



# RSO Policies & Procedures Manual

Office of Student Involvement

WASHINGTON STATE UNIVERSITY



VANCOUVER

[www.vancouver.wsu.edu](http://www.vancouver.wsu.edu)

# Welcome

On behalf of the Office of Student Involvement I would like to sincerely thank you for registering or showing interest starting a RSO! Part of the reason Student Involvement exists is because we believe in the importance of student clubs and organizations, and we want to support you in enhancing student life at WSU Vancouver. The Office of Student Involvement extends a warm welcome as you embark on a new academic year filled with meaningful activities for your student organizations.

Registered Student Organizations (RSO's) form an important part of the educational experience at WSU Vancouver and are vital to student life. Involvement in these organizations and their activities can be both rewarding and educational. This manual is intended to aid in successfully leading your student organization and to familiarize you with the resources available as well as the rules for student organizations at WSU Vancouver.

We hope the manual will serve as a reference in planning and implementing your organization's activities. Keep in mind that the Office of Student Involvement can help by supplying an explanation of WSU policies and procedures as well as providing tips for bringing success to your leadership, your organization and its activities. We wish you the best of luck in programming successful activities.

The staff in the Office of Student Involvement is here to help student RSO's with your endeavors and leadership issues. We encourage groups to utilize our office as an on-going resource to assist in attaining group goals. Our staff can provide assistance in special event planning, developing promotional strategies, navigating the WSU system, and more! Remember, as a registered student organization at WSU Vancouver, your group is entitled to a variety of FREE BENEFITS.

We value you as partners in making student life at WSU Vancouver successful. Thank you for your leadership and investment in student development. We look forward to working with you!

This manual is published by the Office of Student Involvement, Library Building Room 019. Content contained within this manual are subject to continued review and revisions. Subsequent editions supersede the policies and procedures contained herein. Additional copies may be obtained from our office, or can be accessed from our web site at: <http://www.vancouver.wsu.edu/ss/clubs.htm>

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# ESTABLISHING A GROUP: MAKING IT OFFICIAL

RSO's are designed to be initiated by students to meet the unique needs of our students at WSU Vancouver. RSO's are driven by students, developed for students, and directed by students. RSO's may be unique to WSU Vancouver or be local chapters of national or state organizations. Please use your unique interests, creativity, and energy to get involved with an RSO!

## RECOGNITION STATUS

The Office of Student Involvement acknowledges three levels of recognition status for RSO's which include:

- **Active:** An RSO maintaining active status are fully recognized by the university, this status is contingent upon meeting all registration requirements.
- **Probationary:** An RSO on probationary status is fully recognized by the university, however this status is placed when an RSO fails to meet registration requirements or follow procedures and guidelines.
- **Suspended:** When an RSO regularly fails to meet or maintain registration requirements or follow procedures and guidelines. Suspension lasts no less than a term and is dealt with on a case by case basis.

## CONSTITUTION AND BY-LAWS

A group's constitution is an important document that governs its purpose and future actions. Anticipate the future and ensure that your constitution does not limit the organization's options for growth and change.

### Constitution vs. By-Laws?

The constitution of an organization contains the fundamental operating principles that govern its operation. The By-Laws establish specific rules of guidance by which the group is to function. All registered student organizations must have their basic structure and methods of operation in writing. The constitution is the essence of the overall purpose of the organization and is not changed unless the purpose changes. By-Laws set forth in detail the procedures a group must follow to conduct business in an orderly manner. They provide further definitions to the articles of the constitution and can be changed more easily as the needs of the organization change.

### Why Have a Constitution?

By definition, an organization is a "body of persons organized for some specific purpose as a club union or society." The process of writing a constitution should serve to clarify the organization's purpose, delineate basic structure and provide the cornerstone for building an effective organization. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions.

### What Should be Covered by a Constitution?

The following is an outline of the standard information to be included in a constitution. The objective is to draft a document that covers these topics in a simple, clear, and concise manner.

Article I. The name of the organization

Article II. Affiliation with other groups (local, state, national, etc.)

Article III. Purpose, aims, and functions of the organization

Article IV. Membership requirements (how determined, who's eligible, etc.)

Article V. Officers (titles, term of office, how and when elected, responsibilities, removal process)

Article VI. Advisor (term of service, how selected, removal process)

Article VII. Meetings (frequency, special meetings and who calls them)

Article VIII. Standing Committees

Article IX. Quorum (how many votes needed to pass something)

Article X. Amendments (means of proposal, notice required, voting requirements)

What Should Be Included in the By-Laws?

By-Laws must not contradict provisions in the constitution. They generally contain specific information on the following topics:

- Membership (requirements, resignations, expulsion, rights, and duties)
- Dues (amount and collection procedures, any special fees, when payable)
- Budget (procedure for approving, reviewing, amending, etc.)
- Duties of Officers (powers, responsibilities, specific job descriptions, procedures for filling unexpired terms of office, removal from office)
- Executive Board (structure, composition, powers)
- Committees (standing, special, how formed, chairpersons, meetings, powers, duties)
- Order of Business (standard agenda for conducting meetings)
- Parliamentary Authority
- Amendment Procedures (means of proposals, notice required, voting requirements)
- Other specific policies and procedures unique to your organization necessary for its operation

Once We Have Them – What Do We Do With Them?

The documents should be referred to when questions arise, reviewed annually, and utilized in the training of new officers. The needs of a group will change over time and it is important that the constitution and by-laws are kept up to date to reflect the current state of affairs. Make sure every new member of the organization has a copy. This will help to unify members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member.

## **SAMPLE CONSTITUTION**

The (insert organization name here) Constitution

**Article I** – Name of Organization

The name of the organization shall be \_\_\_\_\_.

**Article II** – Affiliation

[If an organization has any national, state, or local affiliation, include that information here.] This organization shall be affiliated with (insert name of national, state, or local organization) and shall abide by its constitution and by-laws. The constitution and by-laws shall not be in conflict with Washington State University policies and procedures. WSU

policies and procedures shall take precedence over the constitution and by-laws of (insert name of affiliation).

### **Article III – Purpose**

The purpose of \_\_\_\_\_ shall be ... [Organizations should be certain to include a complete statement of purpose. Activities and programs sponsored by the organization will be expected to fulfill the organization’s stated objectives. The purpose of the organization should also be related to the promotion of student learning and shall not conflict with the mission, goals, and policies of Washington State University.]

