A. Whittier College Students Right to Associate
Whittier College students have the right to congregate and associate on campus as members of this community. As Whittier College is a private institution, the campus is private property and these rights do not extend to the general public. However, the College retains the right to determine the time, place and manner in which students choose to gather to ensure activities do not disrupt campus life and that they are safe. Approval for meetings, demonstrations, events and activities should be sought through the Leadership Experience and Programs (LEAP) Office through events.whittier.edu or the Dean of Students Office.

B. Events
All social events and meetings must be registered and approved prior to the event being held, regardless of the location of the event. The following policies apply to all social events regardless of location or host of the event, including but not limited to student clubs, organizations, societies and individuals.

The College may modify any restriction in this policy and/or impose additional restrictions on any event. Failure to adhere to them could result in disciplinary action for individuals and/or the organization of the event.

a. Registration
i. The Leadership Experience and Programs Office (referred to as approving department) must coordinate scheduling and approve all student-sponsored social events. Submit an event request on the Campus Events Calendar at http://events.whittier.edu (often referred to as EMS).
ii. Days and Hours
   1. All events are subject to College and municipal noise policies. Events may not be held 7 days prior to the final examination period or during any College designated break.
iii. Event Location
   1. The event must be contained within the space for which the event was approved. The event area used must be enclosed and have controllable points of entry and exit.
iv. Attendance
   1. Attendees are considered any member of the sponsoring club/organization, guests, and/or Whittier College student.
   2. The number of attendees will be determined at the discretion of the LEAP Office and Campus Safety, based on facility occupancy ratings and type of event.
   3. Procedures must be in place to ensure the attendance does not exceed the approved maximum attendance.
   4. Attendees are required to have in their possession during the event a valid student ID or government issued photo ID.
   5. At events registered and approved to have alcohol present, appropriate measures must be taken to identify attendees of legal drinking age and ensure that minors are not furnished, in possession of, or consume alcohol.
   6. Whittier College has the right to refuse entry to any attendee to a College sponsored event, including but not limited to, if the attendee is deemed intoxicated or under the influence.
   7. Whittier College personnel can ask a disruptive attendee to leave an event and/or campus.

b. Guests
i. Guests are considered any invited individuals or groups who are not current Whittier College student, faculty, or staff member (i.e. Whittier College alumni, Whittier community partners, etc.)

ii. One guest per Whittier College student is allowed to attend an event.
   1. The guest will be checked in at the door to the event and recorded under the Whittier student’s name.
   2. The guest must present a valid photo identification.
   3. The Whittier student is responsible and will be held accountable for his/her guest’s actions during their visit.

iii. Guests (including alumni) may not participate in athletic or high risk events on or off campus that are sponsored by a Whittier student group.

iv. Whittier College has the right to refuse entry to all non-Whittier College individuals to a college sponsored event if they are deemed intoxicated or under the influence.

v. Whittier College personnel can ask a disruptive guest to leave an event and/or campus.

vi. Student groups may invite other affiliated groups from other campuses for certain events as long as a signed contract is on file and the facility manager and LEAP Office are provided with a guest list.

vii. Additional insurance is required for events that are open to guests. This insurance must be procured at least 3 weeks prior to the event and the cost will be charged to the club or organization budget account.

viii. Guests may be charged an entrance fee at the discretion of the sponsoring organization or the LEAP Office as an event management tool.

c. Sponsoring Club/Organization’s Responsibilities for Guests:
   i. A non-Whittier College guest list must be provided by the sponsoring organization to the facility manager and advisor prior to the event.
   ii. At events registered and approved to have non-Whittier guests, the sponsoring organization is responsible for staffing a check-in table throughout the event. Guests must provide valid government-issued photo ID and sponsoring organizations must record their name, government issued ID number, and their Whittier host. Completed guest lists should be submitted to LEAP after the event.
   iii. Sponsoring organizations are responsible for the safety and security of all their guests (Whittier College and Non-Whittier College) for the duration of the event.
   iv. Failure to adhere to their responsibilities could result in disciplinary action for individuals and/or the organization sponsoring the event.

d. Event Promotion
   i. No event promotion is permitted until the event registration process has been completed.
   ii. All advertisements must be approved by the LEAP Office before promotion begins.
   iii. Promotions may not have images or text that is derogatory, defamatory, or lewd.
   iv. Event promotion referencing the sale or consumption of alcohol may only be communicated in the following manner, “Cash Bar Available.” This information must not exceed 20% of the promotional piece and no additional alcohol imagery or verbiage may be used.

