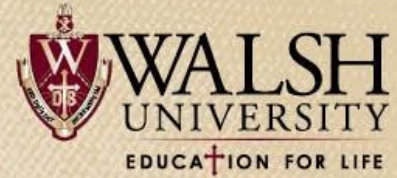


Clubs & Organizations Training



WALSH
UNIVERSITY
EDUCATION FOR LIFE

Opening Statement

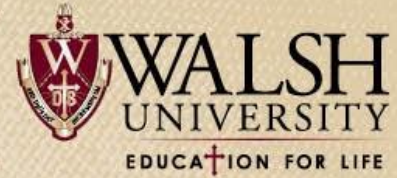


Welcome!

At Walsh University, we truly value and appreciate the incredible impact our student leaders make on campus. Your passion, creativity, and dedication bring life to our community, and your commitment to service, inclusivity, and engagement helps shape a stronger, more vibrant Walsh. Whether you're leading a club, organizing an event, or supporting your peers, know that you are seen, supported, and celebrated.

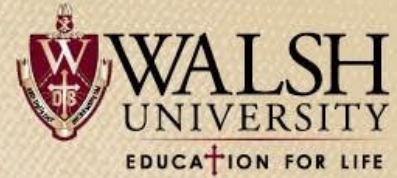
Thank you for all that you do—this campus wouldn't be the same without you!

Walsh University Mission



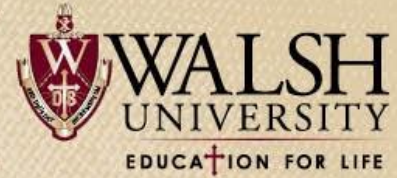
- Independent, Catholic liberal arts university
- Founded by the **Brothers of Christian Instruction**
- Committed to forming **leaders in service** through a values-based, faith-informed education
- Fosters:
 - Academic Excellence
 - Critical Thinking & Effective Communication
 - Spiritual Growth & Cultural Awareness
- Rooted in the **Judeo-Christian tradition** and inspired by the teachings of **Jesus Christ**

Student Affairs Mission



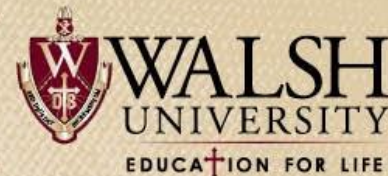
- Supports the **Walsh University Mission** through life skills education and student development
- Creates a **supportive, empowering community** through mentoring, teaching, and modeling
- Committed to **holistic student growth** through six core values:
 - Respect
 - Integrity
 - Excellence
 - Diversity
 - Hospitality
 - Selfless Service
- A diverse team of educators dedicated to helping students reach their full potential
- Policies align with the University's academic and Christian values

Non-Discrimination Policy



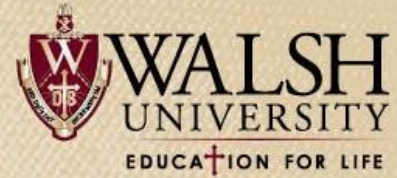
- Walsh opposes unjust discrimination and upholds the **dignity of every person**
- No discrimination based on:
 - Race
 - Age
 - Sex
 - Color
 - Disability
 - National or ethnic origin
 - Veteran status
- Applies to all **academic, athletic, and student activities policies**
- As a **Catholic institution**, Walsh may consider **religion** in decisions per RFRA and the First Amendment
- All are treated with **compassion, dignity, kindness, respect, and sensitivity**
- Aligned with **Catholic Church teachings** and the University's mission

Freedom of Association at Walsh



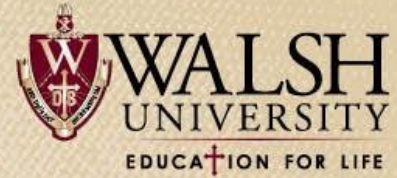
- Students may form and join **clubs/organizations** with missions aligned with **Walsh's Catholic values**
- All clubs must:
- Support the **educational mission** of the university
- Abide by the **Student Handbook, Student Activities Manual**, and university policies
- Clubs operate under the **jurisdiction of the Student Affairs Office**

