

Clark University
Office of Student Leadership & Programming

Student Club
&
Organization
Handbook

2008-2009

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Section I: Introduction

Student Leadership & Programming's Mission:

The Office of Student Leadership & Programming strives to infuse leadership, growth, and a positive co-curricular life into the fabric of the out-of-classroom experience for students. Our staff enables students to: challenge themselves and each other; develop personal and professional skills; build strong connections within the Clark and Worcester communities; and develop an understanding of the importance of leadership and participation in ones community. In addition, our office works closely with student clubs and organizations to create a vibrant, engaging, and exciting calendar of events throughout the academic year.

Meet the Staff:

Mike McKenna, Director (mmckenna@clarku.edu)

Mike oversees the daily operation of the Office of Student Leadership & Programming and serves as the primary liaison to student clubs and organizations. He assists clubs in program development, budget management, service coordination, and day of facilitation of events. He is also responsible for the development and implementation of leadership workshops and retreats. Specific responsibilities include: Student Council, Gryphon & Pleiades Honor Society, Intercultural Retreat, Club Sports, event registration, and on-site event coverage. Mike also oversees the New Student Orientation programs.

Bill Dougherty, Assistant Director (wdougherty@clarku.edu)

New to the Office of Student Leadership & Programming, Bill serves as a liaison to student clubs and organizations. Specific responsibilities include: Campus Programming Board, Major Events Committee, Spree Day, Senior Cruise/Senior Week, late-night programming, event calendars, event registration, and on-site event coverage.

Maria Anderson, Intern (maranderson@clarku.edu)

Specific responsibilities include: New England Excursions Program, Senior Cruise/Senior Week, student transportation (StudCo Van, Studco Mall Shuttle, Boston/Providence Bus, and the Woo Bus), event registration, and on-site event coverage.

Joanne MacMillan, Office Assistant (jmacmillan@clarku.edu)

Joanne can assist you in scheduling rooms for meetings and events, space for banners, and tables in the UC Concourse. She also stamps posters to be hung in the University Center and Residence Halls.

Linda Freedman, Director of Craft Studio (lfreedman@clarku.edu)

Linda oversees the Craft Studio located on the lower level of the Higgins University Center. Any member of the Clark community can utilize the resources offered by the Craft Studio. From poster paper to ceramics, the Craft Studio has a lot to offer.

Office Location, Hours, & Contact Information:

Location

Asher Family Student Organizations Center
Higgins University Center, 3rd Floor

Phone

(508)793-7549

Fax

(508)793-8886

Email

mmckenna@clarku.edu

Office Hours

Mon-Thurs - 8:30am-5pm

Friday – 8:30am-12am

Section 2: Clubs & Organizations

Student Clubs & Organizations (By Category)

Academic and Pre-Professional	Colleges Against Cancer
Debate Society	Dead Poets Society
Economics Society	Multicultural Product Marketing Club
Geography Association	Global and Environmental (continued)
Initial Advantage (IA)	Direct Action Learning Experience (DA-LE)
Model United Nations (MUN)	Peaceworks
Philosophy Club	Student Global AIDS Campaign (SGAC)
Arts and Performance	Students Take Action Now: Darfur (STAND)
Art History Club	Water Watch
Artisan's Guild	Governance
ArtReach	Student Council
Clark Bars	Residence Hall Association (RHA)
Chamber Ensembles	Political
Concert Choir	Democrats of Clark University (DCU)
Clark University Players Society (CUPS)	Republicans of Clark
Counterpoints	Publications/Media
Dance Society	Caesura Literary Magazine
Hip Hop Collabo	Clark Cable Network (CCN)
Jazz Workshop	Pasticcio
Clark Musical Theater	Radio of Clark University (ROC-U)
Clark University Slam Team	The Scarlet
Variant Dance Troupe	Stir Magazine
Culture and Support	Religious and Spiritual
Asian Culture Society (ACS)	Bahai Campus Association
Black Student Union (BSU)	Christian Campus Ministry
Caribbean African Student Association (CASA)	Hillel
OPEN (GLBTA)	Newman Association
International Students Association (ISA)	Unitarian Universalist Student Association
Latin American Student Association (LASO)	Worcester Collegiate Christian Network (WCCN)
Muslim Cultural Society (MCS)	Service
South Asian Student Association (SASA)	All Kinds of Girls (AKOG)
Students Against Destructive Decisions (SADD)	American Red Cross Clark University
TOPICS	Best Buddies
VOX: Voices for Choices	Breast Cancer Emergency Aid Foundation
Entertainment and Special Interest	CHOICES
All Things Fashion	Clark University Brothers and Sisters (CUBS)
Clark NORML Chapter	Rotaract
Clark University Film Society (CUFS)	Students United In Realizing the Vision (SURV)
Emergency Medical Services (EMS)	United Planet Ambassadors
Football Club	Youth Outreach
Noah's Ark	Recreation and Club Sports
Pub Entertainment Committee (PEC)	Ballroom Dance Team
Science Fiction People of Clark (SPOC)	Candelas Salsa Dancing
Speaker's Forum	Capoeira
Student Activities Board (SAB)	Clark University Golf Association
Student Alliance of Vegan and Vegetarian Youth (SAVVY)	Clark Snowboard Association (CSA)
Student Alumni Relations Committee (SARC)	Cricket Club
Student Health Advisory Committee	Equestrian Team
University Center Activities Board (UCAB)	Ice Hockey Club
Global and Environmental	Karate Club
ACLU Club	Kickboxing
Amnesty International	Outing Club
Campus Accountability Now! (CAN!)	Pool Club
C.A.R.E Initiative	Tae Kwon Do Club
CU Students for Palestinian Rights	Track and Field Club
Clark Sustainability Initiative (CSI)	Ultimate Frisbee
Beard Enthusiasts (CUBE)	Volleyball Club
Chess Club	Women's Lacrosse

Starting a New Club:

The members of the Student Council and the Student Leadership & Programming staff are committed to assisting with the formation of student clubs and organizations to provide a medium by which groups of students who share common interests can gather and interact with each other. If you do not find an organization that matches a particular interest you have, it is possible to start a new student club. If you are interested in starting a new group, please review the following information regarding student group recognition.

University Recognition:

The University recognizes the importance in assisting students in creating a positive co-curricular environment. Student clubs and organizations are great examples of fostering such an environment. All student groups must go through a formal recognition process in order to obtain rights, responsibilities, and privileges. If you are interested in starting a new club or organization, please schedule an appointment with the Director of Student Leadership & Programming on the 3rd floor of the Higgins University Center (x7549). Prior to meeting with the director, please draft a proposal requesting University Recognition for your group. Proposals should include the following information:

Statement

- Formal name of the group
- Name of advisor (Clark staff, faculty or administrator)
- Governance structure (i.e. democratic, shared decision making)
- Facility expectations (i.e. weekly space for 50 people)
- Role/mission of the group – why this group should be recognized
- Membership policies (must be open to all undergraduates)
- Four names of the executive board members and their positions

Additional Requirements

- Role/mission of the group must be compatible with that of the University.
- The club must have an open membership policy which does not discriminate for reasons of race, ethnicity, gender, sexual orientation, religion, national origin, age or disability.
- The club must clearly state its affiliation with others and its affiliation with non-Clark organizations.
- In recruiting new members, students in the club must not use harassment, mind control techniques, physical stress or other coercive tactics, which would have the effect of impairing or destroying an individual's freedom of thought.
- In their efforts to recruit, members may not violate the right of privacy of individuals.
- Recognized student club and organizations are expected to abide by all University policies and procedures at all times.