e. Alcohol
   i. The College wishes to encourage the thoughtful planning of thematic events, parties, and dances where alcohol is used in a responsible manner, and where students who choose not to drink can feel welcome and participate fully.
ii. The availability of alcohol must not be the prime focus of any event. Substance free events with a caterer or third party vendor help limit organization and individual exposure to risk.

iii. Alcohol may be served at certain student-sponsored events only with prior approval from the Director of the LEAP Office. Whittier College has strict policies regarding events where alcohol is available, which is stated in the Alcohol Policy. Remember, it is the sponsoring club/organization’s responsibility to know and uphold these guidelines and policies. Failure to adhere to them could result in disciplinary action for individuals and/or the club/organization sponsoring event.

iv. To arrange for alcohol to be served at your event, please set a time to meet with the Director of the LEAP Office no less than one month prior to your event date. The Director will assist you in planning for your event to ensure all legal and safety precautions have been taken.

v. Third Party Vendors are required for events that serve alcohol. Clubs/organizations may not provide a ‘hosted bar’. Attendees must purchase their own alcohol from the Third Party Vendor.

vi. If the event is held on campus, Bon Appetit is the sole Third Party Vendor. Any alcohol at an on-campus event must be limited to beer and wine. Hard liquor, including mixed drinks, may not be served on campus.

vii. The sale or distribution of alcoholic beverages for money, for token in lieu of money, or by any other device which in fact constitutes sale is not permitted. This includes ‘passing the hat’, suggested donation, or pooling of attendee funds.

viii. Equally attractive non-alcoholic beverages and food of substance must be available in sufficient quantities for all attendees.

ix. Student Club/Organization Responsibilities for Providing Alcohol at Events:
   1. Only those who are 21 or over will be served by the Third Party Vendor. Wristbands will be required.
   2. All attendees must provide a valid government issued photo ID.
   3. Student groups may be responsible to pay for additional Safety Officers and/or servers. Appropriate numbers will be set by the Director of the LEAP Office.
   4. The amount of alcohol served will be set by the Director of LEAP and the sponsoring club/organization event coordinator or representative.
   5. An ample amount of food and non-alcoholic drinks must also be available throughout the entire event.
   6. Shots, drinking games, or other activities that encourage inappropriate drinking behaviors at the event is prohibited.
   7. Devices designed for rapid consumption (i.e. beer bongs or funnels) are prohibited.
   8. Sponsoring club/organization members working the event must be sober before, during and after the event.

f. Serving Food
   i. If a student club/organization is planning on serving food on campus, it must be provided through Bon Appetit.
   ii. Student club/organizations that do not coordinate food orders through Bon Appetit at least a month in advance will not be considered for special requests. Special requests include authenticity tastings and matching prices from off-site vendors.

g. Event Management
   i. Responsible Hosts are considered members of the sponsoring club/organization who are taking responsibility for hosting the social event.
   ii. At events where alcohol is approved and present one of the hosts must be 21 years of age or older.
   iii. Responsible Hosts Must:
1. Be present during the entire event.
2. Assume responsibility for event location/site and clean-up following the event.
3. Assume responsibility for noise complaints.
4. Check the attendees Whittier College student’s IDs and/or guest’s government issued photo ID.
5. Verify the host and guest on the approved guest list.
6. Monitor entrances and exits to ensure that uninvited attendees do not enter, and/or that alcohol does not leave the event location/site.
7. Assume responsibility for proper conduct of attendees.
8. Inform Whittier College personnel of: excessive drinking, disorderly behavior, or over-intoxication.
9. Not consume or be under the influence of alcohol, drugs, or substances before or during the event. Whittier College personnel reserve the right to verify sobriety of a Responsible Host prior to and during the event.

iv. Security:
1. The Department of Campus Safety, at their discretion, may require security officers at any event including, but not limited to events with: a large number of people, live bands, amplified music, a history of disturbance, multiple organizations sponsoring it, or when off-campus guests are in attendance.
2. The Department of Campus Safety will determine the required number of security officers for events held on-campus.
3. The LEAP Office will determine the required number of security officers for events held off-campus. Campus Safety officers will still be required during the loading of buses from campus.
4. Security costs will be paid by the sponsoring club/organization.

v. Termination:
1. Any Campus Safety officer or Whittier College personnel may terminate an event if a complaint of excessive noise, vandalism, disorderly conduct, drinking or any other violation of College policy or City noise ordinance warrants such action. In the event of a termination, student conduct action may be imposed on the individual(s) and/or the sponsoring club/organization.

