

# Student Club/Organization Guidelines



## Contents

|  |           |
|--|-----------|
| <b>Introduction.....</b>   | <b>4</b>  |
| <b>Section One: Guidelines and Policies .....</b>                              | <b>5</b>  |
| <b>Risk Management.....</b>  | <b>5</b>  |
| <b>Hazing .....</b>  | <b>5</b>  |
| <b>Title IX.....</b>   | <b>6</b>  |
| <b>Finance Training .....</b>  | <b>6</b>  |
| <b>Date/Body/Servant Auctions and Speed Dating.....</b>                        | <b>6</b>  |
| <b>Student Conduct Code .....</b>  | <b>6</b>  |
| <b>Student Travel .....</b>  | <b>6</b>  |
| <b>Planning your Event/Program .....</b>                                       | <b>7</b>  |
| <b>On-Campus Student Events with Food &amp; Alcohol.....</b>                   | <b>7</b>  |
| <b>Club &amp; Leadership Approvals.....</b>                                    | <b>8</b>  |
| <b>Section Two: Student Government Association (SGA) .....</b>                 | <b>8</b>  |
| <b>What is SGA? .....</b>  | <b>8</b>  |
| <b>SGA Contact and Meetings Times.....</b>                                     | <b>9</b>  |
| <b>SGA Funding .....</b>   | <b>9</b>  |
| <b>Section Three: General Information for Student Clubs/Organizations.....</b> | <b>9</b>  |
| <b>Club/Organization Types.....</b>  | <b>9</b>  |
| <b>Is your club/organization Registered?.....</b>                              | <b>9</b>  |
| <b>Creating a New Organization .....</b>                                       | <b>10</b> |
| <b>Reactivating an Inactive Club/Organization.....</b>                         | <b>10</b> |
| <b>Editing Organization Information .....</b>                                  | <b>10</b> |
| <b>Managing Your Roster and Changing a Members Role .....</b>                  | <b>11</b> |
| <b>Deactivating a Member.....</b>  | <b>11</b> |
| <b>Transitioning your Clubs/Organizations.....</b>                             | <b>11</b> |
| <b>Student Organization/Club Email .....</b>                                   | <b>12</b> |
| <b>Officers and Responsibilities.....</b>                                      | <b>12</b> |
| <b>Student Club/Organization Membership .....</b>                              | <b>13</b> |
| <b>Section Four: Finances .....</b>  | <b>13</b> |
| <b>Fundraising through the Development Foundation .....</b>                    | <b>13</b> |
| <b>Account Numbers.....</b>  | <b>13</b> |
| <b>Budget Manager-PowerBI.....</b>   | <b>14</b> |

|  |           |
|--|-----------|
| Expenditures .....   | 14        |
| Receiving Funds .....                                      | 15        |
| Reimbursements .....                                       | 15        |
| <b>Section Five: Forms &amp; Requirements .....</b>        | <b>16</b> |
| <b>Making Reservations for Space on Campus .....</b>       | <b>16</b> |
| <b>Request for Funds Form .....</b>                        | <b>16</b> |
| <b>Permission to Travel Form .....</b>                     | <b>17</b> |
| <b>Fundraising Request Form .....</b>                      | <b>17</b> |
| <b>Catertrax .....</b>                                     | <b>18</b> |
| <b>Liability Waiver Form .....</b>                         | <b>18</b> |
| <b>Motor Vehicle Record (MVR) Authorization Form .....</b> | <b>18</b> |
| <b>Change Fund Request Form .....</b>                      | <b>18</b> |
| <b>Club/Organization Request Cut-off Time .....</b>        | <b>19</b> |
| <b>Section Six: Student Organization Advisors .....</b>    | <b>19</b> |
| <b>What is an advisor? .....</b>                           | <b>19</b> |
| <b>Who can be an advisor? .....</b>                        | <b>19</b> |
| <b>What is expected from an advisor? .....</b>             | <b>19</b> |
| <b>Replacing an Ineffective Advisor .....</b>              | <b>20</b> |
| <b>Section Seven: Student Affairs Contacts .....</b>       | <b>20</b> |

## **The Office of Student Engagement**

An advocate for students, The Office of Student Engagement contributes to learning, development, and retention by providing opportunities for engagement, leadership, and empowerment through various organizations and programs. These experiences nurture campus pride and student success to advance an inclusive and equitable community.

## **Introduction**

These guidelines will assist you in managing your student organization. We encourage you to read this handbook carefully, as it details important information about the Office of Student Engagement, student organizations, and the resources and programs provided. These guidelines also include information about event planning and the expenditure of student organization budgets.

