Policies and Procedures

Brigham Young University Hawaii
Club Advisors Handbook

“No man or woman should teach in this college who doesn’t have in his or her heart an assurance, not a mere belief, an assurance, that God has had his hand over this entire valley, that that dedication offered years ago was inspired, that this is a choice land.”

2006 – 2007
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Clubs & Organizations

For a community to be whole and healthy, it must be based on people's love and concern for each other.
-Millard Fuller

Clubs and Campus Organizations exist to provide students with an opportunity to 1) develop a sense of belonging to the campus and each other, 2) learn and practice leadership, 3) apply principles learned in academic programs, and 4) serve the campus community by sharing their culture, talent, or interest. In short, clubs and organizations are formed to enhance the BYUH experience of all students by creating a laboratory of learning and an opportunity for leadership to students from around the world.

Cultural Clubs

Students interested in the language or culture of a particular geographical area may meet together as a club. Cultural organizations usually include students who either are from the particular region or interested in learning about the culture. (e.g. Hawaiian Club, Mandarin Club and Tongan Club.)

Academic Organizations

A variety of clubs exist which promote a particular academic field of study. These organizations are sponsored by BYUHSA. The purpose of the Academic Clubs is to allow students with similar majors or interests to meet together, socialize, and participate in intellectual and field-promoting activities (e.g. Accounting Club, Math Club, TESOL Society.)

Special Interest Clubs

Special interest clubs provide opportunities for students to meet with others who have similar hobbies, interests, or vocational goals (e.g. Dive Club, Swing Club, Hip Hop Club.)
Club Chartering (Registration)

Leadership is practiced not so much in words as in attitude and in actions.
-Harold Geneen

To be recognized as part of BYUHSA Clubs and Organizations, it is necessary to follow the registration procedures and comply with the policies outlined in this manual. If there are any questions concerning policies due to ambiguity of this booklet, or that are simply not mentioned in the manual, please contact David Lucero, Director of Student Activities (X3551).

To start a club:

The following is a list of steps and procedures each club must go through to both become and remain a chartered club.

• Complete and turn in the following materials before 5pm on the last class day of the semester before the semester you desire to start the club (e.g., to start a club in Fall, you must submit the forms by the last day of class in Summer).
  * Club Officer Registration Form
  * Official Club Constitution.
  * Club Advisor Agreement Form (advisor must be a full-time BYUH employee)
• Meet with the BYUHSA VP of Clubs and Organizations to find out if your club is chartered, go over club procedures and receive other information.

New clubs are required to go through a semester long “proving ground” before they receive club funding from BYUHSA. This also applies to Club President Awards in order to discourage students from dissolving shortly after receiving BYUHSA funds during their first semester. BYUHSA wants to support and subsidize clubs and organizations that are serious and committed to forming worthwhile associations. For more information on club funding please refer to the section Club Grants.

To maintain your club:

• Re-register 2 weeks before the first day of the next term/semester.
• Participate in mandatory BYUHSA WORLDFEST (usually held first week after school starts) where individuals will sign up for memberships.
• Attend monthly Club President meetings and interviews
• Participate in designated club events and make sure the club remains active.
• Follow the university and club policies.
• Select new club officers and turn in new club registration forms by March 31. These forms are available in the Student Activities and Leadership office.

**Inactive Clubs**

Inactive clubs are those who do not participate in designated BYUHSA events for clubs, including attending monthly Club Presidents meetings, interviews, and monthly club activities. If a club becomes inactive for a semester and then desires to be reactivated, a letter stating reasons for inactivity including the intent to re-register must be submitted to the Director of Student Activities by the last day of the semester. BYUHSA has the authority to freeze their club account until the club becomes active. If the period of inactivity exceeds three semesters, all existing club funds will be used by BYUHSA to serve students. If students desire to restart the club, it will be treated as a new club.

**Club Constitutions**

Every campus club and organization is required to have an approved constitution on file with BYUHSA. Each club advisor, as well as the club president should also have a copy of the constitution.

The constitution serves as the ruling document for the club or organizations. Questions of policy, objectives, and purpose should all be answered in the club constitution. Naturally, it should be in accord with the BYUHSA Charter as far as policy and procedure are concerned. The following information should be contained in every club constitution:

1. The name of the club.
2. The purposes and objectives of the organization:
   a. An organization may have objectives which include, but are not limited to, service to the community and social activities.
   b. A club may have not objectives which are contrary to the standards of Brigham Young University – Hawaii, the Church of Jesus Christ of Latter-day Saints, or the Constitution of the United States of America.
3. A club statement of commitment to the BYUH Honor Code.
4. The organizational structure of the club with a list of a minimum of six club officers, a statement about the responsibilities of each, election procedures, and the requirements to serve as officers.
5. The requirements for membership:
   a. Every club constitution must state the exact requirements an individual must be to become a member.
b. Membership, as outlined by the individual club, is open to full-time students and spouses, faculty and spouses, staff-members and spouses, and alumni and spouses of BYUH.

6. A statement of the financial procedures and the amount of dues. No club can assess dues in excess of $10.00 per semester or term, and likewise cannot charge less than $3.00 per member.

7. The method of amending the constitution. No changes in a club constitution will be recognized by the University until the changes have been submitted in writing and approved by BYUHSA. This must be explained in a statement in the constitution.

8. (For national organizations in situations where a national constitution exists) Local by-laws or a statement of purpose may be submitted by the BYUH chapter organization. The same information required in the club constitution is required in local by-laws or a statement of purpose. The national constitution must always be submitted. The Vice President of Student Life must approve all such associations with off campus organizations.

Advisors

Each organization must have one advisor who is chosen by the club and approved by the Director of Student Activities and Leadership. The Advisor must be a part of BYUH faculty, staff, and/or administrative personnel and their spouses. The Vice President of Student Life must approve any exceptions. Advisors serve a very important role within the club – to advise. The club president should meet regularly with the advisor to discuss upcoming activities and to apprise him/her of other club matters. Clubs may have more than one advisor.

