CALTECH
STUDENT CLUB HANDBOOK
2025-2026

Student clubs and organizations are open to anyone in the campus community, regardless of race, national origin, sex, gender identity, sexual identity, and/or any other protected characteristic.

Updated: 03/04/2026

Caltech Mission

The mission of Caltech is to expand human knowledge and benefit society through research integrated with education. We investigate the most challenging, fundamental problems in science and technology in a singularly collegial, interdisciplinary atmosphere, while educating outstanding students to become creative members of society.

Student Affairs Mission

Student Affairs at Caltech supports the academic success of students and fosters their intellectual, personal, social, and professional development. Through a complement of programs, activities, and support services, we help students prepare for a lifetime of discovery, innovation, and leadership.

What is a Recognized Student Club?

Recognized student clubs enjoy the privileges, and adhere to the responsibilities, listed in this document. All currently enrolled students at Caltech are eligible to be in any of the student clubs recognized by the Institute. Only recognized student clubs in good standing can apply for and be awarded club funding from sources such as Student Affairs, student eligible funding opportunities like MHF or RAF, ASCIT, GSC, and any outside funding sought in the name of Caltech. No club may be established to carry on a trade or business (sale of product or service). Student clubs are distinct from residence halls and office-sponsored programs for students, even though the makeup of these groups may be mostly, or entirely, students.

Oversight of Student Clubs

The oversight of student clubs is the responsibility of the Clubs Steering Committee (CSC) together with the Director of Student Engagement. The CSC consists of students, staff, and administrators. The CSC makes recognition decisions and offers advice and support for the application, recognition, training, and disciplinary procedures for student clubs. The decisions of the Club Steering Committee are final. A group may reapply for recognition either at the invitation of the Clubs Steering Committee or the following year.

All Student clubs and organizations recognized by Caltech must have an active advisor. See the club advisor section for more information. Groups that are unable to secure an advisor should contact the Director of Student Engagement.

Club Purpose

All student clubs recognized by the Institute operate in the name of Caltech and must support the mission of the Institute and the mission of Caltech's Student Affairs program as well as meet all expectations of Institute policies, including the Club Handbook and Events Handbook. Clubs are also expected to organize and provide support for students as their primary audience.

All student clubs at Caltech must have a clear purpose. Their purpose statement should describe the role of the club within the context of Caltech. As part of applying for recognition the club must articulate their purpose and (a) provide a brief description of the scope and activities of the club, (b) demonstrate how the club's purpose supports the Institute and the Student Affairs missions, (c) identify an unmet need on campus so that the Institute can see the value to our students and community, and (d) describe some of the programs and plans of the club for the coming year.

Privileges and Responsibilities

It is a privilege to be a member of the Caltech community. This is true for our students – both undergraduate and graduate, and for faculty, staff, and affiliate members of our recognized student clubs. Therefore, we have outlined the privileges, as well as the responsibilities, of being a student club on this campus.

Privileges

- *Use of Name and Logo:* Registered clubs are permitted to use the Caltech name for activities that are related to Caltech as long as this use is connected to the mission of Caltech and Student Affairs. All clubs must follow the Institute's guidelines for planning and registering activities. Misrepresentation of the club or Caltech may result in disciplinary action.
- *Use of Student Activities Center:* Only recognized student clubs may reserve room or storage space in the Student Activities Center managed by ASCIT during their current approved club term. To reserve space, please contact [ASCIT](#).
- *Early Access to Reserving Spaces in the Hameetman Center*: Hameetman reservations are made available on a term-by-term basis. Officers of recognized student clubs will receive an email before the start of each term informing them of when reservations are open.
- *Listing in the Caltech Clubs Directory*
- *Participation in orientation, club, and involvement fairs* – as well as other membership drives during the year including the annual Student Clubs and Involvement Fair.
- *The ability to publicize events on campus and through campus email*
- *Bursar support*
- *Institute web space*
- *Access to all forms funding and the opportunity to seek co-sponsorships from offices and departments on campus*
- *Consultation from offices on campus and support for planning and implementing activities*
- *Training:* Club leaders will receive Institute-sponsored training on all aspects of club management. Club advisors will also receive training. In addition, trainings on how to run and manage events will be available to clubs and organizations.
- *Store:* Access to club storage space.

