

Student Club Handbook

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Mission Statement

Student clubs are student-driven groups that are formally recognized by DigiPen Institute of Technology for the purpose of promoting healthy, educational, cultural or social events to club members as well as the community at large. All student clubs are held to DigiPen policies as well as the guidelines outlined in the DigiPen Student Club Handbook. Actions taken by students on behalf of the club may be considered actions taken by the club.

General Information: Why register your club?

1. Student clubs have access to DigiPen equipment.
2. Student clubs are able to reserve a room on campus for club meetings and activities.
3. Student clubs may use electronic and other media to advertise club events, including:
 - a. SRS Bulletin Board Posting
 - b. Game Central Posting
 - c. D.P.T.P. and Dragon's Tale
 - d. Television in Edison
 - e. DigiPen Website Club Page
 - f. Posters and Fliers
 - g. Napkin Inserts
4. Student clubs have access to a budget for activities throughout the school year.
5. Student clubs are eligible for Campus Involvement Scale points.
6. Student clubs are a great opportunity to gain leadership experience, enhance academics, and provide needed resources on campus.

Applying for a New Student Club

Prospective clubs must fill out a Student Club Application Form and submit it to the Office of Student Affairs. Clubs will be evaluated to see if they follow all policies and regulations in the DigiPen Student Club Handbook. Once a club is approved, the Designated Representative must submit a Room Use Agreement form to the Academic Administration Window on the second floor.

Applying for a Previously Registered Student Club

To renew its recognized status, a student club must have the Designated Representative meet with the Student Affairs Office within the first month of the school year immediately following the club's prior term. This includes submitting a roster of club members within the first month of the school year. It is important the club adheres to the agreement signed upon formation of the group, and adheres to new policies and regulations agreeing to be bound by this Handbook. Any club that fails to reapply according to these procedures will be considered defunct, one month after the start of Fall semester.

Responsibilities of a Student Club

Once a DigiPen student club is registered with the Office of Student Affairs, the student club Designated Representative and members will be responsible for the following:

1. Submitting all administrative materials to the Office of Student Affairs in a timely manner.
2. Submitting an official attendance sheet for club meetings.
3. Adhering to the policies and guidelines outlined in the Handbook as well as all new policies and guidelines.
4. Receive permission form the Office of Student Affairs for all postings, advertising, fundraising, and expenditures related to the student club.
5. Responsible for removing all approved postings within 48 hours of the conclusion of an advertised event or after approval for the posting has expired.

