



ACADEMY *of* ART
UNIVERSITY®

FOUNDED IN SAN FRANCISCO 1929
BY ARTISTS FOR ARTISTS

Academy Art U Campus Life
Student Organization
Handbook

2019

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<https://www.facebook.com/AcademyArtCampusLife>



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Mission

Campus Life's mission at the Academy of Art University is to bring engaging, stimulating, and fun events to the student body to enjoy in their recreational time, as well as to provide support and promotions for student run organizations on campus.

It is our goal to get students engaged in their passions and interests outside of the classroom. Whether social, professional, cultural, Greek life, or sports, Campus Life is here to assist you in getting involved in life on campus and the city of San Francisco.

How To Get Involved

Getting involved on campus is a great way to meet new people, explore the city, and discover new passions. If you are interested in joining a club or just want to see what types of clubs are available at AAU, simply email Campuslife@academyart.edu. We will be able to tell you about all the active clubs and connect you with the students that run them.

At the beginning of each semester there will be a Club Mixer where all of the clubs will come to represent themselves to the student body. This is a great opportunity to meet and see all of the clubs in person before you decide which you want to join.

Is there a club you think the Academy should have but doesn't currently exist? You can start your own club here at AAU, and its easier than you think! Check out the guidelines in this document for details.

Forming an Organization

- Step 1: Be passionate about something and have the motivation to share and spread that passion with others.
- Step 2: Imagine your organization already exists. Write up a one-page proposal explaining what your club is about, what you would discuss in your meetings, what types of events you might like to hold, and anything else pertinent to your group. Reach out to some faculty and search for a staff Advisor if your proposed organization happens to be related to a field of study in the University.
- Step 3: Email your proposal to campuslife@academyart.edu to have your document reviewed. If/when your proposal is approved, you move forward creating social media accounts (and official e-mail) for your organization ex. Facebook page, Instagram, (if applicable), etc.
- Step 4: Hold an interest meeting to find your first active members. Make sure to keep a roster and collect the names, student ID numbers, and email addresses of everyone who attends.
- Step 5: Hold your first official meeting where you will elect your executive board and create a calendar of events for the semester. You will continue to engage Campus Life who will advise and assist you in the formation of your group as you work to achieve Active Status.

How to Propose an Event

If your organization would like to propose an event they should first write out a plan with their faculty or staff advisor. They may then email campuslife@academyart.edu with the following information and a filled out Facility Request form.

Name of Organization:

Name of Event:

Location Requested:

Event Leader Name, Email, & Phone Number:

Please describe the event in full detail:

How will you promote and who is your target audience?

IMPORTANT: Please note that a Facility Request Form is needed to reserve any academic space on campus. The Facilities Department asks for a minimum of two weeks (prior to your event) to process your petition. The Manager of Campus Life will review your Facility Request Form before submitting it to the Facilities Department.

If you'd like to reserve a non-academic space (ex. Art Café, Brannan basketball courts) please submit an e-mail request to Campus Life: campuslife@academyart.edu



Event Academic Facility Request Form

This request will not be processed unless you have the required signatures.

SUBMIT A MINIMUM OF TWO WEEKS IN ADVANCE.

Requestor Name:	Department:	Department ID #:
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Email Address:	Phone Number:
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STEP 1: IDENTIFY EVENT

Event Name: _____

Brief Description: _____

STEP 2: REQUIRED EVENT DETAILS

NOTE: If you mark YES to any of the items below, please see Page 2: Policies, for additional requirements

Event Type:	Guest Speaker:	Student Club:	Other:
Mark ALL that apply	Student Activity:	Dept Hosted Meeting:	

Budget Reference:	Travel:	Janitorial:	Security:	Other:
Mark ALL that apply	Movers:	Student Activity:	Honorarium:	

Estimated Number of Participants: _____

Is this event open to the public? YES: _____ NO: _____

* Outside Organization involved? YES: _____ NO: _____ If Yes, Organization Name: _____

Security Coverage Required? YES: _____ NO: _____

Is AV required? YES: _____ NO: _____

Are Bus Ops services required? (Added seating, furniture moves, etc...) YES: _____ NO: _____

Are refreshments being offered? YES: _____ NO: _____
If Yes, description required: _____

STEP 3: IDENTIFY LOCATION

Building:	Room #:	
Date(s):	Start Time:	End Time:

STEP 4: DIRECTOR APPROVAL

Department Director (print name): _____

Signature: _____ Date: _____

STEP 5: FACILITIES APPROVAL

After steps 1-4 are complete, scan and email this form to **FACILITYRESERVATIONS@ACADEMYART.EDU*

Signature: _____ Date: _____

STEP 6: EXECUTIVE OFFICE APPROVAL

Signature: _____ Date: _____

** Once your request is reviewed, this form will be emailed back to you.*

Student Organization Statuses

Active Status

Student Organizations are granted Active Status when they have 15+ active participating members, a club president, and in-person meetings throughout the semester.

