

2025-2026

Western University of Health Sciences

STUDENT LEADER HANDBOOK

Essential Information for Club & SGA Leaders

UNIVERSITY STUDENT AFFAIRS (USA)

POMONA, CALIFORNIA

Student Services Center, Room 101

Open: Monday-Friday 8:00am-5:00pm - Closed 1:00pm-2:00pm for lunch
studentaffairs@westernu.edu | 909-469-5340

LEBANON, OREGON

Student Affairs Office, Room 246

Open: Monday-Friday 8:00am-5:00pm - Closed 1:00pm-2:00pm for lunch
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INTRODUCTION

UNIVERSITY MISSION

To produce, in a humanistic tradition, health care professionals and biomedical knowledge that will enhance and extend the quality of life in our communities.

STUDENT LEADER RESPONSIBILITIES & EXPECTATIONS

As a student leader, you play a vital role in shaping the culture, spirit, and success of our campus community. Your position comes with both opportunity and responsibility—an invitation to lead with integrity, foster inclusion, and inspire others through action and example. This handbook is designed to support you in that journey, providing the tools, policies, and expectations necessary to help you lead effectively and responsibly. Student organizations and student leaders may be subject to the University code of conduct if found in violation processes outlined in this handbook. Whether you're organizing events, mentoring peers, or representing student voices, your leadership matters—and we're here to help you make it count.

USA RESPONSIBILITIES & EXPECTATIONS

Welcome Letter

Dear Student Leader,

On behalf of University Student Affairs (USA), I would like to recognize the importance of your work and the student-led activities in which you are involved as they provide a multitude of opportunities for Western University of Health Sciences (WesternU) students. As a future leader in your respective field, your energy, enthusiasm, and creativity will help to enrich the lives of students, staff, faculty, administration and our community. USA is here to advise our student leaders, support cocurricular events, and advocate on behalf of the WesternU student body.

Please review the handbook thoroughly and if you have any questions, please feel free to contact University Student Affairs at studentaffairs@westernu.edu or University Student Affairs Oregon at studentaffairsor@westernu.edu and we'll be happy to assist you!

We look forward to working with you!

Sincerely,



Christy Ho, MS
Assistant Vice President, University Student Affairs
hoc@westernu.edu ♦ 909-469-5616



Mirabelle Fernandes Paul, EdD
Vice President, University Student Affairs-Oregon
mfernandespaul@westernu.edu ♦ 541-259-0220

GOVERNING DOCUMENTS

Key documents to bookmark

- [SGA Bylaws](#)
- [SGA Constitution](#)
- [WesternU Club Bylaws](#)
- [University and College Catalogs](#)
- [University Policy](#)

NOTABLE CHANGES FOR THIS TERM

All changes are announced via e-mail to the current board

TAX ID NUMBER:

Student Organizations and SGA cannot use the University's Tax ID number for donation purposes. The only exception is if the donor gives directly to the University via Advancement; however, Clubs and SGA are not allowed to use these funds if donated through this way.

BOARD REQUIREMENTS:

Effective January 2026, clubs are required to have a full board (President, Vice President, Secretary, and Treasurer) rather than just a President and Treasurer. This structure ensures that responsibilities are shared more evenly, creates additional leadership opportunities for students, and supports the long-term stability of organizations. With the large volume of clubs on campus, having a full board allows for better event planning, communication, and financial management, while also fostering collaboration and reducing the risk of burnout. Ultimately, this change is designed to strengthen club operations, encourage student engagement, and promote the longevity of our organizations.

SECTION 1:

FOUNDATIONS OF STUDENT LEADERSHIP

STUDENT LEARNING OUTCOMES

University Student Affairs aims to empower WesternU students by providing leadership opportunities and experiences that extend beyond the classroom. Students involved in WesternU clubs should seek to gain professional values by striving to meet the student club and organization learning outcomes:

- I. *Communicate clearly and effectively with individuals from diverse backgrounds.*
- II. *Demonstrate compassion, respect, and value of diversity while serving patients, clients, and their families.*
- III. *Collaborate effectively with peer and interdisciplinary teams to provide service to the community*
- IV. *Develop leadership skills through collaborative goal-setting and project management*

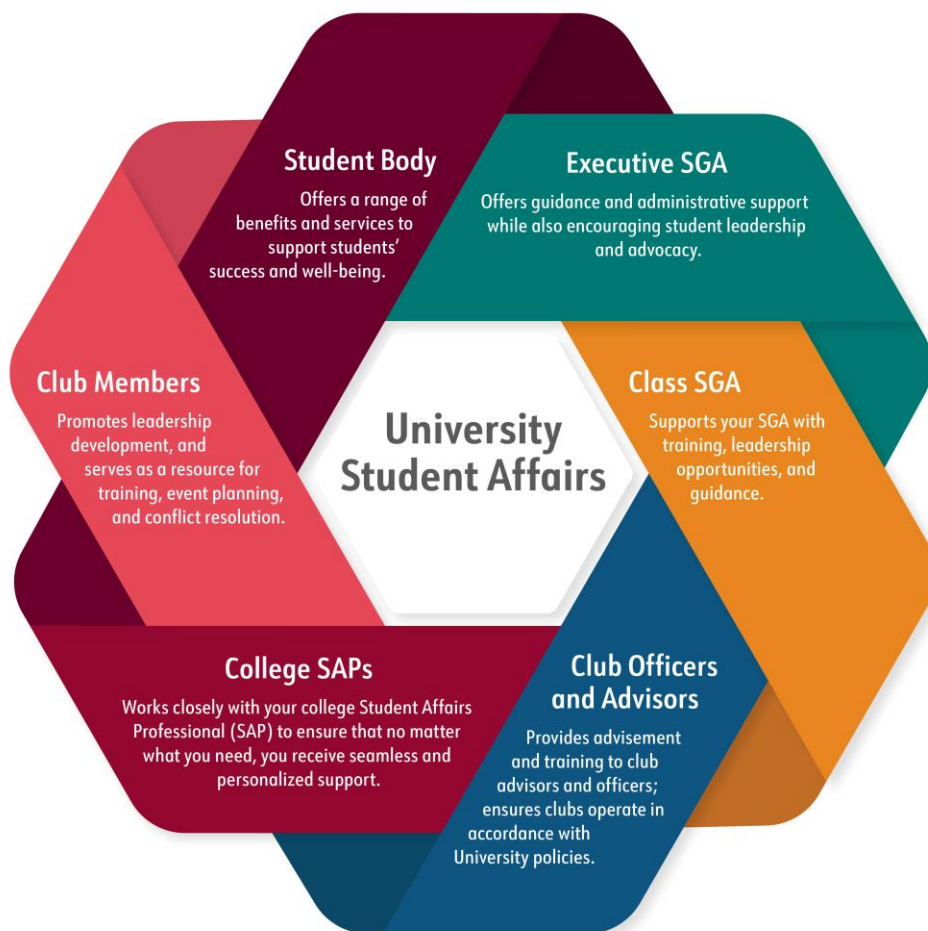


GOOD ACADEMIC STANDING

All Student Government Association (SGA) elected officers must be in “good academic standing” per their college. Additionally, colleges may require students holding club officer positions to also be in “good academic standing” during their term. This requirement is to ensure our students can focus on their academics. You can view the University Catalog and College catalogs at the [University Catalog site](#).

FLOW OF INFORMATION AND LEADERSHIP ADVISEMENT

The diagram below helps illustrate the flow of information and advisement from the Office of University Student Affairs (USA) to student leaders on campus. USA provides advisement and training to faculty club advisors, club officers and the Student Government Association (SGA) which includes the SGA executive board.



SECTION 2:

KEY CONTACTS AND INSTITUTIONAL SUPPORT

UNIVERSITY STUDENT AFFAIRS (USA)—POMONA, CALIFORNIA

Contact us at studentaffairs@westernu.edu or 909-469-5340

- Tim Wood, DHSc, PA-C, Acting Vice President, University Student Affairs.
- Alana Nuno, MS | Executive Assistant nunoa@westernu.edu
- Christy Ho, MS | Assistant Vice President for USA hoc@westernu.edu
 - Event Planning & Health Screening Approval
- Jessica Beckman, BS | Director for USA jbeckman@westernu.edu
 - Website, Club/Class E-mail Permissions, Monday Mail
- Sharen Moniqca, BA | USA Coordinator smoniqca@westernu.edu
 - Student Reimbursements & Housing
- Melody Ramos, BA | USA Coordinator mramos@westernu.edu
 - Room Reservations & Fitness Reimbursements

UNIVERSITY STUDENT AFFAIRS—OREGON

- Mirabelle Fernandes Paul, EdD | Vice President, University Student Affairs-Oregon
mfernandespaul@westernu.edu | 541-259-0220

