



CLUBS & ORGANIZATIONS

CLUB

HANDBOOK

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Concordia University Irvine

Mission Statement: Concordia University Irvine, guided by the Great Commission of Christ Jesus and the Lutheran Confessions, empowers students through the liberal arts and professional studies for lives of learning, service, and leadership.

Clubs & Organizations at CUI

Mission Statement: Clubs & Organizations (“Clubs”) at Concordia University Irvine seek to provide students with the opportunity to engage with the campus community, gain a deeper sense of belonging, and enhance learning in a co-curricular setting.

Starting a New Club at CUI

To gain approval for a new club, the Clubs & Organizations Proposal Application must be completed and submitted. Click this link for the [form](#).

Expectations and Requirements

A club’s mission and activities must support and operate within Concordia University Irvine’s Mission Statement and University policies, as well as State and Federal laws and regulations (further information is in the [Student Handbook, Code of Conduct, and University catalog](#)).

- o A club understands that, as representatives of Concordia University Irvine, *all* students are subject to University standards, policies, & expectations anytime they are on or off campus participating in activities or meetings.
- o A club must have a current faculty or staff advisor and club advisors. Clubs must inform the advisor of any meetings, planned events, and changes to the club. Should the club advisor discontinue this role, it is the responsibility of the club officers to replace the advisor within two weeks of the notice.
- o A club must have at least 10 active, enrolled, and current student members of the University at all times during the school year. Clubs with membership that drop below this number will be at risk for dissolution.
- o A club must maintain a current list of all members, including names, year in school & cell number.
- o Each officer must hold a minimum cumulative GPA of 2.0 and be in good academic and disciplinary standing.
- o A club must report any changes to the club (amendments, removal of officers, etc.) to the ASCUI Club Commissioner within one week of the change.

- o Clubs must go through the ASCUI Club Commissioner before bringing an outside group onto campus. An outside group or organization must be pre-approved before they are allowed to attend a university sponsored event.
- o A club must maintain attendance at mandatory events for ASCUI Clubs & Organizations throughout the year including: fall and spring ASCUI Club Rush, specified Admissions Events, individual club president meeting with the ASCUI Club Commissioner that occur twice per semester, club president meeting, and any other events as noted by the ASCUI Club Commissioner.
- o A club must organize 1 campus-wide event per semester and submit event proposals through an event proposal form available on the google drive.
- o A club must fulfill 10 hours of service minimum, shared between active members, (10 members doing an hour each equals 10 hrs of service work) and submit a Service Project Form to the ASCUI Club Commissioner for verification.
 - o Varies by Club Classification
 - Academic/cultural/social: 20 hours
 - Recreational: 10 hours
- o If the club has failed to uphold or complete the expectations and responsibilities outlined in the Student & Advisor Handbook and this agreement, dissolution may take place following a warning and meeting with ASCUI Club Commissioner and/or ASCUI supervisor*
- o To be reinstated, a club or organization will need to reapply the following semester.

*The Dean of Students has the right to immediately withdraw a member(s) or dissolve the entire club based on their student file or for violating University policy.

Sanctions

All decisions are at the final discretion of the ASCUI Club Commissioner. The best strategy to avoid consequences is to maintain consistent communication. All judgments are final and once sanctions are levied they can only be removed through clear demonstrated improvement.

The ASCUI Club Commissioner will notify the club president of sanctions through a formal letter.

These sanctions include:

- Probation with suspension of funding
- Removal of club president
- Dissolution of club

Disciplinary policy

If a club (or any member of a club) violates University policy as outlined in the Student Code of Conduct, the club will be subject to disciplinary action following an investigation from the supervisor of ASCUI and the ASCUI Club Commissioner. Depending on the nature and severity of the violation, along with prior history, the club may be subject to:

1. A written warning along with a meeting with the ASCUI Club Commissioner
2. Probation
3. Dissolution

Club violations will be handled on a case-by-case basis. After the sanctions have been communicated, appeals may be made (in the form of a written letter) to the Dean of Students.

