



Student Organization Handbook

2022-2023

INTRODUCTION

This Student Organization Handbook has been created to serve prospective and registered LCAD student organizations. The Handbook contains important policies, procedures, and other helpful information to put your organization on a path to success!

Information in this Handbook is subject to change without prior notice.

Contact Us:

Office of Student Life
Main Campus Administration Building
Second Floor
2222 Laguna Canyon Road
Laguna Beach, CA 92651

studentlife@lcad.edu

(949) 376-6000 ext. 245

STUDENT LIFE MISSION

To cultivate leadership and professional development through purposeful and inclusive programming.

STUDENT LIFE VISION

To be a leading model of co-curricular engagement for a commuter campus and art + design centered student body.

STUDENT LIFE VALUES

- Advocacy
- Inclusivity
- Leadership
- Support

LCAD NAMING AND SYMBOLS

The LCAD name and logo represent the spirit and image of the College, and must be treated with respect. College sanctioned events and/or organizations assume full responsibility for using the College name and logo correctly and consistently. No individual, group, or sub-organization may use the LCAD name and logo without authorization from the Office of Student Life, except to identify institutional affiliation.

STUDENT ORGANIZATION REGISTRATION

BECOMING A REGISTERED STUDENT ORGANIZATION

In order to become a registered student organization, you must meet the following requirements:

- 1) Find a group of 5 or more students who are interested in the same activity
- 2) Find a faculty or staff member to be the Student Organization Advisor
- 3) Complete the following required forms and submit via my.lcad.edu → Student Life → Student Organizations
 - a) Student Organization Registration Form w/ Completed Student Org Constitution
 - b) Student Organization Advisor Agreement

Student organizations may not submit a Student Organization Registration Form without a completed Student Org Constitution. A Student Organization Model Constitution is available on my.lcad.edu → Student Organizations.

REGISTRATION PROCESS

The Office of Student Life offers open registration throughout the academic year including the Summer semester. Returning and new organizations must visit my.lcad.edu to complete the registration process via the Student Life → Student Organizations tab. *Email and/or paper submissions of the Student Organization Registration Form will not be accepted.* Contact the Office of Student Life via studentlife@lcad.edu for questions about registration.

Upon completion and approval, a student organization's registration is valid for one academic year. Student organizations receive a Registration Confirmation email noting important resources, guidelines, and policies. Student organizations are required to send a representative and advisor to a Student Org Intake Meeting within one month of earning registration.

If your organization decides to become inactive during the academic year, please notify Student Life by contacting studentlife@lcad.edu.

BENEFITS OF BECOMING A REGISTERED STUDENT ORGANIZATION

The Office of Student Life offers to registered student organizations event planning and administrative support throughout the academic year. Please contact studentlife@lcad.edu for more information about student org support.

Registered Student Organization Benefits:

- Opportunity to obtain funding by the Student Life Office for events
- Limited audiovisual (A/V) facilities support for events
- Receive priority in using on-campus facilities (i.e. classrooms, quad, Nina's Park, Big Bend Courtyard, etc.)
- Build and increase student community + professional network
- Meet new people who share similar interests

- Leadership and professional development

ADVISORS

All registered student organizations are required to have an advisor who is a current faculty or staff member. Many advisors choose varying degrees of involvement with student organizations throughout the academic year. The following lists some key aspects of an advisor's role with organizations:

- Provide guidance for student organization purpose and goals
- Support organization meeting and events
- Attend meetings as agreed to by the student organization and advisor
- Monitor and advise on fundraising and budgeting practices
- Clarify campus policies, procedures, and overall processes
- Ensure student safety at all times

An Advisor's Role is not to:

- Direct the path of the student organization
- Manage all administrative functions of the organization
- Transport students via advisor's personal vehicle for any on/off-campus events

ORGANIZATION PROFILES

All registered student organizations have the opportunity to create an Organization Profile posted on my.lcad.edu during the academic year. The profile must include the following information:

- Name of organization
- Organization purpose/mission and goals
- Contact information (email of organization leader, social media handles, etc.)
- Meeting dates and times
- Group/trademark symbols (must be formatted in .jpeg). *Please note that your organization may not incorporate the LCAD logo in your logo/trademark.*

Send Organization Profile information to studentlife@lcad.edu to be reviewed and posted. Organization Profiles must include all information listed above to be considered.

