



Registered Student Organization Handbook

For Registered Student Organizations (RSOs)

2022-2023

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The University reserves the right to change the contents of the Student Organization Handbook at any time as may be necessary in the interest of the University. The University also reserves the right to modify or discontinue services, programs or activities described in this Handbook.

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INTRODUCTION

The Office of Student Activities oversees all Registered Student Organizations (RSOs). RSOs are student-run clubs that are open to all HPU students.

RSOs are under the direction of the Assistant Director of Student Organizations (ADSO).

The Office of Student Activities provides administrative support and guidance for RSOs. This handbook outlines policies and procedures that apply to RSOs each academic year. Updates to these policies are posted to www.hpu.edu/clubs, and RSO presidents and advisors are notified via email.

BENEFITS OF BEING A PART OF STUDENT ORGANIZATIONS

Why join a student club? Here are just a few of the benefits:

- Meet and connect with other students with similar interests
- Leadership development programming offered by the Office of Student Activities
- Funding opportunities for events and programs
- Campus-wide recognition at the annual Light Up the Night celebration each spring
- Use of campus facilities (classrooms, conference rooms); administrative support (financial processing, printing, photocopying), and equipment checkout (coolers, cash box)
- Secure storage space and containers
- Ability to conduct fundraisers
- Use of Hawai'i Pacific University's name in association with the group
- Use of an email address for the group ending in @my.hpu.edu and accessible through HPU Pipeline

Here are just a few of the transferable professional skills you can develop and learn as part of an RSO:

- Networking
- Communication
- Event Planning
- Financial Management
- Organizational Skills
- Time Management
- Conflict Resolution

PROGRAMMING FOR STUDENT ORGANIZATIONS

The Office of Student Activities provides a wide variety of events and programs throughout the year for the student body. The department also offers targeted programming for student organizations.

- **Club Carnival:** Club Carnival takes place twice per year in September and January. Student organizations sign up for a table to promote their mission, activities and initiatives. Clubs use this event to recruit new members. All student organizations receive information at the start of the semester on how to sign up. Each group gets at least half of one 6' by 2' table and 2 chairs for use during the event. Instructions and information are emailed to student groups prior to the beginning of the semester. Other recognized student organizations and select campus departments are also invited to attend this festive event.
- **Club Connections:** These invitation-only events for clubs are held three times per semester. Club Connection is scheduled on different days of the week during prescribed class periods to make it easy for groups to send a representative to at least two of the three events each semester. Advisors are also welcome and encouraged to attend. The program includes leadership activities, guest speakers, announcements, an opportunity to network with fellow student leaders, a “Show and Tell” (share what your group is up to!), and of course some tasty treats to get you through the day. The schedule and location of Club Connection events is sent out via email to advisors, presidents and treasurers. RSVP is not required – just come!
- **Light Up the Night:** This annual event takes place each spring. Light Up the Night honors outstanding students who have made a lasting impact at HPU. Clubs may nominate their group and individual members in several categories and win prestige along with commemorative pin and certificate of merit. The call for nominations goes out in February – so be thinking about your nominations throughout the year.

POLICIES AND PROCEDURES TRAINING

- All presidents, treasurers and advisors of an RSO are required to complete training in order to finalize the registration process.
- NEW RSO presidents and treasurers must take the Student Organization Online Training in addition to attending an in-person orientation appointment at the beginning of the first semester each academic year that the group is registered.
- The Student Organization Online Training consists of learning modules and an assessment, which must be completed and passed by the president and treasurer before the organization can be fully recognized by HPU.
- RSO presidents, treasurers, and advisors who do not complete training by the deadline may have their group placed on hiatus until training is completed.
- For technical issues with the online training, contact leadership@hpu.edu or call 808-544-0277. You may be referred to the HPU Helpdesk for further assistance.

EMERGENCY PROTOCOLS

RSO advisors and officers have a responsibility to report any incident involving violations of the HPU Code of Student Conduct, injury, criminal activity or other incidents to the Office of Student Activities.

- In the event of an emergency, always Dial 911.
- Report incidents on University property to Security at 808-544-1400
- Report ALL incidents to the club advisor and the Assistant Director of Student Organizations, at 808-544-0277 and leadership@hpu.edu.

ORGANIZATION RESPONSIBILITIES

RSOs are expected to fulfill the responsibilities and meet Activity Requirements outlined in this handbook in order to remain in good standing with the University. In addition, all students are expected to abide by the Hawai'i Pacific University Code of Student Conduct.

The responsibilities outlined here are for all students who intend to coordinate activities and work with Office of Student Activities. It is up to the organization to determine who will be responsible for each task. Failure to fulfill these responsibilities or abide by HPU policies may affect your organization's registration status.

1. Follow policies and procedures outlined in this Registered Student Organization Handbook.
2. Meet Activity Requirements ([see Activity Requirements](#)) to remain in good standing with the University.
3. Request approval for all events, meetings, programs, and financial activity via the Activity Request Form ([see Approval of Activities](#)).
4. Check the organization's HPU email (provided by the Office of Student Activities) weekly for important announcements and updates to policies, procedures, and upcoming events.
5. Exercise prudence and good judgment when incurring expenses for group activities ([see Managing Finances](#)).
6. Confer with the Office of Student Activities for approval of use of HPU's name and logo in association with the group ([see Advertising Your Event](#)).
7. Submit paperwork in a timely manner. Update officer and advisor changes efficiently via the Organization Membership Form (available at www.hpu.edu/clubs, under the Register section).
8. Keep a record of activities (such as what the group did, what went well, what didn't happen as planned, how the activity can be improved in the future). This could be helpful when transitioning to new leadership or when planning recurring events.
9. Abide by HPU's Code of Student Conduct. An example of prohibited conduct:
Hazing (promotion of violence or illegal activity, defamation of individuals or groups), restricting membership on the basis of race, national origin, religion, sex, sexual orientation, age, ancestry, marital status, disability, arrest and court record, or veteran status.

The full text is contained in the HPU Student Handbook which is on the MyHPU Portal under the Resources tab and at www.hpu.edu/studenthandbook.

REGISTERED STUDENT ORGANIZATIONS AT HPU

Student clubs at Hawai'i Pacific University are known as Registered Student Organizations (RSOs). RSOs play a vital role in the student culture of HPU and offer students the opportunity for leadership development and growth. RSOs provide students the means to connect with others who share similar interests/beliefs, as well as encourage diversity and cooperation among groups and individuals, thereby enriching the collegiate experience. There is no cost to join an RSO (though some clubs collect dues), and RSOs are open to all HPU students: full-time and part-time, undergraduate and graduate.

RSO CATEGORIES:

- **Academic/Professional**: These organizations focus on academic or professional fields. Many of these organizations coordinate networking and educational events for the HPU and local communities.
- **Cultural/Spiritual***: These organizations help educate and provide opportunities for the HPU community to become culturally immersed in our unique environment and allow our students to appreciate and understand cultures from all over the world.

*RSOs with a spiritual focus: HPU supports organizations that represent a specific faith, but not a particular denomination, organization, or church/place of worship.

- **Special Interest**: These organizations serve an eclectic range of student interests*, combining a variety of artistic, social, political, and community service-related disciplines.

*Groups whose primary focus is recreation or competitive sports are overseen by Campus Recreation in Athletics.

APPLICATION AND REGISTRATION INFORMATION

To become a Registered Student Organization, prospective RSOs must submit a completed application during open application periods. The registration instructions and application are available online at www.hpu.edu/clubs and in the Student Activities office at Aloha Tower Marketplace. Pili'ana announcements and emails go out to the University community in the fall and spring, publicizing the application periods for both new clubs and currently registered clubs. Registration approval for all clubs is based upon the application that the Office of Student Activities receives.

Currently registered RSOs must apply to renew their registration every year. In addition, approval of registration for RSOs that are applying for renewal will also depend on whether or not the club met Activity Requirements for the current year and fulfilled responsibilities as outlined in this handbook.

RSOs are NOT registered during the summer (from the day after spring graduation until the day before the start of fall semester). During the summer, RSOs do not have authority to conduct activities in association with HPU and do not have access to funds in their RSO account. However, certain types of activities will be considered for approval during the summer months on a case by case basis. Contact leadership@hpu.edu for details if your group would like to be active during the summer.

APPLICATION PERIODS

Registration is not competitive; approval will be based upon the application received by the Office of Student Activities and, for returning clubs, whether they met Activity Requirements the previous year.

Application Periods

Applications will be accepted in three (3) rounds:

Round 1 in April and May (for the start of Fall Semester)

Round 2 in September (for the mid-Fall)

Round 3 in November are for clubs that will be new for the subsequent Spring semester.

All existing clubs and any new clubs who wish to be registered for the next academic year are strongly encouraged to apply during Round 1. Those who apply and are approved in Round 1 have the following advantages:

1. Active from August 1.
2. Have access to HPU resources beginning August 1.
3. Can participate and recruit during the fall Club Carnival in September.
4. Have their picture and blurb highlighted on the HPU website.

Round 2 is to allow new clubs that come together at the beginning of the academic year the chance to get registered. It also allows existing clubs that were unable to complete the application in April the opportunity to re-register. Clubs that apply and are accepted in Round 2 are active starting October 1.

Round 3 is only for clubs that are new for the Spring semester. These clubs are active starting the first day of spring classes.

REGISTRATION REQUIREMENTS

To apply for registration, a new club must meet the criteria listed below. Note that the criteria may change and the updated instructions will be available with the most current application.

Club membership must consist of:

- One president and one treasurer selected at the time of registration (if the organization chooses to elect more than one president, only one president can function as the liaison between the organization and Office of Student Activities).
- At least 10 enrolled HPU students who are current or interested members. Only enrolled HPU students can be members of RSOs.
- At least one advisor who is a full-time faculty or staff employee of HPU. An RSO must have an advisor in order to remain registered. Students are encouraged to find two advisors to share the responsibilities. Co-advisors may be part-time staff/faculty or adjunct instructors.

- ☑ Complete all sections of the application:
 - Organization Fact Sheet
 - Organization President and Advisor Agreement
 - Organization Membership
 - Activity Proposal
 - Budget Proposal

- ☑ Attach a Registration Proposal Letter which contains the following information:
 - The mission and purpose of the organization.
 - Reason for continuing or establishing the organization at HPU.
 - How the organization will benefit the HPU community.

- ☑ For new clubs only: Schedule a meeting with the ADSO to discuss your application and get help with the details before the application deadline.

