CLUB EXPECTATIONS

A HOW-TO FOR LEADING THE PERFECT CLUB
QUICK INFO

- Must have a faculty/staff advisor for their club each term
- Club Registration Form turned in 2nd Monday of EVERY term
- No budget turned in on time = NO money for the next term
- Money does not carry over
- Liability forms must be filled out for off campus events
- Plan ahead
- Must post meetings & events on:
  - Kettering Calendar
  - Banner in Great Court
  - Facebook event
  - Flyers stamped by Student Life
    - If not = no refund
QUICK INFO

• Must turn in attendance sheets for each weekly event/meeting
  ▪ Turned into the folder labeled “Club Weekly Sign-in Sheets” on the Student Life desk
  ▪ No attendance sheets = no money
• Clothing & certifications may not be purchased with KSG funding.
• No cash prizes may be given.
• The Student Code of Conduct is applicable to all clubs and organizations and any events they sponsor.
WHERE TO FIND FUNDS REQUEST FORM
Funds Request

KSG funds are to be accessed/managed by the following:

1. Funds Request for PO
   - prepaid PO may be used

2. Funds Request for Petty Cash advance ($200 max per person)
   - Student Accounts office open 9 a.m.-4 p.m. M-F (located between Campus Safety & Welcome Center)

3. Funds Request for Check (> $200 always a check)
   - Enter correct address for mailing or can be picked up in SLO
   - All checks issued on Fridays
   - If a check request is sent to the business office Monday/Tuesday the check will be issued Friday of that same week. Wednesday/Thursday/Friday it will be the following Friday.

- must have original, itemized receipts
- DO NOT turn in funds COPY (that is your copy to keep)
- Handwritten is not accepted
- At most 2 week turnaround to receive funds request. You will not receive notification it is completed.
FUNDS REQUEST INFO

- Must have first & last name
- ID 700#
- Address (if it is 9 or 10 week make sure not to put school address) & phone #
- Club account # - (78200 or 78300)
- Itemized receipt only accept
  - If no, credit card statement can work showing amount
- Funds Request MUST be completed and turned in within 2 weeks of event
Funds Request Timeline

- Once funds request is printed, turn document and receipt into the appropriate asset managers folder (drawer by computer)
- Once signed by asset manager it is given to Debbie or Dave to be signed
- Once completed you may pick up from Kyle in the SLO (will not get notified of completion)
- The Cashier’s Office will ONLY refund 3 funds request per person per day
COMPLETING A FUNDS REQUEST

- Services provided by individuals/organizations off campus require social security number (or EID#), complete name, address, and phone number.

- Services provided by individuals/organizations on campus require social security number (or EID#), complete name, address, phone number, and insurance certificate from individual/organization with the following limits: or signed waiver before they arrive to campus.

- Independent Contractor Agreement is required for reoccurring services (ie: Dance or Martial Arts instructor for the term and is to be completed one month before services are provided. Two original/signed (by vendor) copies must be submitted to the Student life Office.

- Gifts (cash, gift card, or gift) must have gift/prizes/awards recipient information form attached before the cost of the gift will be paid or reimbursed.

- Anything printed with Kettering University is exempt from this requirement if under $25.
LINE ITEM TRANSFERS

Transfer of Money Between Line Items

- A line item transfer form must be filled out one week prior to any of the involved events
- Money may only be transferred away from food items unless extenuating circumstances are presented to Finance Council and voted upon.
- Line item transfer form can be found under KSG documents
WHERE TO FIND LINE TRANSFER/BUDGET FORM
CAPITAL REQUEST

- Capital Requests will be processed throughout the term until the paperwork deadline 9th week
- The Capital Request can be found on KSG documents on Kettering website
- Three quotes must be attached
- A knowledgeable representative of the organization that is requesting the funding must be present at the following meeting where the request will be voted on to answer any questions
- After the Capital Request is approved, submit a Funds Request to purchase the equipment using the capital asset account number 390002-(78200 or 78300)
MISC INFO

• A representative from each club or organization must attend all Activities/Athletics Council meetings. Up to one unexcused absence per term will be allotted.

• Clubs and organizations determined to not be meeting the guidelines set forth above are subject to the following 3-tiered warning system prior to loss of club status. There will be a two-week period minimum in between each phase to allow for corrective action by a club or organization, however KSG reserves the right to override said period if a club or organizations violation of KSG rules and policies are of a nature deemed disadvantageous to the student body and Kettering University.

• KSG also reserves the right to skip tiers for repeat offenders or for those violations severity requires such action. All clubs and organizations may appeal to KSG Student Senate in regards to offenses being addressed. Past offenses brought against the club may not be re-appealed or re-addressed by said club or organization once a new offense has been brought forth. All processes are managed by KSG Operations Council Standards Chair and associated persons.

1. First offense: Written warning with a reminder of KSG rules and policies regarding violation
2. Second Offense: Funds requests will no longer be fulfilled until club or organization has met with KSG (Operations Council unless determined otherwise) to work out a solution.
3. Third Offense: Funds request no longer fulfilled until club or organization has attended an Operations Council meeting to present a formal proposed solution to avoid future conflicts.
4. Fourth Offense: Subject to review for loss of club status and funding by Executive Council.
GIFT/PRIZE RECIPIENT FORM

- Must be filled out, signed and completed during event
- Found under Offices & Administrations>Business Office>Business Office Forms>Gift, prize or awards recipient information
- Completed forms + receipts attached to funds request
WHERE TO FIND PRIZE FORM
ROOM SCHEDULING/AV REQUEST

- Any club/organization may reserve rooms through Debbie Stewart or Kate King.
  - Email or come to the Student Life Office
  - Any specific room needs and set up can be done at time of scheduling
  - AV request form is found in the Student Life Office and must be signed by Debbie or Kate & taken to 1st floor AB Shipping and Receiving
    - AV request must be made 24 hours in advance
    - Use of McKinnon projection/sound equipment must be given at least 1 week notice
FLYERS & BANNERS

• All events/meetings must be submitted to the calendar on Kettering website
• All clubs are required to advertise events at least 1 week in advance
• All flyers must be approved by Student Life
• After completion of event please take down your flyers
• Only 1 Great Court Banner may be up at a time.
  • Key for banner room is in SLO 8-5 pm M-F. All other hours at Campus Safety
ACTIVITIES/ ATHLETIC MEETING

• Mandatory
• One person per club MUST be in attendance
• Bi-weekly
• Be prepared with event/meeting updates
CONNIE JOHN FUND

• Available to any Kettering Student, Student Organization, or other association of Kettering

• Events or ideas that will benefit the Kettering Student Body as a whole
  ▪ campus-wide events, such as concerts, corporate days, homecomings, building and property development, and other events

• Fund totals $50,000 for a fiscal year and may be divided in one of two ways:
  ▪ $12,500 per term or $25,000 to each section for a fiscal year. Each request will be considered on a case-by-case basis.
END OF TERM REPORT

• Each club must submit an end of term report to Student Life
• Form will be posted under KSG documents
• Short summary of accomplishments for the term and club membership
• Goals for next term