Individual members of a club suspected of violating Student Code of Conduct or other University policy will be referred to the Student Conduct Office for individual investigation and sanctions.

Community Service Project Guidelines

The Great Commission (Matthew 28: 18-20)

¹⁸ Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. ¹⁹ Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, ²⁰ and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." (NIV)

As a Great Commission University, Concordia encourages its students to minister and serve our neighbors and each other, reflecting God's teachings, love, and grace. By having this at the core of required service projects, we want our students to develop a greater sense of altruism, to actively and positively contribute to society, and to be exposed to diversity, multiculturalism, and different modes of thinking.

All clubs and organizations must fulfill 2 service hours for every active member (10 members equals 20 hrs of service work) and submit a Service Project Form to the ASCUI Club Commissioner for verification. For example, this could mean 2 members serve 10 hours each, 10 members serve 2 hours each, or another combination of members and hours. The Service Project Form can be found online in the Clubs and Organizations Google Drive or in the ASCUI office. Clubs and Organizations are encouraged to partner with other teams to fulfill the requirements of the service project(s).

The guidelines for fulfilling the Community Service Project requirement are as follows:

- Your community service project must be approved by the ASCUI Club Commissioner before participating in the project to avoid any potential conflicts.
- It is highly encouraged that the club's service project be aligned with the interests of the club.
- Projects must be completed through partnership with a legitimate non-profit organization. No projects may be completed without the supervision of that organization.
- The community service project must be completed *without compensation* to the club and its members.
- The project must be held off campus, and must be an act of service. Drives, fundraisers, raffles, and on-campus volunteer events do not qualify.
- After participating in a community service project, the Service Project Form must be completed thoroughly and in its entirety (all required signatures, list of club members that participated, responses are attached, etc.) before submitting to the ASCUI Club Commissioner.
 - o The Service Project Form must be submitted to the ASCUI Club Commissioner within *one week* of the completed community service project along with CUI Waivers signed by participants.
- The organization's representative may be contacted to verify the club/organization's participation by the ASCUI Club Commissioner.
- If you have any pictures from the service project, please email the Club Commissioner.

Club Rush

These events are a proven method for clubs to recruit members and showcase the club to prospective students. Each club is responsible for bringing materials and staffing a table for 1-3 hours (times vary based on the event). It is recommended that the club bring a visual representation of the club, a sign-up sheet for interested students, and an interactive activity for participants.

Throughout the year, all clubs and organizations are required to attend and participate in Admissions and First-Year Experience Involvement Fairs. At least two representatives from each club must attend.

Fall

ASCUI Involvement Fair

Wednesday, August 20th, 2025 11:00 am - 2:00 pm Gym Breezeway

Spring

ASCUI Involvement Fair

Wednesday, January 14th, 2026 11:00 am - 2:00 pm Gym Breezeway

*date subject to change

Admitted Students Day Involvement Fair

Saturday, April (TBD) 11:00am-1:00pm SU Patio

Planning Club meetings and Events

To maintain recognition as an active club on campus, every club must organize *at least 1 event per semester* open to the entire campus community.

- o A Program Proposal Form (in the Google Drive) must be filled out and submitted for approval before planning can begin.
- o A Program Evaluation Form must be submitted within one week after the event.
 - o Proposal and Evaluation forms can be found online on the Clubs and Organizations Google Drive and can be emailed to the Club Commissioner (ascui.clubs@cui.edu).
 - o No reimbursement is possible until both the proposal and evaluation has been submitted.

Check-Out System for Equipment

All clubs and organizations are allowed to check out the “rentable” equipment and supplies located in the Center for Student Leadership & Development (CSLD). For outdoor/recreational equipment, rent through CU active.