- ☑ For new clubs or existing clubs whose constitution has been updated - attach the organization's constitution (and by-laws, if applicable)
 - Clubs must establish their own rules and operating procedures based on the policies and procedures of the University.
 - RSOs are required to abide by the rules and procedures as described in their constitution. For a sample constitution, visit www.hpu.edu/clubs.

Tips for Success

- ☆ Be as thorough as possible with the Activity and Budget Proposals. Even if plans change, the Proposal shows the RSO Review Committee (see below) that the club plans to be active and provide many opportunities for the club members to participate in a variety of events and projects.
- ☆ Create a clear and concise Mission Statement.
- ☆ Spend time on the Registration Proposal Letter to really show what the club is all about, and how it will benefit the HPU community.
- ☆ Attach any other supporting documentation that you think will assist the committee in reviewing the application.
- ☆ If your club did not meet Activity Requirements and is applying for renewal, please email leadership@hpu.edu to explain why the club did not meet requirements and what the plans are to resolve any issues that would prevent the club from completing requirements in the future.
- ☆ If your application is denied, contact the ADSO to discuss ways in which the club may improve its chances of being approved in the next application round.

APPLICATION PROCESS

After completed applications are received, what happens next?

1. All applications are reviewed by the ADSO. Renewing clubs are ranked on whether they fulfilled all Activity Requirements for the previous academic year.
2. The president and advisor will be contacted if further information or explanation is required.
3. The RSO Review Committee ([see below](#)) evaluates each application, focusing on the Budget and Activity Proposals, as well as the Registration Proposal Letter and Constitution (see Tips for Success above).
4. Applications are placed in one of the following categories
 - **Recommended for Renewal/Registration** – Club had an excellent and thorough application with a clear mission and will benefit the HPU community. Renewing clubs are in good standing and completed all Activity Requirements for the previous semester.
 - **Recommended for Conditional Renewal/Registration** – For new clubs, there were minor issues with the application. Presidents will attend regular meetings with the ADSO and sign the Conditional Registration Agreement which outlines expectations and consequences if expectations are not met. For renewing clubs - see Conditional Registration & Probation.
 - **Recommended for Renewal with Probation** – For renewing clubs only. See Conditional Registration & Probation.
 - **Option to Revise** – New clubs that have more serious issues or require major revisions to their proposal or Constitution before they can be approved. Clubs are notified of requirements and given a deadline to make changes.
 - **Not Recommended** – Applications are denied for a variety of reasons, usually because the club does not meet the criteria to be an RSO based on Office of Student Activities/University policies (Ex.: proposed club is not open to all HPU students; proposed club is affiliated with a for-profit business).
5. **RSO presidents and advisors are notified of the club's registration status via email** before the new semester begins.
6. RSO presidents, treasurers and advisors must complete required training in order to access funds and remain in good standing with the University. If training is not completed by the published deadline, the club may be placed on hiatus until training is completed.

ACTIVITY REQUIREMENTS

RSOs must meet Activity Requirements in order to remain in good standing with the University and be eligible for registration. It is the responsibility of each club to monitor their activities to ensure they meet the requirements by completing the online Activity Request Form (ARF) for ALL activities.

- Club Activities – minimum of six per academic year, with at least one per semester
 - Activities do not have to be held at specific time or during certain months – the only stipulation is that the club meets at least one time in a semester, and gets together at least six times per year.
 - Examples of activities that meet the minimum requirements:
 - Club meetings
 - Club socials and outings
 - University events such as Intercultural Day and Halloween FunFest

- Collaborative events – any joint activity or initiative with another club, student group or HPU department
 - Community Service events such as Beach Clean ups, attending Hawai'i Spotlight or Malama.
- Three of the six minimum activities must include participation in each of the following:
- **University event:** These events must be held on campus and must be open to the entire student body. Examples of these events could include, blood drives, book swaps, and guest speakers.
 - **Community service:** These events do not have to be held on campus, but could include on-campus initiatives such as Hawai'i Spotlight or Malama.
 - **HPU sponsored event:** Other departments host these events across the university, which you will either attend or help at the event. This list includes examples of events that will count towards this requirement; however this list is not exhausted. More events will be emailed to the RSO's email as dates are added.
 - Hawai'i Spotlight. Please visit www.hpu.edu/hawaiispotlight for all future dates
 - Malama HPU
 - Commencement
 - Preview Day
 - HPU theatrical or musical performance
 - The other three (of six) events can be any activity that the club would like and deemed appropriate by the Office of Student Activities. These events could include but is not limited to club meetings, social outings, Halloween Funfest and Inter-Cultural Day.

Attend Club Connection events – four per academic year

- One representative of the club must attend (officer or general member). A sign in sheet will be available to document attendance. Advisors are welcome to attend, but not required.
- Events are offered three times per semester, and the club may pick and choose which two each semester to attend. Clubs are strongly encouraged to attend ALL events.
- Each Club Connection event features a leadership activity to help foster leadership skills. Students also have the opportunity to network and collaborate with other student organizations and HPU departments, as well as outside organizations. The ADSO will share information about upcoming events and important updates to policies and procedures.

TIPS FOR SUCCESS

- ☆ Always get an approved ARF for ALL club activities so that you will get credit toward meeting Activity Requirements. Office of Student Activities tracks all club activities via the Activity

Request Form. No Approved ARF = No Credit. Read more about Activity Request Forms and approvals in the Approval of Activities section.

PRESIDENT RESPONSIBILITIES AND EXPECTATIONS

The expectations outlined here are targeted toward the club president, as he/she is the point of contact between the Office of Student Activities and the club. In addition, the president must fulfill the duties as stated in the RSO's constitution. It is up to the RSO to designate an appropriate replacement (such as the vice president or other officer) when the president is not available. The RSO president must:

1. Sign the RSO President and Advisor Agreement.
2. Complete RSO training and assessment.
3. Serve as the liaison between the RSO and Office of Student Activities regarding all RSO matters.
4. Ensure the RSO fulfills the responsibilities listed above.
5. Follow policies and procedures set in the Registered Student Organization Handbook.
6. Abide by HPU's Code of Student Conduct.
7. Abide by the RSO's constitution.
8. Notify the Office of Student Activities of any changes to the President, Treasurer and/or adviser positions.

TREASURER RESPONSIBILITIES AND EXPECTATIONS

The RSO treasurer is responsible for maintaining a record of the club's financial activity and budget. The treasurer plays an important role in the success of the club, and is expected to contact the Office of Student Activities with any questions regarding financial policies and procedures.

1. Complete Registered Student Organization training and assessments.
2. Serve as the liaison between the RSO and Office of Student Activities regarding all financial issues.
3. Follow HPU's policies and procedures regarding all financial transactions as outlined in the Registered Student Organization Handbook.
4. Abide by the RSO's constitution and the HPU Code of Student Conduct.
5. Keep accurate account of all club finances – revenue and expenditures.
6. Ensure the club doesn't request more money than it has available.
7. Approve Payment Requests, Deposit Forms and other financial documents.

ADVISOR RESPONSIBILITIES AND EXPECTATIONS

All RSOs are required to have at least one advisor who is a full-time employee of the University. RSOs may have additional advisors as needed. A part-time HPU employee, such as an adjunct instructor, may serve as a co-advisor but may not be the individual responsible for authorizing club funds and giving final approval for club activities.

The advisor should be involved in the RSO. However, because organizations are student-run, the advisor is expected to provide guidance to the students and allow them to create their own agenda, goals or activities for the group. The primary goal is to advise and see that the club is active and students are engaged in the RSO. All advisors are also responsible for the tasks below:

1. Sign the RSO President and Advisor Agreement.
2. Complete Advisor Orientation, Campus Security Authority training and assessment.
3. Follow University policies and procedures regarding RSOs.
4. Provide guidance and support to the club members and officers, and promote the mission of the organization as noted in the group's constitution.
5. Provide reasonable supervision for club activities as needed. There may be instances where the advisor (or an appropriate HPU employee in the advisor's place) is required to attend an event. This includes, but is not limited to, activities at a beach or beach park, hiking; events where alcohol is available; and events at a private residence ([see Managing Liability and Activity Risk](#)).
6. Sign and return the Statement of Responsibility (see Managing Liability and Activity Risk) and attend (or find an appropriate HPU employee to attend) all events at venues where alcohol may be available, or that take place at a private residence.
7. Accompany members of the RSO on overnight/off-island travel that is University-sponsored or find an appropriate HPU employee to go in the advisor's place ([see Travel Requests](#)).
8. Encourage students to assume leadership positions and meet their academic obligations.
9. Help student leaders maintain financial and activity records (e.g., post-event reports, meeting agendas and minutes, membership information, financial documents, etc.).
10. Encourage responsible spending in the best interest of the RSO.
11. Ensure that the organization meets criteria to remain in good standing with the University.
12. Approve documents and forms (e.g., Activity Request, Payment Request, etc.) before they are submitted to Office of Student Activities.
13. Report, in writing, to the ADSO and Assistant Dean of Students any misconduct or violations of policies and procedures as noted in the Registered Student Organization Handbook and the HPU Code of Student Conduct.

RESIGNATION OR ABSENCE OF ADVISOR

RSOs are required to have an advisor to remain registered. Therefore, when an advisor resigns or leaves an organization, the organization must find a new advisor and update the Office of Student Activities via the RSO President and Advisor Agreement.

- If the organization is without an advisor, the club's registration will be put on hold until Office of Student Activities receives the updated RSO President and Advisor Agreement.
- Whenever possible and appropriate, the outgoing advisor should assist in locating a new advisor.
- When applicable, the advisor should submit organizational records to the new advisor or the ADSO.
- An advisor may resign at any time. To resign, submit a letter to:
 - leadership@hpu.edu
 - Outgoing and incoming presidents (if applicable)
- An RSO that seeks a new advisor should first schedule a meeting with the ADSO, leadership@hpu.edu.

RSO REVIEW COMMITTEE

The Office of Student Activities may establish an RSO Review Committee to consider new and renewing club applications and handle RSO issues. The RSO Review Committee may be comprised of the Dean of Students, the Director of Student Activities, the Assistant Director of Student Organizations (ADSO), faculty/staff members, and current HPU students, including representatives of the Student Government Association at HPU. Responsibilities of this committee may include the following:

- Review club applications and make recommendations.
- Make or bring forth suggestions to improve and enhance club activities.
- Monitor RSO activity and funding concerns.
- Act as a club review board.

CONDITIONAL REGISTRATION & PROBATION

RSO activities are monitored by the Office of Student Activities throughout the academic year. Upon review of the activities at the end of each semester, an RSO that did not fulfill its responsibilities or meet Activity Requirements may be granted Conditional Registration or put on Probation for the following semester or academic year.

