

Hawai'i Pacific University

2011-2012

Registered Student Organization Handbook

Center for Student Life and First-Year Programs
1188 Fort Street Mall, Suite 105 (MP 105)
Honolulu, HI 96813
Phone: (808) 544-0277
Fax: (808) 566-2441
Email: leadership@hpu.edu
Websites: <http://www.hpu.edu/clubs>
<http://www.hpu.edu/RSOForms>

Office hours
8:00am to 5:00pm
Monday through Friday, except University holidays

*Subject to Amendment by the Center for Student Life and First-Year Programs
Updates during the academic year will be posted to the website
and RSO presidents and advisors will be notified electronically.*

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GENERAL INFORMATION

Student clubs and organizations 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. Moreover, RSOs allow students to interact with one another and share similar interest with others.

Student Life can support up to 50 RSOs at a time. All RSOs operate through the Center for Student Life and First-Year Programs under the direction of the Coordinator of Leadership Development (CLD). Student Life is located on the Downtown Campus at 1188 Fort Street Mall (MP building), Suite 105. The CLD is located in MP 139. This RSO Handbook outlines procedures and policies that pertain to RSOs for the 2011-2012 academic year. Updates to these policies will be posted to the website (www.hpu.edu/clubs) and RSO presidents and advisors will be notified electronically.

Privileges of registering a student organization with Student Life may include:

- Leadership development opportunities (e.g., Take the Lead Workshops, Power Breakfasts for officers and advisors).
- Use of Hawai'i Pacific University's name in association with the RSO.
- Use of an email address ending in @my.hpu.edu accessible through HPU Pipeline.
- Fund account within HPU.
- Ability to recruit members at Club Carnival.
- Funding from HPU to coordinate events and programs.
- Access to campus facilities (e.g., classrooms, conference rooms), services of HPU (e.g., printing, photocopying), and equipment (e.g., coolers, cash box).
- Access to 15-passenger HPU vans from the Hawaii Loa Campus.
- Use of 10-gallon storage bin to store RSO supplies.
- Use of an RSO mailbox located in MP 139.
- Ability to conduct fundraisers and use HPU's tax identification number.
- Ability to use a web page on the HPU site.

Description of RSO categories:

- Academic/Professional: These organizations focus in either 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: It is the University's policy to support 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, physically active, and community service-related disciplines.
 - *RSOs with a focus on competitive sports will be referred to Campus Recreation in Athletics.

REGISTRATION

RSOs must apply to renew their registration every April. The registration instructions and application will be available online and disseminated to all RSOs electronically. Registration approval for all clubs will be based upon the application that Student Life receives. In addition, registration for RSOs who are applying for renewal will also depend on whether or not the club met activity requirements of the current year and fulfilled their responsibilities as outlined in this handbook.

RSOs will not be registered during the summer, starting on the day after spring graduation and ending on the day before the start of the fall semester. RSOs will not have authority to conduct activities in association with HPU and will not have access to funds in their RSO account during this time.

Application Periods

Clubs may apply for registration during certain times of the academic year, detailed below. Only complete applications will be considered for registration. Applications received after the deadline will not be considered. **Note that, should the application period end on a weekend, the deadline will be the preceding business day.**

The main application period is from **April 1 to April 30**.

- If approved, the club's registration will take effect on the first day of classes of the fall semester and end on the day of spring graduation.
- Clubs that register during this period are eligible for up to \$500 in funding from Student Life.

The fall application period is from **November 1 to November 30**. Applications will be reviewed depending on the number of available RSO spots.

- If approved, the club's registration will take effect on the first day of classes of the spring semester and end on the day of spring graduation.
- Clubs that register during this period are eligible for up to \$250 in funding from Student Life.

Application Requirements

To apply for registration, a club must meet the criteria listed below by the respective application deadline. Note that these 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 Student Life).
 - At least ten **HPU students** who are current or interested members. Note that 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.
- The proposed club president, treasurer, and advisor must complete RSO training** led by Student Life in order to register the club.
- Complete all sections of the application:**
 - *Organization Fact Sheet*
 - *Organization Membership*
 - *Organization President and Advisor Agreement*
 - *Activity Proposal*
 - *Budget Proposal*
- Attach a proposal** in the form of a letter explaining the following:

- What is the mission and purpose of this organization?
- Why do you want to continue or establish this organization at HPU?
- How will the organization benefit the HPU community?
- ☑ **Attach the *Petition for Registration*** if the organization did not meet the activity requirements of the previous semester (your club should be notified by Student Life with this information).
- ☑ **Attach the organization's constitution** (and by-laws, if applicable) - new organizations only
 - Clubs must establish their own rules and operating procedures based on the policies and procedures of the University. This is kept on file in Student Life.
 - RSOs are required to abide by the rules and procedures as described in their constitution. For a sample constitution, visit www.hpu.edu/RSOForms.

RESPONSIBILITIES AND EXPECTATIONS

RSOs are expected to fulfill the responsibilities and meet activity requirements outlined in this section in order to retain registration privileges. In addition, all RSO members are expected to abide by the Hawai'i Pacific University Code of Student Conduct.

Organization Responsibilities

The responsibilities outlined here are for all club officers and members who intend to coordinate activities and work with Student Life. 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 result in disciplinary action and revoked registration.

1. Follow policies and procedures set in the RSO Handbook.
2. Meet activity requirements (see "Activity Requirements," below) to remain in "active" standing.
3. Request pre-approval of all events, meetings, programs, and financial activity of the organization via *Activity Request* form (see "Approval of Activities," page 11).
4. Check the email and mailbox (provided by Student Life) weekly for important announcements and updates to RSO policies and procedures. If email and the mailbox are not checked regularly, Student Life will not assume responsibility for delinquent club duties.
5. Exercise prudence and good judgment when incurring expenses for club activities (see "Fiscal Responsibilities," page 16).
6. See Student Life for approval of use of HPU's name and logo in association with the RSO (see "Advertising Guidelines," page 15).
7. Send a club representative (officer, member, or advisor) to monthly Power Breakfasts.
 - a. Power Breakfasts are held three times per semester (fall: September, October, and November; spring: February, March, and April).
 - b. Power Breakfasts give student leaders the opportunity to network and collaborate with other RSOs, HPU departments, and outside organizations. In addition, the CLD will share information regarding upcoming events, fundraising ideas, and important updates to policies and procedures.
8. Submit paperwork in a timely manner. Update officer and advisor changes efficiently via *Organization Membership* form.
9. Utilize the RSO Officers group on Pipeline. Announcements, forms, and other valuable resources are posted to this group page.
10. Participate in Club Carnival each semester.
11. Keep a record of activities (e.g., what you 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.
12. Abide by HPU's Code of Student Conduct.
13. 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.

Activity Requirements

RSOs must meet activity requirements in order to remain in "active" standing with the University and be eligible for privileges of 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 in a timely manner. The *Activity Request* form is not required for participation in Club Carnival but is required for Halloween Hoopla, International Holiday Bazaar, and Intercultural Day. To remain in active standing, clubs must:

- Hold meetings on a regular basis, at least one per month.

- ☑ Plan a minimum of one club activity per month. Examples include hosting a guest speaker, club socials, community service, and HPU events. (Club Carnival does not qualify.)
- ☑ Participate in a minimum of one collaborative or campus-wide event per academic year. Collaborative events are events planned in collaboration with another RSO or HPU department. Examples of campus-wide events include: Halloween Hoopla (October), International Holiday Bazaar (December), and Intercultural Day (April). (This event can qualify for the monthly requirement.)
- ☑ Participate in at least one community service activity per academic year. Examples of community service activities include: Volunteering your time to a charitable organization, participating in a walkathon fundraiser, and doing a hike clean-up. (This event can qualify for the monthly requirement.)

President Responsibilities and Expectations

The expectations outlined here are targeted toward the club president, as he/she is the point of contact of the RSO. 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 when the president is not available (e.g., vice president or other officer). Any replacement of the RSO president must fulfill the duties and responsibilities listed here.

1. Sign the *Organization President and Advisor Agreement*.
2. Complete training/leadership seminar provided by Student Life.
3. Serve as the liaison between the RSO and Student Life regarding all RSO matters.
4. Ensure the RSO fulfills the responsibilities listed above.
5. Follow policies and procedures set in the RSO Handbook.
6. Abide by HPU's Code of Student Conduct.

Treasurer Responsibilities and Expectations

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

1. Complete training/leadership seminar provided by Student Life.
2. Serve as the liaison between the RSO and Student Life regarding all financial issues.
3. Follow HPU's policies and procedures regarding all financial transactions as outlined in the RSO Handbook.
4. Keep accurate account of all club finances – revenue and expenditures.
5. Ensure the club doesn't request more money than it has available.
6. Approve *Check Requests* 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 as faculty or staff. RSOs may have up to two advisors. 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 for the RSO. 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 *Organization President and Advisor Agreement*.
2. Complete training seminars provided by Student Life.
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.
5. Provide reasonable supervision for club activities, as there may be instances where the advisor is required to attend an event. This includes, but is not limited to, activities at a beach or beach park, hiking, and events where alcohol is available (see “Managing Liability and Activity Risk,” page 13).
6. Encourage students to assume leadership positions and meet their academic obligations.
7. Help student leaders maintain financial and activity records (e.g., post-event reports, meeting agendas and minutes, membership information, financial documents, etc.).
8. Encourage responsible spending in the best interest of the entire RSO.
9. Help anticipate or fix emergency or undesirable situations.
10. Ensure that the organization meets criteria to retain “active” status.
11. Approve documents (e.g., *Activity Request*, *Check Request*, etc.) before they are submitted to Student Life.
12. Report, in writing, to the CLD and Dean of Students any misconduct or violations of policies that may harm the organization, others, or the University.

