



WESTMONT
CAMPUS LIFE

CLUB MANUAL
2022-2023

Table of Contents

Important Dates	2
Becoming a Club	3
Requirements	3
Club Applications	4
Club Approval	4
Chartered vs. Recognized Clubs	4
Recognized	5
Chartered	5
Club Budgets	6
Requesting a Budget	6
Funding Considerations	6
Funding Guidelines	7
Budget Management	8
Spending Money	8
Reimbursement	8
Check Request	8
Credit Card	8
End of Year	8
Fundraising and Donations	9
Inventory	9
Athletic Clubs	9
Advertising	10
Social Media and Clubs	10
Applying to run a social media account	11
If Approved	11
Chartered vs. Recognized Clubs & Social Media	11
Social Media Parameters and Content Restrictions	12
Some Guidelines For Posting Content	12
Requirements for Clubs Affiliated with External Organizations	13
Advisors	14
Expectations	14
Recommendations	15
Event Proposals	15
Planning an Event	16
Timeline Tips	17

Important Dates

Fall Club Officers Meeting*	September 1, 2022
Athletic Club Safety Meeting*	September 1, 2022
Community Picnic*	September 8, 2022
Fall Applications Open	November 2022
Fall Applications Due	TBD
Clubs Notified of Approval Status	TBD
Fall Budget Review	TBD
Fall Budget Notification	TBD
Spring Club Officers Meeting*	TBD
Cupcakes and Clubs*	January 2023
Spring Applications Open	March 2023
Spring Applications Due	TBD (April 2023)
Clubs Notified of Approval Status	TBD
Budget Review^	TBD

* Required event. Not having club representation will result in automatic forfeiture of your club status and any remaining budgeted dollar.

^ All approved chartered clubs requesting a budget will need to meet with the Clubs Council. Failure to meet with the Clubs Council will result in the club not receiving a budget.

Don't hesitate to e-mail clubs@westmont.edu with any questions on this process. We are eager to see the positive contribution your club could make to the Westmont community!

Becoming a Club

Requirements

Official Westmont student clubs agree to a certain set of standards and criteria that govern their club's organization, activities, and conduct. Any club that does not meet any of the following requirements may lose their club status and forfeit any remaining budgeted dollars.

1. To function fully within the bounds of the Community Life Statement and in a manner that is supportive, and reflective, of the mission and purpose of Westmont College.
2. To avoid undue liability or risk elements for the students or the college.
3. To adhere to the standards of the Community Life Statement and Student Handbook in all activities, meetings, or excursions, whether on or off-campus.
4. To meet for official club purposes at least once each month.
5. To avoid any action that could be considered hazing, harassment or an initiation ritual, and have read and understand the student handbook entry outlining Westmont's policy on hazing and abuse.
6. To communicate with the WAC Clubs Coordinator concerning dates of proposed activities no less than ten (10) days prior to the event in order to prevent scheduling conflicts.
7. To submit an event proposal form for club events with 50+ people, that extend beyond the scope of the club's membership, or that invite non-Westmont speakers/organizations. Clubs within their first year of approval are not eligible to plan all-campus events.
8. To advertise club activities and meetings in accordance with the guidelines stated in the "Posting Policy."
9. Attend the Fall and Spring Club Officer meetings
10. To participate in the Fall Community Picnic and Spring Cupcakes and Clubs events as a way to advertise, build a membership list, and promote campus and community development.
11. To keep website up-to-date with current officers, members, and meeting times
12. Must have no less than ten active, current undergraduate members

13. Membership in all clubs--except in the case of those registered as "Athletic/Recreational" or "Academic Competitive" and requiring a tryout--must be open and accessible to all current Westmont students regardless of race, color, national origin, gender, age or disability.

Please note: If an existing or proposed club has a similar mission or purpose, the clubs may be asked to collaborate in order to avoid duplication of efforts.

Club Applications

There are two periods during each academic year when students may submit club applications. Club applications will not be considered outside of these two periods

Spring

This typically takes place in March/April. Applications submitted during the Spring are applying for club status for the next full academic year (i.e., applications in Spring 2021 are for the 2021-2022 school year).

Fall

This typically takes place in November/December. Applications submitted during the Fall are applying for club status for the next spring semester only (i.e., applications in Fall 2021 are for Spring 2022).

All clubs, regardless of status or duration, must resubmit their application annually in order to maintain club status.

