Inter-Club Council Manual

Welcome to Inter-Club Council Club Leaders,

The ICC office is comprised of dedicated student affairs coordinators looks forward to ensuring that your co-curricular experience at Pepperdine complements your outstanding academic endeavors.

Whether you are an experienced student leader, or if you are new to this leadership position, we want you to be successful. We hope that you feel the spirit, energy, and excitement that abounds in our office as we give the support and guidance you need to run your organization effectively.

Student leadership development is essential to having a well-rounded and diverse collegiate experience. As you walk along the path to "building your community" at Pepperdine, we hope you will use the ICC Manual as a tool to learn the ins and outs of running a student club or organization. We know you will have many opportunities while at Pepperdine and we are happy to supply you with this guide as one key to open doors to endless possibilities.

If you have any questions about any of our services, please contact the ICC at iccgeneral@pepperdine.edu. You may also drop by our office, which is located in HAWC 140.

We wish you well this academic year. Good luck and AyoWaves!

Sincerely,

Inter-Club Council

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How to Form a Student Organization

Recognition Process

> Pepperdine supports the establishment and continuation of all undergraduate clubs and organizations whose purpose both aligns with the mission of Pepperdine University and adds value to the undergraduate experience through a diversity of activities, interests, and initiatives.

In order to be approved and recognized as a registered student organization of Seaver College, clubs must establish the following:

- An official club name
- A mission/purpose statement
- A faculty/staff advisor (advising by an outside entity or individual is not permitted, with the exception of national sorority and fraternity advisors)
- A governing constitution
- A process for selecting and replacing leadership
- A membership roster**
- A preliminary calendar of events, meetings, and activities**
- ** These will be modified or enhanced as the club grows and develops into an established organization.

The process of becoming an officially registered student organization with Seaver College is as follows:

- Contact the ICC Advisor with the intent of establishing a club.
- Fill out the appropriate application forms that document the requirements listed above.
- Apply/Submit all required materials through Peppervine.

The ICC President in conjunction with the Student Advisory Committee will review the application for University approval.

The club representative will receive an email of approval, denial, or request additional information from Student Activities.

The Student Advisory Committee (composed zof Student Affairs staff) reviews all requests for recognition of student organizations. Simply following the procedural steps set forth in the Student Organizations Handbook does not guarantee recognition. Generally, a response to a submitted registration will be given within ten business days, and will be sent to the student(s) and faculty/staff advisor submitting the application.

Annual Maintenance Procedures for Student Organizations

- Organizations must maintain and regularly update an accurate list of members and officers on Peppervine. Student Activities staff may ask at any time for a current roster.
- Organizations must be familiar with the Student Organizations Handbook.
- Organizations must provide requested reports or other procedures that may be required periodically.

- Organizations must be an active member of the appropriate governance council and comply with its by-laws (e.g., Inter-Club Council, National Pan-Hellenic Council, Panhellenic Council, Interfraternity Council, or Sports Club Council).

University Standards and General Conduct Expectations:

General Conduct Expectations

Student organizations, their leaders and members are expected to display the highest standards of conduct, honor, and integrity and to uphold all policies contained in the Student Organizations Handbook. In keeping with the University's Christian mission and its heritage in Churches of Christ, all members of the University community are encouraged to consider and respect the teaching of Jesus and historic, biblical Christianity. It is expected that all student organizations will adhere to biblical teaching regarding moral and ethical practices. Engaging in or promoting conduct or lifestyles inconsistent with biblical teaching is not permitted.

On or Off-Campus Conduct

Organizations must agree that whether activities are on or off-campus, they are an extension of the University and subject to the principles and regulations governing all University activities. Off-campus rights and freedoms of student organizations involve the responsibility to display conduct and behavior that reflect favorably on them, the University, and the community. Although the University is not responsible or liable for students' off-campus events or behavior, it does reserve the right to take disciplinary action in response to behavior off campus that violates University expectations and policies or adversely affects the University community and/or the pursuit of its objectives.

Any activity in which four or more members or new members of an organization are engaged may be considered an event of that organization and will be subject to all guidelines thereto pertaining.