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 Student Life via *Organization President and Advisor Agreement*.

- If the organization is without an advisor, the registration will be put on hold until Student Life receives the *Organization 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 Student Life.
- An advisor may resign at any time. To resign, submit a letter to:
 - Coordinator of Leadership Development: MP 105; leadership@hpu.edu
 - Outgoing and incoming presidents (if applicable)
- An RSO that seeks a new advisor should first schedule a meeting with the CLD.

Probation

RSO activities are monitored by Student Life throughout the fall and spring semesters. Upon review of the activities at the end of each semester, an RSO that did not fulfill its responsibilities or meet the activity requirements is put on probation for the following semester. The RSO president may be required to complete a *Petition for Registration* as deemed necessary by the Coordinator of Leadership Development (CLD).

During the probation semester:

- The RSO must meet the activity requirements of the semester.
- The RSO must fulfill its responsibilities.
- The RSO will not have access to its funds.
- The RSO president must meet with the CLD.
- All RSO officers must complete RSO training/leadership seminar.

At the end of the probation:

- If the RSO fulfilled the requirements of the probation, officers must meet with the CLD to re-establish active status and gain approval to utilize their funds.
- Failure to meet the requirements of the probation may result in revoked registration.

If RSO officers know ahead of time that the club will be unable to fulfill its responsibilities or meet the activity requirements (e.g., an RSO president will be studying abroad), contact the CLD 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 probation.

APPROVAL OF ACTIVITIES

All RSO events and financial activities **must** be approved via online *Activity Request* form.

Activity Requests are required prior to incurring expenses, confirming payment with a vendor, signing contracts or agreements, and advertising. This includes the following:

- Meetings, socials, fundraisers, community service, hosting guest speakers, even if the event does not utilize club funds or generate a profit.
- Reservations for HPU facilities and equipment.
- HPU-sponsored events including Halloween Hoopla, International Holiday Bazaar, and Intercultural Day.
- General use including, but not limited to, the following:
 - Supplies
 - Flyers or banners
 - Miscellaneous equipment
 - T-shirts or logo items (with or without HPU logo)

***Activity Requests* must be received by the Coordinator of Leadership Development (CLD) at least 10 business days prior to the tentative date. Forms received by the CLD less than 10 business days before an event may not be approved.** Note that some events require additional planning. Follow the timeline below when submitting *Activity Requests* for these events:

Type of activity	Deadline to submit <i>Activity Request</i>
Activities at venues that serve alcohol (page 13)	One month (four weeks) before activity
Fort Street Mall activities (page 12)	Two months (eight weeks) before activity
Fundraisers (page 12)	One month (four weeks) before activity
Travel (page 12)	Two months (eight weeks) before activity

To access the *Activity Request* online:

1. Log in to HPU Pipeline with your RSO Pipeline username and password.
2. Click on the “Resources” tab.
3. To open a new form, select “Student Organization Activity Request Form” in the “Web Forms” channel.
4. To view a form that has already been submitted, click “Administration Panel.”

Activity Approval Procedures

1. Choose a proposed date, time, and location of the activity.
TIP: See Appendix 1, page 24.
TIP: Check the HPU online calendar (www.hpu.edu/calendar) to ensure your event does not conflict with another RSO-scheduled event.
2. Complete the *Activity Request* well in advance of the activity and send it to the RSO advisor. Please **do not** send the form to the CLD at this time.
3. The advisor will receive an email with a link to the form. Upon the advisor’s approval of the activity, he/she must send the form to the CLD, sbautista@hpu.edu.
TIP: Be as detailed as possible, as inadequate information will delay the approval process. List tentative information if necessary. If any event information changes, simply inform the CLD via email to sbautista@hpu.edu.
4. Look for an email confirming “Final Approval” of the *Activity Request*. Read the “Comments” section for room confirmations and to find out whether additional information is required (e.g., liability waivers, advisor’s presence, vendor agreement).
NOTE: It is the RSO’s responsibility to ensure that an event has been approved before moving forward in planning the event. If an RSO conducts an activity without consulting the CLD, the RSO will be at risk of losing its registration.

Fort Street Mall Activities

When planning a large event on Fort Street Mall (FSM) outside of the MP and FS buildings, you will need to work with the Coordinator of Campus Activities & Student Center (CCASC) to apply for a permit. The permit application process takes approximately four to five weeks. Follow the procedures below.

1. Use Appendix 1 (page 24) and Appendix 4 (page 28) to map out your event plan and make it easier to complete the *Activity Request* form.
2. Submit the *Activity Request* at least two months (eight weeks) prior to the proposed date of the event.
3. Schedule a meeting with the CCASC at dfodor@hpu.edu or (808) 687-7013 to discuss your event in detail. The CCASC will assess your event and be able to determine any additional steps you may need to take to move forward in your plans.
 - a. You will work with the CCASC to apply for the FSM permit and food permit (if applicable).
 - b. The CCASC can give you contact information for vendors we use frequently for FSM events.
4. Once you receive "Final Approval" of the *Activity Request*, read the "Comments" section and follow-up as needed. You will need to inform Campus Security and the Cathedral of Our Lady of Peace of the date and time of the event.

Fundraisers

RSOs are strongly encouraged to raise funds during the academic year, as they have greater spending flexibility with RSO Funds. However, advance planning is necessary to ensure the fundraiser is legal and within HPU's policies and procedures. Follow these procedures when planning a fundraiser.

1. Use Appendix 1 (page 24) and Appendix 2 (page 25) to map out your fundraising plan and make it easier to complete the *Activity Request* form.
2. Submit the *Activity Request* at least one month (four weeks) prior to the start of the fundraiser.
3. Schedule a meeting with the Coordinator of Leadership Development (CLD) to discuss your fundraiser in detail. The CLD will assess your fundraiser and be able to determine any additional steps you may need to take to move forward in your plans.
4. Once you receive "Final Approval" of the *Activity Request*, read the "Comments" section and follow-up as needed.
5. Record and submit deposits to Student Life. See "Collecting Revenue," page 20.
6. Ensure that the funds are used for the intended purpose. For example, if donations were collected for the RSO's trip to a conference, the funds must be used for the trip. Should the trip get cancelled, funds must be returned to the respective donor.

Travel

RSO Funds (not HPU Funds) can be used for travel-related expenses. This includes conferences, seminars, and competitions that are overnight or occur off-island. **All travel activity must be approved before fundraising activities can begin.**

1. Use Appendix 1 (page 24) and Appendix 3 (page 27) to map out your travel plans and make it easier to complete the *Activity Request* form.
2. Submit an *Activity Request* at least two months (eight weeks) prior to the proposed date of travel.
3. Schedule a meeting with the CLD to discuss your fundraiser in detail. The CLD will assess your travel proposal and be able to determine any additional steps you may need to take to move forward in your plans.
4. Once you receive "Final Approval" of the *Activity Request*, read the "Comments" section and follow-up as needed. The CLD will provide the following documents to be completed by students and advisors.
 - a. *Advisor Agreement and Confirmation*
 - b. *Emergency Contact Sheet*
 - c. *Student Accountability Agreement/Code of Student Conduct*
 - d. *Travel Liability Waiver*

Post-Approval Checklist

Upon receiving the final approval of an activity, follow instructions detailed in the “Comments” section of the approved *Activity Request*. 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 and collect Voluntary Waiver and Release Agreement (liability waivers) from RSO members (see “Liability Waivers,” page 14)
- Confirm that the RSO advisor will attend the activity
- Submit event documents to the CLD:
 - Contracts and agreements between the RSO and any vendor or venue (see “Contracts and Agreements,” page 14)
 - Drafts of advertisements and tickets (see “Advertising Guidelines,” page 15)
- Submit *Check Requests* and invoices to MP 105 (see “Utilizing Funds,” page 18)
- Distribute and collect travel documents from RSO members
- Print publicity materials and logo items (see “Printed Materials and Logo Items,” page 15)
- Pick up items requested from Student Life (RSO storage container, cooler, cash box)
- Contact the venue to discuss set-up arrangements
- Confirm athletic facility and equipment reservations (see “Facilities and Equipment,” page 21)
- Reserve an HPU van (see “Facilities and Equipment,” page 21)
- Obtain a Fort Street Mall permit (see Appendix 4, page 28)
- Obtain a food permit (see Appendix 4, page 28)
- After the event, complete an *Activity Evaluation* (available at www.hpu.edu/RSOForms).