CONDITIONAL REGISTRATION FOR RETURNING CLUBS

Clubs that are active, but fail to meet Activity Requirements during any given semester or have some minor issues with policies and procedures may be granted Conditional Registration for the following semester. The club president and advisor are notified via email with additional requirements that must be met for the club to be eligible for full registration in the subsequent semester.

- The president must meet with the ADSO staff by the stated deadline in the notification email to go over the reasons for the Conditional Registration status.
- At that meeting the president is required to sign the Conditional Registration Agreement (CRA) outlining expectations and consequences if expectations are not met.
- The president is required to meet with the ADSO once per month to monitor club progress.
- The RSO must meet Activity Requirements for the Conditional Registration semester.
- At the end of the semester, if the RSO fulfilled the requirements of the CRA, the club will regain full registration status.
- If the club does not meet expectations set forth in the CRA, the club is placed on Probation for the subsequent semester.

PROBATION

Clubs that are inactive, or whose members violate **HPU's Code of Student Conduct*** and/or the policies in the Registered Student Organization Handbook, may be placed on Probation for the following semester. Infractions and other issues are reviewed on a case by case basis. The club president and advisor are notified via email with additional requirements that must be met for the club to be eligible for full registration in the subsequent semester.

*All violations of the Code of Student Conduct will be referred to the appropriate campus authority for adjudication.

The president must meet with the Office of Student Activities staff by the stated deadline in the notification email. At that meeting, the president is required to sign the Probation Agreement outlining expectations and consequences if expectations are not met.

- The president is required to meet with the ADSO once per month to monitor club progress.
- The RSO must meet ALL Activity Requirements for the Probation semester.
- Depending on the nature of the infraction, the RSO may not have access to funding sources.
- At the end of the semester, if the RSO fulfilled the requirements set forth above, the club is eligible for full registration status.
- Failure to meet the requirements of Probation may result in revoked registration.

TIPS FOR SUCCESS

- ☆ **Conditional Registration and Probation are not about punishment.** They are all about learning from mistakes and moving forward! Office of Student Activities staff want everyone in the club and the greater HPU community to benefit from the club's activities and events!
- ☆ If RSO officers know ahead of time that the club will be unable to fulfill its responsibilities or meet Activity Requirements (e.g., an RSO president will be studying abroad), contact the ADSO to put the RSO's registration on hold. During this time, the RSO will not be recognized by HPU and will not have authority to conduct activities using the RSO name. However, the RSO will not be at risk of being placed on Conditional Registration or Probation for inactivity.

APPROVAL OF ACTIVITIES

All RSO activities must be approved through the Office of Student Activities. All groups must submit an Activity Request Form (ARF) through MyHPU portal (see instructions below). Any student member, officer or advisor may complete and submit the form.

What is an Activity Request Form (ARF)?

- An Activity Request Form is an online form accessible to all students and advisors. It is located on the HPU clubs website at www.hpu.edu/clubs
- Students must fill in the form and submit for approval before proceeding with any group activities.
- The ARF asks for details about planned activities such as date, time, proposed location, estimated cost and reservation requests. Please provide as much detail as you can!
- The ARF also requires the student to enter details about goals for the activity, and how the activity helps fulfill the organization's mission.

Why is the ARF such a big deal?

- The approval process ensures that all activities are conducted in safe manner, according to University policies, as well as local, state and federal laws.
- An approved ARF is the **ONLY** way to get credit towards Activity Requirements!
- An approved ARF is required prior to incurring ANY expenses.
- No ARF = No access to funds!

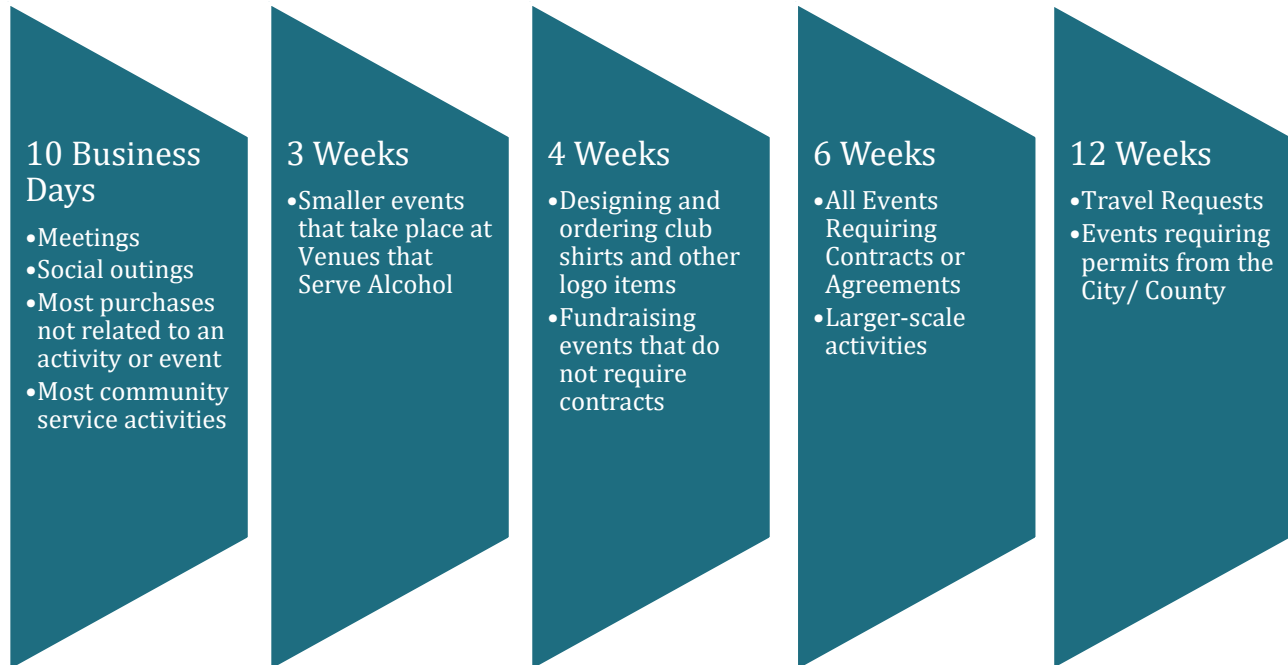
ALL RSO activities must have an approved Activity Request Form before the activity takes place. Here are some examples of activities requiring an ARF:

- Meetings
- Group socials and outings
- Fundraisers*
- Community service
- Travel*
- Guest speakers* even if the event does not utilize funds or generate a profit.
- Reservations for HPU facilities and equipment
- Participation in HPU-sponsored events including Halloween FunFest and Intercultural Day.
- Participation in Club Carnival. Note: Your group must still sign up for a table by the published deadline in addition to submitting an ARF to get credit for participation.
- Purchase of items for general group use that are not related to a specific activity, such as:
 - Office supplies
 - Flyers or banners
 - Miscellaneous equipment
 - T-shirts or logo items
- ALL RSO events or activities which cost money
- ALL RSO events or activities even if no money will be spent
- If clubs are collaborating with other clubs on an event, each club must submit an ARF to receive credit. In the ARF, please clearly define the role of each RSO including but not limited to budget contribution, and staffing

- If the RSO is partnering with a department of office for an event, please clearly outline the role of the department/ office and the RSO. The RSO must have more of an active role in the planning and executing piece than simply contributing funds.

For most activities and events, Activity Request Forms must be received by the ADSO (after approval by the club advisor) at least 10 business days prior to the tentative date of the event/activity. Forms received less than 10 business days before an event may not be approved.

Some events require additional planning. Follow the timeline below when submitting Activity Request Forms for these types of events. Lead times required between submission of the ARF and the proposed event date are as follows:



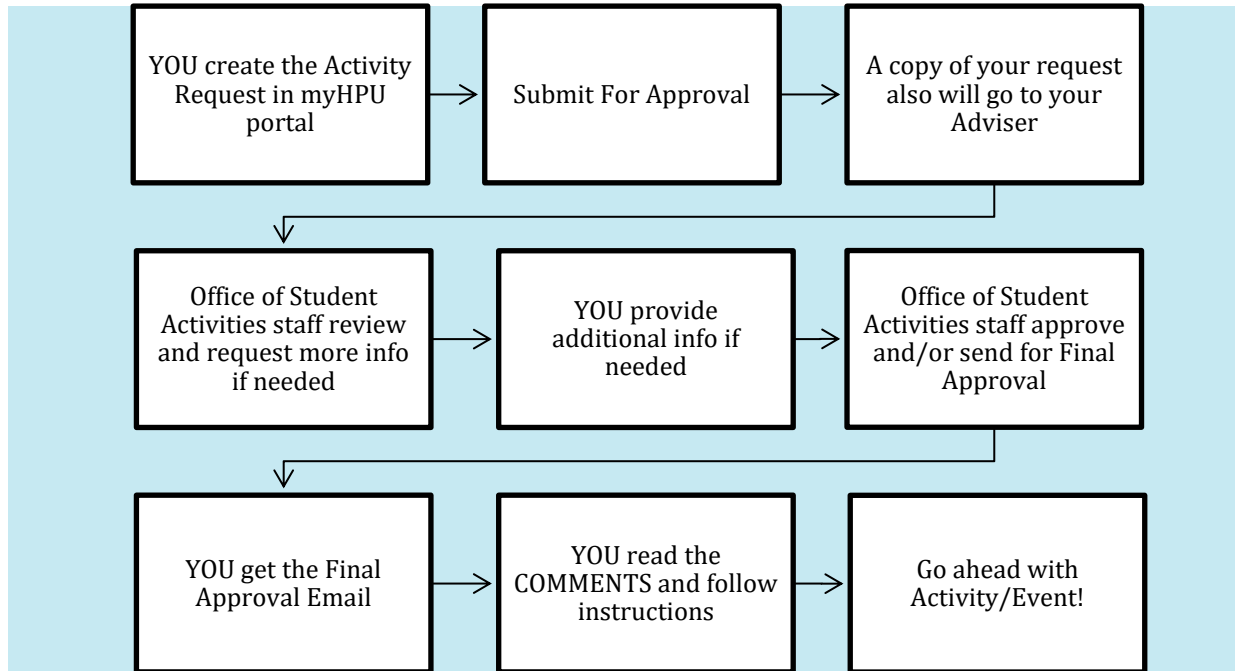
ACTIVITY APPROVAL PROCESS

1. Submit an Activity Request Form. To access the Activity Request online:
 - a) Chat with your adviser about your event.
 - b) Access the form found at www.hpu.edu/clubs
 - c) Fill out ALL requested information.