An event is defined as an occurrence or activity, whether formal or informal, spontaneous or planned, on or off-campus, in which four or more members and/or new members of an organization are engaged (e.g., sporting activity, formal, meeting, house party, etc.).

Standards of Conduct for Events

Pepperdine is a Christian University. As such, all events, programs, and performances must be suitable for family audiences. All participants, whether internal (students) or external (vendors, artists, and producers), shall perform and/or conduct themselves in a manner that is consistent with the standards of the University. If participants fail to adhere to University standards disciplinary action may ensue. Examples of these standards include:

- No alcoholic beverages or non-prescribed drugs are permitted on campus. Anyone under the influence of alcohol or narcotics will be reported to the local authorities and removed

from campus. The University will not honor any rider requests to provide Performer/Group/Entertainer with alcohol.

- No unlawful or improper conduct or language is permitted on stage during a performance or on campus. Examples of behavior and/or language inconsistent with the standards of the University include, but are not limited to: mosh pits, stage diving, crowd surfing, or any other actions that may create a dangerous situation; statements that disparage God, Jesus Christ, or religion; language that demeans and exploits women; explicit lyrics; and references to sex, alcohol, and narcotics/drugs. Under no circumstances will the Student/Performer/Group/Entertainer use profanity or tell obscene jokes or stories of any kind whatsoever during the performance. The determination of what is improper or obscene with respect to statements made by the Student/Performer/Group/Entertainer will be made in good faith by the University and will be at the sole and absolute discretion of the University.
- Smoking is not permitted in any University building or facility, or at any campus event. See the Smoking Policy in the Student Handbook for more information.
- All supporting talent accompanying the Student/Artist/Producer/Entertainer/Vendor must also comply with the standards of conduct stated herein. A breach of any provision of this Contract by supporting talent will be deemed to be a breach by the Student/Artist/Producer/Entertainer.

Alcohol/Drug-Free Activities

Pepperdine University seeks to foster an alcohol-and-drug-free environment. Therefore, all activity of student organizations, whether on or off-campus, must be alcohol-and-drug-free. Alcoholic beverages are not to be served or consumed at any formal/informal meeting, gathering, or event of a student organization, whether on or off-campus. In planning events, both on and off-campus, student organizations must make arrangements to ensure that no alcoholic beverages are served or consumed. Moreover, illegal drug use of any kind is strictly prohibited by University policy and local law. For more information about the University's policy for Alcohol and Other Drugs, visit the Seaver College Student Handbook.

Hazing

Pepperdine University is committed to the highest standards of academic excellence and Christian values which strengthen lives for purpose, service, and leadership. Hazing is a violation of our Christian teaching that all people are created in the image of God and should be treated with dignity and respect. Therefore, Pepperdine is dedicated to a University community free of hazing.

Hazing is prohibited by state law and University policy. The University's hazing policy applies to all student organizations – including groups governed by the Sports Club Council, Inter-Club Council,

Inter-Fraternity Council, Panhellenic Council, National Pan-Hellenic Council, and athletic teams – as well as unrecognized student organizations.

It is unlawful to engage in hazing. See California Penal Code section 245.6 ("Matt's Law"). Matt's Law defines hazing as "any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term 'hazing' does not include customary athletic events or school-sanctioned events." Individuals found guilty of hazing may be imprisoned and/or fined. Matt's law also allows a person against whom the hazing is directed to sue the individuals who participate in hazing or organizations that authorize, request, command, participate in, or ratify the hazing.

To read more about Pepperdine's hazing policies, go visit the Student Organizations Handbook.

Responsibilities of a Student Organization Advisor:

1. The advisor is to be familiar with the organization's constitution, budget, and this handbook.
2. The advisor is encouraged to be present at no less than two group meetings per semester.
3. The advisor is strongly encouraged to attend off-campus events or activities sponsored by the student organizations. The advisor is required to attend off-campus functions when requested by Student Activities (ie Formals or Retreats)
4. The advisor is required to attend meetings of all organization advisors when called by Student Activities each year.
5. The advisor is to encourage the organization to operate within University guidelines and should discourage any activities that violate University policy.
6. If the advisor is unable to continue with said responsibilities, Student Activities should be immediately notified in writing. A new advisor should be chosen within 10 days of the resignation.
7. The advisor must approve the organization's calendar of events each semester.