University Recognition Privileges

- Identification as a Clark University student group
- Use of University facilities to hold meetings and events
- Use of University publications and bulletin boards to announce meetings and events.
- Inclusion in student club and organizations listings.

- An invitation to participate in the annual Activities Fair (early September).
- Tax exempt status.
- Eligibility to participate in the application/allocation process for student organization office space.
- Eligibility for a campus mailbox for the student organization.
- The opportunity to participate in leadership training programs.
- Eligibility to receive Student Council Special Budget and/or Annual funding.
- Copying capabilities at Curry Printing.
- Access to an email, web, and/or listserv account.

Organizations will receive formal notification of status from the Director of Student Leadership & Programming. During the approval process, proposed student clubs may reserve meeting space for no more than two meetings. Once a club received University Recognition, the club will be granted unlimited reservation of rooms (depending upon availability).

University Recognition may be revoked should the requirements and responsibilities not be met. Such decisions will be made by the Director of Student Leadership & Programming and/or the Dean of Students with Student Council input.

Once University Recognition has been granted, Student Council Recognition can be requested if a student group wishes to receive funding. The following section describes the process of obtaining Student Council Recognition.

Student Council Recognition:

To be eligible for funding via the Annual Budget Process, student clubs must obtain Student Council Recognition. The Student Council Recognition process begins with the drafting of a charter for your group (please refer to the Appendix for a sample charter). Once complete, a charter should be submitted the Student Judiciary Committee which will review the charter and make a recommendation on behalf of the student group for Student Council Recognition to the Representatives Council of Student Council. If accepted, the group becomes eligible for all of the above as well as for special budgets and annual funding.

Please note that a group can be University recognized and not Student Council recognized. However, to be Student Council recognized, a group first must be University Recognized. Please feel free to contact the Student Council Vice President for more information.

The timeline for the recognition process has been outlined below.

1. University recognition given after meeting with the Director of Student Leadership & Programming.
2. Student Council acknowledgement is given after Charter has been reviewed by the Student Council Judiciary Committee and voted on by Student Council. At this time, student groups will be able to make requests for event funding from the Special Budgets of Student Council.
3. Student Council recognition is given after a two semester waiting period. At this time, student groups may submit an annual budget request which would include operating expenses like office supplies, etc. and individual event requests.

Club/Organization Charters

Student Council Recognized groups must submit a charter to the Student Council every academic year. Groups that are Student Council recognized are undergraduate student organizations that have the following:

- University Recognition
- Active for two or more semesters
- Provided Student Council with a charter
- Have had the Charter approved by the Student Council Judiciary Committee and Representatives Council

These organizations include groups that are in the process of completing the trial period required in order to be eligible for the annual budget.

Recognized groups may petition Student Council for a precise amount of money from special projects for a particular event or purpose. Contact the Student Council Treasurer or Budget and Finance Committee Chair for the specific process of obtaining your funding. Additional funding may be gained from co-sponsorships with other recognized student groups.

If you have any questions, please do not hesitate to contact the Chair of the Student Council Judiciary Committee. The Judiciary Chair can also provide you with a copy of the Charter for your organization and provide pointers on creating/updating one.

Any Clark student can request an investigation into alleged violations of the Student Council Constitution or an organizational charter by contacting the Judiciary Committee.

Club Sport Recognition:

If you are considering a group that involves physical activity, organized competition/events, and has established rules or guidelines governing competition, the initial University Recognition process may involve additional steps.

If the group has met the above guidelines, you may be considered a club sport and the following procedures for getting your group started may apply:

1. Submit a proposal to the Director of Student Leadership & Programming that includes the name of the club, a statement of purpose, budget expectations, membership policy, name of coach/advisor, and a calendar of proposed events.
2. Once the proposal has been completed, a meeting should be scheduled with the Director of Student Leadership & Programming to discuss the proposed group and clarify any necessary areas.
3. A proposal approved by the Director of Student Leadership & Programming is forwarded to the Athletic Board for further review.

4. The Athletic Board may suggest guidelines or conditions it deems important/necessary for the success of the proposed group and then makes a recommendation to the Director of Athletics and the Dean of Students or his/her designee. The Athletic Board may request a meeting with the proposed group to ask questions and clarify the proposal.
5. The Dean of Students or his/her designee and the Director of Athletics make the final decision on University recognition jointly.

Recognition criteria include, but are not limited to:

Level of interest and participation	Facility availability
Coaching availability	Anticipated costs to individuals/University
NCAA affiliation	Availability of competition
Safety issues	Fundraising needs and potential
Relationship to Clark tradition	Level of student interest
Asking participants to sign an assumption of risk release form	Membership should be open to all Clark undergraduates
Insurance/protection issues	

Club Sport Recognition Privileges

Use of University Facilities

Any group of Clark students can use both indoor and outdoor facilities during the hours that Athletics is open and as long as there is not something already scheduled (team practice or games, intramurals, campus events, neighborhood program, outside rentals etc.). There is a weekly facilities schedule that is available at the Kneller Athletic Center Proctor's desk, the Athletic Office, University Police and Physical Plant. Using the space is first come, first serve.

Once a group has been officially recognized, space will be reserved for practices based upon availability. Club Sports requesting practice space should contact Mike McKenna (mmckenna@clarku.edu).

Use of University Equipment

In general, it is the responsibility of the Club Sport to provide their own equipment. There may be occasional exceptions when Athletics can be of help (i.e. Women's Lacrosse team using old field hockey kilts, intramurals loaning minimal equipment on a short-term basis). It will depend on the sport and their needs.

Use of University Vans

Club Sports requesting use of a van from the Office of Student Leadership & Programming should contact Maria Anderson (maranderson@clarku.edu) to find out about availability. Club Sports requesting use of a van from Athletics should contact Pam Moore (x7160) in to find out about availability. Rental charges may apply depending upon departmental procedures and availability of vehicles and certified drivers. ***Please note that all van drivers must be at least 21 years old and have defensive driving course certification through Clark University.***

Athletic Training Services

The Head Athletic Trainer and Assistant Trainer will assist Club Sport participants with the following:

- If Club Sports needs medical supplies, the training room will provide them to the teams at our cost, including mouth guards for \$1.00 each.
- Trainers will offer taping clinics to Club Sport captains/coaches upon request.
- If a Club Sport participant has an orthopedic injury that they are unsure of, he/she can call Athletics for an initial screening with a trainer.
- If needed and available, student assistants can be hired by the Club Sport teams to provide first aid and taping for game and/or practice coverage.
- Questions or requests for assistance should be directed to the Head Athletic Trainer (x7378).

Section 3: Club Policies & Procedures

Responsibilities of Student Clubs:

All members and officers of Clark University recognized student club and organizations are expected to abide by all University policies and procedures at all times. Club officers are required to read and understand the policies and procedures of the Office of Student Leadership & Programming and Clark University. Additionally, all local, state, and federal laws are to be adhered to at all times. Violations will be referred to Student Council and/or the University Judicial System.

This section is intended to highlight the various policies and procedures associated with student clubs and organizations at Clark University.

Club Registration:

All clubs must register annually with the Office of Student Leadership & Programming. To be registered is not to be confused with being recognized (University or Student Council). In order to be officially registered, clubs must complete the following steps:

- Complete a **Student Club Registration Form** complete with the contact information of four executive officers for your group.
- Attend a Club Officer's Workshop at the beginning of each semester.
- Submit an updated charter to Student Council (if applicable)
- Obtain and review a new copy of the **Student Club & Organization Handbook**.

