



# JOHN BROWN UNIVERSITY

## Club Guidelines & Policies

2020-2021

### Official Recognition/Function

JBU Clubs exist to serve the student body by providing services and events, leadership development, and opportunities for involvement. Clubs are recognized as official groups by having their constitution approved by SGA (Student Government Association). This official recognition grants clubs the right to use university facilities, resources, and funds. Once a club has received this approval, its constitution must be kept on file in Student Development with the Director of Student Engagement. SGA and the Director of Student Engagement are also given the responsibility for ensuring that clubs continue to function according to their stated purposes and are maintaining the standards of the university. SGA and the Director of Student Engagement can reverse its approval of a group.

New clubs are formed virtually every year. Information on how to start a new club and write a constitution is available from <https://www.jbu.edu/campus-life/activities/clubs/> or the Director of Student Engagement. When clubs have been inactive for a significant amount of time, they may be disbanded.

The Director of Student Engagement also assists in all these club processes. This office serves as a resource, “clearing house” and “archives” for clubs. Copies of constitutions and budget reports are kept on file in this office. Allocated funds and fundraising approval are all coordinated by the Director of Student Engagement. One of the main priorities of the Director of Student Engagement is to help clubs be successful. If you need help with any club-related processes, contact Caitlyn Bennett, Director of Student Engagement at ext 7475 (479-524-7475) or [cbennett@jbu.edu](mailto:cbennett@jbu.edu). Caitlyn’s office is in the Student Development Office, WSC 140.

### Advisors

All JBU clubs must have at least one full-time faculty or staff person serving as an advisor to maintain their status as an officially recognized club. Responsibilities of advisors are as follows:

1. Give input to budget development and use (submit and approve all spending)
2. Advise club leaders/officers
3. Aid in goal setting and event planning
4. Be an advocate for the club
5. Attend club meetings and activities as regularly as possible
6. Travel with the group whenever possible (strongly recommended)
7. Attend all overnight trips (required)

Groups who do not have an advisor will not be allowed access to their funds.

Officers should use their advisors as a valuable resource and be considerate of them. Since they are responsible to the University, it is always your responsibility to consult them and keep them informed.

### Club Sports Policies

Club Sports have moved under the jurisdiction of the Athletics Department. For specific questions, please contact Ken Carver at [kcarver@jbu.edu](mailto:kcarver@jbu.edu).

### Events and Activities

All JBU clubs are responsible for planning and implementing their own events, programs and activities. Clubs **MUST** refer to the Events Office to properly prepare and host their events. Make sure to double check all the guidelines and plan in advance. The University Events Office exists to assist the JBU community and external guests in planning and executing successful events with professionalism, creativity and exceptional attention to detail. You can contact them at <http://www.jbu.edu/events/> or [Events@jbu.edu](mailto:Events@jbu.edu). Also, be sure to CHECK the JBU master calendar to not conflict with major campus wide events. You can view this calendar here: <http://www.jbu.edu/news/calendar/>

## AVL for Events

Beginning in spring of 2017, AVL Services initiated an internal charging system for services provided on campus. This means that all services provided by AVL, for a club event, will be charged to your club account. The AVL fee structure for clubs and organizations and an example pricing list can be found at <https://www.jbu.edu/campus-life/activities/clubs/>

### \*Tips & Tricks to help with AVL costs

- 1) Use the resources in the Media Lab (which are free) to save some money.
  - Use an Anchor Amp if you need a handheld mic and some music to play.
  - Check out a camera if you would like the event recorded on video.
- 2) Clarify your event in the "Events Comments" section of the ERF.
  - List the objective and goal of the event.
  - This will make the pricing/quote process easier
- 3) Always put your Club GL account number (your advisor will have this) into the "Account" line on the ERF.
- 4) Sometimes, you could be asking for too much technology, and AVL can help you figure out what needs fit your budget. Please contact AVL at [avl@jbu.edu](mailto:avl@jbu.edu) to discuss your ideas. They want to make your event successful!

There are several rooms across campus that will meet the needs of your event and do not require technical support from AVL. These include: Bynum Theater, Jones Recital Hall (without theatrical lighting), SBC 241-242, Chancellors Dining Room, Dye Conference Room, Administrative Conference rooms or any classroom with installed technology. If you have issues in these rooms, you can call the Help Desk to assist with troubleshooting. Please refer to the [Events Guide](#) for clubs to assist with reserving these rooms.

## Publicity

There are varieties of ways you may publicize your event on campus. You will need to put some energy into publicizing your event. It is recommended that you consider as many options as time allows. This is a very brief list. For more ideas, contact the Student Activities Office.

