



# HANDBOOK

## *Policies & Procedures*

Student Leadership  
BYU–Hawaii Clubs

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# HANDBOOK

*Policies & Procedures*

BYU-Hawaii Clubs

To be recognized as a BYU–Hawaii Club, all organizations must adhere to and comply with all policies and procedures outlined in this handbook. Student Leadership and Service reserves the right to modify or clarify policies, procedures and services regarding clubs. Please contact any of the following individuals with questions or concerns:

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# BYU–Hawaii Clubs

*"The mission of Brigham Young University-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."*

~BYU–Hawaii Mission Statement

*"Because the student body here is such a marvelous and representative group, this college is a living laboratory in which individuals who share the teachings of the Master Teacher have an opportunity to develop appreciation, tolerance, and esteem for one another. For what can be done here interculturally in a small way is what mankind must do on a larger scale if we are to ever have real brotherhood on this earth."*

~Elder Romney, Dedication of the Aloha Center

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

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

Student Leadership trains student leaders, supports and implements requirements, and creates guidelines and procedures for student clubs.

## Goals

- 1: Support students' basic needs for success - **Learn**
- 2: Create service-oriented leaders - **Lead**
- 3: Promote peacebuilding in the Kingdom of God - **Build**
- 4: Provide a secular network for students' overall well-being

## Clubs Leadership Team

- Manager
- Leadership Supervisors (2)
- Events Supervisor (1)
- Logistics Supervisor (2)
- Accountants (2)
- Leadership Coordinator
- Leadership Director

Student Leadership Administration has the authority to suspend any individual, Club or Organization if found to be in violation of any policies and procedures. *Student Leadership reserves the right to modify or clarify policies and procedures regarding Clubs.*

# Start a Club

To start a club, complete the online club's organization registration at [student.byuh.edu](http://student.byuh.edu) during the registration period.

## Clubs Registration

Before the registration deadline of a semester, complete the online club's organization registration, through Campus Labs.

Only 1 club's organization registration needs to be submitted per club, preferably by the president.

- Each officer will agree to and submit the online stewardship agreement form sent via email. Check your Campus Labs notifications in your [go.byuh.edu](http://go.byuh.edu).
- Your advisor will agree to and submit the online advisor agreement form sent via email.

## Each club must have the following:

- Full Club Name
- A Stewardship Statement outlining the purpose of the club
- A Learning Outcome highlighting what the club seeks to teach its members
- 5 officers and 15 registered members to be recognized as a club
  - a. 5 Officers
    - i. **President:** Attends Leadership Class, Manages Club
    - ii. **Vice President:** Coordinates Service Project and Career Workshop
    - iii. **Vice President:** Coordinates Activities
    - iv. **Treasurer:** Coordinates Vouchers, Account
    - v. **Secretary:** Coordinates Meetings, Records, and Publicity

You will be notified via email when your club is officially approved. Once approved, your club's organization will appear online in the Campus Labs community. **Each club's presidency must attend a mandatory leadership training held within the first couple of weeks in a semester in preparation to fulfill their responsibilities.**

# BYU–Hawaii Club Requirements

Clubs must fulfill the following requirements each semester to continue as a club. It is at the discretion of each club to do more than the basic requirements.

## 6 Basic Requirements

- All officers must attend a mandatory leadership training at the beginning of each semester
- The club must participate in Club Fest
- President must enroll and attend 358R Leadership Class (2 credits)
- Complete one Service Project. (May work with the Service Center)
- Complete one Career Workshop. (May collaborate with the Career Services Department)
- Complete, at minimum, one event

Wrap-up reports are due for one service project, one career event, and one event of your choice within 14 days after the event.

All files should be kept online through Campus Labs. Thus, all records will be accessible to current and future presidencies, as well as Student Leadership and Service administration.

## Probation and Suspension

Each Club is expected to meet the 6 basic requirements as outlined in this handbook. Failure to meet one or more of these requirements places a Club and Organization on probation, which reduces the matching of funds for the following semester. Failure to meet the six requirements for two consecutive semesters places the club on suspension for one semester.

