Club Orientation 2017-18

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Supplemental Information:
- Budget Manager Guide
- Wheelock Sign Policy
- Budget Handout
If you read nothing else in this packet... Not that we’re encouraging it...

- This packet is intended to serve as a resource. Use it. Reference it. Cherish it.
- ASUPS is here to help. Come visit during our office hours, email us, talk to us in passing. We want to help and we’re here as a resource for you.
- If your club is paying someone for a service (training, coaching, lecture, etc.), you need a contract. (page 12)
- If you need to get reimbursed for something, you must keep the receipts and fill out a disbursement form. There’s an example in the Budget Manager Guide.
- Your project code/speedchart number is like the equivalent of an account number. Don’t share it with anyone who doesn’t need it.
- If you’re making a large purchase, come use an ASUPS P-Card (Credit Card) in the ASUPS Office so you don’t have to wait to get reimbursed.
- If your club needs more money, go through the finance request process! The form is on the ASUPS Website (https://asups.pugetsound.edu/resources/documents)
- If your club is purchasing items that will last longer than a year, request funds through the capital process (use the finance request form).
- The Peoplesoft Accounting Program is not the most up-to-date because processing disbursements and deposits takes time... Track your expenses on an Excel/Google Spreadsheet. It’s good practice and you will be thankful you did. We have an example online
- ASUPS has a lot of resources to help you! They’re in this packet -- you should read it.
- The ASUPS Office is located in Wheelock 210. It’s a great place to fill out disbursement forms and we usually have candy and tea!

ASUPS President, Amanda Díaz -- asupspresident@pugetsound.edu
ASUPS Vice President, Jenna Mobley -- asupsvp@pugetsound.edu
ASUPS Senate Club Liason, Sarah Walling-Bell --swallingbell@pugetsound.edu
Welcome!

Dear Club Leaders,

The Associated Students of the University of Puget Sound is excited to work with you throughout the 2017-18 year! We’ve been hard at work this summer preparing for your return.

We know that serving as club leader is often a thankless job, but we’re here to help! This packet is an overview of standard club operations and also includes several of the resources that ASUPS has to offer to clubs. Our intention this year is for clubs to feel prepared to lead their constituents, enhance campus life, and maintain fiscal responsibility. **The following documents are items that club leaders must read,** and we recommend hanging onto them as a reference. Additionally, we’re here as support for you and your club over the year!

The majority of ASUPS funds come from the student government fee. It is from this general pool of money that we distribute funds to different clubs. We are fortunate to have the ability to function with autonomy within our organization. However, with this privilege comes the responsibility to use our authority and resources responsibly. We ask that you keep this in mind while deciding how to use your respective budgets. These funds are here to help enhance students’ experiences at Puget Sound, and maintain an inclusive and welcoming environment. The use of funds for personal expenses or the purchase of alcohol and/or drugs will not be tolerated and will result in immediate disciplinary action.

ASUPS is here to assist you as club leaders; our doors are always open and we are all more than happy to answer questions that you may have (or help seek out an answer!). We hope to maintain a year of open, honest and transparent communication, and we look forward to working with you, as leaders on this campus.

Warm wishes,

The 2017-18 ASUPS Executive Team

Amanda Díaz, President
Jenna Mobley, Vice President
Doug Palmer, Director of Business Services
Juan Carlos Ortega Esquinca, Director of Marketing and Outreach
Julia Lin, Director of Student Interests
Sam Berling, Director of Technology Services
## ASUPS’ VISION for 2017-18

### Equity
ASUPS recognizes that to best serve our student body, students will need different levels of support and advocacy to achieve their highest potential. ASUPS also recognizes that in seeking to address historical and present inequities and oppressions, we must center those who experience oppression. We commit to eliminating barriers to access and becoming radically inclusive of minoritized people.