COLLEGES AND STUDENT AFFAIRS PROFESSIONALS

Est.	Name	Acronym	College Student Affairs Professional
1977	College of Osteopathic Medicine of the Pacific Doctor of Osteopathic Medicine (DO)	COMP	Dr. Michelle Park michellepark@westernu.edu David Benton bentond@westernu.edu
1986	College of Health Sciences Doctor of Physical Therapy (DPT) Master of Physician Assistant Studies (MSPA) Master of Science in Medical Sciences (MSMS)	CHS	Karen Hutton-Lopez klopez@westernu.edu
1996	College of Pharmacy Doctor of Pharmacy (PharmD) PharmD International Pathway Program (PIP) Biotechnology and Pharmaceutical Sciences (PhD) Master of Science in Biotechnology and Pharmaceutical Sciences (MSBPS)	COP	Mark Iannuzzo miannuzzo@westernu.edu
1998	College of Graduate Nursing All nursing programs	CGN	Mitzi McKay mmckay@westernu.edu
1998	College of Veterinary Medicine Doctor of Veterinary Medicine (DVM)	CVM	Kimberly Jones jonesk@westernu.edu
2008	College of Dental Medicine Doctor of Dental Medicine (DMD) Doctor of Dental Medicine – International (DMD-IDP)	CDM	Sean Rowan srowan@westernu.edu

2008	College of Optometry Doctor of Optometry (OD)	CO	Andrea Quezada quezadaa@westernu.edu
2008	College of Podiatric Medicine Doctor of Podiatric Medicine (DPM)	CPM	Cecilia Mercado mercadoc@westernu.edu
2011	College of Osteopathic Medicine of the Pacific-Northwest Doctor of Osteopathic Medicine (DO)	COMP-Northwest	Marcus Alderman malderman@westernu.edu
2021	College of Health Sciences-Northwest Doctor of Physical Therapy – Oregon (DPT)	CHS-Northwest	Shauna Lieu slieu@westernu.edu

EXECUTIVE SGA OFFICERS

The [Executive SGA](#) works with the Board of Trustees, University administration, faculty and staff, the Student Senate and other student organizations to bring about changes that will benefit the student body. Their term of office is April 1 to March 31st annually with elections occurring each February.

CONTACT INFORMATION:

Pomona, California

President—sga-president@westernu.edu
 Vice President—sga-vicepresident@westernu.edu
 Secretary—sgasecretary@westernu.edu
 Treasurer—sga-treasurer@westernu.edu
 Club Coordinator—sga-clubcoordinator@westernu.edu

Lebanon, Oregon

President—SGA-VicePresidentNorthwest@westernu.edu
 Vice President—sga-clubcoordinatornorthwest@westernu.edu

SECTION 3:

UNDERSTANDING YOUR ROLE AS A STUDENT LEADER

Whether you are an Executive SGA Officer, a Class Officer or a Club Leader, you serve as representatives of your peers and the University, and with that comes a responsibility to uphold the values and expectations of our campus community. It is essential that you understand the scope of your role, follow all University policies, and model integrity in your leadership. Whether you are planning events, managing budgets, or engaging with fellow students, your actions should reflect respect, humanism, and accountability. If questions or challenges arise, please seek guidance from your club advisor, your college student affairs professional and/or University Student Affairs—we are here to support you and help you succeed. By staying informed, asking for help when needed, and following established procedures, you contribute to a positive and sustainable student experience for everyone.

EXECUTIVE—STUDENT GOVERNMENT ASSOCIATION (SGA) OFFICERS

The Student Government Association (SGA) is the representative governing body of the students at Western University of Health Sciences and consists of elected representatives. The Executive SGA works with the Board of Trustees, administration, faculty and staff, and other student organizations to bring about changes that will benefit the student body.

On-campus executive officer positions are President*, Vice President (Pomona)*, Vice President (Lebanon)*, Secretary, Treasurer, Club Coordinator (Pomona) and Club Coordinator (Lebanon).

**Only current senators may apply to the President and Vice President positions.*

EXECUTIVE SGA—ELECTIONS

Per the [Student Body Bylaws](#), elections for Executive Officer positions are held no later than the last week of February each year. Candidates for the offices of President-elect and Vice President-elect (Pomona and Lebanon) must have prior experience serving on the Student Senate. Detailed position descriptions are available within the [Executive Officer Application](#). Term of Office is April 1 -March 31 annually. Elections are held in February. [Learn more about Executive SGA...](#)

CLASS—STUDENT GOVERNMENT ASSOCIATION OFFICERS (SENATORS)

The Student Senate consists of elected class officers from all colleges. Each on-campus class SGA board consists of the following positions (including but not limited to): President, Vice-President, Treasurer, Secretary, Alumni Representative and Library/Technology Representative. Off-campus class officer positions are Class Representatives. Available positions vary by class year, and descriptions of each role can be found in the [Class Officer Application](#).

CLASS SGA—ELECTIONS

Elections are held twice annually—in the fall and spring—and term dates are based on your specific program and expected graduation year. All election details and timelines are communicated to students via email.

CLUB LEADERS

[Clubs: Searchable Listing of all Student Led Clubs \(westernu.edu\)](#)

At WesternU, the 170+ student clubs play an essential role in enriching the academic experience and supporting students' personal, professional, and interprofessional growth. These organizations offer meaningful opportunities to:

- **Strengthen communication skills**, enabling effective interaction with individuals from diverse backgrounds.
- **Promote cultural competence and compassion**, encouraging respect for diversity and empathy in service to others.
- **Foster collaboration**, through interdisciplinary teamwork and community engagement.
- **Develop leadership abilities**, via experience in goal setting, project coordination, and organizational involvement.

Participation in student clubs is a privilege. To engage in club activities, students must be in good standing academically and must also meet the University's standards for conduct and professionalism.



Students who are not in good standing in any of these areas may be restricted from participating in clubs and their events until the issue is resolved. Clubs that do not adhere to the Policies and Procedures may be subject to disciplinary action, probation (including limited permissions regarding frequency and type of club activities), as well as dissolution of the club based upon the type and severity of infraction.

Student clubs are an important extension of the classroom, preparing students to be well-rounded, service-oriented professionals and leaders in their fields.

TYPES OF CLUBS:

Program-Specific Clubs are affiliated with a particular academic college or program within the University and are designed to enhance the educational and professional development of students within that discipline. In addition to review and approval from USA and the Student Organization Committee (SOC), all proposals for new Program-Specific Clubs are reviewed and approved or denied by the Dean of the respective college based on the club's alignment with academic goals, potential educational benefits, and associated risks. There must be a Club Advisor that actively participates in the club's activities and has expertise in the area of interest.

Interest & Service Clubs provide students with opportunities to explore shared passions, hobbies, and service initiatives that extend beyond academic programs. These clubs are open to students from all colleges within the University. Approval of new clubs in this category is managed by University Student Affairs and the SOC. USA evaluates proposals based on perceived benefits, risk assessments, and potential redundancy in focus or membership demographics and presents findings to the SOC. There must be a Club Advisor that actively participates in the club's activities.

Cultural & Identity Clubs foster a welcoming and inclusive environment that supports cultural exploration, personal identity, and community building. These clubs are open to students across all colleges and promote engagement through educational, social, and advocacy-based activities. Club proposals are subject to review and approval by USA and the SOC. Decisions are based on the club's benefits, risk profile, and the uniqueness of its mission within the existing campus community. There must be a Club Advisor that actively participates in the club's activities.

CLUB OFFICER ELECTIONS

Hold elections by January 15th

Club Presidents will serve 13 months—from February 1st through February 28th annually. All other officers will serve a 12-month term from February 1st through January 31st. Outgoing Club Presidents will overlap with incoming Club Presidents for the month of February during which time the new Presidents will be mentored and trained by the outgoing. The outgoing President is responsible for holding club elections by January 15th and reporting the results of those elections on the annual report; consult your national by-laws if applicable.

If your outgoing Club President will not be on campus during the month of February you must arrange to elect officers and provide a one-month overlap in December or January (primarily PharmD & DPT leaders).

NATIONAL BY-LAWS/ALTERNATE TRANSITION DATE

Even if your club needs to formally transition later according to your national bylaws, you must complete all parts of the annual report except for the “*Officer Transition Document*” and provide USA with a copy of your bylaws indicating your alternate date. If your elections are grade-dependent then submit ALL paperwork by the deadline and enter your own name in lieu of the incoming President/Treasurer. If this is the case for your club, contact studentaffairs@westernu.edu to discuss the situation before the deadline to be granted an exception to the election’s deadline. In either case, provide University Student Affairs with a copy of your by-laws.

SECTION 4:

COMMUNICATION TOOLS AND ONLINE RESOURCES

ONLINE RESOURCES

All student leader documents are on the USA [Forms Page](#)

Student leaders are strongly encouraged to bookmark the [University Student Affairs Forms Page](#). This page has all the resources you need to lead your club or class, and we encourage you to bookmark the page for future use.

ACCESSING CLUB/CLASS E-MAIL ACCOUNTS

Club e-mail accounts are accessible to the board (President, VP, Secretary and Treasurer only) indicated on the annual report provided by the previous year’s president, and class e-mail accounts are accessible to all officers. These accounts are to be used only for official WesternU business and are subject to [WesternU’s e-mail spam policy](#). Below are some highlights from this policy and instructions on accessing your account.

HOW TO ACCESS YOUR ACCOUNT

- Visit <https://go.westernu.edu> and sign in with your WesternU email and password.
- Open the Outlook app
- Click your name near the upper-right of the browser and select Open Another Mailbox
- Type the EXACT name of the shared mailbox account into the field and select Open.

