Student Clubs and Organizations are an integral part of the higher education co-curricular experience.

This handbook provides a guide for everything related to clubs and organizations.
TABLE OF CONTENTS

Overview
Student Groups 3
Departmental Quick Resource Guide 4

Clubs
Club Recognition 5
Club Renewal 6
Club Standing 7
Club Specialty Groups 8

Scheduling
Club Scheduling and Posting 9

Funding
Club Financials 10
Funding Requests 11

Events
Club Events Procedure 12
Event Planning Tips 13

Travel
Club and Organization Travel 14
Travel Planning Tips 15
Travel Emergency Procedures 16

Appendix 18-19

CWU is an AA/EEO/Title IX Institution. For Accommodation: DS@cwu.edu
What It Means To Be A Student Group

Student Clubs and Organizations are an integral part of the higher education co-curricular experience. These on-campus and student-run specialty groups are forces for community involvement, co-curricular and professional development, and fun! The work these student groups do has a strong positive correlation with student retention, resilience, overall wellness and sense of belonging, as well as academic success.

Student Group Support

Support and management of Student Groups is jointly shared by the Office of Student Involvement, the Diversity and Equity Center, Campus Recreation, Westside Student Life, and the Associated Students of Central Washington University (ASCWU), as well as clubs and org faculty/staff advisors.

Club & Organization Support Contacts

Michael Middleton
Student Engagement Coordinator
Advisor to VP for Clubs and Club Council
Michael.Middleton@cwu.edu
509-963-1694

Abby Chien
Director
Diversity and Equity Center
Abby.Chien@cwu.edu
509-963-2196

Samantha Wary
Sports Clubs Coordinator
Advisor to Sports Clubs Council
President, Sports Clubs Council, and all CWU Sports Clubs
Samantha.Wary@cwu.edu
509-963-3516

Aaron Brown, PhD
Associate Dean for Student Development & Student Achievement
Advisor to the VP for Academic Affairs, and Student Academic Senate
Aaron.Brown2@cwu.edu
509-963-3008

Jeff Rosenberry
Executive Director of Student Involvement
Advisor to Associated Students of Central Washington University (ASCWU)
Jeffrey.Rosenberry@cwu.edu
509-963-1437

Mishel Kuch
Associate Director of Student Life, Westside campus
Mishel.Kuch@cwu.edu
509-963-3818
**Associated Students of Central Washington University (ASCWU):**
The Vice President of Clubs can be reached at:

**ASCWU.Clubs@cwu.edu**
509-963-1682
SURC 236
www.cwu.edu/ascwu/

---

**The Diversity and Equity Center (DEC):**
The DEC directly supports ESC organizations that provide students with experiences and activities focusing on the celebration of cultural and/or ethnic groups, inclusivity, social justice, diversity, and equality, among other things.

**diversity@cwu.edu**
509-963-2127
Black Hall 101
www.cwu.edu/diversity/

---

**The Wellness Center:**
The Wellness Center promotes positive health behaviors and encourages social connections that support student success.

**Wellness@cwu.edu**
(509) 963-3213
SURC 169
www.cwu.edu/wellness/

---

**The Publicity Center:**
The Publicity Center offers comprehensive design, marketing/media and consulting services to promote student-focused events, programs, departments and organizations.

**publicity@cwu.edu**
509-963-1677
SURC 272
www.cwu.edu/surc/publicity-center

---

**Recreation Center:**
The Rec Center is the department that houses intramural sports, Outdoor Pursuits & Rentals, and CWU’s Collegiate Sport Clubs. The Collegiate Sport Club Contact is the Sport Club Coordinator Samantha Wary.

**Samantha.Wary@cwu.edu**
(509) 963-3516

---

**Westside Student Life:**
Our mission is to engage the Westside student body and develop a sense of campus community through diverse activities and events.

**Mishel Kuch**
Associate Director
**Mishel.Kuch@cwu.edu**
509-963-3818
www.cwu.edu/student-life/

---

**Center for Leadership and Community Engagement:**
The Center for Leadership & Community Engagement (CLCE) connects students and other community stakeholders with educational services and leadership development programs promoting positive social change.

**clce@cwu.edu**
509-963-1850
SURC 256
www.cwu.edu/leadership-engage/

---

**Student Union Operations and Scheduling Services:**
The Student Union is a great resource for student groups that would like to host events, reserve space or equipment, or just utilize the central student hub on campus.

**schedule@cwu.edu**
509-963-3488
SURC 146
www.cwu.edu/student-union/
scheduling-services
How To Start A Club

Basic Requirements

1 Minimum of 4 members, 1 faculty staff & an advisor

These initial four members will serve as your officers and will most likely be those with the ability to reserve rooms for club activities, as well as having access to your club account, among other things. In addition to your four members, you will also need a CWU faculty/staff advisor for your club.