Club Approval

Club applications are decided via a three step approval process in the following order. In order to be a club at Westmont, all three of the following groups must grant approval. If one of the groups declines your application, your club request will not advance.

1. Clubs Council. The Clubs Council is a student group that includes club president representatives as well as representatives from WCSA and WAC.
2. Student Life Committee. The Student Life Committee is composed of faculty, staff, and student members.
3. College Administration. The final review included the Associate Director of Campus Life, Dean of Student Engagement, Vice President for Student Life, and any additional administrators at the Vice President's discretion.

Chartered vs. Recognized Clubs

There are two levels of club status at Westmont College: (a) recognized, and (b) chartered.

Recognized

All clubs entering their first year of recognition from the College will automatically be considered a recognized club for their first two semesters of existence. If the club is approved during the December club application process, the club leadership can apply for chartered status during the following December approval process.

Those seeking to become a recognized club need to submit a budget request, but not be present during the annual budgeting meetings. Recognized clubs are prohibited from hosting all-student events, and may not distribute materials on campus. Club events will be limited to those that are official club members. Privileges granted to officially recognized Westmont clubs:

- Official recognition by Westmont College
- Ability to reserve campus facilities for club meetings and activities
- May post meetings and events on the Student Life calendar
- A table at the Fall Community Picnic and Spring Cupcakes and Clubs events
- Yearly budget of \$150

Chartered

After two consecutive semesters, clubs will be considered chartered. Privileges granted to officially chartered Westmont clubs:

- Official recognition by Westmont College
- Ability to reserve campus facilities for club meetings and activities
- Ability to submit an event request for events which include one (or more) of the following:
 - Inviting guests outside of club membership
 - Inviting a non-Westmont speaker
 - Events that expect to have 50 or more guests
- Opportunity to request a budget above \$150
- May send campus wide emails through WAC (according to the club email policy)
- May post meetings and events on the Student Life calendar
- Permission to post and distribute materials on campus in accordance with the College posting policy
- Use of campus publications and designated websites for advertising
- A table at the Fall Community Picnic and Spring Cupcakes and Clubs events

	Recognized	Chartered
Official Club Status	Yes	Yes
Ability to reserve campus facilities	Yes	Yes

May post meetings/events to Student Life calendar	Yes	Yes
Table at Fall Community Picnic	Yes	Yes
Table at Spring Cupcakes and Clubs	Yes	Yes
Ability to submit event requests	No	Yes
Opportunity to request budget above \$150	No	Yes
May send campus wide emails	No	Yes
May post/distribute materials on campus	No	Yes
Use of campus publications/website for advertising	No	Yes

Club Budgets

Once approved through the club application process, clubs have access to funding from the Clubs Council. Recognized clubs are able to request up to \$150 for the year. Chartered clubs are able to request funding above \$150.

Requesting a Budget

Clubs must complete a budget request as part of the club application process (incomplete budget sections will be interpreted as the club not requesting funding).

Once the club applications have been approved, the WAC Clubs Coordinator will convene the Clubs Council to review the budget requests from the approved clubs. Each chartered club must meet with the Budget Committee in order to offer more detail regarding their request. Clubs not represented at the Budget Committee meeting will not receive funding. Once the Clubs Council has met with all the clubs and finalized funding, the WAC Clubs Coordinator will communicate with the clubs.

There is a window each fall where students may submit a club application for the Spring semester. The budget process works the same way as the spring process. In addition to new clubs requesting a budget, if there are additional funds in the clubs general account then all current clubs may request supplemental funds at the December budgeting process. The timeline of this process will be communicated by the WAC Clubs Coordinator.

Funding Considerations

While not an exhaustive list, the following are some criteria when considering funding requests.

- Funds will not be granted to cover individual member dues
- Funds will not be given directly to charity
- Attendance at required club events:
 - Fall Club Officer Meeting
 - Fall Athletic Clubs Safety Meeting
 - Fall Community Picnic
 - Spring Club Officer Meeting
 - Cupcakes and Clubs
 - Failure to be represented at any of these will result in automatic forfeiture of club status and any remaining budgeted dollars.
- Scope of membership (e.g., is the club open to all students, only open to particular students)
- Student body needs and wants
- Fundraising efforts (keep in mind that all fundraising needs to be pre-approved)
- Activity on campus
- Updated web presence
- Funding level in past years
- Length of club on campus

Funding Guidelines

- Funds will not be granted for any events/activities that are not in line with Westmont's Community Life Statement
- Funds will not be granted to cover items that require storage (unless the club has dedicated, non-dorm-room storage space)

Off Campus Travel

- Due to limited funds, travel for conferences and off-campus events is typically not covered.