The following is a list of the procedures and duties concerning club advisors.

1. If there is more than one advisor, one shall be designated as chair person.
2. The advisor(s), with the help of the club officers, shall be responsible for the keeping of all University standards at club functions.
3. The advisor, with the club officers, shall oversee all financial matters. No money will be given to any club without appropriate paperwork, which MUST include the signature of the advisor.
4. The advisor, or approved substitute, must be in attendance at all of their club’s off campus activities.
5. The advisor should attend on campus dances or talent activities (this does not include Songfest or Culture Night; however, the advisor should attend at least one practice for these events to know the nature of the performance and give counsel).
6. An advisor substitute form must be completed for approval one week before the day of the activities.
7. The advisor should be aware of all club meetings, forums, and activities.
8. If unable to sign forms for approval, advisors must contact the Director of Student Activities and Leadership, giving them authority to sign forms for approval.

Membership

The constitution of each club must specify the requirements for club membership. Membership in a club is voluntary. No department can require a student to join a club. Likewise, no instructor can use participation within a club as a criterion for course grades. Membership in clubs and organizations at BYUH is open ONLY to:

- Full-time students and spouses.
- Faculty, staff, or administrative personnel and spouses.
- Alumni who have graduated from BYUH and spouses, with alumni ID
- Part-time students with current BYUH ID

Membership lists, and Worldfest tickets are due by the following Friday after World Fest, unless other arrangements are made by the BYUHSA VP of Clubs and Organizations. Tickets should be glued or taped to 8 1/2 x 11 inch pages and must be turned in to the Student Activities Club Accountant (X3373) on the day the tickets are due, along with a copy of their membership lists.

***All of the previously mentioned requirements must be met for any organization to be considered fully registered by the University and BYUHSA***

Club Officers

All officers of BYUH clubs and organizations:

- Must be full-time students
- Must maintain a GPA of 2.5 or above
- May not be on academic or disciplinary probation

Officers are responsible to ensure that all club activities are conducted within the standards of BYUHSA, BYUH and the Church of Jesus Christ of Latter-day Saints.
The election of club officers must be held by March 31 for the following year. The newly elected President and officers will take office the first day of Spring Term. It is expected that the previous officers will train the newly elected officers during the end of Winter Semester and Spring Term. Those that are elected will serve for a full academic year: Spring, Fall and Winter Semesters. Club Presidents will also receive a small leadership award (stipend) at the beginning of Fall, Winter and Spring semesters, based on their performance the previous semester.

Meeting Times and Activities

It is the policy of BYUH that BYUHSA sponsor activities for the entire student body. BYUHSA may request a campus organization to cosponsor a program for the student body. Clubs and Organizations provide activities for their own members and any invited guests.

Club Meeting Times

Clubs may schedule one room per week on a regular basis. They may schedule for an entire term or semester, beginning one month before the end of the previous semester (e.g., rooms for Spring term may scheduled around April 1). While clubs who schedule early will have an advantage over those who schedule late, some adjustments may be made to optimally accommodate all the clubs. Clubs must inform the BYUHSA VP of Clubs and Organizations of their regular meeting times and locations.

Clubs may request an additional room per week, but this will be provided on a space availability basis.

Clubs are responsible to clean their meeting rooms after use, and leave them in good order for the next user.

On Campus Activities

The following are the guidelines for on campus activities:

- All club activities should be planned on a Club Activity Request Form and submitted to the BYUHSA VP of Clubs and Organizations form approval at least 1 week before the event; events may not be advertised until the club receives back the form with proper approvals (allow 3 business days for approval).
• Clubs may not hold any activity before 6:00 a.m. or after 11:00 p.m. Monday-Thursday or Saturday. On Friday, activities must not begin before 6 am and must end by 12:00pm.
• Any club activity that will exceed the designated hours, must have written permission from the Director of Student Activities. Requests for such permission must be made one month prior to the date of the event.
• No activities may be scheduled after 6pm on Monday evenings.
• No activities may be held during “Finals Week” of each Semester or Term.
• The only club activity allowed on Sunday is the Gospel Forum

**Off Campus Activities**

The following guidelines must be followed for all off-campus activities:

1. The organization’s advisor or his/her authorized substitute must be in attendance at all off-campus activities.
2. **Clubs may rent university vehicles for their activities, according to their policies (including age and training). These vehicles should be returned to campus by 11:00pm on weeknights and Saturdays, and by 12:30am on Friday nights.**
3. *If a club desires to extend their activity and return by 1:00am on Friday nights, they must hire professional transportation (i.e., a commercial bus and driver).*
4. A Club Activity Request Form must be completed and signed with proper signatures 2 weeks prior to activity.
5. Any group of students who travel as representatives of a club or organization sponsored by BYUHSA must have the approval of the Director of Student Activities.
6. A signed liability waiver must be submitted to the Director of Student Activities and Leadership for each participant in the activity (forms are available in the department office).

OVERNIGHT ACTIVITIES WILL NOT BE APPROVED BY BYUHSA. IF AN OVERNIGHT ACTIVITY IS DEPARTMENT FUNDED FOR ACADEMIC REASONS, ACCOUNTABILITY LIES WITHIN THE FUNDING DEPARTMENT.

**Firesides**
• The name “fireside” is reserved for ward and stake sponsored programs and may not be used by other organizations.
• No programs other than Gospel Forums are to be conducted on Sundays.

**Gospel Forums**

• Every third Sunday is reserved for club gospel language forum meetings.
• Campus cultural organizations may use this meeting time to provide forums that are spiritually uplifting. Regularly scheduled club meeting times can adequately handle other interests of a more secular nature.
• Forum programs must not begin before 7:00 p.m. and must not end after 11:00 pm.
• These forums are for club’s membership (and invited guests) and are not to be advertised to others.
• Once a semester, BYUHSA may sponsor a combined Gospel Forum in place of the regular club forum.