2 Create a Club Constitution

(Presence) The Club Constitution will be a fillable form/portal on Presence for students to go in and change at any time. There will be prompts to assist you with creating your club’s goals, purpose, membership rules, etc.

Tips For Starting A Club

- Think about the purpose of your club, what need or niche do you fill? What impact do you have by functioning? What is the club’s overall purpose?
- Are there existing clubs that are similar to what you are trying to create? If so, how will your club be different/stand out?
- Are there clubs in the same category or genre of what you are trying to create? If so, could you see if some students involved with that club would also be interested in yours? How could you complement the existing work of these clubs or is there potential for partnerships?
- Are you thinking about long-term membership? Are any or all of your members graduating soon? How can you intentionally recruit students from different class standings to further diversify and ensure your future success?

3 Complete Online Club Recognition Packet

( Presence) The online Club Recognition Packet will then need to be filled out at www.cwu.presence.io

( Presence) All necessary signatures on this form will need to be digitally signed by having your officers and members log into Presence and go to your specific club’s webpage.

4 Sign the Risk Insurance and Alcohol form

The information present on this form is communicated to Central’s Insurance Provider and affords you supplemental insurance coverage when participating in Club related activities.

Both forms are within the Club Recognition Packet.

( Presence) Every member will digitally sign the club’s Census Risk Insurance and Alcohol form. New members added to the club must complete the same form to join the club.

5 Draft a Memorandum of Understanding (MOU)

( Presence) This MOU will be available to your advisor to fill out after they have been identified on your club’s page as the club advisor. They will then be able to submit this MOU and the club president will also have to sign off on it in their club specific web portal Presence.
Purpose

This helps to determine which clubs are still active and which have become inactive between academic years.

This ensures new club officers can obtain access to their club account and scheduling services through an updated Accounting Scheduling Sheet.

This helps to keep club members covered, with new and previous members being added to and removed from the club’s insurance policy accordingly.

Basic Requirements

**Update Accounting/Scheduling Sheet**

You will need to turn in an updated Accounting/Scheduling Sheet. Submitted electronically or brought in person to SURC Accounting in SURC 250.

**Updated Census Risk Insurance and Alcohol**

Every current member of the club will need to sign.

Successful Transition Tips

Have you updated the information for the renewal process? Accounting/Scheduling Sheet and Census Risk Insurance and Alcohol form? For Club Annual Club Renewal. (Within Presence)

Have you discussed how much money you have left in your Club Account and planned for your club’s financial growth in the future?

Have you taken time as a club to reflect on the last year? What went well, what challenges were there? What do you hope to achieve next year?

Have you given the new club leadership access to email accounts, social media accounts and any other online access information?

Have you introduced new leadership to the basic process and protocol of club management?

• Scheduling Rooms
• Accounting
• Funding Request Process
• Travel/Event Process

Optional Items

**Inform Student Involvement of updates**

If you are making any updates, amendments, or changes to your constitution, now is a great time to submit that information to Student Involvement located in SURC 250.

**Submit an updated Advisor MOU**

If you have switched advisors or are changing the relationship your club is having with your current advisor, now is a great time to submit an updated Advisor MOU.
Purpose

Every club has one of three states that it can be in. Good Standing, Bad Standing, and Unrecognized. The status of a club shifts around meeting recognition requirements, as well as Club Requirements.

Club Requirements

- Miss no more than one Club Council Meeting per quarter.
- Engage in a minimum of 6 civic engagement hours per quarter.
- Engage in a minimum of 3 club engagement activities per quarter.
- Comply with SURC Accounting expense reports, reporting and receipts.
- Renew your club annually.

Good Standing

A club in good standing continues to engage in the Club Requirements. Clubs in good standing have the privilege of requesting funding from Club Council, scheduling space for their meetings and events, and submitting official travel authorizations.

Bad Standing

A club can become in bad standing if they do not follow any one or combination of the club requirements. Bad Standing DOES NOT mean your club is no longer recognized. A club in bad standing still has access to the funds in their club accounts, can reserve any spaces in the SURC not associated with a cost, and are encouraged to still meet.

Unrecognized

Unrecognized clubs are most commonly unrecognized because they have not been through the Club Recognition Process or they have been inactive for four or more years. There is a chance for a club to lose their recognition status if they are found in violation of CWU Policy such as hazing, alcohol, or drug violations, etc.

How To Get Out Of Bad Standing

Two members of a club’s executive board may attend a Standing Consultation meeting with the office of Student Involvement to discuss what led to their placement in Bad Standing, as well as to create goals to regain Good Standing.