Inter-Club Council:

The Inter-Club Council (ICC) comprises representatives from over one hundred student organizations, which represent diverse student interests and leadership opportunities in several categories: Identity Based, Service, Student-led Ministries, Greek Councils, and Special Interest groups. Fraternities and sororities maintain their own distinctive councils. Each year, the ICC in conjunction with Student Activities allocates funding to recognized student organizations from the ICC General Fund and Student Development Fund, provided they abide by the stipulations outlined in the Inter-Club Council by-laws. Among its responsibilities, the Inter-Club Council:

- Facilitates campus-wide, student-led activities;
- Fosters organizational growth through student-led mentoring and collaboration;
- Coordinates the budgeting and financing of ICC fund appropriations to member organizations

Club Conference (Club Con)

For Club Con, two representatives from an organization must be present during the training and pass the informational quiz if the organization wishes to have funding from ICC. If an organization does not attend the Club Con or does not have the appropriate amount of representative at the meeting, the club will not be granted funding from the Inter-Club Council.

- *Two Representatives:* The two representatives must be active members of the organization. Any member can be a representative for the organization or club, it is not limited to only students who serve on the organization's E-Board.
- *The Quiz:* At the end of the meeting, one representative will have the chance to pass the funding quiz that will be given. In order to pass, the student needs at least an 80%. If the first student does not pass on the first attempt, the second representative that was at the meeting will have to make an appointment to come to the ICC Office (HAWC 140) to take the quiz during office hours. If this student passes, the organization will be granted funding. If the second student also does not pass, the organization will not be granted funding until the spring when the second Club Con of the year takes place and when the quiz will be offered again.
- *Additional Resources:* All of the slides that were used during Club Con will be available for the students' use. Club members and club representatives will have access to a digital folder with all of the information needed and reviewed that aids in the passing of the quiz.

HOW TO USE PEPPERVINE

Event Requests

Create an event

1. Login to vine.pepperdine.edu
2. Switch to **manage access**
3. Go to your club's membership page
4. Go to organization tool dropdown menu
5. Click on Event button → "Create Event"
6. Fill out the necessary information

Submission Deadlines

- Event Request (In-Person): 2 Weeks
- Event Request (Virtual): 1 Week
- Funding Request: 2 Weeks
- Event with 200+ expected attendees: 4 Weeks
- Event that requires outside vendors: 4-6 Weeks

What is an event?

Pepperdine has a strict “four or more” rule. Meaning that if four or more people from your organization are in attendance, you need to make an event request. An event is any activity or situation, sponsored, co-sponsored or endorsed by the organization, or any event a reasonable person would associate with the organization.

Event Requests

In order to host an event, you must submit an event request 2 weeks (14 days) prior to the date of the event for review. Event requests are reviewed once a week in each of the following areas: ICC General, ICA, Greek Life, Student Led-Ministries, and the Service. If you do not know who reviews your event requests please reach out to iccgeneral@pepeprdine.edu and we can share that information.

RSVP

Utilize the RSVP feature on Peppervine in order to keep record of how many people may attend a certain event, a feature which is vital when ICC reviews both event and funding requests. To RSVP for an event, follow these directions:

1. Logon to vine.pepperdine.edu
2. Click on your organization
3. Scroll down to “All Events” and click on the event you would like to RSVP to
4. Click on the blue button labeled “Continue to RSVP”
5. Complete the RSVP Form and click “RSVP”

Attendance Tracking

It is a requirement to take attendance at **all** events approved by ICC. To do so, follow these directions:

1. Logon to vine.pepperdine.edu
2. Click on your organization
3. Scroll down to "All Events" and click on the event in which attendance tracking is needed
4. Click on "Manage Event" in the upper right-hand corner
5. Scroll down to "Attendance Link" and press “Copy”
6. Using any QR generator (from the virtual web), insert the link and get a QR code
7. Screenshot the QR code and display it during your event for visiting members to complete and identify they were in attendance