CSLD Resources Available:

- Outdoor Supplies
 - Sports Equipment

- Lawn games
 - Coolers
 - Fire pits
- Food/Snack
 - Cotton Candy Machine
 - Popcorn Maker
 - Snow Cone Machine
- Audio/Visual
 - Extension cords
 - Block Rocker
- Advertising
 - Sandwich boards
 - Butcher Paper
 - Backdrop/photo booth background
 - Posters (paints must be used in CSLD, during open hours)
- Miscellaneous
 - Mason jars
 - Christmas decor

University Resources Available:

- Tables (6ft and 8ft) and Chairs
- Canopies
- Sound System and Microphone
- Projector
- BBQ Equipment
- Trash Cans

Non-renewable equipment is not available for checkout (i.e. paper plates, helium, propane, etc.) For a complete list of equipment, inquire at the CSLD. Items used over the weekend must be stored in a secure location until returned.

Please follow the steps listed below for reserving and checking out equipment:

- To reserve equipment for rent, email csld.frontdesk@cui.edu with the following information:
 - Item(s) requested
 - Name & phone number of person responsible for item(s)
 - Club name
 - Date/time of pickup and drop off (must be between 8:30am-4:30pm, M-F)
- Walk-in reservations are welcome from 8:30am-4:30pm, M-F
- Do not take equipment or other items from the CSLD without going through the check-out process
- Items must be returned on the date specified, and in the same condition and state in which they were checked out.
- Do not plan to request items the day of your event. Plan ahead and do so at least 1 Week in advance to ensure items you want to rent out are not already being used that day
- CSLD Front Desk workers are not responsible for transporting items.
- Room reservations are made by the ASCUI Club Commissioner. Any club that would like to reserve must submit a Google Form to the ASCUI Club Commissioner at least two weeks before their event or meeting.

Catering and Food Vendors

Bon Appétit has first priority for catering events on campus. Smaller events such as club meetings don't need approval for snacks, but any campus-wide event with catered food needs to be approved through Bon Appétit. For catering requests and price information, contact craig.irby@cui.edu.

Outside Vendors:

If you receive approval from Bon Appétit to cater food from off-campus, you must need to do one of the following:

- Pay for it out-of-pocket and be reimbursed
- Pay for it with the CSLD Credit Card (see Amanda Norris)
- Pay for it with a Check (which can be requested and funded through your club fund accounts)

Marketing

All marketing for clubs must follow the [Concordia Marketing Guide](#).

Posters:

- Clubs can print 1 breezeway poster
- All advertisements must contain:
 - Event name
 - The organization sponsoring the event
 - Location
 - Date
 - Time (include a.m. or p.m.)
- Posters can only be hung on bulletin boards and the glass on Eagles Landing
- To ensure that CUI students and staff are up-to-date on events, you should submit your marketing request 2-3 weeks before the event so news of the event can have adequate time to spread.

Eagle Insider:

- To be featured in the eagle insider, use this [form](#).

For any questions on marketing, contact Jai Viela, ascui.comm@cui.edu.

Social media

- Use of MyCUI is advised as the primary venue for club communications, marketing, and promotion.
- Officially recognized Concordia University Irvine (CUI) social media accounts must be reviewed, approved, and created by the CUI Office of Strategic Communications. These are the only accounts permitted to use an approved CUI logo and to be a representative of CUI.
- If desired, CUI clubs with existing social media accounts are permitted to proceed with the use of their existing social media account pending approval from the CUI Social Media Team under the Office of Strategic Communications. To continue use of an existing account, each year, one designated club representative who will manage the account must sign up during the annual Club President's Training or contact the CUI Social Media Team at socialmedia@cui.edu to reinstate the social media account.
- Each official CUI social media account may only be administered by one designated club representative plus the club's faculty or staff advisor. Both the designated club representative and the club's faculty or staff advisor must complete CUI's Social Media Training and agree to CUI's Social Media Community Manager Policy before gaining access to the club's account.
- For additional exposure or reach, CUI clubs may submit content to be shared on the main CUI social media accounts. To learn more about these opportunities, please contact the CUI Social Media Team at socialmedia@cui.edu. Opportunities may include Instagram Story Takeover, Reels on TikTok video, feed post, and more. The CUI Social Media Team will work with your club for the best strategy and tactic!