Submit missing Civic Engagement Hours

The easiest and best way to get access to Community Service opportunities is to visit the Center for Leadership and Community Engagement. The CLCE will find you great opportunities and even log and document the hours for you.

cwu.edu/ascwu/club-engagement-and-civic-engagement

Engage in Club Engagement and Student Development Opportunities

There will be several opportunities to gain hours for Club Engagement and Student Development though the Office of Student Involvement, Center for Leadership and Community Engagement, Diversity and Equity Center, Wellness Center and many others.

cwu.edu/ascwu/club-engagement-and-civic-engagement
Becoming An Organization

CWU Organizations are Student Groups that represent specific cultural populations, and/or serve to advocate for general equity, diversity, and inclusivity. CWU Organizations are supported by the Diversity & Equity Center and the ASCWU Vice President of Equity and Community Affairs.

Have a Shared Mission
To be designated as an Organization, your club must be able to articulate how it meets the shared mission of advocating for equity, diversity and inclusivity, and how it fits the definition of a CWU Organization.

Be in Good Standing for over 1 year
Your club must be in existence and good standing for at least a year as a general ASCWU recognized Club.

Be an active member of ESC meetings
A representative of your club must attend and be an active member in the Equity and Services Council weekly meetings as a non-voting member for a year. (Being active in a club and attending ESC meetings for the first year may be done simultaneously).

Submit Recognition Application
When both mission statement and attendance/good standing requirements are satisfied, your club will submit an Equity and Services Council Recognition Application for approval by the ESC Representatives.

Becoming A Sport Club

CWU Sport Clubs are Student Groups centered around regular practices with the goal of competing in exhibitions, competitions, and tournaments on an inter-collegiate level. CWU Sport Clubs are supported by the CWU Recreation Department.

Be an active ASCWU General Club for over 1 year
In order to become a Sport Club, students must be an active ASCWU General Club for at least a year to demonstrate interest and sustainability. If the sport your club is focused around is backed by the National Intramural-Recreational Sports Association, then upon general recognition through Student Involvement, they may immediately be allowed to apply to gain the Sport Club distinction.

www.cwu.edu/sport-clubs

Club Submits Recognition Application
After one year of activity, ASCWU General Clubs may submit a Sport Club Recognition Application. It’s a great idea, during this first year, to document available tournaments and sustainability of your clubs as much as you can.

Based upon insurance regulations. Clubs may be reviewed on a case by case basis for immediate classification as a Sport Club.

Benefits

- Base budget funding/allocation.
- Recreation spaces and resources.
Overview

Club scheduling is handled by the Scheduling Services Staff. In this section you will obtain information on how to schedule your regular club meetings, as well as scheduling for special events.

SURC/Academic Space Schedulers

Scheduling recurring meeting space
Any club that is recognized and in good standing may schedule space.

Contact MacKenzie Carter or Bonnie Hendrickson depending on your intended meeting location. They will either assist you through e-mail, phone, or set up an in-person meeting with you.

Scheduling Services has access to the clubs that are recognized, and only recognized clubs in good standing may reserve.

Additionally, only the individuals checked as schedulers on the Accounting and Scheduling Sheet may reserve space.

Most spaces are free for clubs. However, services have fees associated:
- If the space is available and does not require approval from a department, it will be booked for you right away.
- If it is not available, the room requires approval from a department, or there are fees, Scheduling Services will work with you to seek out permission, find alternatives, and/or process your payment of the fees with SURC Accounting.

Scheduling Event Space

In the SURC, general events such as meetings and tabling can be booked current quarter and one quarter out.

Large events in the SURC can be confirmed one year in advance. Any events in academic spaces can be confirmed for the current quarter only. Large events in academic spaces can be placed on a waitlist up to one year in advance, but is not a guarantee until the Registrar’s Office finalizes the requested quarter’s class schedule.

1. Book The Space
   Fill out the Intent to Event Form. It’s a good rule of thumb to plan for at least 6-8 weeks out.

2. Reserve Services & Resources

3. Receive Approvals
   - SURC Accounting
   - Department Space
   - Resources Available
   - Catering Waiver
   - Insurance

Notes when scheduling for an event
The only equipment that will be provided is that which was requested when scheduled. You can make changes to needed equipment up until a week from the event, after which you reserved is what you get.

Many spaces are in high demand such as the SURC Ballroom. Plan out as far in advance as possible, space can only be scheduled if it is not already reserved.

Building and Event Support Services will provide their expertise to help you determine your equipment needs based on your event ideas and plans. Scheduling will handle requests to the Facilities Management Department for delivery of tables and chairs, or unlocking and locking buildings and rooms in academic spaces and police/security needs.

Common charges to prepare for
- Student Union fees for Student Union equipment, any changes to the layout of the room(s), AV carts, opening or closing of the building earlier/later than scheduled hours.
- Event or activity is outside of building hours.
- There’s an expected attendance of more than 100 people.
- You rent any equipment from Facilities, such as tables, chairs, garbage cans, etc.

