



# Student Club Handbook 2023-2024

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# Overview

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## **Purpose ♦ Service ♦ Leadership**

Pepperdine is a Christian university committed to the highest standards of academic excellence and Christian values, where students are strengthened for lives of purpose, service, and leadership.





**Inspired by our Christian values, we seek to:**

Promote transformational learning,  
Create applied knowledge, and  
Equip our students to become Best *for* the  
World business leaders and  
entrepreneurs.

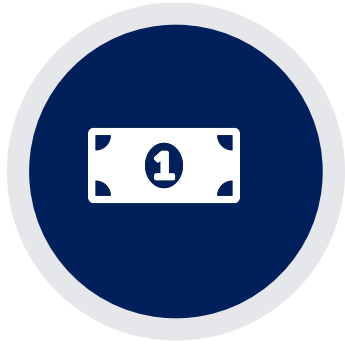




## **The Graziadio Business School recognizes student clubs that fulfill the following purpose:**

- Advance the mission of Pepperdine University and the Graziadio Business School
- Enhance the quality of Graziadio student life
- Strengthen and build community across academic programs
- Provide students with the opportunity to broaden learning, develop leadership and interpersonal skills, and engage in service to the campus and community
- Meet an unmet need within the Graziadio Business School

# Benefits of Registering



## Funding

Ability to apply for funding (based on eligibility and availability) from the PGBS Student Activity Fee



## Facilities

Ability to reserve and use campus facilities, meeting space, and services



## Recruitment

Permission to recruit students and participate in recruitment events



## Marketing

Official club administration portal, listing on [Graziadio Community website](#), and ability to publicize approved events

# Student Engagement and Success

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## Student Engagement & Success (SES):

- Cultivates Graziadio student life by providing students with opportunities to build community, broaden their learning, obtain leadership and interpersonal skills, and develop a commitment to service
- Provides resources, training, and support for recognized student clubs, student club leaders, and student club advisors
- Facilitates accessible and responsive processes for the functioning of student clubs



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# Student Club Responsibilities

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## To maintain recognition status, student clubs must:

- Offer open membership to all current Graziadio students (alumni of Pepperdine University may be honorary members, but cannot hold offices in the club)
- Design and implement inclusive programs, events, and activities which uphold the established purpose of the club and University mission, and are accessible to all students
  - Provide a minimum of one virtual or hybrid event per trimester (fall, spring, summer)
  - Provide a synchronous virtual login option for all club meetings (via Zoom or other accessible platform)



## To maintain recognition status, student clubs must:

- Provide structured opportunities for self-government, leadership development, and effective club management
- Support an atmosphere of academic achievement, personal growth, and community enrichment
- Actively recruit, retain, and engage members of the student body through leadership, membership, and meaningful involvement
- Operate in accordance with all Student Club Handbook requirements; University policies and procedures; the [Student Code of Conduct](#); the [Graziadio Business School Academic Catalog](#); and the purpose and constitution of the student club itself



## To maintain recognition status, student clubs must:

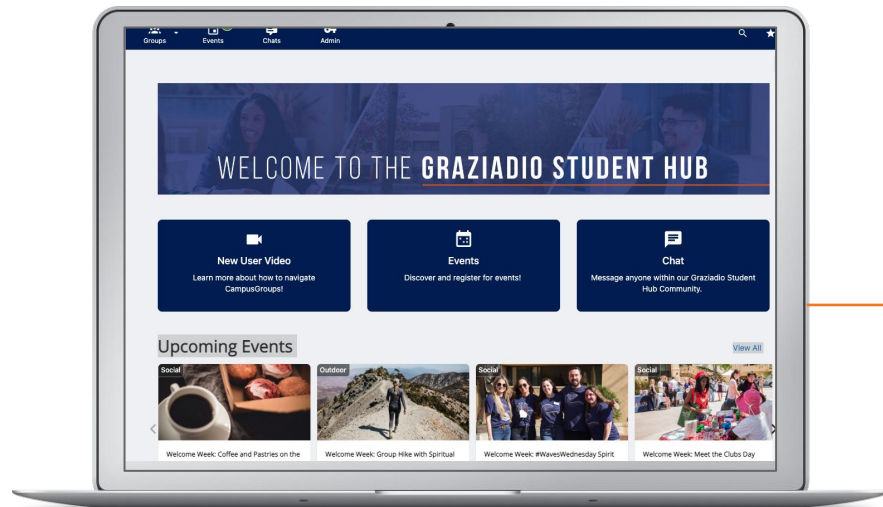
- Maintain full membership requirements at all times, including:
  - An eligible president, vice president, treasurer
  - At least five current Graziadio student members (not including officers)
  - A Pepperdine University faculty or staff advisor
- Complete the required Student Club Officer Training by the published deadline (President, Vice President, and Treasurer)
- Re-register the club each fall term
- Regularly update officer changes, upcoming events, and governing documents on [The Graziadio Student Hub](#)



# Registration Instructions

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# Registration Instructions



Register by September 10  
via [The Graziadio Student Hub!](#)

2023-2024 student club registration is open from **August 1 through September 10, 2023.**

*Student clubs who submit the registration form after the September 10, 2023 deadline will not be accepted.*

# Club Requirements

**In order to start a new student club or re-register an existing club, the following requirements must be met:**



A governing club constitution  
(see [PGBS Student Club Sample Constitution and Guide](#))



One advisor (must be Pepperdine University faculty or staff)



At least five current student members (not including officers)



A president, vice president, and treasurer

# How to Get Started



- Any current Graziadio Business School student with a particular interest may apply to create a student club or re-register an existing club during the fall registration period.
- To register a new club or re-register an existing club, complete the registration on [The Graziadio Student Hub](#) by the published deadline.
- SES reviews and approves all requests for recognition of student clubs. Simply following the procedural steps set forth in this Student Club Handbook does not guarantee recognition.
- The length of time to complete the registration process is primarily dependent upon the interest of the students and the effort expended to complete the necessary requirements.
- Notice of approval will be sent via [The Graziadio Student Hub](#) to the primary contact who submitted the registration form.