**Speakers**

Clubs and organizations may sponsor lectures or speaker programs for club members and invited guests only. Lectures for the total student body will be sponsored by BYUHSA. Clubs may request to co-sponsor such events. A club wishing to co-sponsor a program should contact the BYUHSA VP of Clubs and Organizations.

When having speaker programs, all campus clubs and organizations must follow the following guidelines:

1. Individuals other than BYUH faculty and staff who will be invited to speak to club membership must be approved in advance of inviting the speaker, by the club advisor.
2. Each sponsoring group must consult with its advisor and submit a request for approval of off-campus speakers to the Director of Student Activities and Leadership before any invitation(s) may be extended, and at least 30 days prior to the event. Forms are available at the department office.
3. No announcements or publicity of any sort may be released until the speaker has been cleared and the form has been returned to the sponsoring organization.
Students may circulate petitions on campus, which do not violate fundamental objectives of BYUH. To insure that these principles are not violated the following guidelines must be followed:

1. No petitions can be circulated without approval. All petitions must first be submitted through the Director of Student Activities for approval by the Vice President of Student Life.
2. The petition must be worded to avoid endorsement of anyone other than the signers of the petition. The Church of Jesus Christ of Latter-day Saints, the University, or any other students should in no way be implicated.
3. Sign-up tables in campus buildings are not to be used for political petitions.

*Compliance is based on Honor.

**Scheduling**

Clubs may schedule rooms through the Scheduling Office by using the online Facilities Request Form. Classrooms may be assigned by the Scheduling Office; requests for larger rooms will be reviewed for approval by the Calendaring Board which meets Tuesday’s from 1:00pm to 1:50pm (usually in the President’s Council Room in the Lorenzo Snow Administration Building).

Scheduling privileges for the University buildings are granted to BYUHSA committees, officially chartered organizations, university departments, and campus wards and stakes. All other individuals and organizations and private parties must pay a rental for the use of facilities. Clubs may not schedule wedding receptions or other personal events on behalf of club members or other individuals.

- Facilities are scheduled on a first-come, first-served basis with the exception that priority is given to University academic programs. Clubs should schedule rooms well in advance to insure that they get the desired place.
- Each organization should ask a scheduling officer to do all the scheduling for that organization.
- Clubs and organizations must notify the Scheduling Office (x3408) at once if they plan to cancel their room reservation. Failure to cancel may result in fines or loss of privileges.
- Furniture may be moved only with the permission and supervision of the Custodial Office, and must be arranged back to its original set-up. Clubs will be charged a minimum of $25 if they fail to do this.
- Refreshments may be served only in approved areas. Clubs having meetings or activities in the McKay auditorium or foyer may not eat refreshments in the room. It is the club or organization’s responsibility to find out if the room they are scheduling is an approved eating area.

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• All organizations meeting in any room in the McKay building must be out by 11:00 p.m. to allow custodial services to clean the room. Clubs who fail to comply with this policy will be charged $25.00.

Publicity

*Men make history, and not the other way around. In periods where there is no leadership, society stands still. Progress occurs when courageous, skillful leaders seize the opportunity to change things for the better.*

-Harry S Truman

To advertise, organizations must be registered with BYUHSA (Clubs must receive appropriate approvals for activities before they advertise.) In most situations the bulletin boards should be sufficient for club advertising. Banners may also be scheduled in the Aloha Center. All advertising must follow the following guidelines:

• All posters, fliers, and banners must be approved and stamped at the Aloha Center desk.
• The BYUHSA VP of Clubs and Organizations must approve public address announcements and special publicity projects.
• Organizations that post posters, fliers, or banners will be responsible for the removal of such material after the date of the advertised event; failure to remove them in a timely way may result in fines.
• Organizations may post posters, fliers, or banners only in the specified locations on campus (bulletin boards, etc.) No club may post any medium or means of advertising on University building walls or poles.
• Clubs may not send campus wide e-mail for club activities. If co-sponsoring an activity with BYUHSA a club may request an Student Bulletin e-mail to be sent.

Posters

Posters must be no larger than 22 × 28 . Exceptions will be given for major campus events, but must be approved by the BYUHSA office.

Fliers and Banners

Fliers may not be larger than the standard 8 × 11 paper. It is important that the flier has accurate information, a neat appearance, and good taste.
Because of the size and location, the BYUHSA VP of Clubs and Organizations must approve all banners 1 week in advance. Banners for the Aloha Center may be up to 12 feet wide and 4 feet tall; schedule a banner wire through the Aloha Center Desk (you will be required to help hang your own banner).

**Club Accounts**

Under the direction of the Student Activities Accounting Office, BYUHSA will serve as the overseer of all club accounts. This does NOT lessen the club’s responsibility to manage their money wisely and appropriately. Clubs are required to plan their activities and events well in advance to insure the Student Activities Accountant sufficient time to process the request (see the financial procedures section for more information). The following guidelines must be followed to prevent deficits in the club accounts and to ensure that all students have the opportunity to participate in BYUHSA clubs and organizations.

- The dues for fall, winter, and spring may not exceed $10.00 per person per semester.
- The University Administration has budgeted $25,000 per year for club use. This money is distributed over fall, winter, and spring semesters. The breakdown is:
  - Fall $10,000
  - Winter $10,000
  - Spring $5,000

- The funds are distributed in two ways: first, a portion is divided among all clubs according to the number of dues paying members registered at World Fest (e.g., if $7500 is allocated for World Fest, and 2000 students sign up, then each membership gets $3.75; thus, if a club has 100 members, they receive $375); second, a portion is divided among all clubs participating in Culture Night or Songfest (to help pay for costumes) according to the number of performers on stage (e.g., if $2500 is allocated for Culture Night and 500 students perform, then each membership gets $5; if a club has 20 performers, they would receive $100)

All clubs, in order to receive funding from the University Administration, must fulfill the following each semester or term:

- All clubs must participate in World Fest and deposit all dues into club account
- All clubs must complete at least two service projects each semester or term
- All clubs must have at least one activity per month
- All club presidents, in order to receive their full stipend for the following semester, must fulfill the aforementioned items, plus do the following:
  - Attend a monthly presidency meeting
  - Update the VP of Clubs once a month on the club’s status
Hand in appropriate paperwork as designated by the VP of Clubs.