Space policy/expectations
- The space you are requesting is expected to be restored to the state in which you have entered it.
- Trash must be placed in appropriate receptacles.
- Any rearrangement of the furniture or equipment must be put back to their original positions. Due to liability and damage concerns, only SURC staff can move furniture within the SURC rooms.
- Any damages to space or equipment should be immediately reported. Charges associated with damages will occur.

Posting of Flyers

Clubs will have the ability to post informational flyers in and out of the SURC. Before flyers are posted they must be approved by the SURC Information Center located right across from the Wildcat Shop. In order to post, clubs must be recognized and in good standing.

If the club is not recognized or is in bad standing any flyers will not be approved.
Transaction Window Basics

Deposits
- Anyone can deposit into the club account.
- General funds in a Club Account can be spent on any club activity.
- Advertised funds must only be spent in the manner dictated by how they were raised.
- Clubs are prohibited from depositing funds raised by a raffle.

Cash Advances
Utilize when cash is needed for a purchase that has not occurred yet using Club Account Funds.

Re-deposit or receipts from purchases must be turned in 7 days after the activity, event or travel.

Lost Receipts & Late Receipts
If the club loses or has late receipts 3 times in a quarter your club will be put into bad standing and cash advances will not be available to the club/org after the third incident until the club has regained good standing.

Cash Reimbursements
- Occur when someone has already paid for a product/service.
- Must have a valid receipt (what/when/how).
- $300 reimbursement limit/day.
- Any amount over $300 will have to be given in a check request.

Check Request

Invoices
Valid invoice must include: What, when, and how much.

Check Advance (requires valid receipt)
3 business days from second signature
5-7 business days if being mailed.

Check Reimbursement
Follows the same protocol as a cash reimbursement.

Club Donations & Sponsorships

Donations
These are monetary or material items that are gifted to clubs and orgs for general use without any specific expense, event, or travel they are tied to/for.

Monetary: This includes only monetary donations gifted to a CWU club or org. These are processed by CWU Foundation (Gift in Kind).

Material: These are pieces of tangible property that are gifted.

Donations can be tax write-offs for appropriate businesses/entities

Sponsorships
These are designated for entities that want to fund or assist certain club expenses, travel, and/or events.
Overview

Clubs and Organizations have the ability to request money from a number of ASCWU based sources as well as S&A supplemental funding.

Club Council & Student Academic Senate Funds Council: Open to be requested from every recognized ASCWU Club in Good Standing up to $2,000 maximum, per year. Note in order to receive funding from Student Academic Senate the purpose of the funds request must be academic related.

Equity and Services Council: Open to any recognized CWU Organization up to $3,500 per year.

S&A Supplemental: Open to any student group or individual students.

Requesting Funds

Various funding areas exist to create opportunity for clubs to engage in meaningful and impactful experiences, purchase supplies necessary to their club activities, and enhance the overall experience at CWU. It is important to realize the funding from any of the senate sources is a privilege, never guaranteed, and subject to approval of SURC Accounting, Student Involvement, and the various Funding Bodies.

Filling Out A Packet

1. Fill in the Funds Council Form Online packet information for the areas you are requesting from.

2. Your packet will be reviewed and you will receive a notification when it has been added to the agenda of the next meeting, as well as a reminder of your next steps.

Presenting For Funding

Presenting at Funds Council
You will need to show up at the next available Funds Council meeting (a Student Involvement representative will get in touch with you to communicate the meeting for which you are on the agenda) in order to present your funding request to the Funds Council Representatives. They will have a chance to ask questions and then will vote on whether you receive all, partial, or no funding for the request.

Presenting at Services & Activities (S&A)
You will make a presentation at the next available S&A meeting to showcase to the committee why this would be a positive use of student funds. The nature of these presentations is typically more professional, and many groups opt to create a PowerPoint presentation and dress in more business-casual attire if possible.

The committee will take the presentation into consideration, and will take time to ask questions and deliberate. At the next meeting, they will vote on the request to determine whether to disperse full, partial, or no funding for the request.

Approval

1. Once approved, purchases that can be made beforehand (e.g. airfare or registration) will need to be made through the Office of Student Involvement and the Student Engagement Coordinator. The best and most efficient way is to set up an appointment via phone or email. Feel free to set an appointment prior to getting approved so you know you have the slot the day after.

2. You may also be reimbursed with approved funding after the event concludes. Simply bring all of your receipts into the Accounting Office specifying that you need reimbursement from your awarded funding. Once all receipts from all participants have been turned in, you will be sent instructions on how to move forward with the reimbursement process.

Denial

If your request is denied, inquire about the reasoning for the denial. Is there a way you can alter the request or reduce the funds you are asking for? If you are eligible for the other funding sources you may try submitting the funding through another track.