Responsibilities

- *Honor Code:* All Club members must uphold the Honor Code and should make all decisions consistent with Caltech's mission and with Caltech's best interest in mind. Please also refer to the Caltech community's Statement on Ethical Conduct. https://www.deans.caltech.edu/documents/24878/Honor_Code_Handbook.pdf
- *Application:* All student clubs must complete an application for recognition each year for review and approval by the Clubs Steering Committee.
- *Recognition:* All student clubs must be officially recognized on an annual basis in order to be in good standing with the Institute. Once officially recognized, the student club may plan on maintaining that recognition for the duration of the club term. However, recognized student clubs may lose recognition on an interim basis, or permanently, for policy, behavior, or financial violations. Once recognized, clubs will receive all privileges noted above.
- *Behavior:* Clubs at Caltech are expected to follow Institute policy, Student Affairs policies, and the Caltech Code of Conduct. See the "Loss of Recognition" section below

to understand how a club's behavior could lead to loss of privileges.

- *Funding:* Student clubs are responsible for managing their funding and applying for Institute and student funds as needed. For support with funding issues and budgeting, the Director of Student Engagement and/or the Financial Coordinator and Student Advisor of the Office of Student and Family Engagement can serve as a resource.
- *Bursar Accounts:* All student clubs are required to do their banking by way of the Caltech Bursar. As long as the club is recognized by the Institute, the Bursar will support the work of the club (see banking section for more details). If the club is suspended for any reason, the Bursar funds will not be available. The account will be frozen until all issues have been resolved. Bursar accounts inactive for 2 or more years will be cleared, with remaining funds going back to the Student Affairs program fund.
- *Corporate Funding:* All corporate fundraising and other contacts must follow the Corporate Engagement guidelines provided below.
- *Events:* Student clubs may meet with the Director of Student Engagement to learn more about how to host an event and how to get an event approved. Student clubs should follow all requirements listed at: https://spa.caltech.edu/
- *Club Meetings:* All club meetings must be held at on-campus locations. Any meetings/events off campus must be registered and approved through the Student Event Registration process.
- *Training:* This is also included in privileges because it is, in part, a way to ensure the success of a student club. Club leaders must complete the Club Leadership training program annually. The training will cover topics such as leadership, risk management, event and travel planning, funding, policy guidelines and advisor support.
- *Participation:* All student club leaders must attend meetings with the group's advisor and the Director of Student Engagement. The leaders of the club must also attend all trainings.
- *Advisors:* All student clubs are required to have an advisor who must be a Caltech faculty member, staff member, or postdoc. Exceptions are rare but can be made in the case of external affiliates such as the Caltech Y, whose staff are eligible to serve as club advisors. The role of the advisor is to act as a mentor to the group. Students are expected to access their advisors for ideas and input as well as for information about how best to pursue their club's mission. The advisor will help the student leaders fulfill the club's purpose, make decisions, and comply with Institute policies and procedures and will meet with the club regularly as initiated by the club's leadership.

Club Membership and Leadership

All clubs will be open to all currently registered undergraduate and graduate students ("students"). Partners or spouses of current undergraduate and graduate students, in addition to current Caltech and JPL staff, faculty, and postdoctoral scholars, may participate in club activities as affiliate members. Affiliate members may not assume officer or other leadership positions.

Clubs must maintain at least a 60/40 ratio of student members to affiliate members. If a club falls below this threshold, it may lose official recognition during the academic year.

Activity fees are designated for currently enrolled students only. Non-student affiliate members should contribute through dues or fundraising efforts to help offset the cost of their participation as affiliates. Non-Caltech individuals who are not partners or spouses of current students may not hold membership in clubs.