### **Article IV – Membership**

**Section 1:** Regular membership. Voting members of this organization shall consist of regularly enrolled full-time undergraduate and graduate students of Washington State University (may further qualify by any specific skills, GPA, requirements, or interests a member should have).

**Section 2:** Honorary or associate membership. Non-voting members may consist of WSU employees or non-students [Note: This is a policy of Washington State University, and regardless of its appearance in your group’s constitution will need to be upheld. Only current students may be voting members of the organization].

**Section 3:** Non-discrimination clause. Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies and officers shall not discriminate on the basis of race, color, age, religion, veteran’s status, sex, national origin, sexual orientation or disability in its selection of members.

**Section 4:** Dues. If members of the organization pay dues, include information regarding when the organization determines the amount of dues and the approval process or membership support to increase the dues.

### **Article V – Officers**

**Section 1:** Officers of the organization shall be as follows: (titles, terms of office, duties). Organizations should have the necessary officers to run the organization and conduct business effectively and efficiently, but not so many that it hinders the organization’s ability to be effective and efficient.

**Section 2:** Election of officers. (Include how officers are elected/selected, method of nominations, and how balloting is used). The Executive Board of the student organization will be elected between March 15th and April 15th for the following academic year.

**Section 3:** Officers shall take office on April 30th and shall serve for a period of one full academic year.

**Section 4:** Officers shall not be on academic or University probation at the time of their elections and throughout their term of office. (GPA requirement shall be 2.0 cumulative average or higher.)

**Section 5:** Officers failing to fulfill the given responsibilities and duties may be removed by the active organization.

**Section 6:** The removal of an officer requires a majority vote of (two-thirds, three-quarters) organization members following notification of the officer in question. Such notification shall be provided in writing no less than seven days prior to the vote.

**Article VI** – Advisor

**Section 1:** Method of selecting advisor. Advisors for student organizations shall be selected from among the faculty, staff, or administration.

**Section 2:** The advisor must take an active role in assisting the student organization achieve its mission and purpose.

**Section 3:** List specific duties or responsibilities of the advisor. The advisor should act as a liaison between Campus involvement and the organization he/ she is advising.

**Article VII** – Meetings

**Section 1:** A regularly scheduled general meeting shall be held at least (specify an amount which is at least once a semester). The officers may call additional meetings when the need arises.

**Section 2:** A quorum shall consist of (x) voting members present at any regular or special meeting to conduct official business. (A quorum is defined as the number of members or percentage of total membership needed to be present at a meeting in order to conduct the official business of the organization.)

**Section 3:** A quorum shall be present in order for any official business to be conducted. Official business shall include election of officers, setting of dues, and any other major decisions.

**Section 4:** Parliamentary Authority (Roberts Rules of Order is typically used.)

**Article VIII** – Standing Committees (if needed)

**Section 1:** Standing committees (composition, appointment, function, powers, and duties, such as membership, financing, and publicity)

**Section 2:** Appoint of committees by president, chairperson, or council.

**Article IX** – Quorum

**Section 1:** Quorum is defined as 50% of the organization’s total membership plus one.

**Section 2:** Quorum is necessary for any voting that occurs within the organization.

**Article X** – Method of Amending Constitution

**Section 1:** All amendments to this constitution require notice of (specify time) prior to being discussed and voted upon.

**Section 2:** The constitution may be amended by a vote of (two-thirds or three-quarters) majority membership at any regular or special meeting.

**REGISTERING AN RSO**

1. Stop by the Office of Student Involvement to review the registration process and to pick-up the application for RSO recognition form and an RSO Constitution Template. You may also download the information at: <http://www.vancouver.wsu.edu/ss/clubs.htm>.
2. Start promoting your organization and recruiting new members. A minimum of five students and one advisor is required to establish an organization. Hold organizational meetings to discuss the purpose and priorities for the organization. (Note: Organizations requesting registration status are allowed the free use of a

- meeting room on campus two times prior to becoming registered the first time.)
3. Elect officers in accordance with the methods stated in the RSO constitution. All members are required to be currently enrolled WSU students that have registered for at least one credit, and must not have a Student Conduct file. Faculty and others may participate as honorary or associate members at the option of the group. Only full student members are allowed to vote on RSO Issues.
  4. Complete an Application for RSO Recognition Form found at [www.vancouver.wsu.edu/ss/clubs.htm](http://www.vancouver.wsu.edu/ss/clubs.htm), listing RSO Name, Person Submitting the application, Charter members and advisor's names, ID numbers, campus address, telephone number, email address, signature, RSO purpose, expected sources of funding, and Club leadership. Only complete packets will be accepted.
  5. Develop and submit an RSO Constitution.
  6. Sign-up for a required RSO Orientation Session. Deadlines can be obtained in a current RSO registration packet or by calling the Office of Student Involvement.
  7. Approval will be given by the Office of Student Involvement once all the registration requirements have been met.
  8. After your RSO is approved you will be eligible to open a Faculty, Student and Alumni Account (FS&A) account. This account is similar to a bank account, in which you can deposit funds and pay for appropriate expenditures.

## MAINTAINING RSO STATUS

Once a group registers, it is relatively simple to maintain the registration status. The privileges of RSO's will continue as long as the RSO fulfills the following:

1. Complete an RSO Registration Form available online at [www.vancouver.wsu.edu/ss/clubs.htm](http://www.vancouver.wsu.edu/ss/clubs.htm). **One person from your student organization will need to attend a mandatory RSO Orientation in the fall. Clubs that do not attend will not be considered active until they can attend the Orientation in the spring. If your club or organization misses the Fall Orientation, you will not receive the privileges an active RSO receives including free use of University space, for the entire fall semester. Make sure to have a representative from your RSO attend the fall orientation session.**
2. Adhere to Washington State University policies and procedures, local, state, and federal laws.
3. Notify the Office of Student Involvement of officer or advisor changes within 10 days of any election by completing a new RSO Registration Form and submitting it to the Office of Student Involvement.
4. Collect mail at least once a month from the organization's mailbox in the Office of Student Involvement. If you are actively working with our office for events, purchase orders, or travel you should check your mailbox more regularly.
5. If your RSO purpose or constitution changes, submit a copy of any revisions to the Office of Student Involvement for review and approval.

## FACULTY, STUDENT AND ALUMNI (FS&A) ACCOUNTS

RSO's are not permitted to have private bank accounts for funds. However, RSO's qualify for FS&A accounts. The following are advantages of having an FS&A account: daily balance

is always available, detailed financial statements delivered to your mailbox once per month.