Uniforms

- Requests for new uniforms will only be considered every three (3) years.
- Uniforms cannot be personalized
- Uniforms belong to the College and must be kept on campus during the summer months
- It is the club's responsibility to care for and keep track of uniforms

Clothing Requests

- Clubs may request up to half (1/2) the cost of clothing items that are intended to stay with the individual (e.g., clubs t-shirts, club sweatshirts).
- Club members must pay for the portion not covered by WAC
- Typically, only one clothing request per club is funded

Budget Management

- It is the responsibility of the club to research and present a detailed budget request for the following year
- Detailed records must be kept of all items purchased or rented for club activities.
- It is the responsibility of the club to keep an accurate inventory of the club's belongings. WAC will not be responsible for missing inventory.
- All items that belong to the club must remain on campus during the summer months.
- You can track your budget and expenses through the club management portal
- Clubs will not be reimbursed for any expenses that were misused or improperly documented.
- Clubs will only be reimbursed for expenses as outlined in this document.

Additional Funding Requests

- In the rare situations where clubs wish to request additional funding, they should speak with the Clubs Coordinator. If the Clubs Coordinator believes the situation warrants an exception to the funding policy, they will bring the request to the Clubs Council.

Spending Money

There are various ways for clubs to spend money

Reimbursement

When a club has spent money on authorized purchases, simply turn in receipts to the WAC Clubs Coordinator within ten (10) calendar days after the conclusion of the event/activity. Receipts can be submitted electronically to clubs@westmont.edu or hard copies delivered to the WAC Office in the KSC.

Once a club has reached their allotted budget for the year the club will not be reimbursed any additional funds.

Check Request

This requires an invoice from the vendor and a minimum of seven days to process. Make sure to work with the Clubs Coordinator far enough in advance because College checks are only printed once a week.

Credit Card

You can arrange to put expenses on a college credit card. Coordinate with the Clubs Coordinator or Associate Director of Campus Life to ensure this will work for your situation.

End of Year

- Clubs that have been chartered for at least three (3) consecutive years, and going into their fourth year, are eligible for their account balances to roll over to the next year.

- Generally, rollover account balances cannot exceed \$2000.
- If a club goes inactive for two (2) consecutive semesters, any remaining balance will be forfeited.
- Clubs that have been chartered for less than three (3) consecutive years will lose any remaining balance at the end of the academic year.

Fundraising and Donations

- Clubs are not pre-approved to fundraise. If a club desires to do any fundraising, they must speak with the Associate Director of Campus Life who will coordinate with College Advancement regarding the fundraising request.
- Clubs wishing to solicit or receive donations (monetary or gift in kind from any source) must speak with the Associate Director of Campus Life.
- Clubs found to be fundraising or soliciting/receiving donations without College approval may lose their status and/or access to their budget.

Inventory

- Funds will not be granted for items that go missing as a result of not storing items on campus
- Campus Life has limited storage that clubs are able to request
- Club inventory is required to be stored on campus.

Athletic Clubs

All officially recognized athletic club officers will be scheduled to have a Club Sports safety meeting to discuss issues pertinent to athletic clubs (e.g., field and venue reservations, insurance, liability waivers, competition). This required meeting will take place at the start of the fall semester. Any athletic clubs not represented at the meeting will automatically be considered inactive.

Athletic clubs are not permitted to practice nor compete prior to the club sports safety meeting and prior to completing the discussed requirements (e.g., waivers, proof of insurance, certifications). Clubs found to be practicing or competing in advance of the safety meeting and completing the requirements will automatically forfeit their club status.

It is the responsibility of the club officers to ensure that members that join mid-year have submitted necessary materials in advance of practicing or competing.

All athletic field and facility reservations must be pre-approved by the athletics department. Send your room requests to clubs@westmont.edu so the WAC Clubs Coordinator can inquire about your particular request.

Advertising

Clubs may promote meetings/events depending on their status.