After completing your trainings and reading these guidelines, you are ready to begin planning your organization's calendar of programs for the academic year.

The Office of Student Engagement staff can assist you in all aspects of your student organization's activities. We want to help facilitate your planning by helping to process necessary documents and offering assistance. Please share your program plans with us, as it will enable us to help you execute a successful program. We look forward to working with you!

**Before you skip ahead to recognition, funding, or fundraising, please take a few minutes to review the following information regarding Hazing Prevention, Title IX, and Risk Management.**

**As student leaders, it is essential to familiarize yourself with the resources available to advocate and protect yourself and other students.**

**Shawnee State University prohibits students, faculty, and staff from participating in any University-recognized or sanctioned organization until they have completed both Anti- Hazing and Title IX Trainings.**

**Student Organizations may not accept or initiate any person who has not completed their training. The organization funding account will be frozen annually until all roster members have completed both trainings.**

## Section One: Guidelines and Policies

### Risk Management

Risk management considers the potential and perceived risk involved in student events and programs. It includes monitoring organization activities and taking both proactive and corrective steps to minimize accidental injury and/or loss. It is important for groups and individuals to examine the risks and liabilities associated with their activities and behaviors.

### Hazing

It is the duty of all students, faculty, staff, and University community members to ensure an atmosphere of learning, social responsibility, and respect for human dignity.

Hazing is a violation of Ohio state laws and, therefore, hazing as defined by the SSU Student Conduct Code Section III. C. 16. and Ohio Hazing Law Statute §2903.31 is absolutely forbidden. SSU definition: "Hazing (as defined by law of the State of Ohio) to coerce and/or force another to do any act, for initiation into, and/or as a condition of participation in a student organization or activity, that causes and/or creates a substantial risk of causing mental and/or physical discomfort, embarrassment, harassment, and/or ridicule to any member and/or prospective member.

"Collin's Law: Ohio Anti-Hazing Law Definition: (A) Hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code

Students, university employees, student organizations and teams, and individuals associated with student organizations (e.g., chapter advisors, volunteer coaches, club team coaches, etc.) are prohibited from hazing. Shawnee State University will require annual educational training on hazing awareness, prevention, and intervention to all members and prospective members of student organizations and anyone who is employed by volunteers with or has direct contact with student members of such organizations. The education may be provided in person, electronically, or both.

The Director of Student Engagement will maintain a record of individuals who have completed the training and shall prohibit a student who does not attend the program from participating in any University-recognized or sanctioned organization until the student attends the program. Any organization shall not accept or initiate any person who has not attended the program. For more information, see the following link: [Hazing Prevention](#)

## Title IX

Shawnee State University is committed to maintaining a learning environment free from discrimination on the basis of sex, which includes sexual harassment and sexual violence. These acts violate an individual's fundamental rights and personal dignity and will not be tolerated. The University seeks to address sex discrimination, sexual harassment, and sexual violence through education, policy enforcement, and by providing mechanisms for students, faculty, staff and visitors to report concerns or complaints. Prompt corrective measures will be taken to stop sex discrimination, sexual harassment, and sexual violence whenever it occurs. For more information, see the Title IX Policy.

## Finance Training

This training is designed to equip student club leaders and members with the essential knowledge and tools needed to manage club finances responsibly and in accordance with University policies. Whether you're requesting funding or planning events, understanding the financial procedures is key to your club's success.

## Date/Body/Servant Auctions and Speed Dating

Given concerns regarding racial and gender insensitivity and personal safety, which expose the potential for persons and/or groups either to be mocked, insulted, or hurt, auctions may be perceived to be an ill-conceived way to raise money by devaluing an individual. With the many positive and imaginative alternatives organizations have for raising funds, the Office of Student Engagement prohibits auctions and speed dating style programs and events.

## Student Conduct Code

Student Organization conduct is within the jurisdiction of the Student Conduct Code regardless of whether it occurs on or off campus. The University may hold a student organization responsible for the actions of its members when the behavior or activity is related to the organization. Misconduct need not be officially approved by the organization membership in order to be grounds for sanctions against the organization.

Student organizations are responsible for adherence to the Student Organization Conduct Code. Students may be charged as a collective for organizational conduct violations. In addition, individual members and officers who may have committed violations of the Student Conduct Code may be referred to the Dean of Students Office for individual sanctions under the Code. Students are responsible for knowing the policies set forth in the SSU Student Conduct Code.