# How to Get Started

Appoint a president,  
vice president, and  
treasurer

1

Invite at least 5  
students members to  
join your club

3

Register or re-register your  
club through [The Graziadio  
Student Hub](#) and receive  
notification of approval from  
SES

4

5

Secure a student club  
advisor who agrees to  
serve your club

Create or update your  
club constitution using  
the [PGBS Student Club  
Sample Constitution and  
Guide](#).

## Prior to completing the online registration, please have the following information available:

1. Required: Name and Pepperdine email address of your club's president, vice president, and treasurer
2. Required: Name and Pepperdine email address of your club advisor (must be Pepperdine University faculty or staff)
3. Required: Name and Pepperdine email addresses for at least 5 current student members of your club
4. Required: A current club constitution containing the required statements as outlined in the [PGBS Student Club Sample Constitution and Guide](#). (Need help creating a constitution? Please feel free to utilize the constitution template by clicking [here](#).)
5. Optional: A photo to upload for your Graziadio Student Hub club profile picture

It is highly recommended that the President or another club officer complete the online registration, as they will be listed as the primary contact for your organization. Please be aware that the person who begins this form is the only person who can complete it and will be responsible for the club's submission.

## Questions?

If you have any questions or would like to receive help with creating your club constitution prior to registering, please contact Student Engagement and Success at [pgbs.ses@pepperdine.edu](mailto:pgbs.ses@pepperdine.edu) or call Jessica Pope, Assistant Director of Student Engagement at 310-506-6541.

**To register a new club or re-register an existing club, follow these steps:**

- 1) Go to <https://graziadio.campusgroups.com>.
- 2) Click on the “Registration” or “Re-Registration” button located on the homepage.

3) If prompted, log in using your Pepperdine network ID and password.

Enter your NetworkID and Password

NetworkID:

Password:

LOGIN

[Forgot Password?](#)

This Central Authentication Service (CAS) provides single sign-on access to Pepperdine University web services. Your log in to this CAS page allows you to access any of your web services for the next two hours, without having to log in again.

**By logging in via CAS, you agree to abide by the University's [Computer and Network Responsible Use Policy](#).**

**Security warning for shared use computers:** The only reliable way to sign out of CAS or other web applications is to exit your web browser.

**LOG OUT OF ANY SHARED USE COMPUTER BEFORE YOU LEAVE IT**

Pepperdine University provides a password management web site at <https://mvid.pepperdine.edu> that allows you to change or reset the password associated with your NetworkID.

- 4) Follow the instructions to complete and submit the Registration form.
- 5) Once your club registration form is submitted, notice of approval will be sent via The Graziadio Student Hub to the primary contact who submitted the registration form. Please note, your club is not considered registered until notice of approval is received from SES. Approval is not guaranteed.
- 6) Upon club registration approval, SES will provide club officers with instructions to complete the required Student Club Officer Training. The President, Vice President, and Treasurer must complete the training in order to maintain recognition status of the club. Returning officers must complete the training each fall, even if they have already completed the training the year prior.

# After Club Approval

Begin inviting current Graziadio students to join your club through [The Graziadio Student Hub](#)

Create a budget and calendar of events, meetings, and activities for the year

Stay active as a club! Hold regular meetings, host events, and get involved!

6

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Complete required Student Club Officer Training (details will be provided by SES upon approval of your club)

If eligible, request PGBS Student Activity Funds for your events using the Graziadio Business School Budget Request Form

# The Graziadio Student Hub

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WELCOME TO THE **GRAZIADIO STUDENT HUB**

All officially recognized Pepperdine Graziadio student clubs are granted access to their own club webpage through [The Graziadio Student Hub](#), the official student club and organization management tool. Through The Graziadio Student Hub, clubs can communicate with members, invite students to join, create forms, post shared documents, publish photos, and send out news and events updates.

*To learn more about how to use The Graziadio Student Hub for your club, please visit the following helpful links:*

New User Video

<https://vimeo.com/511729394/51767c3026>

Officer Tutorial

<https://vimeo.com/522368993/67743b753a>

Group Pages and the Feed

<https://vimeo.com/553058641/6840c0c698>

Campus Groups Help Center(type in a question on any topic)

<https://help.campusgroups.com/en/>

# Officer Roles

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## Officer Eligibility

- Be a current student enrolled in a PGBS academic degree program or inbound exchange program.
- Maintain [satisfactory academic progress](#) with a minimum 3.0 GPA and remain in good disciplinary standing with the University at the time of application and throughout the term of office.
- Demonstrate professional behavior both inside and outside the classroom.
- Operate in accordance with all University policies, regulations, and procedures; the Student Code of Conduct; Standards of Conduct; the PGBS Student Club Handbook; Student Engagement and Success procedures; and the Graziadio Business School Academic Catalog.

## Officer Responsibilities

*All officers of student clubs are expected to:*

- Understand that as a recognized student leader (officer) you are representing:
  - Your particular student club(s)
  - Pepperdine University and the Graziadio Business School's name and reputation
  - The Graziadio Business School student body
- Maintain a level of conduct and integrity in line with the University's mission and standards of conduct. The student club reserves the right to remove an officer from their position if they are acting in opposition to this expectation. Expectations and removal of officers should be included in the written constitution of that club.

## Officer Responsibilities

*All officers of student clubs are expected to:*

- Know, understand and apply applicable rules, processes and policies. As a peer leader, it is essential that you take initiative to seek understanding of processes and guidelines, and ask questions to clarify as needed. As an officer you are setting an example to your members.
- Address concerns of members with advisor and SES staff in a timely manner. If at any time you have a concern regarding your club, a campus process/procedure or another student, contact your student club advisor and/or SES staff as soon as possible to help address and resolve your concern.
- Complete the Student Club Officer Training by the published deadline provided by Student Engagement and Success. All officers transitioning into their role will be required to complete the Student Club Officer Training prior to assuming their role.
- Inform Student Engagement and Success via email at [pgbs.ses@pepperdine.edu](mailto:pgbs.ses@pepperdine.edu) of any changes to officer positions.

## **All student clubs are required to have an eligible president, vice president and treasurer (also known as the Executive Committee) on record.**

Student clubs may also create any additional officer positions that fit their needs. These positions are instrumental to the efficient and effective operation of an club and may vary slightly from club to club; however, the duties and responsibilities associated with these positions should be represented within the Executive Committee.