Recognized clubs are approved to advertise the times, dates and location of their club meetings. Please contact the Clubs Coordinator (clubs@westmont.edu) to post on the Student Life Calendar or WAC Instagram page.

Chartered clubs are encouraged to advertise club meetings and events through the following means:

- Notify the Clubs Coordinator of your event; they will post large scale events to the Student Life Events calendar
- Advertise your event in the DC by submitting your information through Campus Life
 - <https://www.westmont.edu/campus-life-office/policies-forms-resources>
- Hang flyers around campus (Posters must be approved prior to hanging by the Campus Life Office)
- Chapel slides (Must request permission through Campus Pastor's Office)
- Campus emails (Please note: emails must be sent through the WAC Clubs coordinator. Emails not sent through the Clubs Coordinator will be automatically rejected. Additionally, all-staff and all-faculty emails are fairly restricted, so make sure to work with the Clubs Coordinator.)
- Residence hall bathroom readers (e-mail the RD's)
- Advertise in *The Horizon*
- Set up a table in the DC with a sign and give handouts for your event
- Class specific emails for more targeted messages (first year, second year, etc)
- Tell the most gregarious and outgoing student you know (it's a small campus; word travels quickly)

The Westmont posting policy must be adhered to by all groups wishing to post materials on campus. It can be viewed at: <https://www.westmont.edu/campus-life-office/policies-forms-resources>

Social Media and Clubs

Social media can be a useful and beneficial platform to engage your club members and the greater student body with content such as event updates, informative posts, meeting times, and more. If you are an officially recognized club and wish to run one or more social media platforms, there are certain

guidelines and restrictions you must abide by in order to ensure that the account is run well, and abides by both the Westmont mission and Community Life statement as well as the mission of your club. Posting on social media is a form of marketing and/or publication to the audience of the student body and therefore relates to the general Westmont posting policies.

All clubs may apply for social media accounts, but there are some differences between what recognized status and chartered status clubs are eligible to run. (see *Chartered vs. Recognized Clubs & Social Media* subsection below).

Applying to run a social media account

If you wish to apply for a club social media account, please fill out [this form](#). Your application will be reviewed by the Clubs Coordinator as well as the Associate Director of Campus Life. You will receive a response within 2 weeks.

If Approved

If your application is approved, you will be required to provide the following information to Campus Life:

1. The account username and email address
2. The account password
3. Any security question answers

Campus Life will access the account only if there is inappropriate content posted that either needs to be taken down immediately or following the unresponsiveness of the account owners. The information provided also helps to ensure a smooth transition of club leader access to the account(s) during club leader transitions. In addition, occasionally clubs go dormant for a semester or two and this information helps the Clubs Coordinator to best support clubs returning to existence.

In addition to providing the original account information, clubs are required to inform the Clubs Coordinator (clubs@westmont.edu) when any of the previously stated information is changed.

Chartered vs. Recognized Clubs & Social Media

Social media accounts are considered a form of marketing and publication to the student body. Because of this, the same restrictions surrounding events, marketing, and publication that apply to recognized clubs in other media formats (i.e. posters, allstudent emails, etc.) apply to social media as well.

If you are a recognized club with a social media presence, you must adhere to the following criteria:

1. During your recognized-status time, content you are allowed to post will be limited to the categories of external information-based (such as thoughts, news articles, and other forms of publication), meeting times, locations, and topics.
2. During your recognized-status time, you will not be permitted to host or advertise events that surpass the scope of your club's membership, whether in-person or virtual (see *Chartered vs. Recognized* section of handbook).
3. During your recognized-status time, all comment sections on postings must be disabled. You may recommend your followers message you with any comments or questions regarding your posting on club information.

Social Media Parameters and Content Restrictions

- For all club social media accounts, in the About section of the page, please make a note that the group is a student-led club at Westmont College.
- Clubs with social media accounts must have their accounts be "Public." "Private" accounts are not permitted for clubs. Having a private account can result in the assumption that there is sensitive content or hidden content, and we strive for transparency.
- Club social media accounts will not be allowed to display the Westmont seal in their profile picture, banner, or any other image header attached to their profile. The Westmont seal is reserved for social media accounts owned by the college, and therefore is not allowed to be represented in personal or club social media accounts.
- When posting content on your club's social media account, be sure that it is in line with both Westmont's mission statement and your own. Westmont will not tolerate content that is discriminatory, offensive, or hateful in any way. If your social media account is found to have content such as this, you will be asked to remove the posting(s) and, depending on the content, may be asked to participate in a follow-up conversation with Student Life staff.