Clubs that fail to complete these steps are subject to the suspension of privileges and access to funds until the process is completed.

Advisors:

All recognized student clubs and organizations are required to have an advisor. Advisors must be a member of the Clark University staff or faculty. Exceptions must be approved by the Director of Student Leadership & Programming.

An organization's advisor is frequently a key component to its success. Club members should spend time considering what type of advisor they are searching for, the needs of the group, as well as the advisor's ability to support those needs. Potential advisors include: a faculty member in the academic discipline related to your club's focus, a staff or faculty member with interest in your club's mission, or a staff member from a campus office such as RLH, Athletics, or Health Services.

When recruiting a new advisor, the club and the advisor(s) should have clear expectation regarding each other's roles. If your club needs assistance in searching for a new advisor, Student Leadership & Programming staff can serve as a resource in this process.

Program Planning Information:

Reserving Space

Meetings and Events

The Office of Events Planning (3rd floor of the Higgins University Center) is responsible for managing the reservation of space in the University Center and other locations on campus. Organizations that are formally recognized by the University may schedule meetings and events. Events Planning accepts bookings, Monday through Friday, 8:30 a.m. to 4:30 p.m. Building capacities must be adhered to when using any space on-campus. See "**Event Registration**" (pg. 13) for further information on booking space.

University Center Tables

There are 7 tables in the concourse of the Higgins University Center. Table 1, located closest to the Dining Hall, is reserved for vendor use only. If a vendor is not using the table, students, clubs and organizations, faculty and staff may use it on a first come, first serve basis. Concourse Table 2 (located directly across from the Information Desk), Table 3 (located next to the Information Desk) and Table 4 (located next to the vendor table) are reserved for students, clubs and organizations and faculty and staff who have booked events with the Events Office.

The booking policy for these tables is as follows:

- Go to the Events Planning Office to book your event and table at the same time. This will be a tentative reservation until you hand in the Event Registration Form for your event.
- You will be allowed to book 5 table spots (lunch and/or dinner) in the 10 business days prior to your event.
- If 10 business days prior to your event there are other table slots open at tables 2 and 3, you can book them on a first come, first serve basis.

Concourse Table 5 (located in front of Student Council), Table 6 and Table 7 (located next to the ATM) are reserved for students, clubs and organizations, and faculty and staff with misc. needs (i.e.: bake sales, fundraisers, club information, etc). These tables may be reserved up to 2 weeks prior to your tabling start date.

Policies for all tables include:

- If an organization does not show up for their reserved time, the Events Planning Office reserves the right to cancel the organization's entire reservation. Repeat "no shows" by an organization may result in the loss of privileges to reserve future tables.
- After tabling, please remove **ALL** banners, flyers and paraphernalia and leave the table empty. Even if you have both lunch and dinner reserved, you must remove items.
- The Information Desk does not have the capacity to store items, so please make alternative arrangements for storing your items.
- A person affiliated with the sponsoring organization must be at the table at all times in order that they may answer questions, etc. These people must stay within the proximity of the table. Advertising or peddling by shouting or approaching is not permitted.
- ALL TABLES ARE LABELED – You must be at the correct table stated on your reservation.

Event Registration

In order to assist student clubs and organizations more effectively, the Office of Student Leadership & Programming requires the registration of events. Before registering an event, it is helpful for the event sponsor to have brainstormed potential dates, times, and locations for the event as well as necessary support services (food service, AV, set-up needs, and/or special needs).

Unsure of what your event will require? The Office of Student Leadership & Programming can assist you in fine-tuning these details during the registration process.

Event Registration Process

- An Event Registration Form (ERF) must be filled out for every student club & organization event (this does not include weekly meetings).
- An ERF must be completed and returned to Student Leadership & Programming **10 BUSINESS DAYS** prior to your event to guarantee service. Failure to meet this deadline may result in cancellation of the event.
- The event organizer must schedule a meeting with a staff member from the Office of Student Leadership & Programming. They will assist you in planning your event. Please note that you must reserve your space prior to this meeting.
- An event is considered registered when all of the required signatures have been obtained, including that of the Director of Student Leadership & Programming.
- All registered events will be listed on the Clark University & Social Web websites, in Student Digest, and included in the weekly "Coming Events" PowerPoint in the caf.
- Please note:
 - An ERF does NOT reserve a space for your event. To reserve a space for your event, please contact the Events Planning office at x7471.
 - **Events with alcohol or special security require 5 weeks advanced registration.**

Contracts

Please note: At no time should students and/or advisors sign a contract.

When professional services are being used for a program or event, a contract may be required. Understanding the following guidelines will protect you and your club when working on events that require contracts:

- Only a staff member of the Office of Student Leadership & Programming may sign a contract. **Students and/or advisor should never sign a contract.** Students and advisors signing contracts may be personally liable for the terms and conditions of the contract, as they are not authorized by the University.
- Contracts are legal documents and binding.
- When a contract is signed, both parties are agreeing to certain requirements which must be met. If you do not meet these requirements, you and your club may be held liable. This is also true if the performer/company does not meet the contract requirements.
- Be cautious of verbally agreeing to engagements as verbal contracts can be considered binding.
- The need for a contract will be determined during the Event Registration process. A club may be asked to provide information on the Event Registration Form that provides contract-relevant information. This must be done at least 10 business days prior to an event that necessitates a contract.
- Before a contract is requested or issued, appropriate funds must be available in a group's fund.

Food Service

The following guidelines have been established for the safe distribution of food on the Clark University campus. These guidelines help to ensure that that all food is properly prepared and handled, all the equipment needed to serve will be provided, and clean up is done at the end of the event. To order food for an on-campus event, please contact Kim McElroy from Clark Dining Services (x7124) at least 10 business days prior to your event.

All student clubs and organizations as well as University departments are encouraged to use Clark Dining Services Catering for their events when food expenses are greater than \$50.

Student groups and University departments are permitted to use outside caterers for on-campus events. In this instance, the following rules will apply:

- All events serving prepared food, any food not served in prepackaged form, must receive permission from the Director of Student Leadership & Programming. This applies to both potluck events or food provided by an off-campus caterer.
- Any serving equipment, utensils or linen needing to be rented from Dining Services must be requested a minimum of 1 week prior to the event.
- No groups or caterers will have access to the Dining Services kitchens.
- At the end of any event where food is served, all trash and food items must be removed. This includes throwing all trash in the dumpster, and cleaning up any spilled food on the tables, chairs or floors. Any group that leaves a mess behind will be charged a cleaning fee.

Barbeques

Barbeques must follow all of the above rules, as well as the following:

- All requests for a barbeque must be approved by the Director of Student Leadership & Programming.
- A written proposal must be submitted a minimum of 10 business days prior to the date you wish to hold the barbeque (an Event Registration Form is sufficient). The proposal should include:
 - Sponsoring organization
 - Date, time and location of event
 - Goal of the event
 - What food will be provided
 - Who will be cooking the food
 - Any special equipment or process required for preparing the food.
- Depending upon the scope of the event, groups may be required to hire a professional chef through Clark Dining Services. Necessity of a professional chef will be determined with the assistance of Student Leadership & Programming. Groups are responsible for paying for professional chefs.
- Student Leadership & Programming will also assist in securing the appropriate quantities of barbeques, tables and garbage cans from Physical Plant.
- Groups are responsible for any charges for such equipment.

