

Club Handbook of the
Associated Students of Saint Martin's University



Table of Contents

Article I. Introduction	4
Article II. Administrative Information	4
Article III. Required Documents	5
Article IV. How to Start a Club	5
Article V. Recognized Clubs	5
<i>Section 5.01 Club Renewals</i>	<i>5</i>
<i>Section 5.02 Officer Expectations</i>	<i>5</i>
Article VI. Advisor Responsibilities and Expectations	6
Article VII. Club Privileges	7
Article VIII. Travel Policies	8
<i>Section 8.01 Requirements for Club and Organization Travel and Off-Campus Activities</i>	<i>8</i>
Article IX. Event Policies	10
<i>Section 9.01 Contracts</i>	<i>10</i>
<i>Section 9.02 Staffing and Purchased Services</i>	<i>10</i>
<i>Section 9.03 Educational Requirements</i>	<i>10</i>
<i>Section 9.04 Event Advisors</i>	<i>10</i>
<i>Section 9.05 Bonfires</i>	<i>11</i>
<i>Section 9.06 Smoking, Alcohol, Drugs</i>	<i>11</i>
<i>Section 9.07 Loitering</i>	<i>11</i>
<i>Section 9.08 Movies and Copyright Law</i>	<i>12</i>
<i>Section 9.09 Showing a Movie</i>	<i>12</i>
Article X. Procedure for Reserving Space	12
<i>Section 10.01 General Information Regarding All Reservations</i>	<i>12</i>
<i>Section 10.02 Regulations to be Followed When Using Rooms</i>	<i>13</i>
Article XI. Publicity and University Posting Policy	14
<i>Section 11.01 Required Information for Approval</i>	<i>14</i>
<i>Section 11.02 Priority Postings</i>	<i>14</i>
<i>Section 11.03 Entrepreneurial/Classified Postings</i>	<i>15</i>
<i>Section 11.04 Prohibited Postings</i>	<i>15</i>
<i>Section 11.05 Posting Locations and Process</i>	<i>15</i>

<i>Section 11.06 Special Guidelines</i>	15
Article XII. Sales, Solicitation, and Fundraising Policy	15

Article I. Introduction

The clubs, which have been established through properly authorized procedures, operate on the campus at the pleasure of the University and under the jurisdiction of ASSMU and Student Services.

- a. **Members of clubs, as well as all other members of the student body, must adhere to all rules, regulations, policies and procedures as outlined in the Saint Martin's University Student Handbook, as well as this Club Handbook.**
- b. This handbook is designed to help registered clubs plan and operate efficiently.
- c. The various sections of this handbook provide information on official recognition by ASSMU, finances, publicity and posting, facilities, and much more. Use this handbook, circulate it among members of the group so that all members are familiar with the policies, and let us know how we can improve it to better serve you.
- d. All information in this book is intended for information only and is subject to change. New information or changes to this handbook will be disseminated through Student Government, club mailboxes, and/or via email to club officers.
- e. For additional information or assistance, contact the Office of Campus Life, located in the Trautman Union Building or at 360-438-4577.

Article II. Administrative Information

- a. Each club must have an Advisor in order to maintain its operational privileges. The Advisor must be an active, full-time faculty member, a staff member of the University community, or a member of the monastic community. This requirement applies regardless of whether the individual is also a student. The designated individual shall be referred to as the "Advisor."
- b. The Office of Campus Life shall establish such rules and regulations necessary to maintain satisfactory policies and procedures for clubs.
- c. The club advisor shall be responsible for maintaining high standards of conduct and operation, including administrative relationships, social practices and relationships with other groups of students.
- d. All clubs and organizations provide a contact email and have a mailbox in the Trautman Union Building. That email and mailbox are important communication tools and must be checked at least once a week.
- e. Clubs and organizations must maintain contact with ASSMU and the Office of Campus Life to keep records updated, be informed of policy changes, etc.

Article III. Required Documents

Clubs and organizations will be expected to complete all necessary paperwork in a timely fashion. If you have questions pertaining to the completion of the paperwork and their corresponding deadlines, please contact the Office of Campus Life.