*Students have unlimited opportunities to become directly involved in the administration and supervision of their respective clubs.*

*They collectively have responsibility for:*

- Writing/amending the club's purpose, constitution
- Determining membership requirements for the club
- Establishing duties of the officers
- Selecting the club's advisor
- Developing and administering the club budget
- Holding regular officer and membership meetings to conduct club business

## President (required)

The president is the primary student contact for the student club and the “external spokesperson” of the group who regularly interacts with other student clubs and University officials. They are the liaison between the club and the advisor and other University or community contacts. The duties for this position should be tailored as the club deems necessary.

Students cannot serve in the role of president for more than one club during the same academic year (fall, spring, and summer) and cannot serve more than two academic years in the same role.

*The responsibilities of this position tend to include but are not limited to:*

- Supervising all club meetings
- Overseeing the process of club event planning
- Completing all club budget and purchase requests
- Maintaining a current list of residences, email addresses and phone numbers of the club officers, advisor and members
- Submitting all required paperwork for club renewal
- Holding a minimum of two meetings for the general membership per semester
- Submitting a semester and annual report of club activities
- Ensuring the smooth transition of club documents and operational information to new leadership at the end of term

## Vice President (required)

The vice president should be the president's "right hand person" and should maintain continuous contact with the president. The vice president must be up-to-date on all club communication and events.

*The responsibilities of the vice president include but are not limited to:*

- Supervising club meetings in the absence of the president
- Assisting the president with the oversight of the club including member recruitment, event planning, etc.
- Working with the club's treasurer to prepare an annual budget
- Maintaining a current accounting of the club's financial status including income and expenses
- Scheduling locations for meetings and events
- Ensuring the smooth transition of club documents and operational information to new leadership at the end of term

## Treasurer (required)

All clubs must elect or appoint a chief financial officer (treasurer) to manage their financial matters. A club that has a large membership and completes many events or programs should consider having an assistant treasurer to share the financial responsibilities. The treasurer should keep the officers and members informed about the club's financial activities.

*The responsibilities of the treasurer include but are not limited to:*

- Preparing the annual club budget
- Preparing and submitting budget requests to the Graziadio Student Advisory Board's Student Activity Fee Budget Committee
- Tending to the status of all purchase requests and reimbursements
- Keeping a record of all transactions (i.e., expenses, deposits, and adjusting entries)
- Preparing monthly financial reports and documents to keep the club's membership informed about the club's financial situation
- Ensuring the smooth transition of budget documents and information to new leadership at the end of term

## Secretary (not required, but recommended)

*The responsibilities of the club secretary include but are not limited to:*

- Taking minutes at every club meeting
- Maintaining the club history for that academic year
- Verifying all club purchase requests
- Assisting with club projects where needed
- Maintaining communication between the club president and members (this may include emails, letters and phone calls)
- Assisting with club projects where needed, including marketing initiatives

# Advisor Roles

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## Role of Student Club Advisor

Behind most successful student clubs is an effective advisor. Each student club is required to have a minimum of one University staff or faculty advisor at all times. To benefit from multi-faceted support, all clubs are encouraged to have an advisory committee comprised of a University faculty, staff, and alumni advisor who will serve to bolster student club involvement, support club goals and objectives, assist with student leader succession planning, and provide opportunities for alumni engagement, career development, and academic connection.

Each advisor provides the club with continuity from year to year by sharing club history and best practices, assisting club leaders with establishing professional networks, and supporting club officers during the leadership transition process. The advisors are a vital link between the club and the Pepperdine Graziadio Business School, providing guidance and offering objective judgment and experience in program development and planning.

The advisors selected should be individuals who have a high level of interest, experience, and expertise in the activity and purpose of the club. The advisory committee members serve a minimum of one academic year and are selected and approved by club leaders and Student Engagement and Success (SES).

## What an advisor may expect of a student club officer

- Keep the advisor informed of all club activities, meeting times, locations and agendas.
- Provide minutes from all meetings, if applicable, or provide updates.
- Meet regularly with the advisor and use them as a sounding board for discussing club plans and challenges.
- Request approvals in a timely manner.
- Invite advisor to events and meetings.

## Role of the Club Advisor

- Serve a minimum of one academic year.
- Recognize and support participation in the club for its contribution to the educational and personal development of students.
- Attend at least one club meeting and/or event per term, and check in with the club leadership regularly.
- Be familiar with the Graziadio Student Club Handbook and support the club in adhering to all University policies, procedures, and student club processes.
- Be familiar with the club's purpose, constitution and/or bylaws and be prepared to assist the club's Executive Committee and other members with interpretation when necessary.
- Be available during the development and coordination of the club's programs and goals and offer context, suggestions or ideas for the group's discussion.

## Role of the Club Advisor (continued)

- Be aware of the goals and direction of the club and generally monitor the club's progress toward pre-determined club goals and objectives.
- Assist in recruiting new student club leaders to support the seamless succession of leadership from term to term.
- Encourage club members to maintain a balance between academic endeavors and co-curricular commitments.
- Refrain from managing the club or completing the tasks assigned to the club. The management of the club is each student member's responsibility.

## Role of Alumni Advisor

- Serve a minimum of one academic year.
- Attend one club meeting per year, either virtually or in person, to share club history, context, best practices, and importance to the student body and Pepperdine Graziadio.
- Be available to club members to provide advice or suggestions regarding club goals and objectives.
- Assist, as needed, in orienting new club officers and sharing information and tactics of past leaders.
- Refrain from managing the club or completing the tasks assigned to the club. The management of the club is each student member's responsibility.

# Developing a Constitution

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## Why have a constitution?

All registered student clubs must develop and maintain a current constitution. A constitution is required at the time of registration for all student clubs. A current constitution must be submitted annually upon club renewal.

The process of writing a constitution will clarify your student club's purpose, delineate your basic structure, and provide the cornerstone for building an effective group. It will allow members and potential members to have a better understanding of what the club is all about and how it functions. It will provide a structure to aid future leaders of your club to ensure that the group continues on a sound course. If you keep in mind the value of having a written document that clearly describes the framework of your club, the drafting of the constitution will be a much easier and more rewarding experience.