Club officers must submit a club members roster as requested by the Director of Student

Engagement. Updated club rosters will be collected following the annual club fair in November.

The Office of Student and Family Engagement (SFE) strongly encourages club officers to prioritize and consider accessibility for their events to allow equal opportunity for participation from all community members. For more information, please refer to cass.caltech.edu to learn about Caltech's procedures and services for students with disabilities.

Caltech is committed to equal opportunity for all persons regardless of sex, race, color, religion, national origin, citizenship, ancestry, age, marital status, physical or mental disability, medical condition, genetic information, pregnancy or perceived pregnancy, gender, gender identity, gender expression, sexual orientation, protected military, or veteran status or any other characteristic or condition protect by the state and federal law. Student clubs must adhere to Caltech's Nondiscrimination and Equal Employment Opportunity policy when they consider club membership.

Club Advisor Eligibility

In order to obtain recognition, each club must have an advisor who is a full-time employee of Caltech, as faculty, staff, or postdoc. Advisors are an important part of the leadership and organizational experience that clubs can offer students. All sports clubs must have a co-advisor from the department of Athletics, Recreation and Instruction (ARI). If a club advisor expects to be away from campus for an extended period of time, the club must have a co-advisor. If there is a club advisor that works for JPL, they must have a co-advisor who works on the Caltech campus.

The advisor is expected to be active with club activities as follows:

- Provide guidance and leadership to the club

- Be knowledgeable about the Institute's policies and procedures

- Assist members in planning projects such as:

- Budgeting
- Club meetings
- Fundraising
- Planning
- Compliance
- Event Registration

- Serve as Campus Security Authorities and Responsible Employees, as noted in expectations for Clery at Caltech and Equity & Title IX. These reporting responsibilities require club advisors to notify Security if they become aware of a security related incident or Clery reportable offense. As a Responsible Employee under Title IX, advisors must report any and all reports of sexual or gender based misconduct to the Title IX Coordinator. Club advisors will be trained on these reporting requirements as part of their club advisor training program. IF YOU HAVE ANY QUESTIONS ABOUT THESE RESPONSIBILITIES, PLEASE REACH OUT TO SFE AT SFE@CALTECH.EDU FOR GUIDANCE.

- Ensure all club interactions with corporations and businesses, including those interactions initiated by the advisor, are coordinated with the Office of Student and Family Engagement.

- Attendance at club meetings and events periodically

Club advisors are required to submit the Club Advisor Form to confirm their understanding and responsibility of being an advisor as well as to acknowledge acceptance of the advisor role.

In order to be recognized, all clubs must have an active advisor that can guide the club leaders and their decisions, activities, and programs. Given the complexity of the role, staff and faculty cannot serve as an advisor for more than three separate groups. Club advisors may not use their Caltech budgets to support the groups; club funding should come from Student Government or one of the many institute resources designed to fund clubs. When advisors use their personal or professional budgets to support the clubs they advise, they create inequities in experience and opportunities. These are unfair and frustrating for students and others who cannot enjoy or offer the same benefits.

Please be aware that club advisors meet the definition of Mandated Reporters under Caltech's Minors Policy. As stated in the policy, a Mandated Reporter is an Institute employee whose duties bring them into contact with minors on a regular basis or who supervises employees whose duties bring them into contact with minors on a regular basis, as to child abuse or neglect occurring on Institute premises (including campus, JPL, or other locations where the Institute does business) or at an official activity of, or program conducted by, the Institute. Human Resources will conduct appropriate training. Requirements for Mandated Reporters are described in the [Institute's Policy on Protecting Minors](#) .

Application for Recognition
The annual application for recognition as a student club is done online at: https://sfe.caltech.edu/student-engagement/clubs. Some of the required information is listed below.

