



Policies for Current and Prospective Religious Affiliates
The Claremont Colleges

**Approved and adopted by the Chaplains and the Student Deans Committee of
The Claremont Colleges, January 29, 2014**

Religious Affiliates

Religious Affiliates are persons who typically are employed by or are representatives of off-campus religious bodies or groups, but who work and interact with students and/or other college community members on campus. The safety of students and the promotion of a healthy and vibrant religious/spiritual climate at the Claremont Colleges are of utmost concern to the Chaplains and The Claremont Colleges.

In order to facilitate/interact with student religious/spiritual groups/clubs at The Claremont Colleges, one must be registered* with the Office of the Chaplains as a Religious Affiliate. Registration as a Religious Affiliate comes with benefits, including regular communication with the Office of the Chaplains and possible listing of the religious/spiritual organization on the Chaplains' website and/or through other outlets.

*Registration of a representative of an off-campus religious body or group as a Religious Affiliate by the Office of the Chaplains does not signify endorsement of the group, its practices, beliefs or claims.

The first year of registration as a Religious Affiliate is probationary and registration is renewable on a 2-year cycle.

Process of Becoming a Religious Affiliate:

The process of applying to become a Religious Affiliate includes:

- Contacting The Chaplains and filling out an application form. Applications will only be considered from persons/groups who meet an identified religious/spiritual campus need confirmed by the Chaplains.
- Meeting with one or more of the Chaplains to discuss the guidelines of the Office of the Chaplains and the policies of The Claremont Colleges.
- Signing and affirming to uphold the Religious Affiliates Code of Conduct and all non-discrimination and non-proselytization policies of The Claremont Colleges.

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To be registered as a Religious Affiliate, one typically shall be:

- Nominated and endorsed by a national or regional religious organization prepared to supervise and assume ultimate responsibility for his or her activity. Evidence of this nomination and endorsement will be provided in writing to the Office of the Chaplains. The Office of the Chaplains does not consider applications from individuals. The Colleges' liability for the actions of Religious Affiliates and off-campus religious professionals is strictly limited, as with anyone whom it does not employ.
- Ordained and in good standing with an ordaining body and/or professionally trained for religious work. One should also be experienced in campus religious life or related areas (e.g. youth work, congregational work, teaching, etc.).
- Able to provide certification that the religious organization or sending agency has conducted a thorough background check, including CORI, SORI, character references, and uncovered no information of concern.
- Willing to honor and abide by the policies and procedures of The Claremont Colleges, including but not limited to all non-discrimination (i.e. discrimination on the basis of race, religion, color, national or ethnic origin, sex, gender identity and expression, sexual orientation, class, marital status or disability) and sexual harassment and sexual misconduct policies.
- Willing to honor and abide by the Religious Affiliates Code of Conduct and the Guidelines for Student Religious/Spiritual Organizations of the Office of the Chaplains (noted below).
- Willing to confirm agreement on behalf of his or her organization to abide by these policies and procedures and to require all staff of his or her organization to comply with these policies and procedures.

A Religious Affiliate who fails to adhere to any of the policies or procedures of The Claremont Colleges, the Religious Affiliates Code of Conduct, or the Guidelines for Student Religious/Spiritual Organizations of the Office of the Chaplains may be trespassed from the campuses and may forfeit his or her registration as a Religious Affiliate. If a failure to adhere to these policies and procedures occurs, the status of a Religious Affiliate will be determined by the Office of the Chaplains in consultation with the relevant Student Dean(s).

Code of Conduct for Religious Affiliates

The Chaplains of The Claremont Colleges value the contributions of Religious Affiliates to the religious/spiritual development of our students and to the multi-faith and interfaith environment of The Colleges.