Budgets & Reimbursements

Below are guidelines for Club & Organization budgets & reimbursements:

- Clubs can request funding through Senate
- Each club is required to show good stewardship with their budget and expenses (refer to the Student Learning Objectives on your Club Proposal).
 - Note: If there is concern of mismanagement of the budget, the CSLD staff will contact the club advisor for the club advisor to meet with the club president and treasurer to address the concern. If it is proven there is a mismanagement of the budget, the CSLD staff will work with the Office of Student Conduct to determine how to proceed. The club may be at risk of being dissolved.
- Once the academic year is complete, club funds do not rollover to the following year.
- Clubs are responsible for self-managing budgets. However, questions can be addressed to the ASCUI Treasurer for assistance.

- If funds are overspent, the president will meet with the ASCUI Treasurer and CSLD staff as the club may be held responsible for covering the remaining expenses.
- Club funds will not be reimbursed until a minutes of the meeting where spending was discussed, signed by both the club president and vice president.
- Reimbursement options are below:
 - For purchases under \$50, submit original receipts to CSLD staff for check reimbursement
 - For purchases over \$50, submit original receipts and Check Request form to CSLD staff for check reimbursement (allow 2 weeks)

For campus-wide events to receive Senate funding, a 5-minute proposal must be presented to Senate at designated meetings during the semester. The presentation should include:

1. A description of the event (purpose, date, time, location, etc.)
2. An explanation of how the event meets the learning outcomes and mission of your club and will succeed
3. A proposed budget (be detailed and research prices)

Proposals must be submitted using the Senate Proposal Form in Google Drive and sent to the ASCUI Vice President (ASCUI.Vicepres@cui.edu) at least 1 week prior to the Senate funding meeting. The ASCUI VP will contact you to schedule a time to present in front of Senate. Funding will be allocated by Senate, and you'll be notified of approval within 1 week of your verbal proposal presentation.

Alumni Board Funding

- This fund is funded by Alumni of the University. There is no specific dollar amount and varies with donation.
- To apply for funding, you must fill out the application, which will then be submitted to the Alumni Board for approval.
- All necessary requirements and proposals for the fund can be found on the application.
- If you are interested, contact the Club Commissioner

Membership Dues (if applicable)

- Membership dues can only cover legitimate club expenses that fulfill the club's mission.
 - Note: If there is concern of mismanagement of the dues, the CSLD staff will contact the club advisor for the club advisor to meet with the club president and treasurer to address concern. If it is proven there is a mismanagement of the dues, the CSLD staff will work with the Office of Student Conduct to determine how to proceed. The club may be at risk of being dissolved.
- All incoming monies will be tracked by the club treasurer and submitted to the ASCUI Treasurer to be deposited in the club's account that will be created by the Accounting Office

Fundraising

- All fundraising events need to be approved by the club advisor beforehand to ensure the club is representing CUI well and is properly advertised.
- All incoming monies will be tracked by the club treasurer and submitted to the ASCUI Treasurer to be deposited in the club's account that will be created by the Accounting Office
- See Fundraising Guidelines Handbook

CUI Club Account/Transactions

- All clubs who receive money (membership dues/fundraising/monetary donations) or donated items need to set up a club fund account with the CUI Accounting Office. To set up an account, email the ASCUI Club Commissioner. The club treasurer will track all incoming monies and/or donations before submitting to the ASCUI Treasurer. The ASCUI Treasurer will submit to the Accounting Office.
- If the club needs to use money in their CUI account to cover an expense, the club treasurer and ASCUI Treasurer will work together on the process and paperwork.
- Club funds must never be deposited into a personal account.

Check Requests:

- Must be filled out by club representative on Google Form and submitted to ASCUI Treasurer

- o Attach original receipt(s) or invoice
 - o Write name of club and event/activity on receipt or invoice
 - o For third parties, attach a W-9 form.
 - o Allow 2-3 weeks for the check to be processed.
- o Off-campus accounts are NOT permitted and the University is not responsible for such activity. The University will create specific club accounts and all incoming monies will be deposited in their respective

Risk Management

Waiver of Liability:

Waivers of Liability are documents that help protect the University from litigation. Blank waivers are available for printing on the clubs and organizations Google Drive and must be stored through the end of the academic year in a safe place. Waivers need to be filled out in the following situations:

- o Each time a student leaves campus for a club-sponsored event.
- o For high-risk on-campus events (i.e. dances, rock climbing, dunk tanks, etc.)
- o One waiver spanning academic year for sports club practices, separate waivers for tournaments & competitions.