Managing Liability and Activity Risk

All students must adhere to the policies and procedures in the HPU *Student Handbook*. Any violation of these policies will jeopardize the RSO’s recognition status and privileges. 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)

Activities at Venues that Serve Alcohol

In accordance with the HPU Alcohol and Drug policy, any RSO-sponsored event held on either the downtown or Hawai’i Loa campus must be alcohol-free. Events that occur at off-campus venues that serve alcohol may not include alcohol as part of the program. Such events must abide by the following policies in order to be approved:

- **The event may only occur at a licensed establishment** (i.e., events with alcohol may not occur at beaches, parks, and private homes, etc.).
 - Alcohol served at events must be purchased by the individual consumer only. Under no circumstances may HPU or RSO funds be used to purchase alcohol. The price of an event ticket cannot include alcoholic beverages, nor may any alcohol be purchased by the RSO and served “free” to students.

- The establishment where the event is held must be responsible for checking identification and adhering to Hawai'i laws.
- **Submit the *Activity Request*** to the CLD at least one month (four weeks) prior to the event.
- **The RSO advisor is required to be present** for the duration of the event. If the advisor is unable to attend, the RSO must arrange to have a University full-time faculty or staff member to attend in the advisor's place, with the approval of Student Life. All University representatives must adhere to the University policies and procedures pertaining to on- and off-campus events.
- **The RSO advisor must sign the *RSO Statement of Responsibility*** (page 38), which must be approved by the Executive Director of Student Academic Services. The Statement of Responsibility indicates the advisor's agreement to the following responsibilities:
 - Be present 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.
 - 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

The Vice President of Academic Affairs must approve all contracts and agreements with vendors, entertainers, and speakers. RSO officers and advisors must submit such documents to the CLD for review. Some vendors may be required to sign an *Entertainer Agreement* or *Service Agreement* before the activity can be approved.

- An ***Entertainer Agreement*** is required from vendors that entertain or speak at any HPU event, whether on or off campus. (page 31)
- A ***Service Agreement*** is required for vendors that will provide services on campus. Examples include serving food, and delivering or setting up equipment. (page 35)

Liability Waivers

Some activities may require that a *Voluntary Waiver and Release Agreement* (page 39) be reviewed and signed by students prior to the start of the activity. In these cases, Student Life will email the waiver and instructions for distribution to the contact person listed on the *Activity Request* and the RSO advisor to distribute to student participants. It is the RSO'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 and sign it.

Political Activities

RSOs 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.

- In addition, RSOs cannot participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.
- RSOs may invite political candidates to speak on campus but must do so in an equitable and non-partisan manner.

Advertising Guidelines

There are several methods of advertising at HPU (see Appendix 4, page 28). All event advertising and logo materials must be approved by Student Life before being posted and distributed. Follow these guidelines for all advertising materials:

- The use of HPU's name and logo in association with the RSO must be approved by Student Life.
- The RSO's name should be written as "[RSO Name] at HPU" as opposed to "HPU [RSO Name]."
- The RSO may use, but must not alter, any marks, symbols, logos, motto, or indicia of the University.
- 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.

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 a scheduled event (excluding the Student Life Semester Events Calendar).
- Materials must be stamped by Student Life 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.

Printed Materials and Logo Items

Designs for t-shirts and other logo items, whether or not they mention "HPU," must be approved by the HPU Bookstore. The RSO may be required to place an order with the Bookstore unless instructed otherwise. Only RSO Funds may be used to pay for logo wear (see "Authorized Purchases," page 17 and "Utilizing Funds," page 18).

Small RSO publications, including letter sized (8.5 by 11 inches) and legal sized (8.5 by 14 inches) materials, can be photocopied by Student Life in MP 105. While small jobs can be done relatively quickly, plan ahead and allow 24 hours for photocopying to be completed.

Other RSO projects must be printed through Administrative Support Operations (ASO). This includes business cards, event tickets, invitations, large posters, and brochures. ASO graphic artists can design your project for no extra cost. ASO only charges for the cost required to print your project (see "Utilizing Funds," page 18).

Online Publicity

RSOs have the ability to utilize a web page on the HPU server. RSO websites on non-HPU servers are not permitted. RSO pages on the HPU server will be updated and monitored by Student Life to ensure that the page is administered in an appropriate and acceptable manner according to HPU guidelines. The web page will include the HPU email addresses of the RSO and RSO advisor(s).

RSO pages on social networking sites are not sanctioned by HPU. Hence, RSOs must not use HPU logos or affiliate their social networking page with HPU. Social networking sites may not be used as official means of communication for the RSO.

Authorized Purchases

RSOs must not make any commitments to outside organizations, or pre-pay for any fees or supplies, until they have received an approved *Activity Request*.

This includes use of both HPU Funds and RSO Funds. Student Life reserves the right to deny requests, or use the RSO Fund, for payment if procedures are not followed or if adequate documentation is not provided within 60 days of the purchase (date on the receipt or invoice).

HPU Funds can be used for the following:

- Legitimate and properly approved RSO-related meetings and programs in accordance with the requirements and procedures of the University.
- Reasonable and necessary purchases in order to run an effective and successful event or program.
- Items to sell for fundraising. If the RSO uses HPU Funds to conduct a fundraiser that will benefit a charitable organization, money collected from the fundraiser must first replenish the HPU Funds that were used.

RSO Funds will be used after HPU Funds are used. In addition, RSO Funds must be used for expenses related to travel, logo wear, gifts to HPU employees, repairing or replacing damaged HPU property, and to donate to a charitable organization. The chart below provides examples of the types of expenditures that should be spent with HPU Funds versus RSO Funds.

Common Items	HPU Fund	RSO Fund
Administrative supplies	Yes	Yes
Flyers and printed materials	Yes	Yes
Food/refreshments	Yes, up to \$10/person	Yes
Giveaway prizes	Yes	Yes
Lei or gifts for guests	Yes, non-HPU employees	Yes
On-island seminar or workshop	Yes	Yes
Donation to a charitable organization	No	Yes
Room rental fee	No	Yes
T-shirts or logo wear	No	Yes
Travel (overnight and off-island)	No	Yes
Repair or replace damaged HPU property*	No	Yes

HPU Funds and RSO Funds may not be used for the following items:

- Website servers.
- 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 Student Life.

*All durable items purchased by RSOs become property of HPU and should be labeled accordingly. These items are not intended for personal use. If the property is damaged, stolen, or lost it is the RSO's responsibility to refund the University or replace the merchandise. The replacement of goods or refunding HPU can only be done using the RSO Funds.

Utilizing Funds

RSOs are expected to pay all vendors via check from HPU as opposed to paying out-of-pocket and seeking reimbursement. The process to request a check takes up to four (4) weeks from the time it is received by Student Life to the time the check is ready. Checks totaling \$2500 or more will take extra time to process. Therefore, it is the RSO's responsibility to plan accordingly. Note that expenditures will not take place without an approved *Activity Request*.

There are multiple ways to request a financial disbursement from the RSO account using the *Check Request* form. The *Check Request* is available on page 42 of this handbook, in MP 105, MP 139, and online at www.hpu.edu/RSOForms. *Check Requests* and financial documents must be turned in to MP 105. Incomplete forms or inadequate supporting documents will not be accepted by Student Life. The *Check Request* form must be used to initiate payment for all RSO expenses as listed below.

- Request a check to the vendor (below) – A check issued by HPU must be used for performances or services rendered
- Request a cash advance (below)
- Request a reimbursement (page 19)
- Order items through HPU departments (page 20)

Request a Check to the Vendor

1. **Get a cost estimate** in writing from the vendor. **Do not make any commitments** to the vendor at this time.
2. **Get an approved *Activity Request*.** The activity must be approved with an adequate dollar amount indicated.
3. **Complete and submit the *Check Request*** to MP 105 at least 4 weeks prior to the time the check is needed. Attach the invoice.
4. RSO may confirm the order with the vendor after the *Check Request* is accepted by Student Life.
5. The vendor will be paid directly by HPU.

Request a Cash Advance

What are the terms of using a cash advance?

- Only HPU employees (the RSO advisor) may request a cash advance. The cash advance holder is held accountable for all money that is dispersed.
- A cash advance can be held for up to 30 days. During this period, the RSO's account will be frozen; no funds can be withdrawn until the cash advance is reconciled.
- A cash advance can only be used for the items for which the advance has been requested.
- Funds can only be utilized *after* the check is received. A cash advance is not to be used to reimburse someone for items that were purchased before the check was issued.
- It is the responsibility of the cash advance holder to reconcile the cash advance with Student Life.

Procedures for requesting a cash advance

1. **Get an approved *Activity Request*.** The activity must be approved with an adequate dollar amount indicated.
2. **Compose a written memo** addressed to the CLD. Include the following information:
 - a. Name of RSO.
 - b. Name and HPU ID# of the RSO advisor.
 - c. Name(s), date(s), location(s) of event(s).
 - d. A list of items to be purchased (e.g., \$50 for light refreshments for anticipated 30 seminar attendees on September 30).
3. **Complete and submit the *Check Request* and memo** to MP 105.
4. **Allow up to three weeks** for the cash advance to be processed. If approved, the cash advance will be given in the form of a check (not cash). The person receiving the check, the cash advance holder, will

need to pick up the check from MP 105 in person to “sign out” the check and agree to the terms involved. There will be absolutely no exceptions to this policy.