- Club Name
- Purpose of the Club (Including a short description for the club directory)
- Names of Club Officers (must be currently enrolled Caltech students) and their contact information. For signatory purposes the President and Treasurer may not be held by the same person.
- Constitution and Bylaws
- Proposed Budget
- Name of the Club Advisor (along with the advisor's approval form which is submitted by the advisor).
- Approximate Membership Size
- Funding Sources (if applicable)

Recognition/Reapplication Process
Recognition of a student club is separate from the application process. Once the online application has been completed and submitted, the Clubs Steering Committee (CSC) will review the application and make a decision about recognition. Key elements of recognition include, but are not limited to, having an advisor; an appropriate purpose; an infrastructure; and past activities of the group.

Continued recognition decisions will be based in part on how effectively the student club can manage the privileges and responsibilities identified here. Clubs may be given full recognition - or in special cases - may be offered feedback about how to earn recognition. Recognition letters will be sent via email to student club leaders and will be copied to the advisor and the Bursar. After the recognition decision is complete, the Director of Student Engagement will contact

each student club leader to finalize their club's status, help complete paperwork and/or offer feedback for future recognition.

Loss of Recognition

Clubs at Caltech are expected to follow Institute policy, Student Affairs policies, Event Registration Policies, the Caltech Code of Conduct, and all applicable legal and club requirements. All Club members must uphold the Honor Code and the Caltech Community's Statement on Ethical Conduct and should make all decisions consistent with Caltech's mission and with Caltech's best interests in mind. https://deans.caltech.edu/HonorCode

> ### The Honor Code
> *"No member of the Caltech community shall take unfair advantage of any other member of the Caltech community."*

Potential policy or Code of Conduct violations by a club or in connection with a club event will be referred to the Director of Conduct and Community Standards.

Campus Chapters of National Organizations

Students who wish to create campus chapters of larger national organizations must submit information regarding the national organization to the Club Steering Committee when submitting the club registration form. The Club Steering Committee will conduct a review of the national organization to evaluate its appropriateness and standing in the broader community. The process reviews if the organization: (1) is a registered non-profit organization; (2) identifies its Board members; and (3) discloses its funding sources. The Committee also reviews other relevant components of the national organization, including statements, literature, peer groups on other campuses, and actions of the national organization to ensure that the organization's actions and representations are consonant with Caltech standards of conduct.

Training

Together with the help of the CSC, the Director of Student Engagement will coordinate training for all advisors and leaders each year. In addition to an annual training event, they will host meetings with both undergraduate and graduate student governments. Participation in training may be required per the Office of Student and Family Engagement.

Governance

Each club is required to have a Club Constitution, which must be submitted as part of the annual registration.

Each club must develop an internal system to:

- Maintain communication with the Office of Student and Family Engagement.
- Maintain club records and update as necessary, including mid-year change of leadership. Send an email to clubs@caltech.edu for leadership changes and visit the Bursar's Office to complete a Bursar Account Update Form.
- Work with the Office of Student and Family Engagement (and other offices as directed) if you intend to approach a corporation or business for any reason.
- Submit event registrations through the Office of Student and Family Engagement.

- Submit funding requests and tracking within budget.
- Provide Student Affairs/Office of Student and Family Engagement with liability waivers as needed. Liability waivers are required and must be signed by participants prior to any student club off-campus event where Institute funds or resources are provided. Any club members who are under 18 years old will need a waiver signed by their parent or guardian.
- Notify Student Affairs/ Office of Student and Family Engagement of any injuries or unusual situations that occur during club events within 24 hours of the incident.

Financial Accounting

All club banking must be done through the Bursar's Office. Clubs must be in good standing in order to have access to a financial account.

The President and Treasurer of each club ("Financial Officials") will need to open the Bursar's account. There may be up to 4 people with authorization to access the club Bursar's account. For signatory purposes, the President and Treasurer may not be held by the same person. These officers must agree to personal financial responsibility for liabilities arising from any violations during club activities (such as for disbursements not supported by appropriate receipts or inappropriate use of club funds).

Deposits

The Bursar's Office will accept a deposit from a club officer to a club account. Checks can be mailed to: Bursar's Office, MC 120-87, Pasadena, CA. 91125. Checks need to be made out to the club. Cash is no longer accepted in office. To make a cash deposit, please visit the Caltech Employees Federal Credit Union at 515 S. Wilson Ave., Pasadena, CA. 91125. Ask for a Bursar's Deposit Form and complete with club information and amount of deposit.