This form goes directly to leadership@hpu.edu. Your adviser will be BCCed on the ARF submission and the final approved notification.

2. Once the Office of Student Activities has received the form, you may be contacted for additional information or clarification. If you are asked for documents or information, respond as soon as possible. This will prevent delays in the approval process. Many Activity Requests are delayed because students or advisors do not respond to emails or requests for information in a timely fashion.

3. Look for an email confirming “Final Approval” of the Activity Request. Read the COMMENTS section for room confirmations and to find out whether additional documentation is required (e.g., Liability Waivers, advisor’s presence, Service Agreement, etc.).
4. If your event requires that an advisor to be present and/or Liability Waivers signed by student participants, you will receive an email detailing this information after you receive Final Approval notification.



IMPORTANT:

It is the organization’s responsibility to ensure that an event has been final approved before moving forward in planning the event. If an RSO conducts an activity without an approved Activity Request:

- Expenses may not be reimbursed.
- The event may not count toward Activity Requirements.
- The organization’s registration status with HPU may be affected.

5. After your event, you must submit an Event Evaluation Form. In order for your club to receive credit for an event, this form must be submitted no more than 5 business days after the event. Failure to complete the form may result in a delayed approval of future events and reimbursements.

TIPS FOR SUCCESS

- ☆ Plan AHEAD! Submit your ARF as early as you can prior to your event.
- ☆ Add as much detail as possible in your ARF – the more detail, the faster the approval process. When your advisor or the ADSO must ask for clarification or additional information, the approval process is delayed.
- ☆ If you are asked for more info – get it in as fast as possible to avoid further delays.

- ☆ Before submitting your ARF, check the HPU online calendar (www.hpu.edu/calendar) to ensure your event does not conflict with another University event.
- ☆ NEVER EVER spend money or confirm an event with a vendor before you receive Final Approval. If you spend your own money for an event that has not been approved, you may not receive reimbursement and your group's registration status with HPU may be affected.
- ☆ If any event information changes during the approval process of after you have received Final Approval notification: RSOs should email leadership@hpu.edu and specify what has changed.
- ☆ For more help with planning events and activities, see Appendix 1.
- ☆ Need help filling out the ARF? Contact leadership@hpu.edu or call 808-544-0277.

ACTIVITIES THAT REQUIRE ADDITIONAL PROCESSING TIME

These types of events require more advance planning, and more processing time for approvals. Please take note of the extra time and planning that go into these activities:

3 WEEKS – SMALLER ACTIVITIES AT VENUES THAT SERVE ALCOHOL

Hosting events at venues that serve alcohol requires special planning and approvals and can take up to three weeks to process, as well as additional paperwork that is required by University policy. See Managing Liability and Activity Risk.

4 WEEKS – CLUB SHIRTS OR OTHER LOGO ITEMS

In order to place an order for group t-shirts or other logo items, student organizations MUST follow these steps:

1. Groups may obtain a quote from a vendor (**do not sign anything or confirm an order before final approval of the Activity Request Form**)
2. Submit an ARF to your advisor for approval. Required: Cost to the club per item, total cost, including shipping (if any), cost of the item to the consumer, plan for distribution.
3. Send the design via email to the ADSO. The design MUST receive approval from Office of Student Activities before the ARF can be approved. Designs must be forwarded directly from the vendor that includes a mockup of the t-shirt and the printed image.
*Note: designs that incorporate the University seal, mark and/or ligature (see below) may take extra time for approvals, as University marketing staff members must review the design.



4. Clubs may use the name "HPU" or "Hawai'i Pacific University" in any font or color as long as Office of Student Activities approves the design.
5. Obtain a W9 from the vendor if requested by Office of Student Activities.
6. After Final Approval of the ARF, arrange with the ADSO to make payment directly to the vendor for the items. **NEVER pay vendors out of pocket or from fundraised funds!**
7. If the items are part of a fundraiser, see below for details on fundraising.

4 TO 6 WEEKS – FUNDRAISERS

RSOs are strongly encouraged to raise funds during the academic year, as there is greater spending flexibility with money that is raised by the organization. Also, any money that is not spent during the year in which it is raised rolls over to the next fiscal year. However, advance planning is necessary to ensure the fundraiser follows HPU's policies and procedures and is in accordance with local, state and federal tax laws. Approval may take up to six weeks. It is highly suggested that you meet with the ADSO to discuss your fundraiser ideas before submitting the ARF.

Follow these procedures when planning a fundraiser:

1. Clubs can only raise funds directly for their own activities and initiatives. **HPU student organizations ARE NOT PERMITTED to raise cash donations for charitable organizations outside HPU or collect donations for other HPU departments or initiatives.**
2. Use Appendix 1 and Appendix 2 to map out your fundraising plan and make it easier to complete the Activity Request Form.
3. Submit the Activity Request at least four weeks prior to the proposed start of the fundraiser if there are not contracts required. Submit at least six weeks prior if a contract will be required.
4. Clubs must consult with ADSO to ascertain if a meeting with the ADSO is required to discuss the proposed fundraiser. The ADSO will assess the proposal and be able to determine any additional steps you may need to take to move forward.
5. Once you receive Final Approval for the Activity Request, read the COMMENTS section and follow-up as needed.
6. Record and submit deposits to Office of Student Activities. See Collecting Revenue. ***NEVER pay vendors directly with proceeds from a fundraiser! ALL revenue must be submitted to the ADSO for deposit and processing.***
7. Ensure that the funds are used for the intended purpose. For example, if donuts are sold to raise money for a trip to a conference, the funds must be used for the trip. Should the trip get cancelled, funds may have to be returned.

TIPS FOR SUCCESS

- ☆ Rather than raise funds for a specific event, raise money which may be applied to a variety of organization events and initiatives.
- ☆ Don't try to reinvent the wheel. If you are stumped for fundraiser ideas, ask your advisor or the ADSO for ideas. Student organizations have conducted all kinds of successful fundraisers. You can take advantage of established, tried-and-true methods that are easy and fun.
- ☆ Plan ahead if you are working with a vendor that is new to HPU. It takes extra time to get them in the system and set everything up for a new fundraiser.

- ☆ **NEVER sign any fundraising agreement with a vendor! All contracts and agreements must be submitted to the ADSO for approval and signatures before your fundraiser can be approved. See Contracts and Agreements.**

12 WEEKS - TRAVEL REQUESTS

Conferences, seminars, and competitions that are overnight and/or off-island are considered travel. All travel activity must be approved before fundraising earmarked for that travel can begin.

1. Travel is defined as any event or activity off-island OR overnight.
2. The RSO advisor or other approved University employee must accompany students on University-sponsored travel. In most cases, the student organization must pay expenses for the employee traveling, unless other arrangements have been made with the employee and/or their department. University-sponsored travel is any trip during which members of the organization are representing HPU or their group. For example – a conference or regional/national competition.
3. Use [Appendix 1](#) and [Appendix 3](#) to map out your travel plans and make it easier to complete the Activity Request Form.
4. Reference the RSO Travel Policy
5. Submit an Activity Request at least three months prior to the proposed date of travel.
6. The ADSO will contact you to schedule a meeting to discuss your travel, and work out a customized Travel Timeline with set deadlines for submission of documents and information. At this meeting, you can get assistance with your Travel Request Form.
7. Submit your Travel Request Form with all the information listed in Appendix 3 and any additional info required by the agreed upon deadline.
8. Once you receive Final Approval of the Activity Request Form, read the COMMENTS section and follow-up as needed. The ADSO will provide the documents to be completed by students and advisors.
 - a. Advisor Agreement
 - b. Emergency Contact Sheet
 - c. Student Accountability Agreement/Code of Student Conduct
 - d. Travel Liability Waiver
 - e. Travel Safety Guidelines
 - f. Group Sign In/Out Sheet (if applicable)
9. **All members of the group who are traveling MUST attend a Travel Safety briefing.** At the meeting, students will complete travel documents listed above, and hear about how to travel safely; they may also ask questions and voice any concerns about the trip.
10. **All travelers must return completed travel documents to the ADSO before departure.**
11. Funds granted to student organizations by the University for everyday operating expenses (known as RSO SAF Funding) may not be used for travel expenses. Other sources of funding (donations, grants, fundraised monies, SAFAC funds) may be used for travel with the proper approvals. [See Funding Sources](#) for more details.

TIPS FOR SUCCESS

- ☆ Getting approval for University-sponsored travel can require a lot of research and very specific information is required. Turn in ALL requested information to the ADSO by the agreed upon deadline in your group's Travel Timeline.

- ☆ Plan ahead if you want to conduct a fundraiser for your trip. You can get some approvals months in advance. Your group could fundraise in fall for travel in spring!

MANAGING LIABILITY AND ACTIVITY RISK

The reason some activities require extra planning and approvals is because they may contain inherent risks. One of the roles of the ADSO is to ensure that all RSO activities are conducted safely and in accordance with local, state and federal laws, and University policies.

All students must adhere to the policies and procedures in the HPU Student Handbook (www.hpu.edu/studenthandbook). Any violation of these policies may jeopardize organization's status at HPU. In addition, the individual students in violation will be called as outlined in the HPU Code of Student Conduct.

“Each student must be able to study, learn, and enjoy his or her educational career at Hawai'i Pacific University. If these freedoms are to be experienced by all students, they must be respected by all. Therefore, students are expected to act in ways that demonstrate respect for order, decency, personal honor, and the rights of others. Implicit in the Code of Student Conduct is the understanding that students are responsible for making their own decisions and accepting the consequences of those decisions. Students are expected to respect the rights and privileges of others. The Code of Student Conduct applies on all University premises and at all University activities, whether on or off campus. The University reserves the right to apply the Code to any student's behavior even when it occurs off campus and/or is unconnected to a University activity if, in the judgment of the University, the alleged misconduct adversely impacts the University community or its objectives.” (Section 1, HPU Code of Student Conduct)

STATEMENT OF RESPONSIBILITY

The Statement of Responsibility must be signed by the group's advisor or the approved HPU employee in attendance for any smaller-scale event at a venue that serves alcohol and for any event that takes place at a personal residence. The document must be signed and approved even if no alcohol will be served to students or consumed by students at the event.

The signed Statement of Responsibility **MUST** be submitted to the Office of Student Activities at least three weeks before the proposed date of the event. If the SOR is not turned in on time, the event may not receive Final Approval.