Article IV. How to Start a Club

- a. All student clubs and organizations must be recognized by ASSMU in order to function as a registered club on campus. In order to be recognized by ASSMU, potential clubs must:
 - i. Have at least four registered undergraduate or graduate students interested in participating.
 - ii. Find and must have a confirmed club Advisor. The advisor is required to acknowledge and confirm their role as advisor prior to any submission of required documents to become recognized by ASSMU.
 - iii. Submit the following documents:
 - ***New Student Club Registration Form***
 - ***Club Constitution and Bylaws***
- b. Upon ASSMU club approval officers of the club must attend an officer training session. Sessions will be announced at the beginning of the semester. It is mandatory that the club/organization's Executive Board (President, Vice-President, Secretary, and Treasurer) attend these sessions. If they cannot make this session, they must set up an appointment with the ASSMU Executive Board and Advisor.

Article V. Recognized Clubs

Section 5.01 Club Renewals

- a. **If you are a member of a recognized club or organization, you must renew each semester to remain an active club or organization on campus.** Please submit the Club Renewal Form to allow continued recognition.
- b. *The Club Renewal Form is due at the date set each semester for clubs to submit Club Renewals & Budget Requests.*
- c. It is important to renew at the beginning of each semester, by the due date set, to review information regarding policies and procedures, get updated information regarding clubs, discuss plans for the upcoming semester, and answer any questions you may have.

Section 5.02 Officer Expectations

Each club/organization has basic responsibilities that they must complete.

- a. The club/organization's President **and** Treasurer are **required** to attend the General Club and Finance Training session at the beginning of each semester (Fall and Spring).
- b. If an officer/s cannot make the session, you must let us know via email to ASSMU@stmartin.edu **and** Treasurer@stmartin.edu as soon as possible.
 - i. Another officer may attend the session in place of the required officer, and must communicate, to the emails above, who will be in attendance as the stand-in officer.
 - ii. If no other officer can attend in your place, you will need to set up an appointment with the ASSMU Advisor and Executive Board in lieu of this training.
- c. After the training concludes, Club Approvals/Renewals will open for clubs/organizations to submit their renewals along with their budget requests for the semester.
- d. Budget requests that have been submitted will **not** be reviewed unless:
 - i. Your Club President and Treasurer (or stand in officer) attended the training sessions.
 - ii. Your club/organization's advisor must review and submit an Acknowledgment and Approval of the budget request via the template provided by the ASSMU Executive Treasurer.
 - iii. Your club has submitted the Club Renewal JotForm and Budget Submission Form, and/or Recurring Large Event/Conference/Competition Application
- e. Each club must have a representative attend the weekly ASSMU meeting that is held every Thursday in the TUB Activity room.
 - i. Having **three** unexcused absences will result in a frozen club account until they communicate with the ASSMU Executive Board and Advisor.
- f. Officers must be in communication with their assigned Senator. Some reasons for communication include:
 - i. If you want to submit a memorandum, you will reach out and work with them.
 - ii. If you are unable to attend an ASSMU meeting, you must inform your Senator in advance and provide the reason for your absence.
- g. Treasurers are expected to track all spending and purchases each semester using the provided spending tracker template. *Please refer to the Finance Code for detailed guidelines and requirements.*

Article VI. Advisor Responsibilities and Expectations

Advisors are an important part of every club and organization. In general, the advisor should serve to represent the club to the university and the university to the club. It is the role of the advisor to ensure that the affairs of the club are conducted in a businesslike fashion within contexts of the existing university policies and procedures, rather than dictate what members of the club should and should not do. Members of the club should be able to count upon the advisor for assistance and guidance in planning

and conducting the program and activities of the organization. Students should be open to suggestions and feedback since their advisor's knowledge and experience will be helpful when it comes to problem-solving and organizational procedures.