- Any cultural club receiving funds from the $25,000 allocated from University Administration must participate in the Food Fests, Culture Night, and Song Fest in addition to the other club requirements stated in item 3. If a cultural club decides to not participate, the funds allocated to the club will be redistributed to the other clubs.
- Service Projects are mandatory for all clubs. Not having them will result in not receiving funding the following semester or term.

### Finances

All BYUHSA sponsored campus organizations will have an account number. **No other outside accounts are allowed.** The Student Activities Accountant controls this account, but the responsibility of maintaining the account lies with the club officers and advisors. The president and advisor should be aware of the amount of funds within their club accounts at all times. The procedure to withdraw funds from the club account is as follows:

1. Fill out and turn in TRANSACTION REQUEST FORMS to the Student Activities Accountant. It is vital that the exact amount of money be indicated as well as a detailed description of the activity or the use of money. This form must be turned in at least three business days prior to the date the money is needed.
2. The Student Activities Accountant processes the form to make sure that there are sufficient funds to cover the request, and then issues a check. Organizations can pick their checks up at the secretary’s desk in the Student Activities office.
3. Clubs who submit TRANSACTION REQUEST FORMS to get reimbursed for the money spent on club events must include receipts of all purchases made.

Each semester the Student Activities Accountant, with the VP of Clubs and Organizations, will conduct a financial audit with the Club/Organization President and Treasurer.

*No fund-raising may be conducted by any clubs except as outlined in the fund raising policy.*

The advisor is not authorized to spend funds on his or her own, but must ensure he/she signs all necessary paperwork.

### Fund-raising Activities

Fund-raising projects are limited at BYU-Hawaii to prevent excessive demands on the finances of students. The Church of Jesus Christ of Latter-day Saints pays a high proportion of the total cost of operating the University to provide an opportunity for education at a reasonable cost for students. Indiscriminate fund-raising for individuals, organizations, or non-university groups would negate this advantage. For these reasons, on-campus fund-raising projects will be limited to those who meet authorized approval. As far as clubs are concerned, approval is based on the following:
Fund-raising projects on or off campus will be considered and approved by the Director of Student Activities and Leadership or the Vice President of Student Life. Forms for submitting proposals are available in the office of the BYUHSA VP of Clubs and Organizations. Clubs may raise club funds by co-sponsoring an activity with BYUHSA.

The request will be based on the following:

- No Project will be approved when the receipts accrue to the benefit of an individual.
- On-campus and off-campus fund-raising projects where funds are intended for the benefit of campus organizations must be submitted to the BYUHSA VP of Clubs and Organizations two weeks prior to the project date. No projects may be advertised before approval.
- Projects where funds are intended for persons or groups not connected with the University will not be approved.

Other considerations include:

- The nature of the request.
- The number of students involved in the request.
- The number of students affected by the request.
- Other funding sources available
- The organization’s effort to utilize Food Fest as a fund-raising activity.
- Past experience with the suggested proposal.
- Donations from any source must be reviewed for approval by the Vice President of Student Life. Money donations must be processed through the Budget Office.
- Solicitation for donations is not permissible.
- Funding from national governments or organizations within the government structure may be allowed upon approval by the Vice President of Student Life.
- Charitable fund raising is limited to emergency situations in our target areas, and to no more than one time per semester. These requests must be approved by the Vice President of Student Life.

Service Projects

The VP of Clubs and Organizations and the BYUHSA Service VP must approve two service projects per semester. This is mandatory. If you fail to do your Service Projects within the current semester or term, you will not receive funding the following semester or term. The following is criteria for acceptable service projects:

- Service projects must be community oriented and public centered (e.g. visiting shelters, rest homes, children’s centers, improving trails or parks.
- You must have at least 30% of your club membership participating.
• Service projects should not be any less than 2 hours.
• No service project may be repeated until 5 days have elapsed.
• For Cultural Clubs, at least one project must in some way benefit their home country or region.
• Service Project Proposal Forms must be filled out according to the above stated criteria and submitted two weeks before the date of the activity for approval.
• Service Project Follow-Up reports must be submitted within 5 days after the project has been completed.

*See Service V.P for further help and information.

Use of University Facilities

Any activity becomes creative when the doer cares about doing it right, or better.

- John Updike

Decorations

Clubs using University facilities are expected to act appropriately and must leave the facility in as good or better condition as it was before the activity. If the club is decorating, they must present a completed decorating plan to the head custodian of the building involved at least forty-eight hours before the decorating begins. The following list of decorating regulations must also be adhered to:

• Decorations must be completed when moved into the building. They may not be painted on the floors, ceiling, or walls.
• Tacks, nails, adhesive tape, masking tape, scotch tape, etc. may not be used on walls.
• Upon completion of the activity, replace all furniture to its original position.
• Heavy articles can only be hung with the permission of the custodian in charge.
• All decorations are to be removed immediately after every function.
• The State of Hawaii Fire Marshall’s Code prohibits use of hay, straw, cornstalk, or tinder of any kind in buildings.
• No fire or open-flame candles may be used in any building on campus. No cooking may done on the plastic tables.

Food Service Policy
Clubs must inform the head custodian prior to the activity where food will be served. *No food of any kind may be served in the Foyer and Auditorium.* The following guidelines must be adhered to where food is concerned:

- Clubs using authorized rooms, hallways, and malls must see that the area used is cleaned and the furniture put back to its original place afterwards.
- Clubs are not permitted to sponsor banquets for the entire student body, but only for their own membership and invited guests. All banquets for the entire student body will be co-sponsored with BYUHSA.
- All policies governing the University Food Service Department must be followed.

