

Walsh University
Club/Organization Handbook
Policies and Procedures for Student Clubs & Organizations
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Walsh University Mission

Walsh University is an independent, coeducational, Catholic liberal arts institution. Founded by the Brothers of Christian Instruction, Walsh University is dedicated to educating its students to become leaders in service to others through a values-based education with an international perspective in the Judeo-Christian tradition. Walsh University believes in the desirability of a small university that promotes academic excellence, a diverse community, and close student-teacher interaction. The University provides its students with a higher education that fosters critical thinking, effective communication, spiritual growth, and personal, professional, and cultural development. Walsh University encourages individuals to act in accordance with reason guided by the example and teachings of Jesus Christ.

Student Affairs Mission

Student Affairs affirms the philosophy and tenets of the Walsh University Mission Statement. As the primary source for life skills education, the Student Affairs team creates opportunities for students to develop in a supportive community. We provide comprehensive student services that are responsive to individual and community needs, empowering students through mentoring, teaching, and modeling.

The Student Affairs team is a diverse collection of educators with a common goal. We are committed to the holistic development of students, including an understanding and appreciation of six core values: respect for self, others, and the world in which we live; integrity in thought, word and deed; excellence in the teaching and learning process; an appreciation of diversity; hospitality; and selfless service. It is our firm belief that all students have the potential to develop and become valuable assets in our world community.

Student Affairs policies flow logically from the University Mission Statement in support of the academic Mission Statement. Members of the Student Affairs team embody the Christian values espoused in the University Mission Statement, by our care and concern for students, for relationships, and the community.

Non-Discrimination Policy

Walsh University opposes unjust discrimination as a matter of human dignity. Walsh University does not discriminate based on race, age, sex, color, disability, national or ethnic origin, or status as a veteran, in the administration of our policies and programs. This statement applies to all academic programs, all athletic programs, and to all policies and procedures concerning Student Activities. This statement applies to all personnel and administrative policies. Walsh University is a religious institution of higher education in the Catholic-faith tradition and is protected by the Religious Freedom Restoration Act (RFRA) and the First Amendment; thus, Walsh University may consider religion in hiring, admissions, and other decisions. Walsh University aligns with the Catholic Church teachings that the dignity of the human person is the foundation of a moral vision for society; thus, each person will always be treated with compassion, dignity, kindness, respect, and sensitivity. Nothing in this policy shall require Walsh University to act in a manner contrary to the beliefs and teachings of the Catholic Church and the University's mission. Walsh University does not support individual interpretations that expand the protected classes.

Student Club/Organizations' Right to Freedom of Association at Walsh University

Students are welcome to organize and join on-campus club/organizations that have a mission, purpose, and goals that are consistent and compatible with the mission, values and policies of Walsh University as a Catholic institution. Campus club/organization must contribute to the overall educational mission of the university and are held accountable to the standards and expectations within the University's Student Handbook, Student Activities Manual and other applicable university policies. All campus clubs/organizations are under the sole jurisdiction of the Student Affairs office.

Recognition by the University

Students seeking recognition as a campus club/organization at Walsh University must meet the criteria and agree to accept the responsibilities set forth. Recognition of a student club/organization does not in itself imply that the institution endorses positions or points of

view espoused by the club/organization and/or its members. Ultimately, the club/organization is responsible and accountable for ensuring that its members adhere to the stated purpose(s) for which it received recognition. In accordance with the University's Nondiscrimination Policy, no student club/organization may discriminate based on race, age, sex, color, disability, national or ethnic origin, or status as veteran.

Student Government Membership

Once a club/organization has been approved by Student Activities, it is then highly encouraged to seek membership and additional support through the Walsh University Student Government (WUSG). Approved Clubs/Organizations should contact the President of WUSG to submit a resolution petitioning for membership into student government. The Student Government provides new opportunities for clubs that can allow for growth, participation, and more.

Student Club and Organization General Expectations

1. The mission and activities of student organizations must be consistent with the mission, values, and policies of Walsh University.
2. Student Organizations must demonstrate that their mission and activities contribute to the development of their members and the university community.
3. Student organizations must not, in any way, be contrary to or partake in activities contrary to the teachings of the Catholic Church and Catholic worldview.
4. No student organization may endorse a political candidate.
5. Whether beginning a new club/organization or registering an existing one, all club/organization officers must read and agree to the expectations outlined in this manual.
6. All clubs/organizations (executive board and advisors), new and existing are required to participate in annual training provided by the Office of Student Activities.
7. Student Organizations are approved through the following: Coordinator for Student Activities, Chief of Student Experience Officer, and the Vice-President for Student Affairs.