## Student Travel

All travel (same-day and overnight) domestic and international must be authorized and approved in advance by the appropriate Student Engagement staff. **If you plan to travel, the first step is to schedule a meeting with either the Director of Student Engagement, Rikki Butler, or the Assistant Director, Marlita Cadogan.** After that, you will need to complete a Permission to Travel form, including a breakdown of all expenses—even if you are not seeking

reimbursement. It's important for us to ensure that you are traveling safely and responsibly. Additionally, you must have written approval from your club.

The Permission to Travel form should be completed and approved **before your trip or any purchases**, allowing Student Engagement to review your plans in advance. It's difficult for Student Engagement to provide a definitive answer to your travel request without knowing the specifics of your travel. Once you've discussed the details with the Director or Assistant Director, you'll have a clearer understanding of how to proceed with the form.

If your form is approved, you can then submit a Request for Funds form **after** you return from your trip to request reimbursement, if applicable. To be eligible for reimbursement, make sure to keep all receipts from your travels. If an advisor or student uses their personal funds for any purchases without the Permission to Travel approval, reimbursements **cannot** be guaranteed.

### Planning your Event/Program

All student events must be registered with the Office of Student Engagement. For general events and programs, student organizations must do the following steps:

- Plan out your program using the “Events” tab on Presence at least 21 days before the event.
- Submit all logistics for the event using the “Events” tab on Presence.
  - This should include: any supplies or food to be ordered, room and AV equipment reservations, as well as room set up instructions.
- Submit any posters or advertisements for the event to the Director of Student Engagement or designee at least 2 weeks in advance.

### On-Campus Student Events with Food & Alcohol

All student events must be registered with the Office of Student Engagement. For events and programs involving food or alcohol, student organizations must do the following steps:

1. Reserve your event and submit all logistics for the event using the “Events” tab on Presence.
  - This should include: any supplies or food to be ordered, room and AV equipment reservations, as well as room set up instructions.
2. Submit any posters or advertisements for the event to the Director of Student Engagement or designee at least 2 weeks in advance.
3. If food will be served at your event, and costs more than \$250.00, you must contact Aladdin Catering for your order. If under the listed amount, the club/organization can order from the Preferred Vendor's List located in Presence.
4. If you plan to serve alcohol or have a bar available, you must use Aladdin Catering for bar

service. You must also comply with the following stipulations:

- If alcohol will be served, your student organization advisor must agree to attend and supervise the event. The organization advisor must be present for the **entire event**.
- If alcohol will be served, schedule an Officer or Security Guard with the Department of Public Safety to work your event. This **must** be paid for by club/organization funds.
- If alcohol will be served, you **must** schedule a meeting with the Director or Assistant Director of Student Engagement to register your event.
- If alcohol will be served, Student Engagement will provide a sign in poll that is **required for all attendees**.
- Student club/organization funds **may not** be used to purchase alcohol.
- Event participants will not be allowed to bring their own alcoholic beverages.
- Student organizations will be responsible for their personal behavior, as well as the behavior of their guests. Students and their guests are subject to the Student Conduct Code. Students are responsible for knowing the policies set forth in the SSU Student Conduct Code.
- Aladdin reserves the right to refuse to service at their discretion.

### Club & Leadership Approvals

Leadership approval is required for any expenditure exceeding \$40.00. Additionally, club/organization approval (all members) must be obtained for any request to use more than \$100.00 of club funds.

## Section Two: Student Government Association (SGA)

### What is SGA?

SGA represents all students and is the governing organization of and for the student body. All students are encouraged to voice their concerns or opinions to the officers of SGA. The Student Government Association seeks to promote the intellectual, social, and cultural opportunities available to this community by representing the interests and addressing the concerns of the student body and by promoting the diversity of and giving voice to the student body. You can find the current list of officers at [SGA Officers](#).

### Duties Include:

- Approving, managing, and recognizing student organizations.
- Representing student concerns by sitting on University Committees and recommending policies to improve educational standards and facilities.
- Assisting student organizations in registration, operation, and funding.
- Provide a forum for students to voice their opinions or concerns

## SGA Contact and Meetings Times

Email: SGA@mymail.shawnee.edu

Meeting Location: Student Resource Hub

Meeting Day: Every Tuesday

Meeting Time: 4:00PM

Meeting Attendance: **Mandatory**

## SGA Funding

Student Clubs/Organizations have the option of applying for funding through SGA by having a club coordinator attend a meeting and propose the request. To receive funding, organizations are **required** to send a representative to the weekly SGA meetings for **the whole semester**. All members of the club/organization must also be in compliance with Shawnee State University; this includes an updated roster in Presence and completed trainings (Hazing, Title IX, etc.). The request will then be voted on during the SGA meeting and recorded in meeting minutes.