Tips For Creating A Funding Request

- What specifically is the money I am requesting being used for?
  - Ex: $50 for shuttle transport, $300 for registration, etc.

- How is what I am requesting going to be a benefit for the CWU community?

- Have I done any other fundraising? Are the members paying out of pocket at all?

- Have I exhausted the avenues from which I can ask for and receive funds?
Overview

The event planning process can appear straightforward but there are several components to be aware of to make sure your event is safe and successful.

Pre-Event/Planning

1. As soon as you are considering putting on an event please fill out the Intent to Event Form.

2. You will then be contacted for an initial event planning meeting with the office of Student Engagement and SURC Scheduling.

3. It is also a good idea to draft up a Division of Duties for all the members and volunteers for your event.

A document such as this will help you organize the many moving parts of your event and will allow you to get other members involved in specific well-defined tasks. Having stuff for your members to do and creating a sense of ownership is one of the biggest ways you get your members invested in the club.

4. After the initial planning meeting and duties list, utilize resources on campus to help execute your event.

There are a number of departments that will be an integral part in helping you plan a successful event. Here are some contacts you should reach out to while planning your event:

Operations & Scheduling Services

Reserve your ideal event location(s) and your desired date(s) and time(s). They will provide insight as to what times and locations work best for your event.

Event Support Services

Find professionals who have specialized in every technical/production aspect there is to any event. They can offer consultations as to what equipment you will need, and provide their services if your desired venue is the SURC building. They also offer a rental service for some of their professional-grade equipment for all events outside of the SURC and/or within the community.

Campus Activities

Another great resource for event planners looking for some guidance on how to have a successful event. They are very knowledgeable in hosting events on-campus and can provide in-depth insight to all the university procedures/processes that need to be completed before you host your event.

For a complete list of all on-campus resources available to you, please refer to the Appendix section of the Handbook.

5. Make sure that you have a time/date/location secured as well as any signed contracts before you advertise for your event.

Day Of/Event Implementation

1. Review your Division of Duties so all of your members know the plan and what they are responsible for.

2. Check in with any outside vendors/contractors who are coming in for the event. Make sure you know their approximate arrival time and who is meeting them, and they know where to go once on campus.

3. Arrive on time for any necessary setup. Run through the event’s setup again as you are setting up to make sure it all makes sense. Note that any staff to set up your space are happy to help and guide but are not responsible for planning or coordination of your event space.

4. Review the plan with your members before the event begins. Remind folks of any safety needs they should watch out for and double-check to make sure everyone is at their position/post.

5. Have emergency contacts for Campus Police easily available if needed. Report any incidents as they occur, violence, Title IX concerns, Excessive/Illegal Drug or Alcohol use.

Post Event

1. Reflect on how it went. What went well? What didn't go as planned? How can it be improved if you were to do it again?

2. Make sure to save as much data as you can for the following years. What services did you use, what did you buy, how was attendance, what rooms did you reserve, etc.

3. Send a picture or pictures along with a blurb of your event to be featured on the ASCWU and Student Engagement social media.
**EVENT PLANNING TIPS**

**Things to consider when event planning**

- Location, time, and duration
- Are there any competing events that you may want to be aware of?
- How many people are you expecting?
- Is this an event that has occurred before? Is it a new event?
- What is the content/schedule of the event?
- What setup and cleanup needs to be done?
- Is food going to be at the event? Where is it coming from? Have you gone through the appropriate food/dining channels?
- Are you bringing a speaker, entertainer, instructor or vendor? Have you gone through the appropriate Request to Contract?

**Contracting**

If a Student Group is bringing any type of vendor, performer, speaker, clinician, caterer or any outside party to CWU, a contract is required.

**Contracting Process**

1. Students will submit the Contract Request Form.
2. Contracts will be processed by the Office of Procurement.
3. This process can be lengthy so it's good to get the request in as early as possible with a month (4 weeks) being the minimum for processing.
4. Individuals being brought to campus will have to make their own travel arrangements with the cost of travel being added into the lump sum of their payment upon completion of their service.

**Publicity Center**

Working with student employees in a professional setting, the Publicity Center offers comprehensive design, marketing/media and consulting services to promote student-focused events, programs, departments and organizations. From posters to booklets, press releases to promotions, we seek to deliver high-caliber service while providing professional experiences for student staff.

**Publicity Center**

**88.1 The Burg**

Work with 88.1 The 'Burg to create a PSA for your event or organization.

**Contact**

509-963-2311

https://www.881theburg.com/

**The Observer**

1,700 copies of The Observer are circulated each Thursday on campus and throughout Ellensburg.