CONSEQUENCES

Only program-specific emails pertaining to WesternU events or curriculum can be sent from your club/class account. Emails related to rooms for rent, roommates needed, books for sale, and all other personal requests or non-approved international travel may not be sent from this account. The [housing website](#) is intended for housing needs. **A maximum of two e-mails can be sent to distribution lists per event.** We hope that every club and class will continue to have access to their account, but if you do not follow the above rules, your access to the account will be revoked. Here’s how it works:



- First Violation: The individual will be warned, and other club/class officers/advisors cc'd on the warning.
- Second Violation: Individual's rights to access the club/class email account will be terminated for the remainder of their term.

SECTION 5:

EVENT PLANNING AND STUDENT INITIATIVES

STUDENT-LED EVENT APPROVAL

Students interested in hosting, organizing, or leading an event on-campus must host the activity under the umbrella of a recognized student organization (club or SGA). All organized student-led events must follow a process which may require multi-level approval including but not limited to USA, the Club Advisor, and other College/University Departments. The approval process ensures that invited speakers /guests and proposed event activities contribute to the growth of evidence-based, humanistic knowledge and perspectives at WesternU and comply with University policies.

- If you are a **Class Officer in Pomona**, contact your student affairs professional to plan your event and reserve space on campus.
- If you are a **Club President or Class Officer in Lebanon**, submit the electronic Event Reservation Form to reserve a room.

GUESTS ON CAMPUS

Before inviting your guest/speaker or planning the logistics of the activity, the student organization must discuss and gain approval from their club advisor. USA will be notified of the activity by the Event Reservation Form and may consult college and campus partners as appropriate.

- (Pomona) [Event Reservation Form \(Clubs\)](#)
- (Lebanon) [Event Reservation \(Clubs & SGA\)](#)

Approval to host an event, activity, or guest speaker does not suggest endorsement of their ideas and opinions by the University. The proposed invitation may also be denied by USA leadership if their presence or participation is deemed to:

- Disrupt normal University operations
- Create a potential risk to the wellbeing or safety of the University community or property
- Breach federal, state, or local laws
- Breach University policies

Any event, activity, or guest speaker that is found to violate this process or attempt to gain access to WesternU property without proper approval may be removed and the club may be subject to the [Club/SGA Disciplinary Procedures](#).

GUEST WAIVERS

All guests invited to campus, including parents or legal guardians of minors, may be required to complete a General Release Waiver. As part of the approval process, all guest speakers, whether presenting in person or on zoom, must sign Speaker Waiver form that is automatically generated from the Event Reservation Form.

GUEST COMPENSATION

Independent Contractor Policy

If your non-WesternU guest is a company representative or an individual and they **ARE** receiving any form of financial compensation or tangible benefit (e.g., gift cards, cash, cash equivalents), you will need to schedule a meeting with **USA or USA in Oregon** to describe services and financial compensation. USA will then assist you with the necessary contract or limited engagement agreement requirements. Following this meeting, your guest will need to review and sign an agreement and provide a W-9. Compensation includes reimbursement for travel expenses, speaker fee, gift card, etc. Compensation does not include a physical gift (i.e., a token of appreciation).

TOKEN OF APPRECIATION FOR GUESTS

A gift card is considered compensation by the IRS.

Often student organizations purchase a small gift as a token of appreciation for their speaker. All gift ideas need to be reviewed and approved by the Office of Risk Management and this process is built into the Event Reservation Form. Below are the steps in the process:

1. Let us know if you are purchasing a token of appreciation for your guest speaker.
2. Risk Management will receive an e-mail upon submit.
3. Risk Management will respond to the e-mail with their approval/comments.
4. Attach approval e-mail to your reimbursement request.

Please note, a **gift card** is considered financial **compensation** by the IRS and cannot be given as a token of appreciation. If you plan to give your guest speaker a gift card, you must follow the Independent Contractor process. For details on the Independent Contractor policy, you can reach out to University Student Affairs.

GUEST PARKING

Pomona, California

Parking requests for your guests/speakers can be added to the Event Reservation form or email studentaffairs@westernu.edu. All visitors to the Pomona Campus need to stop by the University Services Center (USC) building (see [map](#)) and sign-in. We recommend that you meet them at USC and walk them over to your event location. It is rare, but occasionally all visitor parking spots are full, and your guest would be asked to purchase a city parking pass. If you purchase a parking ticket for them, submit a reimbursement request to USA to be processed through your club account.

Lebanon, Oregon

Visitors to the Lebanon Campus must park in a designated visitor spot and check in with Security upon arrival.



ALCOHOL ON CAMPUS

Alcohol may not be purchased using club/class funds.

You must complete a [Request to Serve Alcoholic Beverages on Campus Form](#) and meet with USA or USA-Oregon prior to an event where alcohol is served. Alcohol (beer and wine) may ONLY be served at WesternU events from 5PM-9PM, and **alcohol may not be purchased using club/class funds nor can it be sold at club/class events.**

EVENTS REQUIRING CONTRACTS

Never sign a contract!

Students, faculty, and staff should NEVER sign contracts, as there is a process in place for University Legal to review and approve. This review process may take a minimum of two weeks.

If a vendor (business/corporation) requires a contract, the student organizer must submit all documents to USA or USA-Oregon at least **one month prior** to the event. USA will then submit your contract to University Legal for review and signature by a designated signatory. If the contract requires edits, that will delay the process, so be sure to submit the contract as soon as possible!

FOOD HANDLING PERMIT

All student leaders are required to follow safe food handling practices on campus, [view policy](#). If your club or SGA class would like to serve or sell food (including free food), you must apply for a food permit.

Club Leaders and SGA Officers in Oregon: If you submit a room/space request via the event reservation form, you can include food information. Your room/space confirmation is considered your food permit.

SGA Officers (California Only): If you are an SGA leader, or you are a club leader and forget to include food info on the form, you can request a [food permit online](#).

If your request is denied: Please email studentaffairs@westernu.edu for further instructions. Once you receive an approval email, please make sure to share this with your leadership team. Any security guard can approach your event and ask for proof of a food permit. You can show them your email on your phone or have a printed approval email.

There are consequences to serving/selling food on campus without a food permit. First offenders will receive a formal warning and if a repeat violation occurs, the club will not be permitted to sell/serve food for ninety (90) days. Any further violations of this policy may be subject to the [Club/SGA Disciplinary Procedures](#).

FOOD TRUCKS

Food Truck Reservations – yes, you must book this to avoid conflicting with other clubs.

- Select “Food Truck” on the [event reservation form](#).
- Send copy of food truck’s liability insurance to **USA or USA-Oregon** 1wk+ before the event.
- Do not sign a contract.
- Food trucks may be parked in one place in Pomona (Near HEC overhang) and in WesternU Oregon in the location approved by USA-Oregon.

All vendors must provide evidence of insurance prior to conducting business on campus. Certificate of Insurance must be sent to **USA or USA-Oregon** at least two weeks prior to the event. For SGA/Class events work directly with your College’s Student Affairs Professional for the reservation and COI.

- Certificate of Insurance must reference the following:
 - Certificate Holder must be Western University of Health Sciences.
 - Name Western University of Health Sciences as an additional insured on the insured parties’ commercial general liability policy.
 - Reference the purpose of the certificate (event name, date etc.).
 - Policy Term (effective and expiration date) must cover the event date
 - Show Minimum Insurance Requirements:
 - General Liability: Not less than \$1,000,000 occurrence/\$3,000,000 aggregate.
 - Business Automobile Liability: Not less than \$1,000,000 for bodily injury & property damage.
 - Worker’s Compensation: Statutory Limits Required.
 - Liquor Liability (if applicable): Not less than \$1,000,000 per occurrence.

DRIVES—FOOD, CLOTHING, GLASSES, ETC.

Please keep the following things in mind when planning a drive of any kind:

- In Pomona, we suggest placing boxes in the lobbies of the main buildings used by students and be sure to include the names of the buildings in your email announcing the drive ([see map](#)):
 - Pumerantz Learning Center (Library), Veterinary Medicine Center, Veterinary Clinical Center, Health Sciences Center, Health Professions Center, Health Education Center, and Rodney P. Wineberg Center.
- Check all bins daily for the first week to get a feel for how quickly they are each filling up. Then ensure that they do not overflow for the duration of the drive. We recommend hosting drives for 2-4 weeks only.
- Ensure boxes are visible, but do not block entryways, traffic, or the automatic door buttons in any way and are clearly labeled with the name of the drive and an email/phone number for people to contact with questions.
- Remove donation boxes at the end of the drive – unattended items left after the drive has ended will be thrown away.
- The University does not provide boxes.



RESERVING SPACE

All events **MUST** be reserved via the event reservation form

Are you coordinating an event? Your first step should be to complete the Event Reservation Form linked below. Should you have any questions or want support, **contact USA or USA-Oregon**. We can direct you to the appropriate resources and help ensure your event is successful.