C. Disciplinary Procedures for Student Clubs/Organizations
If a recognized student organization fails to comply with federal, state, city regulations, laws or College policy, the group may be subject to criminal or civil action and disciplinary procedures by the College. In addition, the organization and/or individual members representing the organization may be subject to College disciplinary proceedings as well. Remember, when and individual is acting as a representative of the organization, his/her actions reflect upon the reputation of the entire organization and of Whittier College.

a. Procedures:
   i. Charge letter that states the alleged offenses with specific reference to the policies violated and the date and time of the hearing.
   ii. Hearing Panel
      1. Members
         a. Director of Leadership Experience and Programs Office (hearing chair)
         b. Assistant Director of Leadership Experience and Programs Office (recorder, non-voting member)
         c. Inter-Society Chair or designee (voting member)
         d. Chair of Inter-Club Council or designee (voting member)
         e. Chair of Media Council or designee (voting member)
         f. Chair of Minority Caucus or designee (voting member)
g. ASWC President or designee (voting member)
h. Associate Dean of Students (observer)
i. Faculty/Staff Advisor for the student club in question (observer)

2. Hearing Process for Student Club/Organizations
   a. The charges will be read aloud.
   b. If the charges have been brought to another hearing body of the college, the findings of the hearing body (or appeal) shall be considered as fact for the subsequent hearing of the student organization.
   c. The representatives from the student club/organization in question will be asked whether the organization is responsible or not responsible for the charges.
   d. Members of the student club/organization in question will be allowed to comment and clarify any allegations.
   e. The hearing panel will be allowed to ask questions.
   f. Hearing will close for panel discussion.
   g. Panel will determine whether the group was responsible or not responsible for each of the charges.
   h. The panel will make recommendations to the Director of LEAP to impose appropriate sanctions from the list of possible sanctions outlined in the WC Student Handbook (see below).
   i. Members of the student club/organization in question will be notified in writing within 48 hours of the assigned sanctions.

3. Sanctions
   a. **Warning:** A written warning to the club/organization of violations of policies, expectations or agreements.
   b. **Restitution:** Compensation for loss, damage, or injury. This may take the form monetary or material replacement.
   c. **Fines:** For violations where other sanctions singly or in combination seem insufficient. Fine moneys would be given to support student needs on campus and would escalate with repeated offenses.
   d. **Work assignments** and other reasonable and/or related penalties. Work assignments shall not be less than one hour nor more than twenty hours per member.
   e. **Educational activity(ies):** The group may be required to participate in a specific activity as a method to educate members about an issue or behavior related to the violation.
   f. **Loss of Privileges:** Exclusion from designated privileges such as access to on-campus housing, financial support from the College or the student government/governing bodies for group activities, or use of College facilities for meetings and activities.
   g. **Social Probation:** A group that is placed on social probation may not host, sponsor, co-sponsor or participate in any social activities on or off campus during the period of probation. The group may not participate in any co-curricular activities, including but not limited to intramurals, Homecoming, Dub Sync, parties, dances or clubs. Failure to comply with the conditions or restrictions of Social Probation will result in immediate recommendation for the withdrawal of recognition by the College. Social Probation is imposed for a minimum of two weeks to a maximum of one year.
   h. **Withdrawal of rush and new member privileges:** A group may not participate in recruitment of new members.
   i. **Suspension of all activities** as a group for a specified period of time.
j. **Withdrawal of recognition** by the College for a specified period of time (to include permanent withdrawal of recognition).

k. Other sanctions as deemed appropriate.

4. **Appeals**
   a. Appeals must be filed within 48 hours of written receipt of sanctions.
   b. Appeals must be submitted in writing to the Associate Dean of Students.
   c. The Associate Dean of Students has the right to upload the sanctions, lessen them or strengthen them to maintain consistency in issuing sanctions.
   d. The decision of the Associate Dean of Students is final.