## **Opening and Accessing your Account**

Your organization will need to submit a signature card to the Office of Student Involvement. The signature card is valid for one fiscal year and will expire on June 30th each year. The card requires the signatures of your organization's advisor and two officers (such as your president and treasurer). The signature card will be kept in your organization's file in the Office of Student Involvement. Changes in advisors or student leaders will require updating the signature card. Only those names on the signature card will be allowed to process payment from your account.

## **Depositing Funds**

Funds can be deposited at the cashier's office on the second floor of the Student Services Building. Any officer can deposit funds but individual members cannot. Deposit slips are required and available at the Office of Student Involvement and the cashier's office. Checks should be properly endorsed with the name of the organization on the back. If multiple checks are being deposited, two adding machine tapes must be attached. Upon completion of the deposit, inspect the receipt and ensure the name of the organization and budget coding is correct. **All organization monies should be deposited within 3 days.**

## **SPENDING RSO FUNDS**

### **Purchasing from Campus Vendors**

**No purchases may be made with personal cash.** Purchasing products or services on campus (See BPPM 70.18) is done with an Interdepartmental Requisition and Invoice form (IRI). In order to process an IRI form RSO's must submit a completed Purchase Request Form to the Office of Student Involvement. Blank Purchasing Request Forms are available at the Office of Student Involvement or online at <http://www.vancouver.wsu.edu/ss/clubs.htm>. Purchasing Request Form requires the signature of your group's advisor and one of the officers listed on the signature card.

### **Purchasing from Off-Campus Vendors**

Most local vendors will honor University Purchase Orders (check with vendor prior to making purchase). To obtain a Purchase Order RSO's must complete the Purchasing Request Form available at the Office of Student Involvement or online at <http://www.vancouver.wsu.edu/ss/clubs.htm>. Completed Purchasing Request Forms are to be returned to the Office of Student Involvement for processing. The form will be processed and a purchase order will be put into your RSO mail box within three days of receiving the completed Purchase Request Form. RSO's then take the purchase order to the vendor and purchase the product or service. After receiving the product an invoice **must** be returned to the Office of Student Involvement in order to process payment. **Invoices must be made out to WSU Vancouver.** An RSO name alone on an invoice is not payable by the University. Failure to return the invoice can result in delayed payment to the vendor.

### **Cash Till Funds**

RSO's selling tickets or participating in fund raising activities may request the use of a

lockable cash box from the Office of Student Involvement. RSO's are responsible for providing their own change for such events.

## **Special Situations**

While purchases may not be made with personal cash, occasionally an advisor may pay for an item and seek a reimbursement. In such cases, a Purchasing Request Form must be filled out and submitted to the Office of Student Involvement. Any questions about reimbursement can be directed to the Office of Student Involvement at 546-9527. All FS&A accounts that are not active for three years will become deactivated. Any funds in such accounts will be put into an administrative club account to assist with club fliers and advertisements.

# **TOOLS FOR THE JOB: RAISING/ACQUIRING FUNDS**

## **SPONSORSHIP SOURCES**

In general, there are four sources of funding for RSO's: ASWSUV Event Support, Fundraising, RSO membership dues, and co-sponsorship or donations from members of the community.

### **1) ASWSUV EVENT SUPPORT**

RSO's can request funds for events from the ASWSUV Senate. It is the goal of the ASWSUV Senate to recognize all types of groups and not show favoritism to specific organizations from year to year. Funds allocated by the ASWSUV Senate are S&A Fees which are state funds. Specific requirements must be followed when spending S&A fees (consult the "Spending your S&A Fee Allocation" pamphlet available online at [http://www.wsu.edu/~forms/HTML/SA\\_Fee\\_Brochure.htm](http://www.wsu.edu/~forms/HTML/SA_Fee_Brochure.htm)). Following are the primary criteria by which applications will be judged:

- Student groups that are Registered Student Organizations (RSO's) or Committees through ASWSUV or the Office of Student Involvement will be given priority.
- Events must impact a broad audience in the University community or address an underrepresented pocket within the WSU Vancouver community.
- Program or organization must represent, or provide access to, a diverse group of students.
- The group must provide evidence of past successes within the program or provide specific goals if the program is new.
- As part of the application, the group must provide a detailed plan for the requested funds.
- Requestors must provide a detailed advertising plan along with their proposal. Advertising must include "Sponsored by ASWSUV" on all advertising.
- A representative from the requesting organization must come to the senate meeting to answer senate questions.

To request funds from ASWSUV Senate please complete the RSO Request for ASWSUV Funds Form available online at <http://www.vancouver.wsu.edu/ss/clubs.htm> and contact the RSO Liaison in the ASWSUV Office at [sg-rl@vancouver.wsu.edu](mailto:sg-rl@vancouver.wsu.edu) as they can assist with the process.

## 2) FUNDRAISING (RAFFLES)

RSO's can do many types of fundraising. Consult with the Student Involvement Coordinator prior to beginning fundraising campaigns. Raffles are a popular way to raise funds. Raffles are regulated by the Gaming Commission so the following rules must be followed in regard to raffles:

A raffle is an event in which an organization sells tickets and awards prizes based on a drawing conducted by the sponsoring organization. Only charitable or non-profit organizations can use raffles for fundraising without first having to obtain a gambling license.

### Does Your Organization Qualify?

Your organization **must** meet the following three requirements in order to conduct a raffle:

- Organized and operating for at least 12 months prior to selling any tickets
- Able to prove the organization has made significant progress toward accomplishing its stated purposes during the 12 consecutive months prior to conducting a raffle
- Minimum of 15 voting members who elect the governing body

### Restrictions on Raffles

The following restrictions apply to all raffles:

- Maximum price per ticket is \$25
- No free or discounted tickets may be handed out, and no tickets may be given as gifts
- Tickets cannot be sold on credit
- Prizes must be owned by the organization prior to the drawing\*
- Records must be kept for at least one year (Office of Student Involvement will require a copy of all records)
- Members cannot be paid for administering raffle
- Organization members may purchase tickets; however this cannot be a criterion for membership
- You must be 18 to sell and purchase raffle tickets
- Your organization must alert WSU Vancouver Public Safety at least five days before conducting the raffle
- Firearms and Alcohol may not be awarded as prizes
- Your organization may not gross more than \$5,000 or hold more than two public raffles per year
  - \* Organizations can enter into a contract to purchase the prize so long as the winner has the option of an alternate prize, such as cash.