## **What should be covered by a constitution?**

The following slides include the minimum required information to be included in a constitution in order to be a recognized student club. In addition to these requirements, it is important to think through what is written so it reflects your student club's purposes and needs and includes University requirements. The primary objective is to draft a document that covers these topics in a clear and concise manner.

## What should be covered by a constitution?

- The date of adoption
- A clear purpose statement which is consistent with the mission and educational goals of the University
- Reference to the University as Pepperdine Graziadio Business School or PGBS
- Democratic procedures for nominations, elections and removal of officers
- Democratic provisions for policy making, including amendment of constitution
- Meetings: Student clubs shall indicate what is necessary to achieve a quorum, the necessary voting percentages to conduct business, and the frequency of meetings.
- Officers: State how the officers are selected and replaced, the qualifications for office, officer duties, and method of election, type of vote, term limits, and methods for filling vacancies.
- Membership: State the minimum requirements for membership, responsibilities or duties associated with active membership.
- Standing Committees (if applicable): State the name of committee, committee purpose and duties, committee chair duties, membership composition, indicate what is necessary to achieve a quorum, and the frequency of meetings.
- Staff/Faculty Advisor: Indicate how the advisor is chosen, length of advisor term, advisor duties.

**The following statements are required to be included in all registered student club constitutions and may be listed word for word (recommended):**

**University Affiliation:** This student club is a campus-based, self-governing club to which active membership is limited to current Pepperdine University students.

**Open Membership:** Membership in the club shall be open to all current Pepperdine University students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

**Non-Discrimination:** In accordance with the University Student Code of Conduct, it is the policy of the University to oppose and prevent illegal discrimination of any student or student club based on ethnic origin, race, or creed. This includes, but is not limited to, membership selection and/or involvement in activities within and sponsored by this student club.

**Policies:** This student club shall comply with all University policies and regulations, the PGBS Student Organization Handbook, in addition to all local, state and federal laws.

**Statement of Financial Responsibility:** A specific member or members designated by this student club shall be held personally responsible for payment in full of all debts accumulated by this student club not covered by funds on deposit.

# Policies

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## Adherence to University Policy

- Registered student clubs are required to operate in accordance with all student club registration requirements as outlined in the Student Club Handbook; University policies and procedures; the [Student Code of Conduct](#); the [Graziadio Business School Academic Catalog](#); and the purpose, constitution and bylaws of the student club itself.
- It is the responsibility of the student club to be familiar with and to understand the Student Club Handbook and all applicable University policy.
- Hazing by any individual or student club is prohibited by state law and University policy. Please refer to the [Student Code of Conduct](#) for more information.
- Failure to adhere to any University policy may result in disciplinary action in accordance with the [Student Code of Conduct](#) and the [Graziadio Business School Academic Catalog](#) and may include probation or termination of the student club.
- The petitioning student club must be willing to work in a democratic manner within the framework of University policies and procedures. If the petitioning group is a member of a national or regional club, the University reserves the right to examine the record of the parent club or of affiliates on other campuses.

## Open Membership Requirements

- Registered student clubs must offer open membership to all current Graziadio Business School students, both on-ground and online.
- For student club membership and leadership to be open to all students, it is required that no restrictions or requirements are placed on students seeking these roles. For example, students cannot be required to be of a certain faith, race or political viewpoint, etc. in order to be a member or hold a leadership position. It is encouraged that student clubs hold open elections to vote in leadership that best reflects the ideals and views of the club, as they may not set restrictions in their constitutions or practice that limit membership or leadership.
- To ensure maximum accessibility to all Pepperdine Graziadio students, both online and on-ground, student clubs who wish to hold events are required to host a minimum of one virtual or hybrid event per trimester (fall, spring, summer). In addition, student clubs are required to provide a synchronous virtual login option for all club meetings (via Zoom or other accessible platform)
- University policy prohibits unlawful discrimination on the basis of any status or condition protected by applicable federal or state law. This includes, but is not limited to, student club membership selection and/or activity involvement. Please refer to the [Student Code of Conduct](#) for more information.

## Accessibility

- Pepperdine University complies with the Americans with Disabilities Act, section 504 of the Rehabilitation Act, and state and local regulations regarding students and applicants with disabilities. Pursuant to these laws, no qualified individual with a disability, or those regarded as having a disability, shall unlawfully be denied access to or participation in any services, programs, or activities of Pepperdine University. More information about ADA compliance can be found on the University [website](#).
- All student clubs inviting members of the general public to attend events organized by the student club are responsible for complying with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 and in so doing, should be prepared to (1) provide information in materials promoting the event regarding requests for accommodation, including contact information for those handling requests for accommodation; (2) ensure that the student organization's budget has accounted for the need to provide accommodations upon request; and (3) make available those accommodations or auxiliary aids, including interpreting services (on their own or in consultation with the University's Office of Student Accessibility). Student clubs are expected to consult with the [University's Office of Student Accessibility](#) with questions regarding requests for accommodation, and to obtain referrals for service-providers who may assist in meeting such accommodation requests.
- Individual students must register with [Student Accessibility](#) in order to receive accommodations.
- Questions? Please contact the Office of Student Accessibility at 310.506.6500 or [student.accessibility@pepperdine.edu](mailto:student.accessibility@pepperdine.edu)

## Termination of a Student Organization

- If a student club wishes to terminate its status as a registered student club, an email stating this fact should be sent to Student Engagement and Success at [pgbs.ses@pepperdine.edu](mailto:pgbs.ses@pepperdine.edu). This email should be sent from the president of the club with a cc to the club advisor.
- Student Engagement and Success reserves the right to pause or remove a club's recognition status and the accompanying privileges for a number of factors, including but not limited to, ceasing to support the University's mission and policies, a failure to follow the responsibilities and requirements for student clubs, failure to submit forms and rosters on time, failure to complete required officer trainings, inappropriate use of funds, hosting non-sanctioned events, or any other violation(s) of University policy.

## Removal of Officers

- All club officers are required to maintain [satisfactory academic progress](#) with a minimum 3.0 GPA and remain in good disciplinary standing with the University throughout their term of office.
- Should a club officer's GPA fall below a 3.0 during their term of office, it is the officer's responsibility to immediately resign from their officer position until satisfactory academic progress has been achieved.
- The club officer must update their position in The Graziadio Student Hub and notify Student Engagement and Success at [pghs.ses@pepperdine.edu](mailto:pghs.ses@pepperdine.edu) as soon as the resignation has been made.