Recognition by the University



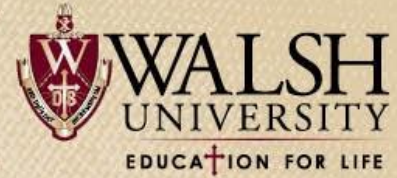
- Clubs must meet **criteria** and accept **responsibilities** for official recognition
- Recognition \neq University **endorsement** of viewpoints
- Clubs are responsible for adhering to their **approved purpose**
- Must follow Walsh's **Non-Discrimination Policy**

Student Government Membership



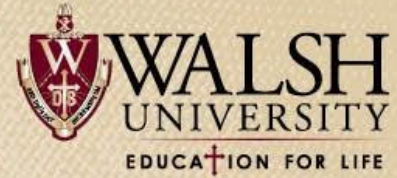
- Once approved, clubs are **encouraged** to join **WUSG**
- Reach out to the **WUSG President** to submit a **resolution for membership**
- Membership provides **support, growth opportunities,** and greater **student involvement**

Student Club/Org Expectations



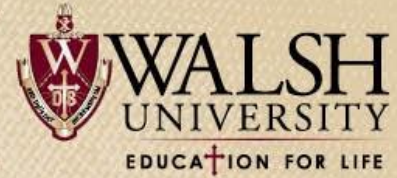
- Align mission and activities with Walsh University's values and policies.
- Contribute to member growth and the university community.
- Comply with Catholic teachings and worldview.
- No endorsement of political candidates.
- All officers must agree to these expectations.
- Participate in annual training by Student Activities.
- Approval required from Student Activities Coordinator, Chief Student Experience Officer, and VP for Student Affairs.

Participation Requirements



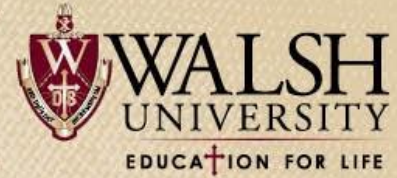
- Students must be enrolled in at least 3 credit hours for two consecutive terms and be in good standing to participate.
- Affiliate members from the university community can join but cannot hold office, vote, or reserve campus resources.
- Officers/contact persons must be enrolled in 3+ credit hours and maintain good academic and conduct standing.
- Ineligible students cannot hold office or vote.

Registration Process



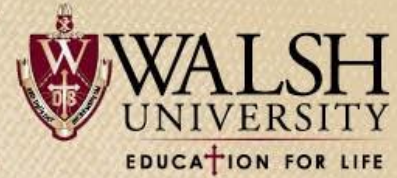
- All clubs must register annually with Student Activities at the start of the academic year.
- Complete the Club Registration Form emailed at the beginning of Fall term.
- Officers agree to uphold University policies by signing the form.
- Late-start clubs can work with the Coordinator of Student Activities to register.

Starting a New Club/Organization



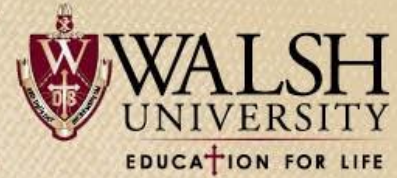
- Any enrolled student can apply to start a new club.
- Must have a Walsh faculty/staff Advisor.
- Complete the Registration Form available June–August for Fall start. Late applications are still possible by contacting Student Activities.
- Application reviews:
 1. Student Activities checks completeness and requirements.
 2. Chief of Student Experience reviews mission alignment.
 3. VP of Student Affairs gives final approval.
- Decision communicated by the Coordinator for Student Activities.
- Questions? Contact the Coordinator for Student Activities.

Onboarding & Opportunities



- Submit the Registration Form.
- Complete New Club training with Student Activities.
- Join Clubs & Organizations Fairs in Fall and/or Spring to boost engagement.
- Participate in campus service events like “Boo at the WU” and “MLK Day of Service.”
- Host meetings, events, and build fellowship on campus.
- Make the most of your Walsh experience by getting involved and creating fun opportunities!