The following information should be clearly printed on all the tickets\*:

- Cost per chance
- Consecutively printed number of the ticket
- Date, time, and location of the drawing
- Name of the sponsoring organization
- Whether or not the winner must be present at the drawing
- Description of all prizes to be awarded. If the prize is a percentage of the gross receipts of the raffle, a minimum prize must be disclosed
  - \* Your organization may also use pre-printed theatre style tickets, so long as a flyer is distributed with each ticket with the above information.

### **Drawing a Winner**

The standard drawing format requires that ticket stubs from all ticket sales be placed in a container in such a manner that each ticket has an equal opportunity of being drawn as a winner. No other method may be used.

### **Record Keeping**

Your organization is required to keep the following records: gross receipts, documentation of expenses, cost of prizes paid out, and documentation of how the proceeds are used. Use "Raffle Documentation Form", which can be picked up at the Office of Student Involvement.

### **3) MEMBERSHIP DUES**

It is recommended that RSO's charge yearly dues to its membership. This is the easiest and most consistent way to generate small amounts of money that can be used to operate your RSO. Most RSO's charge from \$5.00 to \$10.00 per member for dues.

### **4) CO-SPONSORSHIPS AND DONATIONS**

RSO's can collaborate with other University organizations or outside organizations for events. RSO's can also solicit donations from local businesses for event funding, giveaways, raffle prizes, or anything else for which the RSO has a use. Be sure to stop by the Office of Student Involvement prior to soliciting outside vendors as there may be restrictions.

## **BUILDING MOMENTUM: PUBLICITY**

### **TRADEMARKS**

Student organizations are free to use the spirit marks (see below) on stationary, posters, signs and banners when dealing with the on-campus activities of the organization. The logos can only be used in context that reflects positively on the University, and the logos must be reproduced accurately. Student organizations are prohibited from using the University seal in most cases. Student organizations may use the spirit marks on uniforms and promotional or commemorative items, as long as those items are only available to members within the sponsoring organization. Once an item bearing a registered University mark is sold beyond the scope of the membership or team, it becomes a commercial use of the mark and is subject to a license agreement.

**You are not permitted to use "WSU" or "Washington State University" as a prefix to your organization's name on advertisements (such as "WSU Cross Stitch Society"). This implies a sort of ownership or endorsement the University may not have with your organization. Rather, you can use "at WSU" or "at Washington State University Vancouver" as a suffix (such as "The Cross Stitch Society at WSU").**

Spirit Art available for use:

The word "Cougars" written in a stylized, cursive, black font with a white outline.

All situations are different. Questions should be directed to The Office of Marketing and Communications at 546-9599.

## **PROPER USE OF THE WASHINGTON STATE UNIVERSITY VANCOUVER NAME**

When referring to Washington State University Vancouver, spell the name out completely the first time. For second and subsequent references use WSU Vancouver.

### **DO USE!**

Washington State University Vancouver  
WSU Vancouver

### **DO NOT USE!**

WSUV  
WSU V  
WSU-V  
WSU,V  
WSU-Vancouver  
WSU at Vancouver  
WSU, Vancouver  
WAZZU

## **RSO WEB PAGES**

RSO's are encouraged to develop Web sites. Two options are available to RSO's that wish to establish a Web site:

- 1) An RSO member may establish a Web site on the student server. The drawback to this approach is preserving the Web site information from year to year. The outgoing student needs to make arrangements to transfer the Web site to a new member.

- 2) An RSO can obtain the permission of the advisor to attach the RSO Web site to the administrative/faculty server under the advisor's name. Again, it needs to be maintained and updated.

Please contact the Office of Student Involvement if you have any questions about starting or updating your RSO Web page.

## **PRESS RELEASES**

Submitting press releases is an effective means of informing the WSU Vancouver media of current events or news within your organization. Issuing a press release will not guarantee it will be printed by the *VanCougar*, but it will give media outlets the option to run the story. Interesting events are more likely to be covered by local media.

### ***VanCougar***

The *VanCougar* offers free listings in the community calendar. Contact the *VanCougar* Manager at 546-9524 or [vancoug@vancouver.wsu.edu](mailto:vancoug@vancouver.wsu.edu) for specific details and to find out about deadlines for submission.

## **POSTING POLICY FOR FLIERS**

Posting flyers on campus is one of the primary methods of promoting your organization and its events. General bulletin boards are located in every building at WSU Vancouver. Posting in academic buildings is allowed, as long as the RSO has departmental approval. Posting directly on walls or doors is prohibited on campus. All postings must clearly state the name of the sponsoring RSO and the posting cannot encourage blatantly hateful activities or behavior which conflicts with University policies (including, but not limited to, policies concerning student conduct and alcohol consumption). No organization can remove or deface any other organization's flyer for any reason.

## **CAFETERIA BULLETIN BOARD POLICY**

To advertise on the bulletin board across the walkway from the cafeteria an RSO must have the flier stamped by the Office of Human Resources in VSSB 126. Human Resources will then post the flier for the RSO. Any fliers that are not stamped will be removed by a member of the Human Resources Staff.

## **CAFETERIA TABLE POLICY**

If your RSO wishes to place fliers on the cafeteria tables, written approval must be acquired from the manager of Dining Services and submitted to the Office of Student Involvement prior to placing fliers on tables.

# **EVENTS: HOW TO SUCCEED**

## **TYPES OF EVENTS**

**Business Meeting:** These include all regular meetings of the RSO. Facilities should be reserved through the campus scheduler at [schedule@vancouver.wsu.edu](mailto:schedule@vancouver.wsu.edu) with no additional permission required.

**Visibility Event:** Events that use the Cafeteria Alcove or other public building foyers to promote organization awareness, provide awareness about an issue, or raise funds. Such

events must be reserved through the campus scheduler and requires Student Involvement Coordinator approval.

**Campus Events:** Events that are planned by RSO's that are open to students and staff of WSU Vancouver that may be on or off campus. Campus Events must be reserved through the campus scheduler after acquiring approval from the Student Involvement Coordinator.

**Public Events:** Events planned by student groups that are open to the students and staff at WSU Vancouver as well as the general public. Public events must also be reserved through the campus scheduler after approval from the Student Involvement Coordinator. Public events require an advertisement plan.