Reserve space, apply for a food permit & receive speaker paperwork all in one form:

- (Pomona) [Event Reservation Form \(Clubs\)](#)
- (Lebanon) [Event Reservation \(Clubs & SGA\)](#)

Event Reservations—Key Reminders

- The event reservation form must be **submitted 10 days prior to your event—one exception is granted per academic year.**
 - A \$10 fee will be charged for any requests to book events after first exception.
 - For repeat offenders, the fee will be increased by \$10 a second time, and by \$20 a third time.
 - A fourth-time offense club will not be able to book any events for three months and a notification will go out to the College/Advisor.
- Think carefully about your event to identify ALL facilities, media and equipment needs (microphone, tables, ice buckets, etc.) and indicate those on your event reservation form. A \$10 fee may be charged for change requests.
- We will email you a confirmation as soon as your room is reserved so:
 - Do not send invitations until your room is confirmed (the space you requested may not be available).
 - Read all emails carefully as you will not always get your first or second choice room.
- We are unable to book rooms for the new academic year until mid-August. You may submit requests for the new academic year at the end of the previous academic year or during the summer, but we will be unable to process them until mid-August. For August room reservations, contact **USA or USA-Oregon** after submitting your event reservation form to make special arrangements.
- If your event is off-campus and the hosting site requests a Certificate of Liability, contact University Student Affairs (USA) with the details of the event and whether they need to be added as “additional insured” and we will submit the request to Risk Management on your behalf.
- Even if your event is Virtual, we must follow the process and complete the Event Reservation Form.
- If your club or organization is planning a demonstration on campus, please follow the University policy for hosting demonstrations on campus.

ACCESSIBLE EVENTS AND STUDENT ORGANIZATION RESPONSIBILITIES

All student organizations at WesternU must plan and host events that are accessible to students with disabilities. This ensures compliance with federal law — Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA) — and promotes inclusion so all students can participate fully in campus life.



LEGAL REQUIREMENTS (MUST-DO)

Student organizations are legally required to:

- Allow participation: Qualified students with disabilities may not be excluded or denied access to events or activities.
- Provide reasonable accommodations when requested: Examples include wheelchair access, sign language interpreters, or materials in accessible formats.
- Ensure effective communication: Event materials and essential information must be accessible when requested (e.g., screen-reader compatible documents, captions for videos).
- Notify participants: All event announcements must clearly include contact information for requesting accommodations. Include a simple statement such as:

“If you require a reasonable accommodation to participate in this event, please contact [Insert: Contact Name/Club Name] by [Insert Deadline] at [Phone/Email/TTY].”

BEST PRACTICES (RECOMMENDED)

To make events inclusive and reduce stress for attendees with disabilities, student organizations are encouraged to:

- Include the accessibility tagline on all flyers, emails, and social media posts.
- Provide a pre-event accessibility information sheet or webpage, including:
 - Accessible parking, drop-off points, and entrances
 - Restroom locations
 - Assistive listening devices or captioning options
 - Check-in locations for attendees needing assistance
 - Materials in accessible formats
- Select generally accessible venues whenever possible.
- Plan for accessibility needs in consultation with University Student Affairs.
- Respond promptly to accommodation requests and document actions taken.
- Include accessibility feedback in post-event surveys to improve future events.

ACCESSIBLE EVENT CHECKLIST

Item	Action	Legal Requirement or Best Practice
Venue	Confirm accessible entrance, drop-off, parking, and route	Best Practice
Restrooms	Accessible restrooms nearby	Best Practice
Signage	Clear signage for accessible routes	Best Practice

Assistive Technology	Captioning, assistive listening devices available	Best Practice
Materials	Handouts in large print, Braille, or accessible digital formats	Legal Requirement if requested
Accessibility Tagline	Included on flyers, emails, social media, event page	Legal Requirement
Accommodation Deadline	Ideally ≥2 weeks in advance	Best Practice
Contact Info	Name, email, phone/TTY of accommodation contact	Legal Requirement
Check-in	Clearly marked location for attendees needing assistance	Best Practice
Feedback	Post-event survey includes accessibility questions	Best Practice

KEY NOTES

Clubs are only legally obligated to provide accommodations when requested.

- Best practices are not legally required, but they help create an inclusive environment and reduce stress for attendees.

For more information or to coordinate requests for accommodations, club leaders should contact University Student Affairs (USA) at studentaffairs@westernu.edu.

ADVERTISING YOUR EVENT

MONDAY MAIL

Monday Mail submissions are due on Thursday the week prior!

If advertising campus-wide, you must submit your information to Monday Mail, our weekly student-led event notification. **You cannot send to campus-wide or multiple college distribution lists from your club/class e-mail; use Monday Mail instead.** Please do not ask faculty or staff to send emails to campus on your behalf. This is considered a violation of the University spam policy.

- If your event is ongoing (e.g., clothing drive) or in the future (e.g., conference but you need volunteers), you may submit to Monday Mail more than once.
- Your event will only be placed on the Monday Mail newsletter during the week you indicate as the “Event Date”, so if you are recruiting volunteers you may want to submit more than one entry or indicate “ongoing” on the form.
 - For example, submit an entry for your actual event date (e.g., March 1). Also enter a request for volunteers and use the “event date” of two weeks prior to your event (e.g., February 14)

PRINTED FLYERS

If you wish to advertise an upcoming event electronically or with posters around campus:

- They must be stamped by **USA or USA-Oregon** or they will be taken down.
- Include date, time, location of your event and contact email address.
- Flyers may be posted on bulletin boards in the Student Commons, Classrooms, and in **USA or USA-Oregon**. They may also be posted on the inside of classroom doors and in the plastic sleeves on the outside of classroom doors (where applicable).

- Flyers may not be posted on windows, glass doors, pillars, walls, handrails, restrooms, or outside of classroom doors where plastic sleeves are not available.

DIGITAL FLYERS

You may also advertise your event on the digital monitors around campus. Please upload your flyer via the Monday Mail form and indicate you want it posted to the digital monitors.

- Please note that your flyer must meet the specifications below or we won't be able to add it to the digital monitors.
 - Create a 1920px X 1080px (HORIZONTAL) flyer and save it as either a PNG or JPG.
 - If your flyer is animated, it must be saved as an MP4 file.
 - Save your file with the following naming structure: Club/Class Name - Short Event Description - date the flyer should be removed exp MM-DD-YY (e.g. ASDA Halloween Health Fair exp 10-15-2025)
 - If you are having trouble, you may send your flyer to studentaffairs@westernu.edu. Flyers that don't meet the specifications will not be posted.

SECTION 6:

HEALTH SCREENING AND PHYSICAL EXAM EVENTS

PRE-EVENT RESPONSIBILITIES

Secure your faculty/preceptor four weeks prior.

When preparing to coordinate a health screening or physical exam (human or non-human) event in which students will participate, the coordinator of the event will need to do two things a minimum of **four weeks prior to the event** to ensure that student participants are covered by WesternU's medical malpractice insurance. College organized health screening events with student participation must follow the same procedure.

- Contact your club advisor to determine whether he or she is licensed, credentialed and available to oversee the procedure(s) to be offered at the event, and if not, secure a faculty/preceptor who is.
- Complete the [Health Screening and Physical Exams Approval Form](#) and meet with **USA or USA-Oregon** for approximately 15 minutes. We will provide you with the necessary documentation and highlight your responsibilities to ensure you are prepared to tackle the event. To ensure availability, we recommend e-mailing studentaffairs@westernu.edu or studentaffairsor@westernu.edu.

If these steps are not completed, the insurance carrier will not consider the event as being sponsored by WesternU and thus student participants will not be covered by our medical malpractice insurance.

DAY OF EVENT/POST-EVENT RESPONSIBILITIES

Return all documents to USA within one week.

The student coordinator of the event will need to ensure that all required documentation for the event is completed and returned to **USA or OSA in Oregon** within one week of the event. **USA or OSA in Oregon** will provide you with digital copies of all required forms in your meeting. You are responsible for making your own copies for each event.

- **WesternU Student & Faculty/Preceptor List:** Have all student participants and your WesternU Health Professional(s) print and sign their name on the WesternU sign-in sheet as they arrive.
- **Participant/Client Waiver Forms:** Have all participants/clients sign a Participant/Client Waiver Form.
 - If working with children under 18, the parent/guardian must sign the child version of the waiver form instead of the participant.
 - If working with animals who don't have owners (e.g. shelter pets), speak to Christy or Jessica regarding the requirements.
- **Participant's Copy of Screening Results Form (optional):** Indicate the results of each participant's screening on the Screening Results Form. At the end of the consultation give the completed form to the participant for their records
- **If providing vaccines or sports physicals, additional steps and paperwork required.**

VOLUNTEERING

During your time as a WesternU student, there may be many opportunities for volunteering with different organizations and causes. These opportunities may be clinical or non-clinical and it is important to understand the distinction and potential risk.

CLINICAL VOLUNTEER ACTIVITIES

If you wish to take part in a health screening or physical exam event independent of a club, class, or the above process, then the practitioner or organization overseeing the event will be legally responsible for your volunteer service. If you choose to participate, you are doing so as an independent citizen and you will need to ask them to add you as an additional insured under their personal medical malpractice insurance as you will not be covered by WesternU's medical malpractice insurance. **We do not recommend participating in non-WesternU clinical activities unless you have proof that you will have insurance coverage.** Without coverage, you are putting yourself in a risky situation that could impact your future career as a healthcare provider.

NON-CLINICAL VOLUNTEER ACTIVITIES

For non-clinical community service (e.g. beach clean-up, shadowing) there is no approval process nor documents required, and University insurances will not be in place. If there are other students volunteering with them, please let them know as well. Any students who voluntarily participate should ensure they are covered by the organization they are volunteering with. This includes international experiences.



SECTION 7:

STUDENT TRAVEL

We are always proud to see our students representing WesternU and their programs while traveling. The following information will help prepare you for such travel.

PRE-TRAVEL REQUIREMENTS

A [Student Travel Notification Form](#) is required for ALL overnight travel.