Advisors are expected to:

- a. Attend the organization's meetings and programs on a regular basis keeping informed of club plans, activities, and governing documents.
 - i. If an advisor is unable to attend regular meetings with the club, club officers are expected to inform the advisor of meeting details at the earliest opportunity.
- b. Accompany all club-sponsored trips and off-campus events whenever possible or arrange for a non-student employee to attend if unavailable. (Must notify the Director of Campus Life if unable to attend.)
- c. Ensuring the assigned Senator and the Director of Campus Life are kept informed on the club's activities.
- d. Collaborate and support the development, operation, and teamwork of the organization, encouraging participation from all members.
- e. Help set long-term goals, plan projects, and guide members through university policies and procedures.
- f. Assist in orienting new club/organization officers and ensuring the club operates in accordance with the Club Handbook, University policy, and governing documents. The advisor must intervene if a decision violates the club's objectives, bylaws, codes, standing rules, or university policy.
 - i. Ensuring members understand the potential consequences of violating the Code of Student Conduct.
- g. Duly review and approve the details of any proposed club/organization funding request prior to submission to ASSMU.
- h. Assist in evaluating projects, performance, and progress offering feedback and input as necessary.
- i. Encourage campus engagement, accurate record-keeping, and sound financial practices based on university policy.

Article VII. Club Privileges

- a. As a recognized student club/organization, you are entitled to the following advantages and privileges:
 - i. Use of Saint Martin's University name and logo to identify institutional affiliation.
 - ii. Recruitment of members on campus.
 - iii. Use of University meeting rooms and facilities for meetings/events on campus.
 - iv. Participation in the Student Involvement Fair at the beginning of Fall semester and Spring Semester.

- v. Publicizing activities and events on campus through fliers, emails, screensavers and sandwich boards.
- vi. Use of Club resources and supplies located in the Trautman Union Building including: club mailbox, copy machine, butcher paper, and blue tape.
- vii. Ability to apply for student activity funding.
- b. All clubs are encouraged to participate in all University events.

Article VIII. Travel Policies

Section 8.01 Requirements for Club and Organization Travel and Off-Campus Activities

- a. All students traveling as representatives of a University club/organization must be registered as a student in credit bearing courses at Saint Martin's University during the semester they are traveling.
- b. Funds for student transportation, lodging, and meal subsidy may be provided by ASSMU, as per the established ASSMU Finance Code and University guidelines.
 - i. Any organization wishing to attend a conference, competition, or workshop must submit a budget request via the appropriate JotForm provided by the ASSMU Executive Treasurer.
 - ii. Travel expenditures for lodging and airfare may be available depending on the nature, location, and length of trip/event/activity. Purchase of these travel expenses may be completed through either: 1) Coordinating purchase through the Campus Life office; or 2) Reimbursement request if a personal card is used to complete the purchase.
 - iii. Travel reimbursements are obtained after the travel by completing an ASSMU Financial Transaction Form **within two weeks** after the travel. You **must** keep your receipts. Acceptable expenditures are listed in Section 8.06 of the ASSMU Finance Code, all other inquiries about expense eligibility can be answered by the ASSMU Executive Treasurer.
- c. When traveling as representatives of Saint Martin's University, students are expected to exhibit behaviors that reflect the standards set forth in the Saint Martin's Student Handbook Code of Conduct.
- d. A "**Off-Campus SMU Sponsored Events Waiver**" form is **required** to be completed by each individual participating in certain events that could constitute a risk, such as: paintball, skiing, etc. The Office of Campus Life will inform you if the form is required for your event. **All forms must be completed prior to your event and must be submitted to the Campus Life office by no later than 2 business days following the event/activity.**
- e. In the case of off-campus events/activities that do not use university vehicles or provide mileage reimbursement, then the activity will begin at the location, and the university is **not** responsible for transportation to/from the event/activity. In

such cases, the club/organization members and advisor **must** complete the “**Off-Campus SMU Sponsored Events Waiver**” form.