## Section Three: General Information for Student Clubs/Organizations

### Club/Organization Types

Student Organization Categories are identified in one of the following four categories:

- Academic Groups
  - These are clubs directly correlated with an academic program
- National Honor Societies
  - Honor societies are unique in that students cannot simply sign up and become a member but meet specific requirements, such as having a certain GPA in their academic discipline to be inducted.
- Fraternity & Sorority Engagement (Social Greek Organizations)
  - Greek letter organizations are another unique student group. Each group has its own specific set of values and ideals; however, the general mission is to develop social excellence in its members through service, philanthropy, leadership development, and campus involvement.
- Special Interest Groups
  - This is the umbrella of a majority of the organizations on campus and includes everything ranging from Rotaract to Student Veterans of America. Wherever student interest exists; an organization can be created to meet that need.

### Is your club/organization Registered?

If your club/organization cannot be located in Presence, the club/organization has not followed the proper guidelines for becoming active. Please see “Creating a New Organization” or contact SGA for further instructions.

## Creating a New Organization

1. Visit the SSU Bear Life Presence student portal at <https://shawnee.presence.io/>.
2. Click on "Forms" at the top of the page
3. Click on the "Organization Registration" Form
4. Complete the Organization Registration. Please note: all required fields must be completed in order to submit the form for approval.
5. Once your form is complete, click on the green "Submit" tab in the upper right-hand corner

You will be directed to a page where you will see your completed form. If anything needs to be changed, you can select the edit tab in the upper right-hand corner, and you will be able to edit your Organization Registration. If not, click "Submit for Approval." If your request has been denied, please review the denial reason contained within the confirmation email. Please contact [SGA@mymail.shawnee.edu](mailto:SGA@mymail.shawnee.edu) with any questions regarding the reason for denial.

## Reactivating an Inactive Club/Organization

To reactivate an inactive club, please follow the instructions below:

1. Visit the SSU Bear Life Presence student portal at <https://shawnee.presence.io/>.
2. Click on "Forms" at the top of the page
3. Click on the "Organization Registration" Form
4. Complete the Organization Registration. Please note: all required fields must be completed in order to submit the form for approval.
5. Be sure to specify on your form whether your club is new or is being reactivated by clicking the check box.
6. Once your form is complete, click on the green "Submit" tab in the upper right-hand corner

## Editing Organization Information

Need to make changes to information about your organization? By editing your organization, you can make changes to many areas, like meeting time, contact information, and more!

Here's how:

- Starting in Presence from any screen, hover over the left navigation bar on the left and select "Organizations"
- Search or locate your organization from the available list and click the three stacked dots on the right side of the table.
- Select "edit"
  - You can also click the pencil icon on the top right of an organization page
- The next screen is the Organization Registration/Update form. This screen will be pre-populated with the information currently in place for your organization. Here, you can make changes to meeting times, your organization description, and your roster!
- After all changes have been made, click on the green button that says "Submit for Approval" in the upper right corner.

- If you want to preview responses before submitting, click on the small arrow to the right of “Submit for Approval” button and select “Save as a Draft”. Not only can you preview the information but save it and come back to it later if needed.

## Managing Your Roster and Changing a Members Role

Managing your roster is an important part of keeping your organization up-to-date and organized. Here's how you can remove inactive users and update the officer positions held by current members:

1. From any screen, hover over the left navigation menu and select "Organizations."
2. From the organizations listing page, click the three stacked dots next to the organization you want to update and select “roster”.
3. You can also select an organization and click on the “Roster” tab.
  - a. The Roster tab should provide a complete list of all members and officers in the organization.
4. Click on the pencil icon to the right of the member’s name.
5. An “Edit Member” box will appear.
6. Click on the drop-down menu to change or update the member’s role.
7. Once you have selected the new role for that member, click the green save button.

## Deactivating a Member

To deactivate a member from your organization:

1. From any screen, hover over the left navigation menu and select "Organizations."
2. From the organizations listing page, click the three stacked dots next to the organization you want to update and select “roster”.
3. You can also select an organization and click on the “Roster” tab.
  - a. The Roster tab should provide a complete list of all members and officers in the organization.
4. Click on the pencil icon to the right of the member’s name.
5. An “Edit Member” box will appear.
6. Click on the red “deactivate” box to remove a member from the organization

## Transitioning your Clubs/Organizations

At the beginning of every semester the **president** is responsible for updating the organization members through Presence. The transition process has the president look over the information for the club/organization and confirm that everything is up to date. When the president completes the transition process, they will update the roster by marking old members as "former," updating any position changes for current members, and adding new members.

