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Important Contacts

ASSOCIATED STUDENTS OF WESTMINSTER COLLEGE

Office Location: Manfred A. Shaw Student Center # 104

Website address: westminstercollege.edu/aswc

<u>Department</u>	<u>Contact</u>	<u>Office Location</u>	<u>Phone</u>
ASWC	ASWC President	Shaw 104	832-2715
	Vice President	Shaw 104	832-2716
	Director of Clubs and Organizations	Shaw 104	832-2718
	Director of Budget and Finance	Shaw 104	832-2717
	Director of Communications	Shaw 104	832-2718
	Attorney General	Shaw 104	832-2717

WESTMINSTER COLLEGE STAFF

<u>Department</u>	<u>Contact</u>	<u>Office Location</u>	<u>Phone</u>
Campus Scheduling & Event Set-Up	Scheduling Coordinator	Jewett/EEJ #1	832-2522
Accounting	Set-Up Coordinator	Gore 2	832-2520
Food Service	Cashier Window	Bamberger 103	832-2135
Bookstore	Catering Coordinator	Shaw Center	832-2707
Inst. Advancement	Store Manager	Shaw Center	832-2700
Student Life	Development Director	Bamberger 230	832-2730
	Dean of Students	Shaw 105	832-2233
	Director of Student Life	Shaw 105	832-2235
	Director of Residence Life	Shaw 105	832-2245
	Director of Volunteer Center	Shaw Lower Level	832-2840
Campus Patrol	Director of Campus Ministry	Shaw Lower Level	832-2232
	Director of Campus Patrol	Stock Lower Level	832-2525



Overview of the ASWC Activities Handbook

The purpose of the Official ASWC Activities Handbook is to serve as a governing document for the Student Activities Commission and as a guide for ASWC organized and/or sponsored activities. The ASWC Activities Handbook is governed by the Constitution and By-Laws of the Associated Students of Westminster College.

Authority

1. **The ASWC Student Activities Commission:** (SAC) is responsible for planning and organizing activities for the students of Westminster College and the greater campus community. Members of SAC have the ability to amend this document with a two-thirds (2/3) majority vote of the SAC Chairs and the ASWC Senate. The ASWC Senate and SAC are also responsible for adopting the ASWC Activities Handbook.
2. **The ASWC Senate:** May also propose changes to the ASWC Activities Handbook to be ratified by a two-thirds (2/3) majority of the ASWC Senate and the SAC Chairs.
3. **The Vice President:** Shall oversee all ASWC activities and programs and ensure that they are in compliance with the rules and guidelines outlined by the ASWC Activities Handbook.
4. **The Activities Coordinator:** Shall help coordinate the actions of SAC and the individual SAC Chairs.



ASWC Activities

ASWC seeks to provide a variety of activities for all interests and occasions. The rules and guidelines outlined by this document are meant to ensure the safety of the participants as well as to protect ASWC and Westminster College. Due to the nature of special events and unforeseen activities, certain programs may not be adequately addressed. The following stipulations should help direct any and all ASWC activities whenever applicable:

Athletics & the Griffin Mascot

All athletic events and supporting activities sponsored by ASWC should be organized in conjunction with the Director of the Health and Wellness Program and the Athletic Director.

The Griffin Mascot should also be coordinated with the Athletics Department to support athletic events including intramurals and collegiate sports as well as ASWC activities. Applications for the position and the coordination of the mascot should be managed by the SAC Athletics Chair with the help of the ASWC Vice President and the Athletic Director.

Concerts

Concerts held on campus at an outdoor venue must comply with noise ordinances for residential areas. Outdoor concerts must also be held at appropriate times that will not distract classes and on campus residents.

Concerts held on campus at an indoor venue must be coordinated with the Office of Campus Scheduling and must not disturb other events on campus.

Dances

All tickets for ASWC sponsored dances should only be sold on campus prior the event. Students are allowed to purchase up to two (2) tickets with their Westminster Student ID Card. Dance attendees who do purchase tickets in advance, both Westminster students and other wise, will not be admitted.

Tickets for the dance should also include a list of rules and expectations for all attendees. Westminster students are expected to follow the student code of conduct and will be held responsible for the actions of their guests.