5. **Damages**
   a. If a student club/organization recognized or otherwise, damages campus or rental facilities, property or equipment, the entire membership of the group will be responsible to compensate for the damages.
   b. If the student organization has funds available in a College account, they may choose to use these funds to pay for the damages or divide the costs among the student membership.
   c. If the student organization does not have a College account the cost may be billed directly to the student accounts of the club/organization’s membership.

D. **Travel Policies for Events Off-Campus**

The following information describes the requirements for travel for trips and activities organized by Whittier College Faculty and/or student clubs/organizations. The purpose of the travel policy and procedures is to ensure appropriate information is documented and available for chaperones and safety personnel in the event of an emergency/accident.

   a. **Process:**
      i. **Register:**
         1. Register the event online with EMS (contact the LEAP Office to receive a log in ID).
      ii. **Complete Forms:**
         1. Forms required for travel are available on the Registrar Office website or Moodle for academic trips and on the LEAP Office website or in the LEAP Office for clubs/organizations trips.
         2. The chaperone overseeing the trip will fill out the event name, date(s), and the risks associated with the activity or the trip on the Student Activity Release Waiver.
         3. All student participants will complete the rest of the Student Activity Release Waiver, including any information that is relevant to them and sign the bottom.
         4. Any individual not enrolled at Whittier College who is participating in a Whittier College event must complete a Non-Whittier College Participant Form.
         5. If any Whittier College student, staff or faculty will be driving on behalf of the College, an ADR must be screened by ADR- American Driving Records, Inc. through Human Resources. This form must be submitted 48 hours prior to the trip.
         6. Once all of the appropriate forms are collected and/or approved, the chaperone will fill out the Activity Travel Agenda & Roster.
      iii. **Submit Forms:**
         1. Faculty Member/Chaperone for Academic Trips:
a. The faculty member chaperone will submit the Student Activity Release Waivers for each student traveler and the Activity Travel Agenda & Roster to the Campus Safety Office prior to the trip.

2. Faculty or Staff Advisor/Chaperone for Clubs/Organizations Trips
   a. The faculty or staff Advisor chaperone will submit the Student Activity Release Waivers for each student traveler and the Activity Travel Agenda & Roster to the LEAP Office prior to the trip.
   b. The student club/organization faculty/staff advisor is responsible for collecting all the signed forms from the students and submitting them altogether to the LEAP Office on or before the day of the trip, or by 4pm Friday for trips that occur over the weekend.

iv. Forms to Travel With:
   1. The completed Travel Agenda & Roster must remain with the chaperone supervising the trip/activity.

b. Vehicle Rental:
   i. The College does not own vehicles available for student use during events; therefore a separate company must be used.
   ii. Whittier College requires the driver of the rental vehicle to be at least 25 years old (which is the standard for most regional companies).
   iii. Whittier College prohibits the rental of 15 passenger vans for student programs/events. A 12 passenger van is the greatest capacity allowed.
   iv. Whittier College is not responsible for damages or repairs due to an act of negligence on the part of the drivers or passengers.
   v. Bus rentals must be coordinated through the LEAP Office.

c. Use of Personal Vehicles for Registered Trips
   i. Each vehicle must be insured and proof of insurance must be submitted to LEAP during the event registration process.
   ii. Drivers must have a valid License.
   iii. Drivers should be given accurate directions and caravan together as much as possible.
   iv. Whittier College is not responsible for the cost for repairs to the personal vehicle in the event of an accident.
   v. Whittier College is not responsible for damages or repairs due to an act of negligence on the part of the drivers or passengers.
   vi. Whittier College is not responsible for the liability of passengers due to an act of negligence on the part of the driver.