If you are being sponsored by any WesternU entity or traveling for a club/class event, you will need to submit the [Student Travel Notification Form](#) **at least two weeks prior to departure**. This form is required for any overnight travel if you are getting reimbursed from a club, class, SGA or University account. Please note, this form is required by USA and you still may be required a form directly to your college (e.g., TOR request form).

TRAVEL REIMBURSEMENTS (POST-TRAVEL)

Save original, itemized receipts.

While traveling be sure to keep all original itemized receipts including registration, airfare, bus, train, shuttle, taxi, rental car with gas receipts, hotel, and food (except alcohol) (breakfast max: \$12, lunch max: \$18, dinner max: \$36). If using your personal vehicle, calculate gas mileage at 70 cents/mile. When you return, submit these itemized receipts along with a completed/signed Student Reimbursement Form to the office of **USA or USA-Oregon**.

- Be sure to appropriately indicate from which account the funds should come.
- If you are being reimbursed out of the Officer Travel Fund, be sure to indicate "Officer Travel Fund" NOT your club/class name in the "pay from" section
- Accounts Payable will not reimburse you without itemized receipts.

INTERNATIONAL TRAVEL

[International Travel Checklist](#)

If your club/class wishes to coordinate an international trip that involves any kind of medical care, health screenings, health exams, etc., you must request approval through the University. We have created an [International Travel Checklist](#) to help you.

If a particular trip is not approved it cannot be advertised, nor can any University account be used to reimburse any portion of travel expenses. International travel that has not been approved by the University is considered completely independent of WesternU. If you are planning to independently take part in an international health service trip, we recommend that you **ONLY** participate if the organization with which you are traveling provides you with medical malpractice insurance. Offering health care without this coverage could put your professional career at risk and if a patient sued you because of your advice or care, you would be personally responsible for the cost of your legal defense.

STATE DEPARTMENT TRAVEL WARNINGS

[Travel Advisories](#)

Student leaders participating in or organizing international travel should be aware of and comply with all University policies and procedures related to travel abroad. The U.S. Department of State issues travel advisories for countries around the world, which provide important safety and security information. Travel to countries/regions with Level 3 (Reconsider Travel) or Level 4 (Do Not Travel) advisories will likely be prohibited by the University. Travel to countries/regions with Level 2 (Exercise Increased Caution) may require an additional waiver/acknowledgement from each traveler prior to departure. Should your destination's travel warning level increase, your approval may be revoked. It is the responsibility of student organizers to regularly [review current travel advisories](#) and consult with University Student Affairs before planning or engaging in international travel on behalf of a student organization.

SECTION 8:

FINANCIAL MANAGEMENT

FINANCIAL AFFAIRS

This section will highlight what you need to know about depositing and withdrawing funds from your club/class account, requesting funds from the SGA, and fundraising. Treasurers are required to keep a record of all transactions and to reconcile their class accounts in January (Club) or March (SGA) of each year. Please review section three of the [SGA bylaws](#) regarding appropriate deposit and withdrawal procedures and requirements. Below are some highlights from this document.

DEPOSITS | BURSAR'S OFFICE

Link: [Deposit Form](#)

- University Financial Services & Treasury maintains an on-campus account for clubs/classes.
- Clubs/classes may not maintain financial/bank accounts off-campus.
- All funds collected for your club's benefit (e.g., membership fees, ticket sales, etc.) must be deposited into your WesternU club/class account within 72 hours of receipt ([Deposit Form](#)).
- All funds collected for external organizations (e.g., Susan G. Komen, Leukemia Assoc.) must NOT be deposited into your club/class account. These funds MUST be kept separate from your University account and personal checks should be made out directly to the benefiting organization. Co-mingling funds could jeopardize your club/class account should the University be audited.
- Give all deposit receipts to your treasurer who is responsible for reconciling the accounts and ensuring they are not overdrawn.
- It's essential that you maintain good records and reconcile your accounts on a regular basis. If you identify an issue, we will need documentation to correct the error. Treasurers will have a final opportunity at the end of their term to dispute any deposits or withdrawals.
- Club/class treasurers will receive view-only access to their account via My.WesternU.edu and USA/USA-Oregon can provide your club/class statement for you at any time.
- If you are expecting a check or wire payment, please notify Bursarsoffice@westernu.edu to ensure the funds are routed to the correct account.



PAYMENTS & REIMBURSEMENTS | UNIVERSITY STUDENT AFFAIRS

Link: [Club/SGA Account Payment Form](#)

- To be reimbursed from a club/class account you must submit an [SGA/CLUB Account Payment Form](#) with all required information, signatures, and itemized receipts. If the check needs to be made out directly to the vendor, you must submit an invoice in lieu of a receipt.
- For off-campus classes, Class Representatives should sign the SGA/CLUB Account Payment Form where it asks for the President and Treasurer's signatures.
- All payment requests, including travel reimbursements, must be submitted within ten days of the event.
- The University runs on a fiscal year of July 1-June 30. All reimbursements must be submitted for processing by June 15th (or July 1st for June travel).
- Your reimbursements will be deposited directly into your personal bank account on file with the Bursar's Office, unless you indicate otherwise.
- Reimbursements take approximately two weeks to be processed. If you are not using direct deposit, you will be emailed when your check is ready for pickup (bring your student ID!).
- You must submit the [Student Travel Notification Form](#) at least two weeks prior to travel to be eligible for travel reimbursement through a club, class, University Student Affairs Officer Travel, or SGA account. Travel purchased using rewards points will not receive financial reimbursement.
- If the receipt you submit with your SGA/CLUB Account Payment Form does not indicate that sales tax was paid, the University Financial Services & Treasury will automatically deduct this amount and pay it to the state on your behalf. If you did indeed pay sales tax be sure that your receipt indicates this, or you'll end up paying double!
- If you are being reimbursed for a meal that includes tip, the tip amount must be clearly indicated on the receipt and included on the reimbursement form. We cannot reimburse for cash tips. University guidelines indicate that 20% is the maximum amount of gratuity that is reimbursable.
- Funds may not be used to purchase alcohol. If alcohol is on a receipt you are submitting, be sure to deduct that amount from the total reimbursement request. This includes alcohol purchased as a gift (e.g. guest speaker gift basket).

SPENDING CLASS FUNDS | OVER \$250 OR UNDER \$250

- Class fund transactions **over \$250** must be approved by a **majority vote of the class** – this refers to a majority vote of the total class, not just those present at the time of the vote. Voting may be in person or online. [Refer to Bylaws 3.11.](#)
- Class fund expenditures **under \$250** require a majority vote of **class officers**. [Refer to Bylaws 3.11.](#)
- Proof of class/officer vote must be attached to each reimbursement request. Each vote must include a description of the proposed transaction, the expected amount, and the date.

GRADUATION | CLASS GIFT GUIDELINES

The purpose of your Class/SGA fund is to provide a meaningful experience or gift for your class, your college, or the University. Historically, Class/SGA funds have been used for banquets, class outings, and personalized white coats or other personalized memorabilia like plaques or pins. Another option for Class/SGA funds is to consider donating the remaining funds to a WesternU scholarship like the Student Emergency Fund or to a nonprofit in honor of your program/year. Class/SGA funds unfortunately cannot be used for individual pay-outs (e.g., each student receives a \$15 gift card to

Amazon). Any unused Class/SGA funds will be transferred to a University-held, Executive-SGA managed fund that helps pay for various campus amenities to benefit students.

FINANCIAL ASSISTANCE

OFFICER TRAVEL FUND

If you are one of the designees described below you may be reimbursed up to the dollar amount indicated for travel to the designated conference. Conference registration, airfare, bus, train, shuttle, taxi, compact/mid-sized rental car (pre-approval by USA required) with gas receipts, gas mileage for personal car calculated at 70 cents/mile from the University to destination, and hotel fees are eligible for reimbursement. Food (except alcohol) is reimbursable for overnight travel only (up to \$79 per day with itemized receipts). You are required to research your travel options for the most economical mode of transportation (e.g. flying versus driving). If you are unsure, contact University Student Affairs at studentaffairs@westernu.edu.