Your updates will go to the Student Government Association (SGA) for review. Once they have processed your request, you'll get an email. You will see the changes reflected on your organization’s page after the transition request has been approved. **The president of the**

**club/organization will need specific admin access in order to transition an organization.** You can contact SGA at [sga@mymail.shawnee.edu](mailto:sga@mymail.shawnee.edu) for assistance if you do not have access. If you have received an email from Presence indicating that you need to Transition your organization, follow the steps below to complete the transition process:

1. Log into Presence: <https://shawnee.presence.io>
2. Select “Admin Dashboard”
  - a. You will need specific admin access to get to the Admin Dashboard.
3. From any screen hover over the left navigation menu and select “organizations” to bring up the full list of all SSU organizations.
4. Search for your organization, then click the three stacked dots to the far right of your organization's name.
5. Select “transition” from the menu that appears.
  - a. If you don’t see the word “transition”, look to ensure there is a blue box next to your organizations name that says “In Transition”
6. Check to be sure all the fields with a red asterisk (\*) have been completed fully, as those fields are required.
7. Once all information and rosters have been updated, scroll back to the top and click the green button at the top right that says, “Submit for Approval”.

### Student Organization/Club Email

Every club is affiliated with their own email. It is the **treasurer’s** responsibility to maintain the email and keep the login information to themselves. This email will be used to login to your PowerBI and DocuSign accounts. You may also utilize your club email for meeting minutes, welcoming new members, event reminders, and general club announcements.

### Officers and Responsibilities

Each active club/organization is required to have a president, vice president, secretary, and treasurer. All officers must be currently enrolled students with good standing at Shawnee State University. Please note that while College Credit Plus (CCP) students are allowed to be members of clubs and organizations, they are not permitted to hold leadership positions.

- **President Duties:** Leader of the club/organization. Responsible for setting and monitoring the goals of the club/organization, running club meetings, delegating tasks as necessary, recruiting, training and retaining members, and maintaining regular communication with all club members.
- **Vice President Duties:** Takes charge in the absence of the President. Responsible for assisting the President in realizing the overall aims of the club/organization. May have additional duties based on the club/organization constitution.
- **Treasurer Duties:** Keeper of finances and ordering. Ensure funds are spent properly.
- **Secretary Duties:** Keeper of meeting minutes.

## Student Club/Organization Membership

Student club/organization members must be currently enrolled Shawnee State University students. Please note that while College Credit Plus (CCP) students are allowed to be members of clubs and organizations, they are not permitted to hold leadership positions.

---

## Section Four: Finances

### Fundraising through the Development Foundation

All fundraising activities and solicitations shall originate from and be conducted by the Development Office. In certain cases, staff, faculty, including departments and programs, and students, including organizations, clubs, classes, and teams, may be permitted to conduct fundraising activities to solicit gifts that benefit SSU in amounts of less than \$1,000 if explicitly approved by the Development Office. This procedure applies to any person or entity seeking to solicit contributions of any kind to Shawnee State University or the Shawnee State University Development Foundation.

No person or entity may fundraise or solicit funds on behalf of or to benefit Shawnee State University or the Shawnee State University Development Foundation without prior approval from the Director of Development or designee.

Any person or entity seeking to fundraise or solicit funds shall submit a fundraising plan by completing the online Development Office Fundraising Approval Form no later than twenty-one (21) days prior to the scheduled commencement of the proposed fundraising activity. The person submitting the fundraising plan form is the fundraising project manager. You can find more information on guidelines and application/approval process [here](#).

The following fundraising and solicitation activities are strictly prohibited by any group other than the Development Foundation office:

- Raffles or games of chance;
- Appeals to benefit any individual;
- Direct solicitation of Shawnee State University employees, including door-to-door solicitation and any use of university email;
- Any solicitation or fundraiser not explicitly approved in writing by the Development Office prior to commencement of the activity;
- Fundraisers or solicitations to raise money for operational purposes.

### Account Numbers

Each club is associated with its own account number. If you are unsure of your organization's account number, please contact Bailey Reader-Smith, the Student Affairs Specialist, or Autumn Reffit, the accountant in Finance and Administration, and they will assist you. You can find their contact information on a table on the last page of this manual.

## Budget Manager-PowerBI

Budgets will be monitored using the Power BI Module that is used campus wide. The Power BI Module is a data collection app that is used for account balances at the University. This is the fastest way for student organizations to be able to see all purchases and money received. The report is updated every night to ensure the most accurate numbers are displayed. The executive board member tasked with the responsibility of monitoring and managing the organization's account is the **treasurer**. Power BI will allow each treasurer to have access to view the money available as well as any money spent from the account.