Club Guidelines and Policies

- 1. Discrimination Prohibition:** Clubs must not discriminate on the basis of race, creed, color, national origin, sex, religion, sexual orientation, gender, gender identity, gender expression, marital status, physical or mental disability, age, or veteran status. In addition, clubs may not attempt to ridicule, disparage, or misrepresent other clubs, including but not limited to faith-based and identity-based groups. Student clubs that are found guilty of discrimination will automatically lose their charter.
- 2. Open Membership Requirement:** Clubs must maintain an open membership that encourages prospective members to join, and may not proselytize, coerce, manipulate, pressure, deceive, or use other aggressive methods to enlist, convert, or influence individuals. All meetings and events must be open to the entire DigiPen student population. Club date, time, and location should also be accessible and clearly communicated to encourage regular attendance. Student clubs that are exhibiting exclusionary behavior may lose their charter.
- 3. Club Duration:** Student clubs are recognized for one academic year. A club's approved term will begin on the first day of Fall Semester and end on the last day of Spring Semester of the following year (i.e., one full academic year, excluding Summer Semester). Every club must re-apply for approval annually. Student clubs may meet during the Summer Semester with permission from the Office of Student Affairs.
- 4. Summer Meetings:** Student clubs must receive permission from the Office of Student Affairs to extend their charter for the summer semester. Student clubs will receive the same benefits for summer meetings.
- 5. Membership Threshold:** Clubs must have a minimum of five matriculated DigiPen students who complete a minimum of 6 credits per semester to register a club and receive a charter. In addition, clubs must show consistent attendance and growth, otherwise risk losing their charters. Clubs with attendance of three or less students for six weeks or more will automatically lose their charter.
- 6. Designated Representative:** Clubs must have one Designated Representative to represent the club in all DigiPen functions, summits, or councils. A student club Designated Representative is in charge of the club's administrative and financial duties for the duration of the academic year. Clubs may have more than one Designated Representative or delegate tasks to executive committee members. Designated Representatives must maintain a 2.0 cumulative GPA and must be in good standing with the Institute.
- 7. Club Leadership Summit:** All club Designated Representatives must attend the Club Leadership Summit. Clubs that form after the Club Leadership Summit will meet with the Student Life Advisor to receive an overview of the Summit content.
- 8. Executive Committee Preference:** Clubs are encouraged, but not required, to have an executive committee (President, Vice-President, Secretary, and Treasurer). The Designated Representative is encouraged, but not required, to hold a position on the executive committee.
- 9. Faculty/Staff Club Advisor Requirement:** Student clubs will be required to have a staff or faculty club advisor in order to receive a club charter. Faculty and staff may only be the advisor for up to three clubs. Faculty/staff club advisors are not required to attend meetings, but are encouraged to do so. Club advisors must be current faculty or staff member on the DigiPen campus. Faculty and staff may only advise up to THREE student clubs.
- 10. On-campus Preference:** Campus meetings are required to be held on the DigiPen campus in a designated space. Clubs may reserve a room by filling out the Room Use Agreement and submitting it to the Academic Administration window on the second floor. Club events should be held on campus and must be accessible to all students. Student clubs must receive permission from the Office of Student Affairs for off-campus events.
- 11. Room Use Agreement:** Clubs are responsible for booking rooms through the Academic Administration window on the second floor by submitting the Room Use Agreement form. All student clubs are expected to keep the rooms tidy and all furniture must be returned to its original location.
- 12. Room Reservation Priority:** Due to the limited space on campus, student clubs may be asked to relocate meetings for Town Halls, Game Presentations, or other high-priority events per the discretion of Student Life and Academic Administration. Student clubs will be given advanced warning of any room changes and will work with the Academic Administration window to change the room reservation for the week.
- 13. Club Cancellation:** Student clubs are expected to notify club members of any club cancellations or club time/date changes, and student clubs are required to report to the Student Life Advisor regarding any club cancellations in order to free up room reservations. In addition, student clubs may be denied at any time at the discretion of the college without given reason.
- 14. Consecutive Club Meetings:** Clubs typically meet once per week from Week 2 through Week 14 of the Fall or Spring semester. Clubs are expected to meet regularly, otherwise are subject to lose their charter. Student clubs that meet four times or less in a given semester may register as a club, however, must reach out to the Student Life Advisor to discuss club structure.
- 15. Attendance Sheets:** Student clubs are required to fill out an attendance sheet and submit it to the Office of Student Affairs. Attendance sheets should be treated as a professional document and should not have illegible writing or inappropriate content.
- 16. IT Usage Procedure:** Clubs must follow the I.T. Usage Policy as outlined in the Student Handbook. Students must not damage or alter any DigiPen property in any manner and may not install software, drivers, patches, or any other program on DigiPen computers.
- 17. Open Membership Requirement:** Clubs must maintain an open membership that encourages prospective members to join. All meetings and events must be open to the entire DigiPen student population.

