

CENTER FOR STUDENT ENGAGEMENT AND ACTIVITIES



National University CSEA Handbook for Student Clubs and Organizations 2018

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CSEA Handbook

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National University Mission Statement

National University is dedicated to making lifelong learning opportunities accessible, challenging, and relevant to a diverse student population. Its aim is to facilitate educational access and academic excellence through exceptional management of University operations and resources, innovative delivery systems and student services, and relevant programs that are learner-centered, success-orientated, and responsive to technology.

National University's central purpose is to promote continuous learning by offering a diversity of instructional approaches, by encouraging scholarship, by collaborative community service, and by empowering its constituents to become responsible citizens in an interdependent, pluralistic, global community.

Center for Student Engagement and Activities (CSEA) Mission Statement

The National University Center for Student Engagement and Activities (CSEA) provides opportunities for student leadership development, and innovative 21st century best practices of community and university engagement. CSEA is dedicated to enhancing student engagement through development and promotion of student organizations and activities in an integrated academic environment. Such efforts are done in a collaborative fashion with faculty, students, staff, alumni, and the greater community. We create meaningful and diverse opportunities for student leadership development and engagement experiences that cultivate a strong, civic-minded workforce.

Institutional Learning Outcomes (ILOs)

1. Apply information literacy skills necessary to support continuous, lifelong learning.
2. Communicate effectively orally and in writing, and through other appropriate modes of expression.
3. Display mastery of knowledge and skills in a discipline.
4. Demonstrate cultural and global awareness to be responsible citizens in a diverse society.
5. Demonstrate professional ethics and practice academic integrity.
6. Utilize research and critical thinking to solve problems.
7. Use collaboration and group processes to achieve a common goal.

National University's CSEA advances the University's mission through its creation and development of student-centered programs and engagement opportunities designed to cultivate civic-minded students and leaders.

(CSEA) Program Learning Outcomes

CSEA Program Learning Outcomes

CSEA Program Learning Outcomes aligns with NUs institutional learning outcomes.

Members of student organizations will choose four of the following PLOs:

1. Access information using most appropriate information sources to inform projects and online content. (ILO 1)
2. Apply appropriate communication strategies for in-person and online interactions. (ILO 2, 5)
3. Create and utilize professional website and social media platforms as a communication strategy.
4. Synthesize connections among experiences outside of the formal classroom (including life experiences, co-curricular, and academic experiences such as internships and travel abroad) to deepen understanding of fields of study and to broaden own points of view. (ILO 1, 3)
5. Evaluate and apply diverse perspectives to complex topics to demonstrate an empathetic understanding of multiple worldviews and cultures. (ILO 4)
6. Utilize various leadership behaviors, including constructive communication, motivation of team members, conflict resolution, and collaboration, to support a constructive team climate. (ILO 4, 5, 7)

Demonstrating the achievement of Program Learning Outcomes

To demonstrate that they have successfully implemented Program Learning Outcomes, student organizations will create a website that will include a PLO tab. There, they will list their four chosen outcomes, and upload their supporting artifacts. This will be updated annually; older work can remain on the website but must be marked by year.

An example:

PLO 4:

Our team created a video where we discussed our projects and how they reflected our conversations from our courses. Specifically, after taking Peds, we decided to hold a fundraiser that specifically benefitted children with xxx, since we saw that illness the most during our clinical rotations. Further, we learned that research is underfunded, so we decided to use funds raised to benefit xxx research initiative.

4: (similar as above.)

Student organizations can use multiple artifacts to fulfill different PLOs.

An example:

PLO 2 + 3: Our team created a Facebook page where we discussed our projects. We were careful to read the social media guidelines created by CSEA and implement them. We conveyed professionalism in our post and were in alignment with appropriate social media use. The video is attached above.

Introduction to CSEA Student Handbook

This information handbook has been developed to introduce you to the many resources and policies available to student organizations registered with the National University Student Organization Board of Directors, which is the governing body that creates the policies and procedures implemented by CSEA. All student organizations are under the purview of the NUSOBOD.

Please review the materials provided in this handbook and pass this information on to the members of your organization.

This handbook is intended to provide all registered student organizations with useful information regarding the process and procedures for registering and operating a student organization. This guide is intended to be a summary of certain matters of interest to student organizations; its readers should be aware that:

- This handbook is not a complete statement of all procedures, rules, and regulations of National University. Please see the University catalog.
- National University reserves the right to change, without notice, any procedures, policies, and programs that appear in the Handbook; and
- The various colleges, schools, and departments of National University may have their own procedures and policies that apply to student organizations, provided they do not conflict with University policy.

If you have any questions, please contact clubs@nu.edu. Patricia R. Cardozo is the Associate Director of the Center for Student Engagement and Activities at National University. Faculty advisors and club officers are free to contact her to answer questions, give presentations about processes to your club, and support your efforts.

General Information

Starting a New Student Organization

Please see our website at <https://www.nu.edu/OurPrograms/student-services/center-for-student-engagement-and-activities-csea.html>.

There will be a list of clubs and organizations registered with the Center for Student Engagement and Activities; be sure the club or organization you want to create does not already exist. Then, please fill out the application with the supporting documentation. The form will ask for an Excel sheet with the names and contact information for all members.

The following documents are required for registration:

A completed student organization application, with attached Excel sheet.