Waivers must stay with the group while off-campus for quick reference in case of an emergency. Waivers must be submitted to the ASCUI Club Commissioner after the event or season has ended.

Transportation Policy

Students wishing to drive students MUST go through Campus Safety's Driver Certification Program. In order to become certified, applicants must be 21+ and bring their driver's license, DMV registration, and proof of insurance to the Campus Safety Office (Admin 1st floor). Applications are available in the office. Note: Applications can take up to 5 business days to process. Please plan accordingly. All requests are to be made through transportation@cui.edu.

Rental Cars:

Certified drivers may NOT rent vans unless their advisor or another University faculty/staff member will be going on the trip with them. Van/Bus rental is handled through a CUI-contracted vendor. Contact the ASCUI Club Commissioner for pricing and information.

Gas Reimbursement:

If you wish to reimburse Certified Drivers who are using their own vehicles, you may choose from the following options:

1. Submit a Google map showing the starting point and destination mileage. Calculate the round trip mileage and multiply it by \$0.55 per mile. Submit the map and calculation with a check request for proper reimbursement.
2. Use club funds to purchase gas cards in small denominations. These can be shared among members or given to those that drive on a longer trip.
3. Have the driver replace the gas in their tank at the end of the trip. Submit the receipt and check request for reimbursement.

Regalia Policy

Purpose of Policy

This policy sets out the specifications and standards for academic dress for members of Concordia University Irvine Clubs and Organizations. Academic dress, also known as regalia, is worn for all CUI commencement ceremonies.

Overview

Graduating members who maintain active club membership for one year will be eligible to receive regalia upon commencement. Each club may submit a design to the ASCUI Club Commissioner by September 31, 2025 to be reviewed by CUI's marketing department and either be approved or denied. Concordia University Irvine recognizes student involvement as an important component of a student's experience and we want to encourage student pride in their organizations and university.

Process

All stoles and pins must be approved by the ASCUI Club Commissioner. Before the ceremony, to ensure that all stole and pin choices are in compliance with the Commencement Regalia Guidelines, graduates will be subject to examination by appropriate authorities (Provost's Office or Designee thereof). Student organizations or campus programs wishing to have them approved through the Stole/Pin Approval Process.

This process is as follows:

- Organizations will check to see if their organization has already registered the regalia item with the Associated Students of Concordia University Irvine (ASCUI). An organization will not be required to complete the application once there is an approved regalia item on file.
- Organizations will file a student Clubs and Organization Regalia Application Forms to request permission to wear the regalia item. This form must be filed with the ASCUI, if the regalia item has not been.

Community Service Project Form 2025-2026

Faculty/ Staff

Concordia University Irvine requires that all recognized student clubs and organizations have an advisor. An advisor must be a full-time employee of Concordia University Irvine, as a faculty member, staff member, or administrator. **Clubs are student led, advisor supported.** In addition, the advisor must be regularly updated by the club leaders regarding all activities, fundraising efforts, and other pertinent information by the club leaders.

Project Date : _____

Name of Club/Organization: _____

Organization Address: _____

Name of Organization Representative: _____

Representative's Phone Number: _____

Hours Completed: _____

Project Description

Please type your responses to the following questions on a separate page, as well as a list of club members that participated in the project, and submit with the form:

1. Why was the project chosen?
2. Specifically list the task(s) assigned and completed by your club members.
3. Articulate how your participation impacted the organization and the people it serves.
4. How does this project relate to the club/org's mission? CUI's mission?

I have read this form and acknowledge that all aforementioned work was completed successfully without compensation.

Representative Signature: _____ Date: _____

Club President: _____ Date: _____

Club Advisor: _____ Date: _____