**Mailbox Policy**

A mailbox slot will be provided for every chartered club and will be located in the BYUHSA Office. Mail may be picked up in the BYUHSA Office from 8:30 am to 4:45 pm everyday. *Memos and emails will be the chief means of communication between the BYUHSA Clubs VP and Club Presidents, thus it is imperative that Presidents check their mailboxes at least every other day.* Mail not removed from the mailbox within three weeks will be disposed of.

**PE Equipment**

Clubs and organizations have the privilege of renting PE Cage equipment. To take advantage of this service clubs must:

- Fill out the PE request form and turn it into the cage at least three days in advance. There is no exception to this rule. Forms can be picked up at the PE cage and the BYUHSA Office.
- Be responsible for paying for all damages that occur while using PE equipment.
- Know and follow all rules and regulations set by the PE cage.

**Club Storage Area**

All clubs can use the club storage area provided that space is available for their items. Each club is also responsible for keeping their cabinets clean and orderly at all times as well as the storage room itself. The storage space is for club use; no personal belongings may be stored anywhere in this area. To apply for space, talk to the VP for Clubs and Organizations.
Storage Rules

All clubs must follow these guidelines:

• All miscellaneous items must be stored in cardboard boxes or plastic containers, which should not be overstuffed. They must be packed so that they can be easily stacked on top of each other and stored away in the club storage cabinets.
• Boxes must be labeled with a detailed listing of what is inside each box.
• Food may not be stored in these storage cabinets.
• Boxes must be in good condition so that they will protect the wood finish of the storage cabinets.
• In the event that all storage cabinets are filled or that items do not fit in the cabinets, please contact the V.P. of Clubs and Organizations.
• BYUHSA will not be held responsible for any items left in the storage shed. Clubs store at their own risk.

Storage Fees

The storage spaces will be rented out for $30 for an entire school year starting at the beginning of fall, winter and spring semesters. Once a semester starts, the club cannot be reimbursed in exchange for removing their equipment. Payment must be made by the first week of classes or by the day equipment is placed in the storage shed.

Storage Keys

The keys for the storage facilities will be held by Security. The club presidents have to go to the security office to get their own pin number in order to get the key for their box. The keys may not be given to any other person, except the Vice Presidents and activities coordinators. For use of the keys, clubs must be aware of the following policies:

• The clubs may not make or keep a personal copy of the key and must return their keys within one hour of checking them out.
• Remember during the late hours of 9pm-8am, one must contact Security to open the gate, which leads to the storage area. Your key will not open the gate.
• The storage room must be vacated before the key is returned.
• If lost, a $25 replacement fee will be charged to the person checking out the key.
**Equipment Rental**

Some pieces of equipment may be rented out from the storage area by clubs for special activities. In order to check out these pieces of equipment, an equipment loan contract must be turned in 3 days in advance. All rented items must be returned clean and in good condition. If the equipment is broken or not returned promptly the value of the items will be deducted from the club account.

**Renting University Vehicles**

*Enjoyment is not a goal, it is a feeling that accompanies important ongoing activity.*

- Paul Goodman (1911 - 1972)

**Policy**

Motor Pool policy is that BYUHSA clubs may rent vehicles only for bona fide club activities. No club member may, at any time, rent a vehicle for personal use. Any club found in violation of this policy will lose the privilege of renting vehicles. The following procedures apply for the use of Motor Pool Vehicles:

- All designated drivers must be experienced drivers and have a current United States Drivers License.
- Any driver must have passed the Defensive Driving Course and have the Certificate showing proof of completion. This may be scheduled through the Campus Safety Officer (x3400).

**Procedure**

All BYUHSA clubs may call Motor Pool to see if a vehicle is available. This call, however, is not a reservation and does not guarantee the club a vehicle. To reserve a vehicle, complete the following steps:

1. Clubs must submit a CLUB ACTIVITY REQUEST FORM to the Student Activities Accountant three days prior to the activity. The form must indicate the details of the activities, how long it will last, and who will be driving.
2. Upon approval of the activity, the Student Activities Accountant will process the Transportation Order (T.O.) These may be picked up three days later and taken to the Motor Pool office.

3. No club will be issued a vehicle without a T.O. being sent to Motor Pool one day in advance. There are no exceptions.

4. Motor Pool will impose a late fee of one more day charge for any vehicle not returned at the hour specified on the checklist. However, if there is an emergency and you are not able to return the vehicle on time, you may contact the Motor Pool office at 293-3404. For after hours and weekends, contact Security at 293-3911.

5. Clubs must contact Motor Pool in advance to make tentative reservations and to verify the availability of vehicles.

6. Vehicles may not be reserved past 12:30am.

**Violations and Accidents**

All violations incurred while any club is renting the University vehicle must be paid promptly. If there is an outstanding violation on a University vehicle, the violation will be subject to penalty by the State of Hawaii and eventually be brought to Motor Pool’s attention by the State Transportation Department. This is not only embarrassing but can prove to be very costly.

In the event of an accident, **call the Honolulu Police Department immediately.** This is true for minor accidents as well. This is vital so that a police report may be filed for insurance purposes. (The only exception would be if there was minor damage done to a vehicle where NO other vehicle was involved and NO ONE was hurt.)

**Infractions of Policies**

**Governing Student Organizations**

_An empowered organization is one in which individuals have the knowledge, skill, desire, and opportunity to personally succeed in a way that leads to collective organizational success._

-Stephen R. Covey, Principle-centered Leadership

**Policy Governing Student Organizations**
The University as outlined in this manual establishes regulations governing the registration procedure and function of student organizations. It is expected that all student organizations will comply with these regulations.

**Infractions of Policies by Clubs**

Reports of club violation of regulations governing student organizations will be referred to the organization’s Violations Committee.

**Violation Committee**

**Organizations Violation Committee**

The Organizations Violations committee is composed of the V.P of Clubs and Organizations who sits as chair, *at least one Executive Director for Clubs*, the President of BYUHSA, the Vice-President of BYUHSA (and the Student Advisory Council representative for all clubs and organizations). It reports to the Director of Student Activities and Leadership.

