

Center for Student Involvement

Club Handbook

2021 - 2022

Center for Student Involvement

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From the Director of CSI

About the Center for Student Involvement Mission

Our Priorities

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Main Office Information

Student Center 350

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Student Center 360

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SGSU Appropriations

SIA

SEAC

Sport Club

Table Tents

Tabling

Additional terms used on campus can be found on the Orientation website in the section named Hawk Talk: Seattle University Lingo.

Student Club Leader Quarterly Checklist

Fall Quarter

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The Club Recognition Process

Club Recognition Policy

Club Recognition

X

X

X

Returning Organizations:

- o
- o
- o
- o

x

Your Club Advisor

x

x

x

ConnectSU:

Transition Documents:

Planning Events

Marketing Your Event

Check the ConnectSU Event Calendar and Confirm Your Space

NOTE If you plan on having your event off campus, make sure to see the Contract Process listed below as many establishments will require this.

Establish Your Budget

TIP: The Center for Student Involvement requires that all club events must be posted on ConnectSU prior to printing/posting of events on marketing.

General Considerations

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x

x
x
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x

Participation in Activities

x

x

NOTE There are a limited number of licenses for Zoom Webinar. Zoom Basic and Pro can mimic the “listen-only” mode of Zoom Webinar by having anyone designated as the host able to mute participants as necessary.

Sustainable Events Checklist

Publicity and Marketing on Campus

Publicity Policy

- X
- X
- X
- X
- X

Flyers

- X
- X

Tabling Policy

x

x

Digital Screens (Student Center Only)

o

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x

x

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Fiunsharkabsy.

Student Club Funding

Club Activity Strings

NOTE While Seattle University refers to these as “activity strings,” they may also be referred to as a general ledger or budget number.

Budgeting

ProcureSU and InformSU

ProcureSU Form: Reimbursement Request

GSC Appropriat12 (a)dns

External Bank Accounts

Demonstrations and Political Activity on Campus

X
X
X

X
X

Domestic Travel

x

x

Donation Boxes

X
X
X

X
X
X

Trip Approval Process

Participant Orientation What Do Participants Need to Know?

- x
- x
- x

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x

Club Recognition: Red Night Out Awards

Student-Led Initiative Award

Information for Club Advisors

X
X
X

X

APPENDIX

Changes and Updates Made to the Seattle University Club Handbook

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