Alcohol Service

Prior approval from the Director of Student Leadership & Programming for alcohol service at campus events is required. The events are subject to the following regulations:

- Events must be held in licensed areas only (the Grind, Winton Faculty Dining Room, and Tilton Hall.) A permit from the city of Worcester is required for events in any other location (see next section.)
- Event is open only to those who are at least 21 years old; a valid photo ID is required for admittance. Clark students are allowed to bring one guest provided the guest is at least 21 years old and presents a valid photo ID for admittance.
- Alcohol service must be arranged through Clark Dining Services.
- University Police Detail(s) are required.
- Sponsors must provide adequate amounts of non-alcoholic beverages throughout the duration of the event.
- Sponsor must also have adequate amounts of substantive food available.
- No more than one beverage at a time will be served to any person.
- Alcoholic beverages may not be taken out of designated location.
- Alcoholic beverages may not be consumed on public areas.

Advertising

Advertisements for any University event where alcoholic beverages are served shall mention the availability of nonalcoholic beverages as prominently as alcohol. Alcohol should not be used as an inducement to participate in a campus event. Promotional material shall not make reference to the amount or price of alcoholic beverages available.

Alcohol Beverage Permit

An alcohol beverage permit is required for any function at which alcohol is served. The food service holds the liquor license for serving wine or beer at any function held in the University Center. For functions held at other locations on campus or for any function at which hard liquor is served, a permit must be obtained from the license commission, Worcester City Hall. The request for a permit, including a letter from a Dean or the Director of Student Leadership & Programming, must be submitted to the commission by Clark Dining Services 45 days prior to the event. Clark Dining Services must be contacted for the purchase of and the service of liquor.

Security

University Police must be hired by event organizers to be on duty for any function where alcohol is served.

Violation of Policy

Violation of University alcohol policy may result in disciplinary sanctions which are outlined in [Synergy](#).

Admission to Events

Authorization to collect admission at events must be obtained from the Director of Student Leadership & Programming. If admission is charged to an event, all proceeds must be given to the student organization sponsoring the event. University Police must also be requisitioned and present at the door. Students may not organize events as personal fundraisers. The Accounting Office documents receipts of all revenue.

Identification Policy

Social functions are open to Clark students, their invited guests and Worcester Consortium students. Current college IDs are required. To gain entry, one must show a current Clark ID or a consortium college ID.

Guest Policy

Clark students may sign in one (1) guest under your current Clark card to most student social functions. Any event "open to the public" must obtain approval from the Director of Student Leadership & Programming 10 business days prior to the event. Any variations to this guest policy must be cleared through Student Leadership & Programming. For the benefit of the Clark community, any variations on the ID or guest policy must be clearly articulated on all publicity materials.

Security at Club-Sponsored Events

Security policies and procedures have been created to meet the various needs of student clubs and organizations while providing a safe environment for everyone involved. Please note that the primary financial responsibility for all security related provisions belongs to the sponsoring club(s). Furthermore, event management responsibility falls on the sponsoring club and not University Police. When appropriate, staff from the Office of Student Leadership & Programming may be present to assist and ensure safety and security procedures are followed.

The following are definitions of different types of events and the required security provisions. All events are subject to the availability of staff and appropriate department approval.

Clark University Community Event

- **Only** advertised on the Clark campus.
- A valid Clark ID is required for entry.
- Clark students may sign in 1 guest under your current Clark ID .
- Event must be registered at least 10 business days in advance.
- Police detail(s) may be required depending on scope of the event, anticipated attendance, etc.

Worcester Consortium Event

- Advertised on the Clark University and other consortium campuses.
- A valid Clark ID or a consortium college ID is required for entry.
- All advertisement for the event must detail ID requirements.
- Sponsor must obtain approval from the Director of Student Leadership & Programming at least 10 business days prior to the event.
- Event must be registered at least 10 business days in advance.
- Police detail(s) may be required depending on scope of the event, anticipated attendance, etc.

Public Event

- Events advertised at any location (physical, print, or electronic).
- Valid ID must be provided at time of entry to event.
- Same guidelines as Worcester Consortium Event apply.
- Police detail(s) will be required unless otherwise waived by Student Leadership & Programming or University Police.

Criteria for Police Details

A police detail will be scheduled for student club or organization events when one or more of the following criteria have been met:

- Alcohol is being served
- An admission fee is being charged
- Advertising is being posted off-campus
- An outside organization is part of the event
- Student Leadership & Programming, Events Planning, and/or University Police determine a need for a police detail

Exceptions require the approval of the Director of Student Leadership & Programming. As a general exception, events which are open to student's family members may be excluded from the preceding security guidelines.

Please Note: There are times when city police may be hired for functions according to staff availability. These officers may be more expensive than Clark University officers.

Ending Time for Events

All events must end by 2:00 am. Requests for extensions should be made to the Director of Student Leadership & Programming at least 10 business days prior to the event.

Cleanup and Damage

Event sponsors are responsible for all clean up. Any extensive cleaning work done by the Physical Plant staff and/ or by Clark Dining Services personnel will be charged to the sponsoring group or individual. Event organizers are responsible for returning the room to its original setup at the end of the event. Setups done by Physical Plant or University Center staff will be charged to the sponsoring group or individual. Thermostats or radiators are not to be adjusted by anyone except Physical Plant staff. Any damage to University property resulting from the event will be the responsibility of the sponsoring organization.

Club Sponsored Trip Policy

Clark clubs and organizations often organize events that require off-campus travel. The following policies apply to club-sponsored travel:

- Clubs planning a trip must register and submit all paperwork to the Office of Student Leadership & Programming at least 10 business days prior to travel.
- Groups must complete a **Travel Information Form** in advance of any trip. A copy of this form must be left with University Police prior to departing campus.
- Whenever possible, a faculty member or University administrator must attend (a 25 participants/1 advisor ratio is recommended).
- An individual will not be allowed to solicit trips on campus as an independent representative for a travel agency or tour operator.
- Prices advertised to students must include all taxes and gratuities to ensure there are no hidden costs.
- All cancellation and refund policies must be communicated in writing to all students who register for a trip.
- Arrangements must be made to accommodate any individual with physical disabilities. If buses/van is being used, you must order a bus/van that is handicapped accessible.

Student Club Travel Guest Policies

The following are guest policy guidelines for club trips:

- All trips will be available to Clark students on a first-come, first-serve basis.
- If a trip does not “sell out,” students may register a guest who is not a Clark University student.
- There will be a limit of one guest per Clark University student per trip.

Responsibilities of Club-Sponsored Travel Participants

- All policies described in this handbook and **Synergy** are in effect during a trip.
- Students are accountable for any behavior, including that of their guests’, which would necessitate disciplinary review by the University.
- Clark University is not be responsible for any damage caused by a student or guest of a student on a University-sponsored trip.
- It is the student’s responsibility to be aware of and adhere to departure times for all transportation.
- Alcoholic beverages are prohibited on any bus trips sponsored by student clubs or organizations. Any student who brings alcohol onboard a bus trip sponsored by the University will be requested to leave the bus until they dispose of the beverages. Anyone refusing to follow this policy will not be allowed to attend the trip.
- Refunds will be made at the discretion of the sponsoring club.

Off-Campus Event Policies & Procedures

If your club wishes to host a function at an off-campus location, the following policies will apply:

- The event must be registered and all paperwork must be submitted to the Office of Student Leadership & Programming at least 10 business days prior to event.
- Whenever possible, the advisor or (designee) must attend the function from the start of the activity until the event ends.
- Whenever possible, the club must provide a shuttle bus to transport students to and from the event.
- The club must adhere to all Clark University policies and procedures for student clubs. If an event sponsor violates any College policies, the group may be prohibited from sponsoring off-campus functions in the future.