# Student Activity Fee Funding

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## About the Student Activity Fee

- The [PGBS Student Activity Fee](#) provides Pepperdine Graziadio Business School (PGBS) students with access to a variety of student-led clubs, activities, and initiatives that enrich Graziadio student life outside the classroom and strengthen community-building across academic programs.
- The student activity fee is mandatory for PGBS undergraduate and graduate degree-seeking students in the full-time, part-time, and online programs as well as all exchange non-degree seeking students.
- The student activity fee is allocated *by the students, for the students* to PGBS student-led clubs and activities that further the co-curricular engagement, education, and development of the PGBS student body at large.
- Student Activity Fee revenue from each term is held in a University agency account and is subject to all University financial policies. Unspent revenue rolls over from year to year.
- All purchases made with Student Activity Fee dollars must be allowable, authorized, recorded, and appropriately used to benefit full-time student life activities and initiatives.
- All expenditures must be made in compliance with the established University policies, and records of purchases must be retained and tracked year over year.

## Graziadio Student Advisory Board

- The [Graziadio Student Advisory Board \(GSAB\)](#) is responsible for overseeing the student activity fee revenue and allocating funds in a fair, equitable, and timely manner. The GSAB is a representative advisory body comprised of students from the full-time, part-time, online, and exchange programs.
- Eligible registered student clubs may request Student Activity Fee funds by submitting the Budget Request Form located in [The Graziadio Student Hub](#).
- Budget requests are accepted by the [Graziadio Student Advisory Board's Student Activity Fee Budget Committee](#) on a per term basis for individual events, activities or initiatives that further the engagement, education, and development of the full-time Graziadio student body at large.
- The Graziadio Student Advisory Board shall review budget requests and make allocation decisions based upon available funds using a rubric to ensure an objective, fair, equitable, transparent, and inclusive process. Funding allocation determinations will be made based on the average score of all completed rubrics.
- Each academic term, the Graziadio Student Advisory Board will determine the amount of fee revenue available to allocate to student clubs and activities based on current term revenue and annual budget plan.

## Current Term Funds

- The current term Student Activity Fee revenue is to be used to directly impact student activities and services implemented during the current academic term so that the all students who pay the fee in that term directly benefit from it.
- Student Activity Fees granted for a specific term do not roll over to the next term. Therefore, all allocated funds must be spent by the club within the term for which they were granted.
- Each academic term, the Graziadio Student Advisory Board will communicate the first review budget request deadline for student clubs to follow.

## Student Club Start-Up Funding

- Upon successful submission of club registration, eligible student clubs will be eligible to receive up to \$1,000 in start-up funding at the beginning of the fall and spring terms.
- Registered student clubs will receive an equally distributed amount of start-up funding based upon funding availability. Please note that funding availability is based on current term enrollment, therefore, start-up funding amounts may vary from term to term.
- Eligible clubs will receive funding notification from SES upon completion of the Student Club Officer Training.
- The start-up funding may be used for any eligible expenditure as outlined in this Student Club Handbook, including for the purchase of supplies for Meet the Clubs Day, first club meeting, or to fund an event.
- Clubs must spend the start-up funds by the end of the term in which the funds are allocated. Please note that funds will not roll over to the following term.
- Use of start-up funds is subject to all policies and procedures as outlined in this Student Club Handbook and University financial policy.

## Funding Eligibility

- University policy prohibits unlawful discrimination on the basis of any status or condition protected by applicable federal or state law. Please refer to the [Student Code of Conduct](#) for more information.
- All clubs or entities seeking funding must follow the budget request procedure established by Student Engagement and Success.
- Student clubs:
  - Student clubs seeking funding must be current and registered by Student Engagement and Success and considered to be in good organizational standing.
  - To be eligible for Student Activity Fee funds, including start-up funding, the club President, Vice President, and Treasurer must complete the Student Club Officer Training by the published deadline.
  - Only registered student club treasurers and presidents may submit budget requests on behalf of their student clubs. The treasurer will serve as the primary contact for all budget request-related communication with the Graziadio Student Advisory Board.

## Funding Eligibility (continued)

- Collaboration:
  - To enhance the quality and reach of student programming, collaboration between student clubs, and/or campus areas is strongly encouraged.
  - All areas involved in the collaboration should be in agreement about how funds will be spent.
  - Budget requests must reflect the total breakdown of costs, noting the collaboration information on the request and the total amount of Student Activity Fee funds requested.

## Funding Criteria

- Student Activity Fee funding is limited; therefore, allocations are granted to eligible current, registered, PGBS student clubs and activities based on the following rubric criteria:
  - Enhances the University and PGBS mission.
  - Ties directly to the purpose of the club.
  - Accessible, open, and advertised to the entire PGBS student body at large and reaches as many students as possible.
  - Enhances significant out-of-classroom cultural, social, educational, developmental, or recreational opportunities.
  - Enhances the quality of PGBS student life.
  - Student Activity Fee funding is insufficient to meet 100% of the needs and requests for all PGBS student clubs and student service/activity-related programs. Therefore, budget requests should reflect significant effort and commitment to effectively publicize, support, and execute the requested event or activity and should demonstrate a clear purpose and connection to the University/club mission.

## Ineligible Funding/Spending

- **Students who expense funds without receiving prior event or budget approval as outlined in this Handbook will not be eligible to receive reimbursement for unapproved expenses.**
- Funding or reimbursement will not be granted for:
  - Events or activities that are not open, advertised, and accessible to the entire PGBS student body.
  - Individual student travel expenses (i.e. air travel, car rental, fuel, lodging).
  - Any expenditure that violates University policy or is not allowable, authorized, recorded, and appropriately used.
  - Gifts for speakers (NOTE: SES will provide clubs with Pepperdine-branded promotional items that can be given to speakers as a thank-you).
  - Activities or material that is slanderous, libelous, or discriminatory.
  - The purchase or distribution of illegal substances, alcohol, tobacco products, or weapons.
  - The purchase of external student club websites, club-specific digital platforms, or club-specific software.

