Student Life Programs Operating Policies for KSG Recognized Clubs & Organizations

Applies to: Student Senate, Operations Council, Finance Council, Academic Council and all KSG Clubs and Organizations

Contact Information: 3rd Floor Campus Center, 8 a.m. to 5 p.m.

Debbie Stewart – Director of Student Life Programs      Kate King – Coord. Of Student Life
(810) 762-9679 Office         (810) 762-9534
dstewart@kettering.edu          kking5@kettering.edu

Student Life Programs
(810) 762-9871 Office
(810) 762-9582 Fax

- All clubs and organizations are required to fill out the Club Registration Form and return it to SLO by 2nd Monday of every term. (Appendix A)
- Any new club/organization must first be approved by SAO, then through the KSG club recognition policy. Once approved by KSG, Activities/Athletics Chair supplies SLO with club information. SLO will create mailbox, account # and include club information in publications and advertisements. (Appendix B)
- All KSG clubs and organizations must have their meeting dates and times posted on the Kettering University event calendar by Friday of 2nd week to receive funding.
- All clubs and organizations are required to turn in attendance sheets for each event/meeting. Attendance sheets can be turned into the folder labeled “Club Weekly Sign-in Sheets” on the Student Activities Coordinator’s desk. Failure to turn in attendance sheets will result in withholding of all funds requests for that club or organization until received.
- All clubs and organizations must have a full-time faculty or staff adviser. The adviser contract must be submitted annually; summer or fall term. (Appendix D)
- Any club that travels off campus must complete the waiver of liability and driving/insurance forms found in the Student Life Office.
- Clubs travelling overnight must have a Kettering University faculty/staff member in attendance and approval from the Director of Student Life Programs or Asst. Director of Recreation Services.
- Alcohol is not permitted at KSG club/organization meetings/events
- In case of an emergency, including participant injury, contact 911 and campus safety
- Clothing may not be purchased with KSG funding except for Late Night Breakfast t-shirts and uniforms for sports teams with prior approval.
- Certification may not be purchased with KSG funding.
- KSG funds are to be accessed/managed by the following:
  1. Funds Request for PO (preferred)
  2. Funds Request for Prepaid PO (check request)
  3. Funds Request for Petty Cash advance ($200 max)
  4. Funds Request for reimbursement (must have original, itemized receipts)

Last Updated 4/6/2015
Funds Request for PO (http://www.kettering.edu/businessOffice/docs/Fundsreq_000.pdf)
  1. Funds Request must be typed with complete name, address, phone number, and fax number (if necessary) of person or company providing goods or service.
  2. Detailed description of goods or service to be provided including quantities, dates, and prices (if a quote or estimate is available, please attach).
  3. Student contact information.
  4. Correct account number-78200 (Asection) or -78300 (Bsection) and club name (Appendix C).
  5. Submit to appropriate Finance Council Asset Manager mailbox in SLO one week in advance of date needed.
  6. Keep copies for your organization, including any supporting paperwork.

Funds Request for Prepaid PO (check request)
  7. Funds Request must be typed with complete name, address, phone number, and fax number (if necessary) of person or company providing goods or service.
  8. Detailed description of goods or service to be provided including quantities, dates, and prices.
  9. An estimate or quote must be attached to receive a prepaid PO (check).
  10. Student contact information.
  11. Correct account number-78200 (Asection) or -78300 (Bsection) and club name (Appendix C).
  12. Submit to appropriate Finance Council Asset Manager mailbox in SAO two week in advance of date needed.
  13. Keep copies for your organization, including any supporting paperwork.

Funds Request for Petty Cash Advance ($200 max)
  14. Funds Request needs to be typed with student’s complete name, address, phone number, and student ID #.
  15. Detailed description of event or need for cash advance.
  16. Correct account number-78200 (Asection) or -78300 (Bsection) and club name (Appendix C).
  17. Submit to appropriate Finance Council Asset Manager mailbox in SAO one week in advance of date needed.
  18. Keep copies for your organization, including any supporting paperwork.
  19. Pick up Funds Request in SAO and take to Cashier’s Office (open M & Th).
  20. Return itemized receipts/change to Cashier’s Office after event (1 week).

Funds Request for Reimbursement (original, itemized receipts)
  21. Funds Request needs to be typed with student’s complete name, address, phone number, and student ID #.
  22. Detailed description of goods or service provided including quantities, dates, and prices.
  23. Itemized receipts.
24. Correct account number-78200 (Asection) or -78300 (Bsection) and club name (Appendix C).
25. Submit to appropriate Finance Council Asset Manager mailbox in SAO one week in advance of date needed.
26. Keep copies for your organization, including any supporting paperwork.
27. Reimbursement must correspond with budget line item(s).
28. In the event the account is overspent or spending is not as the line item described then there is a chance that the Funds Request not be approved. Therefore, this type of funds access is least recommended.
29. All costs below $200 are petty cash, above are check request.

IMPORTANT INFORMATION FOR COMPLETING 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.
  (http://www.kettering.edu/businessOffice/docs/releaseAndWaiverOfResponsibility.pdf)
  - Independent Contractor Agreement is required for reoccurring services and is to be completed one month before services are provided. Two original/signed (by vendor) copies must be submitted to the Student Activities Office.
  (http://www.kettering.edu/hr/docs/ICArev2007.doc)
- Gifts (all gift cards and gifts or prizes over $50) must have gift/prizes/awards recipient information form attached before the cost of the gift will be paid or reimbursed.
  http://www.kettering.edu/businessOffice/documents/giftPrizeOrAwardRecipientInfo.pdf

FINANCE COUNCIL

- Check your mailboxes daily and at most have a 2 day turn around to submit to Debbie or Dave. Do not take Funds Request out of Student Life Office. Delay in Funds Request processing may void the above deadlines.