Requirements and Expectations for Participation

1. Students participating in organizations must be enrolled in at least three (3) credit hours of coursework per two consecutive terms and be in “good standing.” Other individuals within the internal University community are welcome to participate in the membership at large as affiliate members. Such members may not hold office and may not vote on officers, organizational matters, or expenditures. Furthermore, they may not request campus facilities or services.
2. Students who are officers or contact persons for an organization must meet the following criteria: a. Be currently enrolled in at least three (3) credit hours. b. Be in academic and conduct “good standing”.

Any student who is ineligible to participate based on the above criteria may not hold office or vote within the student club/organization.

Registration Process for Existing Clubs/Organizations

Student clubs/organizations are required to register with Student Activities at the start of the academic year. All student organizations must strive to complete The Club Registration Form sent by Student Activities via email at the beginning of the Fall 1 term. By signing, the officers acknowledge they agree to uphold all University policies and procedures. However, if a club is created past this date, the Coordinator of Student Activities will of course work with the students to support the creation of the club.

Starting a New Student Club/Organization

Any currently enrolled student is encouraged to apply to start a new student club/organization on campus. New student club/organization proposals must gain approval through the following process, in which a Walsh University faculty/staff member agrees to serve as an Advisor, and the formal completion of the Clubs & Organizations Registration Form which is sent and open from June-August, giving students the opportunity to register beginning of Fall 1 (if past the registration indicated deadline for the academic year, Student Activities is still committed to making anything possible for your club, please outreach to the Coordinator for Student Activities for options to register).

Once the Clubs & Organizations Registration Form is completed, the following process will occur:

- Initial review of the application is completed by Student Activities to confirm all required information has been submitted and meets the requirements and expectations for a new club/organization.
- The application will be forwarded to the Chief of Student Experience officer, who will review the application to ensure it meets the University's mission requirements.
- The Vice President of Student Affairs will complete a final review of all materials, and in consultation with university administration, will render a decision on the club/organization application status.
- A determination regarding club/organization application status will be sent to the club/organization submitter once it has been reviewed and a decision rendered by the Coordinator for Student Activities.

If you have questions about the application process, please contact the Coordinator for Student Activities.

Onboarding & Opportunities for New Student Clubs/Organizations

To successfully complete onboarding and gain student engagement towards your club/organization, complete the following:

1. Submit the Clubs & Organizations Registration Form.
2. Participate in New Club/Organization training with Student Activities.
3. Participate in one of the Clubs & Organizations Fairs to gain engagement in either the Fall 1 Term or Spring 1 Term (we would love to have you for both)!
4. Participate in service opportunities to support our campus such as "The Clubs & Organizations Fair", "Boo at the WU", "Christmas Decorating", and "MLK Day of Service".
5. Hold meetings, host events, and create fellowship around campus with your club by getting students involved!

We encourage you to make the most out of your Walsh Student Experience by participating and creating fun and engaging opportunities for yourself and students!

Active Student Club/Organizations – Campus Access and Privileges

Marketing

- Solicitation of membership on campus under the approved club/organization name.
- Use of University Print Room and campus Mail Center for organizational purposes.
- Ability to market events on the Walsh University online events calendar, “This Week at Walsh” emails, and broadcast emails (as approved and sent by the Advisor).
- Use of campus bulletin boards (includes Kiosks) to post signs and information (as approved through the Chief Conduct Officer).
- Use of university name, seal and/or logo upon approval from the Student Affairs.

Finances

- Establish a university budget account to receive reimbursements, transfer funds, and process payments for purchases.
- Engage in campus fundraising activities as approved by Student Activities and the Philanthropy Department.
- Request supplementary funding through the Walsh University Allocations Process.

Campus Facilities

- Ability to request use of the meeting space in the “Cavalier Club Hub” (lower level of the David Campus Center)
- Ability to have storage space for club/organization items.
- Ability to schedule and reserve space on campus for events.

Withdrawing Recognition as a Student Club/Organization

Any club/organization may relinquish its recognition at any time by submitting a written notice (email or emailed word doc. is acceptable) to The Coordinator for Student Activities, which will then be sent to the Chief Student Experience Officer and Vice President for Student Affairs. The notice must certify that there are no outstanding debts or current disciplinary actions pending.