Disbursements

Disbursements include reimbursements, advances, and payment for services rendered. To initiate a disbursement, a club officer with authorization to the account must submit follow the reimbursement process as noted under Club Financials. Disbursements can be paid by Bursar Quick Pay (ACH direct deposit available to students with a US bank account) or by check.

Refund requests should include original receipts with the Club Payment Request Form. Payment for services (e.g., instructors, on-site vendors, etc.) require a W9 form be filed with the Procurement office *prior* to services being rendered. Caltech will file 1099 forms for these independent contractors per its policies.

Requests for an advance of funds against future event expenses is permitted as long as there are sufficient funds in the club account. Receipts for the advances are to be remitted to the Office of Student and Family Engagement no more than thirty (30) days from the date of the request for the advance.

If a club deviates from the above practices by not registering their vendor prior to services or not submitting receipts for advances then the Bursar's Office will be notified to put a hold on the club account and reimbursements.

Other Financial Matters

- Club accounts do not bear interest.
- Club accounts that remain inactive for one year and do not have a current club registration will be liquidated and any balances disbursed to the named beneficiaries. Clubs must designate a beneficiary for their funds should they cease to exist. The beneficiary cannot be an individual, but can be another Club, a Caltech department or Caltech. If a club does not designate a beneficiary and its Bursar account is inactive for 2 or more years, existing funds will be deposited back to the Student Affairs Program Fund.
- Clubs may not have P-cards.
- Clubs may never ask for or store credit card numbers or social security numbers.
- Use of Caltech's Tax ID number is prohibited.
- Clubs must pay all applicable sales or use tax on purchases of tangible personal property. There is no exemption from sales or use tax.
- Clubs may not have employees and Caltech employees cannot be paid for services provided to clubs.
- Clubs that misuse Institute funds or resources jeopardize their recognition.

Fundraising

Fundraising on behalf of clubs may include the following:

- Campus Resources: Requesting annual funding from ASCIT, GSC or Caltech offices. Visit the Office of Student and Family Engagement Student Financial Hub Website to learn more about on-campus funding sources.

- Campus Affiliates: Requesting contributions from Caltech departments and affiliates ($500 per club annual maximum). Affiliates are limited to the Caltech Employees Federal Credit Union, the Gnome Club, and the Caltech Y.

- Corporate Engagement: Clubs must consult with the Director of Student Engagement/Office of Student and Family Engagement and CALE before pursuing fundraising, sales, or commercial sponsorships from non-Caltech entities such as alumni, individuals, corporations, foundations etc. Clubs and Organizations should review the Corporate Engagement and Fundraising document prior to initiating efforts.

- Other Gifts: Any gifts to Clubs must be made as gifts to Caltech and will be processed through the Caltech Fund.

Corporate Engagement

All corporate outreach for funding and other support must be coordinated and approved through Student Affairs & the Office of Student and Family Engagement. After exhausting other internal avenues for funding, corporate sponsorships or funding from non-profits may be an option your club would like to pursue. Prior to reaching out to any company/organization, please review the Guide to Outside Organization Funding for Clubs and contact CALE's employer relations team who will help you through the process. You can write to career@caltech.edu or stop by CALE during normal business hours.

It is important to **start the process early, ideally several months in advance** of your event or activity. CALE's employer relations team can help you identify a fundraising strategy, put you in touch with *responsible*, *vetted* employers and companies, and work with you to determine which industries to reach out to, relevant alumni to connect with, and which companies have active, working relationships with Caltech. Please note that Affiliate members of clubs may not

be involved in fundraising related to recruiting or providing organizations access to students.

Please review the [Guide to Outside Organization (Companies and Nonprofit) Funding for Clubs](#).

