

# **University of Alaska Southeast**

## **Student Organization/Club Handbook**

Updated Spring 2019

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## **University of Alaska Southeast**

### **Mission**

Student learning enhanced by faculty scholarship, undergraduate research and creative activities  
community engagement, and the cultures and environment of Southeast Alaska

### **Values**

Excellence, Diversity, Access, Collaboration, Sustainability, Stewardship

### **Core Themes**

Student Success, Teaching and Learning, Community Engagement, Research and Creative Expression

## Introduction

Student organizations are an essential part of campus life at the University of Alaska Southeast. Involvement in organizations can enrich your experience as a UAS student and offer you the chance to develop leadership skills as well as strengthen your relationships with fellow students, your campus, and the Juneau community.

This handbook is designed to be a tool for registered and prospective student organizations at the University of Alaska Southeast Juneau Campus. It includes useful information on starting and maintaining a club, the benefits of being an official club, managing club accounts, event planning, advertising, and more. Please take some time to familiarize yourself with its contents, and if you have any questions please don't hesitate to contact Student Activities.

## **What is a Student Organization?**

A “**campus club**” is an organization whose membership is a combination of students and faculty, staff, alumni, and/or local community members with common goals and objectives. A “**student club**” is an organization whose membership is solely students with common goals and objectives. Clubs that are officially recognized by Student Activities have access to certain benefits and privileges not available to unofficial clubs or groups.

Note: organizations housed and funded through UAS departments, such as the Student Activities Board and Student Alumni Association, are separate, department-run and operated. As such, they are not held to the registration or active status requirements outlined in this hand book.

## Benefits of Being an Official, Active Club

Benefits of being an official UAS student club/campus club include;

- *Trainings*: Members of clubs may be eligible to attend trainings offered on topics including: event planning, fundraising, organizational success, leadership skills, leadership transitions, and more.
- *Facilities/Space Use*: Clubs have access to use certain University facilities free of charge that non-official clubs would incur a fee to use.
- *Printing*: Clubs may print club materials/advertisements in color free of charge. Please contact Student Activities to have your materials printed.
- *Supplies*: Clubs may use the colored paper, paints, glitter, copier, and other craft supplies located in the Student Activities office for official club use.
- *Recruiting*: Official clubs may actively recruit members on campus. This includes several events held each fall and spring semester such as Campus Kickoff and Club Fairs. Individual clubs may also choose to hold their own recruiting event as well. Recruitment tabling is welcome at Spikes and the Lakeside Grill, or elsewhere on campus, with prior approval from Student Activities.
- *Bulletin Boards*: Clubs may post advertisements on UAS bulletin boards located around campus. These ads must list your club name.
- *Website*: Official clubs have their description and contact information posted on the UAS website, as well as events and meetings posted to the Juneau Activities online calendar.

- *Funding:* All official clubs receive a starting semester allotment from the USUAS-JC (amount determined each year). Clubs also have the opportunity to request additional funding from the USUAS-JC.

### **Notice of Nondiscrimination**

The University of Alaska is an affirmative action/equal opportunity employer and educational institution. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at [www.alaska.edu/titleIXcompliance/nondiscrimination](http://www.alaska.edu/titleIXcompliance/nondiscrimination).

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### **Registration**

Registration is required annually. All **returning clubs** must register within the first four weeks of the fall semester to be considered an official, active club and to receive the fall semester budget allotment. If a returning club misses the Fall deadline, they may still be eligible for the Spring allotment with approval from Student Activities.

**New clubs** must register within the first four weeks of fall or spring to receive that semester's budget allotment.

### **New Club Registration**

To register a new student club, please complete the following steps.

1. *Recruit members/gather interest:* The first step to starting a Student Club is gathering potential members! There are lots of ways to do this, from going around your friend groups and asking if people are interested, to setting up a table in the cafeteria. There are also several events each

semester that current and potential clubs can use to recruit members including Campus Kickoff and Club Fairs!

Recruitment Policies:

- You may not block egress during any recruitment process.
- All flyers or materials must be approved by Student Activities. These flyers must clearly state your organization's name.
- Tabling must be pre-approved by Student Activities. A student member must be present at all times while tabling.
- Students and student organizations shall not engage in any activity that is considered hazing. Hazing is any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily or mental injury. You should report all incidents of hazing, no matter how seemingly small, to Student Activities and/or to the Dean of Students.
- New clubs are not given or permitted to use funding from the University until after they successfully complete the registration process.
- Recruitment events must be approved by Student Activities.

For information about upcoming events, check out the campus activities calendar. For more information about our policies and procedures, contact Student Activities.

2. *Find an advisor:* Once you've secured a few members, you'll need to find an advisor. Your advisor should be a staff or faculty member at UAS, however community members may serve as advisors with approval from Student Activities. The best way to find an advisor is to ask around, check with faculty who teach subjects related to your club, or staff who have an interest/expertise in the focus of your club. The level of involvement required for an advisor can vary for each club. If you need help finding an advisor, don't hesitate to ask someone in Student Activities!
3. *Registration Form:* The Registration Form can be found on the UAS Student Activities website. To complete the Registration Form you will need your club's name, goals, contact information for a student lead and staff or faculty advisor, the support of at least 5 current UAS Juneau students, and meeting times.