Revocation of Recognition of a Student Club/Organization

Student Club/Organizations that do not follow expectations as outlined by Student Activities' expectations and requirement, may be recommended for a revocation of recognition by Student Activities for failure to act in accordance with the policies and procedures for student clubs/organizations. Additionally, any infractions of university regulations, state, local, and/or federal laws by student club/organizations will be immediately referred to the Chief Conduct Officer. Disciplinary procedures for student organizations will be in accordance with all applicable sections of the Walsh University Student Handbook.

If a revocation is recommended, the student club/organization will receive a Notification of Revocation of Recognition and have fourteen (14) days to issue a reply. After the response period has ended, the matter is referred to the Chief of Student Experience Officer, who will render a final determination, in consultation with the Vice President of Student Affairs. The Walsh University Student Government may also enact disciplinary proceedings if that organization is a member of the Walsh University Student Government.

Student Club/Organization Funding

To receive funding, the registered club/organization must also be a member of the Walsh University Student Government.

All recognized student club/organizations can request a University Account through the Finance Office. Upon registering your club/organization, the Coordinator for Student Activities will also submit your club/org for an account if you need help in doing so. Accounts are distinguished by an "index" and usually include all or part of a group name. Student groups can use this account to make purchases, reimburse members, and to deposit funds.

Account Documents:

- Requisition Form: is used for reimbursements, cash advances, deposits, etc. This form is available in the Student Affairs and the Finance Office.
- University Tax Exempt Form: Walsh University has tax exempt status for most purchases. You may receive Walsh's tax-exempt number and a letter by visiting the Student Affairs or Finance Office. This will allow your group to make purchases tax free.

Account Procedures:

- Reimbursements – Under \$50
 - Complete a Requisition Form with all appropriate information:
 - Date, Budget, Index
 - Description of the Request
 - Name of Payee
 - All required signatures.
 - Acquire the appropriate signatures:
 - Person making the request
 - Club/Organization President
 - Club/Organization Treasurer
 - Club/Organization Advisor
 - Treasurer of WUSG (if member)
 - Attach supporting documentation- receipts, contract, invoice, etc.
 - Submit the Requisition to the Office of Student Affairs Administrative Assistant to receive your reimbursement.
 - Be sure to keep copies for your club/organization records
- Reimbursement – Over \$50
 - Repeat steps 1-3 from above.
 - Submit the Requisition to the Finance Office and you will be issued a university check. Please note: it will take at least 7 business days to process your check) Be

sure to note on the requisition your preference for check issuance – pick-up or mail.

- Be sure to keep copies for your club/organization records.

Checks for Vendors for Services

To process payments for any business, performer, or for other goods and services, Students are NOT permitted to sign contracts for any reason. All contracts must be signed by the Coordinator for Student Activities, Chief of Student Experience Officer, and Vice President for Student Affairs in conjunction with the Finance Office.

1. Fill out a Requisition with all the appropriate information
 - a. Be sure to indicate whether you would like the check mailed or picked up. Note: Performer payment should be issued after their performance is complete.
2. Attach supporting documentation to the Requisition which may include receipts, contract, invoice, etc.
3. Acquire the appropriate signatures:
 - a. Person making the request
 - b. Club/Organization President
 - c. Club/Organization Treasurer
 - d. Club/Organization Advisor
 - e. Treasurer of WUSG (if member)
 - f. Submit the Requisition to the Finance Office.
 - g. Payment will either be mailed or available for pickup per your preference

Transferring Funds

To transfer funds between university budgets, please complete the following:

1. Fill out a Requisition Form with all the appropriate information.
2. Acquire the appropriate signatures:
 - a. Person making the request
 - b. Person receiving the transfer
 - c. Club/Organization President

- d. Club/Organization Treasurer
 - e. Club/Organization Advisor
 - f. Treasurer of WUSG (if member)
 - g. Vice President of Student Affairs
3. Submit the Requisition to the Finance Office