Student Council Van Rental

When the van is not being used for the Student Council Mall Shuttle, it is available for use by student clubs and organizations. For a small fee of \$25 per day, students may travel to and from events within 250 miles of campus. Drivers must be at least 21 years old and have defensive driving course certification through Clark University.

To reserve the van for your club or organization, please contact the Office of Student Leadership & Programming on the 3rd floor of the Higgins University Center. Please note that a reservation form must be submitted at least 10 business days prior of travel.

Video Use and Copyright Law Information

Companies, organizations, and individuals who wish to publicly exhibit copyrighted motion pictures and audio/visual works must secure licenses to do so. This requirement applies equally to profit-making organizations and non-profit institutions such as hospitals, prisons, etc. Purchasing pre-recorded material does not change these legal obligations.

Any willful infringement of this right for purposes of commercial advantage or private financial gain is a federal crime. Offenses are punishable by large fines and prison time. In addition, even innocent or inadvertent infringements are subject to substantial penalties. Please carefully investigate the use of video or images from the Internet or other sources. These may be protected by copyright laws and may not be reproduced.

If you are planning on screening any audio/visual works, please contact the Office of Student Leadership & Programming for assistance.

Use of the University's Name:

Groups should consider the following criteria when considering the use of the University's name:

- Whether the association between the University and the activity, product or publication is accurately represented;
- Whether the activity, product or publication and the manner in which it is associated with Clark's name, are appropriate to the University's educational mission; and
- Whether satisfactory arrangements have been made concerning the interest (if any) to be held by the University in intellectual property and income resulting from the proposed activity.

The University's name, the University's seal or equivalent may only be used to refer to an activity with prior written approval of officials representing the University as a whole, such as the president or the Provost, except as described below. Approval is not required for the following activities:

- Stationery, business cards and other materials used by departments or other units in the ordinary course of business;
- Official publications of the University (e.g., catalogues and related materials of the University and its various departments, home pages on the World Wide Web).

A name that refers to individual departments or units of the University (e.g., George Perkins Marsh Institute) may be used to identify an activity only with the approval of the responsible authority of the individual department. In addition, prior written approval of the Provost is required where the use of the name involves:

- The sale or distribution, for financial consideration, of a product or service;
- A financial payment to the University or to any of its departments or other units; or a fundraising, advertising, endorsement or promotional effort for any entity other than Clark University or one of its departments or units.

Faculty members and staff may use the Clark University name to identify themselves (e.g., "Jane Doe, professor of economics, Clark University"). In using or authorizing the use of Clark's name to identify themselves in connection with activities conducted with outside individuals and entities (e.g., authoring a book), faculty and staff members should assure that Clark's name is used in a manner that does not imply University endorsement or responsibility for the particular activity, product or publication involved.

No one may register or authorize the registration of any trade or service mark of Clark University in the United States or any foreign country without the prior written permission of the Provost. Any individual, school or unit that wishes to grant or receive a license for the Clark University name for use on merchandise (such as t-shirts, mugs, calendars or jewelry) must obtain the prior approval of the Provost.

Questions concerning the interpretation of this policy should be referred to the Provost. This policy uses the term "name" to encompass insignias as well as names and to refer (unless otherwise indicated) to names and insignias of both the University as a whole and its constituent parts.

Clark University Posting Policies:

There are some basic guidelines to follow regarding the posting of flyers at Clark. The following guidelines are for all buildings and grounds on campus.

- All posting must bear the name of the sponsoring organization or department, spelled out in full, and the telephone number or other means of contacting the sponsor. They must also contain the date, time and location for the event. The only exception to this policy will be during Student Council elections. During that time, individual candidates may post flyers promoting their candidacy; however they must adhere to all other guidelines.
- No flyer may contain references to drugs or alcohol unless it is an informational flyer. i.e. Drug and Alcohol Awareness.
- All flyers must adhere to the Policy on the Use of the University's Name found on page 91 of **Synergy**.
- All flyers must be displayed on designated bulletin boards only; any flyer found on any other University property will be removed by University employees.
- Flyers must be firmly affixed to the boards, using either masking or scotch tape or tacks; no other adhesives may be used. (Loosely posted notices, especially on the outdoor bulletin board, soon turn to litter.)
- No more than one 8 ½"x11" flyers advertising the same event may be posted on the same board; only one flyer of any larger size will be allowed to be displayed on the same board.
- No flyer may cover another and no flyer should be moved to accommodate another.
- Flyers will be removed when the date of the event passes.
- It is requested that flyers be stamped prior to photocopying when ever possible.
- Additional guidelines for the Higgins University Center and Residence Halls and Houses are listed below.

Questions or suggestions concerning the posting policy should be directed to the Director of Student Leadership & Programming at x7549.

Higgins University Center Posting Policies:

The following guidelines apply to flyers hung within the Higgins University Center, including the Main Dining Room.

- Flyers may not exceed 11" x 17".
- No more that five flyers announcing any one event may be posted throughout the University Center.
- If more than five flyers are found, they will be removed at the discretion of the University Center staff.
- All flyers to be hung in the University Center must be approved and stamped by either the Student Leadership & Programming or Residential Life and Housing offices.
- All flyers will be hung by University Center employees. They should be turned into the Student Leadership & Programming office by 5:00pm, Monday through Friday, and will be hung that evening.
- Flyers may only be hung for two weeks.
- Flyers will be hung on bulletin boards in the Levitt Concourse, behind the mailroom and in the cafeteria.

- Flyers MAY NOT be hung on the following areas:
 - All walls
 - Concrete Pillars
 - Railings
 - Windows and window frames
 - Doors and door frames
 - Staircases
 - Mailboxes or surrounding area
- Only flyers advertising Clark University or Consortium events may be publicized in the University Center.

Higgins University Center Banners:

The following guidelines apply to all banners hung within the University Center:

- All banners must be stamped by Student Leadership & Programming office.
- Banners may be hung from the railings in the Levitt Concourse.
- Banners may be hung for 2 weeks prior to the start of the event, and must be taken down the day after the event ends. If the banner is not removed by the sponsoring group, the University Center staff will remove and discard it.
- If you wish to hang a banner from the railing in the concourse, you must reserve a banner location from the Events Planning office.
- Banner locations may only be reserved once the banner has been made and stamped.
- Each banner location has a height and width limit. Banners found larger than that size may be removed. All banners must be hung from the top or second rung of the railing.
- Absolutely no tape or adhesive product may be used when hanging a banner. Any banner hung with tape will be removed and any damage will be charged to the sponsoring organization. String and other hanging materials are available in the Student Leadership & Programming office.

Main Dining Hall Table Tents:

Recognized student clubs may submit information to be included on table tents in the Main Dining Hall. Submissions must meet the guidelines of UC Posting Policies and are at the discretion of Dining Services. Please turn your requests in to Heather Valliette (hvalliette@clarku.edu) 2 weeks prior to the week you are requesting your information to be listed. Table tents are updated every 10-12 days. Space is limited and is provided free of charge on a first come first serve basis.

Residential Life and Housing Posting Policies:

- Bring copies of flyers to the RLH office between 8:30am and 5:00pm, Monday through Friday.
 - 16 copies for the residential houses
 - 8 copies for the residence halls
- Flyers will be distributed, through the RLH office, to the Head RA/House RA for each building or house after they have been stamped.
- Flyers will be hung up on Monday and Thursday of each week.
- The RLH staff will take down all flyers once the event has taken place or after two weeks, whichever happens first.