## Inactive Clubs

Reasons a club is considered inactive and its account frozen are, but are not limited to:

- Failure to submit club's organization registration through Campus Labs
- Failure to recruit and register 15 members in addition to its officers during Club Fest
- Failure to attend the officer training
- Suspension by Student Leadership and Service administration (violation of University or other policies)
- Failure of President to attend leadership class

## Discontinued Clubs

A club is considered discontinued after it is inactive for 3 consecutive semesters. Other reasons may be considered by the Student Leadership and Service administration. All discontinued club funds will be removed from the account and it will be dissolved.

# Officers and Membership

## Officer Requirements

To serve as an officer for a club the following requirements must be met:

- Full-time student registered for 14 credits minimum (Presidents may register for 12 credits then the additional leadership class (2 credits) will complete the 14 credits)
- Maintains a cumulative GPA of 2.5 or higher
- Be in good standing with Office of Honor and Title IX Office
- May not be on academic or disciplinary probation
- May serve up to 12 consecutive months (3 semesters) from the time of selection (No exceptions will be made)
- Only serve in one club officer position per semester
- Must attend officer training at the start of a semester
- President must attend Leadership class each semester

All officers, pending approval, may be eligible for a leadership scholarship.

## Selection of Officers

- Officers must be selected and confirmed by a club, then submitted through Campus Labs before the assigned deadline of a semester (**Selection process is determined by each club**)
- The elected officers begin serving after the mandatory officers training, at the start of a semester
- All Club officers ensure all events are in compliance with BYU–Hawaii Standards and policies outlined in this Handbook
- All officers will be held accountable for the events that are in violation of any rules

## Advisor

Advisors serve as important mentors

- Each club must have an advisor chosen by its presidency and approved by Student Leadership and Service Administration
- Advisors must be full-time BYU–Hawaii faculty, staff, or BYU–Hawaii full-time missionaries
- Club presidents should meet weekly/monthly with their advisor to discuss upcoming activities
- Advisor responsibilities are listed on the Advisor Agreement form
- Advisors must attend all off-campus events, or officially propose a substitute (full-time faculty, staff or missionary of BYU–Hawaii) to be approved by Student Leadership & Service Administration in his/her place

## Club Membership

Membership is limited to:

- Currently enrolled full-time and part-time BYU–Hawaii students and their spouses
- Current BYU–Hawaii faculty, staff, or administrative personnel and spouses—BYU–Hawaii Alumni and spouses, with current BYU–Hawaii ID

Everyone with a CES Net ID will register through the club portal of their choosing online at [student.byuh.edu](http://student.byuh.edu) and the membership fee will be charged to their BYUH account. Others should register for their selected clubs at the Aloha Center Information Desk, where they can also pay for their club membership fees in cash.

## Membership Fees

Each member is expected to pay a club membership fee. Membership fees range from \$3–\$10. This amount is determined by the club officers.

Once members are registered there are **no refunds**.

# Events

All event requests must be submitted, at a minimum, 4 weeks in advance online (Large spaces and large purchases may require a longer processing time). Submit an event request online by going to your club's Campus Labs portal online at [student.byuh.edu](http://student.byuh.edu). Click on 'Manage Organization.' You will be brought to the 'Organization Tools' side option. Click on the 'Events' tab. A blue button will appear on the right-hand side of the screen. This will allow you the ability to create events.

The Supervisor of Logistics will coordinate and schedule all proposed locations or technical needs, as requested on the club event request form.

## Guidelines for On-Campus Events:

- Submit an event request online by going to your club's organization portal at [student.byuh.edu](http://student.byuh.edu) and clicking on the events tab
- The cost of an event \$0–\$10 per student
- Events may only be advertised **after a request is approved**
- Campus wide advertisement for a club event **must** be approved
- **Each event is intended to only serve its registered membership**
- Events are only allowed 6am–6pm Mondays and 6am–11pm Tuesday–Saturday
- All food requests require approval
- The 3rd Sunday is reserved for Gospel Forums between 7pm–11pm. Clubs are not authorized to hold events on any other Sunday. Exception to this rule may be given by the Student Leadership and Service Director
- No events are allowed during reading days, the week of finals or during University semester breaks. There may be exceptions for continuing clubs from Spring into Summer and Winter Breaks, dependent on approval
- Clubs must leave the room in the same or better condition as they found it. **DO NOT** move podiums or adjust settings on any media equipment in the rooms