**Contact**

cwuobserver@gmail.com

https://cwuobserver.com/

**Using CWU Catering**

Clubs have the ability to utilize CWU Dining and SURC Kitchen Space in order to safely prepare food items for fundraisers or smaller less complex events. In order to use the Kitchen Space students must submit the Intent to Event Form. When submitted and processed a meeting will be scheduled between dining staff, Student Involvement and the requesting students.

The following requirements must be met to use CWU Dining's Kitchen:

- Understand that any students using the kitchen space must have an up-to-date WA state Food Handlers Permit on person or on file with CWU dining.
- Recognize that ingredients determined to be storage and health risks must be sourced by CWU Dining (meats and other perishable items) at a cost determined by items and quantity.
- Students will have the ability to purchase non-perishable items if they so choose.
- Understand that the price to reserve the kitchen will incorporate the price of the ingredients sourced.
- Agree to defer to the guidance of the Supervising Chef and greater Dining staff while using the space.
- Understand that the maximum number of guest students at any one time is five.
- Recognize that all students are responsible for cleaning the kitchen spaces they have used and any equipment immediately after.
When traveling as representatives of Central Washington University, students are expected to exhibit behaviors that reflect the standards set forth in the Central Washington University Student Handbook & Code of Conduct.

All students traveling as representatives of a CWU Club/Organization must be registered as a full- or part-time student in credit bearing courses at Central Washington University during the quarter they are traveling.

To start the process, fill out the Intent to Travel Form. This form must be completed (with all emergency contact names and numbers) before the appropriate cutoff for the type of travel you are engaging in.

For all out-of-state and international travel, the travel leader must meet with the Student Engagement Coordinator before the group will be authorized to depart. In this meeting the travel leader will go over the proposed itinerary, review the travel logistics, and go over the requirements for student, club, and organization travel.

Travel Timeline

**Fill out the Intent to Travel Form**
- At least one week before in-state travel.
- At least one month before out-of-state travel.
- At least 6 months before international travel.

**Location and type of intended lodging**
- Hotel
- Motel
- (Holiday Inn)
- Air BnB (AirBnB’s are fine to use but because they are privately owned we cannot guarantee the facility is properly supplied, fire extinguishers, sprinklers, proper locks.)

**Student Involvement**
Reaches out to Confirm Plans
If you are intending to travel out-of-state or internationally you will be asked to meet in person to review the "Requirements for Student, Club, and Organization Travel."

**Travel Logistics to Consider**
- Date of intended departure
- Date of intended return
- Location and purpose

Mode of transportation at all stages of travel:
- Car (personal, motor pool, rental)
- Flight (How will you get to and from the airport)
- Shuttle
- Car (Is parking paid for?)

**CWU-Sanctioned Travel**
All Student Club/Org travel is subject to approval through CWU Division of Student Success, CWU Travel Desk, and/or the Office of International Studies.

Student Travel will only be CWU-sanctioned if club travel leaders have attended a Travel Meeting with the Office of Student Involvement, and signed off acknowledging that they are aware of CWU travel policies and guidelines. Travel leaders must then submit a travel authorization through their personal MyCWU portals. Only if student travel is CWU-sanctioned, will students be granted travel assistance while away and eligible for reimbursement upon return.

**Summer Quarter**
All student club/org travel during summer quarter is CWU-sanctioned. Follow all standard procedures.
Attendance And Free Time

All students participating in university-sponsored trips are expected to attend all functions associated with the program, including, but not limited to, meetings, meals, social gatherings, classes, and tours.

Those who are routinely absent from or late to such activities may be held accountable through the University’s disciplinary process, and/or required to reimburse the university for funding, fares, meals, hotel costs, etc.

Students are encouraged to use their free time to safely and responsibly explore their surroundings, but such activities should not limit the student’s availability or adversely affect the program itinerary.

Belongings

- Never leave personal items unattended.
- Do not accept bags or packages from individuals you don’t know.
- Remember to do a bag check/phone, keys, wallet check before every major transition.

Food

- Pre-review restaurants, grocery stores, convenience stores, etc. in the immediate vicinity.
- Know that you have options around for students with dietary restrictions.

Exploration

Avoid areas of high risk that are not immediately related to your travel purpose:

- Bars and nightclubs.
- Isolated residential areas.
- Secluded or cutoff areas such as alleyways, abandoned unregulated municipal areas, parks after hours.

Upon Return From Travel

Reimbursement: If you are receiving reimbursement bring all receipts in full to SURC Accounting. There you will fill out an expense report with the office and they will process your reimbursement. Reimbursement usually comes in 5-7 business days. If you have a direct deposit set up with CWU prior, it will be deposited into the associated account. If not, a check will be mailed to your preferred mailing address.