University Fundraising Policy Generalized

Student clubs/organizations are permitted to fundraise as long as permission requested by filling out the “Fundraising Approval Form” (available on the Walsh Clubs & Orgs Website Tab), Please complete this form prior to have time for approval, outreach, and to fundraise to your desired amount. This information helps the Office of Student Activities ensure your fundraising is safe, aligned with university policies, and properly supported. You will hear from the Coordinator for Student Activities from the Student Activities Email on the approved or disapproved status of your event post form submission. Once approved by Student Activities for the fundraising request, the club/organization must outreach their fundraising requests to the Vice-President for Philanthropy or Director of Development for the Office of Philanthropy. The Vice-President for Philanthropy or Director of Development for the Office of Philanthropy will support the club/org in their requests to ensure success! Fund raising off campus and, in the community, must also be approved by the Vice President of Philanthropy. All student organizations and departments wishing to request donations of services, money or prizes for a university sponsored event from any off-campus business, organization or service provider is required to obtain permission from the Vice President of Philanthropy (or his/her designee). The requesting organization must provide a list of the organizations to be approached and details about the request via email. External organizations may be approached only after approval is received.

Reservation of Campus Facilities

Walsh University has many facility opportunities to host meetings or events. To reserve your desired space, this is how you can do so:

Each department oversees the reservation of specific spaces on campus. Student leaders should connect directly with the appropriate office to request and confirm space availability:

- **Coordinator for Student Activities:** For spaces like the David Center, The Connector, Olivieri Theater, Cavalier Club Hub, and the Game Room.
- **Campus & Community Programs:** For large venue spaces such as the Global Learning Center and The Barrette Business and Community Center.
- **Athletics Department:** For athletic and recreation spaces including the Cecchini & Wellness Center Auxiliary Gym, Alumni Arena, and Larry Staudt Field.
- **Campus Ministry:** For spiritual or reflective gatherings, reserve Our Lady of Perpetual Help Chapel or the Campus Ministry Lounge.
- **Student Service Center:** For academic-related events or meetings, reach out to reserve classrooms or spaces within academic buildings.

Be sure to plan and allow sufficient time for approval and coordination. Events may not take place until official confirmation is received. For assistance, you can always contact the Office of Student Activities.

Walsh University Master Calendar & Event Approval Process

All campus events must align with the vision of your organization. Student Activities has the discretion to disapprove any event that does not fit the club/organization description and/or align with the university mission. Once your event has a confirmed setup and approved location/facility, it can then be submitted for official approval and publishing to the **Walsh University Master Calendar**, available on the **Walsh Clubs & Orgs Website Tab**.

After submission, your event will appear in the “Pending” section of the calendar system. Once reviewed and approved by the Coordinator for Student Activities and Student Affairs Administrative Assistant, it will be published and visible to the campus community on the master calendar.

Event Approval Process: Off-Campus

If your club or organization is planning to host an event off-campus, you must first complete the **Off-Campus Approval Form** (available on the **Walsh Clubs & Orgs Website Tab**) **before** submitting your event to the Walsh University Master Calendar. This form is required **for safety and university policy compliance and** ensures proper planning and oversight from the Office of Student Activities.

Please complete this form at least **two weeks prior** to your club or organizations planned off-campus event. This information helps us confirm that your event is safe, aligned with university guidelines, and adequately supported.

After submitting the form, you will receive a follow-up from the **Coordinator for Student Activities** via the **Student Activities email** regarding the **approval or disapproval status** of your event. Only after receiving approval through this process should your event be submitted to the Master Calendar for promotion and final scheduling.

Equipment Reservation Policy

If your club or organization is planning to acquire equipment from **Student Activities or Intramurals** for an event—such as **lawn games** (Spike ball, cornhole, etc.), **Giant Connect 4, Giant Jenga, Party Boom speakers**, or the **popcorn machine**—you must first complete the **Equipment Reservation Form** (available on the **Walsh Clubs & Orgs Website Tab**).

This form is used to request equipment from the **Office of Student Activities & Intramurals**, and should be completed at least **48 hours in advance** of your intended event. Once submitted, your request will be reviewed and either approved or denied by the **Coordinator of Student Activities** or the **Intramurals & Orientation Graduate Assistant**. Equipment reservations are not guaranteed without a confirmed approval.

Flyer Approval & Posting Policy:

When a club or organization wishes to advertise an event or share information with the student body, they may do so through **campus flyers, posters, or signs**. To receive posting approval,

clubs must first ensure their **event has been approved and has a confirmed facility reservation**. Once this is secured, the flyer must be **emailed to the Chief Conduct Officer** for review and approval. Be sure to **plan and allow ample time** for the approval process and any necessary coordination. **Events may not take place or be advertised** until official confirmation has been received. Once approved, flyers may be placed on designated bulletin boards and areas around campus as outlined in the **Student Handbook**. For any questions or assistance, you can always contact the **Office of Student Activities**.