Office of Advancement and Alumni Relations: The goal of the Office of Advancement and Alumni Relations is to increase corporate interactions with Caltech through sponsored research agreements, student recruiting, technology licensing, continuing education, and philanthropy. The office facilitates access to the entire Institute. One of the mandates of the Office of Advancement and Alumni Relations is to monitor the entirety of Caltech's corporate interactions.

Career Achievement, Leadership, and Exploration (CALE): Caltech's Career Achievement, Leadership, and Exploration (CALE) office works with many companies and alumni to organize career related and professional development activities for students, postdocs, and alumni. They are happy to act as a resource for student clubs looking for tips and suggestions on how to connect with companies or on how to respond to companies that reach out to you.

Club Advertisement & Representation on SFE Website
Contact information for Clubs will be made available on the SFE website unless otherwise noted.

Use of Caltech Name/Logo
Registered clubs in good standing are permitted to use the Caltech name for activities that are related to Caltech as long as this use is related to the mission of Caltech. Clubs must follow the guidelines for using the Institute's name and logo according to the Caltech [Identity Toolkit.](#)

Club Website
Registered clubs in good standing are permitted to have a presence on the Caltech website. Clubs with a designated administrator are eligible for an "access. caltech" account, which includes a free website hosting. Administrators must have a current Caltech ID and must not share the account password with others. See the IMSS website for more information about club accounts and website options.

Club Events
Club Events must be registered with the Office of Student and Family Engagement in accordance with event registration requirements and timelines as outlined at https://spa.caltech.edu/ . Please also see the Student Event Handbook for additional information.

Eligibility to Host an Event
Recognized student clubs and organizations that are in good standing may register events, advertise, and utilize Caltech facilities. Student clubs and organizations are not eligible to host events during social probation or interim suspension.

Event Registration
All student-planned events that are sponsored or subsidized by Caltech must comply with the event registration process and events which include one or more of the following components must be registered:

- All events with alcohol service whether they are hosted on or off campus (Graduate Student residents in the Catalinas may host events with alcohol without registration if the event will have no more than 32 people)
- Events on campus with **50** or more people (without alcohol)
- Off-campus events with **30 or more** people and/or when a group is *traveling 30 miles or more* from campus (House retreats, ski trips, ASCIT and GSC formals, etc.)
- Any event with *special access or materials* (Pumpkin drop, LN2, Animals, etc.)
- Events that include **construction**
- Campus rally/protest/demonstration/vigils and memorials
- Events that feature a non-Caltech guest speaker
- Events that involve hosting another campus or program (Hacktech, Introduce a Girl to Stem Day, etc.)
- Any event where RLCs or Club Advisors request registration
- Event is being held on campus at a location that requires registration. (SFE is not responsible for building registration or for events in buildings that do not meet the building policy.)

Events with Alcohol Service

Registered student clubs and organizations are permitted to hold events that feature alcohol service, as long as the event complies with the event registration process. The amount of alcohol permitted is determined by the size of the event. After the students meet with the Director of Student Engagement, the alcohol allotment information is made available through the Office of Student and Family Engagement.

Professional bartenders will be hired by the Office of Student and Family Engagement to serve all alcohol at student events. When alcohol is being served, an equal amount of water and an appropriate amount of substantial food must also be provided. Student clubs and organizations are responsible for the cost of bartender service for their events.

Damages and Costs Incurred

Damage for events that take place in Institute facilities will be charged to the club hosting the event. These charges will be determined by the Facilities office.

Waivers and Off-Campus Events

Consent, Release and Assumption of Risk waivers will be required and must be signed by participants prior to any student club off-campus event where Institute funds or resources are provided. Drivers' forms are also required for any student driving other students as part of an Institute sponsored activity. The forms are provided by the Office of Student and Family Engagement, and the signed copies need to be returned at least two business days prior to departing from campus.

A club representative must maintain an emergency contact information binder and assure that it is taken on all off-campus activities.