Active Clubs: Access & Privileges



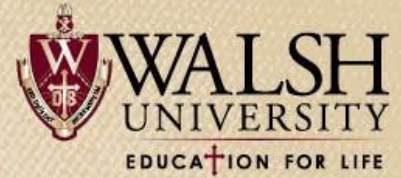
Marketing

- Recruit members under club name.
- Use University Print Room & Mail Center.
- Promote events via online calendar, emails (Advisor approved).
- Post on campus bulletin boards (Chief Conduct Officer approved).
- Use University name/logo with Student Affairs approval.

Finances

- Have a university budget account for funds and reimbursements.
- Conduct approved fundraising.
- Request extra funding through Allocations Process.

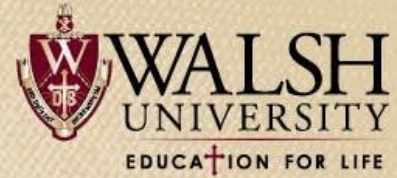
Active Clubs: Access & Privileges



Campus Facilities

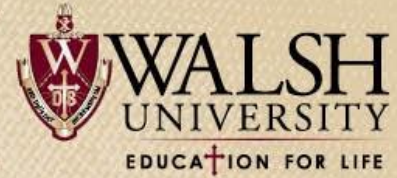
- Reserve meeting and event spaces (e.g., Cavalier Club Hub).
- Access storage for club items.

Withdrawing Club Recognition



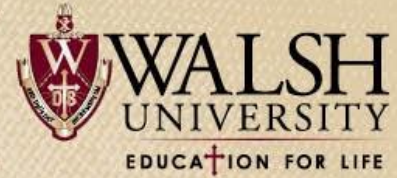
- Clubs may withdraw recognition anytime by submitting written notice to the Coordinator for Student Activities.
- Notice is forwarded to the Chief Student Experience Officer and VP for Student Affairs.
- Must confirm no outstanding debts or disciplinary actions.

Revocation of Club Recognition



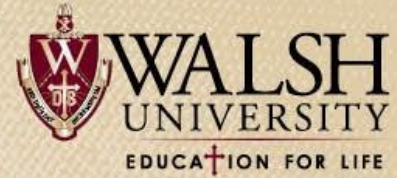
- Clubs that violate Student Activities policies or laws may face revocation.
- Infractions are referred to the Chief Conduct Officer and handled per the Student Handbook.
- Clubs receive a 14-day notice to respond to revocation.
- Final decision made by Chief of Student Experience Officer and VP of Student Affairs.
- Walsh Student Government may also impose disciplinary actions if applicable.

Funding for Student Clubs



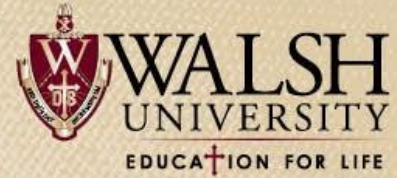
- Clubs must be members of Walsh Student Government to receive funding.
- Registered clubs can get a University Account for purchases, reimbursements, and deposits.
- **Key Documents:**
 - Requisition Form (for reimbursements, cash advances, deposits)
 - University Tax Exempt Form (for tax-free purchases)
- **Reimbursement Procedures:**
 - Under \$50: Complete form with signatures (requester, president, treasurer, advisor, WUSG treasurer if applicable), attach receipts, submit to Student Affairs.
 - Over \$50: Same steps, submit to Finance Office for a check (7+ business days processing).
- Keep copies of all documents for records.

Vendor Payment Process



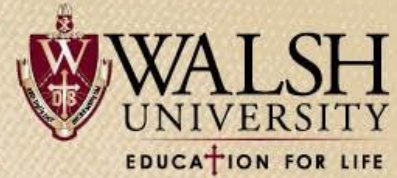
- Students **cannot** sign contracts; all contracts must be signed by Student Activities Coordinator, Chief of Student Experience Officer, VP for Student Affairs, and Finance Office.
- Steps to process payment:
 - Complete a Requisition form (indicate if check is mailed or picked up).
 - Attach supporting documents (receipts, contracts, invoices).
 - Get signatures from requester, club president, treasurer, advisor, and WUSG treasurer (if applicable).
 - Submit Requisition to Finance Office.
- Payments mailed or ready for pickup as requested.
- Performer payments issued after service is complete.