An electronic or print **Advisor Commitment Letter**, filled out by the club advisor.

Registration of a student organization does not constitute National University's endorsement or approval of the student organization or its policies and activities. However, it does signify a commitment on the part of the student organization to comply with state law and the rules, regulations, and policies of the University and the National University Board of Trustees, should the University authorize the organization.

Registration

The purpose of registered student organizations at National University is to complement students' academic programs of study and to enhance their overall educational experience through development of, exposure to, and participation in social, cultural, intellectual, and recreational activities.

Registration of student organizations is a bi-annual process and must be completed each June and December. If a student organization is re-registering (updating information) only new officers of the student organization must be updated. Student organizations are responsible for ensuring that their list of President, Vice President, and Treasurer is current with CSEA.

Naming

National University recognizes the importance of student organizations and requires student organizations to register to gain access to a variety of benefits and privileges. However, registered student organizations remain independent voluntary student organizations and are not sponsored by National University.

Membership, Requirements for Holding Office, and Club Processes

1. **A minimum of five (5) currently enrolled** National University students is required to establish a registered student organization.
2. Membership in a registered student organization is limited **to current, active students** at National University. Faculty, staff, and alumni may participate in the activities and programs of student organizations as guests. Guests may not vote and may not have the same privileges as a member. The numbers of National University student members shall always exceed the number of guest participants.
3. To be eligible for office, candidate **must be enrolled in or have completed at least 4.5 credits** with National University and be an active member who participated in at least two (2) meetings. Candidates must be able to perform all duties required of them as stated in the Constitution.
4. All officers must be in **good academic and conduct standing**. The minimum GPA to participate in a student organization is 2.0. For a student to hold an office in a student club, the minimum GPA requirement is 2.7. A student on academic or disciplinary probation may not hold office but may continue as a member.
5. **Membership and all privileges, including voting and officer positions, must be extended to all students** without regards to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, generic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.
6. **Robert's Rules of Order will be implemented during meetings.** To this end, minutes should be taken, and club constitution should outline processes and officer duties.
7. **Clubs must register their constitution with CSEA.** This should occur after the second club meeting. Sample constitutions are found online.
8. **Clubs will make a website and upload their documents.** This is to ensure transparency in the process.
9. **Clubs will also create a PLO tab.** Clubs will create a PLO tab and upload artifacts that demonstrate that PLO. (More on this in the PLO section of this document.)

Denying or revoking club/organization status

Eligible organizations are permitted to register and maintain registration during the calendar year, **unless** National University finds that the student organization:

- Seeks to accomplish its objectives, goals and purposes, or activities through the use of violence; or

- Engages in activities that materially or substantially interfere with the discipline and normal activities of the University or with the rights of others; or
- Exclusively seeks personal gain; or
- Engages in activities that present a danger to property, personnel, and/ or orderly function of the University; or
- Refuses to comply with federal or state laws, including the American with Disabilities Act of 1990, the Board of Trustees, or University rules and regulations.
- Failure to meet financial obligation to National University, including not depositing funds into their three-digit university-issued account or going through the formal reimbursement or check request process.

In denying or revoking registration, National University retains the right, and the student organization expressly agrees, to cancel the registration of the organization for any reason at any time, including, but not limited to:

- Individual members' past or current conduct
- Student group organization's past conduct
- Student group stated objectives

If registration is denied or revoked by NUSO BOD, the group may appeal the decision unless the denial or revocation was initiated under the Student Code of Conduct. Appeal of any such decision may be made to the Vice President of Student Services within 30 days of the notice of the withdrawal of the student organization's registration.

Student Organization Privileges

CSEA-registered and approved student organizations have an array of privileges that reinforce the CSEA mission of 21st century innovative engagement practices.

Privileges

Privileges include:

- Clubs and organizations may create their own webpages, which will be linked to the official University CSEA webpage (all University guidelines and policies apply).
- Clubs and organizations may create their own Facebook pages and/or LinkedIn communities to support professional networking and the application of student leadership skills to professional success
- Clubs and organizations will be granted their own National University Blackboard space for the private storage and sharing of documents, and for asynchronous club-related communication. All Blackboard activities must adhere to all university policies regarding appropriate communication.
- Clubs and organizations may use National University's name on approved communications and activities (advance permission must be obtained from CSEA for all communications or publications; authorized communications or publications may not be redistributed or sold).
- Clubs and organizations may be granted permission to create an official logo.
- Clubs and organizations may be granted the opportunity to publicize online student organization information on the University's official Facebook page.

Reserving and Holding Meetings

All meetings must be announced at least one week in advance via all of your organization's social media channels and websites. National University staff, students, and faculty have busy schedules, and club officers are encouraged to use planning tools like Doodle, Google forms, or jotform to select the time and date for meetings that best meets the scheduling needs of all club members.

Reserving and Using Meeting Spaces

Below are the policies and procedures for reserving space for a student club or organization at Spectrum campus or Spectrum library. For policies and procedures for other National University campuses, please ask your Center Director.