## PLANNING AN EVENT

Planning an event can be a daunting task including contacting numerous departments on campus and off campus. By knowing the following steps your organization can make planning an event a fun and seamless process:

- 1) Decide within your organization what you want to do and approximately when you want to do it.
- 2) Come to the Office of Student Involvement and complete the Event Approval Form or download it at <http://www.vancouver.wsu.edu/ss/clubs.htm>. On the form will be contact information for the on campus departments you will be required to contact to plan your event. Below is a brief description of which departments you may be required to contact. You will not be allowed to reserve space on campus without completing this form with the Office of Student Involvement.

### **Scheduler ([schedule@vancouver.wsu.edu](mailto:schedule@vancouver.wsu.edu))**

Scheduler will reserve the space and contact Facilities Operations who provide various equipment and supplies to student organizations. They provide tables, chairs, staging, garbage cans, fire extinguishers, and more. Nearly everything from Facility Operations is free to use based on availability.

### **Vancouver Information Services ([wsuvhelp@vancouver.wsu.edu](mailto:wsuvhelp@vancouver.wsu.edu))**

A/V Services administers the audio/visual equipment in classrooms.

### **Dining Services ([catering@vancouver.wsu.edu](mailto:catering@vancouver.wsu.edu))**

Dining services can provide anything from light refreshments to full meals to meet the needs of your event.

### **Public Safety ([wsuvcops@vancouver.wsu.edu](mailto:wsuvcops@vancouver.wsu.edu))**

Public Safety can assist with crowd control at large events, as well as parking issues that arise from on campus events.

### **Office of Marketing and Communications**

**546-9599**

The Office of Marketing and Communication can assist with proper use of the University logo in addition to advertising off campus.

- 3) Contact the appropriate people on campus to make all reservations. Have your advisor sign the appropriate lines to complete the form.
- 4) Return the completed Event Approval form to the Office of Student Involvement.

## **SECURING A VENUE**

### **UNDERSTANDING YOUR NEEDS**

Student organizations have free use of dozens of areas on campus, depending on availability. Although use of University space is free to RSO's, there may be costs associated with staffing public safety if the event falls on a day or time that the building or campus is closed. The wealth of venues available nearly guarantees there will be a venue, which will perfectly suit your event. When selecting a venue, keep the following in mind:

- Is the venue large enough?
- Can you easily bring in equipment (if necessary)?
- If it is a popular venue, do you have enough time to offer proper notice?

To request a space go to [www.vancouver.wsu.edu/adm/fo/EvReqFrm.htm](http://www.vancouver.wsu.edu/adm/fo/EvReqFrm.htm) and complete the space request form.

### **Facility Highlights:**

#### **Auditorium**

VSSB 110, Lecture Hall seats 200 people and is equipped with AV equipment, stage, and piano. No food or beverage is allowed in VSSB 110.

#### **Athletic Areas**

The Outdoor Sports Court, Outdoor Picnic Area, and Frisbee Golf Course are available for organizations to use for events.

#### **Classrooms**

Classrooms are useful meeting destinations and venues for visiting academics or speakers. Some are equipped with AV equipment and some are not.

#### **Alcove Area**

The Student Services Alcove Area, located next to the cafeteria entrance, is a very popular area for special small events, drawings, raffles, and silent auctions. RSO's may use the alcove area eight (8) times per term and no more than three (3) times in one week.

For complete facilities use information see Facilities Use Policy and Scheduling Procedures at [www.vancouver.wsu.edu/adm/fo/FacOp.htm](http://www.vancouver.wsu.edu/adm/fo/FacOp.htm).

## **CONTRACTS**

It is the Advisors responsibility to help student leaders negotiate and sign contracts. It is encouraged to complete contract 1 month prior to the event.

## **RISK MANAGEMENT**

### **Security for Events**

If you are planning for an event, security must be considered. The following list will help determine if your event needs a security presence.

- How many people will attend? Over 50?
- Is the event open to the public?
- Is there live music or a DJ?

- Is there alcohol or the potential for attendees who may be under the influence of alcohol?
- Is the event indoors or outdoors?
- Is the topic or speaker controversial?
- What is the venue?
- What time of day?
- Will there be advisors?
- Who is the target audience?

Once your group has reviewed these questions you must meet with the Student Involvement Coordinator. He will inform you if there is a need to contact Public Safety for your event.

### **Liability Releases and Assumption of Risk**

No one release or assumption of risk form is perfect for every situation. Each form must be tailored to fit the specifics of the activity. We encourage you to seek assistance in tailoring your form to fit your activity. Contact the Office of Student Involvement for an appointment.

An organization is responsible for its own actions. The organization will be held responsible:

- 1) When the organization fails to comply with a duty imposed by a written University policy, including, but not limited to, improper membership education and initiation, improper organizational registration of activities for which registration and or permission is required; failure to comply with applicable health and safety regulations; misuse of University property, facilities and equipment; violations of University regulations on the use of alcohol; misrepresentation of the organization or group; abuse of student election procedures and regulations; misappropriation of funds; and violations of any rule or policy applicable to organizations.
- 2) When the organizational purposes are not compatible with the educational purposes of the University; engage in financial mismanagement; or conduct activities that are in violation of University regulations, local, and state laws.
- 3) When a student organization or an affiliated University group is charged with a violation of the WSU Standards of Conduct for Students, the presiding officer or individuals affiliated with the group shall be required to participate in proceedings conducted as outlined in the WSU Standards of Conduct, as representatives of the group.
- 4) When one or more officers refuses or neglects to perform duties outlined in the Code of Student Conduct.

### **Shared Responsibility for Infractions**

Students and organizations may be held responsible for the conduct of their guests while on University premises, at University-sponsored or supervised activities, and at functions sponsored by any RSO.

### **Organizational Responsibility**

A complaint may be filed against an organization under the WSU Standard of Conduct for Students. An organization and its members may be held collectively and individually responsible for violations of the WSU Standards of Conduct for Students by those associated with the organization, including guests and alumni of the organization. When a complaint is filed naming an organization as respondent, the presiding officer and/or

students affiliated with the group shall be required to participate in meetings and hearings as representatives of the group.