For the security of dance attendees, at least one (1) professional security officer must be on site and in uniform. Other security precautions should include:

1. Separate lines for students of legal age who intend to purchase alcohol.
2. Wrist bands for students of legal drinking age with proof of official identification and date of birth.
3. Supervision in the lobby of the hotel to monitor student behavior.
4. Supervision of the entrance to manage the lines, prevent students from entering without paying, and to deny entry to intoxicated attendees.
5. Supervision of the drinking area to monitor student behavior and prevent alcohol "pass-offs" to minors.

If alcohol is available for sale, the venue must be the designated seller and this distinction must be made in writing. **ASWC funds may not be used to purchase alcohol.** Alcohol must also be restricted to a



designated area or “Beer Garden” for students of legal drinking age only. The drinking area must be clearly marked and alcohol will not be permitted to leave the designated limits of the drinking area.

Films

Specific copyright laws apply to the public or “semi-public” exhibition of movies, videos, DVDs, etc. and must be authorized by license. While there are exceptions for the use of copyrighted material for educational purposes, such provisions must be in a “face-to-face” classroom setting. Even non-profit exhibitions for student activities and school events are not covered by these exceptions. (U.S. Copyright Law: Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64).

ASWC can be held liable for contributory infringement when ASWC activities infringe upon these laws. Non-compliance with The Copyright Act is considered infringement and carries steep and significant penalties and federal crimes. Inadvertent infringers are also subject to substantial penalties and charges.

Copyright laws may also apply to ASWC clubs and organizations. Questions regarding the application of copyright laws should be directed to the Office of Risk Management and General Council or the Office of Student Life.

Festivals & Large-Scale Events (Approximately 300 Persons)

Due to the variable nature of different large-scale events, certain procedures may or may not be relevant. However, the procedures outlined by the Program Checklist (page 35) must be followed for all large-scale events. In addition, the following considerations should also be made when applicable:

1. Contact the Office of Student Life and the Campus Scheduling Office to investigate the feasibility and logistics of the event.
2. Safety and risk management precautions such as temporary insurance, participation waivers, licensing agreements, additional security, etc. should be arranged well in advance.
3. Depending on the nature of the event, additional departments on campus should be contacted. This may include academic programs, the Diversity Center, Alumni Relations, the Athletic Department, etc.
4. Logistical issues concerning campus facilities, parking availability, and supplemental utilities (such as audio/visual equipment, additional tables and chairs and stages) may be required. Arrangements for additional resources typically require ample notice.
5. The designated coordinator of these activities must be present for the event to oversee the process, address any issues that may arise, and clean up after the event.

Hospitality

The comfort and accommodation of presenters, comedians, and other special guests while they are working with Westminster College is an important aspect of event planning. Arrangements should be made in advance for transportation, lodging, meals, and receptions whenever appropriate.

Kid’s Club Activities

The ASWC Kid’s Club is meant to program activities and events for the children (age 12 and under) of Westminster College students, faculty, and staff members. As such, Kid’s Club activities should be planned accordingly.

While the coordinators of Kid’s Club activities should take extra caution when planning such events, parents are ultimately responsible for the actions and safety of their children.



Off Campus Events

ASWC sponsored activities held off campus are still subject to any and all ASWC rules and regulations. Students should be aware that the policies outlined by the Student Code of Conduct and the Student Handbook are fully applicable. Liability waivers should also be distributed and collected when appropriate.

Performers & Presenters

Performers such as comedians, lecturers and all other presenters should be made aware of their audience. Any specifications regarding the material presented should clearly articulated (and documented if necessary) prior to the performance.

Publicity & Marketing

Any event sponsored by ASWC or any affiliated organization should be coordinated with the ASWC Director of Communications. Publicity and on campus advertisements must follow the procedures outlined in the Campus Posting Policy.

In the event that external publicity within the community is appropriate, all publicity (including press releases, media contacts, advertisements, and promotional efforts) should be coordinated along with the ASWC Director of Communications, the Director of Student Life and the Westminster College Communications Office.