Reserving & Using Club Meeting Space at Spectrum Main Campus

- To reserve meeting space, contact the Spectrum front desk via phone as far in advance as possible at (858) 541-7700.
- Please be advised that the National University class schedule changes monthly. As such, rooms can only be reserved on a month-by-month basis.
- Rooms are available only to current NU Students.
- Before your meeting, check in at the front desk.
- Rooms may not be left unattended at any time during the rental period.
- All tables, chairs, and desks must be returned to their original position at the end of the meeting.
- Food and drinks are permitted, so long as rooms are left clean and tidy.
- If there will be a Zoom component to your meeting, you must bring your own laptop; Spectrum campus does not carry laptops or webcams for student use.
- Please be respectful of other Spectrum campus users (including those in class) and keep noise at speaking level (no loud music or yelling).
- Please be aware that Spectrum campus sometimes has a modified schedule and plan your meetings accordingly.

Please contact the Center Assistant at each campus for assistance in making room reservations:

- Spectrum Building Campus (858) 541-7720
- Technology and Health Sciences Center (858) 541-7720
- Carlsbad Campus (760) 268-1500
- La Mesa Campus (858) 541-7720
- Rancho Bernardo Campus (858) 521-3900
- South Bay Campus (858) 541-7720
- Los Angeles (Inglewood) (310) 662-2014
- Fresno (559) 256-4950

For a complete list of all NU locations to see if meeting space is available, please go to <https://www.nu.edu/location-landing.cfm>

Reserving & Using Club Meeting Space at Spectrum Library

- To reserve meeting space, contact refdesk@nu.edu at least three weeks in advance. Library group use spaces book up quickly, especially during Week 3 of each academic term, and spaces are first-come first-served on a meeting-by-meeting basis.
- Rooms are available only to current NU Students.
- The library has a range of meeting spaces for groups of many sizes. Some spaces are also equipped with audiovisual capabilities. Please let your librarian know of your anticipated group size and any technological needs when booking your space.
- Some laptops and webcams are available on a first-come first-served basis for Zoom meetings. If you do not have your own laptop and would like to use library equipment for your Zoom meeting, please notify the librarian when reserving your space.
- Before your meeting, check in at the main desk.
- Rooms may be reserved for a maximum of 4 hours per day, once per day, and twice per seven-day period.
- Rooms may not be left unattended at any time during the rental period.
- Food is not permitted in any library meeting spaces, and drinks are permitted only in sealed containers.
- Please be respectful of other library patrons and keep noise at speaking level (no loud music or yelling).
- Group meeting spaces close 15 minutes before the library closes, and the library frequently has a modified schedule throughout the year. Please plan your meetings accordingly.
- Library group study spaces are not usually available for single-student use. If you anticipate that you may be the only club member attending in person (with the rest of the club members attending via Zoom) please contact library staff in advance to determine if you can still use group meeting space.

Conducting a Club Meeting via Zoom

- Any National University student may create a free Zoom account at <https://zoom.us/signup>. Free live and recorded trainings are available at <https://zoom.us/livetraining>.
- A free Zoom account provides unlimited 1-on-1 meetings of any duration, and group meetings of up to 100 participants. Group meetings are limited to 40 minutes duration for free accounts, although multiple back-to-back meetings can be scheduled. (Paid accounts offer group meetings of unlimited duration). Participants do not need a Zoom account to attend Zoom meetings: Zoom meetings can be attended via any computer, laptop, tablet, or mobile device after downloading the free Zoom app. Participants can also attend via any landline or mobile phone using the teleconference ID number provided in every meeting invitation.
- Meetings may not be recorded without the enthusiastic and express affirmative consent of all members. Meeting recordings shall not be disseminated beyond Blackboard organization spaces. As a general rule, meeting minutes are a more informative and concise way to capture meeting content and are preferred to recordings.
- National University clubs and student organizations are committed to accessibility. Please be aware that many National University staff, faculty, and students may require accommodation or may use assistive technology. Club presidents should not hesitate to reach out to Nicole Locker (Assistant Manager of Student Accessibility Services) at (858) 521-3967 or sas@nu.edu to request assistance in providing accessible meetings or events.

Documenting Meetings

Attendance shall be taken at all meetings. The club faculty/staff advisor must be briefed on meeting contents within one week of each meeting. Club members are encouraged to use their Blackboard space to post meeting minutes to ensure that club members who were not able to attend are kept in the loop regarding group activities. Written records must be kept of the topics discussed at each club meeting.

Club Activities off-campus

NU student organizations are welcome to host activities for its club members. Please keep in mind that students engaged with each other at an event or activity off-campus must still abide by the Civil Rights Policies and Procedures, Title IX: Sexual Misconduct Policies and Procedures, Drug and Alcohol Policy, and the Student Code of Conduct found in the National University General Catalog.

Fundraising and Financial Management

Many student organizations choose to hold fundraisers to raise additional money for activities. Whether the proceeds will be given to a charity or used for a specific function, be aware that there are some specific guidelines organizations will need to follow when raising funds. These guidelines are below:

1. **Student organizations are restricted from opening an off-campus bank account.** Organizations that do so will no longer operate under the name of the Center for Student Engagement and Activities or be recognized as an organization by the NU Student Organization Board of Directors or National University.
2. **Student organizations must have ownership of all activities** (i.e. representative of the organization must be present for the length of the activity, and a banner and/or marketing-approved signage, with the student group organization name, and should be prominently displayed).
3. **All relevant University rules and regulations, as well as federal, state, and local laws must be followed.** Failure to comply with these may result in Student Code of Conduct disciplinary action against the organization and/or specific individuals.
4. **Each organization must handle its finances and funds in a responsible and ethical manner and in accordance with this handbook.** Each member of a student organization has a fiduciary responsibility to that organization and should never abuse their authority or association by engaging in dishonesty, theft or acting in an irresponsible manner with organizational funds.
5. **Student organizations may use external vendors, exercising procedure.** Students using external vendors, whether by app or other means, to collect or otherwise account for organizations funds should pay close attention to the terms and conditions of such services and ensure the proper routing of funds to student organization account. Student organizations will need to provide account information for outside vendors to Student Account Services to confirm the origin of funds. Intentional routing of funds to personal bank accounts violates the Student Code of Conduct. Students are encouraged to ensure

their actions do not violate the Student Code of Conduct and consult with their club advisor or Student Account Services with any questions.

