



**SNOW  
COLLEGE**

# Handbook for Clubs and Organizations

# Snow College Handbook for Clubs

## New Updates to the Snow College Club Handbook for the 2018-2019 School Year:

Club tiers mirror the size and level of involvement of clubs on campus and in the community, and thereby determine club budgets. Club leadership must submit a Club Funding Request to the Clubs & Organizations Representative, Zak McArthur, or Advisor, Donné Hewko, with appropriate documentation by 3:00 on the Monday preceding the Legislative Branch meeting during which the club funding request will be presented. For Spring 2019 those dates will be on the following Mondays: Jan 28, Feb 25, and March 25.

Each club may only be awarded Student Life funding once per semester; total award may not exceed the club's tier limit.

### Club Tier System

Depending on the tier funding level requested, clubs must meet the following criteria:

Tier 1:

*May request up to \$150 per semester.*

- Maintain a Presidency consisting of a President, a Vice President and a Treasurer (or a structurally similar position), for a total of 3-4 presidency members, who each maintain a semester and cumulative GPA of 2.5 or better.
- Have completed and submitted a Club Funding Request, a Club Charter/Re-charter Form, and a Club Advisor Agreement.
- Have a member of the club presidency attend 3 out of 4 Club Communication meetings to that point in the semester, and in January of Spring Semester, have attended 3 out of 4 Club Communication meetings the prior semester, if the club was in existence.
- Show a Clubs & Organizations approved roll demonstrating an average member attendance of 5-9 club members per meeting during the space of a month.
- Conduct at least one club meeting per month.

Tier 2:

*May request up to \$300 per semester.*

- Maintain a Presidency consisting of a President, a Vice President and a Treasurer (or a structurally similar position), for a total of 3-4 presidency members, who each maintain a semester and cumulative GPA of 2.5 or better.
- Have completed and submitted a Club Funding Request, a Club Charter/Re-charter Form, and a Club Advisor Agreement.
- Have a member of the club presidency attend 3 out of 4 Club Communication meetings to that point in the semester, and in January of Spring Semester, have attended 3 out of 4 Club Communication meetings the prior semester, if the club was in existence.

- Show a Clubs & Organizations approved roll demonstrating an average member attendance of 10-14 club members per meeting during the space of a month.
- Conduct at least two club meetings per month.
- Request no more than 50% of Student Life funding be used for refreshments/meals.

Tier 3:

*May request up to \$700 per semester.*

- Maintain a Presidency consisting of a President, a Vice President and a Treasurer (or a structurally similar position), for a total of 3-4 presidency members, who each maintain a semester and cumulative GPA of 2.5 or better.
- Have completed and submitted a Club Funding Request, a Club Charter/Re-charter Form, and a Club Advisor Agreement.
- Have a member of the club presidency attend 3 out of 4 Club Communication meetings to that point in the semester, and in January of Spring Semester, have attended 3 out of 4 Club Communication meetings the prior semester, if the club was in existence.
- Show a Clubs & Organizations approved roll demonstrating an average member attendance of 15 or more club members per meeting during the space of a month.
- Conduct at least two club meetings per month.
- Submit, have approved, complete, and submit documentation of a meaningful club service project in which at least half of active club members participate.
- Request no more than 50% of Student Life funding be used for refreshments/meals.

**The most important things to be aware of regarding the changes to the tier system:**

- **To receive funding, a club must meet at least 3 times per semester.**
- **A Club and Organization Roll form must be filled in at each club meeting or activity and submitted to Student Life with the Club Funding Request form to verify the club's tier.**
- **No dues are required unless a club will be traveling off campus, at which time each travelling member must pay a minimum of \$15 per semester to the club account.**
- **To be eligible for funding all clubs must have a member of the club presidency attend 3 out of 4 Club Communication meetings to that point in the semester, and in January of Spring Semester, have attended 3 out of 4 Club Communication meetings the prior semester, if the club was in existence. A representative from the club presidency may fill in if needed.**
- **The mandatory Club Communication meetings will be held on the following Wednesdays for Spring 2019: January 23, February 20, March 27, and April 17.**