### Justice
ASUPS seeks to center people of minoritized identities, including, but not limited to: women, people of color, people who are queer, people who are trans, people who are non-binary, immigrants, people with disabilities, people with mental illness, and socio-economically disadvantaged people. ASUPS recognizes that these oppressions are intersectionally linked to one another and any work to address any one of them must be an intersectional practice. We reaffirm that the oppression of one of us prevents all of us from enjoying our fullest potential.

### Community
We must continue to build mutual understanding and compassion in our pursuit of dismantling systemic oppression. That being said, ASUPS recognizes that we must be full and intentional members of our Tacoma community. We commit ourselves to solidarity with the city, and a mutual learning and collaboration with the city in which we reisde.

### Accessibility
ASUPS commits itself to providing our materials in a way that is accessible and to all, and to ensuring all ASUPS sponsored events are as accessible as feasibly possible. We will continue to advocate for the needs of people with disabilities (visible and invisible) and ensure that all of our facilities and programming are universally accessible, inclusive, and exceed the base expectations of the Americans with Disabilities Act.

### Transparency
Through an accessible lense, ASUPS commits itself to making sure the student body has access to information about ASUPS and the resources it has, as well as information about the inner workings of ASUPS. We envision strong communication as well as a strong executive presence.

### Your Voice
We want to hear student concerns, questions, and suggestions. This entails monthly town hall meetings and an easily accessible presence to the rest of our student body.
ASUPS Org Chart

What does ASUPS even do and oversee?! Good question! The flowchart below is a basic overview of what ASUPS oversees as an organization and the relationship between the different entities of ASUPS.

ASUPS Programmers
The ASUPS Programmers are an amazing campus resource who will help you bring in speakers or performers that reflect the interest of your club. Programmers love to collaborate with clubs! Don’t hesitate to reach out!

ASUPS Senate
ASUPS Senate is here to support you and your club in any way they can. In addition to funding requests, Senate also serves as the governing body of campus, giving them the power to support agendas, resolutions or requests to help better the interests and goals of your club. Formal Senate meets every Thursday at 7 pm in Murray Boardroom or the McCormick Room -- See you there!
Who's Who in ASUPS?

Amanda Díaz
ASUPS President, Wheelock 210C
📞 (253) 879-3273
✉️ asupspresident@pugetsound.edu
Some of Amanda's responsibilities: "CEO of ASUPS", appoint to Board & Faculty Committees, liaison between Board of Trustees and students, works with faculty, big picture of ASUPS, hear concerns/complaints about ASUPS

Jenna Mobley
ASUPS Vice President, Wheelock 210B
📞 (253) 879-3274
✉️ asupsvp@pugetsound.edu
Some of Jenna's responsibilities: "COO of ASUPS", oversee clubs, oversee budget, appoint to ASUPS committees, sit on Senate, hear concerns/complaints about ASUPS

Doug Palmer
ASUPS Director of Business Services, Wheelock 210
📞 (253) 879-3275
✉️ asupsdbos@pugetsound.edu
Some of Doug's responsibilities: Serve as a resource for clubs in regards to their finances, issue paychecks, and assist in the contract process.

Juan Carlos Ortega-Esquinca
ASUPS Director of Marketing & Outreach, Wheelock 205
📞 (253) 879-3454
✉️ asupsdmo@pugetsound.edu
Some of Juan Carlos's responsibilities: Facilitate graphic design, promote ASUPS & Club Events, Manage ASUPS Social Medias, outreach to Tacoma community

Julia Lin
ASUPS Director of Student Interests, Wheelock 205
📞 (253) 879-3252
✉️ asupsdsi@pugetsound.edu
Some of Julia's responsibilities: Oversee Green Fee & Expression Fund, Oversee Student Program's Board, etc, work with CICE, address student concerns

Sam Berling
ASUPS Director of Technology Services, Wheelock 207
📞 (253) 879-3102
✉️ asupsdts@pugetsound.edu
Some of Sam’s responsibilities: Oversee ASUPS Website, troubleshoot technology issues, oversee ASUPS Technology, server maintenance for ASUPS and ASUPS groups
Who’s Who in ASUPS