The Statement of Responsibility indicates the chaperone/employee's agreement to the following responsibilities:

- Be present and not consume alcohol for the duration of the event.
- Be responsible for monitoring that alcoholic beverages are not served and/or consumed by minors.
- Be responsible for monitoring that alcoholic beverages are not served or offered to individuals who appear intoxicated.
- Participants at the event who are 21 years or older have a wristband/stamp.
- Ensure that food and non-alcoholic beverages are available throughout the event.

- Ensure that the event ends on time and everyone vacates the premises.
- Be responsible for monitoring that student participants leaving the event who appear intoxicated will not be driving.
- Help in the unlikely event of an emergency or seek the appropriate assistance.
- Contact vendor personnel and/or security regarding issues or concerns as appropriate.

CONTRACTS AND AGREEMENTS

All contracts and agreements with vendors, entertainers, and speakers must be approved through the Office of Student Activities. Students and advisors are not permitted to sign agreements or contracts on the behalf of any student organization or the University. All such documents must be submitted to the ADSO for review and approval. Some vendors may be required to sign an HPU Entertainer Agreement, Service Agreement or Guest Speaker Agreement before the activity can be approved.

- An Entertainer Agreement* is required from vendors that entertain at any HPU event, whether on- or off-campus, even if they are not being paid. Examples are DJs or bands.
- A Service Agreement is required for vendors that will provide services on campus, even if they are not being paid. Examples include serving food, and delivering or setting up equipment.
 - Depending on what food is being served and for how long, the Department of Health might also have to issue a food permit as well.
- A Guest Speaker Agreement is required for any individual who is not employed by HPU who is coming on campus to speak at a student organization-sponsored event – even if the person is not being paid.

*Note: Instructors who provide classes or seminars, such as yoga or dance lessons must also attach credentials or other professional licenses to the contract to show they are qualified to teach the class or seminar.

Approval procedure for events requiring contracts/agreements:

1. Submit the Activity Request at least six weeks prior to the event.
2. You may contact and work with vendors or performers prior to Final Approval, but do not confirm any reservation or booking before the event is approved.
3. If the vendor or performer provides their own contract or agreement DO NOT SIGN IT! Submit the document to the ADSO for review and approval.
4. The Office of Student Activities will determine if the University requires that the vendor or performer sign an HPU contract or agreement and will then provide that document to the group with a deadline by which the signed contract or agreement must be returned. It is the group's responsibility to have the vendor or performer sign and return the agreement by the stated deadline.
5. The signed agreement will be forwarded by the Office of Student Activities staff for the appropriate signature and approvals from HPU administrators.
6. Once the document has been signed and approved by all parties, the student organization will receive a Final Approval notification. Be sure to read the COMMENTS section of the approved ARF for any special instructions regarding scheduling or payment.

LIABILITY WAIVERS

Some activities may require that a Voluntary Waiver and Release Agreement be reviewed and signed by students prior to the start of the activity. In these cases, the ADSO will email the waiver and instructions for distribution to the contact person listed on the Activity Request and the group's advisor to distribute to student participants. It is the student organization's responsibility to distribute the waiver to student participants in person or via email at least 72 hours prior to the activity, giving students ample time to review it. Signed Waivers should be returned to Office of Student Activities no more than 14 days after the event.

Examples of some type of activities which require Liability Waivers include:

- Hiking
- Beach Activities/Swimming
- Participation in Charity Run/Walks
- Park/Trail/Beach Clean Up
- Other physical activities organized by the club (such as yoga or dancing)
- Camping
- All Overnight Travel (special waivers are used for travel, see Travel Requests)
- Other events as assessed by Office of Student Activities
- For events that take place at a personal residence, the host is required to sign the Host Liability Waiver, which is provided by the Office of Student Activities.

POLITICAL ACTIVITIES

Student organizations are limited from engaging in lobbying activities as they relate to (1) contacting or urging the public to contact members of a legislative body for the purpose of proposing, supporting, or opposing legislation, or (2) advocating for adoption or rejection of legislation.

- Recognized student organizations cannot participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.
- Recognized student organizations may get approval to invite political candidates to speak on campus but the event must be organized in an equitable and non-partisan manner.

TIPS FOR SUCCESS

- ☆ The key to getting approval for any political event is to provide as much detail as possible on the Activity Request Form, and schedule a meeting with the ADSO to go over the details of the activity.
- ☆ Examples of political events that have received approval include guest speakers from multiple parties at the same event representing opposing points of view; info booths representing all candidates in a particular race, or all candidates from a particular party when the candidate for the other party is already decided.
- ☆ When tabling on campus, students are not permitted to approach passers-by, but must let people approach them for more information on a political issue.

FOOD ITEMS

Many groups wish to sell or giveaway food items at events, or as part of fundraising activities. Any food items given away, for example, at Club Carnival or while tabling on the mall, MUST be sealed and prepackaged by a licensed vendor, and be safe to consume at room temperature. Examples of acceptable items are prepackaged wrapped candy, whole taped boxes of Krispy Kreme doughnuts, sealed cans of soda or bottles of water, prepackaged granola bars or vendor-sealed single serving bags of chips. Examples of prohibited items if you do not have a food permit obtained through the Office of Student Activities are: homemade cupcakes, single Krispy Kreme doughnuts, open bags of potato chips, drinks poured from an open container, sandwich or sushi platters, fresh vegetables or anything with dairy or meat.

Fundraisers or giveaways of home baked goods are not allowed without a permit obtained through the Office of Student Activities. Submit an ARF for a bake sale or giveaway of homemade items and the Office of Student Activities will send you instructions and a permit to fill out from the Department of Health. Groups must list in advance exactly the items they plan to sell or give away. Only “exempt” food items are allowed. “Exempt” items do not spoil rapidly at room temperature; they do not require heating or cooling to remain safe to eat. Examples of “exempt” food items permitted for bake sales or giveaways are: cupcakes, cookies and brownies (no cream filing or whipped cream); popcorn, jerky. For more details on sale or giveaway of food/drink at group events, contact leadership@hpu.edu.

AFTER APPROVAL – WHAT NEXT?

Upon receiving Final Approval for an activity, follow instructions detailed in the COMMENTS section of the approved Activity Request Form.

You may need to sign documents or provide additional info depending on the type or scope of your activity, even after your Activity Request has been approved. Below is a list of items you may need to follow-up on:

Keep in mind that some items may not pertain to your particular activity:

- Distribute Voluntary Waiver and Release Agreement (liability waivers) to attendees at least 72 hours before event ([see Liability Waivers](#))
- Confirm that the advisor will attend the activity (if required)
- Submit event documents to the Office of Student Activities:
 - Contracts and agreements between the group and any vendor or venue ([see Contracts and Agreements](#))
 - Drafts of advertisements and tickets (see Advertising Your Event below)
- Submit Payment Requests and invoices to the Office of Student Activities ([see Utilizing Funds](#))
- Submit original receipts if ADSO made any purchases for the RSO's event.
- Print publicity materials and logo items ([see Printed Materials and Logo Items](#))
- Pick up items requested from the Office of Student Activities (i.e., storage container, cooler, cash box)
- Contact the venue to discuss set-up arrangements
- Confirm equipment reservations ([see Equipment](#))

ADVERTISING YOUR EVENT

All event advertising and logo materials must be approved by the ADSO before being posted and distributed. Follow these guidelines for all advertising materials:

Flyers and Brochures Guidelines:

- The use of HPU's name and logo in association with the organization must be approved by the ADSO
- The group's may use, but must not alter, any marks, symbols, logos, motto, or indicia of the University, but only with the approval of the ADSO.
- Materials must be in English or accompanied by an English translation.
- Materials must contain contact information such as a name and phone number or HPU email address.
- Materials may not contain graphics or content regarding alcohol-related events, illegal activities, or activities that violate the HPU Code of Student Conduct.
- Materials must have the posting date or event date written or stamped on them.

CAMPUS BULLETIN BOARDS

Several bulletin boards are available on each campus to post flyers. Flyers must first be approved and stamped by the Office of Student Activities. For approval of flyers and for a list of bulletin boards, take your flyers to the Office of Student Activities at Aloha Tower Marketplace.

To have a flyer or poster displayed on other boards around campus, it must be accepted by each department. Do not post flyers on glass windows of buildings, in stairwells, on walls or structures, or on any property (including trees) lining Aloha Tower Marketplace or on Fort Street Mall on the Downtown Campus.

Publicity materials posted on HPU bulletin boards are subject to the following conditions:

- Materials will be taken down 30 days after posting or the day after the event.
- Materials must be stamped by the Office of Student Activities and approved by the office responsible for each board upon which they are posted.
- Materials must be placed on the bulletin board, not on adjacent surfaces.

HPU EVENT CALENDAR

The Office of Student Activities helps promote student organization events by posting events on the online HPU calendar, www.hpu.edu/calendar. The information on the Activity Request Form is used for the posting, so be sure to include a detailed description of your event on the form.

*Tip: Write the first two sentences of your ARF description as you would like it to appear on the website.

KALAMALAMA

Kalamalama ("The Light of Truth") is the University online newspaper. All advertisements for student organization activities must be approved by the ADSO before submitting to *Kalamalama* for

publication. After you get approval for your advertisement, reserve space in the *Kalamalama* by emailing kalamalama@hpu.edu or calling 808-544-9379.

POSTER STANDS

Student organizations may request to have their approved posters placed in poster stands (22 in. x 28 in.) that are positioned around campus. Contact leadership@hpu.edu or 808-687-7010 to see if space is available.

PRINTED MATERIALS AND LOGO ITEMS

The Office of Student Activities will **print up to 50 black and white and 25 color letter-sized flyers** for an approved event or activity. Bring your materials to the Office of Student Activities at Aloha Tower Marketplace for approval and copying. While small jobs can usually be copied while you wait, plan ahead and allow at least one business day (24 hours) for photocopying to be completed. Contact 808-544-0277 for printing turnaround time.

Some larger print projects can be printed through HPU Printing Services. This includes business cards, event tickets, invitations, posters, and brochures. Lead time for these requests is up to four weeks, so plan ahead! You must have an approved Activity Request Form for both the activity/event and the printing of materials before you can proceed.

Designs for t-shirts and other logo items must be approved by the Office of Student Activities as part of the ARF approval process. You must have an approved Activity Request Form for purchasing the logo items before contacting the vendor. Club t-shirts should have “Hawai’i Pacific University” or “HPU” on them.

INTERNET AND SOCIAL NETWORKING

Each RSO who applied with round 1 will have their own section on the Student Activities website. This section includes the club email, blurb, and a picture.

Student organization websites on non-HPU servers are not permitted.