To access the Power BI Module:

Students: Contact Student Engagement Office for the link to the module

- Bookmark the link in your browser or email so you have future access.

Advisors: If accessing the report through the main Power BI page, you will:

- Click workspaces
- Then click “Student Group Budget Report”
- Click on the option that has “report” under the heading TYPE

## Expenditures

In order to spend club funds, the club must be in good standing with SSU. This includes completed trainings and an updated roster. The Request for Funds form needs to be completed 21 days prior to spending club funds. By completing the Request for Funds form, you are requesting a purchase for your organization.

To complete the form, the Treasurer of the club/organization must create an event in Presence by going to their Admin Dashboard from the drop down in the top right corner. The treasurer will need specific admin access to get access to the dashboard. Next, click the “Create” button in the top left corner; a box of options will then pop up, select “Events”. The Treasurer will then fill out all necessary information. In the event a small error is made on the form, corrections can be made by the Student Affairs Specialist.

Please keep in mind, student club/organization funds should **NEVER** be used toward the payment of the following:

- Personal membership dues (applies to students and advisors)
- Paying club members or advisors for work done
- Paying Faculty/staff of SSU for work done
- Purchasing alcohol
- Reimbursement of personal funds for events that are not SSU approved

For more information on expenditure & other forms, please visit the Forms & Requirements section of this manual.

## Receiving Funds

- Fundraiser Form from the Development Foundation must be submitted 21 days prior to the scheduled commencement of the proposed fundraising activity. Students should receive an approval or denial via email from the Foundation.
- **Change Fund:** Change funds are made available to authorized cash handling personnel for the purpose of making change for currency sales and/or services. Change funds must not be commingled with other funds or used for any other purpose. If a club/organization intends to collect funds they will need to request the change fund by filling out the Change Fund Request form in Presence. Filling out this request ensures your club has access to the change prior to their planned event. More information on filling out the form can be found under the Forms & Requirements section of this manual.
- Please keep in mind, all cash (including the change fund and club/organization profit) must be turned in the **SAME DAY** as the event. If an event occurs after operating office hours, the Treasurer is responsible for turning the cash into the Department of Public Safety (DPS). The treasurer is then also responsible for retrieving the cash from DPS the next business day and returning it to the Office of Student Engagement.
- **Sales Tracking:** A data or tally sheet should be used to record each transaction, noting the amount ordered and who made the purchase—this includes fundraisers, bake sales, t-shirt sales, etc.! This step ensures that all money is properly accounted for when submitted to Student Engagement. When you request the change fund, you will also receive a receipt book for donations, a counterfeit pen, and a cash box. After returning the funds, the Student Affairs Specialist will count the money with you and provide a receipt for your records. [Here](#) is an example of a data/tally sheet that can be customized to suit your fundraising needs.
- Funds raised should **NEVER** be handed over to another student—even if the student works in a particular office! Always be sure you are giving your funds to a staff member.
- Clubs will receive three warnings for failing to submit their data/tally sheet when accepting funds. After three warnings, the Office of Student Engagement will **SUSPEND** funding to the club until the process is completed correctly.

## Reimbursements

Each student or group seeking reimbursement must submit required material immediately following and no later than (30) days after the event, program, or purchase to the Office of Student Engagement.

Required materials include:

- Permission to Travel form with all expenses (including non-reimbursable expenses)
- Copy of the club's vote of approval
- All original receipts (only attach what is being reimbursed)
- Liability form (if applicable)
- Bank statement of charge including the purchaser's name

- Last four digits of card used, and the total amount spent

Club reimbursement eligibility is based on the club's existing funds. Failure to turn in all requested materials on time could affect your reimbursement. **Please keep in mind that if an advisor uses their Shawnee State University P-Card for any purchases without the proper form of approval, reimbursements CANNOT be guaranteed.**

Students are permitted to be reimbursed in certain situations only. Conditions for student reimbursements are considered on a case-by-case basis. If they spend their personal funds on university programming and events without pre-approval, it **CANNOT BE GUARANTEED; they** will be reimbursed.

---

## Section Five: Forms & Requirements

*\*\*\*All necessary forms are located in Presence.*

### Making Reservations for Space on Campus

To make a reservation for space on campus, the treasurer of the club/organization must go to Presence and create an event. Once you are on the Events Registration page, keep scrolling down the page and you will come across a Time/Location and Space Reservation section. Please fill all sections out to the best of your ability. Once your reservation is approved or denied, the treasurer should receive an email from Presence stating approval or denial.