5. **To reconcile the cash advance**, complete a *Check Request* and follow the “Request a Reimbursement” procedures outlined in the next section.
 - a. In the “Event Details” section, indicate that you are “reconciling a cash advance for \$___.”
 - b. Return any leftover cash advance funds in the form of cash or a personal check. If you are submitting cash, hand-deliver this to MP 105.

Request a Reimbursement

As RSOs are expected to pay all vendors via check from HPU, requests for reimbursement should be kept to a minimum. However, if a reimbursement is necessary, follow the procedures here.

Note for RSO advisors: In accordance with HPU policies, any Business Expense Reimbursement Form (BERF) is to be completed at the end of each month. Therefore, separate and submit receipts by month. If you are only making one purchase in the month, indicate this on the *Check Request* and we may be able to process your reimbursement before the end of the month.

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

1. **Get an approved *Activity Request*.** The activity must be approved with an adequate dollar amount indicated.
2. **All receipts must meet criteria below.** If receipts do not meet the criteria listed above, you will be required to sign a *Missing Receipt Affidavit*, provided by Student Life.
 - a. Must not be more than 30 days old.
 - b. Be original (NOT a copy of the original).
 - c. Show method of payment: Credit card, cash, check.
 - d. Indicate the specific items that were purchased (credit card receipts are not acceptable unless they are accompanied by an itemized receipt). If you do not have a receipt that is itemized, contact the vendor and retrieve a receipt.
 - e. For orders placed online and invoice receipts, it must indicate that the payment was received by the vendor or that the balance is \$0.

TIP: If you need to purchase personal items as well as items for the RSO, pay for them separately at check-out. In other words, keep RSO items on a separate receipt. This will streamline the reimbursement process.

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 will remove the ink as well.
TIP: It is highly recommended that the club treasurer keep copies of all receipts and financial documents.
4. **Complete a *Check Request*** and turn in to MP 105 within 30 days of the receipt date.
5. **Allow up to four (4) weeks** for processing your reimbursement(s). If the reimbursement request is for less than \$50, the payee (person seeking reimbursement) will be paid in cash and required to pick it up in person. The payee will be notified via email.

Order items through HPU departments

Follow these procedures for ordering and paying for items through HPU departments. Unless otherwise specified, projects will be delivered to MP 105.

1. **Get an approved *Activity Request*.** The activity must be approved with an adequate dollar amount indicated. Student Life will refer you to the department contact.
2. **Work with the department contact** to create your order and get an estimated cost of the order.
3. **Complete and submit** the *Check Request* form to MP 105. Attach the estimate.
4. **Student Life will confirm the order with the department. The RSO will receive** confirmation when this has been done.
5. The vendor will be paid directly by HPU.

Collecting Revenue

The RSO treasurer is responsible for coordinating the collection of cash and checks for the RSO. Collection of money must adhere to these policies:

- Monies collected must be turned in to Student Life in MP 105 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 RSO 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 the club to be used for disbursements or payment of club expenditures. Failure to submit money on time may result in loss of RSO registration or privileges.

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.

All tickets should be pre-numbered with the corresponding number on the log sheet. 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. In some cases, it should indicate whether a registration form or liability waiver was received.

Welcome Back Dance, September 18 Students with Spirit at HPU							
Ticket	Date	Campus	Attendee	Waiver Received	Cash/Check	Amount Paid	Received By
1	9/4/2009	DT	Sharky	Yes	cash	\$10.00	Jane
2							
3							
4							
5							
6							

3. Complete the *Deposit Form* (page 43) and count the cash and checks.
4. Turn in the money, ticket log, and *Deposit Form* to MP 105. Student Life will count the deposit to verify the total cash and checks received. Once the funds are balanced, Student Life will provide the RSO with a copy of the verified deposit form.
5. RSO fundraised monies are deposited into the club's University account. A copy of the receipt will be placed in the RSO mailbox. The original receipt from the Business Office will be kept on file in Student Life and recorded on the club's budget spreadsheet.

FACILITIES AND EQUIPMENT

RSOs may use on-campus facilities and classrooms, which can only be requested on the *Activity Request* form. All reservations must be made through Student Life. If your event is approved, confirmation of your reservation will be on the approved *Activity Request* form in the “Comments” section. All meeting spaces are on a first-come, first-served basis. In addition to classrooms, RSOs may consider the meeting rooms listed below.

Downtown Meeting Spaces	Location	Capacity	Notes
Career Services Center (CSC) Conference Room	FH 502	15-20	Located in the CSC.
International Center Conference Room	UB 1100	15-20	Located in the International Center.
College of Humanities and Social Sciences (CHSS) Conference Room	FS 203	25	Food and drinks are not permitted.
Sea Warrior Center (SWC)	BH 1 st floor	Up to 75	Can accommodate large gatherings; only available for events knowing that the SWC remains open for use by HPU community. There is also a study lounge available for club use, by reservation, between 3pm and 6pm Monday through Friday.
Student Government Association conference room	MP 139	10-15	Located in Sharky’s Cove.
Student Life Conference Room	MP 104	8-10	
Warmer Auditorium (classroom)	LB PH	Up to 100	Limited availability due to class scheduling; has an elevated stage area.

Hawai’i Loa Meeting Spaces	Location	Capacity	Notes
Dining Commons (DC)	DC	Up to 200	Not available during regular dining hours.
Lanai Areas	AC or DC	Varies	Various seating accommodations and arrangements are available.
Paul & Vi Loo Theatre	AC 3 rd floor	Up to 80	Has an elevated stage area.
Student Center	DC	30	

Audiovisual equipment may be reserved by the RSO advisor via the “ITS Work Order” web form on Pipeline.

Athletic facilities and equipment are available through Athletics. Contact the Coordinator of Campus Recreation at swilson@hpu.edu.

Tables and chairs for use on the Academic Center lanai can be reserved via *Activity Request* form.

15-passenger vans (similar to the HPU shuttles) are available from Transportation on the Hawaii Loa Campus via *Vehicle Request* form. The *Vehicle Request* form is available online at www.hpu.edu/RSOForms, in MP 105, and in MP 139. Van reservations are based on a first-come, first-served basis. To request a van, submit the *Vehicle Request* form with the approved *Activity Request* to Student Life at least seven (7) working days prior to the activity date. Once the Dean of Students approves, Student Life will forward the request to Transportation.

Note that RSOs are responsible for providing a van certified driver for the trip. To be eligible for van certification, RSO drivers must meet the following requirements:

- Have a valid US driver’s license.

- ☑ Be at least 21 years of age.
- ☑ Have at least three years of driving experience.
- ☑ Have a current driver's abstract (at driver's expense). The abstract can be presented in person or faxed to (808) 236-5879.
- ☑ Must not have had a speeding or DUI (Drinking Under the Influence) arrest or citation within the last 12 months.

All drivers must take the van certification road test at the Hawai'i Loa Campus. Set up an appointment with Transportation at (808) 236-5817.

The following items are available from Student Life in MP 105 and must be reserved via *Activity Request* form:

- **Drink and ice coolers.** Ice coolers range in sizes from 60 to 175 quarts. Items can be held for one business day.
- **RSO storage containers.** If you need items from your 10 gallon container for an event, indicate this on the *Activity Request* so Student Life can make it available in time. If you don't have a container and would like one, contact the CLD. Requests for storage containers must be made at least 48 hours in advance.
- **Tables and chairs on Fort Street Mall (FSM) under the awning of the MP and FS buildings.** One six-foot table and two metal folding chairs can be reserved at a time. Abide by the following guidelines:
 - Check in with the front office (MP 105).
 - Student Life must approve all handouts before an RSO sets up.
 - Keep doorways and entryways clear.
 - Set-up and clean-up of the equipment are the RSO's responsibility.
 - Classes are in session and offices are open for business along Fort Street Mall, so be respectful and keep the noise level at a reasonable volume.
 - In order to distribute food, it must have been prepackaged by a licensed food vendor.

RSO REVIEW COMMITTEE

Student Life may establish an RSO Review Committee to consider new and renewing club proposals and handle RSO issues. The RSO Review Committee may be comprised of the Dean of Students, the CLD, a faculty member, and an officer of the HPU Student Government Association. Responsibilities of this committee include the following:

- Review semester proposals for new clubs and renewals of previously existing RSOs.
- Make or bring forth suggestions to improve and enhance club activities.
- Monitor RSO activity and funding concerns.
- Act as a club review board.
- Review RSO Handbook and set standards for limitation and review.
- Make recommendations to the Executive Director of Student Academic Services, the Vice President of Academic Affairs, and the University President.

RSO FORMS AND RESOURCES

All RSO forms and agreements are available online at www.hpu.edu/RSOForms. RSO forms are also available in MP 105 and MP 139.