### **Organization's Yearly Responsibilities**

1. Renew the organization's registration with WSU every fall and to provide updated information on new officers and or staff/faculty advisor.
2. Comply with all University rules and regulations as found in the Student Handbook, this manual, and other information provided by WSU.
3. Adhere to the purpose of the organization as stated in the Application for RSO Recognition.
4. Provide programs to the University which contribute to the educational, recreational, cultural, and social environment of the campus community.
5. Maintain close communication with the organization's advisor, keeping him/her informed of the organization's progress towards its goals and objectives as well as reporting any dangerous or prohibited activities engaged in by anyone associated with the organization.
6. Maintain communication with the WSU Vancouver Office of Student Involvement to keep the office informed of planned activities and any potential problems or violations.
7. Attend workshops and seminars sponsored by WSU Vancouver in which fiscal, safety, University or programming procedures are explained and discussed.
8. Prohibit members from practicing any physical or psychological hazing, illegal activity, and violations of University policy.

## **FOOD POLICY**

### **Public Events with Food**

WSU Vancouver students that want to serve food or beverages on campus at a public event shall hire a caterer who has a current caterer's permit from the Clark County Health Department, obtain a Temporary Food Services Establishment Permit or Exemption from the Clark County Health Department, or serve only non-hazardous food and drink at the event.

When using a caterer it is required that you confirm that the caterer's permit is current (see event planning below). When planning events serving non-hazardous foods there is no need to apply for a permit.

The Health Department requests that applications for temporary permits and exemptions be submitted a month in advance to allow time for review of the application. There is a permit fee, and food handlers cards are required for persons serving food under Temporary Food Service Permits or Exemptions. Food Handlers cards can be obtained from the health department at [www.clark.wa.gov/health/environmental/food/index.html](http://www.clark.wa.gov/health/environmental/food/index.html) or 360-397-8428.

## Private Events with Food

Private food events are those events with food such as departmental or club meetings held for that group only **without** the public attending, or being invited by advertising, word of mouth, or announcements of the event. Associated Students of Washington State University Vancouver (ASWSUV) events held outside in the quad area or building hallway are considered public events since the public is not restricted from the events.

It is recommended that WSU Vancouver students cater food or serve non-hazardous food and drink at private events. If food is brought in, or home **prepared**, it needs to be from an approved source, i.e. all ingredients, foods, and beverages are purchased from a grocery store or restaurant that is inspected by the health department. The following good food handling practices should be followed:

- 1) No bare hand contact with food; ensure that plenty of utensils are available and/or food servers wear disposal gloves.
- 2) Observe safe food holding and serving temperatures of food and drink. At no time should food be without proper temperature control for more than 2 hours.

## Planning Events with Food

The following items may be required when planning an event where food will be served:

- 1) Confirm caterer has a current permit. Have caterer or health department fax a copy of the permit to 360-546-9062.
- 2) Request a copy of WSU Vancouver's non-hazardous food information sheet.
- 3) Contact WSU Vancouver Environmental Health and Safety Office for additional clarification or information.

## ADVISOR: MAKING IT A POSITIVE RELATIONSHIP

Current University regulations require each student organization to have a faculty, staff, or graduate assistant as an advisor.

- 1) Advisors are members of the Washington State University faculty, staff, or graduate school whose interest in the group indicates that they would judiciously advise the organization concerning its goals, purposes, and procedures. Advisors guide the group in accordance with the purposes and ideals of the University and the organization. They do not directly control the group's programs and activities.
- 2) Advisors assist the Office of Student Involvement to implement the policies for student organizations.
- 3) Responsibilities may include the following:
  - a) Attending the organization's meetings.
  - b) Assisting in planning a program, as well as attending.
  - c) Supervising the handling of funds and approving all expenditures and contracts.
  - d) "Assisting in arranging for University facilities and equipment." (WAC 504-28-020)
- 4) Advisors may function as consultants to help with the organization's growth and development.
- 5) An advisor provides continuity to student organizations whose composition changes from year to year as new students arrive and others graduate.

- 6) The advisor's knowledge of WSU policies and operations should enable them to assist the organization in the successful achievement of its goals.
- 7) The advisor serves as an authorized signature for the FS&A account and other WSU services, such as equipment.

## ROLE OF ADVISOR

- 1) To help with the growth and development of students. The advisor can assist students in the development of skills such as time management, problem solving, delegation, communication, and leadership.
- 2) To add to the continuity of the group as members graduate and serve as a liaison between the University and the organization. The advisor can share the history of the organization and explain why past decisions were made to new officers. The advisor will also explain University policies and connect students to the appropriate offices for assistance.
- 3) To assist in the area of program content and purpose. The advisor will assist in the development of projects, events and activities.
- 4) Negotiate and sign contracts on behalf of the RSO.

### ADVISORS ARE NOT:

An officer in the organization

Responsible for conducting meetings

The final decision-maker for the group

### ADVISORS CAN BE:

**Teachers/Coaches:** Advisors teach techniques of good leadership and followership. They can work with the organization and individuals to develop effective group behavior and leadership.

**Consultants:** Advisors can assess the effectiveness of the organization, both as a supportive environment for members and as a structure to facilitate the accomplishment of group goals.

**Providers of Continuity:** Advisors can provide valuable insight into past activities of the group, help with transitions, and make sure groups don't have to "reinvent the wheel" from year to year.

**Link for RSO's:** An advisor often serves as the bridge between the University administration and the student organization. The advisor can represent student needs and interests to University officials, and can interpret policies, share information regarding University decisions and actions to the organization.

**Navigator:** An advisor is helpful for navigating through the procedures, offices, policies and personnel that organizations need to work with to accomplish goals.

**Observer:** Advisors can sit back and observe group process—why things are working or what can be done to improve group operations. Because they are not involved in the running of meetings, or the day-to-day operations, they can see the interactions and relationships more objectively.

**Resource:** An advisor will either have the information needed, or he/she will be able to refer the group to the appropriate office or persons to help.

**Financial Advisor/Supervisor:** An advisor will ensure the group manages the budget responsibly and within the guidelines for use of state funds.

### **EFFECTIVELY INVOLVING AN ADVISOR**

- Set up a meeting at the beginning of the year to discuss expectations
- Have regular meetings with your advisor
- Discuss all financial matters with your advisor before acting
- Give your advisor copies of letters, memos, goals, etc.
- Make sure your advisor knows about upcoming meetings, events, activities, and issues
- Use your advisor's expertise and knowledge so you don't reinvent the wheel
- Use your advisor as a sounding board before presenting ideas to the whole committee
- Ask for regular feedback about your performance and the committee's performance
- Share program evaluations with your advisor

### **UNIVERSITY EXPECTATIONS OF ADVISORS**

- The advisor will uphold the best interests of the University and organization.
- The advisor will work with the organization to ensure the organization takes reasonable precaution in its activities in order that policies and laws not be violated, and the welfare of individuals are not endangered.
- Participation in the organization to the fullest extent without actually making decisions or setting policies for the organization.
- The advisor is expected to be present during activities of the student organization and act as a resource for the students and to act in the event of an incident.
- Please do not accept the position of advisor or continue to serve as an advisor if you are not prepared to fulfill the expectations of such.
- Assume the role of advisor as a volunteer, but uphold the best interests of the University and organization.
- Currently and continually employed faculty, staff, or graduate assistants of Washington State University are eligible to advise
- The advisor will have a fiduciary responsibility to oversee the management of club funds.