Event Feedback

To ensure all participants who RSVP’d receive a Post-Event Feedback form after your event, follow these directions:

1. Logon to vine.pepperdine.edu
2. Create an Event Request (see instructions above)

3. On the “Post Event Feedback” page of the Event Request Form, check the box that says “Automatically Send Post Event Feedback notification after event”
4. Input specific post event feedback questions
5. Complete the rest of the Event Request Form and click “Submit”

To access the responses to the Post Event Feedback Form, follow these directions:

1. Logon to vine.pepperdine.edu
2. Switch to **manage access**
3. Go to your club’s membership page
4. Go to the organization tool dropdown menu
5. Click on “Events”
6. Click on the event you would like to access and scroll down to the “Post Event Feedback” section
7. Click on the blue “Export Feedback” to view all responses

Vendor Contracts

If your event requires a non-Pepperdine affiliated speaker, performer, food trucks, etc then you will need to work with the ICC Advisor to fill out a vendor contract.

Contract Steps for a Volunteer:

- Request 4 weeks in advance on Peppervine
- After event is approved:
    - Meet with ICC Advisor to set up Volunteer Contract

Contract Steps to Pay with Credit Card:

- Request 4-6 weeks in advance on Peppervine
- After the event is approved:
    - Submit a budget request and attend ICC Funding Meeting
    - Meet with ICC Advisor to request an invoice from vendor
    - Schedule a time to use an ICC Card

Contract Steps to Pay with Check:

- Request event 4-6 weeks in advance on Peppervine
- After the event is approved
    - Schedule meeting with ICC Advisor to create a contract
    - Submit a budget request and attend ICC Funding Meeting
    - Connect vendor with ICC Advisor to process W-9 information
    - Send out contract to be signed by Vendor and Director of Student Activities
    - Vendor will be pay 3-4 weeks after event date

Tabling

If you are going to be tabling at your event, you will need to fill out a warehouse service form. The form is located on the Inter-Club Council Peppervine page, all the way at the bottom, under the document section. Click "View all documents" → Event Planning Resources → Warehouse Services Tabling Form.

A/V Request
If your event is not in the HAWC or Sandbar and your club/group will run AV yourselves, please read the following important details before submitting your AV Request:

- AV Requests must be submitted at least a week in advance of your desired pickup date. This is not always the same day as your event, so plan accordingly.
- Equipment is not reserved until you receive a confirmation email from an AV Technologies staff person confirming specific equipment and services as well as pick up and return times. If you have not received a confirmation email within 5 business days of submitting your request, please call AV Technologies at 310-506-6953. This confirmation is not the same as the automated message you will receive once the request is submitted.
- Equipment check-out and return: Monday thru Friday, 9 a.m. to 4 p.m. only, except Wednesdays during the Academic Year, open from 11:30 am to 4:00 pm
- Equipment check-out only at Malibu campus and as long as equipment is available. University equipment must remain on University property.
- Department/Supervisor must approve check-out for students, student organizations, and campus visitors. Equipment is not for personal use.
- Your check out time is in a half-hour block to include training on the equipment if needed. Indicate on the request if training is needed.
- You will need to schedule additional time for training if you will be using a location with built-in equipment (i.e., Elkins, PLC 125, Fireside Room, Page Conference Room). This time should be reserved by you prior to your event to allow proper training time. Once the time and location have been reserved, indicate this training time as the "Pickup Time" on the AV Request.
- Audio Visual Technologies is located in the basement of the Tyler Campus Center (TCC), directly below the Bookstore and next to the loading dock.
- You and your supervisor are responsible for equipment the becomes damaged, lost, or stolen once it is signed out of the AV Technologies Office.
- A/V Technologies Request Form for equipment rental.

Form for request of Student AV Tech Worker

If your event requires AV set up and you'd like to have a Student AV Tech present to run AV at your event anywhere on campus, click this link to reach the Student AV Tech Request Form. They have their own equipment, but they can also work rented equipment from Pepperdine.