RSO Forms

Activity Evaluation

*Check Request**

*Deposit Form**

Organization Membership

Organization President and Advisor Agreement

Request to Solicit Donations

Routing Form – Tax-Exempt Donations

*Student Government Association Fund Request**

Vehicle Request

RSO Agreements

*Entertainer Agreement**

*RSO Statement of Responsibility**

*Service Agreement**

*Voluntary Waiver and Release Agreement**

*Also available in this handbook for your reference.

To access the *Activity Request* form online:

1. Log in to HPU Pipeline with your RSO username and password.
2. Click on the “Resources” tab.
3. To open a new form, select “Student Organization Activity Request Form” in the “Web Forms” channel.
4. To view a form that has already been submitted, click “Administration Panel” in the “Web Forms” channel.

For contact information of HPU resources, see Appendix 6 on page 30.

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*.

For information related to fundraisers, see Appendix 2, page 25.

For information related to travel, see Appendix 3, page 27.

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

Who is the intended audience? (HPU clubs, 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 RSO advisor need to attend?

What? *Describe each component of your event.*

What activities are occurring during this event? (agenda/itinerary)

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 (club 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?

When? *Consider the best time for your event.*

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 RSO?

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? (cash advance, pay vendor directly through HPU)

Keep in mind the following items that require approval, and plan accordingly (not all forms will be required for your activity): *RSO Statement of Responsibility, Check Request form, Request to Solicit Donations, contracts and agreements, Fort Street Mall permit, food permit*

Start with Appendix 1 (page 25). Then consider the following questions before you submit the *Activity Request* form and meet with the CLD.

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?

If you are selling food, a food permit may be required.

Vendor information

What vendors are you working with for this event?

Does the vendor require any paperwork to be signed?

Percentage of proceeds to RSO (submit a copy of the agreement with the outside vendor)

What are you expected to pay upfront?

What are the total costs associated with this fundraiser?

Donors

Who are you asking to donate? If you plan to solicit donations from beyond the HPU community, follow instructions in the next section.

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 subsidize the costs of the event?

Will they be donated to an organization outside of HPU?

Will the funds be used to finance another event of the RSO?

Are the funds for general club use?

Soliciting donations from the community

The Alumni and University Relations Division supports HPU by engaging a community of alumni and friends (individuals and organizations) in the life of the University through distinctive programs and services. AUR fosters a sense of community, commitment and common purpose among the university's stakeholders and facilitates all levels of support of HPU.

AUR is responsible for the coordination of fundraising activities to individuals, corporations, and foundations. RSOs must receive approval from AUR for any form of solicitation (in-kind or monetary) *before* approaching the business or individual. **After submitting the *Activity Request* form**, meet with the CLD to discuss procedures below.

1. **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" and mailed to the following address:
Hawai'i Pacific University
Alumni and University Relations
Attention: [RSO name, without abbreviations], [name of campaign]
1164 Bishop Street, Suite 800
Honolulu, HI 96813
2. **Submit the *Request to Solicit Donations* form (provided by CLD), solicitation letter, and thank-you letter** no later than one month (four weeks) before intended distribution of the letters.
3. **Student Life will review and forward your request** to AUR for review and approval. You may be asked to make changes to your solicitation letter based on advice and instruction of AUR.

4. **You will receive a copy of the approved *Request to Solicit Donations*** and related documents in your RSO mailbox. RSOs are required to receive approvals from both Student Life and Alumni and University Relations Division 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 AUR.
5. **Record all donations** that are collected, whether monetary or durable goods. Monies collected must be turned in to Student Life according to the procedures in *Collecting Revenue* on page 20.
6. **Send the thank-you letter** to the patron. AUR will send a letter of acknowledgement of the contribution as official documentation of the tax-exempt portion of their donation. For sample letters, go to www.hpu.edu/RSOForms.

Alternate HPU Funding Opportunities

Request funding from the HPU Student Government Association (SGA)

- Submit a completed SGA Fund Request (page 44) to sga@my.hpu.edu or MP 105 by 5pm. Fund requests are due on the first day of the month. Please include all supplemental materials requested on the form; incomplete proposals will not be accepted.
- A representative of the RSO must propose the request in person and address questions or concerns of the Senate. Requests will generally be heard at the first Senate meeting of the month.
- If the request is approved, it is expected that the funds only be used for the approved expenses in the current academic year. Approved funds will not roll over to the next year.
- It is also expected that SGA be acknowledged for their support. For example, list "SGA" or include their logo on flyers or Pipeline advertisements.

Participate in banner and booth contests at various HPU events

- Events include: Club Carnivals, Halloween Hoopla, International Holiday Bazaar, Intercultural Day
- These events offer RSO Funds to RSOs that win for banner and booth decorating contests.
- The amount of the prize will vary, depending on the event.

Request additional funding from the CLD

- If an RSO wishes to start an HPU tradition, it may request up to \$500 in support from the CLD.
- Proposed events or programs must be open to all of the HPU community with the intention of being an annual event. Funding may be provided to one HPU tradition per year. Events with alcohol will not be eligible.
- Funding will be decided in the month of November, pending final approval. More information will be announced at the RSO Power Breakfasts.

Start with Appendix 1 (page 25). Then consider the following questions before you submit the *Activity Request* form and meet with the CLD.

TIP: Create a written proposal with the information below and submit the proposal to the CLD after submitting the *Activity Request* form.

Description

What is the purpose of your RSO attending this event?

What are your RSO's goals in attending this event?

How does your participation in this event help to achieve the mission of your RSO?

Provide or attach a description of the event, conference, or seminar.

Who is traveling? Provide the name and HPU ID# of advisor traveling with the RSO, as well as the names of all students traveling.

Travel Itinerary

To which city or cities do you plan to travel?

On what airline will you be traveling?

What are your proposed travel dates and times?

What are your hotel or lodging accommodations?

Estimated Expenses

Airfare – cost per

Lodging – cost per room per night, number of nights, number of rooms

Meals – how many meals, cost per meal

Transportation – public, rental, own transportation

Other – luggage fees, activities, supplies, parking, seminar fees

Will you need a travel cash advance? If so, what amount?

Funding

How will the RSO cover the costs of this trip?

Do you plan to conduct fundraisers?

Do you plan to solicit donations from the community?

Will students pay for their own expenses?

Start the event planning process by answering the questions in Appendix 1 (page 25) and consider the following questions **before** you submit the *Activity Request* form and meet with the Coordinator of Campus Activities and Student Center (CCASC).

- 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?

Fort Street Mall Frequently Asked Questions

Are cash, check, or credit/debit card transactions allowed on FSM?

Unfortunately, it is against City and County regulations to allow monetary transactions on FSM. Limited monetary transactions are permitted under the awning of the MP and FS buildings, pending approval from Student Life.

What if we need electricity for our event?

The City and County will not provide electricity for events held on FSM. Student Life has a limited number of power outlets available. Extension cords and surge protectors must comply with safety standards. See the CCASC for details.

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

The food permit only allows prepackaged food and food from licensed establishments to be served. Food permit applications must be submitted to the Department of Health four weeks in advance.

Bulletin Boards

Several bulletin boards are available on each campus to post flyers. Flyers must first be approved and stamped by Student Life. For approval of flyers and for a list of bulletin boards, take your flyers to MP 105. Additionally, to have a flyer or poster displayed, 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 Fort Street Mall on the downtown campus.

HPU online calendar

Student Life helps promote RSO 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, hence, be sure to include a detailed description of your event on the form.

HPU Pipeline Announcements and Emails

RSOs may request to have announcements posted on HPU Pipeline and send one email blast per semester. Do this on the *Activity Request* form.

KALAMALAMA

Kalamalama ("The Light of Truth") is the University Newspaper and is published every two weeks during the fall and spring semesters. RSOs are encouraged to submit articles and RSO advertisements for their activities. To reserve space in the *Kalamalama*, contact the *Kalamalama* Business Office:

Email: kalamalama@hpu.edu

Phone: (808) 544-9379

Web: www3.hpu.edu/Kalamalama

Poster Stands

Poster stands (22 in. x 28 in.) may be available through Student Life. Call (808) 544-0277 to see if space will be available.

Appendix 6**HPU Resources – Who should you contact?**

Formal requests and reservations must be made on the *Activity Request* form. However, you may contact the following individuals or departments with general inquiries. Contact the Coordinator of Leadership Development if you have specific questions about RSO policies and procedures.