RSOs’ web presence on social networking sites such as Facebook, Twitter, YouTube, etc. are by default not sanctioned by HPU. These unofficial networking sites may not be used as official means of communication for the group on any advertising materials, Pipeline Announcements or other official communication.

If an RSO wishes to have its social media presence become HPU-sanctioned so that it can be used to advertise events and be listed as official HPU social media on the University’s website, the group’s advisor must be named as a page or channel administrator and take responsibility for the content. The advisor is then responsible for overseeing all postings and discussions to ensure the page/channel complies with University policies and the HPU Code of Student Conduct. Clubs who wish to start a social media page should contact leadership@hpu.edu or 808-687-7010.

MANAGING FINANCES

Student organization officers, members and advisors are expected to exercise prudence and good judgment when incurring expenses on the University's behalf for their group's activities. It is the responsibility of the organization treasurer to monitor financial transactions to ensure the group does not request more money than it has available.

All financial transactions and inquiries are routed through the ADSO and must be in accordance with the procedures detailed here. Student organizations are not permitted to open or utilize a separate bank account.

All student organization transactions are recorded on an electronic spreadsheet maintained by the ADSO. The RSO budget spreadsheet can be requested by the RSO president, treasurer, or advisor at any time by emailing leadership@hpu.edu or calling 808-687-7010.

SOURCES OF FUNDING

Multiple sources of funding are available for student organizations overseen by the ADSO. Each source comes with its own policies and procedures. Each funding source also carries restrictions on how the money may be spent.

RSO SAF FUNDING

Funding for most club events and activities comes from the RSO allocated portion of the Student Activity Fee (RSO SAF funds). Access to these funds are available to each registered RSO at the beginning of the academic year (or at the beginning of spring semester for new clubs that register in the spring). The purpose of this fund is to provide the RSOs with the financial means to conduct quality programs for their peers. This money is to be used only through the end of the current academic year.

The amount of funding will be determined by the activities listed in the RSO application, the RSO re-registration, and the Activity Request Form.

This funding is subject to budget availability and is not guaranteed. See Authorized Purchases below for ways funds can be spent.

RSO FUNDS

These types of funds consist of dues collected by the club; money raised or prizes won by the group. Also included are donations made directly to the organization by private donors. This money will rollover to the next academic year if not used. See Authorized Purchases below for ways these types of funds may be spent. All RSOs are encouraged to fundraise, as those funds can be used for more types of expenses. Note that once money is deposited in the group's account, it becomes subject to all University policies and procedures. Student organizations must still go through the established process for Activity Approvals before utilizing these funds.

RSOs wishing to travel off-island or plan an overnight trip are invited to apply for SAFAC funds. Any RSO wishing to apply for SAFAC funds must apply directly to SAFAC according to their established deadlines, see www.hpu.edu/safac for more information.

Applying for SAFAC is competitive. All student organizations applying are competing with other student groups and HPU departmental initiatives for this funding.

RSOs that apply for and are allocated use of SAFAC funds must follow established Office of Student Activities procedures for approval of any activity for which SAFAC funding is requested.

Those procedures are outlined in this handbook. SAFAC allocated funds may only be used for an event that has received Final Approval through Office of Student Activities.

How to Apply for Funding from SAFAC

1. Go to www.hpu.edu/safac to read the policies and procedures for the request of SAFAC funds.
2. It is recommended that you schedule a meeting with the ADSO to discuss the event/activity and your plan to apply for SAFAC funds. Make sure your advisor knows you are applying for SAFAC funds as well.
3. Prepare your SAFAC application.
 - a. Spend some time really crafting this application. Remember that it's competitive!
 - b. Details, details! Put as much detail as possible into your application.
 - c. Include a complete budget breakdown
 - d. It's always beneficial to have additional sources of funding, this shows the committee you are serious and looking for funding options
 - e. Be sure to discuss your group's past successful events or accomplishments (prizes or honors at competitions, etc.) to show the committee your commitment to enriching the student experience at HPU.
 - f. Be complete and thorough! Never submit an incomplete application! Staff in the Office of Student Activities can assist you with the application. Just schedule an appointment.
4. Submit your SAFAC application by the published deadline AND submit the ARF at the same time for approval.
 - a. In the Finances section of the ARF be sure to indicate that you are requesting funds through SAFAC. Include as much detail as possible in the ARF, add a budget breakdown if possible. Some of the info on the ARF will be the same as SAFAC is requesting, but be sure to submit all requested information, even if some of it is duplicated.
 - b. Keep in mind that while SAFAC is considering your request, the ADSO will proceed with the activity approval process and may ask for additional info or clarification.
5. SAFAC will review your application. This may take up to two weeks from the published submission deadline. Do not apply for funding for an event that is planned within two weeks of the submission deadline as the date may pass before SAFAC reaches a decision.
6. SAFAC will notify you of their decision via email within 3-5 business days after they have reached their decision. The ADSO contact will be notified as well.
7. If you are denied, you may apply again during the next round. Consult the SAFAC webpage for details.
8. Some or all of your request may be approved. If you receive partial funding - be careful! Some items you requested will not be covered by SAFAC funds and you will have to provide alternate

funding. SAFAC funds can ONLY be used for the specific items or category of expenses for which they are approved.

9. If you have not already, at this point go through the Student Organization Activity Approval process to get an approved Activity Request. Your approved ARF will note the amount and type of approved expenses for your SAFAC funds.
10. **Remember: Your trip must receive Final Approval on the Activity Request Form you submitted to the ADSO before any funds will be available through SAFAC. You must follow all procedures for planning and carrying out your activity as outlined in this handbook.**
11. All advertising for your event/activity must have the SAFAC logo. Instructions and logo files will be sent with your funding notification email.
12. For processing payments, you must follow the all processes and procedures for utilizing funds outlined in this handbook.
13. Note that SAFAC requires that your organization submit a SAFAC Evaluation Form after your event/activity and your group may also be required to present findings/results to SAFAC or the University community.

AUTHORIZED PURCHASES

RSOs must have an approved Activity Request before making any commitments to outside organizations, paying fees or purchasing supplies.

SAFAC Funds

SAFAC funds may only be used for the type of expenses applied for and approved. For example, if your group applies and gets approval from SAFAC to spend \$200 to hire entertainment at an event, the approved funds can only be used for that purpose, and cannot be used for food or decorations. If no entertainer is hired or it only costs \$185, unused money cannot be used for other means and stays with the Student Activity Fee account. For approved uses and restrictions related to SAFAC funding, see www.hpu.edu/safac.

Use of RSO SAF Funds versus RSO Funds

RSO SAF Funds may be used for expenses arising from legitimate and properly approved meetings and programs in accordance with the requirements and procedures of the University. There are some restrictions on the ways these funds may be spent. RSO Funds can be used when RSO SAF funds cannot be spent. In addition, RSO Funds must be used for expenses related to travel, gifts to HPU employees (with limitations), and repairing or replacing damaged HPU property.

Below are some examples of the types of expenses student organizations typically incur, and which types of funding may be used to pay for them:

Type of Expense	RSO SAF Fund	RSO Fund
Administrative supplies	Yes	Yes
Flyers and printed materials	Yes	Yes

Food/refreshments, including tips*	Yes, up to \$10/person	Yes
Giveaways/prizes**	Yes, up to \$15/person	Yes
On-island seminar or workshop registration	Yes	Yes
Lei or gifts for guests from outside HPU	Yes	Yes
Lei or gifts for guests who work for HPU	No	Yes
Room rental fee	No	Yes
T-shirts or logo wear	Yes	Yes
Travel expenses (overnight and off-island)	No	Yes
Repair/ replace damaged HPU property***	No	Yes
Fundraiser expense	No	Yes
Event with Departmental partnership	Yes up to \$10/student only	Yes

*RSO SAF Funds can be used to pay for food, up to \$10 per person. RSO Funds may be used for a higher amount per person, but must still be deemed appropriate and reasonable by the Office of Student Activities. RSO SAF funds and RSO Funds can be used for reasonable tips for restaurant service or delivery of food. For table service at a restaurant, tips up to 20% are reimbursable. For delivery of food, up to 10% of the order is deemed a reasonable tip.

**Student organizations are only permitted to give giftcards, gift certificates, or vouchers to HPU students only. Only gift cards from the approved list are permitted on a case by case basis and must be approved on the ARF for the event. Gifts up to \$15 per person are permitted with some restrictions. RSO Funds may be used for a higher amount per person, but must still be deemed appropriate and reasonable by the ADSO.

***All durable items (such as grills, sports equipment, musical instruments, etc.) purchased by student organizations become property of HPU and should be labeled accordingly. These items are not intended for personal use and the club advisor is responsible for the equipment when not in use unless other arrangements are made with the Office of Student Activities. Items must be stored on-campus.

Prohibited Purchases

RSO SAF Funds, RSO Funds, and SAFAC Funds **CANNOT** be used for the following items:

- Donations to non-profit organizations or other HPU programs/departments
- Cash prizes or gift cards that are not on the approved list.
- Web services or maintenance
- Alcoholic beverages (TIP: do not put alcohol on ANY receipt you wish to submit for reimbursement)
- Alcohol-related expenses
- Illegal substances or related expenses
- Products or materials that endorse a specific political party or candidate
- Purchases that are not approved by the Office of Student Activities

The Office of Student Activities reserves the right to deny requests, and/or use RSO funds in lieu of RSO SAF Funds for payment of ANY organization expenses if procedures are not followed, if adequate documentation is not provided within 30 days of purchase, and/or purchases are against university policies and procedures.

UTILIZING FUNDS

Student organizations must have an approved Activity Request Form before making any commitments to outside organizations, paying fees or purchasing supplies.

The Office of Student Activities Payment Request Form is the form that student organizations use for requesting payment or reimbursement for approved expenses. There are multiple ways to request a financial disbursement from the group's account using the Payment Request form. The Payment Request is available online at www.hpu.edu/clubs and in the Student Activities office at Aloha Tower Marketplace. Payment Requests and financial documents must be turned in to the Office of Student Activities at Aloha Tower Marketplace. Incomplete forms or inadequate supporting documents will not be accepted.

The Payment Request form must be used to initiate payment for all organization expenses as listed below:

- Request a payment directly to a vendor via check or University P-card
- Request a reimbursement to a student or advisor
- Order select items through HPU departments

*Office of Student Activities Payment Request Forms are different from official University Check Requests that are processed by the Business Office, and contain additional information specific to student organizations. All Payment Requests must be submitted to the Office of Student Activities for approval. Do not attempt to submit any request for payment or reimbursement from a student organization account directly to the HPU Business Office.