- Your group is putting on a Coffeehouse in the Sandbar and want someone to set up mics for a few people to perform

- Your group is putting on a performance in the amphitheater and your group would like a Student AV Tech to run sound for your performers
- For questions regarding what a Student AV Tech can provide, please contact Susan Bousman x4304

FUNDING

All approved ICC organizations are allocated funds for each academic year. Funding is split into three categories: General Funds, Student Development Funds, and Promotional Funds. Each club has the opportunity to access up to the set funding amounts for the year, but is not guaranteed to be able to access the full amount. ICC receives funding from the Campus Life fee, which is split between SGA, the BOARD, ICC and SWAB. ICC's allocation is held in a single agency account and does not allocate the yearly funds to each organization individually. ICC's goal is to maximize funding for all organizations, and strictly allocating to each organization would greatly limit that ability.

Campus Life Fee Allocation (per semester)

Organization	Amount Received	Percentage
the Board	$50.40	40%
SGA	$31.50	25%
ICC	$31.50	25%
SWAB	$12.60	10%
Total	**$126.00**	**(100%)**

Funding Requests

Must be submitted **2 weeks** in advance of the funding meeting or request will be automatically denied.

1. Log in to vine.pepperdine.edu
2. Switch to **manage access**
3. Go to your club's membership page
4. Go to organization tool dropdown menu
5. Click on Finance button → "Create Budget Request"
6. Fill out the necessary information
    a. Specify between General Fund and Student Development Fund Request

ICC will review each funding request during their weekly funding meeting. ICC will respond to request within *48 hours* of the funding meeting. If you do not hear back from ICC please email iccfinance@pepeprdine.edu to follow up on your request.

Funding Policies

At ClubCon, organizations will have the opportunity to choose how they allocate their ICC funds. Below are policies around how organizations can utilize their funds; along with the difference between General Funds and Student Development Funds.

General Fund - Events open to the general Pepperdine population to attend
Student Development Fund - Events that directly impact the development of your club members or Executive members

Non-Approved Funding

- ICC will not fund any items that run counter to the mission or purpose of Pepperdine University and all applicable guidelines
- ICC will not fund any items that are to be sold or otherwise profited from
- ICC will not fund philanthropy or other charity events as our funds must be spent on students
- Recurring membership fees and subscriptions
- Investment products

Timeframe

- ICC will not retroactively fund any costs. All funding must have prior approval and a funding agreement must be signed and returned.

Non-Approved Payment Methods

- ICC will not make or receive payments via personal payment networks, including but not limited to Venmo, PayPal (non-business), Square Cash WePay or WeChat.
- Cash may not be used especially, but not exclusively, for purchases made with the intention of submitting for reimbursement.
- Bitcoin and other electronic currencies are not approved

Food

- Food is not an optimal use of funds and as such is approved less frequently
- **Only** if it is related to the purpose of the event
- Maximum of $18 per person
- Informational/ Introductory Club meetings
- Banquets
- Special Events (ie. performance, speaker)

Mileage

- Drivers will be reimbursed for one-way travel, even if the trip is round trip. One-way reimbursements are almost always more than sufficient to cover the cost of round trip travel.
- Drivers will be reimbursed according to the IRS mileage reimbursement rate.

Travel (Student Development Fund)

- ICC will cover at most 10 attendees for trips unless special approval is granted
    - Reimbursements do not include commuting to airports or Uber/Lyft
    - Flights average: $300-$450 per person

Retreats (Student Development Fund)

- Advisors required to attend
- 10 attendees max
- Lodging covered, not food

Conferences

- Must be requested 1+ month in advance
- Lodging and flights must be requested in advance
    - Participants will sign an attendance contract and travel convent
    - If a student cannot make the conference, they must find a replacement to take their spot or has to reimburse ICC for their cost of attendance.

Prizes/Giveaways- A prize is something offered that has a value. Certificates or trophies having no resale value would not be considered prizes. If there is no charge for the gaming pieces then prizes of value can be auctioned or given away based on winning.

ICC will review each request and determine if this is an essential part of the. **If you are approved you must record who won each prize/giveaway: Name | email address | CWID and share this information with ICC.**

Promotional Fund Request

Promotional fund requests will be reviewed on a rolling basis, to be approved, denied, or in discussion within 1 business week of submission.