Recognized Student Groups Disclaimer

Agreement in Advance of Scheduling Recognized student clubs, student government organizations and their committees, teams, and house/residential communities (collectively, "Student Groups") may, with permission from the Institute through our event registration process, book and pay for off-campus residential space using Institute funds. These spaces may be

reserved with Caltech funds only under the following conditions: (1) The Institute has approved the event, (2) Student Groups understand that the contract can be cancelled by the Institute if there are health, safety, weather, discipline, interim measures, or other grounds that warrant such actions, (3) Student Groups understand that all Caltech policies apply on the trip and further agree to report incidents that warrant Clery, Title IX, and other reporting responsibilities, (4) all student drivers and attendees have completed the required paperwork, and (5) Student Groups understand that they will not receive a refund from the Institute for lost deposits or payments. Student Groups also acknowledge and agree that travel may be delayed or become impossible due to causes beyond the control and without the fault or negligence of the Institute. Such causes shall be known as "force majeure occurrences" and may include, but shall not be limited to, the failure of any third person to deliver goods or services to the Institute, fires, earthquakes, floods, strikes, unavailability of energy, communication lines or resources, delay in transportation, epidemics/pandemics, or other health emergencies, acts of God or of the public enemy or acts of civil or military authority. In the event of any force majeure occurrence, the Institute shall use its reasonable efforts to advise the parties if it is unable to timely perform any of its duties and obligations. (6) Student Groups are responsible to follow all off-campus residential space regulations, including age limits, booking requirements, guest count, etc. Caltech staff cannot book or serve as point-of-contact for any such agreements. Additionally, this will include anything regarding rental cars and/or rental related expenses.

Political Activity
As a 501(c)(3) organization, Caltech must be mindful of the ban on political campaign activity set by Congress. This does not mean that an individual cannot express one's political beliefs; the individual may not express their political beliefs as a representative of the Institute. Caltech encourages the community to engage in civic activities. For more details, visit the IRS Website with frequently asked questions regarding this matter.

Campus Rallies, Protests, Demonstrations, Vigils, and Memorials
Events of this nature must follow Caltech's Free Speech and Expression Policy. It is also recommended that you register the event; however, we understand that the need to host an event under this category may not fall within the registration guidelines/timeline. Please reach out to the Office of Student and Family Engagement (sfe@caltech.edu) with information regarding your event to ensure adequate support and resources.

Medical Considerations
Each participant in club activities is responsible for their own well-being. Club members are encouraged to check with their family doctor or the health center staff prior to starting a new physical activity to assure that the activity is within healthy guidelines for the individual.

Emergencies
In case of an emergency off campus, call 911 and then immediately follow up with a call to Caltech Security at x5000 when it is safe to do so.

In case of an emergency on campus, call x5000.

Promptly report any incidents to the Office of Student and Family Engagement. During nights and weekends, contact Security at x5000.

Compliance with Caltech Policies

All club members and club activities must comply with all applicable Caltech policies. These policies include but are not limited to:

- Student Affairs Policies: https://studentaffairs.caltech.edu/policies

- Conflict of Interest: https://hr.caltech.edu/documents/2922/caltech_institute_policy-conflicts_of_interest.pdf

- Event Registration: https://spa.caltech.edu/

- Free Speech and Expression: https://hr.caltech.edu/documents/5997/Free_Speech_and_Expression.pdf

- Hazing: https://studentaffairs.caltech.edu/documents/25822/hazing_prevention_policy2023.pdf

- Nondiscrimination/Title IX: https://hr.caltech.edu/documents/2647/caltech_institute_policy-nondiscrmination_and_equal_opportunity_employment.pdf

- Political and Campaign Activities Policy: https://externalrelations.caltech.edu/documents/17630/Caltech_Political_Activities_Guidelines.pdf

- Fire Safety: https://studentaffairs.caltech.edu/policies/fire-safety

- Sex and Gender Based Misconduct: https://hr.caltech.edu/documents/2925/caltech_institute_policy-sex_and_gender_based_misconduct.pdf

- Unlawful Harassment: https://hr.caltech.edu/documents/2641/caltech_institute_policy-unlawful_harassment.pdf