- **Each existing club must submit a club spending log and copies of receipts for expenditures by the first day of Spring Semester to be eligible for funding during Spring Semester.**
- **Clubs may submit a funding request to the monthly Legislative Branch Meeting with appropriate documentation by 3:00 on the Monday preceding the Legislative Branch meeting during which the club funding request will be presented. For Spring 2019 those dates are the following Mondays: January 28, February 25, March 25.**
- **Tier 2 and Tier 3 funding may not utilize more than 50% of Student Life funding for refreshments/meals.**
- **All clubs chartering for the first time will be awarded \$50 club funding, deposited to their Snow College club account, upon completion of all required chartering forms.**

### VALUE OF CLUBS AND ORGANIZATIONS:

In support of the mission of Snow College, students are encouraged to complement their academic pursuits with involvement in extracurricular activities. One of the best avenues for involvement is participation in one or more student clubs or organizations. Through such participation, students achieve (1) a strong social network, (2) leadership qualities, (3) appreciation for Snow College and the process of higher education, and (4) a perspective on values which help prepare them for an active and rewarding life.

### CLUB REQUIREMENTS AND RESPONSIBILITIES:

*The following standards are required of all college chartered clubs to be considered in good standing. Failure to comply with these standards may affect a club's charter status and/or club funding.*

The primary advisor of each club must be a full-time faculty or staff member of Snow College. A part-time employee or non-employee advisor may be approved if a full time employee cannot be found. These part-time and/or non-employee advisors must be approved by the Director of Student Life and the Vice President for Student Success. A Club Advisor Exception Approval Form must be turned in with the chartering application to be considered. The advisor must agree to all terms stated in the Snow College Advisor Memorandum of Understanding.

A club must have five or more student members. In this context, a student is defined as being enrolled in the current semester and carrying a minimum of 6 credits. Membership eligibility must be determined without regard to race, religion, ethnicity, sexual orientation, gender, socioeconomic status, political affiliation, or disability.

The club president must be a full time, current student, with twelve (12) or more credits. Members of the Student Body Advocates, Ambassadors, Resident Assistants, Resident Directors or President's Leadership Team may not serve in club leadership positions without prior approval from the Director of Student Life.

Furthermore, anyone in club leadership positions; President, Vice President, Treasurer (or position of a similar structure), etc. needs to be in good academic standing with the

institution, and must maintain a semester and cumulative GPA of 2.5 or above. In addition, students who have any code of conduct issues or have had/are currently under disciplinary action through Snow College are not eligible to be in a club leadership position.

The club president and/or two elected officers must attend club training meetings at the beginning of the fall semester.

The club president (or a club representative) must attend 3 out of 4 Club Communication Meetings per semester. These will be scheduled in advance on a regular basis, with time, date and location to be announced by the Student Life Office. Communication meetings will be conducted a minimum of four times per semester. Each club must hold a minimum of one meeting per month. See Club Tiers, Funding and Requirements, p. 8.

Club members must abide by all Snow College standards and regulations, which include: the policies of this handbook, the Constitution of the Snow College Student Association, and Snow College's Student Code of Conduct.

When organizing a campus-wide activity, the Club President and Club Advisor must fill out and turn in a Campus Event Proposal to the Student Life Office at least three weeks prior to the event. Furthermore, any advertising done for a club activity or event MUST follow the Campus Advertising Guidelines listed on page eight (make sure it's still page 8 after the rewrite) of this handbook.

The club must not be affiliated with any commercial or for-profit organization.

Chartering of a club by the college does not necessarily represent college approval of the objectives or opinions of the club members. Therefore, a student club will neither represent nor imply in any document (i.e. constitution, statement of purpose, letterhead, publication, or contact with the public) that it is speaking for or in the name of Snow College.

To exercise the privilege of using or scheduling campus facilities or vehicles, clubs and organizations must do so according to the policies and guidelines established by Snow College and the Student Life Office.

## **CHARTERING PROCEDURES:**

*The Legislative Branch of the Student Body Advocates and the Director of Student Life shall approve the chartering of student clubs who have completed the following steps:*

### **Initial Chartering:**

Club leaders must submit a completed Club Chartering Application to the Student Life Office located in the GSC Room 226 no later than 30 days after the start of each semester. If the application is turned in after these deadlines it will not be approved until the following semester.

The Student Club Representative will notify the club leader or advisor by email when their charter has been approved. A Snow College account number will be assigned at that time by the Snow College business office at the request of Student Life.

All clubs chartering for the first time will be awarded \$50 club funding, deposited to their Snow College club account, upon completion of all required chartering forms.