National University Student Organization Accounts

All registered student organizations affiliated with National University must keep their monies in the designated National University CSEA account. After a student organization is officially registered with National University CSEA, the submitting student organization executive will receive an acceptance letter from CSEA. Each registered student organization will be assigned a unique three-digit student organization fund account number. Monies obtained from dues, fundraisers, or donations must be deposited into the CSEA's account using the identifying three-digit fund number.

Tracking and Transferring Funds

Use of student organization's funds will be tracked by the club/organization fiscal designee and can be reconciled with the Student Organization Fund's report provided to the Club/organization executive and Advisors by the University System at the end of each month. Additionally, each student organization is expected to keep careful accounting of all monies deposited and withdrawn. The tax ID number for NUSO is 81-4045299; each registered student organization will be given a three-digit code to track their funds, as stated above. Student organizations are responsible for their own financial record keeping. Organizations that fail to re-register for more than two consecutive years will have their funds evenly dispersed into existing club accounts. If the funds cannot be evenly dispersed, the club with the most amount of funds in their account will be given the additional funds (not to exceed .99 cents).

Authorized Fund Signers

It is imperative to have the authorized student organization fund signers' current at National University. If the approved signers are no longer with the student organization, there will be a significant delay in issuance of payments. Changes to the list of signers must be provided in writing to CSEA via an updated Fund Application and Agreement form; please email clubs@nu.edu.

Deposits

Deposits can be submitted to the Student Accounts/Cashier's office at any NU campus with the specific student organization code number indicated. A log sheet should accompany each deposit listing the details (the name of the principal member making the deposit, the amount of money being deposited, and description of purpose of deposit, i.e., dues, fundraising, purchases) of the funds collected and deposited to ensure proper recording; this log should be given to the student organization's fiscal designee and advisor for record keeping. The Cash Deposit Log Sheet is an internal document issued by the SAO. It is against University policy to deposit registered student organization money into an individual members' personal account.

The organization operates in the name of the entity and not in the name of the individuals who are part of the organization. Business records should be maintained in the organization's name, not in the name of the officer. National University will require that checks made payable to the organization to be deposited into the student organization account, established for the organization (make note of your organization's three-digit specific fund number).

Reimbursements and Expenses

If members of your student club made approved-purchases, they are entitled to reimbursement from the club funds. *All expenses/ reimbursements will take approximately up to 30 days to process.* **All requests for reimbursement should be emailed to clubs@nu.edu.**

Reimbursement Process

All reimbursements/expenses will be provided via check under the student organization member's name. *No student organization is authorized to make payments/ reimbursements/expenses to individuals/vendors/etc. without a W-9 on file (if a new vendor).*

Steps for reimbursement:

1. Fill out the Check Requisition Form (found in your Blackboard Organization container).
2. Only the Club/organization executive or Fiscal designee are permitted to make withdrawal requests. The club/org designated executive and the faculty/staff advisor must sign the Check Requisition Form (CRF).
3. All required documents for the reimbursements/ expense must accompany the CRF. For example: agenda meetings, receipts, invoices and other items to review for quicker processing of payment.
4. Make sure to include your 3-digit account code.
5. The completed form needs to be submitted by the faculty advisor, as the final signatory, to clubs@nu.edu. Only the Advisors are permitted to provide scan signatures for the check req forms.

All approved check requisition forms, following submission to CSEA, will take approximately 30 business days to process.

Fund Distribution Request

Student organizations may request funds from their account in anticipation of a student organization- approved activity so long as they have the amount requested in their accounts. They may request these funds before an event to cover costs.

To access funds from your student organization account, you must take these steps:

1. Ensure that funds will be withdrawn only for specific organizational purposes, such as supplies for events and meetings, reimbursements for expenses made towards the organization, etc.
2. Clubs and Orgs must submit two documents to ensure funds are distributed: the Check Requisition Form and the Board Minutes, approving the disbursement.
3. The fiscal designee of the student organization must fill out the Check Requisition form; it must be signed by all appropriate signatories.
4. Requests must be made at least **30 days before** the funds are needed. Email your documents to clubs@nu.edu for approval; if approved, they will be forwarded to NUS. All supporting documents must be included in the request.
5. Student groups that are approved of disbursement must submit all receipts within 15 days of purchase or the event for which funds were approved by the board to clubs@nu.edu. If

student groups fail to submit receipts by the 15th day after their approved activity, they will lose the privilege of accessing funds before an event.