## Eligible Expenditures

- All PGBS Student Activity Fee funds must be spent in accordance with [University Financial Policies](#), the PGBS Student Club Handbook, and all Student Engagement and Success procedures.
- It is the responsibility of the organizations granted funding to track their expenses, to use the proper purchasing methods, to submit receipts in a timely manner, and to ensure that funds are not over-expended.
- Tips and Gratuities: According to the [University Financial Policy](#), tips and gratuities should be reasonable. Tips and gratuities on meals and transportation expenses should not exceed 20% of the total charge.
- Gift Cards: For any gift cards purchased, the student club is required to provide SES the full name and student ID number (for students) or social security number (for non-employees) for all gift card recipients within 2 business days after the gift card is given. According to the [University Financial Policy](#), the IRS considers gift cards to be income to the recipient and as such, the cardholder who purchases gift cards must document the full names of the recipients, campus-wide IDs (Social Security Numbers for non-employees), and the amounts of the cards (regardless of the dollar value) for submission to payroll and/or accounts payable for proper income tax reporting. Gift cards are reported to the IRS and included as taxable income of the recipient. If the recipient is a non-employee the recipient is issued an IRS Form 1099 MISC at the end of the calendar year.

## Eligible Expenditures (continued)

- Gifts: For any gifts purchased, the student club is required to provide SES the full name and student ID number (for students) or social security number (for non-employees) for all gift recipients within 2 business days after the gift is given. According to the [University Financial Policy](#), gifts are considered non-taxable income by the IRS to the recipient until the collective value of all gifts to the recipient per calendar year exceeds \$25.00. Regardless of the dollar value, the cardholder who purchases a gift must document the full names of the recipients and campus-wide IDs (Social Security Numbers for non-employees) for submission to payroll and/or accounts payable for proper income tax reporting. If the collective value of all gifts to the recipient exceeds \$25.00 per calendar year the gifts are reported to the IRS and included as taxable income. If the recipient is a University employee, the gift is included as taxable income on the employee's paycheck. If the recipient is a non-employee the recipient is issued an IRS Form 1099 MISC at the end of the calendar year.

## Purchase Requests

- Registered student clubs who wish for SES to submit payment or to make a purchase on behalf of their student club must submit a Purchase Request Form (located in [The Graziadio Student Hub](#) ) to request to spend PGBS Student Activity Fee (allocated) funds.
- Purchase requests submitted through the Purchase Request Form may include purchasing goods, food, or paying a vendor or speaker.
- Presidents and treasurers of registered student clubs are the only officers authorized to submit the Student Club Purchase Request Form.
- Prior to submitting the Student Club Purchase Request Form, student clubs **must have received allocated funds** from the Graziadio Student Advisory Board.
- When delivered items arrive, the requestor will be notified and all items must be picked up from Student Engagement and Success within 48 hours of receipt.
- It is highly recommended that student clubs purchase food, promotional items, or other goods from the [Student Engagement and Success Preferred Vendor List](#). This list is continually updated with vendors who have been vetted by SES to provide quality and timely service.
- Student Club Purchase Request Forms will not be processed for amounts that exceed the funds allocated by the Graziadio Student Advisory Board.

## Purchase Requests - Vendor or Speaker Payments

- Purchase Request Form for payments to vendors or speakers for an event must be submitted a minimum of 15 business days prior to the event date.
- Requests for payments to vendors or speakers made outside of 15 business days will not be processed.
- Please note that all event-related purchases must be discussed with Jessica Pope, Assistant Director of Student Engagement at [jessica.pope2@pepperdine.edu](mailto:jessica.pope2@pepperdine.edu) prior to submitting the purchase request.
- Vendor payment is not guaranteed until approval is received from Student Engagement and Success.

## Purchase Requests - Goods or Food

- To request to purchase items in the form of goods or food, the Purchase Request Form, located in [The Graziadio Student Hub](#), must be submitted 5 business days prior to the desired purchase date.
- Please account for shipping or delivery times when making your request.

## Purchase Requests - Deadline

- The last day to submit the Student Club Purchase Request Form for all Student Activity Fee-related purchases made within the current academic year is June 30.
- Purchase requests for the current academic year will not be processed after June 30.

## Reimbursements

- Registered student clubs who choose to expend their own money for approved, club-related purchases may request reimbursement by submitting the [Reimbursement Request Form](#) located in [The Graziadio Student Hub](#).
- Reimbursement will not be provided for ineligible expenses as outlined in this Student Club Handbook or for expenses that exceed the amount of funding allocated for the specified purchase by the Graziadio Student Advisory Board's Student Activity Fee Budget Committee to the student club or entity.
- Reimbursement will not be provided for expenses that violate University policy or that do not contain the required documentation for reimbursement.

## Reimbursements - Deadline

- To request reimbursement, the Reimbursement Request Form must be submitted via [The Graziadio Student Hub](#) no more than 30 days after the date the first expense was made, or no later than June 30, whichever date comes first.
- Student Reimbursement Request Forms submitted outside of 30 days from the date of purchase will not be processed.

## Funding Violations

- A funding violation occurs when a club fails to adhere to the established purchase and expense policies and procedures or uses funds allocated by the Graziadio Student Advisory Board (GSAB) for an unauthorized expense or an expense deemed ineligible under the Student Club Handbook or University financial policy.
- Violations shall be determined by the GSAB in consultation with Student Engagement and Success. The GSAB Chief Financial Officer will notify the club if it is determined that a violation of this procedure has occurred. The GSAB may place sanctions on current and/or future funds (e.g. freezing current funds, suspending future funds, and/or reimbursement).
- Appeals to GSAB decisions must be submitted via email by the student club president (with a cc to the club advisor) to the Director of Student Engagement and Success no later than 15 business days after the funding violation notification is sent.

# Budget Request Instructions

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## Budget Request Process Overview

- Eligible registered student organizations and PGBS departments or entities may request Student Activity Fee funds for full-time student service/activity-related programs. Budget requests are accepted for individual events, activities or initiatives that further the engagement, education, and development of the full-time Graziadio student body at large.
- At the beginning of each term, clubs should plan out their budget for the entire term, estimating what they need for food, events, merchandise, etc. This budget should be submitted by the published budget submission deadline for each term.