College of Dental Medicine	ADEA (\$700): ADEA Club President - Club American Dental Education Association ASDA/CDA (\$700): ASDA Club President - Club American Student Dental Association
College of Graduate Nursing	NSNA/CNSA (\$1400): NSNA Club President Club National Student Nurse Association
College of Health Sciences	APTA/CPTA (\$1400): Rep voted on by 1 st , 2 nd & 3 rd year classes (amount divided amongst all classes) - Class American Physical Therapy Association AAPA/CAPA (\$1400): CAPA Representative voted on by 1 st year class - Class California Academy of Physician Associates
College of Optometry	AOSA/COSA (\$1400): AOSA Club President Club American Optometric Student Association
College of Podiatric Medicine	APMSA (\$1400): SCPMSA President Club Southern California Podiatric Medical Students Association
College of Osteopathic Medicine of the Pacific (COMP):	AOA/OPSC (\$700): Club President - Club Osteopathic Physicians & Surgeons of California SOMA (\$700): SOMA Club President (Pomona Campus) - Club Student Osteopathic Medical Association
College of Osteopathic Medicine of the Pacific-Northwest (COMP-Northwest)	AOA/OPSO (\$350): OPSO Club President - Club Osteopathic Physicians & Surgeons of Oregon AOA/OPSO (\$350): 2 nd Year Class President - Club Osteopathic Physicians & Surgeons of Oregon SOMA (\$700): SOMA Club President (Oregon Campus) - Club Student Osteopathic Medical Association
College of Pharmacy	APhA/CPhA (\$700): APhA Club President - Club American Pharmacists Association - Academy of Students ASHP/CSHP (\$700): CSHP Club President - Club California Society of Health System Pharmacists

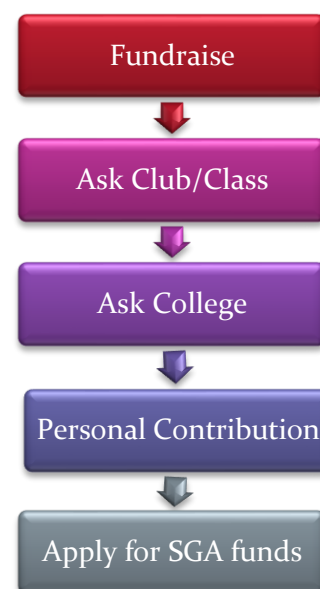
College of Veterinary Medicine	AVMA/CVMA/SCAVMA (\$1400): SCAVMA Club President Club SC - American Veterinary Medical Association
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Things to Remember:

- Turn in your Student Travel Notification Form two weeks prior to travel to be eligible for reimbursement.
- Indicate “Officer Travel Fund” in the “pay from” section of the reimbursement form NOT your club/class name. If you put your club/class name, the funds will come from that account not the officer travel fund.
- Attach original receipts for travel expenses with your Student Reimbursement Form no later than June 30th. If you travel in June, contact University Student Affairs (USA) so you can coordinate paperwork to ensure your reimbursement is processed before the new fiscal year.
- If you do not use your earmarked funds or confirm by March 20th your plans to use them by June 30th (the end of the fiscal year) the funds will be re-allocated.
- The list of eligible officers above is at the discretion of the college administration and is reviewed on an annual basis.

EXECUTIVE SGA FUNDING

If you have exhausted all other potential funding options for your event, up to \$600 may be requested from the Executive SGA, or no more than \$200 per individual. For example, five students from your club are traveling to a conference so each would receive \$90 from Executive SGA – see section three of the [SGA bylaws](#) for more information. To request financial assistance from the Executive SGA, submit the [SGA Fund Request](#) and provide all requested information. Incomplete requests will not be scheduled with the Student Senate. Any club, class, or individual student is eligible to request funding from the SGA. An *event* is defined as any professional development activity, including but not limited to conferences, workshops, or networking events. Class banquets/social events do not qualify for Executive SGA funding as your class account already receives a portion of student body fees. You will be asked to present at a senate meeting (usually 1st and 3rd Tuesday of October-May) and the senate will vote on your request. You will typically receive their decision via email within a few days of the meeting.



If your club/class is approved for funding, submit a [Club/SGA Account Payment Form](#) and the entire amount will be transferred to your club/class; attach the approval e-mail to your request. If an individual is being reimbursed directly from the Executive SGA account, they must also provide itemized receipts.

THINGS TO REMEMBER:

You must do the following before requesting Executive SGA funds:

- The chart outlines the steps you need to take before you submit for Executive SGA funding.
- If the Executive SGA fund request is for travel, you must submit the [Student Travel Notification Form](#) at least two weeks prior to travel in order to be eligible for reimbursement through a club, class, University Student Affairs Officer Travel, or Executive SGA account.

- The SGA Executive Treasurer is the only individual who needs to sign the reimbursement form when being reimbursed out of the Executive SGA account.

CLUB SERVICE ALLOTMENT OPPORTUNITY (FUNDING)

Earned at the end of your term

Your club will be eligible for a service allotment at the end of your board's term if you satisfy one of the "service criteria" options below. This will be based upon what is indicated on your club's annual report submitted by your outgoing club president in January. If your club meets the criteria, the service allotment will be automatically deposited into the club's account following the Student Organization Committee's (SOC) review of your annual report.

To qualify for funding, you must meet one of the service allotment criteria requirements between the months of February and January:

1. Coordinate three (3) Community Service Events OR
2. Coordinate one (1) Community Service Event and three (3) WesternU Service Events OR
3. Coordinate one (2) Community Service Event and three (2) WesternU Service Events OR
4. Coordinate six (6) WesternU Service Events

Types of Events Defined:

- **Community Service Events:** Clothing, food, or book drives, health screenings, outreach visits, mentorship programs, and fundraising for charity. Charity drives that require coordination throughout the year may count as two community service events. Ask the [SGA Club Coordinator](#) if your planned activity fits the description.
- **WesternU Service Events:** Guest speakers, workshops, awareness activities, and other College/University-wide interest activities. This **excludes** Club Week and fundraising events benefiting the club. Large scale events that require extensive coordination may count as two WesternU service events (e.g., an interprofessional health fair). Ask the [SGA Club Coordinator](#) if your planned activity fits the description.
- **Other Events:** Club week (because USA coordinates this), fundraisers (benefiting the club), and general club meetings.

TAX ID NUMBERS:

WESTERNU'S TAX ID NUMBER:

Based upon the University's tax-exempt status, student clubs/SGA may NOT use the WesternU tax ID number when fundraising for any purpose.

THIRD PARTY TAX ID NUMBERS:

If you are raising funds for a third party such as the Susan G. Komen Foundation or a Haiti Trip through World Vision, you should request use of that organization's tax ID number. Contact the organization for instructions on how to deposit these funds into their account. **Do not deposit these funds into class/club accounts as comingling funds are against IRS rules!**

CLUB/CLASS TAX ID NUMBERS:

Requesting a Tax/Employer Identification Number (TIN/EIN) from the IRS for your club/class is NOT advisable for several reasons! Your social security number is required to complete the process which



holds you personally responsible for the filing of tax returns and other government documents—even *after you graduate*. Also, after applying for your TIN/EIN, you may incur significant costs to qualify your club as a “tax exempt organization” to legally receive tax-deductible donations. For these reasons we recommend that you DO NOT create or request a TIN/EIN for your club/class.

Should you still choose to request a TIN/EIN for a club, you may not affiliate the organization with WesternU in any way (e.g. name or address), and you must report the TIN/EIN to USA or USA-Oregon in Oregon within two weeks. USA regularly checks with the IRS 1-2 times/year and if your club violates this rule your club may be dissolved. [View University Policy](#).

FUNDRAISING

CLUB/CLASS FUNDRAISING CHECKLIST:

Student clubs/SGA should not advertise a tax deduction from the University when soliciting for donations.

Student club/SGA must adhere to the [Student Organization Fundraising Policy](#) and the steps for fundraising are outlined in the [Fundraising Checklist](#). This checklist will guide you through the process of fundraising on- or off-campus. If hosting a fundraising activity on campus (e.g. shirt or bake sale) , you must properly reserve your space and advertise through appropriate channels. [Details here](#).

FUNDRAISING IDEAS:

Bake sale -Be sure to reserve your space, SGA/Class must complete a food permit.

Personalized Merchandise – sweatshirts, t-shirts, lunch boxes - Your design must be approved even if not using WesternU logo/name.

Food fundraisers with local vendors/restaurants - Be sure to reserve your space, SGA/Class must complete a food permit.

Movie Night - If you wish to show a movie on campus, your club/organization may be responsible for licensing fees. Please contact USA or USA-Oregon to find out more information.

Auctions/Silent Auctions - Consult the fundraising checklist when soliciting donations. Fees may not be charged for auction participation.

Partner with Bon Appetit (Pomona) – Contact USA for approval and book early, they fill up quickly!

NOT ALLOWED:

Raffles – A raffle is a form of lottery which requires participants to purchase tickets for a chance to win prizes. Thus, it is a form of charitable gambling. Note: An opportunity drawing is allowed so long as it conforms with certain legal requirements. Please consult with **USA or USA-Oregon** to determine whether a proposed opportunity drawing is permissible.

Casino Events – This is also considered a form of charitable gambling.

5K/Races - They are very expensive to organize, and permits are hard to obtain.

Cooking on campus – While technically allowed, restrictions apply to cooking on campus, and this takes away time from your event.

SECTION 9:



GOVERNANCE, CONDUCT AND APPEALS

All WesternU students are required to comply with the University catalog and their respective college catalog. Student clubs and SGA officers are expected to operate with integrity and in full compliance with all University policies, the Student Leader Handbook, and governing bylaws. Adherence to these expectations ensures a safe, inclusive, and respectful environment for all members of the campus community. Club leaders and members, and SGA Officers are responsible for understanding and upholding these standards in all activities, communications, and events.

CLUBS REQUIREMENTS AND OPERATING CRITERIA

IF YOU DO NOT MEET THE CRITERIA YOUR CLUB WILL BE DISSOLVED.

We encourage students to be active participants in their clubs. To maintain active club status, we have established the club operating criteria detailed below, which all clubs must meet. You may appeal a dissolution within 30 days by contacting SGA-VicePresident@westernu.edu to be placed on the Student Senate agenda.

The following are requirements that apply to the operation of all WesternU clubs.