- 18. Political Clubs:** Student clubs may not be politically affiliated.
- 19. Religious Clubs:** Religious interest groups are permitted on campus. However, these groups may not prevent students from practicing or participating in any religious function sponsored by a religious group, including meetings. In addition, candles and other flammables, substances that are considered federally or regionally illegal, items deemed dangerous or offensive by the Office of Student Affairs are not permitted to be used on campus.
- 20. Athletics and Physical Activity Clubs:** Athletic and/or physical activity groups may not meet on campus and are not eligible for student funds. However, students interested in an athletic and/or physical activity club may advertise on-campus for off-campus related activities.
- 21. Campus Involvement Scale:** All student club events and meetings are eligible for points that go towards the Campus Involvement Scale.
- 22. Club Council Requirement:** Student clubs are required to send a representative to the monthly club council in order to keep their charter. Student clubs should use the club council as an opportunity to voice concerns, provide feedback regarding club processes, and receive any updates regarding club policies.
- 23. Member Agreement:** Each club member must understand and agree to the following:
- Each member shall abide by all DigiPen rules, regulations, and policies.
 - Club members or activities must not place in danger any person on campus, promote acts of violence, or disrupt DigiPen operations.
 - Clubs must abide by all state and federal laws.
 - No individual member will personally profit from any activity affiliated with the club, nor solicit funds for personal use from other members.
 - Clubs will not create or maintain an off-campus bank account.
 - Clubs will not purchase, serve, or sell alcoholic beverages at any club function, including meetings and events.
- 24. Fundraising Approval:** Fundraising must be approved by the Office of Student Affairs by submitting a Student Fundraiser Request Form. Once a fundraiser is approved or denied, the Designated Representative will be contacted and have one week to respond. Clubs may not use raffles/games of chance as a way to fundraise. Clubs are not allowed to host fundraising events that are open to the general public, on or off campus.
- 25. Donations:** Student clubs may only accept and/or receive donations from 501(c)3S. Clubs must have express permission from the Office of Student Affairs to accept and/or receive donations from 501(C)3S. Donations may not go towards materials or programs that serve to proselytize.
- 26. Student Club Budget:** Once a club is recognized, it may be eligible to receive limited funds from DigiPen. No reimbursements will be made to club members without prior written approval for the expenditure. Funding may not be used for donations to third-party religious or political organizations, including candidates, political parties, policy initiatives, lobby organizations, partisan fundraisers, or 501(C)4S.
- 27. Student Club Postings:** Student club posting are limited to two posters per board per event. No posters or notices may be larger than 14" x 17". Student club postings are restricted to the bulletin boards located at the following locations:
- Next to the Office of Student Affairs at the top of the stairs
 - Next to Hokusai
 - At the end of Edison near Carr
 - In the Bits and Bytes Cafe, by the Bookstore and in the Recreational Room
 - Student Senate Board near the Academic Advising and Tutoring Center
 - Student Club Board on the second floor
- 28. Student Posting Policy:** All student postings must abide by the following guidelines:
- All notices and signs must clearly state the name of the sponsoring club.
 - "DigiPen" name and branding may not be used on club posters unless given express permission to do so.
 - No posting may indicate any affiliation or sponsorship from large corporations.
 - Postings must represent the club and individual student in a positive manner. The postings must reflect DigiPen's values as embodied in the Student Code of Conduct.
 - No postings may be derogatory towards any person, group, department, or entity in any manner, including on the basis of age, gender, race, religion, ethnic background, or sexual orientation.
 - Postings must not contain any profane, vulgar, or inappropriate content as determined by DigiPen's sole discretion. DigiPen reserves the right to reject ideas or to prevent any student posting for reasons deemed inappropriate.

- g. DigiPen will not allow the production of any poster that contains or makes a direct or indirect reference to any of the following material/subjects:
- i. Political content/symbols
 - ii. Pornographic material
 - iii. Excessive violence
 - iv. Sexual and nude content
 - v. Promotion of alcohol
 - vi. Promotion of illegal substances
 - vii. Promotion of racism or hate
 - viii. Content demeaning to any group of society

Student clubs or club members that fail to abide by the guidelines and policies in this Handbook may result in the immediate dissolution of the student club. DigiPen Institute of Technology will take appropriate disciplinary action to address violations of campus policies.

Student Club Budget Request

All official student clubs are eligible for a limited budget for the duration of the academic year. Each club is eligible for a maximum amount of \$75 per semester for a total of \$150 for the full academic year (not including summer). Student clubs who wish to use their budget must submit a budget request form to the Office of Student Affairs. All budget requests must be pre-approved. Students who purchase items for an event without pre-approval will not be eligible for reimbursement.

All club activities must meet the following conditions:

- The event or activity is inclusive to all DigiPen students
- The event or activity is accessible to all DigiPen students
- The event or activity supports the development and mission of DigiPen
- The Designated Representative meets with the Student Life Advisor regarding their event for pre-approval

Once approved, student Clubs are responsible for spending the amount and requesting a reimbursement from DigiPen. Clubs must submit an Expense Report Form with attached original receipts to the Office of Student Affairs.

Please Note:

All materials purchased with DigiPen budget will be the property of the institution and the Club (not specific individuals of the club). For example, a chessboard and its pieces will have "Property of DigiPen and Chess Club" labeled on it. This excludes food and all other disposable materials.