STUDENT ORGANIZATION EVENT PLANNING GUIDELINES

EVENT + FUNDING REQUEST FORM

A [Student Organization Event + Funding Request Form](#) must be submitted no less than 10 business days prior to a student organization-run event. Please submit the event form via my.lcad.edu → Student Life → Student Life Forms. *Event Funding Request Forms will be forwarded to LCAD Student Life for evaluation and approved/denied (within 3-5 business days).* Submission of the Event + Funding Request Form does not guarantee approval of an event for the date, time and/or venue specified. If there is a scheduling conflict with another event, the student organization will be notified to provide an alternative date, time and/or location for their event.

EVENT PROMOTION

Registered student organizations are allowed to post flyers on the bulletin board spaces at the Big Bend Campus student lounges and Main Campus quad and student lounge. Electronic flyers must be created in .jpeg format in the following dimensions: 1920x1080 to fit on the flat screen televisions on campus. Please email your electronic flyers to support@lcad.edu and cc studentlife@lcad.edu.

CAMPUS POSTING AND SOLICITATIONS

The following posting and solicitation procedures must be adhered to:

- Advanced permission from the Office of Student Life is required prior to attaching posters or other signage to the exterior of any designated building areas.
- With the exception of the Big Bend Campus and Main Campus student lounges and quad areas, no banners, posters, or other signage materials can be attached to any campus door or glass window.
- In restricting limited communal posting space on campus, no more than one poster advertising the same program or event is permitted per posting area.
- Do not deface or destroy posted materials.
- Flyers for approved events should be printed in 8.5 x 11 and/or 11 x 17 sheets.

All flyers must be submitted to studentlife@lcad.edu for final approval before posting. Student organization leaders are encouraged to schedule a branding standards training and/or email LCAD's Graphic Designer to learn about appropriate use of LCAD logos, colors, typography, etc.

LCAD FACILITIES AND EQUIPMENT USE

In order to use LCAD facilities for student organization programs, events and meetings, student organizations must fill out the [Student Organization Event + Funding Request Form](#). Please fill out this form noting the need for classroom, facilities, and/or equipment use. Student organizations are responsible for the care and use of LCAD equipment, including replacing items that were damaged as a result of the organization's use.

Facilities is able to provide the following items and quantities for student organization events:

- Tables
- Chairs
- Electrical Extension Cords

PERFORMANCE AGREEMENT

All off-campus guests (e.g., artists, performers, speakers, etc.) will be required to complete the Guest Lecture Agreement & Workers Compensation Exemption Form prior to arriving on campus for the student organization event. Please contact the Office of Student Life via studentlife@lcad.edu to arrange for guests and complete these documents.

HOLD HARMLESS AGREEMENT FORM FOR OFF-CAMPUS ACTIVITIES

A Student Activity Liability Waiver & Release Agreement must be signed by all students planning to participate in off-campus events/activities. This form releases LCAD from being held liable in the event of an accident to students, either as a result of being transported to and from the event by LCAD shuttle or at the event. Please email studentlife@lcad.edu or go to my.lcad.edu → Student Organizations for the Student Activity Liability Waiver & Release Agreement.

Students cannot board an LCAD shuttle for off-campus transport or take part in any off-campus event without a Student Activity Liability Waiver & Release Agreement. It is the sole responsibility of the student organization to submit signed waiver forms from all student participants to the Office of Student Life 24 hours prior to the event.

STUDENT ORGANIZATION GUIDELINES

All registered student organizations are held to the policies and standards outlined in the LCAD Student Handbook Code of Conduct. The student organization's purpose, mission, or vision may not promote discrimination, hate, violence, or any cause that goes against the mission of LCAD.

FUNDING + FUNDRAISING

FUNDING REQUESTS

- Registered student organizations are eligible for up to \$200 per semester (on or off-campus and virtual). A [Student Organization Event + Funding Request Form](#) with a budget spreadsheet must be submitted to the Office of Student Life for organizations seeking funding support.
- A Student Organization Event + Funding Request Form must be submitted no less than 10 business days prior to a student organization-run event. **Event Funding Request Forms will be forwarded to LCAD Student Life for evaluation and approved/denied (within 3-5 business days).** The Office of Student Life reserves the right to approve funding in accordance with the mission and values of LCAD.
- All Event + Funding Request Forms that are incomplete or incorrectly filled out will result in a delay in the processing of the request.

- Any unused Student Life funding money will not be rolled over to the following semester.
- Submit a Student Organization Event + Funding Request Form via my.lcad.edu → Student Life → Student Life Forms.

FUNDRAISING GUIDELINES + POLICIES

Student organizations must obtain approval to fundraise at any campus event from a department chair (if applicable) and Student Life prior to the fundraising activity. Please refer to the [LCAD Student Organization Funding + Fundraising Handbook](#) and visit my.lcad.edu → Student Life → Student Life Forms to complete the [Fundraising Request Form](#) (must be completed at least 10 business days prior to the proposed fundraising event).