Fundraising

Student organizations registered with CSEA may fundraise and collect money to benefit the student organization. NUSOBOD considers fundraising an integral part to building competencies in professionalism and integrity, team work and collaboration, 21st century practices, and leadership. The following procedures are meant to encourage clubs and organizations to try innovative and contemporary means of conducting business transactions to raise funds for clubs.

Use of "Square" Technology for Fundraising Payments

Student organizations may purchase the Square or use e-payments to fundraise.

Please follow the processes below:

1. Student organizations will designate officers to download the app to their phones and fill out pertinent information. (It is the responsibility of each club/organization to train designated members to collect funds for fundraising purposes using the e-payments.)
2. Officers will contact CSEA no later than 24 hours before an event to request the Device Code. (The device code links the Square to the NUS bank account without revealing the account number. Further, student organizations should recognize that device codes expire within 48 hours.)
3. Designated officers will sign in to their Point of Sale Square app.
4. Designated officers will then enter the device code.
5. Fundraising will begin (note: The Square has a 2.78% or so fee for each purchase made.)
6. Immediately after the fundraising event, designated members must produce a report and email it to the club/organization president, treasurer, designated faculty/staff advisor, and the CSEA office.

The profits from the fundraiser will automatically be credited to the NUSO account.

It is important student organizations understand that their sales go to the NUSO account. Funds are disaggregated to each club and assigned to club accounts based on proof of amount raised and correct club account information. It is the responsibility of each club to have current accounting practices in alignment with this handbook.

Clubs and student orgs should make it a practice to produce quarterly or monthly reports.

Process for Collecting Cash

Students are permitted to handle cash for fundraising purposes, provided they follow established guidelines.

Petty Cash:

Student organizations may use a petty cash box for fundraising with \$100 cash, provided the club/organization has that amount in their club account to withdraw. Designated principal members must return the box with the original balance of \$100 dollars within one business day at the end of the event. If fundraising happens off campus, the petty cash box must be returned within the next two business days after the fundraising event. To request the petty cash box with

club's funds, the club treasurer should make the formal request using a Student Organization Petty Cash Box Request form (located in the Blackboard organizational container).

Documentation must be provided to the club treasurer before the next scheduled club/organization meeting:

- All receipts issued during the fundraising event,
- the deposit slip from student accounts, and
- any other financial documentation from the event.

On-campus fundraising:

The process is set forth below:

1. Clubs will designate two principal members to handle, collect, and account for the funds raised at the event.
2. The two members must be present at the conclusion of the event.
3. These two members will then record the amount raised and immediately email the organization's treasurer and president this amount for book-keeping purposes. The registered faculty or staff advisor will be copied on this correspondence. If more than one faculty or staff member is registered to advise the student organization, then one of the registered advisers must be designated to receive this correspondence.
4. One of the two principal members must then deposit the cash funds within one business day to the Student Accounts Office (SAO), using the assigned three-digit code.
5. Fundraising events that end after the close of the student accounts office must deposit the cash funds by the close of business the next day.

Off-campus fundraising:

The process is set forth below:

1. Clubs will designate two principal members to handle, collect, and account for the funds raised at the event.
2. The two members must be present at the conclusion of the event.
3. These two members will then record the amount raised and immediately email the organization's treasurer and president this amount for book-keeping purposes. The faculty or staff advisor will be copied on this correspondence. If more than one faculty or staff member is registered to advise the student organization, then one of the registered advisers must be designated to receive this correspondence.
4. If there is an SAO close to the events, then one of the principal members who was present at the conclusion of the fundraising event, must, within two business days, deposit the cash to the Student Accounts Office, using the assigned three-digit code.
5. For organizations that fundraise in areas where there is no SAO present, students must mail a Cashier's check, within two business days of the fundraising event, to the student account office located in San Diego (9388 Lightwave Avenue, San Diego, CA 92123). The student organization must include the three-digit ID number on the check to ensure processing.

Donations

Clubs may seek donations from external agencies, through having a Give a Gift page linked to their account on their NUSO CSEA-approved webpage. Clubs may not start GoFundMe accounts to raise money, effective August 1, 2018.

Food Safety

National University clubs and student organizations that serve food at any club event (for example, a luncheon for club members, a catered dinner for a speaker) or sell food or drink of any kind (for example, a bake sale, a cook-out, re-selling pre-packaged snacks or drinks) must review and demonstrate knowledge of National University's food safety policy and procedures. These policies and procedures are in place to ensure the health and safety of all faculty, staff, students, and visitors.

Student organizations are not permitted to distribute or sell alcohol or controlled substances on any National University campus.

To prevent food-borne illness and contamination: When preparing food for your special event, remember the following four core food safety practices:

- **CLEAN:** Bacteria is easily spread through utensils, cutting boards, countertops, and hands. Wash hands and surfaces frequently to prevent contamination.
 - Wash hands with warm water and soap *after* using
 - the restroom,
 - before and after handling food,
 - after doing anything else with your hands
 - or handling pets.
 - If you will be touching food with your hands, use nitrile gloves (latex is discouraged, as this is a common allergen), never use bare hands.
 - Wipe up any spills promptly.
 - Wash all counter tops, cutting boards, utensils and dishes with hot, soapy water.
 - To create a sanitizing wash or spray, add 1 tablespoon of liquid chlorine bleach to one gallon of water.
- **SEPARATE:** Prevent cross-contamination and make sure that bacteria are not spread from one food to others.
 - Always use a clean cutting board, washing it with hot, soapy water between each food and before each use.
 - Use one cutting board for fresh fruits and vegetables and a separate cutting board for raw meats (fish, poultry, game).
 - NEVER defrost food by letting it sit at room temperature. Instead, place food in the refrigerator or cold water (allow sufficient time – especially if you are defrosting a large piece of meat, this may take overnight) or microwave it on defrost.
 - Cook food immediately after thawing. Do not refreeze thawed food.
- **COOK:** Make sure that foods reach the proper temperature. This varies by food.
 - Cook all meat/seafood an internal temperature of at least 165°F.