- f. An advisor **must** be present at all club/organization events/activities off campus. Saint Martin’s University employees leading university-sponsored travel with a group of students are expected to devote their full attention to the oversight of the students when involved in course activities and/or non-academic activities which they arrange and/or participate and while traveling (Saint Martin’s University Employee Handbook, 2024). When an overnight is part of the conference/activity the advisor must stay in the same facility as the club/organization members. The advisor should provide guidance, make decisions in emergencies, and monitor activities as a representative of the university. The advisors and students may not invite their spouse, friends or children to attend without written permission from the Office of Campus Life, unless they too are students at the university. Spouses/domestic partners (except for a faculty/staff member of Saint Martin’s University who is also a spouse/partner and who is co-teaching the program’s academic content or co-advising the university sponsored travel) and children of faculty and staff are not permitted to accompany employees on University Affiliated Student Group Travel (Saint Martin’s University Employee Handbook, 2024).
 - i. The advisor should check-in with students during the day and evening and provide contact information so that the students can reach the advisor at all times during the event.
 - ii. Student to Advisor Ratio: The University recommends at least a 10:1 student to advisor ratio for travel, but the advisor reserves the right to request additional advisors as deemed necessary for the specific event or activity.
 - iii. Group Travel: If Club members are traveling together off-campus as a club/organization for an event or activity sponsored by the club/organization, they must be accompanied by an advisor.
 - i. All travelers, including the Advisor, are expected to comply with all relevant policies outlined in the Saint Martin’s University Employee Handbook, local laws and applicable policies of host institutions; additionally, students are expected to adhere to the Saint Martin’s University Student Code of Conduct.
- g. Prior to any travel approval or purchasing of travel or off-campus activity expenditures through ASSMU funds, any club/organization advisor and/or non-student employee that will be serving in advisor capacity for student club/organization travel or off-campus activity will be required to review, sign, and submit an Acknowledgment Form to the Office of Campus Life affirming review/acknowledgment of all relevant policies and procedures included in Article VIII, Section 8.01.

Article IX. Event Policies

Section 9.01 Contracts

Only University approved officials have the right to confirm and sign documents legally binding the university and its subordinate entities. Students are not allowed to sign contracts or performer riders. All student sponsored activity contracts must be signed by the ASSMU Advisor or ASSMU Co-Advisor.

Section 9.02 Staffing and Purchased Services

- a. The Office of Campus Life will make the decision regarding staffing and security for student sponsored events and activities. Payment of security and police personnel is the responsibility of the sponsoring group. Factors affecting the staffing decision include, but are not limited to:
 - i. The number of people expected and the location of the event
 - ii. Whether the event is to be held during non-business hours
 - iii. How widely the event was advertised
 - iv. Whether tickets were sold in advance
 - v. Whether money will be collected at the door
 - vi. The make-up of the group expected (e.g. SMU students, SMU faculty and staff, other college students, family and friends of SMU students, people in the local community, adults, children, etc.)
- b. If it is determined that security is required for an event, the sponsoring group must fill out the Request to Hire Security or Police Personnel Form and submit it to the Office of Campus Life at least 2 weeks prior to the event.

Section 9.03 Educational Requirements

Although the university grants students and student organizations specific privileges and benefits as outlined above, the Office of Campus Life, Dean of Students and Vice President of Academic Affairs reserve the right to require an additional educational component at student events, including, but not limited to discussion, guest speaker, and panel. A sponsoring group will be required for all subsequent fees associated.

Section 9.04 Event Advisors

- a. This may be your Club Advisor
- b. The Office of Campus Life requires a minimum of one Saint Martin's University staff or faculty member to serve as the Event Advisor at all student sponsored events. The responsibility of obtaining an Event Advisor is that of the sponsoring group.
- c. Event Advisors are expected to provide supervision, ensuring that student sponsors and event workers understand their responsibilities and tend to their

duties. Student sponsors and Event Advisors should work closely and communicate regularly throughout the evening with security personnel (if needed).

- d. Event Advisors are authorized to intervene in any situation that warrants intervention and may, in consultation with security personnel, decide to terminate an event if necessary.
- e. Event Advisors are expected to
 - i. Be in attendance for the duration of the student sponsored event.
 - ii. Ensure that the University policies and event procedures are followed.
 - iii. Advise students, security and police as necessary.
 - iv. Assist with any problems or emergencies that might arise.

IMPORTANT!

Advisors are required to attend all University-sponsored events that are off-campus.