## Budget Submission Deadlines

2023-2024 student club budget requests are accepted by the submission deadline;

Once clubs receive registration approval, they can request budget by the deadlines provided. Clubs will be notified of final budget allocations approximately 10 business days after the submission deadline.

- Fall 2023 Budget Request Deadline: **September 17, 2023**
- Spring 2024 Budget Request Deadline: **January 15, 2024**
- Summer 2024: **April 21, 2024**

Please note that student activity fee funding is limited, therefore, budget requests should be thoroughly thought out for the upcoming term in correlation with club's events and plans for that term.

After the submission deadline, budget requests will be accepted on a rolling basis based upon available funding.

## Things to Keep in Mind When Submitting a Budget Request

- A Budget Request Form must be submitted via The Graziadio Student Hub in order to request Student Activity Funds.
- Clubs seeking funding must submit one Budget Request Form and include line items for event, activity or initiative, food, promotional items, etc.
- The student club treasurer or president must submit all budget requests on behalf of the student club.
- It is highly recommended that, when building a budget, student clubs review current pricing for food, promotional items, or other goods from the [Student Engagement and Success Preferred Vendor List](#).
- In your budget request, please be sure to account for 10% sales tax; an 18 - 20% tip (for food deliveries or restaurants); and any applicable delivery fees.
- **Please allow 10 business days** from the date of submission for the Student Activity Fee Budget Committee to review your budget request and for you to receive a response. Organizations seeking funding are encouraged to plan in advance. Please allow adequate time to receive notice of funding from the Student Activity Fee Budget Committee prior to planning an event.

## Budget Request Instructions

1. Review the funding eligibility and requirements outlined in this Graziadio Business School Student Club Handbook.
2. Select your group from the Groups icon found on the top bar of the Graziadio Student Hub.
3. On the left hand menu section, select Money, and then select Budgeting.
4. Click on the “Create Budget Request” button on the right side of the page.
5. Follow the instructions and steps found in the request module.
6. Fill out the Budget Request Form with the details of your funding request. Please be as detailed as possible in your descriptions.
7. The Graziadio Student Advisory Board’s Student Activity Fee Budget Committee will review each budget request within 10 business days and the club treasurer will be notified of the final allocation amount via email.

# Other Financial Resources

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- In the event student activity fee funding is insufficient to support the activities of the club, registered student clubs may receive financial resources to offset expenses for approved events/initiatives in the following ways:
  - 1) By charging event admission fees to student attendees
  - 2) By partnering with other University departments to plan and promote events
  - 3) By receiving donations or sponsorships
  - 4) By hosting fundraisers
- For all admission fee-based events, a Fonteva event page is required to be set up by SES a minimum of 3 weeks prior to the event. No on-site cash collection or cash admission fees are permitted.
- Student clubs may not collect membership dues unless the student club is associated with membership in a national or regional club that requires dues as part of membership. In these instances, the registration for these clubs is led by the student club establisher and/or affiliated academic department and approved by SES. The University reserves the right to examine the record of the parent club or of affiliates on other campuses.

- Student clubs may offset club expenses through fundraising or obtaining donations and sponsorships.
- Prior to engaging in any fundraising or sponsorship activity, student club leaders must set up an event planning meeting with SES one to three months prior to the event date. To set up an event planning meeting, students may email [PGBS.SES@pepperdine.edu](mailto:PGBS.SES@pepperdine.edu).
- Following are a few ways student clubs may fundraise or obtain donations and sponsorships:
  - Fundraise for an event by hosting a [fundraiser at a restaurant](#).
  - Ask local restaurants or grocery stores to donate food to your event/meeting.
  - Seek out sponsors for events. NOTE: Permission from University Advancement is required prior to approaching any individuals for sponsorship or funding - please contact Assistant Director of Student Engagement Jessica Pope for more information.

# Event Planning

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## Approval Process

- All events must be approved by SES prior to taking place.
- To request event approval, complete the Event Request process in The Graziadio Student Hub found on your group home page in the Events section of the left hand menu.
- Upon club registration, SES will provide registered student clubs with a list of available event dates for the academic term. This list of dates is vetted in advance in collaboration with multiple campus stakeholders to ensure the highest level of success and support for all student club-sponsored events.
- Student clubs can select event dates from the approved list on a first-come, first-served basis. Each club must send SES their proposed event date(s) as soon as they are known and follow the event Planning Timeline listed in the Event Planning section of this Student Club Handbook.
- SES will make every effort to ensure that club events do not overlap or take place on the same date/time. Please note that, due to a high volume of events across PGBS and the University, an event date that is free of any conflicts cannot be guaranteed.
- Should a student club request an event date other than a date on the approved list, SES will review the event date and notify the club regarding availability.

## Approval Process (continued)

- For event space on-campus, include the date, time, and number of students in the Event Request submitted in [The Graziadio Student Hub](#). Jessica Pope will reserve the space and notify you of the reserved location.
- If your event requires a non-Pepperdine affiliated speaker, performer, food truck, venue rental, etc., you must work with the Assistant Director of Student Engagement to initiate a vendor contract. Student club officers are not authorized to sign contracts under any circumstances.
- Once the event request is approved, Jessica Pope will add it to the [University events calendar](#) as additional advertisement.

## Requirements

- An event is any activity or situation, sponsored, co-sponsored or endorsed by the organization, or any event a reasonable person would associate with the club or organization.
- Only University-recognized student clubs are authorized to use meeting space, University equipment, supplies, and any form of campus-wide publicity and distribution.
- Campus event space is reserved on a first-come, first-served basis and is not guaranteed. *Space reservations are limited to the current term.*
- All events and event dates must be approved by SES prior to any payments or event promotion.
- SES reserves the right to deny a requested event or event location at its discretion. Failure to obtain event approval from SES may result in probation or termination of the student club.