- Using a food thermometer, check the temperature in several places to ensure that food is heated consistently all the way through. To ensure an accurate reading, wait 10-15 seconds after inserting the thermometer.
- **CHILL:** Refrigerate food promptly after cooking. Cooked food can sit out for a maximum of two hours at room temperature (less at warmer temperatures, or depending upon the food).
 - Temperatures between 41°F and 135°F allow bacteria to multiply rapidly – limit the time that your food is stored within this temperature range.
 - Keep cold foods cold (below 41°F) and hot foods hot (above 135°F).
 - Map out your event from when food will be purchased to when it will be eaten to ensure that proper temperatures are maintained throughout this entire period of time.

Travel

Student organizations travel for many purposes including retreats, conferences, competitions and social events. National University recognizes that travel is integral to students' collegiate experience and can be extremely beneficial to advancing the mission of the registered student organization. However, it is important to remember that travel can be a high-risk activity that requires adequate proactive planning and preparation. Proper planning can mitigate many of the risks often associated with travel.

Student organizations must consult with their advisor prior to undertaking any trip. International travel is not permitted. Prior to taking any trip, the following forms must be completed and submitted to CSEA by all members at least 15 business days in advance of travel:

- **Assumption of risk**
- **Consent to Medical Treatment**
- **Travel worksheet:** stating purpose of trip, destination, contact information, and transportation details. Attach a list of traveling students and advisors. If flying, include a copy of the flight itinerary.
- **Driver details:** If using personal vehicle, submit a copy of current driver's license, insurance, and registration with your organizational advisor.
- **Travel code of conduct**
- **Conference travel agreement:** if National University funds are used for travel, participants must sign this form.

Use of Personal Vehicle

When a personal vehicle must be used for organization travel, the driver assumes all liability associated with the trip. Drivers and all passengers should follow the following guidelines when using personal vehicles:

- Drivers and passengers are expected to follow National University policy and federal, state, and local laws and posted signs
- Drivers must have a valid operator's license
- Drivers must possess adequate auto insurance as required by law
- Drivers must possess current vehicle registration
- Drivers and all passengers shall have access to and use seatbelts and or/other approved safety restraint devices

- Drivers and all passengers shall not possess, consume, or transport alcohol and/or illegal substances
- Drivers should take considerable care to allow for adequate rest periods and drive times
- Drivers should take care to assess the safety of the vehicle they are driving
- Drivers and passengers should have proper communication and emergency plans in place

Advertising and Posting Policy

All advertising must accurately represent the nature of the event or activity and must not imply sponsorship or endorsement by National University. The name of the sponsoring student organization must be included on all advertisements. All advertisements must be submitted to clubs@nu.edu in advance for approval. Approval will not be made based on content, except in the event of illegal content or violation of National University policies and community standards.

Guidelines

- Any advertisements must be removed within 15 days of the advertised event.
- Materials may only be posted on advertisement boards around campus with prior approval of the department or unit that maintains the board.
- No materials may be posted on any other objects or surfaces; these include but are not limited to vehicles, buildings, classrooms, windows, black boards, trash receptacles, benches, light poles, sidewalks, or non-approved advertisement boards. Students or organizations that violate this policy may be subject to sanctions under the Student Code of Conduct.

Social Media Posting Policy

NU Clubs and student organizations are encouraged to create websites and pages and use social media to create engagement among its members while welcoming new students into their organizations. Any such websites and pages must adhere to the Student Code of Conduct, any and all university policies, and NUSO webpage/site guidelines.

Appropriate and effective engagement with social media is a crucial 21st century professional skill, as well as a key responsibility of any student participating in National University clubs and organizations as either a member or officer.

To be approved for social media:

1. Any social media page or student organization website must have at least one Designated Representative responsible for all page content and responses.
2. This representative must complete successfully pass the quiz on the guidelines. Clubs and orgs that already have social media in place must complete the quiz within 7 days of receipt of this handbook.
3. ***All social media passwords, usernames, and handles of a student organization must be given to CSEA before the social media site goes live or upon registration of the site. If a site is already active, the student organization designee has 24 hours to notify CSEA of***

this information. If any information changes (i.e., username, password, handle, etc.), CSEA must be notified within 24 hours.

Student groups that post inappropriate or unlawful content may be disciplined for violations under the code of conduct. Sanctions may include disbanding the student organization; individual responsible members may also be subject to sanctions, including civil or criminal liability.