All clubs providing demonstrations or doing experiments must have their advisor present.

If an event does not have an advisor, the event shall not be approved and will be cancelled.

Section 9.05 Bonfires

Outdoor fires are prohibited on Saint Martin's campus unless specific permission has been granted by the Office of Public Safety, Dean of Students and appropriate permits acquired.

Section 9.06 Smoking, Alcohol, Drugs

- a. Students and visitors may not smoke indoors at a Saint Martin's event. All smoking must be at least 50 feet from the building. The Residence Life policy states that smoking must take place at least 50 feet from Residence halls.
- b. No one may consume alcohol or drugs before entering an event or bring or consume alcohol or other drugs in the event.
- c. The use of smoke machines is not permitted because they activate the smoke detectors and fire alarms.

Section 9.07 Loitering

- a. ABSOLUTELY no loitering is permitted outside of the building before, during, or after a Saint Martin's event. All exits are FINAL.
- b. No one who has been asked to leave the event by the Event Advisor or the security personnel is to be allowed back in under any circumstances.

Section 9.08 Movies and Copyright Law

- a. Showing a movie as a student organization activity may be a fun and relatively easy event to plan.
- b. The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor purchase of a videocassette carries with it the right to show the tape outside of the home. The "home use" versions of videocassettes and DVD titles are not cleared for public performance by colleges—except in certain narrowly defined face-to-face teaching activities ([Federal Copyright Act, Title 17, section 110](#))—because proper licensing fees to the copyright owners have not been paid for such use. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.
- c. **Non-classroom use of a film at the college requires obtaining a public performance license.** Please work with the Office of Campus Life to clarify this legal requirement and obtain the necessary licenses.
- d. "Willful" infringement done for purposes of commercial or financial gain is a federal crime and is punishable as a felony, carrying a maximum sentence of up to five years in jail and/or a \$250,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing.

Saint Martin's University will seek to hold students and officers of an organization personally responsible for any action resulting from an infringement of copyright laws.

Section 9.09 Showing a Movie

- a. If your club wishes to show a movie they must go through the following steps:
 - i. Select the movie you would like to show. (See SWANK at www.swank.com/college)
 - ii. Take your selection to the Office of Campus Life to see if there is availability through appropriate vendors on your selected date. Please allow at least two (2) weeks for shipping.
 - iii. Ensure your club has sufficient funds to cover the copyright costs or plan to request the funds from ASSMU.
 - iv. Place the order through Campus Life – upon receipt of the movie, Campus Life will call the club contact.

Article X. Procedure for Reserving Space

Requests for space in all facilities can be made through the Office of Campus Life.

Requests must be made at minimum two weeks in advance of the date and time needed so that you may be given the room(s) that will best suit the needs of your

program. Space reservation requests will be confirmed via telephone or email within one week of submission. Please fill out a general **Event Request Form** and submit it online: <https://form.jotform.com/campuslife/eventrequest>

Section 10.01 General Information Regarding All Reservations

- a. Club advisors must be present for an event and sign off on the space reservation form. If an event does not have an advisor, the event will not be approved or will be cancelled
- b. Reservations must be made at least two (2) weeks in advance.
- c. Reservations should be made for the actual time that you will need the room, including preparation and clean-up time.
- d. Cancellations of reservations should be reported immediately to the Office of Campus Life.
- e. All requests for microphones and Audio/Visual equipment must be made with your space reservation request. Please note that microphones and other Audio/Visual equipment are not automatically included in your room reservation.
- f. All reservations are tentative and subject to change or cancellation prior to the date of the program. You will be notified if there is a change concerning your reservation.
- g. Misuse of rooms will result in denial of future use. Rooms must be left neat, clean, and in order.
- h. Groups will be held financially responsible for any damage to the room or furniture.