Once all the above steps are completed and turned in to Student Activities your club will be official!

### **Returning Club Registration**

If your club is continuing into the next academic year you can submit the Club Registration form as early as April 1st.

Continuing clubs who fail to register for the following academic year by week four of the Fall semester each year or fail to demonstrate activity for one full semester will go into "**inactive**" status. Inactive clubs will not have access to any rights and privileges of official, active clubs. Clubs will be notified of their inactive status. Appeals will be on a case by case basis. After one full calendar year of inactivity, any funds remaining in the club's account will be returned to the Student Government general funds. In order to regain active status at any time during this year, clubs must complete the new club registration process and verify their status with the Student Activities office.

## **Responsibilities of a Club/Student Organization**

Responsibilities of a Club/Student Organization include:

- Must inform Student Activities of any changes in club leadership
- Must maintain a current registration via the website
- Must maintain active status by submitting semesterly reports
- Must adhere to University policy as well as federal, state, and local laws
- Must be open to membership from all UAS Juneau Campus students

An “**active club**” is defined as a club that has registered for the current academic year and has demonstrated club activity. This activity is demonstrated by submitting semesterly reports on their club activity. Reports are submitted online through the Campus Clubs webpage, <http://www.uas.alaska.edu/juneau/activities/clubs/index.html>. Reports will include information about how many events/meetings the club held during the semester, how many students and non-students attended the events, and what events they have planned for upcoming months. Club reports are due BEFORE finals week begins. Club reports will directly impact the amount of money allocated to your club, and so please be as thorough as possible. Clubs that submit their reports late, risk being classified as “inactive”

## **Membership Guidelines**

To be officially recognized, clubs must have at least five (5) members who are current UAS students. Membership in student organizations or clubs is open to all students taking at least one (1) UAS credit hour.

Any limitation on membership must be related to the club's core goals and mission. Any limitation must be approved by Student Activities, and are discouraged.

Club membership must be open to all UAS students without discrimination on the basis of gender, race, national origin, age, creed, appearance, learning and physical differences, social status, economic background, religious affiliation, political affiliation, sexual orientation, gender identity, gender expression, and/or lifestyle.

## **Inclusive Language and Environment**

It is the responsibility of all club members, leaders, and advisors to foster an inclusive and nondiscriminatory environment. An inclusive environment is one in which all those participating feel able to actively engage and feel safe and welcome. An inclusive environment acknowledges and values the differences of the people participating.

## **How to foster an inclusive environment**

*Discussion and Agreement:* The first step to creating an inclusive environment is to come to an agreement as a group that a goal of your club is to be inclusive and that discrimination is not ok and will not be tolerated. A few ways to do this would be to: include discussing discrimination and inclusive environments in your club meetings and providing club members with materials and resources on discrimination and being inclusive.

*Acknowledge:* Acknowledging the diversity of your group members and their experiences is an important part of being inclusive.

*Be a Model:* Each individual club member can help by modeling inclusive behavior and language.

*Call it Out:* Recognize and acknowledge discriminatory behaviors.

### **Roles and Responsibilities of Student Leadership**

Responsibilities of a club's student leaders include:

- Serve as the main contact between the club and Campus Life staff
- Maintain communication with and encourage appropriate involvement of the club's advisor(s)
- Ensure the club maintains active status by completing the yearly registration process and end-of-semester reports.
- Lead the club in the development and pursuit of shared goals
- Train future club leaders and assist with leadership transitions when necessary

### **Roles and Responsibilities of Club Advisors**

The roles and responsibilities of a club's advisor will vary greatly from club to club. Some clubs may want their advisor present at every meeting and event, while others will only need their advisors to be available for help when needed. It is important for club members and advisors to discuss what they need and expect from their advisor and how their advisor will best be able to help them.

Required responsibilities of a club advisor include:

- Be available to club leaders and members for mentoring and advising
- Help ensure the club meets all requirements to maintain active status
- Be knowledgeable about University Policies, including the USUAS-JC Constitution and the Club Handbook
- Ensure the club is following all local, state, and federal laws

Recommended roles of a Club Advisor include:

- Regularly attend club meetings and events
- Meet with the club's leadership

### **Club Funds and How to Spend Them**

Official, active clubs who are recognized by Student Activities by the deadline are given a yearly allotment from the USUAS-JC. The maximum allocation to each club shall be \$300 per semester. The allocation shall be calculated by student membership percentage on a semesterly basis, in order to promote student engagement. In short, the more members, the more funds you'll receive. These funds are not annually renewable. Unused funds will be returned to the USUAS-JC at the end of the academic year. Please see the Student Activities and Student Government Administrative Assistant to see how much money your club qualifies for. The amount of the allotment may change each academic year depending on the USUAS-JC budget. Clubs that become active in the Spring semester will receive the allotment for the

Spring semester only. **Only funds your club gains from fundraising will roll over to future Academic Years.**

Student Activities reserves the right to freeze or revoke club account funds if the club violates the policies or procedures, or is found to be inactive. An inactive club is defined as a club that fails to register for the academic year or fails to show activity for one full semester.