<p><i>Coordinator of Leadership Development</i></p> <ul style="list-style-type: none"> • RSO special events (fundraisers, travel, etc.) • Inquiries on RSO policies and procedures • Status of <i>Activity Request</i> forms • Registration approval status 	<p>Shari Ann Bautista sbautista@hpu.edu (808) 687-7010 MP 139</p>
<p><i>Center for Student Life and First-Year Programs (front office)</i></p> <ul style="list-style-type: none"> • Downtown classrooms and meeting spaces • Tables and equipment • Turn in all RSO paperwork • Photocopies of RSO materials, letter and legal size 	<p>(808) 544-0277 MP 105</p>
<p><i>Assistant to the Dean of Students</i></p> <ul style="list-style-type: none"> • Pipeline announcements and emails • RSO financial transactions 	<p>Carrie Moore cmoore@hpu.edu (808) 544-1116</p>
<p><i>Assistant to the Vice President of Administration</i></p> <ul style="list-style-type: none"> • Availability of the Dining Commons and Academic Center lanai 	<p>Angela Botelho abotelho@hpu.edu (808) 236-3567</p>
<p><i>Coordinator of Campus Activities at Hawai'i Loa</i></p> <ul style="list-style-type: none"> • Student activities on the Hawai'i Loa Campus 	<p>Jessica Walz jwalz@hpu.edu (808) 687-7039</p>
<p><i>Coordinator of Campus Recreation</i></p> <ul style="list-style-type: none"> • Availability of athletic facilities and equipment 	<p>Skyler Wilson swilson@hpu.edu (808) 356-3544 or (808) 544-9370</p>
<p><i>Coordinator of Student Activities and Student Center</i></p> <ul style="list-style-type: none"> • Fort Street Mall permits • Student activities on the Downtown Campus • Availability of the Sea Warrior Center 	<p>Danielle Fodor dfodor@hpu.edu (808) 687-7013</p>
<p><i>Leadership Assistant</i></p> <ul style="list-style-type: none"> • RSO budget summary • RSVP to RSO Power Breakfasts 	<p>leader@my.hpu.edu</p>
<p><i>Manager of Dining Commons at HLC</i></p> <ul style="list-style-type: none"> • Availability of the Dining Commons 	<p>Debbie Day-Sandobal Debbie.daysandobal@sodexo.com</p>

Entertainer Agreement

This Entertainer Agreement (“Agreement”) is hereby entered into by and between Hawai’i Pacific University (“HPU”) and Entertainer, whose name, members, address, and contact information is provided below (“Entertainer”).

Entertainer Name: _____

Group Members:
(if any) _____

Entertainer Address: _____

Contact Person: _____
Phone: _____
Fax: _____

1. Entertainer will perform and provide event-related services, on HPU’s behalf, as follows:

Event: _____

Location: _____

Date(s): _____

Times(s): _____

Services: _____

2. HPU agrees to pay Entertainer the total amount of \$_____ for all services to be rendered by Entertainer under this Agreement. This payment shall be inclusive, and HPU shall have no responsibility to pay any other or separate payments to individual group members, in the case that Entertainer is a group, or to pay any management fees, musicians’ union fees, taxes that may accrue to Entertainer as a result of this Agreement, or any other fee or assessment whatsoever. Any union fees or taxes are the sole responsibility of Entertainer.

3. Should the Event be canceled as a result of circumstances beyond HPU’s reasonable control, as for example because of inclement weather, HPU shall have no obligation to pay Entertainer the amount described in Section 2 except where Entertainer receives less than twenty-four (24) hours notice of cancellation, in which case HPU shall pay Entertainer fifty percent (50%) of the amount set forth in Section 2.

4. Entertainer gives HPU and its designees permission to use Entertainer’s name and likeness, and the name and likeness of all members of Entertainer’s group (where applicable), for promotional and publicity materials that HPU may publish concerning the Event and/or Entertainer’s participation therein. Entertainer shall require each member of Entertainer’s group to complete the “Performer Waiver and Release” form attached hereto as Exhibit “A”. Entertainer shall provide the completed forms to HPU.

5. Entertainer shall at all times conduct itself in a professional manner and shall do nothing that would, or would be likely to, embarrass HPU or cause HPU's name or reputation to suffer injury. Entertainer shall be responsible for ensuring that its members, if any, conduct themselves in accordance with this same standard.
6. Entertainer represents and warrants to HPU that Entertainer has secured or will secure any and all necessary rights, authority, licenses, and approvals to perform the works that it will be performing at the Event.
7. Entertainer is an independent contractor and not an employee of HPU for any purpose. HPU shall have no obligation to provide Entertainer any benefits other than the compensation set forth in Section 2 above.
8. Entertainer releases HPU and its officers, directors, agents, and employees from and against any and all rights and/or claims Entertainer may have for any loss, injury, or damage arising out of or in any way related to, directly or indirectly, the Event. Without limiting the foregoing, Entertainer acknowledges and agrees that: (a) Entertainer will be solely responsible for its own equipment at the Event; and (b) HPU shall have no responsibility for any damage to or loss of Entertainer's equipment at or in connection with the Event.
9. To the fullest extent permitted by law, Entertainer shall defend, indemnify, and forever hold harmless HPU and its trustees, officers, directors, employees, and agents from and against all costs, liability, loss, damage, and expense, including all attorneys' fees, and all claims, suits, and demands therefore, arising out of, resulting from, or related to, directly or indirectly, any act, omission, or breach of this Agreement by Entertainer or Entertainer's members, employees, officers, or agents. This section shall remain in full force and effect notwithstanding the expiration or early termination of this Agreement.
10. This Agreement may be terminated by either party without penalty on thirty (30) calendar days advance written notice.
11. This Agreement shall be construed in accordance with the laws of the State of Hawai'i. Entertainer acknowledges and agrees that it shall be subject to the laws of the State of Hawai'i and any action on this Agreement must be brought in a court located in Honolulu, Hawai'i.
12. Where Entertainer is a group, Entertainer's representative named below warrants and represents to HPU that he/she is authorized to sign this Agreement on behalf of Entertainer and, to the extent applicable, make the above representations on behalf of Entertainer's individual group members.
13. Compliance with Laws. Entertainer shall comply with all federal, state, and county laws, ordinances, codes, rules, and regulations, as the same may be amended from time to time, that in any way affect Entertainer's performance of this Agreement.
14. Entire Agreement; Modifications. This Agreement sets forth all of the agreements, conditions, understandings, promises, warranties, and representations between HPU and Entertainer relative to this Agreement. This Agreement supersedes all prior agreements, conditions, understandings, promises, warranties, and representations. Any modification of this Agreement shall be made by written amendment, signed by Entertainer and HPU. No oral modification shall be permitted.
15. Subcontracts and Assignments. Entertainer shall not assign or subcontract any of its duties, obligations, or interests under this Agreement without HPU's prior written approval.
16. Notices. Any written notices required under this Agreement shall be validly given or served if in writing and (1) hand-delivered, (2) sent by facsimile, or (3) sent by registered or certified mail, postage prepaid, to the following:

TO HPU:

Hawai'i Pacific University

Attention: _____

Facsimile No.: 808-_____

TO ENTERTAINER:

Please see contact information immediately prior to Section 1 of this Agreement.

17. No Party Deemed Drafter. No party shall be deemed to be the drafter of this Agreement. This Agreement is the product of arms length negotiations between the parties and therefore shall be deemed to have been drafted jointly by the parties.

18. Severability. In the event that any provision of this Agreement is declared invalid or unenforceable by a court or an arbitrator, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining terms of this Agreement.

19. Waiver. The failure of HPU to insist upon the strict compliance with any term, provision, or condition of this Agreement shall not constitute or be deemed to constitute a waiver or relinquishment of HPU's right to enforce the same in accordance with this Agreement.

20. Headings. The headings of paragraphs in this Agreement are for convenience only. They form no part of this Agreement and shall not affect its interpretation.

IN WITNESS WHEREOF, the parties, being duly authorized to do so, execute this Agreement by their signatures below, to be effective as of the date first above written.

HAWAI'I PACIFIC UNIVERSITY

ENTERTAINER

By _____

By _____

Print Name _____

Print Name _____

Title _____

Title _____

Date _____

Date _____

EXHIBIT "A" TO ENTERTAINER AGREEMENT

PERFORMER WAIVER AND RELEASE

Person Covered by This
Form (the "Performer"):
Group:
Event:
Location:
Date(s):

Check one of the following:

_____ I am signing this Waiver and Release on my own behalf as the Performer. I hereby certify that I am 18 years of age or older.

_____ The Performer is younger than 18 years of age. I am signing this Waiver and Release on behalf of the Performer. I hereby certify that I am the Performer's parent or legal guardian.

The Performer is scheduled to perform at the Event as part of the Group. Hawai'i Pacific University ("HPU") will be providing valuable consideration, either monetary or otherwise, to the Group in exchange for the Group's performance. By accepting the opportunity to perform at the Event as part of the Group, the Performer and the Performer's personal representatives, successors, assigns, heirs, legal representatives, and next of kin, represent and agree to waive and release HPU and its trustees, officers, directors, employees, and agents from and against any and all rights and/or claims the Performer may have for any loss, injury, or damage arising out of or in any way related to, directly or indirectly, the Event.

Performer also gives HPU and its designees permission to use the Performer's name and likeness for promotional and publicity materials that HPU may publish concerning the Event and/or the Group's or the Performer's participation therein.

Performer acknowledges and agrees that Performer shall not be deemed an employee of HPU.

I understand that I am causing rights to be given up by signing this document and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability and rights to the greatest extent allowed by law. I understand and agree that this Waiver and Release will be construed in accordance with the laws of the State of Hawai'i and that, if any portion of this Waiver and Release is held to be invalid, the balance shall continue in full force and effect.

