposal must be submitted for approval through the proper channels.
Career Service Workshop

A career workshop for a BSA may be coordinated with the Career Services department. The BSA presidency may determine with Career Services what options benefit their association’s membership.

BSAs are to also encourage their members to attend Career Week so they are better informed about career opportunities after their education here in BYU-Hawaii.

• Culture BSAs need to submit a proposal to Skype with BYUH Alumni or Professionals from their various countries and locations.

Academic Success

• An Academic for Success workshop can be coordinated by the BSA Academics VP with the Center for Academic Success.
• As BSA leaders, you are encouraged to help your membership be aware of this academic resource available to them in case they need support.

Activity Wrap Up Report

President Thomas S. Monson stated “When performance is measured, performance improves. When performance is measured and reported back, the rate of improvement accelerates.”

• BSAs are to fill out an Activity Wrap up Report for the following 3 required activities; Service Project, Career Workshop & an Activity of your choice.
• The purpose for a Wrap Up report is to help BSAs strategically plan future activities and budget wisely which will ultimately benefit their BSA membership group.
• After an activity it is good practice for BSA officers to review and measure their team’s planning efforts.
• This will help BSAs improve in their planning for future activities.
• Wrap-up reports due for service project, career event, and an activity before the last day of semester.

BSA Leadership Training

• This is a mandatory 1hr training the first Thursday of every semester in which all 5 officers are required to attend.
• This training will mainly focus on the importance of a BSA being in compliance with the BSA Handbook.
• Reminders of all necessary requirements and deadlines will be emphasized so BSA presidencies start on the same page.
• This is also an opportunity for BSA presidencies to connect with each other.
University & Campus Wide Events

All BSA proposals for events must be submitted 3-4 weeks in advance. The BSA Supervisor is responsible for overseeing all student association campus wide activities, including World Fest, Food Fest, and Culture Night.

University Department Requests

Any and all requests from University departments, personnel, staff or community groups/members to participate in their activity or event must be authorized through the SLAS Administration. If a BSA would like to participate in a requested activity or event, an Activity Proposal must be submitted 3-4 weeks in advance.

World Fest

All approved BSAs need to participate in this event. World Fest is a 2 day event where students may sign up for various BSAs. This is the only event that you can recruit members for your BSA. BSAs may arrange displays to promote who they are and attract students to register as members and pay their BSA dues.

- World Fest is held 2nd week of a new semester on Thursday and Friday.
- Set up for World Fest will be allowed from 9pm to 11pm the Wednesday night before World Fest is to begin. SET UP MUST END BY 11pm.
- Only pre-packaged/store bought foods are allowed to be issued from BSA stations during this event.
- No loud music allowed at BSA stations
- No tape on any glass in the Aloha Center
- By signing up for a BSA, the student is agreeing that BYUH Financial Services will charge their student account the BSA membership fee. The more BSAs, a student joins the more membership fees that will be charged to their student account.
- See SLAS Office Assistant for late membership registration.
- All BSA membership sign-ups will be populated into an excel spreadsheet that will be in their on-line BSA Google Doc File.

NOTE: Academic associations/groups that are not registered through SLAS are NOT permitted to participate in this event.

- No instructor can use participation within an association as a criterion for course grades except for STDEV 358R Leadership class which is mandatory for all BSA Presidents.
- All BSAs are strongly advised to promote their association with displays only using their stations table space.

Food Fest

Participation in Food Fest is optional for all BSAs

- Food Fest occurs every Fall semester in which BSAs have the opportunity for fundraising.
- Each BSA sells food from their country or provides games, merchandise, or activities at a booth.
- 1 month before Food Fest, all participating BSAs must attend a Food Handlers training and pass a Food Handler’s test provided by BYUH Food Services and SLAS Administration.
- Proposed Menus with ingredients, game ideas, or merchandise must be submitted during this meeting (Must include an expense and revenue projection excel spreadsheet).
- If a BSA does not want to do a booth, there will be opportunities to serve as a support team through the Student Events Team in which they will receive some funding for their BSA involvement.
- By signing up for a BSA, the student is agreeing that BYUH Financial Services will charge their student account the BSA membership fee. The more BSAs, a student joins the more membership fees that will be charged to their student account.
- See SLAS Office Assistant for late membership registration.
- All BSA membership sign-ups will be populated into an excel spreadsheet that will be in their on-line BSA Google Doc File.

NOTE: Academic associations/groups that are not registered through SLAS are NOT permitted to participate in this event.