1. Log in to vine.pepperdine.edu
2. Go to the "forms" tab
3. Click on the "Marketing Request Form"
4. Select "Promotional Fund Request"
5. Fill out the necessary information
    a. Name of your organization
    b. Total price
    c. Itemized budget sheet
    d. Mock-up of your product
    e. (Optional) Enlarged graphic if sizing makes it difficult to see
6. You will either get a confirmation or denial based on your request (if your request is over $500, you will be automatically denied). If you are approved, the VP of Publicity will send you additional directions regarding payment and/or reimbursement.

This request form can be used for the following items (this is not a comprehensive list): shirts, mugs, pins, buttons, patches, sweatshirts, banners, stickers, etc. Any generalized promotional item is eligible for review and will be approved or denied on the basis of design and cost.

Using ICC Funds

After being approved for funding, ICC will approve the budget request on Peppervine with instructions on how to access your funding. Listed below are the steps to follow with each financial option.

Petty Cash (14 days for receipts to be submitted | 120-day expiry)

If your request is under $300, ICC may choose to offer you the ability to purchase the approved items with your own money and can reimburse to you after the event.

1. All petty cash items must be purchased on a credit/debit card.
2. You must keep the itemized receipt which ***must have the last four digits of the credit card.***
3. Submit a Petty Cash Request Form on Peppervine: Explore > Forms > Petty Cash Request
4. Turn in physical receipt to the Student Organizations Office; HAWC 140.
5. When notified, pick up your completed form from HAWC 140 and take it to the cashier's office, located outside OneStop for payment.

Using ICC Credit Cards

If your request is larger than $300 or items can be purchased online, ICC will approve you to use one of our three credit cards.

1. Email iccfinance@pepperdine.edu to schedule a time to meet with one of the three cardholders to purchase your items.
2. Turn in or email over any receipt from vendor to the ICC representative whose credit card you used. ***Receipt must have the four digits of the credit card on it.***

ICC now has Amazon Prime. When requesting items on Amazon, send iccgeneral@pepperdine.edu your wish list.

Checks: Refer to Vendor Contracts (p. 8)

Alumni Events

The Seaver College Alumni Relations office is here to help make that happen! Interacting with alumni who better understand your unique Pepperdine perspective can bring about career support, network connections, sponsorships, and new friendships!

And if you are an alumnus who wants to connect with current students who are in an organization that you were a part of, we can assist you in that as well!

What we can do to support your student-alumni connections:

- Student-alumni event/program financial grants
- Personal consultations
- Event support and advice
- Online event registration
- Event/program communication & advertising
- Web presence
- Alumni E-newsletters
- Alumni contact information

Fill out the form HERE to get in contact with Hannah Dean, Assistant Director of Affinity Engagement.

PUBLICITY

Printing Requests
Posters are essential parts of every event's promotional efforts and ICC is here to help you fully realize your marketing campaign by providing printing services. In order to start the process, you should email iccpublicity@pepperdine.edu with your request. Under no circumstances may a student approach Printing Services independently if they wish to receive ICC funding. Each request email should contain several pieces of information:

- A PDF copy of your poster(s)
- Sizing requirement
- Quantity needed
  - Maximum 50 for 8.5x11" OR 30 for 11x17" per event
  - Requests can mix these two dimensions, but the final pricing must fall beneath that of maxing out either dimension
- Paper type
- Date needed

To ensure that ICC has enough time to process your request, please submit your PDFs *two weeks* prior to the date you need them by. Once your prints arrive in the office, you will receive an email notifying you that they are available for pick-up.

Please note, that regardless of whether you are using ICC printing services, or printing independently, you posters *must* be approved by the VP of Publicity in order to be stamped and posted. Posters must have several pieces of information to be approved:

- Name of the organization
- Name of the event
- Date of the event
- Location
- Time
- Contact information (if applicable)

Ensure that all posters are stamped with the Student Activities stamp, on the front and fully visible or they will be taken down

Please note that any promises of food or free merchandise are the responsibility of the club to fulfill. An approved poster design does *not* guarantee funding for those items and in no way supersedes the final funding decision as sent out after reviewing an event's budget request.