We recommend Active Clubs have an executive board with a VP, Treasurer & Secretary. We also advise seeking out a Faculty Advisor for organizational purposes, to help facilitate relations with the school administration, and for and general support.

Active organizations may apply for monetary and supporting aid from Campus Life, but are expected to do most of their fundraising internally through member dues, event fees, and fundraising events.

Active organizations may apply for assistance in printing and distributing flyers for organized events. To apply for assistance in printing flyers or for supporting aid email campuslife@academyart.edu with your event proposal, how many people you expect to attend and how you plan to promote the event. Campus Life will review each request individually and assisted events will require that all AAU students are allowed and invited to attend. To be approved, flyers must abide by the Flyer Requirements detailed in this guide.

Petitioning Status

Student Organizations are listed with Petitioning Status as they are forming and working to becoming an Active Group. New organizations can form anytime during the school year, but will be required to first submit a proposal to campuslife@academyart.edu. Petitioning Organizations must be composed of 5-14 members and be working towards Active Status.

General Club Information

Membership Rosters

All student organizations must keep a roster of their active members, including: Name, Student ID, Email Address, & Phone Number.

Social Media

Each organization should have a social media outlet for communicating with past, current, and prospective members. Campus Life recommends any or all of the following: Facebook, Twitter, Instagram, or a Blog/Website.

No Hazing Policy

Hazing refers to any activity expected of someone joining a group that humiliates, degrades, or risks emotional or physical harm, regardless of the person's willingness to participate. Hazing at the Academy of Art University is strictly prohibited. It is defined as conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University. The No Hazing Policy is within Academy jurisdiction regardless of whether the conduct occurs on or off campus.

Leadership Council Meetings

From time to time Campus Life will host Leadership Council Meetings with all of the Active Club Presidents. Student leaders will be alerted of these meetings via email. This will be a time for Campus Life to host a roundtable discussion on clubs as a whole and share directives with all of the student groups. There will be a time in these meetings for clubs to share their events and activities with the other club leaders, and to brainstorm collaborative ideas.

Faculty & Staff Advisors

Faculty & staff advisors serve as a liaison between the organization, Campus Life, and the administration. The advisor's role is flexible and will change depending on the needs of the organization.

Although not required, we recommend all student organizations find and maintain a faculty/staff advisor.

Advisors can be full time or part time faculty/staff; however, Campus Life personnel are not eligible to advise any student organizations. Advisors should remember that they are a resource but are not ultimately responsible for the success or failure of the organization.

We ask that advisors help to:

- Maintain accurate records and documentation
- Transition organizations between semesters
- Ensure that University policies and procedures are followed at all times
- Help the Organization create a semester plan

We ask that advisors NOT:

- Run the Student Organization
- Plan Events for the Student Organization

Advertising on Campus

- All advertisements must be approved by campus life and have an official AAU logo in a prominent location within the design. Please email campuslife@academyart.edu for a .pdf of the official logo.
- Advertisements must be free of spelling/grammatical mistakes and may not exceed 11"x14" in size, digital files must be less than 4mb at 300dpi.
- Advertisements must include: Name of the organization, date, time and location of the event, and should use eye catching and engaging imagery.
- The TV monitors around campus are **not** available for club announcement due to the limited quantity of available slides. It will be used solely by administrative departments and for emergency notifications.
- Advertisements may not be posted in any interior classroom space, on chalkboards, windows, doors, light poles, brick, sidewalks, trees, fences, or permanent signs.
- Advertisements promoting an event that is unlawful or violates University regulations as well as references to drugs, alcohol, and sexist or discriminatory materials are not allowed.
- Submit your design for review to the Campus Life Department 3 weeks prior to your event date. Upon request, the Campus Life department can assist you in the creation of a poster. Please submit your design request for your approved event or club meeting with at least 4 weeks in advance prior to the event date.

How to Register or Renew your Organization

To renew, email Campuslife@academyart.edu with the following information at the beginning of each semester prior to the Club Mixer:

Name of Organization:

Number of Current Members:

List Exec Board Names, Titles, & Contact Information:

Name, Title, and Contact of Faculty Advisor: (if applicable)

Official Club Email:

Social Media Links:



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Getting involved with AAU Clubs will enrich your life outside of the classroom and engage you with all that the city and school have to offer. Thank you for taking the time to read this guide, if you need help finding a club that is right for you contact:

Campuslife@academyart.edu