## Guidelines for Off-Campus Events:

- Submit an event request online by going to your club's organization portal at [student.byuh.edu](http://student.byuh.edu) and clicking on the events tab
- **Each participant needs to sign a field trip waiver form.** Field trip waiver forms can be picked up from the Student Leadership and Service office or at the Aloha Center information desk. For more information, please reach out to the club logistics supervisors
- **Advisors must travel with the club**
- Refer to the vehicle information section in this handbook
- Risk Management's Security Chief or designee of the Campus Security Office must approve any off-campus activity
- No overnight events
- No swimming events (Exception: Wet 'n' Wild/ BYU–H Pool)

## Gospel Forum

Gospel Forums are designed for cultural clubs. Other clubs may request approval to hold a Gospel Forum. Gospel Forums provide a time for student clubs to share the gospel with each other.

- Title the event request "Gospel Forum (Club Name)" in campus labs
- An invited **guest speaker from off campus must provide a biography** which needs to be submitted with the event request for approval **3–4 weeks in advance**
- The 3rd Sunday of every month is reserved for Gospel Forum between the hours of 7 pm to 11 pm
- 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. These meetings are for spiritual uplifting and must strictly keep the sabbath day holy
- Gospel Forums are intended for club members and invited guests. Not for the entire student body or community members
- Campus room assignments are based on the size of membership each semester
- Club Gospel Forums must only use the room assigned to them
- Include any audio, media, and technical items in the event request form

## Service Project

- Title the event request in Campus Labs "Service Project(Club Name)", followed by the name of your choice for this event
- If the service project is off-campus, all participants need to sign a field trip waiver form and follow the guidelines for Off-Campus Events
- We encourage you to work through the Service Center for any off campus service project

## Career Workshop

- Title the event request "Career Workshop (Club Name)" in Campus Labs
- If the career workshop is off-campus, all participants need to sign a field trip waiver form and follow the guidelines for Off-Campus events
- An invited guest speaker who will be addressing students in person or via Skype **must provide a biography** which needs to be submitted within the Campus Labs event request for approval **3-4 weeks in advance**
- Career workshops may be coordinated with the BYU-Hawaii Career Services Department

## Guest Speakers

- No announcements or publicity of any sort may be released until the speaker has been cleared, confirmed, and the event approved
- All messages should be in compliance with the standards of the Church and the mission of the University
- Club Leadership team evaluates the appropriateness of the speaker and/or message
- Guest speakers should not promote any personal agendas, products, services or ideas for personal gain
- Clubs who wish to host a speaker for the entire student body should be co-sponsored and approved by Club Leadership Team

## Club Movie Nights

- Requests for movie nights are to be placed at least 4 weeks in advance
- Movies found on movies.byuh.edu do not require extra clearance
- BYU-Hawaii uses Swank Motion Pictures to distribute major movies. Policies and protocols need to be met, especially related to copyright. You are required to have a member of your presidency visit the Student Leadership and Service office to discuss your event. Fines for misuse of movies are large and serious. Please seek guidance and approval

## Equipment Rental

The following items can be checked out from the Student Leadership and Service office assistants: *portable speakers, microphones, microphone stands, coolers, wire stands, card swipes, etc.*

- If items rented are broken, altered, or lost, the value of the item will be charged to your club account
- Please return all rented equipment to the Student Leadership and Service office the very next business day from your event, between 8am-5pm
- For each following day your club will be charged \$20 if the item is not returned as outlined above

## Media Services

All requests for laptops, televisions, and access to classroom projectors need to be included on the event request. Please do not touch, unplug, or tamper with any media items in all rooms on campus as it will affect academic classes as well as Sunday meetings. Any charges from facilities management for neglect of space will be charged to your club account.

## Food

- Request for food must be included on the event request
- Depending on the request, some food preparation may require the use of the cafeteria licensed commissary kitchen
- No food of any kind may be served in the McKay Foyer, McKay Auditorium, and the BYU-Hawaii Stake Center
- Fines of \$50 or more may be charged towards your club for any violations of these policies

## Event Wrap-Up Report

Clubs are to fill out an Event Wrap-Up Report, in Campus Labs, for the following required events: Service Project, Career Workshop, and an event of your choice. The purpose of an Event Wrap-Up Report is to help a club strategically plan future events and budget wisely. Use this report to improve planning for future events. Event Wrap-Up reports are due within 7 days following the event.