### **HELPFUL HINTS FOR ADVISORS**

#### **Quality over Quantity!**

Ask yourself if you are engaging in meaningful interactions with the students in the organization as opposed to just being around a lot. It is very important to have a presence, but it is more valuable to have a meaningful presence.

#### **Motivation is Key!**

Sometimes students will burn out and lack the motivation to continue to work for the organization's success. As an advisor, you can help to determine what will motivate the students (recognition, achievement, value, approval, etc.).

#### **Don't Over-Commit!**

It is okay if you cannot attend every meeting and program! Once you set clearly defined expectations with the organization, adhere to them. This organization is for the students. You are there to advise their decisions and to assist them in their processes.

## **ADVISOR RESIGNATION**

There may come a time when you, the organization, or both parties determine that another advisor would better serve the organization. There may be several factors considered in this decision. However, whatever the reason, once this decision has been made, it is important to have a discussion with the leadership of the organization. You may even be able to assist them with the process of finding a new advisor. You should notify the Office of Student Involvement so that we may update our records. As all organizations are required to have a full time WSU faculty, staff, or graduate assistant as an advisor, efforts should be made to find a new advisor before you vacate your position.

## **Thank You!**

Washington State University Vancouver would like to extend gratitude to you for serving in such a worthy capacity. Advisors are an integral part of the development of student organizations and student leaders. We count on you, as the students that you advise count on you. Thank you for the wonderful job that you do!

## PHONE NUMBER APPENDIX

ASWSUV Office aswsuv@vancouver.wsu.edu	546-9520
Office of Marketing and Communications	546-9599
Events Coordinator (scheduler) schedule@vancouver.wsu.edu	546-9588
Kris Reding, Environmental Health and Safety reding@vancouver.wsu.edu	546-9706
Lynn Valenter, Vice Chancellor of Finance and Operations f&o@vancouver.wsu.edu	546-9598
Arlene Lopes, Office of Student Involvement Assistant lopes@vancouver.wsu.edu	546-9527
Public Safety wsuvcops@vancouver.wsu.edu	546-9001
Wayne Brown, Recreation Assistant cougrec@vancouver.wsu.edu	546-9532
Nancy Youlden, Vice Chancellor Student Affairs youlden@vancouver.wsu.edu	546-9571
Robert Cox, Student Involvement Coordinator coxr@vancouver.wsu.edu	546-9530
Ruth Brown, University Cashier brownru@vancouver.wsu.edu	546-9593
Vancouver Information Technology (VIT) Office wsuvhelp@vancouver.wsu.edu	546-9770

# CURRENT RSO'S

## Active RSO'S

### **American Red Cross Club of WSU Vancouver**

Purpose: Through participatory volunteerism to the college and community at large, our membership will support and promote collegiate and community awareness to it's citizenship.

*Advisor:* Dana Baker, 360-546-9125, VMMC 202N

### **Anthropology Club**

Purpose: To promote the relevance of Anthropology and provide a platform for the exchange of anthropological information.

*Advisor:* Barry Hewlett, 360-546-9449, VMMC 202R

### **ASME (American Society of Mechanical Engineers)**

Purpose: To promote an opportunity for students to begin their professional careers by joining a professional engineering society; to inform students of recent developments in the field of mechanical engineering; to promote interaction with other engineering students and engineers.

*Advisor:* Linda Chen, 360-546-9117, VELS 130K

### **College Republicans Club**

Purpose: To learn about the principles of the Republican party and to provide information to the campus community regarding republican issues.

*Advisor:* Carolyn Long, 360-546-9737, VMMC 102A

### **Digital Technology Club**

Purpose: Provides professional and academic support opportunities for WSU Vancouver Digital Technology and Culture majors.

*Advisor:* Vacant

### **Golf Club**

Purpose: To promote the wonderful and fulfilling game of golf throughout campus.

*Advisor:* Clay Mosher, 360-546-9439, VMMC 202B

### **Honor's Club**

Purpose: To enrich and expand the WSU learning experience by providing more intellectual activities between students and faculty.

*Advisor:* Candice Goucher, 360-546-9469, VSSB 232

### **HR Society (SHRM)**

Purpose: To keep abreast of human resource developments, promote networking with the human resources industry as well as WSU Vancouver student body, prepare for future careers, have high caliber social interactions and foster membership in society.

*Advisor:* Tahira Probst, 360-546-9746, VCLS 208K

### **Northwest Collegiate Ministries**

Purpose: Encourage students in their spiritual and intellectual growth by providing fellowship and mutual support, training and leadership development and an environment for all interested students to inquire about Christianity and its world view.

*Advisor:* Wendy Johnson, 360-546-9648, VMMC 102R

### **Kappa Omicron Nu**

Purpose: This national honorary society for undergraduate and graduate students in the Human

Sciences empowers leaders through scholarship, research and leadership development.

*Advisor:* Jackie McReynolds, 360-546-9740, VEHD 203

### **Latter-Day Saint Student Association**

Purpose: To enhance the atmosphere for LDS and other interested students at WSU Vancouver.

*Advisor:* Dan Bodell, 360-546-9471, AN 102

### **Law Club**

Purpose: An informal group of students who have an interest in the law and the legal system. The club promotes interactions among students and faculty members who share an interest in the law.

*Advisor:* Caroyln Long, 360-546-9737, VMMC 102A

### **Marksmanship Club**

Purpose: The Marksmanship Club purpose is to teach personal responsibility of gun ownership and understanding of local, state, and federal laws relating to firearm use. Recreational and competitive shooting are future goals of the club.

*Advisor:* Laurie Drapela, 360-546-9485

### **Martial Arts Club**

Purpose: Provide a venue for teaching, learning, and practicing quality martial arts by offering weekly labs as well as hosting larger events.