Safety

- Utilize the buddy system and make sure everyone in the group is present in between major transitions.
- Do not let non-CWU individuals into your hotel rooms.
- If using a ride share service ask “Who are you here to pick up?” Do NOT give your name before they give it to you.
- Be alert and aware of your surroundings.
- Utilize a group chat and or make sure everybody has each other’s phone numbers.
- Make sure all members of the group have access to the itinerary.
In Instances Of Physical Assault,
Sexual Misconduct Or Sexual Assault,
Personal Theft

Reach out to local law enforcement immediately for safety and to report and document the incident. Make sure to document the precinct with whom the report was made and as soon as one of the members of the group is able to report to the Student Involvement Duty Line to enact University protocol. ALL CWU STUDENTS ARE SUBJECT TO CWU CODE OF CONDUCT, WASHINGTON STATE LAW and INSTITUTIONAL DISCIPLINARY ACTION EVEN WHEN TRAVELING OFF CAMPUS.

In case of a medical emergency

Take action. Immediately call 911 and start the emergency service processes. Once the individual is in care contact the Student Involvement duty line.

In case of a disaster situation

Defer to any local Emergency Service/ Evacuation procedure. Follow the instructions of law enforcement and or disaster relief. Be sure to stay together as best as possible, or at the very least with a buddy. When you are in a stable position report the incident to the Student Involvement duty line and confirm the safety or absence of any members on the trip.

If Vehicle Breaks Down

Initiate emergency services response to secure an officer to the scene. Report to the Student Involvement Duty Line. We will work to arrange transport. DO NOT ACCEPT RIDE OFFERS FROM STRANGERS.

If Flights Are Delayed Or Cancelled

Report to Student Involvement duty line. What is the status of the flight? Are they honoring your ticket for a later departure? CWU will work to make arrangements for accommodations.

If Hotel Does Not Recognize/Honor The Reservation

Confirm the confirmation number, check to see if the hotel was in your name or in the purchaser’s name. Report to the Student Involvement Duty Line.
APPENDIX

Associated Students of Central Washington University

The Associated Students of Central Washington University (ASCWU) is comprised of the student body President, Executive Vice President, Vice President of Clubs, Vice President of Academic Affairs, Vice President of Equity and Community Affairs, and Vice President of Legislative Affairs, in addition to the ASCWU Advisor, Jeff Rosenberry.

Most notably, student clubs and organizations will often be in contact with the VP of Clubs and their respective staff. This team is in charge of managing the recruitment, and day-to-day engagement for the clubs at CWU. The VP of Clubs acts as a liaison between CWU administration and clubs, and leads Club Council and Funds Council meetings, while their staff may handle the planning of club fairs and other club specific workshops, events, and outreach.

ASCWU.Clubs@cwu.edu, 509-963-1682
SURC 236
www.cwu.edu/ascwu/

SURC Accounting

SURC Accounting provides accounting/banking services to both Clubs and Organizations on campus, and provide support to various units within the Student Union and Recreation Center. Clubs and Organizations are able to utilize services including the ability to make deposits and withdrawals to and from their club account, receive cash advances, reimbursements, complete expense forms/travel documentation, along with various other club accounting functions.

SURC.Accounting@cwu.edu, 509-963-3034
SURC 250
www.cwu.edu/surc-accounting/

Center for Leadership and Community Engagement (CLCE)

The Center for Leadership & Community Engagement (CLCE) connects students and other community stakeholders with educational services and leadership development programs promoting positive social change.

The CLCE is a great resource for clubs and organizations to find volunteer and leadership opportunities, as well as a source for supplementary ongoing programs and initiatives for students groups to get more involved with. These types of engagement demonstrate a club or organization’s dedication to making the CWU experience more enjoyable for all Wildcats.

clace@cwu.edu, 509-963-1850
SURC 256
www.cwu.edu/leadership-engage/

The Diversity and Equity Center

The Diversity and Equity Center (DEC) cultivates a sense of belonging and community on campus through programs and initiatives that encourage students to explore their identities, challenge barriers, and empower themselves and their communities.

The DEC directly supports ESC organizations by providing advising, coaching and guidance adhering to campus policies so that social justice, diversity and equity can be realized on campus. The DEC is also happy to meet with any group of students, club or organization to provide these services regardless of an affiliation to ESC.

diversity@cwu.edu, 509-963-2127
Black Hall 101
www.cwu.edu/diversity/

Student Union

The Student Union at Central Washington University offers a state of the art facility that provides an environment which is designed to encourage interaction among the campus groups, increase a sense of campus community, and expand the avenues through which the University educates its students. We are committed to providing high quality, convenient services and facilities that enhance the daily life of our students, faculty, staff and community.

The Student Union is a great resource for student groups that would like to host events, reserve space or equipment, or just utilize the central student hub on campus.