Transferring Funds



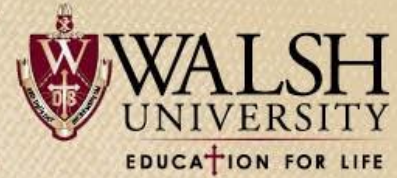
- Complete a Requisition Form with details.
- Obtain signatures from:
 - Requester
 - Recipient
 - Club President
 - Club Treasurer
 - Club Advisor
 - WUSG Treasurer (if applicable)
 - VP of Student Affairs
- Submit the form to the Finance Office.

Fundraising Policy



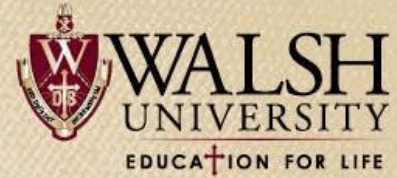
- Clubs must submit a **Fundraising Approval Form** (available on the Walsh Clubs & Orgs Website tab) **before** fundraising.
- Approval ensures safety, policy alignment, and support.
- Coordinator for Student Activities will notify approval status via email.
- Once approved, clubs must coordinate fundraising with the Vice-President or Director of Philanthropy for support.
- Off-campus fundraising requires additional approval from the Vice-President for Philanthropy.
- Requests for donations from external businesses need prior approval and a list of contacts submitted via email.

Reserving Campus Facilities



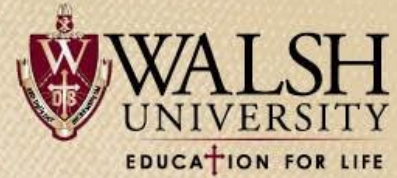
- Different departments manage different spaces:
 - **Student Activities Coordinator (Isabel Gill):** David Center, Connector, Olivieri Theater, Cavalier Club Hub, Game Room
 - **Campus & Community Programs (Stephanie Wilder):** Global Learning Center, Barrette Business Center
 - **Athletics Department (Donavan Martin):** Gyms, Alumni Arena, Larry Staudt Field
 - **Campus Ministry (Reverend Ryan Furlong):** Chapel, Ministry Lounge
 - **Student Service Center:** Classrooms, academic spaces
- Contact the proper office directly to request space and confirm availability.
- Allow time for approval; events need official confirmation before taking place.
- For help, contact the Office of Student Activities.

Event Approval & Master Calendar



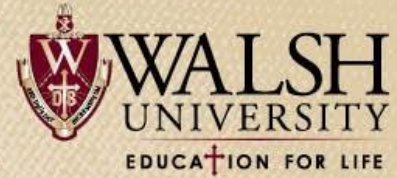
- Events must align with your club's mission and Walsh University's values.
- Student Activities can reject events that don't fit these criteria.
- After confirming setup and location, submit your event for official approval on the Master Calendar (available on the Walsh Clubs & Orgs Website tab).
- Events first appear as "Pending" on the Master Calendar (available on the Walsh Clubs & Orgs Website tab).
- Once approved by Student Activities staff, events are published and visible to campus.

Off-Campus Event Approval



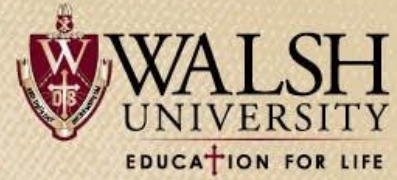
- Complete the **Off-Campus Approval Form** (available on the Walsh Clubs & Orgs Website tab) **before** submitting to the Master Calendar.
- Submit at least **2 weeks in advance** for safety and policy compliance.
- The Coordinator for Student Activities will notify you of approval status.
- Only submit to the Master Calendar **after** receiving approval.