Some Guidelines For Posting Content

When posting content on social media for your club, it might be helpful to think through some of the following topics

What can you do on social media that is different or unique to other forms of communication or campus presence?

Unlike club meetings, social media acts as a database of information and postings. If you post an image or an article link on Instagram, someone can look back on that posting months - even years - later and see it. This provides the opportunity to post content that you want to stick out and stick around.

What are your goals with your social media account(s)?

Maybe you only want a platform to keep members up to date with upcoming meetings and topics. Maybe you want to use social media as a cache of images displaying all of the things your club is doing. No matter what, it will help you stay grounded and directed with some goals for your account.

How can your postings express your mission and further your vision?

Similar to thinking through your goals, thinking through your mission and vision is a great way to add some direction to your social media account. It might even be beneficial to post your mission and vision statement at some point.

What is your target audience?

In the beginning of your social media journey, your audience will likely consist mainly of your followers and others closely invested or interested in your club or purpose. Content that engages an audience that is present for what you specifically have to offer may be interested in what your club has to say about the topics for which you are educated. For example, followers of an account created by a hiking club will likely want to see content such as “lists of the top hiking trails in the area” or “best gear for hiking at night.

Is the content appropriate, beneficial, and constructive to the topic you are engaging in?

Social media can be a great place for expressing thoughts and sparking discussions, but often it becomes a place for tearing down and belligerent comments. Running a social media account can be an expression of all three qualities of a Westmont student (thoughtful scholar, humble servant, and faithful leader). With the content that you post on your account, you have an opportunity to further the discussion of what you are passionate about. Ensure that you do this in a constructive and beneficial way to the student body, and you give yourself the opportunity to help your club members and the other students you are engaging with.

Have all club leaders discussed content posts?

While it is typical to have one student responsible for club communication, it is wise to have all club leaders review content before it is publicly posted. Sometimes content that seems innocuous to one individual may be interpreted differently by others. Collaborative consensus can be helpful in club decision-making.

Requirements for Clubs Affiliated with External Organizations

1. No external organization may start a chapter of a club on campus. All clubs connected to external organizations must be initiated and managed by current undergraduate students.

2. All decision-making power of any club affiliated with an external organization must lie with the student officers, not with the external affiliate.
3. Club officers must submit a copy of the affiliated group's bylaws, constitution, charters, or founding documents along with their club application.
4. College administration has the right to deny a club's affiliation with an external organization should the organization fail to reflect the College's mission or Community Life Statement, not follow Westmont club policies, or present liability concerns.

Student clubs requesting an affiliation with an external organization are required to complete the club affiliation questionnaire. The questionnaire asks for clarity on the mission of the affiliate, the proposed relationship between the affiliate and the club, the expectations of both parties, and other important logistics of the proposed affiliation. This questionnaire will assist club administration in determining if a proposed affiliation is safe, valuable, and if it supports the mission of the club and the college.

For all clubs requesting an affiliation with an external organization, please follow the link to fill out the required form below:

https://docs.google.com/forms/d/1NBV0B6xJMHgtt99jvEXG8HZ0wppJlcNnb4fqytVclko/edit?usp=drive_web

Advisors

In order to be considered for official recognition, every student club must have a full-time faculty or staff member as an advisor. The advisor is an integral part of every campus organization and should be carefully selected to be able to provide assistance and time to support the needs of the club that they are sponsoring. The advisor and club officers share responsibility to WAC and to Westmont College. The advisor's responsibilities are described below:

Expectations

- Advisors are responsible to WAC and Westmont College for the upholding of all college and club policies and procedures. This includes the Community Life Statement, club requirements, event proposals, and fundraising guidelines.
- Advisors are responsible for serving as a resource to help in resolving problems and issues confronting the club.
- Advisors are responsible for making times available for club members to consult with them.
- Advisors are expected to review club funding requests exceeding \$200 and to discuss budgets with club officers.

Recommendations

- Advisors should be active in mentoring the leadership of the club for which they advise. It is recommended that club advisors meet with club leaders on a monthly basis at minimum.
- Advisors are recommended to assist the club in identifying its yearly goals and aiding in the clarification of member and officer responsibilities within the group.
- Advisors may provide assistance in the smooth transition of the club from year to year.