E. Student Media
   a. Freedom of Press and the Leonard Law
      i. Whittier College and the Media Council support free speech and reserve the right to determine time, place and manner of free speech indiscriminate of content.
      ii. California Education Code Section 94367 (also known as the Leonard Law), provides that:
         1. “No private postsecondary educational institution shall make or enforce any rule subjecting any student to disciplinary sanctions solely on the basis of conduct that is speech or other communication that, when engaged in outside the campus or the facility of a private postsecondary institution, is protected from governmental restriction by the First Amendment to the United States Constitution or section 2 of Article 1 of the California Constitution.”
         2. “Nothing in this section prohibits the imposition of discipline for harassment, threats, or intimidation, unless constitutionally protected.”
         3. “Nothing in this section prohibits an institution from adopting rules and regulations that are designed to prevent hate violence.”
b. Photography
   i. All photographers must adhere to the contractual terms regarding any performing arts, entertainment, athletics or hired act whether on or off campus.
   ii. Photographs to be published in print (newspaper, magazine, yearbook, etc.) or digitally (web, video, etc.) must be truthful and factual if used to represent actual situations.
   iii. Photographs may not be digitally altered in any manner other than retouching the quality of the photograph, but not the subject matter.
   iv. Photographs used for student media may not violate the Harassment Policy, be derogatory or be defamatory.
   v. Staff photographers:
      1. Photographs taken on assignment by students employed by the student media groups are the property of the student publication and Whittier College and may not be used, sold or distributed to any organization outside Whittier College without the written permission of the student publication’s editor and the LEAP Office.
      2. Photographs taken on assignment may be used in a student’s portfolio with the permission of the publication editor and the LEAP Office.
      3. Photographers must wear an approved press pass when on assignment on or off campus. Press passes are available through the LEAP Office.
   vi. Independent Contractors/Photographers
      1. Independent photographers are welcome on campus if invited by a Whittier College department or student club/organization.
      2. Independent photographers must carry ID at events and be issued a temporary press pass through the LEAP Office.
      3. The Director of LEAP must approve the contract with the independent photographer, even if a monetary compensation is not included in the contract.
      4. Subject matter waivers are required for any photographs taken that will be used in publications not produced by or for Whittier College.
      5. Photographs purchased from an independent contractor are the property of Whittier College.
      6. Photographs taken at private events may not be distributed outside Whittier College without expressed permission.

c. Radio Station:
   1. Whittier College only recognizes and allows one radio station to operate on campus and represent Whittier College and that is the Whittier College Radio or KPOETradio.com.
   2. Regardless of broadcast signal or strength the radio station must adhere to all FCC regulations for broadcast media.
   3. The radio station will report to BMI, ASCAP and SESAC as required.

d. Advertising in Student Publications
   1. In keeping with Whittier College values, student media should refrain from advertising events that pertain to:
      a. Alcohol
      b. Fire arms
      c. Sexually explicit events
      d. Tobacco
      e. Online gambling
      f. Drugs and drug paraphernalia
      g. Adult entertainment
      h. Ticket scalping
i. Any products/events/activities that may be deemed harmful or offensive to the Whittier College community.

e. Email List Serv - students-l@poets.whittier.edu
   1. The following individuals, groups and departments are eligible to send messages through the Student-L
      a. Organizations and clubs recognized by LEAP
      b. Whittier College Departments
      c. Faculty Masters
      d. Administrators
      e. Faculty
      f. Individual students with approved announcements

   2. What can be sent through the Student-L?
      a. Campus, Academic and approved off-campus Whittier College events (limited to two announcements prior to the event).
      b. Club meetings (limited to one announcement per week).
      c. Lost and found announcements (individual must first check with Campus Safety).
      d. Surveys conducted by students for courses assessing student opinions (must be approved by the Dean of Students).
      e. Student clubs/organizations interested in assessing student’s opinions (must be approved by the Director of LEAP).
      f. All emails/advertisement must be in good taste and non-libelous (decided by the Director of LEAP).

   3. What is prohibited from being sent through the Student-L?
      a. No off campus advertising for events/activities not sponsored by Whittier College departments or recognized student club/organizations.
      b. No items for sale or rent.
      c. No personal advertisements.
      d. No opinions (opinions should be sent to the Quaker Campus in the form of a Letter to the Editor).

   f. Social Media Guidelines
      1. These guidelines pertain to Whittier College recognized clubs or organizations:
         a. which have or wish to start a social media account,
         b. which bear Whittier College in their name, and/or
         c. which have social media accounts linked to the Whittier College website, and/or
         d. wish to be featured on one of Whittier College’s primary social media content channels.

      2. Social Media accounts include, but are not limited to, Facebook, LinkedIn, Twitter, YouTube, Instagram, Pinterest, Tumblr, WordPress, Flickr, Google+, etc.

      3. Registration
         a. Any club or organization wishing to create such a page or that currently have one in existence must provide the Leadership Experience and Programs (LEAP) Office with the name and contact information for the individual(s) who will be authorized to create, operate, monitor and edit the social media account on an ongoing basis (i.e. the “Page Administrator”).
         b. Account Administrator must use club or organization poet email addresses when establishing an account.
4. General Content Guidelines:
   a. Do:
      i. Comply with the Whittier College style guide found at:
         [http://www.whittier.edu/pr/styleguide/styleguide.html](http://www.whittier.edu/pr/styleguide/styleguide.html) when using
         College marks, such as logos and graphics.
      ii. Monitor and update accounts on an ongoing basis to efficiently
          and rapidly respond to any problems that may arise and to ensure
          an engaging, interesting environment for visitors. A stale page
          will likely cause more damage to the image of an entity than
          having no page at all.
      iii. Treat others with respect, even if disagreements occur. Please do
           not post material that could be considered an infringement on the
           rights of others.
      iv. Remember that these are public forums and whatever information
           you share will be viewed by others. Consider this carefully before
           posting.
   b. Do Not:
      i. Post content that:
         1. Shows (or may be perceived to show) someone getting
            hurt, attacked or humiliated.
         2. Might be considered racist, bigoted or demeaning to a
            particular group of individuals.
         3. Depicts activity that is (or may be perceived to be) illegal
            (i.e. drug or alcohol use)
         4. Could otherwise put the College in a bad light.
         5. Provides access to, displays, communicates, or solicits
            messages/images that are sexual in nature, depict graphic
            violence, or which may offend or harass on the basis of
            race, sex, religion, color, national or ethnic origin, age,
            disability, military service, sexual orientation, gender
            identity or gender expression, that are protected by the
            College’s “Nondiscrimination, Harassment, and Sexual
            Violence and Sexual Misconduct” and “Sexual Assault,
            and Sexual Harassment Involving Students” policies found
            at: [http://www.whittier.edu/Students/StudentPoliciesAndProcedures/default.aspx](http://www.whittier.edu/Students/StudentPoliciesAndProcedures/default.aspx).
         6. Share confidential information related to Whittier College,
            such as personnel actions, internal investigations, or
            student information.
         7. Require personal information from users.

5. Accountability
   a. Whittier College reserves the right to:
      i. Request the deletion of posts that it deems slanderous, obscene,
         soliciting, threatening or in conflict with the College social media
         policies and guidelines.
ii. Ask clubs and organizations to remove Whittier College from their name
iii. Request the deletion of an account if social media guidelines are violated

F. Publicity

a. The Publicity Policy was developed for the following purposes:
   i. To protect and help maintain campus facilities;
   ii. To ensure that events sponsored by recognized Whittier College clubs and organizations do not promote an event in a manner that introduces undue risk or liability for the sponsoring group or the College;
   iii. To protect freedom of expression while honoring the College Policy on Nondiscrimination;
   iv. To help student leaders create publicity and promotion that presents a favorable impression of the club or organization to members of the College community;
   v. To provide priority to Whittier College students and organizations for fundraising;
   vi. To limit solicitation of students by vendors.

b. The Leadership Experience and Programs Office staff members are available to assist with any questions about content, layout or posting of publicity. All emails/advertisements must be in good taste and non-libelous, as decided by the Director of LEAP.

c. Who may advertise on campus?
   i. Recognized student clubs/organizations, students, faculty, and staff may all post publicity on the Whittier College campus.
   ii. All non-Whittier College publicity must be approved and stamped by the LEAP Office prior to its posting. The College reserves the right to limit or refuse the posting of non-Whittier College publicity at any time. In addition, non-Whittier College entities are prohibited from canvassing or soliciting in the residence halls, academic, and administrative buildings without the expressed consent of the College.

d. Materials concerning Whittier College shall have preference over non-College materials.

e. Publicity Content
   Students and organizations are encouraged to create publicity that accurately depicts both the membership of the organization and the event being promoted. The content, graphics, and style of publicity should be agreed upon by the organization before it is utilized.
   i. Language and graphics contained in all publicity must uphold the policies and standards of community for Whittier College. The Whittier College Harassment Policy states that “Harassment may take many forms, including: visual conduct such as derogatory posters, cartoons, calendars, drawings in public places, staring at someone’s anatomy, leering, or gestures” (page 64 of the Student Handbook). Harassment is defined as “Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.” For example, publicity may not contain derogatory images of human body parts or nudity, racial slurs, violent images or language against individuals or groups, or sexually explicit innuendoes that are commonly viewed to be in poor taste.
   ii. Publicity may not directly or indirectly advertise the availability of alcohol or any illegal substances or acts.
   iii. Publicity for all clubs/organizations dances, or other large events must contain the following: “Whittier College reserves the right to deny entry to or request that students
or guests exit an event if deemed intoxicated, under the influence, or are being disruptive.” Publicity must also reinforce the following guidelines “Please bring Whittier College ID”, “no re-entry”, “must ride bus to enter” if the event is off-campus, and “Please bring driver’s license” for events at which alcohol will be available.

iv. Publicity must accurately reflect and portray the actual program or activity that is to take place. Inaccurate or misleading publicity may expose the sponsoring organization and hosts of the event to undue risk and liability.

v. All publicity must indicate the sponsoring organization or creator of the publicity piece.