Guidelines for social media use:

- To protect yourself and others, **do not post** personal information online. This includes but is not limited to landline or mobile phone numbers, student IDs, social security numbers, driver's license numbers or images, personal email addresses, or the physical addresses of club members. Always use clubs@nu.edu as your club's contact; CSEA will then forward the email to your designated officer.
 - **TIP:** Using clubs@nu.edu as your sole club contact information will ensure that, even in the event of changes in leadership, club membership, or personal contact information, potential club members and community partners are always answered promptly and directed to the correct person.
- **Do not post** images of children (anyone under the age of 18) online, unless you are the parent of that child. **Never post** nude images of infants or children, even if parents or guardians approve.
 - **TIP:** Laws regarding the posting of images of children differ by country and other jurisdictions. To protect yourself and your student organization, always err on the side of caution in what images you share.
- **Do not post** health information about others, including another person's ability status. It could be a criminal offense.
 - **TIP:** A good rule of thumb is never to share information that isn't about you.
- **Do not post** derogatory comments about anyone affiliated with National University, or any community partners. As student leaders, your job is to promote your club/student organization, not to vent about a location, community partner, your peers, or your school.
 - **TIP:** It can be upsetting to have a negative interaction with a specific individual. However, complaining about that individual publicly can result in a loss of support or opportunities for your entire student organization, or even National University. Contact your staff/faculty advisor right away if you feel that anyone within or affiliated with National University behaved inappropriately, and they can assist you with resolving the situation in accordance with National University policies and procedures.
- **Do not post inappropriate or degrading content. Such content violates the Student Code of Conduct and will be removed. This includes:**
 - Any advertisement for a commercial business (excluding approved club fundraising activities)
 - Vulgar, racist, or sexist slurs
 - Obscenities (please be sensitive to language that may be considered obscene by those with different values and cultural backgrounds)
 - Comments advocating for or supporting violence of any kind (this is not limited to physical violence)
 - Bullying

- Private student information (including but not limited to grades, GPA, contact information, financial aid, etc.)
- Conversations dominated by a single person (as opposed to promoting open and free dialogue and connection)
- Misrepresentation of any organization or person, including the commenter.

Beyond these basic rules and limitations, good social media practice allows you to create and foster a strong, vibrant student organization and to create growth and opportunity for your club members and community partners. To harness the power of social media and to grow your professional skills in this in-demand area, please always strive to:

- **Encourage** positive stories about your student organization. By sharing the successes and accomplishments of your organization and individual members (without violating individual privacy) you strengthen the reputation of your organization and bring value to club membership.
- **Create** anticipation by hinting about upcoming changes, accomplishments, or accolades. Create content that encourages users to check back often for more.
- **Praise and Thank** club members and National University for accomplishments and support. By tagging those you are promoting (i.e., using that person or organization's hashtag, twitter handle, or Facebook identity) increases the visibility of this kudos for friends, family, and professional contacts, promoting the value of club membership.
- **Share** lots of pictures and even short videos to capture the personality of your organization. Be sure to respect user's privacy, and to never post images of children or minors.
- **Plan** a social media strategy. Instead of selecting channels, content, and timing at random, meet with your club advisor and other leadership to craft a social media campaign designed to achieve specific goals (such as increasing membership or participation in a fundraising event) and to promote the association of specific values or skills with your organization.
- **Discuss** these social media do's and don'ts with your club members – when people understand the reasoning behind these guidelines, they will follow them more naturally and there will be less risk of inadvertently posting inappropriate content.

Take Away on Best Practices:

Social media has the power to reach a previously unthinkable number of potential members, allies, supporters, and contacts. In the right hands, this is a crucial tool for helping you to achieve the goals and vision of your student organization. Social media savvy goes beyond simply creating a profile or hosting a page on various channels, and extends to actively carrying out an intentional plan. A well-structured plan can be extremely powerful and successful – but, by the same token, a single thoughtless image or word can be unbelievably destructive. Treat social media like the powerful tool that it is, work hard, and put the time and effort in to become savvy in the use of your channels, and your student organization will show the difference!

To maintain the privilege of having a social media account affiliated with NUSOs, please ensure your organization's posts adhere to:

- No spelling or grammar errors

- No copyright infringement
- No misuse of university or third-party logos
- Posts shall be made a minimum of once per month
- Clubs and organizations shall post the dates, times, and locations of upcoming meetings and events at least one week prior to the event.
- Questions or messages submitted via social media must be answered within 72 hours.
- The organization must openly and clearly communicate that it is not sponsored or endorsed by National University

Images

NU student organizations may post images of their club members conducting club duties and events online, and may use the official NU social media designation of #NUEverywhere to tag NUs official social media team. Student organizations should also agree on a hashtag. CSEA must be notified in advance of any proposed hashtags at clubs@nu.edu.

Trademark and Licensing Regulations

All logos, seals, names, symbols, and slogans associated with National University are trademarks and are the exclusive property of National University. Any individual, organization, or company wishing to use National University's logos and trademarks must obtain the right to do so in writing from the University. National University's Marketing Department is responsible for protecting the use of National University trademarks and for licensing commercial use of these trademarks.

The official National University logo can be used by registered student organizations. National University is a registered trademark. The National University logo must not be redrawn or modified in any way without prior authorization.

Logo Requests

Student organizations may use the National University logo on fliers or t-shirts by following steps outlined below:

First, contact clubs@nu.edu

Club registration will be confirmed.

If registered, student clubs will be given the approved logos.

If clubs already have their own logos, they must also post an official NU logo on their website or on their collaterals.

Registered student organizations may not alter the National University logo.