# University Facilities

Adhere to the following guidelines when using the campus facilities:

- Be sensitive to noise levels. **Noise curfew in Laie is 10 pm.**
- You will receive a confirmation when your room reservation is approved. Follow all requirements of the document attached to the confirmation and also the forwarded email
- Be responsible for removing trash to the nearest outside dumpster on campus. Always leave the facility cleaner than you found it. **Failure to do so will result in a cleaning fee**
- The room should be open but, if it is not, you may call Security at (808) 675-3503 and they will inform Custodial Staff to let you in. They will ask for your confirmation before they allow access
- It is the responsibility of the club to coordinate in advance access to cleaning supplies for the space with the custodians of that building.
- Once the location is cleaned, please take a picture of the area and email it to us at clubs@byuh.edu to prevent any additional cleaning fees to your club's account

## Scheduling

All scheduling of campus buildings and locations needs to be processed through the **BYU-Hawaii Club Logistics Supervisors**. This is done through the Event Request in Campus Labs

- Once the location for an event has been approved, the Logistics Supervisors will email you the confirmation. Please follow these steps once you receive the confirmation.
  - Print out the confirmation
  - Have the confirmation with you during the entire event
  - Read and enforce all rules and guidelines included in the confirmation attachment
  - Clean the location by putting all desks, chairs, tables, etc. back to their proper places and take out all trash to the nearest dumpsters outside of the building
  - Once the location is cleaned, please take a picture of the clean location and email it to us at [clubs@byuh.edu](mailto:clubs@byuh.edu) to prevent any additional cleaning fees to your club's account
- All cancellations must be done at least 4 business days prior to the day of your event
- A cancellation fee may be charged for any items removed after setup has been completed
- Clubs are responsible to find out if the room they are scheduling is an approved eating area by checking their confirmation
- If you need chairs, tables, a stage, etc., please submit a set-up map with your proposal
- All proposals for space must be submitted 4 weeks in advance online through Campus Labs. (Large spaces and large purchases will take longer to process, please plan accordingly)
- Map templates can be found online through Campus Labs within your clubs portal, under the files tab

## Pool, Old Gym and The HUB

Clubs have the privilege of renting the Old Gym or the Pool, and their equipment. In order to take advantage of this service clubs must:

- Submit an event request
- Know and follow all rules and regulations set by the Old Gym and the Pool
- Be responsible for any damage caused during their time using these facilities and their equipment

## Old Gym and the Cannon Activities Center (CAC)

Clubs are allowed to request one gym night per month within a semester.

- The Old Gym monitor costs \$12 per hour to schedule. This covers the cost of a gym monitor to be on duty
- Maximum time allowed for booking is 2 hours

## Pool

- The Pool is \$52 per hour + lifeguard fees
- Contact (808) 675-3391 to check for pool hours and availability
- Submit the date and time for the Pool in your request 4 weeks in advance
- The Pool limits the number of individuals who can be in the pool at one time
- Student Leadership will cover the cost of lifeguard fees once a semester

## The HUB, Copy Center, Food Services, Print Services, and Media Scheduling Services

On the Event Request form, include the department you will be using services from and submit the following items.

- **The HUB:** Submit a completed "The HUB rental agreement" with the event request 4 weeks prior to the date of the activity
- **Food Services:** Find menu and pricing online at <https://foodservices.byuh.edu/catering> and submit your proposed budget/items in your request
- **Print Services:** Designs for posters must be approved by the Student Leadership Administration. Please email the designs to [clubs@byuh.edu](mailto:clubs@byuh.edu)
- **Media Scheduling Services (Library):** Submit the media items (laptop, projector, etc.) needed in the request form.

## Storage Area and Guidelines

The CAC storage space is coordinated through the Supervisors of Logistics. Each club is responsible for keeping their cupboards clean and orderly. No personal items are to be stored anywhere in this area. To apply for space, please see a Supervisor of Logistics.

Abide by the following guidelines:

- All miscellaneous items must be stored in plastic containers. Boxes must be labeled clearly with a permanent marker detailing the items within each box.
- No flammable or dangerous items may be stored.
- In the event that all storage cabinets are filled or that items do not fit in the cabinets, please contact a Supervisor of Logistics.
- Storage privileges will be revoked if abused.
- Food may not be stored in storage cabinets.
- Student Leadership will dispose of any unmarked items in the storage at the end of a semester.
- Check out storage key from the Student Leadership office with your current BYU-Hawaii ID.
- There is a \$25 fee for losing the key while in your possession.
- The storage area can be accessed between the hours of 9 am - 4 pm, Monday - Friday. Late night activities need to wait until the next business day to store items after the activity.