Programmers

Morey Lipsett
Bella Faith
Naomi Schroeter
Chase Hutchinson
Aidan Glaze
Luke Lewis
Special Events
Lectures
Popular Entertainment
Cultural Consciousness
Campus Films
NW Sounds
Performing Arts
Allison Shapiro

mlipsett@pugetsound.edu
bfaith@pugetsound.edu
nschroeter@pugetsound.edu
chutinson@pugetsound.edu
aglaze@puget.edu
llewis@pugetsound.edu
arshapiro@pugetsound.edu

Media Heads

Casey O’Brien
Graeme Bainbridge
Tina Chapman
Talena Graham
Madyson Frank
Gabe Newman
The Trail
KUPS
Elements
Crosscurrents
Wetlands
Photo Services

cmobrien@pugetsound.edu
gbainbridge@pugetsound.edu
cchapman@pugetsound.edu
tgrraham@pugetsound.edu
mmfrank@pugetsound.edu
gnewman@pugetsound.edu

Senators

Katie Handick
Jack Aldisert
Sarah Walling Bell
Kaitlin Cochran
Zane Molgaard
Jordan Taylor
Sam Inouye
Charlie Bjork
Morey Lipsett
Daniel Post
Nicolas Rothbacher
Senate Chair, Senator at Large
Junior Senator
Senator at Large
Residence Hall Senator
Senior Senator
Sophomore Senator
Greek House Senator
Senator at Large
On Campus Senator
Senator at Large
Off Campus Senator

khandick@pugetsound.edu
jaldisert@pugetsound.edu
swallingbell@pugetsound.edu
kcochran@pugetsound.edu
zmolgaard@pugetsound.edu
jalarsford@pugetsound.edu
sinouye@pugetsound.edu
cbjork@pugetsound.edu
mlipsett@pugetsound.edu
dpost@pugetsound.edu
nrothbacher@pugetsound.edu
So your club wants to be more culturally conscious? Look no further!

CICE Workshops

- **What are they?**
  A variety of workshops to learn about systems of oppression, race, whiteness, religion and gender.

- **Engaging Whiteness**
  This workshop aims to provide entry-level processing and understanding of White privilege. Specifically, two White students will lead the conversation through a framework of learning, tangible steps for dealing with White privilege, and discussions of race relations from a White perspective.

- **Race Relations, Microaggressions and Systems of Oppression**
  In this workshop participants will engage with various concepts and definitions regarding race and the ways in which race plays out in peoples’ lives on both micro and macro levels.

- **Socioeconomic Status and Civic Engagement**
  In this workshop, participants will learn language relating to socioeconomic status and unpack how class plays a role in community service. And interactive exercise with a focus on how conceptions, assumptions and interactions materialize in our community will be explores, along with concrete ways to approach future engagement.

- **Living in a Religious World**
  While Puget Sound is largely seen as a secular institution, 83.7% of the world’s population identifies with a religious tradition (Pew Research Center, 2010). In “Living in a Religious World”, we will explore some of the most influential faith traditions, our preconceptions about them, and how (whether we consider ourselves religious or secular) religious institutions impact our daily lives.

- **Doing Gender**
  A 101 style workshop that covers the basic terminology and issues related to gender identity. Participants will walk away with a better understanding of the distinctions between sex, gender, and sexuality.

- **How do I get this workshop for my club?**
  E-mail diversitycenter@pugetsound.edu
Green Dot Certification

- **What does it entail?**
  “Green Dot is built on the premise that in order to measurably reduce the perpetration of power-based personal violence, including sexual violence, partner violence, or stalking, a cultural shift is necessary. In order to create a cultural shift, a critical mass of people will need to engage in a new behavior or set of behaviors that will make violence less sustainable within any given community. The “new behavior” is a green dot.”