All Campus Mailing Policy:

The University maintains a number of comprehensive student e-mail list serves for purposes related to official University business and a limited number of senior administrators have posing authority to them. The University considers students' Clark e-mail address a valid substitute to mail boxes for contacting students about University business and accepts no responsibility for students failing to read their official mail. On rare occasions the Provost, the Dean of Students, or the Dean of the College may agree to post messages for official student organizations that serve the entire student body (e.g. Student Council) when they are considered of significant importance to most students and are consistent with University business. Notices of scheduled events will not be mailed to the list serves.

Campus Chalking Policy:

All student organizations must obtain approval from the Director of Physical Plant and the Director of Student Leadership & Programming prior to chalking on campus. All chalkings must be washed away within 48 hours after the chalking. Clean up is the sole responsibility of the student organization. Student organizations may be charged for any clean up not completed by the sponsoring organization.

Club Email, Listserv, & Web Space:

Clubs and organizations are eligible to apply for a club specific email address, web site or listserv. Complete a Technology Activation Form in the Office of Student Leadership & Programming to request any of these technical services.

Section 4: Club Financial Policies & Procedures

Student Activities Fee:

Each semester, every full-time Clark student pays a Student Activities Fee (SAF) of \$160.00 that is pooled together into the Student Leadership & Programming Fund. Clark's Trustees are the wards of this fund and they grant the Clark Undergraduate Student Council (STUD CO) the right and responsibility to disperse these funds to STUD CO recognized student organizations as it sees fit. Article VI of the Student Council constitution governs general use of SAF monies.

General Policies of Student Activities Fee Funds:

Any monies spent from the SAF must be in accordance with the Student Council constitution, bylaws, and any subsequent legislation and regulations passed by the Student Council, both in letter and in spirit.

As such, the following policies (as described in Student Council's *Money Matters*) apply to all financial transactions relating to the expenditure of SAF funds:

- No purchase of alcohol.
- Any activities must be open to all members of the Clark University Undergraduate student body.
- A group **cannot** donate money from its budget to profit or non-profit organizations.

- A group **can** use monies from its budget to hold events in which the proceeds will be donated to charitable organizations.
- Paperwork cannot be altered after the STUD CO Treasurer or the Director of Student Leadership & Programming has signed it.
- Any revenue generated by an organization must be deposited into that organization's fund.
- All SAF funding must remain in the University, prohibiting deposits into any off-campus accounts.
- Money generated from one academic year cannot be spent on purchases for another academic year.
- No paperwork will be signed after the last day of classes of the spring semester.
- Every group must submit its charter to the Student Council Judiciary Committee annually and it must be approved by the Committee. The STUD CO has the right to freeze the funds of any group who has not handed in an approved charter until such time as an approved charter is submitted.
- Any money left in a group's account at the end of the fiscal year (May 31st) will be transferred into Cumulative Surplus. Money in Cumulative Surplus is the property of the STUD CO.
- If a group overspends on its SAF account, any monies spent in excess of the allocated budget will be taken out of the group's budget for the next academic year.
- Groups are limited to spending no more than 25% of their allocated budget on food. Special exceptions may be made with advance permission of the Budget and Finance Committee.
- Groups are limited to spending no more than 40% of their allocated budget on travel expenses (travel expenses being defined as any expenses made for the purposes of a trip – should not be construed to include registration fees for conferences). Special exceptions may be made with advance permission of the Budget and Finance Committee.
- If a group has not accessed its account (either by spending funds or by receiving signing rights) by Thanksgiving, then that group will forfeit 25% of its allocated budget. If the account has not been accessed by Spring Break, then that group forfeits its entire budget, subject to an appeal to the Budget Committee.
- As stated in Section 1a of Student Council Bylaw 193, "To control funds in a specific account, one must have received signing rights." The Student Council Treasurer grants these signing rights. At the beginning of each academic year the Treasurer will announce a date by which all groups must have received signing rights. If a group does not receive signing rights by that date, then no expenses will be processed until they have received signing rights.
- Any of the preceding spending rules may be appealed to the Student Council Judiciary Committee.

Student Council Funding Eligibility:

Any organization that is officially recognized by the STUD CO and has not been classified as being inactive (no activity for three semesters) is eligible for funding through the annual budget allocation process.

To become recognized, a student organization has to go through a two-step process. The first step is to receive official university recognition. This is done by meeting with the Director of Student Leadership & Programming. Once an organization is officially recognized, it must get its charter approved by the STUD CO Judiciary Committee. Once the charter is approved and the process of becoming acknowledged is complete, an organization must go through a two-semester trial period before it can be allocated a budget. During the trial period, an organization must follow its charter, the STUD CO constitution and bylaws, Money Matters, and any other legislation and regulations that are set forth by the STUD CO.

During the trial period the group can still apply for special budgets. In addition, although the group cannot receive funding, the group can submit a budget proposal during the annual budget process, if the group's trial period will be over the following semester.

Responsibilities of the Student Council Treasurer:

The STUD CO Treasurer is responsible for upholding the financial policies of Clark University as well as the STUD CO spending regulations as they pertain to student groups. In the event that the STUD CO Treasurer believes that a student group has violated the financial policies of Clark University or the spending regulations of the STUD CO, the STUD CO Treasurer has the right to place a hold on all of that group's paperwork and can recommend freezing the group's funds until the infraction has been resolved. If the treasurer for a student group violates the financial policies of Clark University, the STUD CO Treasurer has the right to revoke said treasurer's signing rights for any or all student organizations. If the STUD CO Treasurer believes that an expense is inappropriate, then the STUD CO Treasurer can hold the transaction until the Student Council Budget and Finance Committee can make a ruling on the expense.

Once an organization has a budget, only **one** member of that organization can access said budget. Student Council Bylaw 193 states that "to control funds in a specific account, one must have received signing rights." To become eligible for signing rights, you must be in both good social and academic standing with the University. Any person requesting signing rights for a group must be the treasurer for that group, or must hold the position in that group's charter that is dictated to have signing rights. In order to obtain signing rights you must attend a signing rights seminar and review the current Money Matters and financial policy. Signing rights seminars are usually held in the beginning of the fall semester, but the Student Council Treasurer may hold a private meeting at any point during the academic year with any person who cannot attend the normal seminars.

Once you have a significant understanding of all of the rules and regulations governing the expenditure of SAF monies, you will be given a Signing Rights Contract to fill out. Once you sign this contract, it is also signed by the STUD CO Treasurer and the Director of Student Leadership & Programming. Once these signatures are collected, you officially have signing rights for your group's fund. If you are the person with signing rights for more than one organization, you need to sign a contract for each organization. If at any point you need to change the person who has

signing rights for your group, signing rights will be revoked from one person before they will be given to another.

Student Club/Organization Treasurer Responsibilities:

As the member of your organization who has been given signing rights, and thus full control over your group's funds, you have many responsibilities. These responsibilities include, but may not be limited to:

- Follow all guidelines set forth by your group's charter, Money Matters, the STUD CO Constitution and bylaws, and any other legislation and regulations set forth by the STUD CO, its Treasurer, and the University.
- Keep accurate records of all of your group's transactions.
- Ensure that your group is spending its budget appropriately, and in accordance with the budget request that your group submitted.
- Provide the STUD CO Treasurer with any and all relevant documentation requested.
- Provide properly completed paperwork in a timely manner.
- Communicate to your group the rules and regulations of SAF spending as well as any new information as it becomes available concerning the budgetary processes.
- Take part in the budget allocation process and assist in the preparation of a proposed budget for the next academic year.