### \*Posters

All posters must be pre-approved and stamped for approval before posting by Becky Wakefield in the Student Development office. Please allow 24 hours for approval after which you can return and pick posters/banners up for placement. Please follow instructions found on the Poster & Banner Guidelines available in Student Development. Posters must be placed on bulletin boards only. **No posters on glass, windows, or walls.** Posters may be hung with pins only. **Please do not use any tape.** Posters can be placed up to two weeks prior to your event. Banners can be hung from the Walker 2<sup>nd</sup> floor railing. Use the tack strip to hang your banner. Banners may be hung 2 weeks prior to event. All posters and banners must be removed by the club immediately following their event.

All approval stamps will be placed on the lower right-hand corner of your poster. Do not print in that space.

Posters are effective, but please be considerate and hang posters on bulletin boards only. If you display them on surfaces other than bulletin boards, they may be **removed**. *Never* tape anything to glass, doors, or door facings in the Chapel.

The Media Lab (next to the Library) has supplies such as poster board, colored butcher paper, construction paper, and lamination that you can purchase and charge to your club account. You need to have your club account number ready when you pick up your items.

**General posting areas** are provided across campus in most public areas via bulletin boards. All postings must be limited to these public bulletin boards unless special permission is given through Student Development. Any official JBU group or organization is welcome to post announcements about events in these areas upon receiving approval from Becky Wakefield in Student Development. Advertisements for non-JBU sponsored events are NOT to be posted in any area without approval from the Student Development Office.

### \*Here & Now

For Here & Now submissions please use the following information: If you have an event, post the information in the "Upcoming Events" section of the classifieds on EagleNet and email [Here&Now@jbu.edu](mailto:Here&Now@jbu.edu) requesting that it be included in the Here & Now. Please include in your email the exact text of your announcement. This allows Becky Wakefield to simply cut and paste your information. Send an email before noon on Friday, Tuesday or Thursday with all the information in 75 words or less. The Here & Now goes out MWF.

### \*Other Means

There are many other creative ways to publicize...BUT you may need **special permission** for many of them, including any window painting, setting up displays, large banners, etc. Refer to Caitlyn Bennett or Becky Wakefield to receive guidance on your creative advertising and Steve Brankle, Director of Facility Services, for special permission. Chalk on sidewalks only is automatically approved.

## Finances

Your club finances are very important. You need to keep a good record of what you spend. To accomplish this, you will need to rely on your advisor to help. Your advisor will have access to the club account via Eaglenet and is responsible for approving all spending. It is important to work diligently with your advisor in this area of your club. All club expenses need to move in and out of your club account. You cannot deposit your club funds into another fund. You must work directly within your own account. Your account will be highly scrutinized when you attend the Funding Board hearings each spring. It is highly recommended that you keep a running budget as you spend your funds. What the advisors can view on Eaglenet is not "live" spending. Those accounts are updated once per month.

### \*Budget Reports

Club advisors are able to check club balances through EagleNet; "Financial Information>Budget selection>Submit". Work with your advisor on getting monthly print outs of your club account if you so desire.

### \*Deposits

ALL money collected or raised by the club must be deposited in your club account. Never operate from miscellaneous cash. This protects your integrity and our ability to keep accurate records. Deposits can easily be made during the day at the business office window in the Mabee Center, First Floor. Make sure to get a receipt!

### \*Receipts

Make sure you write the following on every receipt you turn in for your club. No matter how you spent the money:

- Name of Club
- Event
- Reason for purchase
- Club account #
- Advisor Signature

### \*Spending the money in your club account

There are four ways to spend the money allocated to your club account:

#### 1) Personal Funds

If a student or advisor makes a purchase for the club using their personal funds, they can be reimbursed through petty cash with receipts totaling **no more than \$50.00**. Advisors need to write the club account number and their signature on the back of all receipts (follow receipt guidelines above). Make sure the receipt is *itemized*. Students can then take those receipts to Becky Wakefield in Student Development. Each receipt must have the following information: name of group, event, reason for purchase, club account, sponsor signature. Note – petty cash will not be given out in advance; only as a reimbursement.

#### 2) Request a Payment via JBU EagleNet

- to reimburse an advisor or student for expenses already incurred via check
- to get cash in advance for planned event expenses
- to pay for items/vendors/companies under \$1,000, typically through a purchase order or invoice.

For any of the needs listed above in number two, the club advisor will fill out all fields within **JBU Eagle Net "Financial Information: Invoices & Payments: Request a Payment"** according to the payment need. When you request a payment via Eaglenet, you must:

- Fill the form out completely
- Send invoice, receipts\* or other documentation via campus mail to Deidre Douglass, GnD. Please document with voucher number
- Requests MUST be submitted on Tuesday afternoon by 4pm for checks issued on Wednesday after 2pm.
- Please contact the Business Office with any questions regarding this process.