A chartered club is allowed to request semester dues from its members. As per club policy, traveling clubs should collect \$15 from each member and sports clubs have specific fees associated with their sports.

“Club Leadership” will be defined and limited to the following positions/roles:

- President
- Vice President
- Treasurer (or a structurally similar position)

### **Retention of Chartering:**

In order to retain a charter for the upcoming academic year, a student club must complete and submit a re-charter form to the Student Life Office no later than 30 days after the start of the semester. Forms can be turned in any time before the deadline.

### **Termination of Charter:**

*The charter of a club may be terminated for any of the following conditions:*

1. Failure to comply with the requirements explained in this handbook.
2. Written request of a student club, signed by the group’s current president and advisor.
3. Violation of Snow College policy, Student Code of Conduct, the Snow College Associated Student Constitution, and/or Student Life Club Policy.
4. Failure to renew the charter.
5. Misuse of school funding and/or failure to maintain proper financial records.

The Director of Student Life will make the determination to terminate a club charter. The Student Club Representative will, in writing, notify the club president and advisor of the termination.

Appeals of charter termination follow the appeal process described under Conduct in this handbook.

## **CONDUCT:**

Student clubs shall not conduct activities which interfere with or disrupt the educational or service activities of the college.

Student clubs and their members are accountable for any and all violations of federal, state, or local laws, the Snow College Associated Students Constitution, and Snow College’s Student Code of Conduct.

A club is responsible for the actions of its members when participating in club activities and may receive disciplinary action if their behavior is not in accordance with the Student Code of Conduct and the regulations outlined in this handbook. Members who violate these standards may be subject to individual disciplinary action. Club participation in a violation of these standards is defined as voting in favor of the prohibited conduct, encouraging such conduct, joining in the preparations of such conduct, and/or actual involvement in the activity.

In the event of a disciplinary sanction, a student club may appeal to the Vice President of Student Success.

**Sanctions which may be imposed for violations include the following:**

1. A written reprimand from the Director of Student Life and the Student Body Advocate Representative of Clubs and Organizations.
2. A written reprimand with a probationary period of up to one year.
3. Suspension of certain privileges such as expenditures of current budget and/or use of college facilities for a period of time set by the Director of Student Life with the Student Club Representative.
4. Termination of the charter (see Termination of Charter guidelines under the Chartering Procedures section.)

**ADVISORS:**

As stated in the Club Requirements section, each student club must have an approved advisor to play a supportive role as well as help the club adhere to the standards required in this handbook. **The success of any club is ultimately the responsibility of the members, not the advisor. Ideally, the advisor should train and counsel club members regarding the achievement of club goals.** Advisor responsibilities include the following:

An advisor's primary role and responsibility consists of supporting the mission of Snow College as well as college policy, including the Student Code of Conduct.

**In addition, all advisors will:**

1. Train club members regarding college policies and procedures.
2. Attend one Advisor Training Meeting per school year.
3. Complete and turn in the Memorandum of Understanding form to the Student Life Office.
4. Sign a current Campus Advertising Policy agreement.
5. Act as a resource in planning, organizing, and implementing club events. Advisors are responsible for completing Campus Event Proposals, and Event Contracts, which must be submitted to the Student Life Office for review by the Director or Assistant Director at least 3 weeks prior to the scheduled event for approval. Advisors must also ensure payment to vendors for goods or services received.

6. Attend campus-wide club activities, parties or special events or arrange to have another approved advisor in attendance. The student accident injury insurance is only in effect when a college club activity is supervised by someone other than a student, i.e. an advisor or assistant advisor. Established clubs may hold meetings without an advisor if the club presidency is in attendance.
7. Serve as a liaison between the club and college administration.
8. Oversee the proper expenditure of monies for club functions and review expenditures and club financial records. Audit of the club financial record may occur at any time; therefore, it is required that advisors of clubs receiving funding through Student Life turn in a copy of the club's budget tracking form at the end of each semester that includes copies of all receipts. If a club that received funding through Student Life during the Fall Semester fails to submit its budget tracking form by the first day of Spring Semester, that club will not be eligible for Student Life funding during Spring Semester.