The Violations Committee has the authority to suspend any individual, club, or organization privileges if individual, club, or organization is found to be in violation of the Clubs and Organizations policies and procedures.

**Suspension may include:**

- Campus scheduling and activity privileges
- Publicity privileges
- Club suspension of activities
- University privileges such as transportation
- Club scholarship funding
- Financial transactions

Appeal may be brought to the attention of the Director of Student Activities and the V.P of Student Life, within 10 days of the Violations Committee decision.

**University Events Produced by The BYUHSA Director Clubs and Organizations**
I start with the premise that the function of leadership is to produce more leaders, not more followers. -Ralph Nader

The BYUHSA Clubs and Organizations VP is responsible for overseeing all club activities on campus, including World Fest, Food Fest, Culture Night, and Songfest.

**World Fest**

World Fest is a multi-day festival where students may sign up for various clubs. Clubs may arrange cultural displays or teach cultural games, crafts and/or dance.

**Food Fest**

Food Fest is an event that occurs every semester in which clubs have the opportunity to fund-raise. Each club sells foods from their country or provides games, merchandise, or activities at a booth. Visitors have the opportunity to sample foods from around the world in a family-oriented and enjoyable environment. All participating clubs must attend Food Handlers training provided by BYUH Food Services, and submit their menus by the announced deadlines.

**Culture Night**

Culture night is held once a year during fall semester. Clubs are given 5-7 minutes to perform a number from their country of origin according to the allocated theme. They do this on a stage in the Cannon Activities Center or the Polynesian Cultural Center and perform to an audience of over 2500 people. This is one of the largest attended performances on campus.

**Song Fest**

Song Fest, another annual event, is performed during Winter semester. Over 2500 people from around the island attend this performance of rich cultural music, which builds a feeling of pride in all cultures.

**Club Presidency Meetings/Trainings**
A mandatory meeting is held at least once a month to receive information on upcoming activities. At the beginning of each semester and term, leadership training is held for further instruction.

**Officer Responsibilities**

**Club President**

- Manages all aspects of club. This means he trains (or gets help to train) officers to do their responsibility on their own. Then he helps them along, as they need him.
- He plays the key role in sharing the big picture, or vision, with his club members. Helps them to be excited about the upcoming year.
- Develops regular involvement with club officers and advisor.
- He has the ultimate say in club decisions, but takes the time to reach a consensus decision with club officers.
- Makes sure members have a calling, a responsibility, and trains them on it.
- Creates a committee to focus on member needs and fellowshipping.
- Always leads activities and meetings with prayer, a special thought, and invites speakers to talk on spiritual aspects of cultures or leadership.
- Checks club mailbox, located in BYUHSA offices, asks secretary for mail box location.
- Attends all monthly meetings and trainings.
- Again, utilizes the help of his club advisor.

**Club Vice-President**

- Prepares to handle the responsibilities of his club president should they ever need him to step in their place for a time.
- Takes part in the training for all other officers should he need to train next time.
- Encourages team-building activities in his meeting to build unity.
- Is aware of the club’s financial status and knows the needs of the other officers.
- Acts as the eyes and ears for the club President
- Leads recruitment efforts.
- Plans special service projects and helps publicize.

**Club Secretary**
- Keeps everything in order for the club
- Has scheduling rights for club use of campus facilities.
- Keeps record of club events and activities. This may include knowing policy and procedures of activity registration forms.
- Makes sure that forms sent by BYUHSA are turned in on time.
- Updates V.P of Clubs and Organizations on any changes in club presidency or contact information.

**Club Treasurer**

- His job is vital to the stability of his club’s financial affairs.
- Is organized; keeps copies of receipts and forms used in any financial situations.
- Keeps record of club expenditures.
- Develops a supportive relationship with Student Activities Accountant, who is the first person to ask if there are any financial questions.
- Learns the policies and procedures of the Transaction Request Form.
- Turns in requests on time.

**Activities**

- In-charge of planning activities
- Must follow through with needs for each activity.
- Works with the treasurer and secretary to request facilitative, financial, and transportation needs.

**Communication**

- Must keep everyone updated on activities either through email or advertisements. (See advertisement policies)

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<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Contact #</th>
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<tbody>
<tr>
<td>Clubs and Organizations VP</td>
<td>Atalina Pasi</td>
<td>293-3555</td>
</tr>
<tr>
<td>Auditorium</td>
<td>Stephen Crowell</td>
<td>293-3219</td>
</tr>
<tr>
<td>Sound</td>
<td>Sonny Ahpuck</td>
<td>293-3940</td>
</tr>
<tr>
<td>Lighting</td>
<td>Glenn Kau</td>
<td>293-3941</td>
</tr>
<tr>
<td>Scheduling</td>
<td>John Olszkawa</td>
<td>293-3804</td>
</tr>
<tr>
<td>Security</td>
<td>Hans Ta’ala</td>
<td>293-3503</td>
</tr>
<tr>
<td>President</td>
<td>Salote Malani</td>
<td>293-3670</td>
</tr>
<tr>
<td>Executive V.P</td>
<td>Shirley Lam</td>
<td>293-3553</td>
</tr>
<tr>
<td><strong>Social Activities</strong></td>
<td><strong>Tiffany Wells</strong></td>
<td><strong>293-3554</strong></td>
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<tr>
<td><strong>Events &amp; Recreation</strong></td>
<td><strong>Spencer Lewis</strong></td>
<td><strong>293-3576</strong></td>
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<tr>
<td><strong>Student Advisor Council</strong></td>
<td><strong>Dustin Bradshaw</strong></td>
<td><strong>293-3561</strong></td>
</tr>
<tr>
<td><strong>Service and Learning</strong></td>
<td><strong>Lanaiaha Young</strong></td>
<td><strong>293-3561</strong></td>
</tr>
<tr>
<td><strong>Accountant</strong></td>
<td><strong>Gana</strong></td>
<td><strong>293-3373</strong></td>
</tr>
<tr>
<td><strong>Publicity</strong></td>
<td><strong>Tati Pane’e</strong></td>
<td><strong>293-3557</strong></td>
</tr>
<tr>
<td><strong>Leadership and Actives Assistant</strong></td>
<td><strong>Matt Colton</strong></td>
<td><strong>293-3557</strong></td>
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Jesus: The Perfect Leader

By President Spencer W. Kimball


There are far more things to be said about the Lord Jesus Christ's remarkable leadership than any single article or book could possibly cover, but I want to point out a few of the attributes and skills he demonstrated so perfectly. These same skills and qualities are important for us all if we wish to succeed as leaders in any lasting way.