Print Name

Signature

Date

Service Agreement

This Agreement for Services (the "Agreement") is entered into with an effective date of _____, _____ (the "Effective Date") by and between **HAWAI'I PACIFIC UNIVERSITY** ("HPU") and _____ ("CONTRACTOR"). HPU and CONTRACTOR are hereinafter referred to collectively as the "Parties".

1. **Scope of Services.** CONTRACTOR shall, in a proper and satisfactory manner, as determined by HPU, provide and perform all of the services set forth in Attachment No. 1 hereto (the "Services").
2. **Professional Conduct.** CONTRACTOR shall at all times conduct itself in a professional manner and shall do nothing that would, or would be likely to, embarrass HPU or cause HPU's name or reputation to suffer injury. All Services shall be performed in accordance with generally accepted standards for the relevant industry.
3. **Compensation.** CONTRACTOR shall be compensated in accordance with the terms set forth in Attachment No. 2 hereto.
4. **Term.** The term of this Agreement shall begin on the Effective Date and end [OPTION #1: on INSERT SPECIFIC DATE] [OPTION #2: upon the completion of the Services].
5. **Insurance.** CONTRACTOR shall comply with the insurance requirements set forth in Attachment No. 3 hereto.
6. **Independent Contractor.** CONTRACTOR is an "Independent Contractor" with the authority and responsibility to control and direct the performance and details of the Services; provided, however, that HPU shall have a general right to review CONTRACTOR's work performance and to determine whether, in HPU's opinion, the Services CONTRACTOR is performing or providing are in accordance with the provisions of this Agreement. CONTRACTOR shall not be entitled to vacation, sick leave, retirement, or other benefits afforded to HPU employees.
7. **Indemnification and Defense.** To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify, and forever hold harmless HPU and its trustees, officers, directors, employees, and agents from and against all costs, liability, loss, damage, and expense, including all attorneys' fees, and all claims, suits, and demands therefor, arising out of, resulting from, or related to, directly or indirectly, any act, omission, or breach of this Agreement by CONTRACTOR or CONTRACTOR's employees, officers, agents, or subcontractors. This section shall remain in full force and effect notwithstanding the expiration or early termination of this Agreement.
8. **Termination.**
 - 8.1. **Breach.** If CONTRACTOR materially breaches this Agreement, HPU may notify CONTRACTOR in writing of the breach, and if not cured in ten (10) days or any longer time specified in writing by HPU, HPU may terminate this Agreement in whole or in part.
 - 8.2. **Convenience.** HPU may, with thirty (30) days written notice to CONTRACTOR, terminate this Agreement in whole or in part, for HPU's convenience.
9. **Confidentiality.** CONTRACTOR acknowledges that HPU is the owner or licensee of valuable trade secrets and other confidential information. CONTRACTOR shall treat as strictly confidential and shall not use for its own purpose or for third parties, or divulge or permit to be divulged to or examined or copied by others, any information or data obtained or received by CONTRACTOR in connection with this Agreement or otherwise that is marked as, or should reasonably be understood to be, confidential or proprietary to HPU (the "Confidential Information"). CONTRACTOR shall: (a) use Confidential Information only in connection with performing the

Services; (b) limit dissemination of Confidential Information to its officers, directors, employees, and consultants who have a "need to know", and who have executed written agreements not to disclose, such Confidential Information; and (c) immediately notify HPU in writing of any unauthorized disclosure or use of Confidential Information. CONTRACTOR's obligations under this Section 9 shall survive the expiration or early termination of this Agreement.

10. Miscellaneous Provisions.

10.1. Compliance with Laws. CONTRACTOR shall comply with all federal, state, and county laws, ordinances, codes, rules, and regulations, as the same may be amended from time to time, that in any way affect CONTRACTOR's performance of this Agreement.

10.2. Governing Law and Jurisdiction. This Agreement shall be governed by the laws of the State of Hawai'i. CONTRACTOR agrees that the state and federal courts in Honolulu, Hawai'i have exclusive jurisdiction over any dispute under this Agreement.

10.3. Entire Agreement. This Agreement sets forth all the agreements, conditions, understandings, promises, warranties, and representations between HPU and CONTRACTOR relative to this Agreement. This Agreement supersedes all prior agreements, conditions, understandings, promises, warranties, and representations.

10.4. Subcontracts and Assignments. CONTRACTOR shall not assign or subcontract any of CONTRACTOR's duties, obligations, or interests under this Agreement without HPU's prior written approval.

10.5. Modifications of Agreement. Any modification of this Agreement shall be made by written amendment, signed by CONTRACTOR and HPU. No oral modification shall be permitted.

10.6. Severability. In the event that any provision of this Agreement is declared invalid or unenforceable by a court or an arbitrator, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining terms of this Agreement.

10.7. Waiver. The failure of a party to insist upon the strict compliance with any term, provision, or condition of this Agreement shall not constitute or be deemed to constitute a waiver or relinquishment of that party's right to enforce the same in accordance with this Agreement.

10.8. No Party Deemed Drafter. No party shall be deemed to be the drafter of this Agreement. This Agreement is the product of arms length negotiations between the Parties and therefore shall be deemed to have been drafted jointly by the Parties.

10.9. Notices. Any written notices required under this Agreement shall be validly given or served if in writing and (1) hand-delivered, (2) sent by facsimile, or (3) sent by registered or certified mail, postage prepaid, to the following:

TO HPU:

Hawai'i Pacific University

Attention: _____

Facsimile No.: 808-_____

TO CONTRACTOR:

Attention: _____

Facsimile No.: _____

10.10. Headings. The headings of paragraphs in this Agreement are for convenience only. They form no part of this Agreement and shall not affect its interpretation.

10.11. Section Numbers. References to Section numbers with no decimal place refer to the entire Section including all subsections and subparagraphs.

10.12. Counterparts. This Agreement may be executed in counterparts, and all counterparts so executed shall be deemed to be one and the same instrument, binding on all of the Parties hereto, notwithstanding that all of the Parties are not signatories to the original or the same counterparts. For all purposes, duplicated and unexecuted pages of the counterparts may be discarded and the remaining pages assembled as one document. Facsimile copies of a party's signature shall be acceptable in lieu of the original.

IN WITNESS WHEREOF, the parties, being duly authorized to do so, execute this Agreement by their signatures below, to be effective as of the date first above written.

HAWAI'I PACIFIC UNIVERSITY

CONTRACTOR

By _____
Print Name _____
Title _____
Date _____

By _____
Print Name _____
Title _____
Date _____

Attachment No. 1 - - Scope of Services

[INSERT DESCRIPTION OF SERVICES TO BE PROVIDED BY CONTRACTOR]

Attachment No. 2 - - Compensation

[SPECIFY COMPENSATION THAT CONTRACTOR WILL RECEIVE]

Attachment No. 3 - - Insurance Requirements

[INSERT INSURANCE REQUIREMENTS]

RSO Statement of Responsibility

This form is to be used for club approved luncheons, dinners, or workshops/seminars that are taking place in a restaurant that is licensed to serve alcohol. The event is intended for club members only and does not require ticket sales. This form is for Hawaii Pacific University use only and not for the benefit of third parties and must be completed in advance; the Activity Request form will not be approved until all signatures are acquired.

RSO Advisor Name _____ Budget Fund Code _____

RSO Name _____ Org. Code _____

I acknowledge my responsibilities as outlined below for the alcoholic beverages served by
_____ for service at the following function:
Vendor _____

Date	Start & End Times	Name of Event	Number of Persons Expected
------	-------------------	---------------	-------------------------------

- Be present 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.
- 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.

By signing below I acknowledge responsibility at a club function where alcohol is present and certify that I have read and understand applicable University policies (e.g., Alcohol and Drug Policy).

Signature: RSO Advisor

Date

Signature: Executive Director of Student Academic Services

Date

Voluntary Waiver and Release Agreement

DEPARTMENT: _____

EVENT/ACTIVITY: _____

Description: _____

Date/Time: _____

Location: _____

STUDENT'S INFORMATION (PRINT)

First Name: _____ Last Name: _____

Nickname: _____ Student ID Number: @ _____

Permanent Address: _____

Hawai'i Address: _____

In consideration of Hawai'i Pacific University ("HPU") permitting me to participate in all aspects of the above-referenced activity or event ("Activity"), I hereby agree as follows:

1. Assumption of Risk.

- a. I fully understand and appreciate the dangers, hazards and risks inherent in participating in the Activity; transportation between HPU and the Activity; undertaking any independent research or other activities as an adjunct to the Activity; and using any of the facilities or equipment related to the Activity (collectively, "Activities"), which risks include serious physical injury up to death, property damage and other loss. I understand that participating in such Activities will subject me to dangerous conditions, including but not limited to,

_____, and that I may sustain injuries, including but not limited to, _____.

- b. I further understand there are foreseeable and unforeseeable risks inherent in participating in this Activity, including but not limited to the conduct of other participants and third parties, and natural conditions such as the terrain, wildlife and the weather.

- c. I acknowledge that I am responsible for my own conduct and safety, that the risks of physical injury, damage, financial liability and loss as stated herein are not exhaustive, and that HPU does not require my participation in any of the Activities. Knowing the nature of such risks, and having made my own investigation regarding the risks inherent in participating in such Activities, I expressly and voluntarily agree to accept and assume all such risks.