- **How do I get this workshop for my club?**
  - Register yourself for one of Green Dot’s trainings: Intro Session, Bystander Session, Green Dot Booster Session, Consent Workshop and future club leaders

- **Who do I contact?**
  - For Consent trainings: Sarah Shives
    sshives@pugetsound.edu
  - For everything else: Marta Cady
    greendot@pugetsound.edu

Peer Allies Workshops

- **What are they?**
  A variety of workshops that talk about consent, sexual assault, intimate partner violence, alcohol and sex, the language we use to talk about sex, power dynamics, how to support a survivor or anything else you may need!

- **How do I get this workshop for my club?**
  Email Peer Allies at peerallies@pugetsound.edu

BHERT Reports

- **What are they?**
  A way for you to report instances of bias and/or hate. Let your club members know that this resource is available!
  [https://www.pugetsound.edu/student-life/cice/bhert-online-reporting-form/](https://www.pugetsound.edu/student-life/cice/bhert-online-reporting-form/)
Food Pantry

- We have a food pantry—let everyone know that it exists!
  https://www.pugetsound.edu/student-life/service/food-pantry/

Location: The food pantry is located in the Student Diversity Center at 3216 N. 13th St. (right across from the Yellow House).

Hours: Open Monday through Sunday, 7 am – 10 pm. Note: the SDC where the food pantry is housed is only accessible with your campus ID—so please don’t forget it!

Expanding Consciousness Page

- What can I find here?

Resources about: privilege, inclusive language, difference between equity and equality, addressing racism, understanding imperialism, platforms of resistance and protesting, ableism, gender oriented discrimination, sexual oriented discrimination, rape culture, allies and more!

https://asups.pugetsound.edu/resources/expanding-consciousness

Things to Keep in Mind when planning a program:

(Modified from Vivie Nguyen):

- MAKING INTENTIONAL DECISIONS
  - discerning intent vs. possible impact
  - utilizing skills to think through bias, equity, and inclusion
  - understanding how the individual influences the club, which influences the greater UPS community

- SEEKING OUT RESOURCES
  - discussing intent and impact proactively (before program implementation) with various student groups and staff/faculty who focus on cultural literacy and equity
  - Use the Internet! Google your program idea + problems and see what comes up.
Other Resources ASUPS has to Offer

Van Rentals
Want to rent a van for the day? We got it! ASUPS Vans can be rented at any time during the academic year (not conflicting with breaks) for half a day or full day periods. Use the car to hang around town with a group of friends, or to ferry club members to events. Stop in the office (Wheelock 210) to check the availability and fill out the paperwork.

Orca Cards
ORCA stands for "One Regional Card For All" and is a Sound Transit program that provides fares for bus, train, light rail, and ferry transportation. ASUPS covers the cost for the fares so it is FREE to you! ORCA cards can be checked out from the main ASUPS office in Wheelock 210. Cards are typically checked out on Friday for three days and returned on Monday. Cards are checked out on a first-come, first-served basis. Every student may check out a card up to 5 times each semester. 60 ORCA cards are available for checkout, with $7.00 worth of fare guaranteed on each card.

- Free Rental Period: 2 business days
- Late Fees: $1.00 per business day after the return date
- Card Replacement Fee: $10.00

Card Reader & iPad
Holding an event and think it would be helpful to have a credit card reader? We’ve gotcha covered! You can check out our Card Reader and iPad (and we’ll take care of getting your money to you) for free! Stop by the ASUPS Office for more info.

Camera
Need a Camera? We have a Canon Digital EOS 6D, 18.0 megapixel camera with a zoom lens! Stop by the office to check it out!
P-Cards
Would your club benefit by having a credit card? Email asupsdbs@pugetsound.edu. Additionally, the ASUPS Exec Team has P Cards that clubs can use, so you don’t have to wait for a reimbursement! Stop by the office to use one!

Photo Services
Having an event and want pictures? Photo Services (an ASUPS Media Service) will send a photographer, free of charge! Email photoservices@pugetsound.edu

Butcher Paper
Working on an awesome poster for the SUB or something else? We’ve got Butcher paper in the Programmer’s Office, free of charge for ASUPS Clubs. Stop by the ASUPS Office for assistance.