REQUEST A PAYMENT DIRECTLY TO THE VENDOR

For vendors that issue invoices or bills, payment with the proper approvals will be made by the staff member who oversees the student organization or the group's advisor using a University Purchasing Card or University check and the funds are deducted from the group's account. Whenever possible, student organizations are expected to request direct payment to vendors as opposed to paying out-of-pocket and seeking reimbursement. Payment to guest speakers, DJs or other professionals who provide services **MUST** be made directly by University check or P-Card.

The process to request a payment directly to a vendor may take up to 3 weeks from the time it is received by the Office of Student Activities to the time payment is made, depending on the nature of the payment and required documentation. No disbursement of funds will take place without an approved Activity Request. To request a vendor be paid directly via University Purchasing Card or check:

1. Get a cost estimate or quote in writing from the vendor. Do not make any commitments to the vendor at this time.
2. Get an approved Activity Request Form. The activity must be approved with an adequate dollar amount indicated.
3. Complete and submit the Payment Request to the Office of Student Activities. Attach an official quote or invoice from the vendor.
4. Unless otherwise specified, the vendor will be paid directly via University Purchasing Card or check.

REQUEST A REIMBURSEMENT

Reimbursements are used when group members and advisors spend money out of pocket for approved expenses. **DO NOT** spend any of your own money before you have an approved Activity Request Form. The ARF must list adequate estimated expenses for you to be eligible for reimbursement.

Advisors: If you have been issued of University purchasing card (Bank of American Merrill Lynch) for departmental use, contact the ADSO who oversees your organization for more details. **Advisers and club event lead should request to use adviser's P-card before purchases are made.**

NOTE: The University Business Office makes the final decision on reimbursement issues. Office of Student Activities staff will facilitate the process and assist you with meeting Business Office requirements.

Reimbursements to students are limited to up to \$100 per person per approved event. This means that if the expenses are greater than \$100 for an approved event and students are paying out of pocket, more than one student should make the purchase.

This policy gets students their money back faster, as up to \$100 may be reimbursed in cash. It eases the burden on individual students who spend their own money. No one student should be spending over \$100 for a single approved event.

If the event expenses exceed \$100 and only one student or advisor can pay, the **group must contact the ADSO to make reimbursement arrangements BEFORE spending any money.**

REIMBURSEMENT PROCESS

Follow these instructions carefully. Incomplete forms or inadequate supporting documents will not be accepted.

1. Get an approved Activity Request Form. The activity must be approved with an adequate dollar amount indicated.
2. You MUST have receipts for all purchases. *All* receipts must meet criteria below:
 - a. Must be less than 30 days old.
 - b. Receipts not more than \$100 per individual per approved event.
 - c. ORIGINAL Receipts only (NOT a copy).
 - d. Show method of payment: Credit card, cash, check.
 - e. Itemized Receipts Only! The receipt must indicate the specific items that were purchased (credit card signature receipts must be accompanied by an itemized receipt). If you do not have a receipt that is itemized, contact the vendor and retrieve a receipt.
 - f. For orders placed online and invoice receipts, it must indicate that the payment was received by the vendor and that that the balance is \$0.
 - g. Do NOT submit any receipt that contains alcohol, tobacco or other prohibited items for reimbursement.
3. Prepare the receipts:
 - a. Arrange receipts in order of the date of the receipt (oldest receipt first, most current receipt last). Tape receipts to blank sheets of letter-sized paper (8.5 inches by 11 inches) so that each receipt is clearly visible. Do not tape over the receipt ink, as this may erase the ink. Use additional sheets if necessary.
 - b. Number each receipt accordingly and circle the amount to be reimbursed. Do not use a highlighter, as this may remove the ink.
 - c. Be sure to include sales tax as a reimbursable expense.
4. Complete a Payment Request Form and turn in at the Office of Student Activities office at Aloha Tower Marketplace within 30 days of the receipt date. Average processing time is 10 business days. At peak times of the semester, processing time may be up to 4 weeks on some requests.
5. Picking up your Reimbursement:

For amounts UNDER \$100: Students and advisors may be reimbursed in cash for amounts totaling less than \$100. You will be notified via email that your reimbursement is ready for pick up.

You have 10 business days from the date of the email to pick up your funds. Email leadership@hpu.edu to make arrangements with the Office of Student Activities to pick up your cash at their Aloha Tower Marketplace offices. Be sure to bring your HPU ID. If you do not pick up your reimbursement within 10 business days from date of notification, funds may no longer be available.

For amounts OVER \$100: Your check will be mailed to the address you list on the Payment Request, or you may arrange to pick up the check at the Student Activities Office at Aloha Tower Marketplace.

TIPS FOR SUCCESS

- ☆ If you need to purchase personal items as well as items for your approved activity, pay for them separately at check-out. In other words, keep reimbursable items on a separate receipt. This will streamline the reimbursement process.
- ☆ Be sure your advisor and the club treasurer sign off on the Payment Request before submitting all documents to the Office of Student Activities at Aloha Tower Marketplace.
- ☆ It is highly recommended that the group's treasurer keep copies of all receipts and financial documents. Simply request that the Office of Student Activities provide copies when the Payment Request and receipts are turned in.

ORDER FROM HPU DEPARTMENTS

Graphic design and printing projects may be requested through HPU's Marketing and Communications Office. Catering through Pier Nine by Sam Choy may be requested through their catering office. Follow these procedures for ordering and paying for items through HPU departments. Unless otherwise specified, projects will be delivered to the Office of Student Activities at Aloha Tower Marketplace.

1. Get an approved Activity Request Form. The activity must be approved with an adequate dollar amount indicated. The ADSO will refer you to the department contact.
2. Work with the department contact (provided by the ADSO) to create your order and get an estimated cost.
3. Complete and submit the Payment Request Form to the Office of Student Activities. Attach the estimate.
4. The ADSO will confirm the order with the department. The student organization will receive confirmation when this has been done.
5. The department will be paid directly by the ADSO by a transfer of funds from the student organization's account.

REVENUE – SOURCES AND COLLECTION

There are several means for student organizations to collect revenue. RSOs must use the Student Organization Deposit Form, and submit all deposits directly to the ADSO. The Deposit Form is available online at the Office of Student Activities at Aloha Tower Marketplace and online at www.hpu.edu/RSOForms and the MyHPU portal. Outlined in this section are general procedures for collecting and depositing money.

COLLECTING REVENUE

The organization's treasurer or designated officer is responsible for coordinating the collection of cash and checks for approved activities. Collection of money must adhere to these policies:

- Monies collected should be turned in at the Office of Student Activities at Aloha Tower Marketplace on the same day of collection. If this is not practical due to the timing of the event (e.g., if the fundraiser occurs on a weekend), arrange for the group's advisor to hold the money until the next business day. Only full-time employees of HPU are permitted to hold money overnight.
- No cash should be held by students to be used for disbursements or payment of organization expenditures. **Do NOT pay an invoice with money collected!!!** Failure to submit money on time or unauthorized use of funds may affect your organization's registration status at HPU.

PROCEDURES FOR COLLECTING REVENUE

1. Upon receiving cash or checks, issue a receipt to the purchaser.
2. When selling tickets, record ticket sales on a ticket log. A ticket log is used to keep track of the attendees, number of tickets sold, money and documents collected.
 - a. All tickets should be pre-numbered with the corresponding number on the log sheet.
 - b. A ticket log should include: Date of Log, Ticket number, Name of Attendee/Purchaser, Name and Initials of Seller, Amount of Purchase, and indicate if Cash or a Check was received.
 - c. In some cases, it should indicate whether a registration form or Liability Waiver was received.
3. Complete the Deposit Form and count the cash and checks.
4. Turn in the money, ticket log (if applicable), and Deposit Form. Office of Student Activities staff will count the deposit to verify the total cash and checks received. Office of Student Activities staff will provide a copy of the verified Deposit Form and a copy of the ticket log, if applicable.
5. Fundraised monies are deposited into the group's HPU account. It takes up to five business days for money to be credited. The original receipt from the Business Office will be kept on file in the Office of Student Activities and recorded on the organization's budget spreadsheet. A copy of the receipt is available upon request.

CASHNET STORE

The HPU Marketplace gives student organizations the option to have an online "store" to collect revenue that is deposited directly into their HPU account. Selling t-shirts, fundraising tickets, tickets to events and collecting dues are just a few of the possibilities. Shipping or delivery of goods sold is the responsibility of the club. The advantages are that students do not have to handle money, or worry about making deposits at the Office of Student Activities office. Student organizations may only set up Touchnet through Office of Student Activities, and may only use the service for activities that have an approved Activity Request Form. For more information, contact the ADSO.

SOLICITING DONATIONS FROM THE COMMUNITY

Student organizations may solicit donations for their group directly from the community, with the proper approvals from the ADSO and University Relations (UR). UR supports HPU by engaging a community of alumni and friends (individuals and organizations) in the life of the University through distinctive programs and services. UR fosters a sense of community, commitment and common purpose among the University's stakeholders and facilitates all levels of support of HPU. This office is responsible for the coordination of fundraising activities to individuals, corporations, and foundations. All student organizations must receive approval from the ADSO and UR for any form of solicitation *before* approaching the business or individual. A club can solicit in two main ways:

Donorzen

This is the preferred way to solicit monetary donations. Donorzen is run through the Office of University Relations and thus must be approved by them. This application requires approval from the ADSO and University Relations. Please note: clubs are strictly forbidden to use crowdsourcing websites (like Go Fund Me) to raise money for their event / club.

1. Submit the Activity Request Form and schedule a meeting with the ADSO to discuss your campaign.
2. Complete the online application (the link will be given to you by the ADSO)
3. You will be notified of the Office of Student Activities' approval via email
4. Interview with University Relations

Solicitation letters

1. Submit the Activity Request Form and schedule a meeting with the ADSO to discuss your campaign.
2. Write the solicitation letter (to send to potential donors) and thank-you letter (to send after receiving donations). The letter must indicate that checks should be **made payable to "Hawai'i Pacific University."** Any checks written by donors must be submitted to the ADSO.
3. Submit the Request to Solicit Donations form (provided by Office of Student Activities), solicitation letter, and thank-you letter at least one month (four weeks) before intended distribution of the letters.
4. The ADSO will review and forward your request to UR for review and approval. You may be asked to make changes to your solicitation letter based on advice and instructions from UR staff.
5. You will receive a copy of the approved Request to Solicit Donations and related documents via email. You will also receive an email with Final Approval for your Activity Request Form at this time. Student organizations are required to receive approvals from both Office of Student Activities and University Relations prior to proceeding with their activity. Only the individuals and corporations on the approved list may be approached. Additional individuals and corporations must be approved by UR.
6. Record all donations that are collected, whether monetary or durable goods. Monies collected must be turned in to Office of Student Activities according to the procedures for Collecting Revenue (above).