The Student Activities Commission (SAC)

The Student Activities Commission (SAC) shall be responsible for planning activities and events for Westminster College students under the direction of the ASWC Vice President. In addition to planning activities for the campus, SAC is also responsible for staffing, coordinating, and publicizing these events. In programming these events, SAC members shall also operate under the following specifications:

1. The ASWC Vice President shall supervise and have the final say on all ASWC sponsored activities and events.
2. Members of SAC should be appointed prior to the annual budgeting process and be included in planning the of the SAC budget for the upcoming fiscal year.
3. Members of SAC should also meet regularly (twice a month or as needed) to plan upcoming ASWC events and to coordinate the programming of these events.
4. ASWC Senators are required to help with at least two activities per semester and should coordinate these responsibilities with the Activities Coordinator.
5. In addition to the responsibilities of individual SAC Chairs and Committees, members of SAC are also responsible for helping staff and coordinate other ASWC sponsored activities whenever possible.
6. When publicizing ASWC Sponsored programs, SAC members shall work with the ASWC Director of Communications to coordinate publicity and marketing efforts for the event.



The Advisor

As the advisor to the Associated Students of Westminster College and the Student Activities Commission, the Director of Student Life shall advise students on planning events and activities. The advisor shall:

1. Review contracts for different events prior to being signed by the Executive Vice President of the College.
2. Work with the ASWC Vice President to oversee and guide the operations of the commission when necessary.
3. Monitor the operations of individual members of the commission to ensure the safety and success of ASWC sponsored events.



Budgetary Rules and Regulations for Activities

Budget Allocations

The budget amount allocated to activities is contingent upon approval and documentation as a legitimate and successful event. The ASWC Vice President and the Activities Coordinator are responsible for submitting the budget proposal for the Student Activities Commission during the annual budgeting process. The final budget allocated to SAC for the upcoming fiscal year must be approved by the ASWC Senate. All SAC expenditures shall be overseen and processed by the ASWC Vice President and/or the ASWC Director of Budget & Finance.

Check Requests and Reimbursements

Check requests may be obtained in the ASWC office (Shaw 104). All completed check requests are to be submitted to the ASWC Director of Budget & Finance with all requested information provided, including the club account number (see example). Checks will only be approved and issued as reimbursements for legitimate expenses (as outlined in your budget itemization), and **must be accompanied by a receipt!** If it is impossible for the initial purchaser to cover the amount spent until the reimbursement arrives (usually within two (2) weeks), other arrangements can be made directly with the Director of Budget & Finance.

Purchases must be itemized on the receipts. Credit/debit card receipts will not be accepted without the actual purchase receipt (with vendor clearly marked). College Credit/debit card purchases end one (1) month prior to the final day of the Spring semester of the current academic year to allow thirty (30) days processing time in preparation for annual budget hearings before the Senate. Personal items must be purchased separately; only the expenses for the club and/or organization should appear on the receipt.

Reimbursements will not be issued by ASWC beyond the allotted budget, unless special requests are made with the ASWC Vice President, the Activities Coordinator and, if necessary, the ASWC Senate (submit a written proposal to the ASWC Director of Budget & Finance). These "current" requests take two (2) weeks to process; the organizer of the event will be notified of the results.

Spending Discrepancies

If a discrepancy is found in SAC spending, the Budget Committee reserves the right to have the final discretionary say whether or not the spending is a legitimate expenditure. If the event organizer wishes to appeal the finding of the Budget Committee, a written appeal can be submitted to the Attorney General for official hearings before the Judicial Council. After reviewing the appeal, the Judicial Council will issue a written opinion to the Senate, Budget Committee, and SAC. The Senate will then make the final decision on the legitimacy of the expenditure.

For more information regarding specific expenditures and reimbursements, please see the Associated Students of Westminster College Financial Code.



Outside Funding for Activities

Since ASWC possesses limited financial resources, the Student Activities Commission and/or its members may wish to independently raise funds so as not to hinder opportunities or activities. However, the following rules and regulations will apply:

Fundraising

SAC and/or its members may coordinate fundraising efforts once all other funding options within ASWC and the college have been exhausted. Fundraising efforts for SAC and/or its members must first receive authorization from within ASWC.

Once ASWC authorization has been obtained, the organizer must contact the Institutional Advancement Office to meet with a development officer for the college who will assist with the coordination and strategy. All fundraising efforts must also be approved by an authorized development officer from the college.