Religious Affiliates must abide by the policies and procedures of each of The Claremont Colleges, including the Guidelines for On-Campus Student Religious/Spiritual Groups and Clubs. In addition, Religious Affiliates who are registered with the Chaplains of The Claremont Colleges agree to:

- Communicate regularly with the Office of the Chaplains, including participation in regularly scheduled individual and group meetings and those called as needed by the Chaplains. Religious affiliates also will provide regular written reports of campus activities and student participation as requested by the Chaplains.
- Accurately identify one's self, at all times, as a non-College employee representing her/his religious/spiritual organization or sending agency. Likewise, she or he should ensure that any publicity for events or resources being offered follows the guidelines for publicity outlined for student religious/spiritual organizations, including that posters, fliers, email messages, etc. will carry the name of the sponsoring group.
- Religious Affiliates may not conduct religious services, groups, classes, or life cycle events at McAlister Center without an invitation or permission from the Chaplains to do so.
- Refrain from recruitment (e.g. door-to-door solicitation) or any uninvited or prohibited activity within residence halls.
- Depending upon individual circumstances, a Religious Affiliate may be designated as a "Campus Security Authority" (CSA) according to the guidelines of the Clery Act. If designated a CSA, the Religious Affiliate must fulfill all the duties assigned to that status.
- Immediately report in writing to the Office of the Chaplains any change in status of the Religious Affiliate with her or his sending/sponsoring agency or religious institution. Immediately report in writing any complaint of unethical conduct in a civil, criminal, ecclesiastical, employment or another professional organization's forum.
- Uphold the religious pluralism, multi-faith, and interfaith commitments of the Chaplains Office and The Claremont Colleges and respect the personal life choices of individuals.

Guidelines for On-Campus Student Religious/Spiritual Groups and Clubs

The Chaplains of The Claremont Colleges seek to support vibrant student religious/spiritual life on campus. As members of the broader college community, student religious/spiritual groups/clubs registered * by the Smith Campus Center (Pomona) and/or the relevant campus' body of registration and by the Office of the Chaplains must abide by the policies and procedures that apply to all student groups/clubs at The Claremont Colleges.

*Registration of a student religious/spiritual group or club by the Office of the Chaplains of The Claremont Colleges does not signify endorsement of the group, its practices, beliefs or claims.

In addition, groups/clubs registered by the Smith Campus Center (Pomona) and/or the relevant campus' body of registration and by the Chaplains of The Claremont Colleges agree to:

- **Demonstrate through their actions and policies a commitment to inclusivity, diversity, and interfaith and multifaith respect.**

Students and other college community members, as individuals and in groups, have the right to expect that their personal religious or spiritual commitments (or lack of them) will be honored by others. Statements sponsored by any religious/spiritual group or club recognized by the Office of the Chaplains shall observe a commitment to this respectful communication.

- **Honor personal boundaries by not engaging in proselytization, harassment, or any kind of religious pressuring or coercive recruiting practices.**

Members of the college community, as individuals and in groups, have the right to expect that when they decline invitations to religious activities, or express the desire not to be contacted by their sponsors, these expressions will be respected. Thus, when persons decline invitations to meetings, conversations, programs, services or any other activities, they can be sure that they will not experience pressure, judgment, or harassment in response. Examples of inappropriate recruiting practices include but are not limited to any activity that violates the solicitation policies of The Claremont Colleges, targets a particular individual or group, or deprecates or demeans other individuals or groups.

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- **Clearly identify in all publicity the name of the sponsoring group(s)/club(s) and contact information.**

Students and all members of the community have the right to expect that events sponsored by particular religious groups, or events that will espouse points of view that are associated with a particular religious/spiritual tradition, will be clearly identified as such. Posters, flyers, email messages, etc. will carry the name of the sponsoring group and must not be false or misleading.

- **Appoint a representative(s) of student leadership and a faculty/staff advisor, if applicable, to meet regularly with the Chaplains, one of whom will be designated, in consultation with the group, to serve as a liaison to the group. These include regularly scheduled meetings and those called as needed by either the Chaplains or the club/group.**
- **Disclose in writing any relationship to an off-campus religious/spiritual organization, group, or individual. Off-campus persons seeking to associate with a student group must make application to serve as a Religious Affiliate.**

Due to the strong tradition of multifaith respect and interfaith cooperation in the college community, the Chaplains of The Claremont Colleges expect that student religious/spiritual groups and clubs will honor and abide by these guidelines and all policies of The Claremont Colleges. Failure to do so may result in the loss of registration by the Office of the Chaplains and loss of recognition by the Smith Campus Center (Pomona) and/or the relevant campus' body of registration.