Send the thank-you letter to the patron. UR will send a letter of acknowledgement as official documentation of the tax-exempt portion of their donation (if any).

APPENDIX 1: EVENT PLANNING – WHAT TO CONSIDER

Planning an activity and not sure if you've covered your bases? Here's a starting point. Answer these questions to help you complete the Activity Request Form.

For information related to Fundraisers, see [Appendix 2](#)

For information related to Travel Requests, see [Appendix 3](#)

Who? Identify those participating in every aspect of the event.

- Who is the intended audience? (all HPU students, group members, departments, public, 21+, etc.)
- Who is already involved in planning this event? (Organizations within and outside of HPU)
- Who else needs to be involved?
- Are guests invited to attend or speak at this event?
- Will the advisor need to attend?

What? Describe each component of your event.

- What activities are occurring during this event?
- What types of physical activities will occur at this event? Are liability waivers necessary?
- What items will you distribute or collect at this event?
- Will you need to print logo items (organization or HPU logos) for this event?
- What are your anticipated expenses for this event?

Where? Choose an ideal location for your event.

- Where is this event occurring? (on-campus, off-campus, give a physical address)
- Where are your back-up locations?
- Does the venue serve alcoholic beverages?
- Will you need a permit from the City and County of Honolulu?
- Will you need extra security? Any event with more than about 50 people, or as determined by Office of Student Activities may require your group to hire extra security officers.
- Do you have any tech needs? Not always, but this might also inform your decision on location.

When? Consider the best time for your event.

- Are there any conflicting events already scheduled on the HPU Event Calendar (www.hpu.edu/calendar)?
- When do you want to hold this event?
- When are your back-up dates?
- What is the duration of this event?
- When are you selling tickets or collecting sign-ups to this event?

Why? Explain the purpose of your event.

- What is the purpose of this event?
- What are the goals of this event?
- How does this event help to achieve the mission of your student organization?

How? Create your implementation plan.

- How are you going to publicize the event?
- What equipment from HPU will you need?
- Will you need security?
- How will you sell tickets? How will you collect tickets at the event?
- How will you cover the costs of this event?

APPENDIX 2: EVENT PLANNING – FUNDRAISERS

Start with Appendix 1. Consider the following questions before you submit the Activity Request Form and meet with the ADSO.

Items for Sale

- What items are you selling?
- Are you selling tickets?
- What are you paying for the items?
- How much are you selling them for?
- What are your sales goals?
- How many/much will each member need to sell?

Vendor information

- What vendors are you working with for this event?
- Does the vendor require any paperwork to be signed?
- Percentage of proceeds to your group (submit any fundraising agreements or contracts required by the vendor to the ADSO for approval. DO NOT SIGN ANYTHING!).
- What are you expected to pay upfront?
- What are the total costs associated with this fundraiser?
- How will the vendor be paid?
- Is the vendor in good standing? Vendors must be licensed to do business and be in good standing with the State before HPU can do any business with them. The Office of Student Activities can help you determine if your vendor is approved.

Donors

- Who are you asking to donate? If you plan to solicit donations from beyond the HPU community, follow instructions in the Revenue section of Managing Finances.
- Create a database of your potential donors. Include each person's full name, company name, address, and phone number.
- How do you plan to contact the donors?

Revenue

- Will the funds be used to finance a specific event or activity?
- Are the funds for general use?
- What is your plan if the event for which you are fundraising is cancelled?
- How will you track who buys what during the event?

APPENDIX 3: EVENT PLANNING – TRAVEL REQUESTS

You must meet with the ADSO to discuss your trip at least 4 months prior to the trip. During this meeting, the ADSO will explain the Travel Request Form and the request process. DO NOT book or pay for travel until you receive an approved Activity Request Form. The Travel Proposal contains estimated cost information and trip details that will be considered during the approval process.

Description

- Explain why members of the organization are attending this event.
- List the group's goals in attending this event.
- Detail how participation in this event helps to achieve the mission of your group.
- Attach a description of the event, conference, or seminar (a print out from the organization's website or a brochure).
- Provide the name and HPU ID# of the advisor or substitute HPU employee who will be traveling with your group
- Provide the names and HPU ID# of all students traveling.

Anticipated Travel Itinerary

- List city or cities to which you will be traveling.
- Attach printouts or PDF of screenshots from airline or travel booking website which include airline, flight dates and times, and total estimated cost of tickets.
- Attach printouts or PDF of screenshots from hotel or travel booking website which include hotel, estimated cost per room per night, and total estimated cost.

Other Estimated Expenses

- Meals – number of meals per person traveling and approximate cost, even if students will be paying for meals themselves.
- Transportation – public, rental, own transportation. Attach printouts or PDF of screenshots for estimated cost for shuttles, estimated cost of taxis, etc.
- Estimated cost of printing or preparing reports or presentations
- Other – luggage fees, activities, supplies, parking, seminar or conference fees

Funding

- Detail how your organization plans to pay for the trip
- If fundraisers are planned, the Activity Request must be approved BEFORE fundraisers can be held for the trip. Separate Activity Request Forms must be submitted for all fundraising activities related to the trip.
- Detail what portion students will be required to pay for the trip, if any, and how that money will be collected and logged. Note that all student fees must be deposited to the group's account through Office of Student Activities. Touchnet Stores can be set up to collect student fees.

Remember: In most cases, student organizations are required to pay for the airfare, lodging, transportation and meals for accompanying faculty or staff unless other arrangements have been made with that staff/faculty member.

If your group plans to apply for SAF Funding, follow all procedures as outlined on the SAFAC website, www.hpu.edu/safac. Your group must get approval from Office of Student Activities before you may

utilize any SAFAC funds granted for travel, so plan ahead and get in touch with Office of Student Activities early in your planning process.

TIPS FOR SUCCESS

- ☆ Schedule a meeting with the ADSO to discuss your travel plan and get help with the details even before you submit your Activity Request or SAFAC Funding Request.
- ☆ If more than three people are traveling, try using a travel agent for purchasing airfare and hotel. The University has relationships with several travel agencies. The advantage is that these vendors can lock in fares and tickets can be purchased as soon as possible after the Activity Request Form is approved.

Start the event planning process by answering the questions in Appendix 1 and consider the following questions before you submit the Activity Request Form and meet with the staff member who oversees your organization.

- Will you have food at your event?
- Will you need to order tables, chairs, tents, or a stage?
- Will you need sound equipment?
- Will you need Wi-Fi for vendors?
- What will your layout look like?
- Will you need electricity?
- Do you plan to sell items or collect donations?
- Who will set up and clean up?

Aloha Tower Frequently Asked Questions

Are cash, check, or credit/debit card transactions allowed at Aloha Tower Marketplace?

Yes, with the proper approvals from the Office of Student Activities. Be sure to detail any proposed transactions on the Activity Request Form.

What if we need electricity or computers/projectors for our event?

When you put in your Activity Request for an event at Aloha Tower, be sure to let Office of Student Activities know which of the ATM spaces you are requesting. Most rooms that are available to reserve have projector/video capability and a computer, just like other classrooms. Electricity may be available for outdoor events at ATM, consult with the staff member who oversees your organization for details.

Can we bring in homemade food to serve at our event?

Some events may require a food permit, some may not depending on who will be attending and the exact location. Confer with the staff member who oversees your organization for details.

APPENDIX 5: HPU RESOURCES – DEPARTMENT CONTACTS

Formal requests and reservations must be made on the Activity Request Form. Contact the Assistant Director of Student Organizations if you have specific questions about RSO policies and procedures.

<p><i>Office of Student Activities (front office)</i></p> <ul style="list-style-type: none"> • Tables and equipment checkout must have an approved ARF to check out ANY equipment • Approval of flyers and handouts 	<p>(808) 544-0277</p> <p>1 Aloha Tower Drive Suite 1400</p>
<p><i>Leadership Assistant</i></p> <ul style="list-style-type: none"> • Requests for RSO budget summary • Inquiries about activity requirements • Liability Waivers 	<p>leader@my.hpu.edu</p>

APPENDIX 6: EQUIPMENT

The following items are available from the Office of Student Activities and must be reserved via Activity Request Form. All items on this list are first-come, first-served, and availability on any given day is not guaranteed. Items can be checked out for one business day or over a weekend. Items that are not returned in the same condition in which they are checked out, or which are not returned on time may be charged to the organization’s account.

- Drink and ice coolers range in size from 60 to 175 quarts.
- Storage containers. If you need items from your 10-gallon container for an event, indicate this on the Activity Request so the Office of Student Activities can make it available in time. If you don’t have a container and would like one, contact leadership@hpu.edu. Requests for storage containers must be made at least 48 hours in advance.
- Clipboards
- Cashbox for ticket sales/money collection.
- Poster stands for use during your event
- Tables and chairs at Aloha Tower Marketplace (in designated areas) and Fort Street Mall (under the awning of the MP and FS buildings). One six-foot table and two metal folding chairs can be reserved at a time. Checkout guidelines:
 - Contact leadership@hpu.edu for instructions on pick up and drop off locations for tables and chairs.
 - Office of Student Activities must approve all handouts before setup.
 - Contact leadership@hpu.edu for set up locations at Aloha Tower Marketplace. Set up on Fort Street Mall is between Beretania Street and Chaplain Lane under the HPU awning only. Keep doorways and entryways clear.
 - Do NOT approach people. Interested passersby must approach the table for information.
 - Set-up and clean-up of the equipment are the organization’s responsibility.

- For Fort Street Mall, no amplified sound between 11am and 1pm. Classes are in session and offices are open for business at Aloha Tower Marketplace and along Fort Street Mall, so be respectful and keep the noise level at a reasonable volume.
- Electricity is not guaranteed, so plan ahead.
- Any food items given out must be prepackaged by a licensed food vendor. No perishable items are allowed without a food permit from the City/County of Honolulu, obtainable through Office of Student Activities. See Managing Liability and Activity Risk: Food Items.

EQUIPMENT AVAILABLE THROUGH HPU DEPARTMENTS

Clubs must have an approved Activity Request Form before reserving any equipment from other HPU departments:

Audio visual equipment and other IT needs will be reserved by the ADSO after the ARF is approved. The event lead on the ARF will also be the contact person with IT.