Posting
Poster policies at Pepperdine primarily deal with location of posting. Several places are not allowed under any circumstances including but not limited to: doors, window, glass, walls, stairs, vehicles, phone booths, light posts, TCC, and above the entrance to Waves Café. Additionally, it is highly recommended that posters are taped along all sides, rather than simply looping tape on the backside, to prevent weather damage. Picture examples of appropriate places to hang posters are displayed on the wall of the poster making station by HAWC 140. If you have any questions, please

consult this pictorial guide first and then email any additional questions to iccgeneral@pepperdine.edu.

Organizations are responsible for taking down their own posters after the event has concluded.

Please also note that posters should not exceed 6ft x 4ft at any time.

Promotions

ICC Newsletter

Events on the newsletter will be directly pulled from the approved events list on Peppervine. If your event is not approved at the time of publishing, it will not be included. There are typically two spaces for features on the newsletter, either promoting an event or a club in general.

The types of features are as follows:

- Club (General Q&A of the E-Board and about the club's mission)
- Event Spotlight (A recap of a successful event from the previous month)
- Event Forecast (A promotional feature to highlight how great your event will be)

The process for requesting a feature is as follows:

1. Go to Peppervine
2. Click on "Forms"
3. Select "Marketing Request Form"
4. Select "Newsletter Feature Request"
5. Fill out the applicable information
6. You will either get a confirmation or denial, based on availability. If you are approved, the VP of Publicity will send you an email requesting additional information.

The Rock

Pepperdine only allows recognized organizations and clubs to paint the rock. Their policies are as follows:

- Only recognized student organizations or departments can paint the rock.
- Stakeouts are not allowed.
- Battling for the rock is unacceptable. The use of paint pellets, egg throwing, etc. is prohibited.
- The rock may only be painted by students after 8 PM (All-night stakeouts are not permitted).
- No items may be strung from plaza walls or buildings and no light poles or handrails may be decorated.
- Rock decorations other than paint (e.g., wood, signs, decorations, structures) must adhere to the following guidelines:
    - No items may balance or hang on the structure
    - Structures and decorations must be fully contained within the sand/dirt perimeter surrounding the rock.
    - Structures or decorations may not have protruding nails, screws, or sharp objects.
    - Structures or decorations may not exceed 8 feet in height. Structures or decorations over 4 feet in height must be approved by a University engineer.
        - Drawings and plans for the structure or decoration must be submitted to the Student Organizations Coordinator and the University engineer at least 5

business days prior to construction. The University engineer must personally inspect and approve the structures or decorations by 8:30 a.m. the morning of completion. Scheduling of this meeting is the responsibility of the student organization

- Unsafe structures must be redesigned or removed immediately at the discretion of the University engineer or Student Activities.
- A removal plan for structures or decorations of abnormal size or weight must be approved by the Student Organizations Coordinator.
- Failure to fully comply with these guidelines will result in immediate removal of the structure by the University and a $100 fine issued to the responsible persons/organization/department.
- On the back of the rock, you must indicate the date it was painted.
- Once the rock is painted, the date affixed, and the group has left the Plaza, no other group may paint over the rock until the following night at 8 PM.
- A tarp may be used when painting the Rock to prevent stills.
- Student Activities will not provide any supplies for painting the Rock.
- Damage/Paint Spills done to the area surrounding the rock will result in a minimum fine of $100 to the persons/organization/department responsible for the damage.
- When a group paints over a rock design, the group must stack all items associated with the former design NEATLY along the poster wall.
- Once a group's design has been painted over and their belongings have been stacked along the wall, the group has 24 hours to remove all items from the rock area. If this is not done, a fine of $100 will be assessed to the responsible student/organization/department.
- No items such as furniture, mattresses, tables, or chairs, may be taken from any location on campus to place around the Rock.
- Painting of other campus rocks or areas is prohibited.
- Profanity or indecency of any kind is prohibited.
- Painting the adjacent picnic table or the wall surrounding the Rock is prohibited.