509-963-1321
SURC 146
www.cwu.edu/surc/

Wildcat Tickets

Wildcat Tickets is your department to find tickets to every exclusive event at Central Washington University. Wildcat Tickets makes it easy to purchase your event tickets by offering purchasing options online, over the phone, and in person if you visit their office located in the Wildcat Shop inside the SURC on the main campus.

Wildcat Tickets is a great resource for clubs wishing to create exclusive events that have an attendance restriction or entry fee. Ticketing and ticket sales are a great way to track how many students are engaging with your club/org, as well as raise funds for future club/org activities. Wildcat Tickets is your cost-effective and easy to use way of selling tickets at any event.

wildcattickets@cwu.edu
509-963-1429
Wildcat Shop
www.cwu.edu/tickets/

Operations and Scheduling Services

Operations and Scheduling Services offers room scheduling and resource management for all academic & non-academic meetings and events occurring on campus. Whether you are coordinating a week-long conference or scheduling a weekly meeting, Operations and Scheduling can help accommodate your club/org’s needs.
As long as your club/ORG is in good standing, you may schedule SURC spaces, academic spaces, and equipment consultations free of charge through Operations and Scheduling Services. Operations and Scheduling will be an integral part in any club/ORG’s success when planning a professional event, conference, or meeting.

**Schedule@cwu.edu**
**509-963-1321**
SURC 146
www.cwu.edu/student-union/scheduling-services

**Building Services**
Building Services includes operations professionals and student staff who are responsible for the Student Union Building on the main campus. Building Services responsibilities include opening and closing the SURC, policy enforcement, maintaining and cleaning the SURC, and assisting patrons.

Building Services helps clubs & ORGs in every facet when conducting business within the SURC on the main CWU campus. They will help unlock rooms and keep the building operating at maximum efficiency while your club/ORG is in the SURC as they keep the building open seventeen (17) hours daily. Building Services staff is made up of Building Managers and the Custodial/Maintenance Team. If you ever need assistance with amenities or services within the SURC, look for a Building Services member wearing a black shirt or polo and they’ll gladly help you.

**Andrew Carter@cwu.edu**
**509-201-6192**
SURC 146
www.cwu.edu/student-union/building-services

**Information Center**
The Information Center is located on the first floor of the SURC at the east end of the building. Stop by for maps, directions, lost and found, and more.

**509-963-3488**
SURC
www.cwu.edu/surc/information-center

**Campus Activities**
Campus Activities is in charge of all Central Washington University base funded events including: Monday Movie Madness, Open Mic Nights, Family Weekend, and much more. Campus Activities is made up of CWU student staff, managed by one professional staff member, who work together to plan and execute events for a student body of over 12,000 students.

**WildcatTickets@cwu.edu**
**509-963-1684**
SURC 263
https://www.cwu.edu/surc/campus-activities

**Publicity Center/Hype**
Working with student employees in a professional setting, the Publicity Center offers comprehensive design, marketing/media and consulting services to promote student-focused events, programs, departments and organizations. From posters to booklets, press releases to promotions, we seek to deliver high caliber service while providing professional experiences for student staff.

**Publicity@cwu.edu**
**509-963-1677**
SURC 272
www.cwu.edu/publicity

**88.1 The Burg**
Work with 88.1 The ‘Burg to create a PSA for your event or organization.

**Kcwu.881@cwu.edu**
**509-963-2311**
https://www.881theburg.com/

**Event Support Services**
Event Support Services provides professional technical and production assistance for all events within the SURC. For events outside of the SURC or elsewhere in the community, students and groups can rent professional-grade sound, lighting, staging, and AV equipment from their department at an affordable rate.

**Cassidy.Bennett@cwu.edu**
**509-201-6222**
www.cwu.edu/student-union/event-support-services

**The Wellness Center**
The Wellness Center promotes student success in a facet of ways pertaining to health education, violence prevention & response, consultations, social programs, and habits that can help CWU students maximize their experience outside of the classroom. The Wellness Center is a great resource for student clubs & ORGs that are looking for ways to promote a healthy lifestyle and habits, as well as create a meaningful relationship with a department that has experts in education, effective outreach strategies, event planning, and relationship building.

**Wellness@cwu.edu**
**509-963-3213**
SURC 139
www.cwu.edu/wellness/

**Recreation Center**
The Recreation Center offers a plethora of programs and amenities to help students participate in physical and wellness activities while on campus.

The Rec Center is the department that houses intramural sports, Outdoor Pursuits & Rentals, and CWU’s collegiate Sport Clubs. Within their department is also the Sports Club Coordinator who is the liaison between Sport Club athletes and CWU professionals. The Rec Center is also the subsidiary that base funds all Sport Club activities, and would be a great resource for any student trying to get involved in the ever-growing number of Sport Clubs offered at Central.

**Recreation@cwu.edu**
**509-963-3512**
www.cwu.edu/recreation