Campus Involvement Scale

All student club activities or events are eligible for points that will go towards the Campus Involvement Scale. A student must receive a total of 100 points during the duration of their academic career at DigiPen to be eligible for this scale. In order to receive the points for an activity, meeting, or event, a student must sign in using the official club attendance sheet.

Students are rewarded the following points for club meetings and activities:

- Weekly club meetings (1 point)
- Student club event or activity with pre-approval (2 points)
- Special events with pre-approval (5 points)

Student Club Application Form

Fill out this form to submit your request to form a new club. Return this form to the Office of Student Affairs. Room Use Agreement forms may be found online at: <https://www.digipen.edu/current-students/>



Club Name: Date:

Club Description and Mission Statement:

Charter Membership Roster:

List 5 currently-enrolled (6 credit minimum) DigiPen students:

Designated Representative:

Student ID:	<input type="text"/>	Email:	<input type="text"/>	Phone:	<input type="text"/>
Name (First, Last)	<input type="text"/>				
Student ID:	<input type="text"/>	Email:	<input type="text"/>	Phone:	<input type="text"/>
Name (First, Last)	<input type="text"/>				
Student ID:	<input type="text"/>	Email:	<input type="text"/>	Phone:	<input type="text"/>
Name (First, Last)	<input type="text"/>				
Student ID:	<input type="text"/>	Email:	<input type="text"/>	Phone:	<input type="text"/>
Name (First, Last)	<input type="text"/>				
Student ID:	<input type="text"/>	Email:	<input type="text"/>	Phone:	<input type="text"/>

Faculty/Staff Club Advisor

Student clubs are required to have a faculty or staff advisor. Faculty and staff advisors are encouraged, but not required, to attend club meetings, engage with student club members regularly, and guide members through club processes. Faculty and staff may only advise up to **THREE** student clubs.

Faculty/Staff Club Advisor Name:

Contact Info: Signature:

Consecutive Club Meetings

How often does your club plan on meeting?

Student Club Application Form, Continued

Computer Lab Setup Request

If your club plans on requesting software, patches, or games being downloaded in the computer labs, you must receive approval from the IT Department prior to receiving your club charter.

IT: Can the student club's IT request be met? **Yes:** **No:**

If the request cannot be met, why?

IT Member Signature:

Student Life Advisor Approval and Charter

In order to receive a club charter, the Designated Representatives MUST meet with the Student Life Advisor. By signing below, the Student Life Advisor approved the club charter.

Student Life Advisor Signature: **Date:**

Additional Notes:

DigiPen Club Agreement

I, the Designated Representative, have read and understand the policies and guidelines outlined in the Student Club Handbook. I agree that our club will abide by these policies and guidelines. Should the club or club members violate any of the stated rules and procedures, our club may lose its charter.

Designated Representative Signature: **Date:**

DigiPen Room Booking

Students must fill out the Room Booking Agreement Form and submit it to the Academic Administration Window on the second floor.

Budget Request Form



Use this form to request a budget for an item that will be used by an approved club.

Club Name: Name:

Event Please describe the type of event you are planning:

Date/Time/Location of Event:

Item:	Description:	Anticipated Cost:	Amount Approved:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Total Amount Requested:	Total Amount Approved:
		<input type="text"/>	<input type="text"/>

By signing this budget request, I am agreeing that:

1. The Club will adhere to the rules and guidelines set in the Student Club Handbook and by DigiPen Institute of Technology.
2. The requested items are to be used for the event they are requested for.
3. DigiPen is not responsible for loss or injury during a Club-sponsored event.

Signature: Date:

Student Fundraiser Request Form

This form is to be used for student clubs that are interested in fundraising. Once completed, this document must be submitted to the Office of Student Affairs. Club members may fill out this form or answer the questions below via email. Should you have any questions or wish to submit your request, you may contact the Office of Student Affairs at student.life@digipen.edu



Club Name: Date:

Name: Email:

Name of Event (if applicable):

Date(s) of Event: Time(s):

Room:

Briefly describe the fundraising event:

What is the purpose of this fundraiser?

What materials will you need? What will you be selling?

Additional notes:

Approved: Denied: