Recognized Clubs and Organizations Guidelines
at Concordia University- St. Paul

Club Support and Oversight

There are two different club oversight structures (CSP Ministry and Student Senate) that provide support, advising, and approvals for space, events, and activities.

Requirements of all active and recognized status:

1. Faculty or staff advisor
2. At least 3 club officers
3. Constitution
4. A signature sheet of 15 student signatures and L#s

Approval

The approval process is based on the guidelines or official documents set forth by the department they are housed under.

Active Status

To maintain active club status is under the discretion, rules, and bylaws of the department the club falls under as well as the guidance set forth by the university and the Concordia University System.

Benefits of Recognized Club Status:

1. Ability to reserve spaces and tunnel tables on campus
2. Funding (dependent on the department)
3. Ability to add advertisements to the digital screen and publicise your event on campus (posters, table tents, etc.)
4. CSP club email address
5. Webpage on Comet's Connection
6. Participation in campus-wide events including the Campus and Community Involvement Fair.

See below for an expansion of room reservation and digital screen policies.

Contacts

CSP Ministry Clubs- Pastor Tom Gundermann (gundermann@csp.edu)
Student Senate Clubs- Kimberly Swinney (knewton@csp.edu)

Student Room Reservation/Equipment Policy

Definition

Recognized club is confirmation or acknowledgement by the university through either CSP Ministry or Student Senate.

Any recognized club may request to reserve a classroom or facility space on campus with advisor knowledge and approval. Final decisions for approval are based on facility availability and consultation with the Center for Student Engagement.

Any group that is not a recognized club may request the usage of certain facilities for academic purposes with departmental sponsorship or instructor approval.

All campus facilities and equipment reservations are requested through the Room/Equipment Request link on Blackboard.

Digital Signage and Campus Posting Policies

The Department of Marketing and Communications and the Center for Student Engagement is responsible for poster uploading and management of the digital signage displays across Concordia University- St. Paul's campus. They also work with recognized club and organization advisors to approve campus advertising in other formats (posters, table tents, door hangers, social media, etc.).

Posters must include the name of the sponsored club, department, or program.

Posting Policy

- Ads created must be original work and cannot contain any copyrighted material
- Ads may be refused at the discretion of the Marketing and Communications and/or Center for Student Engagement staff if they contain inappropriate material and/or advertising for products or businesses. Examples of inappropriate materials include alcohol or alcohol-related functions, sexual content, racist/religious remarks, etc.
- Ads run in a rotation and are displayed for approximately 8-10 seconds at a time.
- Ads from organizations not affiliated with Concordia University- St. Paul will not be accepted.
- Marketing and Communications and/or Center for Student Engagement staff have the ability to prioritize current posting over ads that have run longer than 3 weeks.
- Ads submitted by clubs must be reviewed by the club advisor or Student Activities before uploaded to the screens

Requirements for Submitting a Digital Screen Ad

- All requests and artwork files must be submitted at least 3 business days prior to the desired posting date.
- Artwork should be sized to 1920 pixels x 733 pixels.
- Animated artwork must be sent as an .mp4
- The accuracy of posted info is the responsibility of the person, group, or team submitting the content.

Digital Screen Contacts

Clubs, Student Life and Services posters-Kimberly Swinney (knewton@csp.edu)

Academic, Athletics, and other posting opportunities - Brian Evans (bevans@csp.edu)

Concordia University Posting Rules (Non-Digital)

Departments & Officially recognized student groups are allowed to post:

    1.) In the Tunnel, from the Concordia Art Center to the Mail Room / Document Services. The Tunnel stops at all doorways.

    2.) On Bulletin boards located on campus*.

    3.) Certain Dept. buildings **

4.) In the Residence Halls***
5.) On Tables in Pearson Commons, Blue & Gold Games Rooms, Commuter Lounge, WSLC & Behm Crossroads….. The posting must be a tri-fold tent that stands up on the table.

*If the Bulletin board belongs to an Organization or group, the Post must be ok'ed by the Organization or group the bulletin board belongs to.

**IF the Student Group is associated with a Specific Dept. they may post in that building. (STAGE, can post in the Theatre Building, Intramurals can post in the GC. Etc.)

*** Postings in the Residence Halls must be ok'ed by the Residence Life Team.

Groups are **NOT** allowed to post:
1.) On any Walls on campus, both Tan and Blue
2.) On Glass Doors, or Windows
3.) Any Place that is outside the Tunnel
4.) On current signage… i.e. Parking Lot Signs, name plaques etc.
5.) Bathrooms

Common Posting Error Locations
Steps and entrance area to Sodexho and the WSLC.
Main Campus Connection, the Hallway that goes from Tunnel to Pearson Commons (past the Bookstore & IT Helpdesk)
Behm Crossroads
Stairwells in Meyer Hall
Any floor above the Tunnel in Meyer Hall
 LTC Hallway
Elevators
Bathrooms

If postings are found in incorrect locations, they will be taken down.