Fixed principles

Jesus knew who he was and why he was here on this planet. That meant he could lead from strength rather than from uncertainty or weakness. Jesus operated from a base of fixed principles or truths rather than making up the rules as he went along. Thus, his leadership style was not only correct, but also constant. So many secular leaders today are like chameleons; they change their hues and views to fit the situation which only tends to confuse associates and followers who cannot be certain what course s being pursued. Those who cling to power at the expense of principle often end up doing almost anything to perpetuate their power.

Jesus said several times, “Come, follow me.” His was a program of “do what I do,” rather than “do what I say.” He walked and worked with those he was to serve. His was not a long-distant leadership. He was not afraid of close friendships; he was not afraid that proximity to him would disappoint his followers. The leaven of true leadership cannot lift others unless we are with and serve those to be led.

Jesus kept himself virtuous, and thus, when his closeness to the people permitted them to touch the hem of his garment, virtue could flow from him. (See Mark 5:24-34)

Understanding others

Jesus was a listening leader. Because he loved others with a perfect love, he listened without being condescending. A great leader listens not only to others, but also to his conscience and to the promptings of God. Jesus was a patience, pleading, loving leader. When Peter drew his sword and smote the high priest’s servant, cutting off his right ear, Jesus said “Put up thy sword into the sheath” (John 18:11). Without being angry or disturbed, Jesus quietly healed the servant’s ear (see Luke 22:51). His reproof of Peter was kind, yet firm.

Because Jesus loved his followers, he was able to be candid and forthright with them. He reproved Peter at times because he loved him, and Peter, being a great man, was able to grow from this reproof.

There is a wonderful verse in the book of Proverbs all of us need to remember: “The ear that heareth the reproof of life abideth among the wise. He that refuseth instruction despiseth his own soul: but he that heareth reproof fethenth understanding.” (Prov. 13:31-32)

It is a wise leader or a wise follower who can cope with the “reproof of life.” Peter could do this because he knew that Jesus loved him, and thus Jesus was able to groom Peter for a very high place of responsibility in the kingdom.
Jesus was sin a wring but also to see sin as springing from deep and unmet needs on the part of the sinner. This permitted him to condemn the sin without condemning the individual. We can show forth our love for others even when we are called upon to correct them. We need to be able to look deeply enough into the lives of others to see the basic causes for their failures and shortcomings.

**Selfless leadership**

The Savior’s leadership was selfless. He put himself and his own needs second and ministered to others beyond the call of duty, tirelessly, lovingly, effectively. So many of the problems in the world today spring from selfishness and self-centeredness in which too many make harsh demands of life and others in order to meet their demands.

Jesus’ leadership emphasized the importance of being discerning with regard to others, without seeking to control them. He taught us that there can be no growth without real freedom. One of the problems with manipulative leadership is that is does not spring from a love of others but from a need to use them. Such leaders focus on their own needs and desires and not on the needs of others.

Jesus had perspective about problems and people. He was able to calculate carefully at long range the effect and impact of utterances, not only on those who were to hear them at the moment, but on those who would read them 2,000 years later. So often, secular leaders rush in to solve problems by seeking to stop the present pain, and thereby create even greater difficulty and pain later on.

**Responsibility**

Jesus knew how to involve his disciples in the process of life. He gave them important and specific things to do for their development. Jesus trusts his followers enough to share his work with them so that they can grow. That is one of the greatest lessons of his leadership. If we brush other people aside in order to see a task done more quickly and effectively, the task may get done all right, but without the growth and development in followers that is so important. Because Jesus knows that this life is purposeful and that we have been placed on this planet in order to perform and grow, growth then becomes one of the great ends of life as well as a means. We can give corrective feedback to others in a loving and helpful way when mistakes are made.

Jesus was not afraid to make demands of those he led. He had the courage to call Peter and others to leave their fishing nets and to follow him, not after the fishing season or after the next catch, but now! Today! Jesus let people know that he believed in them and in their possibilities, thus he was free to help them stretch their souls in fresh achievement. Jesus believed in them and in his followers, not alone for what they were, but for what they had the possibilities to become. In loving others, we can help them to grow by making reasonable but real demands of them.

Jesus gave people truths and tasks that were marched to their capacity. He did not overwhelm them with more than they could manage, but gave them enough to stretch their souls. Jesus was concerned with basics in human nature and in bringing about lasting changes, not simply cosmetic changes.

**Accountability**

Jesus taught us that we are accountable not only for our actions but also for our
very thoughts. Accountability is not possible, of course, without fixed principles. A good leader will remember he is accountable to God as well as to those he leads. By demanding accountability of himself, he is in a better position, therefore, to see that others are accountable for their behavior and their performance. People tend to perform at a standard set by their leaders.

**Wise use of time**

Jesus also taught us how important it is to use our time wisely. This does not mean there can never be any leisure, for there must be time for contemplation and for renewal, but there must be no waste of time. How we manage time matters so very much, and we can be good managers of time without being frantic or officious.

**Secular leadership**

Those individuals whom we most love, admire, and respect as leaders of the human family are so regarded by us precisely because they embody, in many ways, the qualities that Jesus had in this life and in his leadership. Conversely, those leaders in history who have been most tragic in their impact on mankind were tragic precisely because they lacked to almost any degree the qualities of the Man of Galilee. Perhaps all of us would not be the perfect example of leadership, but all of us can make a serious effort toward approaching that great ideal.