Failure to uphold any of these responsibilities may result in revocation of your signing rights or other penalties for your group.

Additional Tips for Treasurers:

Plan Ahead

It takes a certain amount of time to verify the status of a fund, to obtain all of the proper signatures and to process the paperwork. The Student Council Treasurer and the Director of Student Leadership & Programming have the right to hold paperwork to ensure that it is in accordance with this document and other pertinent financial regulations, so extra time **must** be allowed for every piece of paperwork. If you expect a piece of paperwork to be processed the day before or the day of an event, you run a high risk of not being able to get it done. Check Requests must be submitted two (2) weeks before an event. Purchase Orders must be submitted two (2) weeks prior to the date of intended usage.

It is not uncommon for paperwork to be put on hold because it is lacking some essential piece of information. If you are prompt with your paperwork, many mistakes can be avoided. *Lack of planning on your part, does not constitute an emergency for the Student Council Treasurer, the Director of Student Leadership & Programming, or Accounting, so **PLAN AHEAD!***

Where to Get Paperwork

With the exception of Purchase Orders, all paperwork can be obtained in the Office of Student Leadership & Programming any time the office is open. Check Requests, Journal Transfer Entries, Curry Printing Forms, and Remittance to Cashier forms are all kept in a filing system in the office. Since Purchase Orders have to be signed out by the Student Leadership & Programming Office you need to come to the Student Leadership & Programming Office during regular office hours.

Where to Submit Paperwork

After you have accurately completed paperwork, it should be submitted to the STUD CO Financial Inbox (now located in the Student Leadership & Programming Office. The STUD CO Treasurer will process the paperwork and deliver it to the Director of Student Leadership & Programming who will sign the paperwork and send it to where it needs to be processed next.

Keep Your Own Records

It is important that you keep records of any paperwork you process. It is advisable to make a copy of all paperwork that you submit, as well as to keep a detailed ledger of every transaction. You should maintain all of your paperwork in a folder and keep a tally of your fund balance. Being well organized makes everything much simpler for all parties involved.

Save Receipts

Save any and all receipts for transactions dealing with your student group. Without documentation, which frequently means a receipt, none of the paperwork can be processed.

Check Your Club Mailbox

Check your group's mailbox on the third floor of the Higgins University Center regularly. Not only is much of your financial paperwork delivered to that box once it has been signed by the STUD CO Treasurer and the Director of Student Leadership & Programming, but Student Council will distribute important information to these boxes on a regular basis.

Prepare for Next Year

It is important for you to remember that the Budget and Finance Committee will review your group's spending when the Committee is reviewing budgets for the following year. It is crucial to spend your money wisely. Careless spending reflects negatively on the budget proposal and this will be reflected in the recommended budget for your group for the following year.

Funding Information:

Student Council Annual Budget Process

The timeline for the annual budget process is as follows:

1. Budgets are due in the Student Council Office – 5:00PM the Friday before Spring Break
2. Budget and Finance Committee reviews the budget requests – Two weeks following Spring Break
3. Budget and Finance Chair releases budget recommendations by placing a letter in group boxes and emailing group treasurers – Second Friday after Spring Break
4. Appeals take place – Beginning the Monday after recommendations are released
5. Workshop for Student Council members to discuss proposed allocations – During the week following the appeals.

6. Budgets to be voted on by Student Council – Student Council meeting following the workshop (One member of each group needs to be in attendance)

Special Budget Funding

If a group needs supplemental monies for an event, or if a group (or person) is not recognized by the STUD CO, or if the group is in its two-semester trial period, a special budget request can be submitted. The Special Budget Process has two deadlines:

- The Special Budget must be sent to the Budget Chair at least 72 hours before the Budget Meeting.
- The student(s) must meet with the Budget Committee 4 weeks prior to the event.

After hearing from the petitioner, the Budget Committee shall vote on a recommendation to make at the next regularly scheduled Student Council meeting.

NOTE: Any monies from a Special Budget not allocated to a group recognized by the STUD CO will be moved to Special Projects and accessed by the Assistant Treasurer.

The dispersion of special budget allocations shall be split into four time periods and be limited to:

- \$10,000 between the start of the fall semester and fall break
- \$15,000 between the fall break and winter break
- \$10,000 between the start of the spring semester and spring break
- \$15,000 between spring break and the end of the spring semester

Regardless of when a funding request is made, the money shall be allocated from the time period during which the event will take place.

Not more than 25% of a special budget allocation can be spent on food, unless the Budget Committee specifically grants an exemption to this rule.

Timeline for Special Budgets

- Submit a special budget request (Monday by 5:00pm)
- Request must be received by the Budget Chair at least 72 hours prior to the Budget Committee Meeting and at least 4 weeks prior to the date of the event (counting from the Monday deadline for special budget submission).
- Budget committee meets with group/makes recommendations (Thursday)
- Group meets with the Director of Student Leadership & Programming to fill out Event Registration Form (following Monday).
- Recommendations brought to Student Council (following Wednesday).
- Event occurs – At least four weeks after the Thursday meeting with the Budget Committee.

For example, in order to be considered for a special budget, an event to be held on **November 9th** or later must follow the timeline below:

1. Submit special budget proposal – October 9th by 5:00pm (Monday)
2. Meet with the budget committee – October 12th (Thursday)
3. Meet with Mike McKenna to fill out ERF – October 16th (Monday)
4. Attend Student Council meeting – October 18th (Wednesday)
5. Event held November 9th or later

Equipment Fund

An equipment fund will be established, for capital expenditures, exclusively for recognized groups, and will receive funding through the annual budget process. The student(s) must meet with the Budget Committee and submit the request to the Budget Chair at least 72 hours prior to this meeting. The Budget Committee will vote and bring the recommendation to the next scheduled Student Council meeting.

Fundraising Policies & Procedures

All fundraising activities by student organizations require the prior written approval of the Director of Student Leadership & Programming.

On-campus fundraising

Student organizations can fundraise on campus through such means as donations, raffle tickets, selling merchandise (i.e. Krispy Kreme), and/or ticket sales to a specific event. Consideration will be given to student groups on a first-come, first-serve basis and every effort will be made to ensure that groups are not fundraising simultaneously. Groups must keep a record of all monies raised and donations must be deposited into the respective student organization's account by the end of each business day at the Cashier's Office.

Off-campus fundraising

Student groups can approach off-campus entities for the donation of gift certificates, merchandise, or similar in-kind donations. No requests for financial donations can be made to any off-campus organization or individual. Exceptions will be made only for identified funding opportunities that are directly related to a student organization's purpose and activities. Such exceptions require the prior written approval of the Director of Student Leadership & Programming in consultation with the Vice President for University Advancement. Fundraising for non-University programs and activities cannot be undertaken under the auspices of the University.

All donations must be used by the student organization for a specific event/goal. No donations of any sort may be used for personal gain by member(s) of an organization. A list of all monies raised and donations accepted (description and cash value) must be submitted to the Director of Student Leadership & Programming at the conclusion of the fundraising activity in order for such funds to become available for the organization's use.

Financial Paperwork:

Purchase Orders

Purchase Orders are used for services rendered from off-campus businesses. The Purchase Order (PO) is the most reliable and expedient to process; payment is always guaranteed with the receipt or invoice. Most businesses not only take PO's, but also prefer them. It is important for you to record the PO number, which is the red number located in the upper right-hand corner of the PO.