- No instructor can use participation within an association as a criterion for course grades except for STDEV 358R Leadership class which is mandatory for all BSA Presidents.
- All BSAs are strongly advised to promote their association with displays only using their stations table space.
Food Fest (Continued)

• BSA Support team options will be as follows:
  • Set Up Team
  • Cleaning Team
  • Entertainment Team
  • Business Team (BYUHSA Games)
  • Control Team
  • Break Down Team
  • Accounting Team (Sell tickets)

Culture Night

Participation in Culture Night is optional for all BSAs.
Culture Night is a celebration of cultural diversity promoting peace internationally.
• Culture Night is held once a year during Spring Semester. Associations are given 5-7 minutes to perform a number from their country of origin/culture according to the allocated theme.
• They do this on a stage in the Cannon Activities Center and perform to an audience of over 2500 people.
• This is one of the largest attended performances on campus.
• Participating BSAs will receive $5 for 30 members of their BSA ($150) to help with their costumes.
• Refer to Culture Night Approval Packet for details of policies.
• All participating BSAs are required to be in compliance with University Dress & Grooming Standards, for their costuming, song choices, and lyrics, while promoting their culture.

Campus Wide Student Events

• The BSA Supervisor is responsible for scheduling all activities on and off campus, including BSA Leadership Training, World Fest, Food Fest, and Culture Night.
• The Student Events Team creates 6-8 campus wide events that BSAs may sign up for. This is an opportunity for BSAs to raise funds for their association.
• The BSA may coordinate with the Student Events Team for their participation in a campus wide event.
• BSA may also propose campus wide events to partner with Student Events. (Subject to approval and resources.)
• Interested BSAs need to indicate this on the Campus Wide Event form.

Publicity

This only occurs for Campus Wide events that are co-sponsored and coordinated with the SLAS Student Events Team

Publicity Guidelines:
• All advertising and publicity efforts for a co-sponsored campus wide event must be coordinated by the BSA Activities VP and the Student Events Team.
• Advertising only starts after approval of the BSA proposal.
• All posters, fliers, and banners are created and approved by the Student Events Team.
• BSA is responsible for the Advertising
• Removal of all advertising after the date of the advertised campus wide event is the responsibility of the BSA hosting the event; failure to remove them in a timely manner will result in a $25 fine towards each participating BSA.
University Facilities

Any activity becomes creative when the doer cares about doing it right, or better. -John Updike

BSAs must adhere to the following guidelines when using campus facilities:

• Be one with the spirit of our Father in Heaven in all that you do.
• Be sensitive to noise levels.
• Be responsible for removing the trash.
• Leave the facility as clean as you found it.
• It is the responsibility of the BSA to coordinate access to cleaning supplies for the space they use during their event.
• BSAs will be held responsible for not cleaning up after their event. Their account will be charged a violation fee of $100.

Scheduling

All BSA scheduling of campus buildings and locations need to be processed through the SLAS BSA supervisor.

• BSA VP over activities is responsible to coordinate a location on campus for a BSA activity with assistance from the SLAS BSA Supervisor.
• Once the location for a BSA has been confirmed with the SLAS BSA Supervisor, print confirmation and take to activity.
• All cancellations must be done at least 3 business days prior to the day of your event. A cancellation fee may be charged for any items removed once setup has been completed.
• The BSAs are responsibility to find out if the room they are scheduling is an approved eating area.
• All BSAs meeting in any room in the McKay building must be out by 11:00 pm.
• If you need chairs, tables, stage, etc, please submit a set-up map with your activity proposal.

Food

• Activities with food must be $0-$10 per member.
• Request for use of food must be submitted through an activity proposal. Depending on the proposal, some food preparation may be required to use the cafeteria licensed commissary kitchen. BSA Supervisor will notify you.
• If food is being served, ensure you clean up well and all trash emptied in an outside trash bin to avoid rodents inside of classrooms or large facilities.
• If the activity involving food has more than 30 people there is no need for a list of member’s names to be submitted with the proposal.
• No food of any kind may be served in the foyer and auditorium.
• Only BYU–Hawaii catered food is allowed to be served in Aloha Center 155/165. No outside food allowed in ACR 155/165.
• Fines of $50 or more will be charged towards your association for any misconduct against this policy.
Old Gym & Swimming Pool  [For more information see page 12]

BSAs have the privilege of renting the Old Gym or the Swimming Pool and/or its equipment. To take advantage of this service, associations must:
• Submit an activity proposal (included in the on-line Google Doc File)
• BSAs must be responsible for any damages caused during their time using the Old Gym equipment or the Swimming Pool.
• Know and follow all rules and regulations set by the Old Gym and the Swimming Pool.
• BSAs can propose their activity use both facilities and/or only one area.