## Requirements (continued)

- Students are not authorized to enter into a contract or agreement on behalf of Pepperdine University. All contracts or agreements with outside entities or vendors must be routed through SES for approval and signature.
- All speakers, paid or unpaid, are required to fill out the [Speaker Agreement](#). Students are required to provide the form to the speaker and return to Jessica Pope prior to the event.
- No student club may plan an off-campus event, weekend retreat, etc., without receiving prior location approval from SES.
- Utilize the Student Club [Event Checklist](#) when planning an event.
- To ensure maximum accessibility to all Pepperdine Graziadio students, including online students, student clubs who wish to hold events are required to host a minimum of one virtual or hybrid event per trimester (fall, spring, summer). In addition, student clubs are required to provide a synchronous virtual login option for all club meetings (via Zoom or other accessible platform).

## Collaboration

- SES highly encourages student clubs to collaborate with other student clubs or Pepperdine Graziadio departments to plan events that benefit both parties.
- Student clubs who wish to collaborate on an event with another club, Graziadio or University department, or other entity must clearly outline the expected roles and responsibilities for each party in advance and notify SES of the plan. All event expenditures and deadlines must be clarified between both parties prior to planning and any student activity fee expenditures must adhere to the financial processes outlined in this Student Club Handbook.
- Student club officers can refer to the [Collaboration Best Practices](#) guide for best practices to make the collaboration process smooth and successful.

## Planning Timeline

Student clubs must adhere to the following timeline requirements when requesting approval for events. Events planned outside of the below timeline requirements may not be approved. Due to limited space and date availability, reserving campus space as far in advance of the event as possible is highly recommended. Space reservations are limited to the current term.

- Meetings:
  - Meetings are defined as a gathering of club members to discuss club business, planning, or operations; to plan events; to assign club member tasks; to elect club officers; to check-in and provide updates to other club members; etc.
  - Meetings pertaining only to the group's membership, involving relatively simple planning and no budget request: Allow five business days.
- Events:
  - Medium events, such as a week-long philanthropy event, coffeehouse, or guest speaker and requiring funding (Up to 30 attendees): Allow one month.
  - Large events of off-site events or trips, such as concerts, outdoor activities, retreats, or conferences and requiring funding (30+ attendees): Allow two to three months.
  - Medium to large scale events should have a Graziadio staff member or approved club advisor in attendance.

## Planning Meeting

- To initiate event approval through SES, the student club must request an event planning meeting to ensure adequate preparation and to assist your club with resources that are available through the University.
- To set up an event planning meeting, students may email [pghs.ses@pepperdine.edu](mailto:pghs.ses@pepperdine.edu).
- It is the student club's responsibility to schedule this meeting a minimum of one to three months prior to the event date. For more complex events involving vendor contracts, off-site event space, or the collection of fees, the planning meeting must be initiated three months prior to the event date.

# Communication

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## Marketing Guidelines

All student clubs are required to abide by the [marketing guidelines](#) set forth by Graziadio Marketing. Following is guidance for student clubs regarding all forms of media and promotion, including social media, podcasts, posters, club logos, etc.

### Use of Logos and Logo Creation

Clubs should present themselves as student run organizations and refrain from using official school logos or the school seal. **Official school logos and the school seal cannot be used without consent from the Graziadio Marketing Team.** To use the Graziadio mark, please email [pgbs.marketing@pepperdine.edu](mailto:pgbs.marketing@pepperdine.edu) for approval.

## Marketing Guidelines (continued)

**Promotional Collateral** (*i.e. items purchased with student fees such as banners, promotional items, etc.*)

Our overall branding and style guidelines are available [here](#) with our official colors and approved uses of our logos.

**All promotional items with new logos (i.e. logos that have not been approved yet) must follow the brand guidelines and be approved by the Graziadio Marketing Team.** Please email Graziadio Marketing a mockup of the design and/or request of a mockup so we can approve or suggest edits. Once approved, the club may use the logo on any promotional items.



## Marketing Guidelines (continued)

### Social Media

For housing an asset (i.e. event, video, feature, etc.), the club should create a club profile on the appropriate social channel – this ensures the assets officially reside within the club and ensures the longevity of the initiative. Please reference our social media guidelines [here](#).

**In the *About*, *Bio*, or similar section of the page, please include a note that this is a student-run club at Pepperdine Graziadio Business School.** Refer to the social disclaimer guidelines regarding messaging for the *About/Bio* section for each social channel.

If the club would like to be featured on the official Pepperdine Graziadio social profiles, tag our official profiles on each applicable channel and/or send us a DM through your club's profile page with the content to reshare.

### Login Credentials and Transfer of Ownership

Please provide access to your club's login credentials for each channel to [Student Engagement](#) and [Graziadio Marketing](#) via email.

**Please ensure ownership of any social channels is transferred to the new club officers each year.** If the club is being terminated, please also terminate the channel and notify Marketing once this step is completed.

Graziadio Marketing Contact Information: [pgbs.marketing@pepperdine.edu](mailto:pgbs.marketing@pepperdine.edu)

## Advertising and Promotion

- Only University-recognized student clubs are authorized to publicize approved events and meetings in approved locations on any campus.
- Students may only post materials in locations designated by SES and may not post materials on walls, windows, floors, or in classrooms.
- All advertising (both printed and digital) must contain the following:
  - Event Name
  - Event Date/Time
  - Event Location
  - Costs (if applicable)
  - Registration website link (if applicable)
  - Contact information

## Emailing through The Graziadio Student Hub

The best way to communicate to your club members is by sending emails through the Graziadio Student Hub.

For instructions on how to create a email your club members through the Graziadio Student Hub, please refer to this instructional [video](#).

## Emails

- Student clubs are authorized to send emails to their registered club members at their discretion.
- Global e-mails (e-mails sent directly to all staff, students or faculty) sent by student clubs are prohibited.

## Weekly Student Newsletter

- Student Engagement & Success sends a weekly newsletter, the *Graziadio Insider*, to all students every Wednesday of the trimester (unless otherwise specified):
- To submit an upcoming event, meeting, or activity for inclusion in the newsletters, please submit your content via the following link:  
<https://docs.google.com/forms/d/e/1FAIpQLScAqDU2JMF56k3YCZH4b0FVSckqggkuhll3qhx2qJLGlafOQ/closedform>
- All content is due the Thursday prior to the send date. Content is subject to department review and approval and is not guaranteed.

# PEPPERDINE | GRAZIADIO

## BUSINESS SCHOOL



(310) 506-6541



[PGBS.SES@pepperdine.edu](mailto:PGBS.SES@pepperdine.edu)