University departments reserve the right to paint the rock for special events or purposes, such as New Student Orientation, Family Weekend, etc., at any time. Reservations must be made through the Student Organizations Coordinator at least three days prior to painting.

Failure to comply with the stated regulations will result in loss of future Rock painting privileges, removal of the display, possible fines, and possible referral to the appropriate University discipline committee.

Please refer to https://community.pepperdine.edu/seaver/studentactivities/forms/painttherock/ to submit a request and for additional information.

University-Wide Digital Signage

ICC has collaborated with Student Activities to provide a way in which clubs can have their approved graphics posted more readily to the digital displays around campus. Students should submit their graphics to the Marketing Request Form. Please refer to https://community.pepperdine.edu/digitalsignage/guidelines/ for university content guidelines.

Social Media

ICC Instagram: @pepperdine_icc

The ICC Instagram will be used in part to promote ICC itself, promote other Pepperdine departments, and also to promote the clubs under its jurisdiction. Graphics can be submitted to iccpublicity@pepperdine.edu for posting on the ICC Instagram. Otherwise, any posts showing up in the ICC feed will be prioritized to be posted on the ICC story.

Instagram Takeover:

The process to set up a takeover mimics that of other publicity functions. The exact process is delineated below.

1. Go to Peppervine
2. Click on "Forms"
3. Select "Marketing Request Form"
4. Select "Instagram Takeover Request"
5. Fill out the applicable information
6. You will either get a confirmation or denial, based on availability. If you are approved, the VP of Publicity will send you a password to the account the morning of the event
7. You will have access at least from one hour before your event to one hour after your event (within the bounds of 8am to 10pm), depending on the requested event time

As the ICC Instagram is reflective of the Inter-Club Council, there are several guidelines that must be observed when conducting a takeover.

1. Stories: Students are allowed to post 10-20 pictures and are encouraged to utilize polls, questions, and tagging features.
2. Live: Also at your disposal is the live video feature. This feature is ideal for answering questions in real-time and publicizing the event as it happens.
3. Posts: Students are not permitted to directly post on the ICC feed. Pictures from the event or graphics promoting the event can be submitted for posting to iccpublicity@pepperdine.edu and will be put up at the discretion of the VP of Publicity.
4. Using any profanity, publicizing illegal activities or substances, or breaking any university standards will result in immediate removal from the account and suspension from further access. Depending on the offense, disciplinary action will be taken in accordance with standards.

ICC Twitter: @Pepperdine_ICC

The ICC Twitter will be used primarily to remind students of important ICC events that are upcoming on campus. Submissions will not be accepted for the ICC Twitter, instead using it as a platform for cycling content from other platforms.

ICC Facebook: @pepperdineICC

The ICC Facebook will be used primarily to remind students of important ICC events that are upcoming on campus. Submissions will not be accepted for the ICC Facebook, instead using it as a platform for cycling content from other platforms.

Reapplication

Reapplication is the process of telling ICC that you plan to keep your organization active for the upcoming year. Student organizations need to reapply at the end of Fall or Spring semester depending on their ICC category. Social Greek and Professional Greek organizations will reapply their organization at the end of the Fall semester. Every other organization will reapply at the end of Spring semester.

Club Standings

- New Organization- First year organizations will receive 50% allotment of funding until completing their first year.
- Active- Has submitted all forms for reapplication and is meeting ICC policies
- Inactive- Is missing paperwork from reapplication or is not meeting ICC policies
    - Advisor has asked to meet with leaders to create next steps to fix missing areas
- Frozen- Did not complete reapplication or does not meet ICC policies
    - Does not communicate with ICC advisor to address issues
- Probationary Levels
    - Level 1- loss of funding for a semester
    - Level 2- loss of funding for a year, no social events for a semester
    - Level 3- loss of funding for a year, no social events for a year, meeting with Student Activities to determine continuation status of club

Notification of Change or Termination

The organization's president is responsible for notifying Student Activities if there is a change in student leadership. If a student organization wishes to terminate its recognition, a letter stating this must be sent to Student Activities immediately. The club president and the faculty advisor of the organization must sign the letter. NOTE: An organization that ceases to support the University's mission and policies may lose its recognition status and the accompanying privileges.