FUNDRAISING

1. Fund raising should not include sale, use or advertising of any alcohol, tobacco or drugs nor should it encourage the exploitation of gender, race, age, religion, sexual orientation, ethnicity or should it include any unlawful acts.
2. All appropriate room scheduling, AV/security and parking logistics are to be included with requests as well as information on non-Kettering individuals that may be included.
3. Event must take place during the term that the funds will be used prior to 8th week Sunday. Funds will not carry over to succeeding terms. If unused, funds will be rolled into the general fund to be used as any surplus funds would.

Last Updated 4/6/2015
4. No KSG funds will be used for any fund raising purposes.
5. Gifts to KSG organizations are not tax deductible
6. Any request to corporate partners must have prior University Advancement approval.
7. SLO reserves the right to modify policies as needed as well as approve any special requests outside of the posted policies on a case by case basis
CLUB/ORGANIZATION: ________________________________

CLUB/ORGANIZATION CONTACTS:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone#</th>
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<tr>
<td>Primary Contact</td>
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<tr>
<td>Treasurer</td>
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<tr>
<td>Advisor</td>
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Student Activities is frequently asked to provide information on club meeting dates and times. Please complete this section if your meeting dates have been set or contact Student Activities at X9871 when this information is available.

MEETING TIME: _____________________________________

MEETING DAYS: ____________________________________

MEETING LOCATION: _________________________________

You must return this form to Student Life, 3-120 CC by 2nd Monday before any funds will be released for your club/organization.

Last Updated 4/6/2015
CLUB REQUEST FORM
APPENDIX B

New Club Name____________________________________

Contact Student:
    Name_______________________________________
    School Number_______________________________

Please circle when the club will be in operation:

Winter       Spring       Summer       Fall

Are liability issues involved with this club?      Yes  No

Signatures:

__________________________________________     __________
Contact Student      Date

__________________________________________         _________
Activities Council Chairperson          Date

__________________________________________         _________
Director of Operations            Date
### Appendix C

<table>
<thead>
<tr>
<th>Club Name</th>
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<th>Club Name</th>
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<td>Academic Council</td>
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<td>390233</td>
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<td>International Club</td>
<td>390207</td>
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<td>Juggling Club</td>
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<td>390223</td>
<td>Karate Club</td>
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<td>KSG General</td>
<td>390001</td>
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<td>390217</td>
<td>Model UN</td>
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<td>Mudboggers</td>
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<td>Open Source Club</td>
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Appendix D
KSG CLUB/ORGANIZATION ADVISOR RESPONSIBILITIES

The Office of Student Life Programs is requiring every KSG recognized club and organization to have a faculty/staff advisor. In order to facilitate the understanding of the advisor role, the following guidelines have been established for your review.

The Advisor:

- Must be a full-time Kettering University faculty or staff member
- Share an interest in and be knowledgeable about the mission and purpose of the group
- Be committed to student leadership development including public speaking, time management and budget management
- Attend as many campus activities and meetings as possible held by the club/organization
- Attend off-campus events including conferences and competitions
- Be familiar with University and Kettering Student Government policies and ensure the club/organization abides by said policies
- Provide planning assistance for club/organization events or fundraising
- Be a resource for programming ideas and facilitation
- Mediate conflict within the club/organization and with staff and faculty
- Ensure a smooth transition of leadership within the club/organization

The role of Advisor does not include:

- Running the meeting, event or club/organization
- Participating in voting
- Discouraging the opinion of others
- Signing contracts with vendors

FAQ’s

Can the advisor be held personally responsible if something goes wrong at an event?  
No, as a University employee, you are covered through the University's insurance program as long as the club/organization is following University policies and local, state and federal laws.

How much time does this require?  
The amount of time spent advising is determined by the needs of the club/organization. It is expected that an advisor would spend at least two to three hours per term with the group.

What does a group need to do to plan an event?  
Contact the Student Life Office for guidance in planning events which includes marketing, room scheduling, audio visual equipment, room setup, etc. We can help you make your event successful! 762.9871

How does my club/organization get funding?  
The club/organization is responsible for submitting a budget request for the next term to the Treasurer of Finance Council during the current term. The club president will be notified of the due date via email. Finance Council is allotted an overall budget for the academic year. The amount of funding each club receives is determined by the number of budget requests, each clubs membership, viability of planned events, attendance
at presentations and marketing efforts. See baseline club requirements in the Clubs & Organizations Handbook.

Advisor Resources:

http://www.kettering.edu/downloads/ksg-club-guides

KSG CLUB/ORGANIZATION ADVISOR CONTRACT

DUE 2nd Friday, 5 pm in Student Life

The executive board of _____________________________, hereby announce that
________________________will be our advisor for the __________academic year. (advisor name) Listed
below are basic expectations of the advisor's responsibilities:

- meet with the executive board as often as necessary
- explain institutional policy/procedure
- offer financial management advice
- provide continuity for the club/organization from year to year
- act as a resource to the group
- attend programs that may potentially have liability/risk for the institutions
- encourage assessment of events
- encourage delegation of responsibilities
- intervene when knowledge of illegal activity/activities contrary to Drake University policy and local,
  state and federal laws occur

In deference to the needs of each individual club/organization, the following expectations can be determined by
each organization and advisor:

- attendance at meetings
- meetings with the eboard or president
- attendance at club/organization events
- help formulating club/organization goals
- other

The above expectations and responsibilities may be reconsidered at any time based on the needs of all parties. I
have met with the club/organization and discussed the expectations/responsibilities and will fulfill these to the
best of my ability.

_____________________________________     ___________
Advisor Signature              Date

_____________________________________     ___________
Club/Organization President                                   Date