B. Where publicity may be posted or distributed?

a. Publicity includes but is not limited to notices, signs, fliers, and posters. Publicity is permitted only on the designated campus events bulletin boards. Applying tape to glass, painted, or finished surfaces is prohibited and will be removed. This includes exterior or interior doors to all campus buildings, including residence halls, the Campus Center, classroom buildings, the Mailroom and administrative buildings.

b. Publicity must receive an approval stamp from the LEAP Office prior to posting on the campus events designated bulletin boards. Boards designated for department and/or Resident Assistant use is left to the discretion of that group.

c. Publicity may be posted in residence halls as long as a copy of the publicity is approved by the Area Coordinator prior to its distribution. Residence hall staff will remove flyers in residence halls which are posted inappropriately or without consent. Residential Life staff reserve the right to distribute information for purposes of inventory, health, safety or community program endeavors.

   i. The only adhesive material that may be used on walls of the Residence Halls is blue painters tape. Any other tape used will be removed.

   ii. Limit flyers posted on the Residence Hall walls to 8 per floor and 1 per set of doors

   iii. Leaving loose flyers in common lounge areas is prohibited and will be removed if found

   iv. Flyers must not be taped to glass doors or windows.

d. Publicity may be placed on departmental bulletin boards only with the permission of departmental chairpersons.

e. Personal announcements from students, staff and faculty may be posted on designated campus events bulletin boards and must be dated.

f. Literature may not be placed on or in vehicles parked on the campus.

g. Banners may be placed on the rails on the Campus Center and surrounding the Hoover Lecture Hall patio, but may only be affixed with string or ribbon. The only adhesive material that may be used on rails in the Campus Center is blue painters tape. Banners may not be placed on building roofs, over a campus roadway, or in such a manner that impedes the normal passage of foot or bicycle traffic. Banner materials (pens, markers, paints, and paper) are available from the LEAP Office for a small fee.

h. Use of stakes, standards, sandwich boards, sidewalk chalk, and other means of publicity must be cleared by the LEAP Office prior to posting and must be down 24 hours after the event.

   i. E-mail communication must be submitted via the Student-L listserve or through the wetherock facebook page and must adhere to the established posting guidelines. Please contact the Leadership Experience and Programs (LEAP) office for further explanation
of e-mail communication expectations, view the Student-L Guidelines (below) or the Social Media Guidelines

C. Duration of Publicity
   i. All publicity for an event with a specific date or duration must be removed within two (2) days after the date (or end date) of the program. This includes all flyers, posters, banners, or other publicly distributed or displayed items.
   ii. Publicity and personal announcements that do not indicate a specific date or program may be posted for no more than fourteen (14) days. Such publicity must indicate the date on which it was posted.

D. Using Email Listservs - students-l@poets.whittier.edu; commuter-l@poets.whittier.edu; or transfers-l@poets.whittier
   i. The following individuals, groups and departments are eligible to send messages through the listserv
      a. Organizations and clubs recognized by LEAP
      b. Whittier College Departments
      c. Faculty / Faculty Masters
      d. Administrators
      e. Individual students with approved announcements

2. What can be sent emails to the listservs?
   a. Campus, Academic and approved off-campus Whittier College events (limited to two announcements prior to the event)
   b. Club/Organization meetings (limited to one announcement per week)
   c. Lost and found announcements (individual must first check with Campus Safety)
   d. Surveys conducted by students for courses assessing student opinions (must be approved by the Director of LEAP)
   e. Student clubs/organizations interested in assessing student’s opinions (must be approved by the Director of LEAP)
   f. All emails/advertisements must be in good taste and non-libelous (determined by the Director of LEAP)