SLAS Equipment Rental

• SLAS has equipment items such as coolers, power cords/strips, wire stands, serving utensils, projector, blue tooth speaker, etc.
• If items rented are broken, altered, or lost, the value of the item will be charge to the BSA account.
• If the BSA account cannot afford the expense, the BSA will be closed and all privileges immediately revoked.

BSA Storage Area

The BSA storage area will be coordinated through the BSA Supervisor.
• All BSAs can use the BSA storage area provided the space is available for their items.
• Each BSA is also responsible for keeping their cupboards clean and orderly at all times as well as the storage room itself.
• No personal belongings may be stored anywhere in this area.
• To apply for space, see the BSA Supervisor.

Storage Rules

Student Leadership, Activities & Service will not be liable for any missing or broken items stored in the storage areas.

All BSAs must abide by the following guidelines:
• All miscellaneous items must be stored in cardboard boxes or plastic containers, which should not be overstuffed. They must be packed so that they can be easily stacked on top of each other and stored away in the club storage cabinets.
• Boxes must be labeled clearly with a permanent marker detailing listed items inside each box.
• Food may not be stored in these storage cabinets.
• Boxes must be in good condition so that they will protect the wood finish of the storage cabinets.
• In the event that all storage cabinets are filled or that items do not fit in the cabinets, please contact the BSA Supervisor.
• SLAS will trash any unmarked items in the storage at the end of a semester.
• Storage space is on assignment. See BSA Supervisor.
• Storage privileges will be revoked if abused
• Main Storage key held at the Aloha Center Desk. Check out from the Aloha Desk counter with your current student ID card.
• $25 fee for losing the key while in your possession.
• Access to storage area is only between the hours of 9am – 4pm, Monday to Friday. Late night activities need to wait for the next business day.

SLAS Equipment Rental

• SLAS has equipment items such as coolers, power cords/strips, wire stands, serving utensils, projector, blue tooth speaker, etc.
• If items rented are broken, altered, or lost, the value of the item will be charge to the BSA account.
• If the BSA account cannot afford the expense, the BSA will be closed and all privileges immediately revoked.

BSA Storage Area

The BSA storage area will be coordinated through the BSA Supervisor.
• All BSAs can use the BSA storage area provided the space is available for their items.
• Each BSA is also responsible for keeping their cupboards clean and orderly at all times as well as the storage room itself.
• No personal belongings may be stored anywhere in this area.
• To apply for space, see the BSA Supervisor.
Policies

An empowered organization is one in which individuals have the knowledge, skill, desire, and opportunity to personally succeed in a way that leads to collective organizational success.
-Stephen R. Covey, Principle-centered Leadership

• BSAs are officially registered through BYUHSA and both BYUHSA and BSAs are administered by SLAS.
• The University, as outlined in this manual, establishes regulations to help organize and coordinate registration procedures and functions of BSAs.
• It is expected that all BSAs will comply with these regulations.

Petition Policy

Students may only circulate petitions on campus that do not violate fundamental objectives of BYU–Hawaii. To insure that these principles are not violated the following guidelines must be followed:

1. The SLAS administration will approve any petitions that a BSA would like to host. A proposal must be submitted 1 month in advance. [Exceptions will be allowed after approval by the SLAS Administration].
2. The petition must be worded to avoid endorsement of anyone other than the signers of the petition. The Church of Jesus Christ of Latter-day Saints, BYU–Hawaii, and any other students unaffiliated with the petition should in no way be implicated.
3. No announcements or publicity of any sort may be released until the petition has been cleared, confirmed, and the proposal returned to the sponsoring BSA by the SLAS Administration.
4. Political petitions are not allowed on BYU–Hawaii campus.

Infractions of Policies by an Association

• Reports of a BSA violation of a regulation(s) will be referred to the SLAS Administration who will review the seriousness of the offense and will administer proper accountability measures deemed appropriate.
• During this time, all BSA activities and account will be frozen and BSA presidency placed on probation until further notice.

Grievance

If a BSA or any member/s has a grievance please contact:
• Director of Student Leadership, Activities & Service, Alison Whiting at alison.whiting@byuh.edu with a detailed email explaining the grievance.
• If you’re not comfortable sharing your grievance with the SLAS director please an email to Vice President, Dr. Debbie Hippolite-Wright detailing the grievance. Email provided upon request.