### Request for Funds Form

This is the initial form that must be filled out prior to any club/organization purchases. Any purchases made without an approved Request for Club/Organization Funds form, whether it be from a student or an advisor, is **NOT** guaranteed to be reimbursable. To request to spend club/organization funds you must submit the Request for Clubs/Organization Funds form for approval. If your request is over \$40.00, we will require your Leadership team to vote for approval before signing your form. If your request is over \$100.00, we will require your whole club's vote of approval before signing your form. All sections must be filled out appropriately to avoid a declined form. In the event a small error is made on the form, small corrections can be made by the Student Affairs Specialist.

To request for funds, the treasurer must complete the following steps at least 21 days prior to the event:

1. Log into Presence and select the "admin dashboard"
  - a. You will need specific admin access to get to the Admin Dashboard.
2. Hover over the left-hand menu and select "Events"
3. Select the plus sign (+) on the far-right side.
4. In the Events form, you will select the second available link under group description titled "Request for Funds- DocuSign"

5. Fill out the DocuSign form in its' entirety, making sure to enter the correct information for the organization's advisor.
  - Ensure your cart is accurate and includes a screenshot as well as the costs of items, including shipping and/or taxes.
6. Finalize and submit the DocuSign form

Approval or denial notice of the Request for Funds will be sent from DocuSign. Upon approval and purchase, items will be picked up from the office of Student Engagement in Morris University Center, 222. You will be contacted by the Student Affairs Specialist via email when the purchased items are available for pick up.

### Permission to Travel Form

Before filling out this form, please be sure to schedule a meeting with either the Director of Student Engagement, Rikki Butler, or the Assistant Director, Marlita Cadogan. Students must fill out this form in order to attend any Shawnee State University event away from campus or any overnight stays off campus. When a student plans to travel, the Permission to Travel form must be approved prior to making any purchases. All travel (same-day and overnight) domestic and international must be authorized and approved in advance by the appropriate administrative supervisor. Lodging may be needed for club travel that exceeds 100 miles from campus, depending on the circumstances. Any purchases made without an approved Permission to Travel form (whether the purchase was made from a student or an advisor) are NOT guaranteed to be reimbursable.

The process for Permission to Travel is very similar to the Request for Funds procedure listed above. The steps for student travel are as follows:

1. Log into Presence and select the "admin dashboard"
2. Hover over the left-hand menu and select "Events"
3. Select the plus sign (+) on the far-right side.
4. In the Events form, you will select the fourth available link under group description titled "Permission to Travel- DocuSign"
5. Fill out the DocuSign form in its' entirety.
  - This form should include: names and ID numbers of all who are traveling, dates and reason for travel, mode of transportation, all anticipated expenditures, lodging plans, and reimbursements (if any) being sought for travel.
6. Attach any supporting documents
  - Liability waivers, hotel/vehicle reservations, conference schedules, etc.
7. Finalize and submit the DocuSign form

### Fundraising Request Form

Any person or entity seeking to fundraise or solicit funds shall submit a fundraising plan by completing the online Development Office Fundraising Approval Form no later than twenty-one (21) days prior to the scheduled commencement of the proposed fundraising activity. The

person submitting the fundraising plan form is the fundraising project manager. You can find more information on guidelines and application/approval process [here](#).

### Catertrax

If food will be served at your event and costs more than \$250.00, you **must** contact Aladdin Catering for your order. Your order must be submitted 21 days prior to the planned event. Any amount changed on the requests within 3 days of the event; there will be a fee added for adjustments. The following link will take you to the Bear's Den webpage: [SSU Bears Den Webpage](#). Once you are on their webpage, you will:

1. Find the Catering tab at the top of the page.
2. Then, click on "Order Catering."
3. In the top left corner, click on "Catering Menu."
4. Fill out the "Event Details"
5. Select your catering items.
6. Once you are done adding items to your cart, you will then select the cart in the top right corner and complete the checkout details.

Please always make sure that the account number is completed (minus the dashes when keying it in). Cater requests (when paying with account numbers) cannot be accepted until that is completed.

### Liability Waiver Form

Student activities trips, including trips by student organizations, require the submission of a Student Organization Travel Authorization Form. Furthermore, every student participating must complete the Release from Liability Waiver form. The forms must be on file in the Student Engagement Office, University Center 222, prior to the departure date. All travel (same-day and overnight) domestic and international must be authorized and approved in advance by the appropriate administrative supervisor.