3. What is prohibited from being sent through the listservs?
   a. Off-campus advertising for events/activities not sponsored by Whittier College departments or recognized student club/organizations
   b. Items for sale or rent
   c. Personal advertisements
   d. Opinions (Please send to the Quaker Campus - qc@poets.whittier.edu as a Letter to the Editor)

G. Solicitation Policy
   In observance of its basic responsibility to maintain an educational atmosphere on campus, and in consideration of the privacy interests of its students, Whittier College discourages the solicitation of students by any person or entity for money, goods or services. Solicitation of students by other Whittier College students may be done only with the prior written approval of the Director of the LEAP Office.
   a. Advertisement Display
      i. All forms of advertising to be displayed on campus, by any business or person not affiliated with Whittier College, must be approved and stamped by the LEAP Office. The placing of any advertising on automobiles, motorcycles or bicycles on College property by a solicitor is strictly prohibited.
   b. Materials Distribution
      i. No materials may be distributed under, on, against or in front of doors to student rooms in the residence halls. The Area Coordinator of the residence hall may make
exceptions to this regulation. Such exception is valid only if stated in writing by the appropriate Area Coordinator.

H. Electric Cart Usage Policy
This policy outlines requirements for the use of electric powered carts and/or similar utility type vehicles on all non-public roads within Whittier College. The intent is to establish proper safety procedures and practices, as well as to promote and provide a safe environment for students, employees, and visitors.

a. Cart/Vehicle Safety Policy
i. Operators must have a valid driver’s license.
ii. Operators must adhere to all state of California motor vehicle laws.
iii. Only institutional personnel with specific permission may operate the vehicles.
iv. All operators must be screened annually by ADR- American Driving Records, Inc. through Human Resources.
v. Operators must know where they are permitted to drive the electric cart, such as on campus only and not on city streets.
vi. Electric carts are not to be operated at speeds greater than 15 mph. Drive slowly around turns and on hills.
vii. Electric carts are not to be driven on lawns or the decorative bricks between the Campus Center and Diehl Hall without permission from Campus Safety or the LEAP Office.
viii. Operators must give pedestrians the right of way.
ix. Electric carts are to cross the street at crosswalks only.

x. The driver and passengers must remain seated in the cart, holding on, until the vehicle has safely stopped. They should keep their arms and legs inside the cart.
xi. Electric carts may carry only the maximum number of peoples the manufacturer permits.

xii. Electric carts should not be modified without the manufacturer’s written permission.

xiii. Electric carts should not try to pass other motor vehicles, including other moving electric carts.

xiv. Operators and passengers may not drink alcoholic beverages before they enter an electric cart or while in the cart.

xv. Use of cell phone is prohibited while an electric cart is in use.

xvi. Ipods, MP3 Players or any other musical equipment is prohibited while the electric cart is in use.

xvii. Operators must report accidents immediately to Campus Safety (562-907-4211).

xviii. Failure to follow this policy on electric cart operation or rules of the road for the state of California could result in citation, appropriate disciplinary actions and suspension of operator’s cart driving privileges, and/or employment termination.

I. Fire Pit Usage Policy
a. A Campus Safety Officer or Whittier College trained personnel will be responsible for lighting and extinguishing the fire pit.

b. Reservation of the fire pit must be completed through the Event Management System (EMS) at least two weeks prior to the event.

c. The fire pit may only be used between the hours of 6:00pm to 10:00pm Sunday-Thursday and 6:00pm-12:00am Friday and Saturday. Fire must be extinguished immediately following the conclusion of the event. The fire cannot be lit or must be extinguished if the winds exceed 10 miles per hour. Contact Campus Safety the day of the event to confirm the fire can be lit and there are no burning restrictions in place.

d. No unapproved materials may be burned in the fire pit (i.e. paper, gasoline, wood, anything considered flammable, etc.).
e. Campus Safety or a Whittier College official may discontinue the use of the fire pit at any time.

f. There can be no horseplay around the fire pit and no individual may hold any part of his or her body over the fire pit.

g. Straw or hay bales are not to be used for seating and/or decorative purposes within 25 feet of the fire pit while in operation.

h. The fire pit may not be left unattended while in operation at any time.

i. The fire pit and area must be cleaned after every event by the sponsoring club/organization and all items used must be stored.

j. All policies and procedures of Whittier College must be followed at all times (i.e. alcohol or other illegal substances). Students that violate this policy are subject to disciplinary sanctions as listed in the Student Code of Conduct.

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