2. Conduct. While I am participating in the Activities, I agree to follow any standards of conduct imposed by HPU, as well as the instructions and directions of HPU's personnel at all times, including but not limited to any instructions or directions regarding safety procedures and the donning of protective gear. I understand and agree that HPU may at any time terminate my participation in any of the Activities should I engage in conduct that violates HPU's standards of conduct, disrupts the Activities, harms HPU's reputation, or injures

the welfare of other participants and third parties. I further agree to immediately report all unsafe acts, dangerous conditions, injuries to the HPU staff in charge.

3. Personal Motor Vehicle/Equipment Use. If I use my own motor vehicle or other equipment for the purposes of or during the Activities, I certify it has been properly maintained and is in good working condition. I also certify that I am competent to operate the vehicle and/or equipment safely and effectively; and that I have all the requisite licenses and insurance necessary to operate it. I further understand that I will be responsible for any passengers that I transport in my personal vehicle or allow to use my personal equipment.
4. Special Requirements, Health Condition and Medical Treatment.
 - a. I certify that I am [able/licensed] to _____.
 - b. At all times while _____, I agree to wear the following protective gear:
_____.
 - c. I certify that I am physically fit to participate in all the Activities, and have no medical or physical condition that impairs, restricts or prevents my participation, or affects my health or safety or that of others participating, in the Activities.
 - d. I understand HPU is not providing me with health insurance, and certify that I have medical and other insurance sufficient to cover any injuries that I may sustain in connection with my participation in the Activities.
 - e. I understand HPU is not responsible for and will not be providing medical or emergency personnel to staff any Activities.
 - f. In the event of a medical emergency and I am unable to communicate, I authorize HPU in its sole discretion to: (1) take reasonable actions, including hospitalizing me, for my health and well-being and at my sole expense; and (2) notify the person(s) listed as my emergency contacts as identified in the emergency contact form I provided to HPU of the nature of the emergency and my location.
5. **WAIVER AND RELEASE. IN CONSIDERATION OF HPU PERMITTING ME TO PARTICIPATE IN THE ACTIVITIES, I, ON BEHALF OF MY FAMILY, HEIRS, EXECUTORS, ESTATE, REPRESENTATIVES, SUCCESSORS AND ASSIGNS, VOLUNTARILY AGREE TO RELEASE, DEFEND, FOREVER DISCHARGE, INDEMNIFY AND HOLD HARMLESS HPU AND ITS FACULTY, EMPLOYEES, AGENTS, TRUSTEES, DIRECTORS, OFFICERS, AND ALL THOSE ACTING ON ITS BEHALF ("RELEASEES"), FROM ANY AND ALL CLAIMS, CHARGES, DEMANDS, ACTIONS, CAUSES OF ACTION, DAMAGES (INCLUDING PHYSICAL INJURY, DEATH, PROPERTY DAMAGE, FINANCIAL LIABILITY AND EXPENSES), SUITS IN EQUITY AND LIABILITIES, OF ANY KIND AND WHATEVER NATURE (INCLUDING BUT NOT LIMITED TO ANY CLAIM OF NEGLIGENCE) ARISING FROM OR RELATING TO MY PARTICIPATION IN THE ACTIVITIES.**
6. This Agreement is made and entered into in the State of Hawai'i, and shall be subject to, governed by, and construed and enforced pursuant to, the laws of the State of Hawai'i. The courts of the State of Hawai'i shall have exclusive jurisdiction with respect to any dispute or litigation relating to any matter within the scope of this Agreement. If any provision of this Agreement is found to be unlawful, unenforceable, or void in any respect whatsoever, the remaining provisions of the Agreement will be unaffected and will remain in full force and effect.
7. This Agreement may be pleaded as a full and complete defense to, and may be used as the basis for any injunction against, any action, suit, administrative investigation or other proceeding that may be instituted, prosecuted or attempted in breach of this Agreement. No representations, statements or inducements, oral or written, express or implied, apart from the statements herein, have been made.

Check Request

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

1. For reimbursements, submit Check Requests no later than 30 days (1 month) following receipt dates.
2. Attach receipts according to instructions listed under Expense Details.
3. Complete ALL sections of this form and turn in to Student Life in MP 105. Questions? Call (808) 544-0277 or email studentlife@hpu.edu.

RSO Name: _____

RSO Treasurer: _____ Phone: _____ Email: _____@my.hpu.edu

Reason for request: Reimbursement Payment to vendor Other: _____

PAYEE INFORMATION

Make check payable to: _____ @ _____
First Name Last Name HPU ID # (Required for reimbursements)

Mailing Address: _____ Phone: _____
 _____ Email: _____@my.hpu.edu

Check Handling (check one): *If requesting a reimbursement for \$50 or less, you must pick-up your reimbursement from MP 105.*

- Pick-up at Student Life in MP 105 – You will be contacted when the check is ready.
- Mail to address listed above.

EXPENSE DETAILS

- ☆ All receipts **MUST** be original and indicate the specific items that were purchased (this includes restaurant receipts). Receipts must also indicate that the payment was received by the vendor.
- ☆ Tape receipts to 8.5" x 11" paper in order of the date of the receipt. Do not tape over the receipt ink, as it will erase the ink.
- ☆ Number each receipt accordingly and circle amount to be reimbursed. Do not use a highlighter, as this will remove the ink as well.

Were these events approved by SLFYP via Activity Request? Yes No – Reason: _____

Name(s) and date(s) of events: _____

#	Date of Receipt	Vendor	Description & Purpose of Items	Supplies	Food & Drinks	Other	\$ Amount
	10/25/11	Costco	Paper goods, food, and drinks for 10 students	\$7.22	\$32.78		\$40.00
1							\$
2							\$
3							\$
4							\$
5							\$
6							\$
7							\$
Totals:				\$	\$	\$	\$

(Attach another Check Request if additional space is needed)

APPROVAL

 RSO Treasurer Signature Date RSO Advisor Signature Date

Deposit Form

Count the cash and checks received. Complete this form, attach the money and ticket log (if applicable), and submit to MP 105.

RSO Name: _____

RSO Treasurer: _____ Phone: _____

Reason for deposit: Fundraiser Club dues Other: _____

Please describe the event or purpose of the enclosed donations (for use in acknowledgement letters): _____

NAME AND COMPLETE ADDRESS <i>Address is not required for ticket sales (i.e. chili tickets) or club dues. Questions? Call (808) 544-0277 or email studentlife@hpu.edu</i>	CHECK #/CASH	\$ AMOUNT	NON-DONATION PORTION (if applicable)

Total Deposit: _____

FOR OFFICE USE ONLY

Verified by SLFYP: _____

To Business Office: Please deposit the enclosed donations to the following codes. If you have questions, call extension _____.

Cash Totals

Detail: _____	Total cash in \$100 bills	\$ _____	\$0.25	\$ _____
Fund: _____		\$50 \$ _____	\$0.10	\$ _____
Organization: _____		\$20 \$ _____	\$0.05	\$ _____
Account: _____		\$10 \$ _____	\$0.01	\$ _____
Program: _____		\$5 \$ _____		
Notes		\$1 \$ _____		

Total in cash:	\$ _____
Total in checks:	\$ _____
Grand total:	\$ _____

Posted to RSO budget by: _____ Date posted: _____

Student Government Association Fund Request

- Type or write legibly and fill out completely. Incomplete forms will delay the process. Groups may not request funds without completing this fund request.
- Forms are due to sga@my.hpu.edu or MP 105 by 5 pm on the first day of the month you are requesting funds.
- Requests will be heard at the first Senate meeting of the month. More information will be provided by SGA. A representative of the RSO must formally request funds in person and address questions or concerns of the Senate.
- Please attach the following:
 - Itemized event budget, including all expenses, revenue, and other funding sources. Please specify how SGA funds will be used for this event.
 - Approved online Activity Request for the event.
 - Copy of the RSO's fundraising plan. This should include all fundraising activities that have been done so far and those planned for the remainder of the year.
 - Explanation or example of how SGA's support will be recognized (ex. advertisement or Pipeline noting SGA sponsorship).

RSO Name: _____

RSO Contact: _____ Phone: _____ Email: _____@my.hpu.edu

EVENT/PROJECT DETAILS

Title: _____ Date(s): _____

Location: _____ Time: _____ a.m. /p.m. to _____ a.m. /p.m.

Expected Number of Participants: _____

Description: _____

PROPOSAL

Amount Requested: \$ _____ (This amount should be **exact**, not an approximation.)

How will the funds be utilized? Name and describe items below: _____

How will these funds benefit the HPU student body? _____

SENATE USE ONLY

Date of Proposed Resolution: _____ Vote: _____ Approved Denied
 Treasurer, SGA: _____ Date: _____
 President or Speaker, SGA: _____ Date: _____
 Advisor, SGA: _____ Date: _____

OFFICE USE ONLY

Date transfer request sent to Business Office: _____ Date confirmed in FSS: _____
Sent by: _____