Section 10.02 Regulations to be Followed When Using Rooms

- a. You must leave the room in the same arrangement and condition that you found it.
- b. Do not remove furniture from one room to another.
- c. No materials are allowed on the painted surfaces of the rooms.
- d. Do not hang items from the light fixtures or sprinklers in the rooms.
- e. No confetti or glitter is permitted in the following spaces: Harned Hall, Marcus Pavillion, or the Norman Worthington Conference Center.
- f. Materials may not be sold on campus (books, CDs, etc.) without prior permission from the Office of Campus Life in alignment with university policy regarding on-campus sales, solicitation, or fundraising (see Article XII for additional details on Sales, Solicitation, and Fundraising Policy).
- g. No open flames such as candles or chemical experiments are allowed in the rooms (unless prior consent has been granted).
- h. ALL MATERIALS LEFT IN A ROOM AFTER THE PROGRAM IS OVER WILL BE DISCARDED.

- i. The University is not responsible for damage to personal property, stolen property, or injury sustained on university grounds.
- j. The use of illegal substances and disorderly conduct on university property is prohibited and may result in immediate termination of the event and further disciplinary action of the student: see Student Conduct Code.
- k. Tampering or misuse of fire alarms or firefighting equipment is prohibited by Washington State Law.
- l. Unauthorized possession and/or use of firearms or firecrackers are not permitted.
- m. No pets will be allowed in any building unless special permission has been obtained. These regulations do not apply to those animals specifically trained to aid the blind or the deaf.
- n. No person shall set a fire upon university property unless permission is obtained through the Office of Public Safety and the Dean of Students.

Please be considerate and professional in leaving the rooms neat and clean for others who use them.

Article XI. Publicity and University Posting Policy

All publicity must comply with the University Posting Policy and reflect the mission of Saint Martin's University. Students must complete the Event Request Form and attach all publicity materials for approval by the Director, Assistant Director, or a representative of Campus Life before duplication or distribution. Publicity for television, radio, or non-Saint Martin's internet sites must be approved by the University Marketing & Communications Department. Flyers placed in public places off-campus may not be advertised in bars or clubs. No student group may hire an outside advertising or promotional agent without prior approval.

Section 11.01 Required Information for Approval

All flyers or postings must include:

- a. Sponsoring department(s) or group(s)
- b. Program date
- c. Beginning and ending time
- d. Location (room reservation must be submitted and confirmed for on-campus events)
- e. Cost of admission (student and non-student, if applicable)
- f. Entrance requirements (e.g., ID, age, coat check)
- g. Contact information (phone or email)

Section 11.02 Priority Postings

Priority will be given to:

- a. On-campus student or campus organization events, activities, or programs.
- b. Information relevant to students and other SMU community members.
- c. Off-campus educational, social, or cultural events.

Section 11.03 Entrepreneurial/Classified Postings

Permitted but not prioritized. Must not exceed 8½" x 11" in size, and no more than three may be posted per building. These flyers are only permitted to be posted on the Trautman Union Building Community Bulletin Board.

Section 11.04 Prohibited Postings

Postings will not be approved if they:

- a. Promote night clubs or events with alcohol as the primary focus
- b. Contain profanity, pornographic content, solicitation, harassment, or discriminatory content (race, sex, age, religion, education, ability, sexual orientation).
- c. Include slander, libel, or defamation of character.
- d. Contain copyrighted materials or images without permission.
- e. Contain spelling, grammatical, or typographical errors.
- f. Do not align with the University's mission.

Section 11.05 Posting Locations and Process

All postings must be submitted to the appropriate JotForm for approval and placement by Campus Life staff. Unauthorized postings in non-approved locations will be removed.

Section 11.06 Special Guidelines

- a. Subject matter must advertise a campus event or benefit the campus community.
- b. Faith-based postings require additional approval from the Office of Campus Ministry before Campus Life approval.
- c. Campus Life has final authority on all postings.