Food Sales

Bake sales are in violation of Salt Lake City/County Health Department Regulations. According to the Bureau of Food Protection, any food served on campus must come from approved and inspected sources. The preparation of food in a private home does not meet this criteria. In addition, even though food may be given away rather than sold, the health department regulations are still fully applicable.

Table Sales

In order for any product to be sold on the Westminster Campus, the vendor (including ASWC and SAC) must meet the following qualifications:

1. The vendor must notify the Student Life Office for availability, tables, and a space on campus. Final approval is given by the Director of Student Life.
2. Items sold must not in any way duplicate or compete with what is sold in Follet's bookstore.
3. No space will be given to credit card companies.

Raffles/Drawings

Raffles are frequently in violation of Utah State Law regarding gambling. If you choose to raise money in this manner, please contact the Student Life Office for clarification of what is not in violation of State Law.



Scheduling Campus Facilities for Activities and Events

Scheduling and Set-Up

ASWC sponsored activities are entitled to use Westminster College facilities free of charge. However, space is subject to availability. Reservations for space and audio-visual equipment must be placed through the Campus Scheduling Office, which is responsible for scheduling every event on campus.

All events must be confirmed by the Campus Scheduling Office, and should include the following information.

Necessary Information:

Contact person with phone number
Organization/Department
Day of the Week and Date of the Month
Time event begins and ends
Room preferred
Type of event
Set-up needs

Any changes in planning for the event (i.e. cancellations, problems, etc.) should be coordinated with the Campus Scheduling Office as soon as possible. For more information regarding successful event planning and set-up contact Campus Scheduling Office.

Catering

All catering for Westminster College and associated organizations must go through Sodexo Food Service. Only when Sodexo Food Service declines a bid may another catering service be used. Adequate notice is required (one week minimum, especially for major events).

Alcohol

ASWC funds may not be used to purchase alcohol. If alcohol is planned for an event, an alcohol permit must be filled out two weeks in advance of the event and then approved by the Prevention Coordinator and the Dean of Students. Alcohol permits may be obtained in the office of the Dean of Students.

Contracts

All contracts on behalf of ASWC, SAC or Westminster College must be signed by the Executive Vice President of Westminster College.



Westminster College Advertising and Activities Publicity

The Westminster College Advertising and Posting Policy applies to all campus events. Any questions regarding this policy should be addressed to the Director of Student Life. This policy excludes academic bulletin boards which are monitored by the departments, and bulletin boards in the bathrooms.

1. All postings must be authorized by the Student Life Office. Upon approval, a stamp, including an expiration date, will be placed on the posting.
2. The Student Life Office will place all postings on campus bulletin boards except those in classrooms. There are 12 boards throughout the campus. *Special permission from the Director of Student Life must be given to post on boards in classrooms.*
3. Posting on glass doors and windows is in violation of Occupational Safety and Health Administration (OSHA) policy and is not permitted anywhere on campus.
4. Postings may not be placed on black surfaced walls, glass windows, chalk boards, dry erase boards, photographs, paintings, floors, marble walls, wood doors, ceilings, or any painted or shiny surface.
5. The only posting allowed in bathroom stalls is that of the *Dear John...* and the *Career News in the Loo* newsletters which will be placed one each per stall. These will be posted in every stall and above every urinal on campus. All other postings will be removed.
6. Any requests to put information into the *Dear John...* newsletter must be submitted to the Student Life Office by 5:00 p.m. on Tuesday the week prior to publication. Submission does not guarantee inclusion in the publication. Accommodation will be made as space is available. Each edition runs Friday to Friday.
7. All materials must be removed if they become torn or tattered. Postings will be approved for two weeks, or until the day after an event. Those persons posting material must remove **all** postings by 10:00 a.m. the day after the expiration date determined by the Student Life Office.
8. The Student Life Office will remove all postings from campus bulletin boards (excluding classroom bulletin boards) the day after expiration. Custodians and the Student Life Office will remove all inappropriately placed postings when identified. Those requesting posting privileges are responsible for the removal of all materials in classrooms.
9. Any requests for special exception to this policy must be made to the Director of Student Life prior to such posting.
10. Any organization or person continually in violation of this policy will be denied approval for posting until that group or person can show responsibility for adherence to the policy to the Director of Student Life.