Student Leadership and Service will not be liable for any missing or broken items stored in the storage area. Store at your own risk.



# Vehicles

Vehicles are available for rent through BYU–Hawaii Motor Pool. Use University vehicles unless other transportation is approved in advance by the Clubs Leadership Team. Include in your event request your need of a vehicle along with your driver's information.

## Driver

- Must include in Campus Labs event request: the full legal name of the driver, departure date, departure time, return date, return time, destination, the estimated number of miles, number of passengers, and vehicle type
- The driver must have a current U.S.A drivers license
- The driver must take the BYU–Hawaii safety driver's test
- The driver must be registered online for an LDS account. See a Supervisor of Logistics for more information
- The driver must be licensed to drive a vehicle through BYU–H Motor Pool. This process takes a few days when you first sign up, so plan accordingly
- The vehicles are reserved on a first come, first served basis and are sometimes canceled if an academic class or President's Council event needs the vehicles
- Drivers must always carry their Drivers License and BYU–H ID when driving a BYU–H vehicle

## BYU–Hawaii Vehicle Violations and Accidents

All violations of Motor Pool rules incurred while a club is renting a University vehicle must be paid promptly. The club account will be charged.

In the event of an accident:

- Make sure to request the other driver's information such as driver's license and insurance card. They need to stay until the police officer arrives
- Make sure a police officer is called to the scene to take a report
- If the BYU–Hawaii vehicle breaks down or if you need to contact Motor Pool for other reasons, call (808) 675-3404 during normal business hours Monday-Friday, 8am-5pm. After hours, call campus security at (808) 675-3911 and ask them to contact the Motor Pool Supervisor
- In the event of an accident that involves University vehicles you are driving, be sure to bring a copy of the police report to the security office
- Please review the information provided with the vehicle when you pick it up, including procedure if there is an accident
- Notify Student Leadership and Service as soon as it is safe to do so

# Accounts and Funding

The club officers are responsible to monitor their financial account to ensure credits and debits are accurate. The Supervisor of Logistics and Club Accountants ensure all accounts are in order. If you come across any discrepancies please notify a Supervisor of Logistics.

## 5 ways Clubs Receive Funding:

- Through membership fees during Club Fest
- Matching funds from the Student Leadership and Service Office if eligible
- Participation in Food Fest
- A grant for serving at a Seaside campus event
- Participation in New Student Experience with a 10-minute culture performance of 10 members or more from a club

## Donations and Fundraising

Monetary donations are not allowed. World Fest and Food Fest are the only fundraising opportunities approved by the University.

## Finances and Cash Voucher

The Club Accountants, with the help of each club presidency, are responsible for an accurate accounting of funds. Each club is issued an account code for their club. No other outside accounts are allowed, and Club funding is only to be kept in designated BYU–H accounts. Club Treasurers take responsibility for a club's account balance and reconciliation.

### Process for receiving funds:

- For all purchases, all funds from a club account must be requested through a campus labs event request
- Upon approval, the presidency will be emailed to pick up the cash voucher from the Student Leadership and Service office
- You will need your BYU–H ID card to pick up your voucher
- The voucher is to be cashed at the Lorenzo Snow Building cashiers counter M-F **10am - 3pm**. (Holidays may vary)
- No more than \$200 and no less than a \$50 cash voucher will be issued to the officer on an event request. A \$10 penalty fee will be charged for any voided vouchers
- Each club can be issued up to four vouchers (\$200/voucher) per activity
- Only club officers may pick up vouchers

### In order to clear outstanding cash vouchers, follow these steps:

1. All vouchers need to be cleared within 5 business days following club event. Not following this policy will result in a \$50 late penalty fee
2. Submit all legitimate receipts. See requirements below under "Receipts"
3. Receipts and/or deposit slips must be turned in before extending a new voucher
4. Excess funds must be deposited back into the club account at the Cashiers Office
5. A deposit slip must be filled out in order to deposit excess funds into the club account. Deposit slips are available at the Student Leadership and Service office front desk

*\* The presidency is responsible for clearing all outstanding balances and receipts before receiving a new voucher\**