Article XII. Sales, Solicitation, and Fundraising Policy

- a. Saint Martin's University prohibits in any form on-campus sales, solicitation or fundraising activities involving goods and/or services not contracted for or by the University, ASSMU (the University's student government) or ASSMU's officially recognized clubs and organizations. All authorized sales, solicitations and fundraising activities must be pre-approved by the Director of Campus Life (Trautman Union Building; 438-4299) and registered in that office.
- b. **All events seeking approval must fill out a general Event Request Form found in the Office of Campus Life.**

- c. After approval, the vendor must conduct his or her business in the agreed-upon time and location. The vendor must post a sign at the point of sale indicating the sponsoring organization. If the sale, solicitation or fundraising activity is to take place off-campus, the organization's activity **may** be subject to approval by the University's Director of Institutional Advancement. More specific guidelines for approval are as follows:
- i. **Auctions.** Auctions are acceptable when they are fundraisers for organizations or charities but not as individual entrepreneurial activities.
 - ii. **Charity tie-ins.** Soliciting funds for campus groups by tying them to charity fundraising is not acceptable. For example, a club may not solicit funds, giving half to charity and keeping half for their own purpose, even if so advertised.
 - iii. **Clinics.** Clinics are acceptable. However, the use of facilities must be cleared by the appropriate channels.
 - iv. **Contracted sales.** Clubs may contract with certain outside vendors for on-campus sales subject to approval. Each club is limited to one contracted sale per year. Sales of insurance, credit cards, or telephone calling cards are not permitted.
 - v. **Donations/Off-Campus Fundraising.** Solicitation for direct donations to a club of amounts under \$100 is permitted with approval from the ASSMU Advisor and Director of Campus Life. The University and its affiliated organizations (the Saint Martin's Alumni Association) maintain extensive fundraising programs in the South Sound community to support a variety of needs. *Therefore, solicitations of \$100 to or more to any area businesses must be approved by the Office of Institutional Advancement.*
 - vi. **Door Prizes.** Door prizes will be approved when attendance is free or fees to attend an event are at a fair price for all that attend. Organizers of the event are not eligible to win.
 - vii. **Gambling.** All gambling-type fundraisers such as sports betting pools are unacceptable. Saint Martin's operates in full compliance of the rules and recommendations of the Washington State Gambling Commission. Casino nights, which use play money and give door prizes, are acceptable.
 - viii. **Pledge-based fundraising.** Basic bowl-a-thons, jog-a-thons, endurance tests and so forth will be considered. These events must be approved by the ASSMU Advisor and Director of Campus Life.
 - ix. **Raffles.** In accordance with the Washington State Gambling Commission's policies on unlicensed raffles, organizations must follow certain guidelines. The club or organization must have been organized for at least one year, be able to prove that it has made significant progress toward accomplishing its stated purposes and have at least 15 voting members who elect the governing body. Each organization is allowed to

hold one raffle per year on approval, as long as these guidelines are followed:

- i. Receipts do not exceed \$5,000 and the maximum price per ticket is \$5.
- ii. All tickets must be sold for the same price and are consecutively numbered.
- iii. It is announced at the point of sale whether or not winners must be present to win.
- iv. No discounts or free tickets are allowed.
- v. Raffle tickets are only sold by members of the organization
- vi. Alcohol, tobacco, or firearms cannot be awarded as prizes.
- vii. Winners are chosen from a standard drawing format and verified by a non-biased party.
- viii. A license from the Washington State Gambling Commission is required under any of the following conditions:
 - o If the organization is having more than one raffle held per year.
 - o Winners are chosen by an alternative drawing format (for example a duck race or poker run).
 - o Raffle tickets are sold by someone other than a member of the organization.
 - o o Tickets are sold at a discount to certain groups or individuals.
 - o The gross revenue will exceed \$5,000 in a calendar year.
 - o The organization wishes to run Bingo or other amusement games.
- x. Sales. Sales of products by Saint Martin's community members, in which no undue pressure to buy is present and in which products are sold at a reasonable price, are acceptable on approval. Candy sales, bake sales or tee-shirt sales are examples. Such sales are acceptable when they are fundraisers for organizations or charities but not as individual entrepreneurial activities.
- xi. Service projects. The most desirable fundraisers, and the likeliest to find approval, are service projects in which community members are paid for services rendered and for which the fee is normal for the service provided. Car washes are an example.

**Revised by Hunter A. Smith, Executive Treasurer, August 2025.
Approved by the Associated Students of Saint Martin's University on
August 28, 2025**