Equipment Reservation



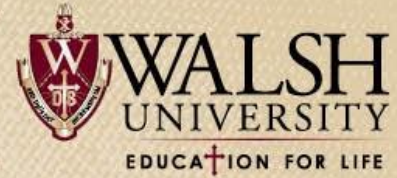
- To borrow items (e.g., lawn games, speakers, popcorn machine), submit the **Equipment Reservation Form** (available on the Walsh Clubs & Orgs Website tab).
- Submit **at least 4-5 days** before your event.
- Requests are reviewed by Student Activities or Intramurals staff.
- **Approval is required**—reservations are not guaranteed without confirmation.

Flyer Posting Policy



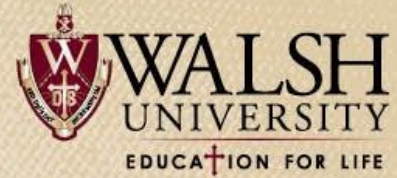
- Events must be approved and have a confirmed space **before** advertising.
- Email your flyer to the **Chief Conduct Officer (Kristi Campbell)** for approval.
- **Do not post or promote** until official approval is received.
- Once approved, flyers may be placed on designated bulletin boards (see Student Handbook).
- For help, contact the Office of Student Activities.

T-Shirt Policy



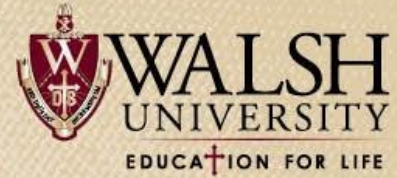
- Submit the **T-Shirt Approval Form** (available on the Walsh Clubs & Orgs Website tab) **before ordering**.
- Once approved, Student Activities will notify Marketing.
- Marketing will create or collaborate on the design to ensure quality and copyright compliance.
- No shirts may be ordered or distributed **without official approval**.

Catering Policy for Events



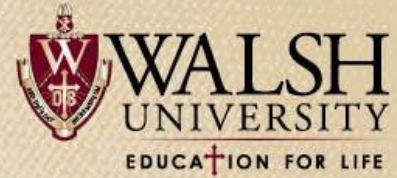
- All campus events **must use Sodexo** for food service.
- Order through **Square Tomato** (available on the Walsh Clubs & Orgs Website tab) — pickup only at Schervish Dining Hall.
- Use **CaterTrax (create an account)** to place and manage orders.
- Reserve your event space **before** ordering catering.
- For custom menus, contact the Catering Director to plan ahead.

Campus Movie Policy



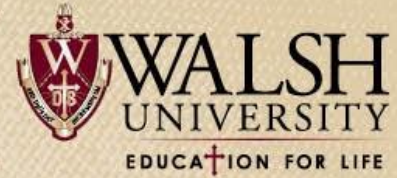
- Showing movies on campus (outside residence halls) is considered a **public performance** under copyright law.
- **Licenses are required** to show rented, purchased, or streamed films in public campus spaces.
- Residence hall rooms are exempt as they are considered private residences.
- Walsh University strictly adheres to federal copyright laws.

Guests & Speakers Policy



- All outside guests (speakers, performers, sponsors) must be approved via the **Campus Guests & Speaker Approval Form** (submit **at least 2 weeks in advance**, available on the Walsh Clubs & Orgs Website tab).
- Events must reflect **civility, respect, and Catholic values**.
- Content opposing Catholic doctrine is only allowed in **balanced forums** (e.g., moderated debates).
- Invitations must come from a **Walsh faculty/staff member** or recognized student organization.
- Submit requests to the **VP for Academic Affairs** and **VP for Student Affairs**, cc'ing the **Coordinator for Student Activities**.
- Final authority rests with the **University President**.
- **Safety first:** University Admin or Campus Police may cancel or postpone events if concerns arise.

Thank You for Your Participation!



- We appreciate your commitment to building a vibrant and engaged campus community through your involvement in clubs and organizations.
- If you have any questions or need personalized guidance, **Isabel Gill**, Coordinator of Student Activities, is always available to support you through:
 - One-on-one meetings
 - Email communication
 - Phone or video calls
- Don't hesitate to reach out—we're here to help you succeed!
- **Let's make it a great year together!**