TABLING

Student organizations are invited to set up table(s) on Main Campus or Big Bend Campus to promote their group, fundraise, and/or engage in a community service-centered initiative. Student orgs must complete and submit a [Fundraising Request Form](#) via my.lcad.edu at least 10 business days prior to the date you would like to table. The Fundraising Request Form is located on my.lcad.edu → Student Life → Student Life Forms.

USE OF FUNDRAISING MONEY

Student organizations may only use fundraising dollars for purposes of the organization. Any use of the organization's funds for personal or illegal use is subject to suspension of the organization, and members and advisors may be subject to disciplinary action. Please refer to the [LCAD Student Organization Funding + Fundraising Handbook](#) for more information.

Contact studentlife@lcad.edu to learn about fundraising methods and to ensure that your fundraising event(s) align with the mission, vision, and values of LCAD and the Office of Student Life.

ADDITIONAL EVENT INFORMATION

SHOWING FILMS AT LCAD

Overview

LCAD student organizations are required to follow rules regarding the showing of movies and films on campus. The following information provides the guidelines students must follow to show a movie or film on the LCAD campus.

Public Performance Rights

Commercial films and videotapes/DVDs have copyrights that restrict the manner in which they can be shown. There are two specific restrictions which raise issues for students wishing to show films on campus listed below.

- 1) "Home" versus "public" viewings

- a) If you rent a videotape/DVD or film, you always have permission to show it in your home. The LCAD residence hall meets the requirement as homes, though, instruction-centered and public spaces (i.e. student lounges, classrooms, etc.) on campus may not qualify depending on attendees. For more information on this distinction, please contact studentlife@lcad.edu.
- 2) Charging an admission (or viewing) fee
 - a) If you wish to show a video tape/DVD or film outside the LCAD residence hall and/or charge money, you must have an acceptable public performance right. There are several ways to obtain these rights:
 - i) Renting the film from a distributor. (The cost to rent varies and is generally dependent upon the popularity of the movie.)
 - ii) Owning a copy of the movie that comes with public performance rights.
 - iii) Getting written public performance rights from the copyright holder. (The Office of Student Life will accept a letter from the company, filmmaker, producer, or director of the film.)

The student organization cannot show the video/DVD/film unless they have obtained the appropriate performance rights. You are required to present a copy of your rental agreement or other documentation to the Office of Student Life by 5:00pm at least one business day before your showing. (If you intend to show a movie on Friday, you must present documentation by Thursday at 5:00pm. If you are planning a showing on the weekend, submit your documents on Friday. For a Monday showing, submit on Friday, etc.)

Rules for Showing Movies

Any LCAD student organization borrowing commercial films, including films from the LCAD library, must follow all copyright regulations as outlined below:

- 1) If admission is charged, any surplus revenue shall be used to further the educational goals of the sponsoring organization.
- 2) The showing of commercial films in campus is subject to the following regulations:
 - a) Advertising for the showing of the film must be restricted to the LCAD community
 - b) The student organization, or other appropriate committee, will ordinarily be responsible for the screening of films and for financial arrangements.

Copyright Regulations

The Federal Copyright Act makes it unlawful to show a film in public without the explicit permission of the film's copyright owner. Renting or purchasing a cassette/DVD at a local video store or elsewhere gives the customer the right to view the film but not to show it in public. The Federal Copyright Act defines "public" in this context as *"any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered."*

Several major production and distribution companies (i.e., Columbia, MGM, Paramount, Orion, and others) have given notice that arrangements to show their films publicly on university campuses can be made by calling Swank Motion Pictures at (800) 876-5577 ([Swank Motion](http://www.swankmotion.com)

Pictures, Inc.). All students who wish to show videos/DVDs/films under circumstances that are likely to be considered "public" are urged to call this organization to arrange for appropriate permission.

It requires some time to arrange a film, typically three weeks or more. The greater the notice that the film distributor has, the greater the chance they will be able to supply the film you want on the date you have selected. Therefore, we discourage bookings with less than three weeks' notice. Swank Motion Pictures, Inc. will charge a rental fee for all films. Prices vary depending on the type of film (feature, independent, documentary, etc.).

POLICY VIOLATIONS

The office of Student Life reserves the right to withdraw/unregister any student organization that does not comply with College regulations and policies. If a student organization is found responsible for alleged violations, disciplinary action will be taken which may include: probation, suspension, or expulsion.