- WesternU recognized clubs may not exclude students from membership or participation based on race, gender, sex, or any other such criteria.
- WesternU clubs may not create a non-WesternU e-mail account, off-campus bank accounts, and are strongly discouraged from [creating tax ID numbers](#).
- Effective January 2026, your club must have a President, Vice President, Treasurer, and Secretary and an Advisor at all times. Any changes in leadership mid-term, must be reported to USA or USA-Oregon.
- Each club must have a President and Treasurer who are jointly responsible for operations and the proper use of organizational funds.
- Club President and Treasurer must be on-campus students (i.e. not on rotations) (exceptions may be made for distance programs).
- Club President or Vice-President must attend all Club President Meetings or risk club suspension.
- Meet with advisor at beginning of term to establish goals and club learning outcomes.
- Host two general meetings per President's term and document dates on annual report.
- Provide general meeting agendas for documented dates
- Meet the minimum number of members = 30/Pomona & 15/Lebanon
- Conduct the minimum number of activities (community/WesternU service/other), (4) four for Pomona & Lebanon
- Club President must complete and submit an annual report form which includes the names of the new officers and membership roster by the deadline (end of term).
- Club Treasurers must submit the certificate of organizational funds (COF) at the end of their term.
- If you have a club locker, you must check in with **USA or USA-Oregon** by the deadline (end of term).
 - For Pomona, do not give the key directly to new officer! If you do not sign the key in with USA, you are financially responsible (\$40). Your successor can accompany you to USA and immediately check out the key under their name.

STANDARDS OF CONDUCT



All WesternU students are expected to uphold the standards of student conduct as defined in the [University Catalog](#). Additionally, student leaders and members are required to know and uphold, all relevant federal, state, and local laws and [University Policy](#). Student leader activities must abide by the following:

- **Educational Development:** Club/SGA's activities should align with and advance the [mission of the University](#). An intentional effort should be made to enrich student development through programming and activities.
- **Community Relations:** Service to the community is an integral part of the University's mission. Students who participate in community service activities not only represent their Club/SGA or college, but the University as a whole. When engaging with the community, Clubs/SGA should work to create positive relationships through collaboration, clear communication, and mutual respect with community partners.
- **Financial Management and Decisions:** Club/SGA officers must exercise good judgement and responsible stewardship of their organization's funds. They must comply with University policies and Federal and State regulations. It is the responsibility of the Treasurer to be fiscally responsible and ensure sufficient fund balance before approval of expenditures.
- **Health and Safety:** Members shall take basic precautionary measures to ensure individual and group safety through the implementation of risk management measures that demonstrate a civic responsibility for mental, emotional, and physical health and safety. All Club/SGA events require approval ([details here](#)) and adhere to all University policies. When an incident, [as defined by Environmental Health and Safety](#), occurs please report it using [this form](#).
- **Leadership Succession:** The collective, long-term success of your club/SGA requires meaningful, intentional mentorship from the outgoing board to the incoming. Effective student leadership requires active involvement in officer transition including but not limited to sharing internal club operations and the practical guidance of USA and University procedures.
- **Nondiscrimination:** In accordance with all applicable federal, state, and local laws, Western University of Health Sciences (WesternU) is committed to ensuring a campus community free from unlawful discrimination. WesternU strictly prohibits unlawful discrimination in all its programs, activities, admissions, and employment. This policy applies to all aspects of the university, including education programs, employment, admissions, and any other WesternU activities. Clubs and SGA must adhere to this policy and report complaints of discrimination to the Office of Title IX & Equal Opportunity (OTIXEO) via the *Incident Reporting Form* found on the [OTIXEO website](#).

CLUB/SGA DISCIPLINARY PROCEDURES

To ensure compliance with University policies, procedures, and the Student Leader Handbook, the following disciplinary procedures will be followed when a student club/SGA is suspected of misconduct or non-compliance. Violations may lead to club/SGA consequences as well as individual (student/employee) sanctions via SPC/Conduct Hearing and HR respectively.



- **Reporting a Violation.** Reports of alleged violations must be submitted in writing to University Student Affairs (USA)/USA-Oregon and should include:
 - A description of the alleged misconduct or violation
 - The date(s) and location(s) of the incident(s)
 - Any supporting documentation or evidence
 - The names of individuals involved, if known
- **Preliminary Review.** University Student Affairs, in consultation with college representatives and necessary University departments, will determine next steps.
 - If the review finds sufficient grounds, the case will be referred to the appropriate college/University department or will proceed to the formal investigation outlined below.
 - If no further action is needed, the reporting party may be notified, and the case will be closed.
- **Formal Investigation.** University Student Affairs will:
 - Notify club leadership, club advisor(s) and any involved individuals of the complaint and investigation.
 - For program-specific clubs, notify the college student affairs professional.
 - Create a summary of the allegations.
 - Allow the club an opportunity to submit a written response and any relevant documentation.
 - USA may request interviews with involved parties, or additional materials as needed.
 - Activate the Club/SGA Disciplinary Committee to review complaint and supporting documentation.
 - Committee membership may include USA, Student Affairs Council member, Executive SGA Club Coordinator (CA or OR depending on availability), and Dean or designee (if applicable).
 - Committee membership may be determined by incident severity.
- **Committee Decision and Sanctions.** Following the investigation, the Club/SGA Disciplinary Committee will issue a decision in writing that:
 - Summarizes the findings
 - States whether a violation occurred
 - Documents any sanctions or corrective actions
 - Sanctions may include, but are not limited to:
 - Written warning
 - Probationary status
 - Required training or educational workshops
 - Loss of e-mail privileges
 - Temporary suspension of club/SGA activities
 - Revocation or dissolution of recognized club status
 - Sanctions will be proportionate to the nature and severity of the violation.

- **Notification.** USA/USA-Oregon, on behalf of the Club/SGA Disciplinary Committee, will issue a decision in writing to the club/SGA leaders and club advisor(s) upon conclusion of their investigation.
- **Right to Appeal.** A club may appeal in accordance with the *Student Club Appeals Procedures* below within 15 business days of receiving the decision.

CLUB/SGA CONDUCT APPEALS PROCEDURE

The appeals process outlined below provides student clubs/SGA with a structured opportunity to contest a finding or disciplinary action. The appeal process is not a rehearing or reinvestigation of the underlying allegations. This process affords student clubs/SGA at WesternU the opportunity to request review of the Club/SGA Disciplinary Committee's determination. The intention is that all appeals are reviewed fairly, impartially, and in a timely manner, with appropriate recusal to avoid conflicts of interest. This process should follow the timelines as outlined below; however, a one-time extension may be granted on a case-by-case basis and must be requested within writing.

1. **Grounds for Appeal.** A student club/SGA may file an appeal solely on the following grounds: the severity of the disciplinary action imposed does not match the misconduct. For purposes of the appeal procedures, the severity of disciplinary action not matching the conduct means that the sanction imposed is clearly disproportionate to the nature and circumstances of the violation, either unduly harsh in comparison to the misconduct or inconsistent with sanctions imposed in similar cases, if applicable.
2. **Filing an Appeal:** A written appeal must be submitted within **15 business days** of receiving the notice of sanctions.
 - The appeal should include:
 - A clear statement of the [appeal basis](#)
 - A summary of relevant facts and supporting documentation
 - The desired outcome or resolution
3. **Appeals Committee Composition:** The Appeal Committee will consist of two Student Affairs Council Members and the Executive SGA President or designee (if appropriate).
 - If the club in question is a Program-Specific Club, any committee member affiliated with that college or program will be recused from participating in that grievance decision.
 - USA/USA-Oregon will identify a replacement committee member from another college, if needed, to maintain a three-member panel.
4. **Appeals Committee Review Process:** The committee will review the appeals material and may request additional information or documentation.
 - A representative from the club/SGA may be invited to speak or submit a written statement.
 - The committee will meet and vote on a decision based on the information provided.
5. **Decision and Outcome:** The committee's decision will be issued in writing within fifteen (15) business days of receipt of the appeal.
 - The decision of the Appeals Committee is **final and unappealable**. No further review will be conducted by any other office or authority within the University. This committee may:
 - Affirm/uphold the Club/SGA Disciplinary Committee decision.
 - Return to Club/SGA Disciplinary Committee to reevaluate with recommendations.

CLUB DISSOLUTION

When a student club is officially dissolved—either voluntarily or due to non-compliance—its financial accounts will be closed by the Office of University Student Affairs. Any remaining funds will be

transferred to a recognized sibling club with a similar mission, if applicable and approved. If no appropriate sibling club exists, the remaining balance will be deposited into the Student Commons Enhancement Fund to support campus-wide student initiatives and improvements.

CLUB NAME CHANGE

If you wish to change the name of your club, you must complete a [Club Name Change Request](#) form and provide the following information:

- Current club name
- Requested new name
- Reason for the change

If there are any concerns regarding the requested name change you will be contacted for follow-up. An Executive Club Coordinator will add your request to a Student Senate meeting agenda where you'll present your request. Once approved by the senate, University Student Affairs will make the necessary changes to the name on record. Sibling clubs should have the same name and mission statement.

NEW CLUB APPLICATIONS

If you are interested in starting a new club at WesternU, your first step should be to review the [robust list of current clubs](#). University Student Affairs has the right to deny a club application based on multiple factors. Club applications are accepted once per year, no exceptions. Please view the complete instructions on the [New Club Application](#) and be mindful of the posted deadlines.

Due to the current number of approved clubs and the limited resources available, please follow these tips for approval:

- Clubs with a narrow scope are not likely to succeed in the long term or be approved.
- If your proposed club is too similar to an existing club, it likely won't get approved. Instead, you should partner with the existing club's leadership.
- If program-specific, work with your college student affairs professional before applying.
- Clubs that solely exist to benefit a third-party organization will not be approved.