T-Shirt Design & Purchase Policy

If a club or organization wishes to purchase t-shirts, they **must first complete the T-Shirt Approval Form**, which can be found on the **Walsh Clubs & Orgs Website Tab**. This form must be submitted and approved **prior to any order being placed**. Once approved, the **Coordinator for Student Activities** will notify the **Vice President of Marketing** to provide a heads-up on the request. The Coordinator for Student Activities will then send a **confirmation email to the club's designated contact(s)** with the **Vice President of Marketing CC'd**, along with **formal instructions** on how to complete a Marketing Request Form.

Walsh University's **Marketing Department** will create the t-shirt design based on your request. If you're a creative student who wishes to collaborate or design the shirt yourself, Marketing is happy to **work with you directly**—this ensures the final design is high-quality and **free from copyright or plagiarism issues**. Clubs and organizations may not move forward with purchasing or distributing shirts without this official approval process.

University-Sponsored Events – Catering Policy

Walsh University grants *Sodexo* the exclusive right to perform food service for all university-sponsored events held on campus. If your club or organization wishes to include food at your event, you must use **Square Tomato**, Walsh University's catering platform managed by Sodexo. The site can be found on the Walsh Clubs & Orgs Website Tab and offers a wide

selection of affordable catering options specifically tailored for student groups. Please note that all menu items are **for pickup only** at the **Schervish Dining Hall**.

Walsh's catering service, **Flavours by Sodexo**, is known for its exceptional culinary capabilities and collaborative event planning. Student organizations are encouraged to start planning early—even if all details like guest count or room location aren't finalized. Reserving your event space should be the first step before scheduling any catering.

To place a catering order, sign up and use **CaterTrax**, the official online ordering system for Walsh University Catering by Sodexo (North Canton, OH). **CaterTrax** allows you to track orders, manage budgets, and access confirmation details. For more personalized menu ideas or special requests, you are encouraged to schedule a meeting with the **Catering Director** to discuss options.

Campus Movie Policy

Movies and films are protected under federal copyright law. Showing rented or purchased movies or films in any manner (including streaming services) is considered a "performance" and in most cases is limited to use inside the place of residence. Residence hall rooms would be considered the students' place of residence. All other campus venues to show a movie may require that you obtain a license. Walsh University is committed to honoring copyright laws.

Campus Guests & Speakers Policy

Walsh University welcomes campus guests and speakers whose presence supports our mission to provide a liberal arts education rooted in the Judeo-Christian tradition. We believe a **free and open forum** for respectful dialogue is essential to the pursuit of truth, and all guests—whether they are attending, sponsoring, or speaking at a student-led event—are expected to uphold this standard while honoring the values of the Catholic faith.

Expectations for Campus Guests & Speakers

- All outside guests (e.g., speakers, performers, facilitators, or sponsors) **must be submitted and approved using the Campus Guests & Speaker Approval Form**, which can be accessed on the **Walsh Clubs & Orgs Website Tab**.
- This form must be completed **at least two weeks in advance** of the intended event to ensure adequate review and coordination.
- Both speakers and audience members must conduct themselves with **civility and respect for human dignity**. Speech or behavior that intentionally provokes or disrupts will not be tolerated.
- Guest speakers and sponsors must respect Catholic beliefs and practices. Content that directly opposes essential Catholic doctrine is not permitted unless presented in a **balanced forum**, such as a moderated debate where a university-appointed representative will present and uphold the Catholic viewpoint.
- Speaker invitations must be initiated by a Walsh faculty/staff member, administrator, or officially recognized student organization.
- Walsh community members with special competencies are encouraged to contribute to these discussions where appropriate.
- Requests must be emailed to the **Vice President for Academic Affairs** and **Vice President for Student Affairs**, with the **Coordinator for Student Activities** cc'd. Final approval will be determined by the **Office of Student Affairs**, in consultation with the Vice President for Student Affairs.
- The **University President**, on behalf of the Board of Directors, holds final authority over all speaker and guest arrangements.

Safety is the top priority. If University Administration or Campus Police have concerns regarding the safety or appropriateness of a scheduled guest or event, they reserve the right to postpone or cancel the event at their discretion.