



## Student Association, Incorporated

CALIFORNIA UNIVERSITY OF PENNSYLVANIA

Natali Student Center  
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### SAI Club Sponsored Event Policy

SAI recognizes that clubs sponsor events throughout the year for the students of Cal U. Club funding is provided for these events by a student fee that the currently enrolled students at Cal U pay as part of their tuition. Therefore, the students at Cal U shall be given priority to attend the event. When planning an event, the following rules must be adhered to:

1. Tickets for any event are to be made available ONLY to students with a valid Cal card. Students are permitted to purchase one additional ticket for a guest at cost with an additional transportation fee if transportation is being provided for the event. (For example, if a group is going to see a show at the Benedum and the cost the club pays for the ticket is \$25, the guest, who is not a Cal U student, must pay \$25 for the ticket. If bus transportation is being provided, an additional charge for transportation should be added to the ticket price)
2. Once students have had the opportunity to purchase/register for the event and if tickets are still available, tickets may then be made available to staff and faculty of the University and SAI. Staff and faculty must possess a valid Cal card to buy the tickets and are permitted to bring one guest also. Staff and faculty will be treated the same as guests and must pay the full price of the ticket cost and a transportation fee if transportation is provided.
3. All ticket sales/registrations MUST occur at the Information Desk in the Natali Student Center. The only acceptable form of payment is a Cal Card. There is a Cal Card machine located directly across from the Info Desk that allows money to be placed on the Cal Card.
4. All events MUST HAVE an approved Chaperone (defined as Graduate Assistant or full-time staff) present throughout the duration of the event. The Chaperone will not have to pay for the ticket to the event and are permitted to bring one guest. The guest will have to pay for admission to the event but not transportation.
5. Chaperone shall be responsible for verifying attendance at the beginning and ending of the trip. In doing so, the Chaperone will match Cal Cards presented by the individuals to the official registration list provided by the club prior to any campus departure.
6. At the beginning of the trip the Chaperone will announce the departure time for return to campus. Departure shall always be one-half (1/2) hour following the conclusion of an event unless all are in attendance and then departure can occur.
7. If deposits are refundable, the Chaperone will be given sufficient funds to return the deposit to the students on the bus. Any NO SHOW deposits shall be returned to the SAI Business Office the next business day.
8. An official roster of attendance shall be submitted to SAI within 3 business days of the event. The roster will verify ticket sales and allow a reconciliation of cash received for the event that will be deposited into the club account via the Cal Card system.
9. Alcohol and/or illegal drugs will not be tolerated. Visibly intoxicated individuals will not be granted admission and no deposit or ticket refund will be granted.

10. The University and SAI expect appropriate behavior. Anyone violating the University's Code of Student Conduct will be referred to the Dean for Student Affairs.

Clubs who sponsor events and permit non-Cal U guests to attend are taking full responsibility for those guests. Any violation of the Code of Student Conduct can impair the clubs ability to sponsor future events, reduce funding, and if significant enough, even eliminate the club from the Cal U campus.

This policy goes into effect November 1, 2011 and if a club is caught not adhering to the details above, their account at SAI will be frozen until the CFO of SAI and Student Cabinet permit otherwise.