Insurance

National University does not provide insurance for registered student organizations. Registered student organizations are responsible and liable for the actions and behaviors of their members and officers. Any damages to persons or property would need to be covered by the personal insurance of the participants.

Student Code of Conduct

Student clubs and organizations are an important resource and tool for supporting the development of leadership and other crucial 21st century workforce skills, such as the ability to collaborate, budget, market, navigate and engage with social media, and organize. As visible and influential student leaders, all students who join clubs and organizations at National University have responsibilities:

Responsibilities

All members of student organizations are responsible for the consequences of their decisions and activities, with special recognition of the leadership position of those participating in clubs and organizations:

Responsibilities include:

- All student organization members are expected to behave in accordance with the Student Code of Conduct as outlined in the most recent version of the university catalog, as well as all University rules, regulations, and policies. It is the responsibility of all club members to familiarize themselves with these guidelines, and to seek guidance and clarification as needed.
- Student organizations are expected to provide CSEA with up-to-date information (including but not limited to membership list, directory information, Advisor Agreement form, logo, and social media hashtags). To ensure an up-to-date registry of student leadership opportunities, students must re-register their club in January and June of every year, providing CSEA with a current officer roster and membership list (as well as updated versions of any other club documents or deliverables).
- Student organizations must provide their faculty/staff advisor with updates regarding club activities and information at least once a month. Updates must be made in writing within one week after each meeting.
- All communications and advertisements for the student group will comply with the Student Code of Conduct and with the standards set out in the National University Social Media Regulations outlined in this handbook.
- Recognition of a student club or organization by no means implies that National University agrees with, endorses, supports, or approves of the online student organization's views, discussions, or beliefs. Student organizations may at no time state or imply any such endorsement, support, or approval.

Responsibilities also include:

Mandatory reporting

The University takes all complaints of sexual assault, harassment, discrimination and other violent acts seriously. If you or a student you know has been a victim of these offenses, the University encourages you to report such incidents to faculty, administration and staff. University employees are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, except those employees designated as confidential, such as an ombudsman.

Victims should be aware of confidentiality limitations and mandatory reporting requirements when consulting University resources. For additional information on the availability and confidentiality of University resources and the procedures for reporting, please consult the University Catalog for Civil Rights Policies and Procedures and Title IX: Sexual Misconduct Policies and Procedures.

In addition to reporting any incidents to Student Services, you may wish to talk with a person who can support you while maintaining confidentiality. In San Diego County, you can contact the Center for Community Solutions, which provides free comprehensive services to victims of sexual assault, relationship violence, and stalking. You can reach them by phone at 888.385.4657 or on the web at <http://www.ccssd.org/get-help/hotline/>.

In California, you can contact CALCASA (California Coalition Against Sexual Assault) at 888.922.5227 or on the web at <http://calcasa.org>; they can direct you to support in your county.

Outside of California, you can contact RAINN (Rape, Abuse & Incest National Network) at 202.544.3064 <https://www.rainn.org/>

Nationwide Resources include

- Sexual Assault Hotline: 800.656.4673
- Domestic Violence Hotline: 800.799.7233
- Center for Victims of Crime Hotline: 202.467.8700

Sanctions

Any violations of the rules and regulations governing student organizations and clubs may result in sanctions for the organization and/or individual club members. The Office of Judicial Affairs will investigate any reported violations and may assign, at their discretion, different sanctions to individual club members. The decision will be dependent on the findings of the investigation and on the level of involvement of specific members. These sanctions may include, but are not limited to:

- Letter of warning (which may stipulate terms, conditions, or the results of subsequent violations)
- Probation (which may include the limitation of any or all club privileges)
- Fines
- Mandatory community service
- Restitution to be paid to the university and/or other injured parties
- Suspension or revocation of privileges, including any or all privileges afforded to the group by the University.
- Suspension (90 days) or revocation (permanent) of registered National University student organization status. An organization whose status has been suspended or revoked may not reserve University facilities for meetings or events, hold meetings in University facilities, recruit or initiate new members, post flyers or advertisements which contain the approved student organization logo or National University's name, sponsor social events, receive college funding, or enjoy any of the other privileges accorded to recognized campus organizations. The Office of Judicial Affairs may establish conditions and timelines for applying for re-registration or re-activation as a student organization. tables that govern when

any organization whose registration has been revoked or withdrawn can apply for new registration. The Office of Judicial Affairs may also revoke an organization's registration in perpetuity at their discretion.

- Termination or revocation of the organization.
- If an organization's registration is suspended or revoked, individuals may be sanctioned, after meeting with the Office of Judicial Affairs for acting on behalf of the group or organization while the sanction is in effect. Examples of prohibited conduct associated with such organizations include: participation in recruiting or initiating new members to the organization through violence or coercion (hazing), planning events for the organization, using college facilities for activities of the organization, and representing one's self as a member of the organization while on National University property or at National University sponsored events.

The investigation or imposition of sanctions at the student organization level does not preclude any individual member from investigation or sanction for violation of the National University Code of Conduct or any and all university policies and procedures. Furthermore, in the event of sanctions against a student organization, the University may, at its discretion, deny permission to use University facilities to individuals who are members of that organization or were at the time of the events on which the sanctions were based.

Contact Us

If you or any of your members have questions, please feel free to contact us at clubs@nu.edu or 858.541.7744 (Patricia R. Cardozo's direct line).