\*Please note that receipts and extra monies for advance funds, as well as a report form for travel, are to be returned to the Business Office within two weeks of the check request.

### 3) Credit Card

- use of departmental card for club purchases (department determines amount not to exceed club budget).
- use of JBU club credit card for club purchases (up to \$100 on a first come first serve basis)

Check with your advisor on credit cards available through their respective departments. Make sure the credit card is returned to them in a timely fashion and with all receipts properly documented as stated above.

There is a JBU club credit card available for use of spending \$100 or less. This credit card may be checked out from Becky Wakefield in Student Development for up to 24 hours. Card privileges may be revoked if a club fails to return the card in 24 hours. Only pre-approved club members are allowed to check out the club credit card and must sign the check-out form. Names must be submitted by the president or advisor to Kelly Benware or Becky Wakefield in the Student Activities Office. The club credit card must be returned with ALL receipts documented with group name, event, reason for purchase, club account number and advisor's signature. Failure to follow these requirements may result in your club losing card privileges.

### 4) Requisition for Goods and Services via EagleNet

- for expenses over \$1,000 which will be billed to the university and charged to your account.

For purchases over \$1,000.00, Advisors must fill out a Requisition form on **JBU EagleNet, Financial Services**. This form is important for these large purchases and once approved, the purchase may be made through a charge directly to the club account or by other appropriate payment.

Under NO CIRCUMSTANCES may clubs ever authorize to charge anything to the university without permission.

If you have any questions about these procedures, seek answers at the Business Office window.

## Contracts

If there is a contract, which involves an off-campus company, it is imperative that you get the contract approved by the Vice President of Finance and Administration, Ms. Kim Hadley (ext. 7117). This is critical because the university is ultimately responsible for all contracts. Contracts not signed by the VP will likely be considered null and void. This includes any type of contracts including contracts for use of facilities, fund-raisers or concerts.

## Fund-Raising Policies

If your club/organization decides to do a fund-raiser, there are a few steps you need to follow. The most important thing you must do is complete the Fund-Raising Approval Form which you can find online at <https://www.jbu.edu/campus-life/activities/clubs/> or email [cbennett@jbu.edu](mailto:cbennett@jbu.edu). Please turn into the Director of Student Engagement for approval at least 24 hours before your fundraiser (the earlier the better!). You may receive a copy, and the form will be kept in your club's records if requested.

**University Advancement must approve fundraisers that meet any of the following criteria:**

- \*donor requests tax receipt*
- \*Businesses will be asked*
- \*Fundraiser goal is \$1000 or more*

## University Advancement does not need to approve the following:

- \*Selling miscellaneous items (T-shirts, frisbees, baked goods...)
- \*Service projects (painting, yard work, baby-sitting...)
- \*Restaurant % sales

## Gifts

Any funds received without an exchange or service of any kind, are considered gifts. A “gift form” must be filled out and submitted to Susan Nece in the Advancement office along with the check for deposit in the clubs’ 21 account.

You can obtain all these forms on the JBU club website: <https://www.jbu.edu/campus-life/activities/clubs/>

## On-Line Sales

Clubs now have the option to sell merchandise on-line through TouchNet U. Commerce Central. Merchandise product can be something as simple as t-shirts and calendars or as complex as event registration and tickets. Please note that other outside systems (such as Square or Eventbrite) can only be used if approved in advance by the business office.

### Product can be sold in two different ways:

**1) Through a computer/tablet/phone:** TouchNet, much like Amazon, is set up for people to purchase items on their own devices, either computer/tablet/phone. You will submit an application to <https://www.jbu.edu/campus-life/activities/touchnet/> and Becky Wakefield will input the information into the system so that your product can be sold on-line. A link will then be sent to you to provide to members where they can purchase your product. A QR code can also be generated. Please have requests submitted at least two weeks prior to the first day of sales.

**2) The Point of Sale (POS) device:** The POS device is an option for selling products with a hand-held device that swipes cards at the point of sale. Submit your application at <https://www.jbu.edu/campus-life/activities/touchnet/> to have the product information entered into the system. The POS device can only be used by students who have gone through a short TouchNet training with Becky Wakefield. Information must be submitted at least two weeks prior to the first day of sales and the training must be completed within one week of the first day of sales.

## Club Deficits

If your club goes into a deficit, meaning you spend over your budget, then your club may be subject to loss of certain privileges. If your club remains in a deficit until the beginning of the next school year, you will not be able to use the club credit card from the Activities Office for one semester. Your advisor will be given advance warning. If your club is in a deficit at the time of Funding Board hearings (typically each April), then you are subject to losing the privilege of new funds for the next school year.