It is crucial for you to remember to submit all receipts and invoices for any purchase made with a PO to the Student Leadership & Programming Office. Businesses only get paid once you have submitted a receipt or invoice. Therefore it is critical that you submit receipts and invoices so that Clark can keep good business relationships with local businesses.

After the PO is properly filled out, you can submit it to the Stud Co Financial Inbox. If the PO is properly filled out, the Stud Co Treasurer and the Director of Student Leadership & Programming will sign and return the white copy to your group's mailbox on the third floor of the Higgins University Center. When you make your purchase, you only need to bring the white copy to the vendor. The vendor will keep this copy, but you need to get a receipt or invoice.

Within 48 hours, submit the receipt or invoice with the group name and PO# written on it to the STUD CO Financial Inbox. The Stud Co Treasurer and the Director of Student Leadership & Programming will take care of the rest of the paperwork and the vendor will be mailed a check once Accounting has received a bill, and any appropriate documentation that the services have been provided: a receipt or invoice. Accounting will not pay unless they have received a receipt or invoice.

Please refer to ***Money Matters*** for detailed instructions on how to fill out a Purchase Order.

Check Requests

A Check Request is a form that authorizes Accounting to cut a check to a person, business, or organization from your organization's fund. A Check Request can only be used when the vendor does not accept a PO. Once Accounting has received the Check Request, the average time for a check to be cut is two weeks.

For a Check Request, it is your responsibility to the vendor to ensure that the vendor is paid. In order for a Check Request to be processed, proper documentation must be attached to it. Proper documentation refers to contracts signed by the person providing the services and the Director of Student Leadership & Programming prior to the event; or receipts, in the case of reimbursements.

A contract, signed by the person providing the services and the Director of Student Leadership & Programming, **MUST** be attached to the Check Request for it to be honored. The Stud Co Treasurer will not sign any Check Request without a proper documentation.

It is important to understand that the Director of Student Leadership & Programming is the legal signing agent of the University on behalf of student organizations. Students are NOT legal agents of the University and if you do sign contracts, you can be held personally and legally responsible

for services and payment. Bring all written contracts to the Director of Student Leadership & Programming's office for signatures **before** you submit the Check Request to the Stud Co Treasurer.

The Check Request must also include a complete address; regardless of whether the check is to be mailed. The mailing address is needed by Accounting to cut the check. In order to process a check request, Accounting must have an up-to-date W9 for the person or vendor for which the check is to be cut. Blank W9 forms are available in the Office of Student Leadership & Programming.

Reimbursements

It is possible, in very limited circumstances, to be reimbursed for purchases made by a member of your organization. In such a case, a Check Request, with the **original receipts** of the purchase included (instead of a contract) can be submitted. Reimbursements, except in emergency situations, need to be approved prior to the purchase, by the Student Council Treasurer.

To receive prior approval, all you need to do is email the STUD CO Treasurer asking for a reimbursement. In the email be sure to include the intended purchase, the vendor, the expected amount, and the reason why a normal route of obtaining monies could not be followed. You must wait for a written response from the STUD CO Treasurer giving you approval for the reimbursement. Be sure to save the STUD CO Treasurer's response in case questions arise later.

It is important to note that since Clark University is tax exempt, Clark University does not reimburse for tax.

There are some situations where monies are needed unexpectedly and where the STUD CO Treasurer may not be able to be found to approve a reimbursement. In such emergency situations, exceptions may be made to the prior approval policy. This does not mean that the expenditure will be reimbursed, but each emergency will be considered on a case-by-case basis. In such emergency situations, a letter must be submitted to the STUD CO Treasurer similar in content to the request for reimbursement, and must be submitted by the next business day after the emergency.

Please refer to **Money Matters** for detailed instructions on how to fill out a Check Request Form.

Curry Printing Order Forms

You use a Curry Printing Order Form to pay Curry Printing for services rendered. Please refer to **Money Matters** for detailed instructions on how to fill out a Curry Printing Order Form.

Interdepartmental Requisition

In the event that your group requires on campus expenditures not covered by an Event Registration Form (i.e. ITS, Bookstore, Mailroom, Craft Studio), please see stop by the Office of Student Leadership & Programming for assistance completing an Interdepartmental Requisition.

Journal Entry Transfer Form

The Journal Entry Transfer is used to transfer money from one account to another. Most frequently money is transferred to co-sponsor events. Funds cannot be transferred into a group's account without justification. In order to prevent groups from transferring funds simply because they have money left, all Journal Entry Transfers used for co-sponsorship purposes must be submitted no later than April 1st. A group seeking co-sponsorship after April 1st, must petition the Student Council Budget and Finance Committee for permission to receive co-sponsorship. The organization that is *giving* the money is the one that must sign the form

Please refer to **Money Matters** for detailed instructions on how to fill out a Journal Entry Transfer Form.

Deposits - Remittance to Cashiers Office Form

When you deposit cash or checks into your fund, you first need to obtain a Remittance to Cashier Form from the Office of Student Leadership & Programming. Once you have properly filled out the remittance form, you bring the form and the money to the Cashier's office at 20 Downing. The money will then be deposited into your fund. After making a deposit, the cashier will stamp and give you the yellow and pink copies. Keep the yellow copy for your records, and submit the pink copy to the STUD CO Financial Inbox. The white copy will be kept by Accounting. The STUD CO Treasurer will only know of additional funds in your fund if given a stamped copy of a remittance form. The Remittance to Cashier Form is the only form that does not need the STUD CO Treasurer's signature to be valid.

Please refer to **Money Matters** for detailed instructions on how to fill out a Remittance to Cashier Form.

Appendix:

Student Council Sample Charter:

(NAME OF ORGANIZATION) CHARTER

A charter, in essence, is the same thing as the preamble to a constitution, it defines what the organization is in general terms and what it intends to do. In essence, it is an explanation for your existence.

ORGANIZATIONAL BYLAWS

An organization's bylaws are a separate document from the charter and as such should begin on a separate page beginning with pg.1. All pages must be typed. These bylaws must gain the approval of the Judiciary Committee and Student Council.

MEMBERSHIP BYLAWS

Bylaw 101: Equal Opportunity

Sec. 1: Each qualified individual, regardless of race, color, gender, sexual orientation, religion, national origin, age or handicap shall have equal opportunity to participate as members.

Further membership bylaws should contain any other requirements for membership, such as a minimal required attendance, or division of membership such as between voting and non-voting. These last 2 points are optional for organizations and may take any form provided it be approved by the Judiciary Committee. Although membership participation is open to all Clark students, graduate students may not hold an executive position in the organization.

ORGANIZATION & RESPONSIBILITIES OF OFFICERS

Bylaw 201: Describe the structure of the organization's officers, order of leadership, and the duties assigned to each. The structure of an organization need not be the same as all other groups, rather it should be one that makes sense for that particular organization. This bylaw must state who has responsibility for financial matters and gain the approval of the Judiciary Committee.

MEETINGS BYLAWS

Bylaw 301: Define what constitutes a meeting for the organization, state a minimum required number, and who may call them.

ELECTION BYLAWS

Bylaw 401: Describe the election process for the officers of the particular organization. This process does not need to mirror other group's process.

REMOVAL BYLAWS

Bylaw 501: State the process for removal from both officer's positions and/or membership status as well as the cause for such action. This process may take any form which gains the approval of the Judiciary Committee.

AMENDING BYLAWS

Bylaw 601: Describe the process by which these bylaws may be amended.

Again, the charter must be presented with the necessary changes to the Judiciary Committee for approval each semester. Failure to do so will result in your budget being frozen. Your charter is what guides your group and can be a valuable document, especially during the budget process.