### CLUB TIERS, FUNDING AND REQUIREMENTS:

Club tiers mirror the size and level of involvement of clubs on campus and in the community, and thereby determine club budgets. Club leadership must submit a Club Funding Request to the Clubs & Organizations Representative, Zak McArthur, or Advisor, Donné Hewko, with appropriate documentation by 3:00 pm on the Monday preceding the Legislative Branch meeting during which the club funding request will be presented. For Spring 2019 those dates occur on the following Mondays: January 28, February 25, March 25.

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#### Club Tier System

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- Request no more than 50% of Student Life funding be used for refreshments/meals.

**In Addition to the aforementioned tier requirements:**

1. Funding will only be allocated to clubs that are chartered and have submitted a funding request application to the Student Life Office. All applications must be submitted by the Monday preceding the monthly legislative meeting during which the funding request will be reviewed. If the application is turned in after the deadline or is incomplete, it will not be reviewed during that month's legislative meeting. Such

requests can be completed and submitted the next month by the deadline to be considered. If a club is funded, but then becomes inactive for two consecutive years, the funds will be returned to the Student Life budget and redistributed.

2. If club members plan to travel, the club must collect \$15 from each traveling member.

3. All dues and revenues must be collected at the Snow College Cashier's window located on the second floor of the GSC. A receipt will be issued and should be brought to the advisor.

4. In determining whether a request for club funds should be granted, and the appropriate amount of that request, the Student Body Legislative Branch will consider the following viewpoint neutral criteria:

- a. Is the club chartered and in good standing with the College?
- b. Did the club submit a complete funding request application by the monthly deadline?
- c. What is the total amount of funding available to student organizations?
- d. How much is the club requesting in club funds vs. what is available for allocation?
- e. What is the club's current account balance?
- f. Does the club's request demonstrate that it has been diligent in determining and expressing its needs?
- g. What is the actual cost of the club's activities, and has it attempted to identify a cost-effective approach?
- h. Does the club collect dues?
- i. Does the club do fund raising on campus or in the community?
- j. How much funding does the club receive from other sources?
- k. If the group has received funding in the past, how effectively and efficiently has it used those funds?
- l. Will the event or activity be open to all interested students?
- m. Is the club active on campus and holding regular meetings?
- n. Did the club advisor attend annual advisor training?
- o. Did club leaders attend at least 3 out of 4 club communication meetings?
- p. Did the club submit club spending information with receipts at the end of the previous semester?
- q. Did the club fulfill the requirements to attain the tier status under which they are filing their request?
- r. If a club is requesting funding at a Tier 2 or Tier 3 level, is less than 50% of the requested amount earmarked for refreshments/meals?

**All funding decisions will comply with constitutional requirements of viewpoint neutrality (i.e., they will be based on considerations that do not include approval or disapproval of the views of the club or any of its activities).**

4. The Legislative Branch will evaluate all requests for club funding using the criteria outlined above in the following way:

- a. All Student Body Legislative Branch meetings where club fund requests will be discussed shall be open unless voted closed by a two-thirds majority. All advanced requests by club presidencies to discuss funding will be honored before meetings are closed.
- b. Minutes shall be taken at all Student Body Legislative Branch meetings where club funding requests will be considered.
- c. Should a club funding request be denied, in whole or in part, the club will be notified by the Office of Student Life who shall state in writing (via email) the reason for denial.
- d. All club funding decisions, including the amounts awarded to each club and the reasons for denial of club funding, will be kept on file in the Student Life Office for two years, and will be made available upon written request.

5. A club may appeal a funding decision made by the Student Body Legislative Branch, but only if the club has reason to believe that it was denied funds on the basis of the viewpoint of the club or the viewpoint planned to be espoused by its activities.

- a. A club may appeal in writing to the Vice-President for Student Success, no more than five business days after receipt of the e-mail. The appeal should address the stated reason for denial.
- b. The Vice President of Student Success may review the written materials provided by the club, the meeting minutes, the written reason for denial of funding, funding granted to other organizations, and other materials to determine whether the funding decision was made on a viewpoint neutral basis.
- c. The Vice President of Student Services shall issue a written decision on the club's appeal within ten business days of submission

6. Members of the Student Body Legislative Branch will uphold the constitutional principle of viewpoint neutrality in all funding decisions. If the Vice President of Student Success finds that a member of the Student Body Legislative Branch willfully violated this principle, that member may be subject to discipline which may include but is not limited to removal of the member. Merely casting a vote for a club's funding would not subject this member to discipline.