Poster Design/Distribution
Did you know ASUPS will design and/or distribute your posters for you? We will design and distribute them for $15+the cost of printing. If you have designed them, we will print them and distribute. If you already have them printed, we’ll put them up around campus for $5. Stop by the ASUPS Office for more info!

Website
Want a website for your club? Email asupsdts@pugetsound.edu to work on getting your own website!

Green Fee
The Green Fund was established in 2013 as a way to support students seeking to implement projects improving campus sustainability. ASUPS recognizes the urgency of climate change, and the necessity to work towards improving sustainability. Applications are due October 24th, 2017 at 5 p.m. for the Fall cycle, and by February 20th, 2018 at 5 p.m. for the spring cycle. See https://asups.pugetsound.edu/about/funding/green-fund for more information.

Expression Fund
The fee was established in 2016 to support students seeking to improve the campus climate as it relates to the inclusivity of student identities, particularly, but not limited to; race, gender identity, sexuality, ability, class. Applications are due October 24th, 2017 at 5 p.m. for the Fall cycle, and by February 20th, 2018 at 5 p.m. for the spring cycle. See https://asups.pugetsound.edu/about/funding/expressions-fund for more information.
Contracts
EVERYTHING YOU WILL WANT TO KNOW

What would I need a contract for?
If you're hiring or contracting services (guest speakers, coaches, instructors) or renting/using space off campus, you may need a contract in order to pay them!

Why do I need to go through The University if this is just for my club?
If something goes wrong and the University isn't on The Contract, then whoever signed The Contract is responsible. In order for the University to be held responsible, someone with contract approval must sign the contract. It's to your advantage to go through the proper channels!

How do I get a contract signed?
To get a contract signed, talk with the ASUPS Office Manager, Deborah Hope (dhope@pugetsound.edu) and she will connect you with the right staff member (Serni Solidarios, Sarah Comstock or Human Resources) for your specific contract.

Please allow some time for contracts to get signed!

For questions about payment, please email asupsdbs@pugetsound.edu

Other Questions?
email asupsdbs@pugetsound.edu

ASSOCIATED STUDENTS of the UNIVERSITY OF PUGET SOUND
Reserving Spaces & Catering

Academic Classrooms
Contact Doris Acosta in the Registrar’s Office via email at dacosta@pugetsound.edu.

Athletic Facilities
During the academic year
Contact Brian Billings in Athletics via email at athleticfacilities@pugetsound.edu or check the Athletics Calendar to see if space is available.

Jones Conference Room
Contact Lori Johnson at 253.879.3204 or Anna Boyle at 253.879.3224.

Library Presentation Room (020)
Contact the Technology Service Desk at 253.879.8585 or servicedesk@pugetsound.edu.

Music Building
Contact the School of Music Office at 253.879.3700.

Schneebeck Concert Hall
Contact Nicole Mulhausen in the Music Department at 253.879.3381 or via email at nmulhausen@pugetsound.edu.

Todd Field, Event Lawn, Karlen Quad, North Quad, South Quad, Sutton Quad
During the academic year
Contact Sarah Comstock at 253.879.3236 or roomreserve@pugetsound.edu.

All Other Facilities
(Wheelock Student Center, Trimble Forum or Classroom, Rausch Auditorium, Library conference rooms, Wyatt conference rooms, Commencement Hall)
Contact Sarah Comstock at 253.879.3236 or roomreserve@pugetsound.edu.

Use this link to reserve a room through Room Reserve:
To reserve outdoor spaces (Karlan Quad, North Quad, South Quad, etc.) use this form:  

If you’d like to promote an event with chalk, you must fill out this form a week in advance:  
https://www.pugetsound.edu/about/campus-the-northwest/places-spaces/campus-venue-management/chalking-request/

If you’d like catering at an event, you can email catering@pugetsound.edu to inquire about food or beverage service at your event.

If you’d like to bring in an off-campus food vendor, please reach out to Phillip Wells (pwells@pugetsound.edu) in advance to ensure that the vendor is in compliance with the Health Department and Insurance requirements.