## Budgets

### List all items you plan to purchase in your event request. **No exceptions.**

1. Gifts, prizes, and leis need to be proposed with an explanation which will still be subject to approval. Specific University policies apply to this
2. The cost of an activity should be between \$0-\$10 per student
3. Tips should be included in an event request. A maximum tip of up to 15% is allowed on authorized purchases

### The following are not allowed to be purchased:

- - Phone cards
- - Gasoline
- - Electronic devices
- - Personal items

## Receipts

### All receipts must have the following:

- Company name
- Date
- List of items (make sure the vendor gives you an itemized receipt, listing all items purchased)
- Prices of items

### Please write the following on the back of each receipt:

- Club name
- Event name and date
- Officer submitting the receipt

Failing to submit a receipt within 5 business days after the event will result in a \$50 fine to the club. Also be aware of the following:

- No generic (handwritten) receipts will be accepted
- All items purchased on the receipt are strictly for the purpose of the event  
There should be no personal purchases included on the receipt
- Submit and log receipts and/or deposit slips at the Student Leadership and Service office front desk. All cash is to be deposited into an account, no cash is accepted at the desk
- Lost receipts will result in a \$50 penalty fee per voucher  
1 voucher=\$50: 2 vouchers=\$100: 3 vouchers=\$150

## Reimbursements

**No reimbursements will be issued.** All activities will be funded through approved vouchers. The use of personal funds is discouraged for any activity.

## Cash Handling

Under no circumstances are members or officers allowed to collect cash other than cashing a club voucher. All transactions for events will be approved by the Supervisor of Logistics and handled through the Aloha Center Information Desk.

## Purchasing T-shirts

You are encouraged to come in and discuss this with a club supervisor before starting a design. Any t-shirt orders are to go through an events request through Campus Labs.

### Steps to ordering T-shirts:

1. Submit a t-shirt design idea through Engage for approval
2. Include on your request, t-shirt color, the total quantity of t-shirts, and various sizes
3. If a club desires to sell their t-shirts to their members, or other students, it must be processed through Student Leadership. Students can purchase and pick up shirts at the Aloha Center Information Desk  
The University uses approved vendors.

# University and Campus-Wide Events

All event requests must be submitted 4 weeks in advance through a Supervisor of Logistics. The Club Leadership Team is responsible for overseeing all student club campus-wide events, including Food Fest and Culture Night.

## Club Fest

All clubs seeking approval are required to participate. Club Fest is a 2-day event in the Aloha Center and 2 days following online. Clubs may advertise and encourage students to join their club for the semester. Clubs may decorate their tables to promote who they are and attract students to register as members.

- Begin by submitting the club registration on Campus Labs before the semester deadline
- Club Fest is held the week following Club Officer's Training
- Set up for Club Fest will either be the night before or morning of event depending on the day (ie. If Club Fest starts on Monday, then set-up will be in the morning)
- Only prepackaged and store-bought foods are allowed
- No loud music. No tape on any glass in the Aloha Center. No thumbtacks on tables
- By signing up for a club station at club fest, the student agrees that BYU-Hawaii Financial Services will charge their student account the club membership fee

*\* Academic Clubs and other organizations that are not registered through Student Leadership and Service Office are NOT permitted to participate in World Fest.\**

## Food Fest

Participation in Food Fest is optional for all clubs. Food Fest is a celebration and a sharing of cultural diversity, leadership development and a fundraising opportunity. It is also an opportunity for clubs to practice leadership

- Food Fest occurs every Fall semester
- Clubs may sell food or provide games/activities for profit
- All participating clubs selling food must have the following:
  - Club members attend the mandatory food handlers training
  - Club members pass food handlers test provided by BYU-Hawaii Food Services
  - Club members receive the Hepatitis A shot
- A packet will be made available online for clubs selling food to include ingredients, budget, and club members that will be participating
- If a club does not want to do a booth, there will be opportunities to serve and receive a grant for their involvement

## Culture Night

Participation in Culture Night is optional for all clubs. Culture Night is a celebration of cultural diversity and promoting peace internationally. It is also an opportunity for clubs to practice leadership.

The club president, advisor, and choreographer need to meet with the club supervisor of events and club coordinator before any funds will be approved or released.