7. Club funds can be used to encourage activity in the club through a variety of means including club t-shirts, once-a-semester meals, and refreshments. To utilize Student Life funding, Tier 2 and Tier 3 clubs can spend no more than 50% of their Student Life award on refreshments or meals. However, clubs need to follow the guidelines and stipulations listed below when using funds to reward or encourage activity:

8. Clubs may use club funds/dues to purchase club related t-shirts, which need to be pre-approved by the Branding/Licensing Manager, John Stevens [435-283-7017 or john.stevens@snow.edu]. Any additional uniform items that the club would like to have must be purchased by personal funds.

9. Clubs may use club funds/dues for one club event meal per semester. The cost must stay within state purchasing guidelines as stated under section 13.5.6 of the institutional policies: [https://www.snow.edu/general/policies/13\\_5\\_7\\_travel\\_policy.html](https://www.snow.edu/general/policies/13_5_7_travel_policy.html) or in other

words; \$9.00 for breakfast, \$11.00 for lunch and \$16.00 for dinner per member attending the meal. Any additional meals must be purchased from personal funds.

10. Clubs can purchase light refreshments for weekly club meetings/activities. Examples would include chips, drinks, veggie trays, cookies etc.

11. If club members want to have individualized apparel that will not be used for the club the following year the individual club member must pay for it themselves. An example of this would be having individual names embroidered on shirts/apparel.

12. Club funds may not be used for scholarships of any form.

### CAMPUS-WIDE ACTIVITIES:

If a club wishes to sponsor a campus-wide activity, the club president and advisor must complete a Campus Event Proposal. This form may be obtained in the Student Life Office. If desired, two clubs will be allowed to co-sponsor an activity.

The club president and advisor must complete and submit the Campus Event Proposal (CEP) to the Student Life Office a minimum of three weeks prior to the activity date. Failure to meet this deadline may result in the cancellation of the event. The CEP paperwork is to include all contracts required for the event and for payment to vendor. The CEP and vendor contracts must be submitted to the Student Life Office for review by the Director or Assistant Director for approval. The advisor and club president will then be informed of the activity's approval via email. Only then will the activity be listed on Student Life's Activity Calendar. All other calendars and dates are tentative until the Campus Event Proposal is submitted and reviewed.

The club president must inform the Director of Student Life and Student Life Office Manager of any changes to the initial proposal or in the event of a cancellation. If the club president would like to change the date, he or she must request the change through the Director of Student Life and the Office Manager. Request for a date change may or may not be accommodated depending on the circumstances.

A club president will agree to cancel an activity if at any time the Director of Student Life observes that the club is not correctly following the steps provided for the activity in the Campus Event Proposal. Club leaders should contact the Student Life Office with any questions about activity procedures. Failure to inform the Director of Student Life of changes in the initial Campus Event Proposal may result in the cancellation of the activity. Club presidents and advisors will be notified of such cancellations.

### CAMPUS ADVERTISING GUIDELINES: [Updated August 2018]

1. All egress (exit ways, foyers & fire exits) areas must be kept free & clear of any obstructions.
2. Campus publicity may not remain posted for more than two weeks.

3. Nothing may be posted on campus building doors, building furniture, or in campus bathrooms.
4. Publicity CANNOT be hung, leaned, or posted on any campus building (this includes boards leaned against the Bell Tower or A-frames stacked near it for temporary storage). When using tables in the Bell Tower area, please fold them and place them under the stairwell just inside the southwest GSC doors. Tables are not to be left out overnight for safety concerns.
5. When staking any publicity materials in the ground stakes must be 24" away from any sidewalk edge and cannot penetrate the lawn any more than 6" into the ground. Plastic caps must be used to cover the top(s) of the stake(s). Rebar may not be used. Staking is NOT allowed without prior authorization from Campus Services. [435-283-7220]
6. Publicity may not be placed in the Heritage Plaza or shrubbery/bark or grass areas surrounding the Heritage Plaza and Huntsman Library.
7. Posters may not be placed on sidewalks or other walkways due to safety concerns.
8. Advertisements are not allowed on the fence surrounding the football field without prior permission from the Athletics Department. Limited space is available, so the position of advertising will be determined by Athletics. Please contact Denise Duncan [435-283-7020] Vinyl banners must be professionally designed.
9. NO hanging signs, posters, etc. on any campus trees, statues, monuments or other artwork.
10. All campus-wide publicity (flyers, posters, etc.) shall be posted in appropriate places (i.e. bulletin boards). Posting in campus buildings must be preapproved by the Student Life Office with the official "Student Life approved advertising" stamp. This applies to Clubs and Organizations and all Academic Departments.
11. Flyers may not be distributed randomly within campus buildings (GSC tables, bathrooms etc.). Flyers may not be left on vehicle windshields. Please confine the posting of flyers to campus bulletin boards or distribute them personally outdoors to individual students.
12. You may not tape advertising to glass, wood, finished surfaces, walls, pillars or trim in any campus building. Only blue painter's tape is allowed. All tape needs to be removed completely after the event. Contact Student Life to obtain blue painter's tape or large clamps that can be used to attach to a railing or beam [435-283-7121].
13. Please come to the Student Life Office to review where use of sidewalk chalk is allowed. Please do not chalk around the Bell Tower, or inside the Heritage Plaza between the Library and the Noyes Building. Please do not chalk within 50 feet of any building entrance so students don't track chalk in on their shoes. Student Life has extra chalk if your club/organization/department needs some. You will be required to clean up the chalk after your event is over. Campus Services can provide instructions. [435-283-7220]
14. Window painting is NOT allowed without prior authorization from Student Life. [435-283-7121]