**Our potential**

One of the great teachings of the Man of Galilee, the Lord Jesus Christ, was that you and I carry within us immense possibilities. In urging us to be perfect as our Father in Heaven is perfect, Jesus was not taunting us or teasing us. He was telling us a powerful truth about our possibilities and about our potential. It is a truth almost too stunning to contemplate. Jesus, who could not lie, sought to beckon us to move further along the pathway to perfection.

We are not yet perfect as Jesus was, but unless those about us can see us striving and improving, they will not be able to look to us for example, and they will see us as less than fully serious about the things to be done.

Each of us has more opportunities to do good and to be good than we ever use. These opportunities lie all around us. Whatever the size of our present circle of effective influence, if we were to improve our performance even a little bit, that circle would be enlarged. There are many individuals waiting to be touched and loved if we care enough improve in our performance.

We must remember that those mortals we meet in parking lots, offices, elevators, and elsewhere are that portion of mankind God has given us to love and to serve. It will do us little good to speak of the general brotherhood of mankind if we cannot regard those who are all around us as to our bothers and sisters. If our sample of humanity seems unglamorous or so very small, we need to remember the parable Jesus gave us in which he reminded us that greatness is not always a matter of size or scale, but of the quality of one’s life. If we do well with the opportunities given them, even more will be given!

The scriptures contain many marvelous case studies of leaders who, unlike Jesus, were not perfect but were still very effective. It would do us all much good if we were to read them and read them often. We forget that the scriptures present use with centuries of experience in leadership, and, even more importantly, the fixed principles upon which real leadership must operate if it is to succeed.
The scriptures are the handbook of instructions for the would-be leader.

**The perfect leader**

If we would be eminently successful, Jesus is our pattern. All the ennobling, perfect, and beautiful qualities of maturity, of strength, and of courage are found in this one person. Perhaps the most important thing I can say about Jesus Christ, more important than all else I have said, is that he lives. He really dies embody all those virtues and attributes the scriptures tell us of. If we can come to know that, we then know the central reality about man and the universe. If we don’t accept that truth and that reality, then we will not have the fixed principles or the transcendent truths by which to live out our lives in happiness and in service. In other words, we will find it very difficult to be significant leaders unless we recognize the reality of the perfect leader, Jesus Christ, and let him be the light by which we see the way!
New Club and Returning Club Registration Checklist

Date Due:

Is my Officers Registration Form filled out?
Do I have a copy of my Club Constitution?
Has it been approved by the V.P of Clubs and Organizations?
Did I meet with the V.P of Clubs and Organization? Date?
Do I have an advisor?
Has my advisor signed the Advisor Agreement?

Club Constitution Format

Club/ Organization name:
What are the objectives of this Club/ Organization?
Our club plans to keep and up-hold the guidelines set by the honor code.
Disagreement will result in rejection of formation of club.
Do I have the responsibilities of the club presidency outlined in the constitution?
What are the Clubs/Organizations requirements for membership?
What is the membership dues amount?
What is the process for choosing club leaders?
Club Advisor Agreement

Each organization must have at least one advisor who is chosen by the club and approved by the VP of student Life. An advisor must be a full time member of BYUH faculty, staff, and/or administrative personnel or their spouse. The Advisor cannot be immediately related to the club president. The Director of Student Activities and Leadership must approve any exceptions. Advisors serve a very important role within the club-to advise. The club president should meet at least monthly with the advisor to discuss upcoming activities and to apprise him/her of other club matters.

The following is a list of the procedures and duties concerning club advisors.

- If there is more than one advisor, one shall be designed as chairperson.
- The advisor(s), with the help of the club officers, shall be responsible for the keeping of all University standards at all functions.
- **The advisor, with the club officers, shall oversee all financial matters. No money will be given to any club without appropriate paperwork, which MUST include the signature of the Advisor.**
- The advisor, or approved substitute, must be in attendance at all off-campus activities.
- An advisor substitute form must be completed for approval one week before the day of the activities.
- The advisor should be aware of all club meetings, forums and activities.
- Advisors must contact V.P. of Clubs and Organizations if unable to sign forms for approval. The Director of Student Activities and Leadership may sign forms for approval when previously notified by the club advisor.

I agree to be the advisor of the ____________________and will adhere to the aforementioned policies and procedures.

_______________________________                             ____________________
Advisor Signature                                                                              Date
**BYUHSA Club Planning Forum:**

*“Planning With A Purpose”*

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<thead>
<tr>
<th>Title of Activity:</th>
<th>Submitter and Title:</th>
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<td>VP/Asst. Approval:</td>
<td>Advisor Approval:</td>
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**Brief Description of the Activity/Program**

Planned participation/ attendance:  
Actual attendance:

Be specific and provide measurable goals.

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<th>Objective(s):</th>
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<td>(Purpose)</td>
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Your plan for evaluating your goals to see if they are realized

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<tr>
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How will the activity be carried out? (Provide names with their delegated responsibilities)

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<th>Plan</th>
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Grand Total:

Comments:

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Club Service Project Proposal

This form needs to be filled out 2 weeks before the service project date and approved by your club advisor and BYUHSA. Turn in forms to Service or Clubs/Org. Mailboxes. You must have at least 30% of your club represented at the service project. Service projects should not be less than 2 hours. You will be contacted if the service project is not approved within 3 days after having turned in proposal.

Name of Club:______________________ Number of Members:___________

Where will the Service Project be?___________________________________

Description of Project:____________________________________________

__________________________________________________________________

__________________________________________________________________

4. Date of Project:________/________/________   Total hours:_____________

CLUB ADVISOR: I have reviewed the details of the project and recommend its approval.

__________________________________________  DATE

Advisor Signature

OFFICE USE ONLY

Decision:          Approved          Not Approved

Comments:____________________________________________________________

__________________________________________________________________

V.P. of Service     DATE       V.P. of Clubs & Organizations    DATE

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Name of Club:

Number of Members who participated in the service project:

The purpose of this service project:

What happened?

What did we learn from this service project?

How could we make this service project better?