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 Coordinator of Student Activities. SGA and the Coordinator of Student Activities 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 Coordinator of Student Activities 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 http://www.jbu.edu/campus_life/activities/clubs/ or the Coordinator of Student Activities. When clubs have been inactive for a significant amount of time, they may be disbanded.

The Coordinator of Student Activities also assists in all of these club processes. Her 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, matching funds, and fundraising approval are all coordinated by the Coordinator of Student Activities. One of the main priorities of the Coordinator of Student Activities is to help clubs be successful. If you need help with any club-related processes, contact Maria Lehr, Coordinator of Student Activities at ext 7475 (479-524-7475) or mlehr@jbu.edu. Maria Lehr’s office is in the Student Development Office, WSC 137.

Sponsors
All JBU clubs must have at least one full-time faculty or staff person serving as a sponsor in order to maintain their status as an officially recognized club. Responsibilities of sponsors 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)
8. Club Sports Sponsors Only: Attend at least one practice per month, attend all away games and at least one or two home games.

Groups who do not have a sponsor will not be allowed access to their funds.

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

Club Sports Policies
A specific manual for club sports only is in the works. We are working to consolidate all club sport information, including the liability release, into one document. All current club sport sponsors and presidents will be contacted with this information and resources as soon as it becomes available.

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 in order 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
Publicity
There are a variety 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 ONE month prior to your event. Banners can be hung from the Walker 2nd floor railing. Use the tack strip to hang your banner. May be hung 2 weeks prior to event. All posters and banners must be removed by the club immediately following their event. 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, door facings or 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 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 Maria Lehr 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. In order to accomplish this, you will need to rely on your sponsor to help. Your sponsor will have access to the club account via Eaglenet and is responsible for approving all spending. It is important to work diligently with your sponsor 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 Committee hearings each Spring. It is highly recommended that you keep a running budget as you spend your funds. What the sponsor can view on Eaglenet is not “live” spending. Those accounts are updated once per month.

*Budget Reports
Club sponsors are able to check club balances through EagleNet; “Financial Information”. Work with your sponsor 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 #
- Sponsor Signature

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

1) Petty Cash
   -to reimburse a student for expenses already incurred. This is only for expenses up to $75.00 per individual.

   If a student or sponsor makes a purchase for the club using their personal funds, then they can be reimbursed through petty cash with receipts totaling no more than $75.00. Sponsors need to write account number to be debited 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 Denise Farine 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 a sponsor or student for expenses already incurred via check
   -to get cash in advance for planned event expenses
   -to pay for items/vendors/companies under $500, typically through a purchase order or invoice.

   For any of the needs listed above in number two, the club sponsor will fill out all fields within JBU EagleNet “Financial Information: Invoices & Payments: Request a Payment” according to the payment need. When you request a payment via the JBU portal, you must:
   - Fill the form out completely
   - Send invoice, receipts* or other documentation via campus mail to Donna Schroder, GnD. Please document with voucher number
   - Requests MUST be submitted by Wednesday morning for checks issued on Friday.
   - 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 sponsor 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 sponsor to Maria Lehr 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 sponsor’s signature.

4) **Requisition for Goods and Services via JBU portal**
- For expenses over $500 which will be billed to the university and charged to your account.

For purchases over $500.00, Sponsors 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 or email mlehr@jbu.edu. Please turn into the Coordinator of Student Activities 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.

**Note:** Any fund-raising activity which reaches beyond the JBU community must be approved by the University Advancement Office. *This means that you should not contact Siloam Springs businesses, parents, or any other non-JBU persons for fund-raising purposes without the direct approval of the University Advancement Office.*

**Matching Funds**
All clubs in good standing are eligible for matching funds for any pre-approved fund-raiser, up to $300 per year, on a first-come, first-served basis through the Activities Office. In order to receive matching funds, the application form must be completed and a JBU deposit receipt must be attached. Once approved, the money will be transferred to your account during the next month.

You can obtain all these forms on the JBU club website: [http://www.jbu.edu/campus_life/activities/clubs/](http://www.jbu.edu/campus_life/activities/clubs/)

**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 sponsor will be given advance warning. If your club is in a deficit at the time of Funding Committee hearings (typically each April), then you are subject to losing the privilege of new funds for the 2016-2017 school year.

**Funding Board**
There will be changes to the traditional Funding Board for the 2015-2016 school year. There will be a new committee in place comprised of SGA officers and class officers. The Coordinator of Student Activities will still oversee this process. These changes will not impact the amount of fund allocation that clubs receive. All current club presidents and sponsors will receive any specific information regarding further changes as they occur.

**College Vehicles**
Scheduling of JBU vehicles is done by contacting Facility Services at ext. 7198 or by emailing Suzie 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: http://www.jbu.edu/facilities_services/vehicle/

You MUST read the Vehicle Reservation Policy and then fill out the Vehicle Request Form.

You may also email Suzie Wisdom to reserve a vehicle or if you have any questions.

Please Note:
- In order to drive a JBU mini van or car, you must have a valid driver's license on file with Facility Services and undergo a background 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**

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.

**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 Maria Lehr, the Coordinator of Student Activities.

**Mini-Directory**

<table>
<thead>
<tr>
<th>Titles</th>
<th>Name</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Vice President of Student Development</td>
<td>Steve Beers</td>
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<tr>
<td>Vice President of Advancement</td>
<td>Jim Krall</td>
<td>7145</td>
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<tr>
<td>Vice President of Finance and Administration</td>
<td>Kim Hadley</td>
<td>7117</td>
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<tr>
<td>Coordinator of Student Activities &amp; Orientation</td>
<td>Maria Lehr</td>
<td>7475</td>
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<tr>
<td>Administrative Assistant for Student Activities</td>
<td>Becky Wakefield</td>
<td>7227</td>
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<tr>
<td>Events Office</td>
<td>Rebecca Huff</td>
<td>7415</td>
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<tr>
<td>Events Office</td>
<td>Allison Harper</td>
<td>7416</td>
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<tr>
<td>University Communications Director</td>
<td>Lucas Roebuck</td>
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<tr>
<td>University Communications Assist. Director</td>
<td>Johanna Musgrave</td>
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<td>Coordinator of AVL Technology</td>
<td>Melissa Mitchell</td>
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<tr>
<td>Communication and Fine Arts Administrative Assistant</td>
<td>Jan Lauderdale</td>
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<td>JBU Help Desk</td>
<td>Diana Summers</td>
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<td>Creative Dining Services</td>
<td>Christine Blaha</td>
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<td>WLHC Director</td>
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<tr>
<td>Athletic Director</td>
<td>Robyn Daugherty</td>
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**NOTES**