15. No spray paint of any kind may be used on campus grounds. This includes, but is not limited to grass and snow.
16. No outside food or beverage, with the exception of wrapped candy, may be passed out in conjunction with event marketing. Snow College Dining Services has been contracted to provide ALL food for any campus-wide event or publicity. [You may contact them at 435-283-7270 [snowcatering@snow.edu](mailto:snowcatering@snow.edu).]
17. All campus activities must be in compliance with all applicable fire and safety codes. Open flames are not permitted and you may not use wood (including pine trees or boughs), burning candles or lamps, hay, straw or fireworks.
18. To publicize in the campus dorms, please contact Residence Life Office directly [283-7280].
19. To publicize in off-campus housing, please contact the individual apartment managers.
20. No fog machines may be used in any campus building.
21. A-frames are available in the Student Life Office for the use of chartered clubs only. A-frames are limited to 2-3 per activity, depending on availability. A-frames may not be placed on the dark concrete around the Bell Tower. A-frames may not be placed inside buildings without the building manager's permission. A-frames must be returned to Student Life by noon the day after the event marketed. One written warning will be issued to clubs who do not return their A-frames by the deadline. Upon a second offense, the club will be fined \$20.00. Upon a third offense, the club will lose A-frame privileges for the rest of the semester. To order A-frame sized posters at your expense with two weeks' notice, you may contact John Stevens [435-283-7017 [john.stevens@snow.edu](mailto:john.stevens@snow.edu)] or John Clark [435-283-7626 [john.clark@snow.edu](mailto:john.clark@snow.edu)].
22. Student Life's texting service is solely for the use of the Student Life Office in promotion of Student Life sponsored activities only. Students signing up for the texting service agree to receive 2-3 texts per month exclusively from Student Life. This precludes any other campus group or organization from utilizing this texting service.
23. For all other publicity and/or unusual types of advertising on campus (i.e. animals, tents, trucks/vehicles, large machinery) contact Leslee Cook, Director of Campus Services [435-283-7221, [leslee.cook@snow.edu](mailto:leslee.cook@snow.edu)]. For maintenance/custodial needs (i.e. trash cans, outdoor tables and chairs, etc.) please contact Tracy Madsen, Campus Services Office Manager [435-283-7220 [facilities@snow.edu](mailto:facilities@snow.edu)]. Campus Services will ask you to put in a work order for special requests. There may be a cost associated with your request. Work orders can be found on the Snow website-Offices-Campus Services-Work Orders or go to: [https://www.snow.edu/offices/facilities/work\\_orders.html](https://www.snow.edu/offices/facilities/work_orders.html)

**If you have questions regarding publicity not addressed above, please contact Student Life or Campus Services before proceeding.**

By signing below, I am agreeing that I have read and understand the Snow College Campus Publicity Guidelines outlined in this document. Additionally, I understand that should I violate any of the above outlined guidelines that fines and/or other penalties will be assessed. I also understand that the Snow College Student Life Office and/or

Campus Services reserve the right to remove any publicity that is in violation of these rules.

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**Club President/Advisor Signature**

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**Name of Club**

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**Date**