### Motor Vehicle Record (MVR) Authorization Form

Shawnee State University is committed to the safety of faculty, staff, students, and visitors. These procedures establish rules for drivers for university-sponsored activities. Drivers may include employees, students, or volunteers. Drivers are to have in their possession a valid driver's license at all times and proof of insurance as required by applicable law. Students who are 21 years or older, with a valid driver's license, and acceptable driving record as demonstrated via an MVR check may be pre-approved as a driver by the appropriate Dean or second-level administrative manager (Director, Associate Director, etc.). You can find more information on MVR policies [here](#).

### Change Fund Request Form

Change funds are made available to authorized cash handling personnel for the purpose of making change for currency sales and/or services. Filling out this request ensures your club has

access to the change prior to their planned event. The club/organization treasurer must attach the approved Fundraising Request form in order to reserve the change fund. The amount must be returned in full, along with the profit made, on the same day as the event. If an event occurs after operating hours, the treasurer is responsible for turning the cash into the Department of Public Safety (DPS).

### Club/Organization Request Cut-off Time

Please submit any Request for Funds or Permission to Travel forms to the Office of Student Engagement at least 2 weeks before the end of the semester to ensure your items arrive before the end of the semester. Anything after the two-week mark will be denied, with a few exceptions.

## Section Six: Student Organization Advisors

### What is an advisor?

The role of an advisor is many-faceted. The advisor may act as mentor and friend, policy enforcer and trouble shooter, resource and idea person or listener/counselor, mediator, facilitator, referral person and sometimes as just another member of the group. Being an advisor is a delicate balancing act; it requires that all those involved meet one another with respect and openness. The advisor's role will vary depending on the type of organization, the size of the group, and its stage of development, from a newly founded group to one that is well established.

### Who can be an advisor?

All registered student clubs/organizations are required to have an advisor. Shawnee State University permits only full-time faculty, administrators, or staff to serve as a student club or organization advisor.

### What is expected from an advisor?

Common elements of the advisor role include, but are not limited to, the following duties:

- Being familiar with the club/organization's objectives, constitution, and bylaws.
- Meet regularly with the student leaders to give them support and encourage them to accept their responsibilities, meet their objectives, and develop as leaders.
- Be familiar with the university's policies and risk management procedures to assist leaders in their efforts to conduct business on campus.
- Be able to help members explore alternatives as they plan activities/events
- Help leaders during periods of transition in an effort to maintain continuity and succession planning. You are working with the students, not for them or over them.
- Review expenditures of the club/organization, as well as encourage the maintenance of accurate financial records by organization members.

- Require the treasurer to discuss all expenditures with the entire club/organization before financial commitments are made.
- Alert student leaders to potential organizational problems.
- Be familiar with all forms for clubs/organizations that need to be completed to travel or request club funds.
- Have respect for individualism and don't be over controlling; allow the students to run the organization; allow the group to fail but be there to help them understand failure.

A full list of expectations as well as advisor resources can be found in the Student Organizations Advisor's Guidebook. It is very important that they be kept informed as to the operation and needs of the organization. The student leaders must see that the advisor receives all minutes of meetings and is kept well-informed of the program, upcoming events, and meetings. It is not the role of an advisor to "impose" himself or herself on an organization but to be an available resource to the leadership and members. Student Engagement serves in a general advisory role to organizations and advises as the need and particular questions arise.

### Replacing an Ineffective Advisor

Occasionally an advisor to a student organization does not meet the organization's expectations or fails to fulfill the responsibilities of an advisor. If a student organization feels that their advisor is ineffective, the club or student organization should contact Student Life to discuss the problems or issues involving their advisor.

---

## Section Seven: Student Affairs Contacts

| Title  | Teams Phone Number | Email  |
|--|--------------------|--|
| <i>Interim Dean of Students:</i><br>Jeff Hamilton                | (740) 351-3865     | <a href="mailto:jahmilton@shawnee.edu">jahmilton@shawnee.edu</a> |
| <i>Student Affairs Specialist:</i><br>Bailey Smith               | (740) 351-3078     | <a href="mailto:breader@shawnee.edu">breader@shawnee.edu</a>     |
| <i>Director Student Engagement:</i><br>Rikki Butler              | (740) 351-3164     | <a href="mailto:rbutler@shawnee.edu">rbutler@shawnee.edu</a>     |
| <i>Assistant Director Student Engagement:</i><br>Marlita Cadogan | (740) 351-3156     | <a href="mailto:mcadogan@shawnee.edu">mcadogan@shawnee.edu</a>   |

[Student Engagement Webpage](#)