- Culture Night is held once a year during Winter semester
- Clubs are given 5-8 minutes to showcase a performance representing their country of origin or special interest
- Participating clubs can receive \$5 per member, totalling up to \$150 (up to 30 members) to help with costumes
- Costume funding should come from your club account
- Costumes should not exceed \$10 per person from club funds in addition to the \$5 costume grant for up to 30 members
- Refer to Culture Night Approval Packet for details and policies
- All participating clubs are required to be in compliance with University Dress and Grooming Standards, for their costuming, song choice, and lyrics, while promoting their culture/ special interest
- Practices can be held for a maximum of 2 hours/week

The following challenges need to be addressed:

- It is important that your club presidency ensures your member's academic responsibilities are not impacted negatively in any way or form due to club performance practices or costume creation leading up to Culture Night
- Funding of costumes are to be kept at a minimum cost if any for club members
- Costuming design should be kept simple and within outlined budget allocations

# Policies

Clubs are expected to abide by University policies including, but not limited to: Honor Code, Youth Protection Policy and Procedures, Title IX, etc. If you have questions on these policies, approach members of Student Leadership and Service office administration for clarification. Student Leadership administration reserves the right to modify or clarify policies and processes regarding clubs.

## Infractions of Policies by a Club

Reports of a violation within the handbook, the University, civil, or any other regulation will be referred to the Student Leadership and Service Administration who will review the seriousness of the offense and will administer proper accountability measures deemed appropriate. During this time, all club activities and their account will be suspended. The club will be placed on probation until further notice.

## Petition Policy

Students may only circulate petitions on campus that do not violate fundamental objectives of BYU-Hawaii. Requests for petitions are handled through the Student Leadership and Service Office, and University procedures will be followed.

## Youth Protection Policy

BYU-Hawaii is committed to maintaining a safe environment for all minors on campus or who are participating in University-sponsored activities, such as serving at a non-profit etc. Consistent with this objective and with Hawaii State law, University personnel have a duty to immediately report any situation, whether on or off campus, which they have “reason to believe that a child abuse or neglect has occurred...” shall immediately report the matter orally to the Department of Human Services, Social Services Division, Child Welfare Services or to the police department.

## Statement of Non-Discrimination

BYU-Hawaii considers non-discrimination to be fundamental to its’ mission, goals, and objectives. BYU-Hawaii recognizes that its’ future success is, in part, dependent upon its’ ability to successfully accommodate the increasingly diverse nature of the student body and employees, which diversity is promoted by the worldwide growth of its’ sponsoring Church. The University is committed not to unlawfully discriminate in the administration of its’ educational policies, admissions policies, scholarship and loan programs, employment and other school-administered programs on the basis of race, color, national origin, religion, age, sex, veteran status, genetic information, or disability for all individuals who meet university and department academic requirements and agree to abide by the university’s standards of conduct and behavior. The university does exercise the “religious” exemption in admissions as granted in Title IX of the Education Amendments, 20 U.S.C. 1681 (a)(3) and in hiring employees as granted in 41 CFR 60-1.5(a)(5).

## Title IX Policy

“No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefit of or be subject to discrimination under any educational program or activity receiving Federal financial assistance” (Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act).

## Student Club Marks

In order to distinguish between academic or administrative organizations and student led organizations, any student clubs established under Student Leadership’s guidelines will use the words “at BYU-Hawaii” following the organization’s name rather than using the name of the university before the name of the organization. An example would be the “Hawaiian Club at BYU-Hawaii” rather than the “BYU-Hawaii Hawaiian Club”.

Student clubs will not be permitted to use any institutional or merchandising marks in apparel, merchandise, or marketing promoting the student organization. Instead, student organizations will be able to develop their own identity mark, but must get the mark and any design variations of the mark approved and registered with the Student Leadership Media Team. **Marks should be used for a minimum of three years**, after which, marks can be evaluated by the Student Leadership Media Team and a new mark approved. Marks should be in line with the honor code and should be the only typographic illustration of the organization’s name.

## Possible Examples of Acceptable Club Logos



## Grievances

If a club or any member has a grievance, please contact:

**Director of Student Leadership, Alison Whiting**

[alison.whiting@byuh.edu](mailto:alison.whiting@byuh.edu)

**Title IX Coordinator, Debbie Hippolite Wright**

[titleIX@byuh.edu](mailto:titleIX@byuh.edu)



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