*Advisor:* Jeannette Hurt, 360-546-9001, Public Safety

### **M.E.Ch.A. (Movimiento Estudiantil Chicana/o De Aztlan)**

Purpose: Provide academic and personal support to students in the organization; enhance community's awareness of the Latina/o culture and current political, social, economical, and philosophical issues through education and cultural and social programming; promote higher education through recruitment efforts.

*Advisor:* Mike Reyes, 360-546-9162, VSSB 214

### **Minorities Reconstructing Culture**

Purpose: Re-evaluate and reconstruct conventional assumptions relating to the cultures of under-represented students at WSU Vancouver and the individuals who represent them by working together towards the elimination of social dominance, inequality, and injustice on our campus and in our community.

*Advisor:* Sarah Chivers, schivers@mail.wsu.edu, VMMC 207

### **NSTA Student Chapter (National Science Teachers Association)**

Purpose: promote the mission of the NSTA and provide teachers of science with the support resources available from the NSTA. Provide additional professional development in science education and promote peer relationships at the university and across the country.

*Advisor:* Tamara Homlund Nelson, 360-546-9663, VLIB 210K

### **Nurse Club**

Purpose: To advance the practice of nursing. Membership may include any student enrolled in a WSU nursing course or an alumni of the WSU nursing program.

*Advisor:* Janet Spuck, 360-546-9623, VCLS 208L

### **Psi Chi**

Purpose: A national honor society that promotes scholarship & fellowship among psychology students. Provides a broader understanding of psychology and promotes career development through sponsoring speakers, events, and meetings to discuss issues related to psychology.

*Advisor:* Kathy Becker-Bleas, 360-546-9145, VCLS 208U

### **Social and Environmental Justice Club**

Purpose: Provide environmental awareness & commitment through individual oral group projects focusing on local & regional levels.

*Advisor:* Mark Stephan, 360-546-9467, VMMC 202U

### **Society of Manufacturing Engineers**

Purpose: Promote the manufacturing engineering profession among WSU Vancouver students, provides a database for scholarships, & reduced membership fees for eligible students.

*Advisor:* Dave Kim, 360-546-9081, VELS 130J

### **Student Business Organization**

Purpose: Sponsor annual "Meet the Firms" night and annual holiday "Giving Tree". Actively supports the professional development of accounting and business students at WSU Vancouver.

*Advisor:* Erin Madarang, 360-546-9750, VCLS 308

### **Women's Resource Center**

Purpose: The Women's Resource Center at Washington State University is committed to providing community support for women's success in education. We seek to empower women and encourage active participation at all levels of the university community.

*Advisor:* Suzanne Smith, 360-546-9714, VEHD229

## **Inactive RSO'S**

### **Association of Supervision and Curriculum Development**

Purpose: To introduce pre-service teachers to the professional development and resources of ASCD.

*Advisor:* Kay Stern, 360-546-9678, VLIB 210C

### **Biology Club**

Purpose: To promote the biological sciences in all their forms and provide an extracurricular resource to further the educational and career goals of biology club members.

*Advisor:* Steve Sylvester, 360-546-9724, VELS 230Q

### **College Democrats**

Purpose: To make known and promote the principles of the Democratic committee among members of WSU Vancouver campus and community. Aid in the election of all levels of democratic office.

*Advisor:* Mark Stephan, 360-546-9467, VMMC 202U

### **Computer Science Club**

Purpose: Serve as a resource to computer science students to provide appreciation of the field of computer science.

*Contact:* Roger Ray, 360-546-9508, VELS 130F

### **English Club**

Purpose: Expose the campus to literature by promoting writing activities which include literature readings, publications, and a writers support group. Brings writers to campus.

*Advisor:* Desiree Hellegers, 360-546-9643, VMMC 202V

### **Golden Key Honorary Society**

Purpose: Golden Key is a national honorary society that recognizes scholastic achievement among students from all academic fields.

*Contact:* Jean Lang, 360-546-9566, VSSB 207

### **History Club**

Purpose: Discusses historical events, brings historical issues/understanding before the larger WSUV community.

*Advisor:* Jackie Peterson, 360-546-9644, VMMC 102M

### **Human Development Club**

Purpose: Provide opportunities for students in the human development program to be involved in and contribute to the community and WSU Vancouver.

*Advisor:* Suzanne Smith, 360-546-9714, VEHD 229

### **Model United Nations**

Purpose: To involve interested students in the preparation of and the participation in local, regional, and national Model United Nations conference.

*Advisor:* Paul Thiers, 360-546-9466, VMMC 102S

### **Psychology Club**

Purpose: To provide a broader understanding of psychology and to promote career development by hosting speakers, organizing on-campus and off-campus events, participating in community service events, and conducting regular meetings.

*Advisor:* Vacant

### **Public Affairs Club**

Purpose: The WSU Vancouver Public Affairs Club encourages all students sharing an interest in public affairs. Our goals are to broaden our understanding of public affairs at the local, state, and national level, to promote sound practices in government, public, private and non-profit sectors, and to become better citizens through active participation in our communities.

*Advisor:* Mark Stephan, 360-546-9467, VMMC 202U

### **Queer Cougars**

Purpose: Promote the welfare of gay, lesbian, bisexual and transgendered students, faculty and staff at WSU Vancouver. The club's goal is to provide information through education, support, counseling and referral, and to engage public awareness by creating a supportive social environment.

*Advisor:* Randy Kleinhesselink, 360-546-9723, VCLS 208U

### **Students for Choice**

Purpose: To educate students about issues relating to a woman's right to make personal decisions regarding the full range of reproductive choices, as well as explaining issues regarding sexual education and birth control.

*Advisor:* Vacant

### **Today's Music Club**

Purpose: To promote music participation, appreciation, and involvement in the WSU Vancouver community.

*Advisors:* Bill Kelly, 360-546-9702, FA110A

### **Washington Education Association Student Chapter**

Purpose: To support and encourage education students to pursue professional development through social action.

*Advisor:* Susan Finley, 360-546-9649, VEHD 217



## Get **involved!**

- Guest Speakers
  - Fundraisers
  - Career Fair
  - Golf Tournament
  - Dodgeball Tournament
- And more!**

WASHINGTON STATE UNIVERSITY  
 VANCOUVER

Office of Student Involvement  
14204 NE Salmon Creek Avenue  
Vancouver, WA 98686-9600  
360-546-9527  
[www.vancouver.wsu.edu](http://www.vancouver.wsu.edu)