SECTION 10:

ADDITIONAL RESOURCES AND PROCEDURES

SOCIAL MEDIA

Web Sites, Facebook Pages & Other Social media (Club/Class/Other)

There are many potential benefits to social networking web sites; however, it is important to also recognize and consider the inherent risks that may come with their use. WesternU recognizes that professional behavior is transferable to all aspects of one's life, including one's behavior in public social situations, professional networking opportunities and social media, such as (but not limited to): Facebook, Instagram, YouTube and X/Twitter. Violating these regulations could have serious consequences for your professional future so be very careful and ask if you're not sure! In an effort to inform and protect our students, we recommend that you consider the following:



- Understand that your online presence can negatively reflect upon your professional image.
- Weigh the risks and benefits of self-disclosure.
- Remember that electronic sites are never completely secure, and that what is posted can be seen by many.
- Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well as in print. Remember that University/College or Hospital partner logos and trademarks may not be used without written consent from the owner(s) of that logo or trademark. See below for details regarding use of the University name and logos.
- Always respect the delicate relationship between health screening participants and student/faculty provider and student and faculty/preceptors.
 - This includes international travel. It is important, and ethical, to respect patient privacy regardless of laws in the country you are visiting.
 - Ensure that information you post complies with existing policies and laws governing privacy and dissemination of data (e.g., [HIPAA](#), [FERPA](#), etc.).
- Clearly state that the views expressed are your own and do not represent the views of others.
- Review the privacy policy of the sites you use and consider your personal and property safety when posting information online.
- Remember that electronic sites are never completely secure and that what is posted, when seen by one, will eventually be shared with others.

CREATING A WEBPAGE OR SOCIAL MEDIA ACCOUNT

If you wish to create a WesternU affiliated Web site/page please go to [Google Apps | Office of Information Technology](#), click on “Google sites”, then login with your WesternU email login and utilize the Google instructions to create your site. Have your club/class president and club advisor/student affairs professional review the site once it is complete. After final edits are made, email the link to [University Student Affairs](#) for approval and to have it linked from the appropriate WesternU Web page. The same review and publishing process should be followed for the creation of social media accounts.

CLUB/CLASS PHOTOCOPIES

If you would like to use your club’s copy code rather than your personal one to make copies, you can add money to your club account via <https://pharos.westernu.edu/> and if you need assistance contact Tech Support (909-469-5432 or techsupport@westernu.edu).

Make sure to get a receipt, then attach that receipt to the student reimbursement form along with appropriate signatures and e-mail it to the Office of **USA or USA-Oregon**.

MOVIE SCREENINGS ON CAMPUS

If your club would like to show a movie on campus, please contact the Pumerantz Library Reference Department at reference@westernu.edu for questions regarding licensing costs and copyright compliance.

STUDENT CONCERNS

There are three primary channels for expressing student related concerns:

- If the concern impacts only your class, your college, or is related to classroom equipment, air temperature, etc., they should be addressed to your Student Affairs Professional (see contact page)
- If the concern impacts the University as a whole, then you should submit the [Student Concerns Form](#). Submitted forms are sent to the SGA Executive Team who will address your concerns as appropriate.
- If you are not comfortable submitting your concern to your college-specific Student Affairs Professional or the Executive SGA Team you may instead contact [Christy Ho](#), Assistant Vice President for University Student Affairs, or Dr. [Mirabelle Fernandes Paul](#), Vice President for WesternU Oregon.

UNIVERSITY, COLLEGE, AND CLUB LOGOS

Approval is required for ALL designs, whether they use the WesternU name or logo or not.

Visit the [Student Organization and Club branding](#) page prior to designing a club logo. Final logo approval is only granted by University Student Affairs.

We encourage student organizations to design a distinctive logo that is meaningful and memorable, while recognizing your affiliation with WesternU. The student organization or club name should be included in the artwork. The University name, logo or wordmark is optional and must be clearly separated from the club or organization name. Avoid creating artwork that appears to be a new or redesigned University, College or program logo.

The WesternU logo, name, seal, and wordmarks are the property of Western University of Health Sciences. Any unauthorized use or misuse is prohibited.

Approval is required for ALL student organization or club designs, whether or not the WesternU name, wordmark or logo is used in the artwork. Final approval is only granted by University Student Affairs.

PROCESS FOR APPROVAL:

- Create your own logo/design. If using official WesternU logos, you can access those files here: [University PhotoShelter](#).
- Submit your logo/design to University Student Affairs (USA): studentaffairs@westernu.edu
 - If your design features any WesternU logo as a standalone design (i.e., no other designs featured on the item), the Campus Store must provide approval. USA will send your design to the Campus Store.
 - If needed, USA will work with you to modify the design until it can be approved.
- Once approval is received by USA, you can purchase your items for your club/SGA. Please include your emailed approval with any reimbursements that may be submitted to USA.

Reminders:

- Do not use copyrighted or trademarked images, characters, phrases, mottos or logos.
- If using an external organization's logo or artwork, approval from that organization is required.
- Design approvals are only valid for the academic year. Prior year's designs need resubmission.
- Submit to USA before vendor work. The design will not be approved simply because money has already been spent.



SECTION 11:

CLUB ADVISOR RESPONSIBILITIES AND EXPECTATIONS

CLUB ADVISOR ELIGIBILITY

Each officially recognized student club at WesternU must have an advisor at all times. College Administration may have additional restrictions or requirements for advisors. Please check with your college for additional requirements. Eligible advisors may be current faculty members, preceptors, or employees of the University. Off-campus, non-WesternU advisors may be considered with approval. USA, in partnership with the appropriate college administration, reserves the right to remove an advisor from their student club-related responsibilities if necessary to uphold the educational mission of student organizations or to protect the health, safety, and well-being of students.

ADVISOR RESOURCES AND RECOMMENDATIONS

- Abide by all [University policies and procedures](#) and [WesternU Handbooks](#)
- Read and refer to the Student Leader Handbook
- Be familiar with the Student Club Learning Outcomes – (see page 3 of this document)
- Review the [WesternU Frequently Used Forms](#) page & [Club Bylaws](#)
- Guide club leaders on using club or national bylaws as appropriate
- Help officers/members find ways to be more interprofessional
- Help officers brainstorm and then solidify annual goals
- Discuss/approve all club guest speakers
- Mediate as needed when officers have difficulty resolving club conflict
- Remind officers/members about important requirements
- Direct officers/members to appropriate on-campus resources
- Help facilitate officer training during the transition
- Please do not sign any contracts on your Club's behalf. All contracts/agreements must be reviewed and signed by University administration designees after legal review
- Assist students by adhering to the alcohol policy and agree to serve as "responsible person" when alcohol is served at a club event – Form: [Request to serve alcoholic beverages on campus](#)
- If you are a clinical faculty member, assist with supervision at community health fairs.

PROFESSIONAL LIABILITY INSURANCE COVERAGE – FACULTY

Licensed clinical faculty are insured under the University's professional liability insurance program only while acting within the course and scope of their official University duties. This coverage includes activities such as the supervision and oversight of approved student club health screening events that have been reviewed and authorized by the appropriate University Student Affairs. Professional services or activities performed outside the scope of approved University assignments—including, but not limited to, independent volunteer services rendered in a personal capacity as a licensed healthcare provider and not associated with the oversight of approved student health screenings events or other sanctioned University activities—are not covered under the University's professional liability insurance.

In such instances, the individual is deemed to be acting independently and is responsible for maintaining their own professional liability insurance for any non-University activities.

PLANNING FOR THE CLUB TERM (FEBRUARY TO JANUARY)

FEBRUARY: OFFICER TRANSITION

- Review club's previous annual report for insight
- Club officers transition annually in February
 - To assist with transition and operations, club presidents serve a 13-month term from February to February to overlap with their predecessor/successor.
- By March 15, meet with incoming and outgoing club presidents:
 - Discuss last year's annual report together with the incoming club president
 - Finalize collaborative goals for the upcoming year
 - Determine key event/meeting dates for the year and have the president book rooms ASAP
 - Remind them to review the handbook and take the student leader quiz (all officers)
 - Encourage them to utilize you as a resource in the coming year
 - Complete the Advisor Meeting & Goals document with the club president(s).

MARCH-JUNE: SPRING TERM OF THE ACADEMIC YEAR

- Spring Club Week occurs every year in March (encourage your club to participate)
- Attend club meetings as appropriate (minimum of one) and advise club on activities
- All reimbursements are due by June 15th of every year (two weeks prior to end of fiscal year)

AUGUST-DECEMBER: FALL TERM OF THE NEW ACADEMIC YEAR

- Meet with your club president in August of every year to:
 - Reconnect and finalize goals for the upcoming year
 - Determine key event/meeting dates for the year and have the president book rooms ASAP
 - Remind them that you are a resource to them throughout the year
- Fall Club Week is in August (encourage your club to participate)
- Attend at least the first club meetings in the fall and after the transition on February 1

JANUARY: END OF TERM & PREPARING FOR THE NEXT BOARD

- Clubs must host officer elections by January 15th to meet required deadlines
- Ensure outgoing club president submits annual report by January 22nd
- Meet with outgoing club president to debrief on term and discuss plans for next leadership board