Event Proposals

- Recognized Clubs are not permitted to host all-student events, host events that go beyond the scope of club membership, or invite a non-Westmont speaker/organization.
- Chartered Club events that involve more than 50 students, go beyond the scope of club membership, or invite in a non-Westmont speaker/organization must submit an event proposal form.
- Failure to follow the event proposal procedure could result in the loss of the club status and/or forfeiture of the club budget.

Planning an Event

Room Reservations

- To request rooms, club officers can make a request through the WAC Clubs Coordinator. The Clubs Coordinator will check the availability of rooms through the campus scheduling system and finalize reservations if rooms are available. To discuss venue options please contact the WAC Clubs Coordinator.
- Please note: room reservations must go through the WAC Clubs Coordinator. Attempts to reserve rooms on your own will be denied by the Scheduling Department.

Equipment Reservations

- Equipment reservations (e.g. microphones, projectors, speakers) can be made at https://www.westmont.edu/_offices/emo/index.html. Depending on your event, there could be a charge for the equipment, so be sure to make budget provisions accordingly. For the account number, contact the WAC Clubs Coordinator.

Amplified Sound

- Amplified sound is a sensitive issue on the Westmont campus and any event proposals requesting amplified sound must be reviewed and approved by the Associate Director of Campus Life and Westmont's Property Coordinator.

Contracted Services/Payment

- Students are not authorized to sign contracts. Any event requiring payment to an individual for services rendered or requiring a signed contract must be approved by the WAC Clubs Coordinator and the Associate Director of Campus Life prior to being sent through Westmont's Contract approval process. This can take multiple weeks, so be sure to give yourself plenty of time.

Risk Management

- Any event with risk of any kind will need to be approved by Westmont's Risk Manager.

Fundraising

- Events intended for fundraising purposes or featuring fundraising as an element of the event, must be approved by the WAC Clubs Coordinator and the Associate Director of Campus Life. If tax-deductible receipts are expected in response to the fundraising efforts of the event, the proposal will need approval by the Office of College Advancement.
- Events that involve solicitation of donations from either private individuals or businesses will also require the approval of the Office of College Advancement.
- Clubs are not permitted to fundraise without written approval through the Office of College Advancement. Any club fundraising plans must be pre-approved by WAC and the Associate

Director of Campus Life. Once pre-approved clubs may submit applications to fundraise through the Office of College Advancement. These applications are reviewed at the beginning of each semester.

Transportation

- Anyone driving on college business as an official campus club must apply and be approved as a college driver. In order to request approval, please login to your student profile and complete the driver information.

Photographing and Filming on Campus

- As a private campus Westmont College reserves the right to approve any photography and filming that takes place on campus for commercial use or other public distribution, including posting on the internet. Anyone seeking to photograph or film on campus for commercial use or seeking to publicly distribute filming or photographing of campus events must obtain permission from the Westmont College Communications Office.
- The following guidelines must be observed for personal photographing and filming on campus:
 - Recording of Club Sponsored events is prohibited. Exceptions can be made by the College Communications Office if the club is co-sponsoring with an official Westmont College Department.
 - Do not film or photograph students, faculty, staff, or visitors without their knowledge or consent.
 - Avoid disruption of classes or other college functions.
 - Respect the privacy of campus residences.

Timeline Tips

Planning a campus event takes more time than most students suspect. It is always best to start early.

- 8 Weeks Out:
 - Tentatively choose 3-5 dates to propose for the event.
 - Create a preliminary budget.
 - Complete a Club Event Proposal Form
- 6 Weeks Out:
 - Ask the Clubs Coordinator to reserve the room/facility if on campus.
 - Contact the Clubs Coordinator to add the event to the Student Life Events & Programs Calendar.
 - Determine needs for tables, chairs, multimedia, catering, campus vehicles.

- Schedule meetings through your advisor and WAC for any required approvals. You will need approval if any of the following apply to your event:
 - if using amplified sound
 - if a contract is necessary
 - if risk is involved
 - if fundraising
 - if more than 50 people are anticipated to attend
 - if using a BBQ pit
 - if posting flyers or posters on campus
- 3 Weeks Out:
 - Begin advertising
 - Receive confirmation of room/facility reservations.
 - Continue planning alongside your sponsor.

***NOTE: Programs proposed less than 3 weeks out will not be approved. ***