## Funding Board

In order to receive funds from SGA, each club must appeal to the Funding Board. This committee is comprised of SGA officers and class officers (8 members total). The Director of Student Engagement oversees this process. Each club must fill out the appropriate paperwork and then present to the Funding Board in a brief hearing. Funding Board takes place in late-April. All clubs are notified in the spring semester of the dates for Funding Board and are given the necessary documents to complete the process. Please note, Funding Board decisions are made in late-April for the following school year. Clubs are notified of the amount they will receive before the end of the school year but the money isn’t allocated into their accounts until mid-September of the following school year.

## College Vehicles

Scheduling of JBU vehicles is done by contacting Facility Services at ext. 7198 or by emailing Rand Wisdom. **All JBU fleet vehicles are located in the Facilities Service Building (FSB) parking lot**, which is located behind the BPAC and the Balzer Technology Center at 900 Anderson Avenue.

- To reserve vehicles for club use, click the Facilities Services link under the University Resources tab on Eaglenet. Once on the Facilities web page, click #5. Fleet Management. You can also go straight there through this link: <https://www.jbu.edu/facilities-services/vehicle-request/>
- You MUST read the Vehicle Reservation Policy and then fill out the Vehicle Request Form.
- You may also email Rand Wisdom to reserve a vehicle or if you have any questions.

Please Note:

- In order to drive a JBU minivan or car, you must have a valid driver's license on file with Facility Services and undergo a back ground check.
- You must have your club account number available when reserving a vehicle.
- In order to use the 10 passenger vans, you must have passed a written and driving test and be 21 years of age.

## ~~Meal Exchange~~ (Due to Covid protocols, there are no meal exchanges this semester)

JBU clubs have the opportunity to utilize the Meal Exchange program through JBU Dining Service, Creative Dining. Clubs must pick up the Meal Exchange Guidelines and Sign-Up form from the Creative Dining office located within the Kresge Dining Hall and return the form at least 2 weeks prior to the meal exchange. Meals are offered for 10-250 students for dinners M-F and any meal on Saturday or Sunday. Clubs are allowed one meal exchange per calendar month but are not allowed during Finals week. CDS only does 3 meal exchanges a week for all of campus so get your requests in early! For more information or questions, please check with Creative Dining.

## Social Media Guidelines

The Family Educational Rights and Privacy Act, also known as FERPA, protects each student's private information from being collected and shared. Before you post any pictures of any student, you must make sure that they have signed a FERPA release and if not, a Media Release form. Please verify with all participants of your activities, that they have signed the FERPA release or a Media Release form, before posting any pictures on social media.

All JBU "official" social media sites must have a contact from University Marketing Communications added as an administrator or, in the case of Twitter or Instagram accounts, the login and password must be provided. Please email [socialmedia@jbu.edu](mailto:socialmedia@jbu.edu) with your account information.

## Social Media Guidelines during Covid

In addition to our normal social media guidelines, UMC is asking that that any photos posted adhere to the COVID-19 protocols in place on campus. Subjects in the photos should be physically distanced and wearing masks as specified by the guidelines. We know this adds another layer of difficulty to creating social media content, but it is important that we are modeling the correct behavior on our accounts. If you have any questions, please email [Carter Henson](mailto:Carter.Henson).

## Expect Change

Things can and will change. As we identify the core needs and responsibilities of clubs, change will occur. Please be patient and flexible. Our goal is for you to be able to provide support and programming across the campus of JBU. We will do our best to keep you informed and updated. If you have any questions, please contact Caitlyn Bennett, the Director of Student Engagement.

## Mini-Directory

<b><i>Titles</i></b>	<b><i>Name</i></b>	<b><i>Extension</i></b>
Vice President of Student Development	Steve Beers	7133
Vice President of Advancement	Jim Krall	7145
Vice President of Finance and Administration	Kim Hadley	7117
Director of Student Engagement	Caitlyn Bennett	7475
Administrative Assistant for Student Activities	Becky Wakefield	7227
Coordinator of University Events	Maritta Smith	7415

University Events Assistant	Lauren Hinrichs	7416
Director of University Marketing Communications	Julie Gumm	7211
Digital Content Manager	Carter Henson	7358
SEA	SEA	7489
SGA	SGA	7326
Coordinator of AVL Technology	Bear Klenda	7178
Communication and Fine Arts Administrative Assistant	Amanda Cunningham	7154
JBU Help Desk	Anna Messerly	7256
Creative Dining Services	Christine Blaha	1590
Facilities Services	Steve Brankle	7209
WLHC Coordinator of Membership Services	Steve Markovich	7303
Athletic Director	Robyn Daugherty	7301

## NOTES