All club funds and purchases must be managed through the Student Activities office. No student club or organization may open or operate an off-campus bank account. (UA BOR P.09.07.30)

### **Budgeting**

Club accounts are managed by the Activities & Student Government Administrative Assistant. Whenever a club makes a purchase or deposit, it is recorded in their club account. Clubs may request to view their club account at any time. If at any time your club's account does not match with your budget records, please contact the Administrative Assistant.

### **How to Purchase**

Please allow *at least* two business days for all purchases. Large or complicated purchases, such as any purchases that require a contract, off-campus space rentals, large equipment purchases, any sort of performer or speaker fee, film screening rights, etc., will take at least two weeks, if not longer, to process so please plan accordingly.

### **Forms**

You'll need these two forms to purchase anything (*feel free to come by the Student Activities office and we'll help you to complete the forms*):

**Purchase Requisition Form – required for each purchase. This form serves as an approval for you to expend funds.**

**-AND-**

### **Entertainment Form - Food, Drinks, and Decorations**

*Any purchase involving food, drinks, decorations, or a contract, will also require an Entertainment Form to be filled out. An Entertainment Form is a form all UAS departments have to use to justify spending University money on the above categories.*

To fill out the Entertainment Form you will need an event name, date of event, estimated cost, and to answer the following questions;

· *Fully describe the planned event (include a description of location and all aspects of the entertainment involved):* Please use as much detail as possible when describing your event. Include details such as where the event will be held, what participants will be doing at the event, and what (if any) food or drinks plan to be provided.



- *What is the business or institutional purpose of this event?* This is where you justify the purpose of your event, for example the purpose of a blood pressure screening event could be to provide students, staff, and faculty an opportunity to check their blood pressure and get information about healthy blood pressure, and the purpose of a dance could be to give students a fun event to interact outside of the classroom, meet new students, and offer an active and stress-relieving activity.
- *Will business or institutional discussion take place during the event? If so, what do you intend to discuss?* If business or institutional discussion is part of your event, please elaborate here.
- *Who will be present at the event? What is the relationship of each participant to the University, and to the institutional purpose of the event?* Please list who will be attending/invited to the event, being as specific as possible. If the event is only open to club members, you can list “members and advisors of \_\_\_\_\_ club”. If the event will be open to all UAS students, please indicate so. Please also indicate who will be facilitating the event.
- *Approvals:* Once the form is filled out, please sign under “Requestor Certification” and turn in the Activities & Student Government Admin to gather the rest of the required signatures. Events costing less than \$1,000 will need to be approved by Student Activities. Events costing \$1,000 or more will also need to be approved by the Director of Business Services. Getting approval on forms can sometimes take several days, so please plan accordingly.
- At the end of all shopping trips, always make sure to turn in the original receipt along with any paperwork from other retailers to the Activities & Student Government Admin. **Failure to return receipts or other paperwork within one week will result in clubs losing shopping privileges.**

### ***Tax Exempt***

All purchases made for clubs using University funds are tax exempt. Make sure to tell the cashier wherever you are shopping that the purchase is tax exempt. Most vendors will have a tax exempt sheet or form for you to fill out. If the vendor will not let you purchase tax exempt, contact Student Activities and do not complete the purchase. **The University’s tax exempt code is 92-6000147.**

Note: If you forget to ask for tax exemption, you’ll need to go back to the place of purchase and request a refund. If you are not able to get a refund, then the tax will have to be paid for out of pocket.

### ***Costco***

For Costco trips, first fill out the above necessary forms and turn them in. Once your purchase is approved, we’ll need to use the Costco Membership and Business-to-Business Credit Card to complete the transaction. We’ll need to schedule a time to go in-person with you to Costco. Be sure to tell the cashier that the sale is tax exempt. Return all receipts to Student Activities.

### ***Other Local Vendors***

Purchases from most local vendors must be made by a Student Activities professional staff member. First fill out the necessary forms and submit. Once your purchase is approved, work with them to complete the purchase with a University Credit Card, either by arranging for payment of items by phone or meeting at the retailer.

### ***Online Purchases***

For online purchases, fill out the necessary forms above and work with Student Activities to complete purchase. It is best if you can send a link to the specific item(s) requested.

### ***Petty Cash Reimbursement***

If necessary, club members can be reimbursed for purchases made using their own money as long as it does not include food and does not exceed \$100. Bring your receipt to the Activities & Student Government Admin to begin the petty cash reimbursement process. **NOTE: You still must complete the above listed forms.**

### ***Film Screening Rights***

If your club is interested in showing a movie you are legally required to obtain the public performance rights for that film, even if you own a copy of the movie already. A public screening is defined as either: presentation at a place open to the public; presentation at a place where a substantial number of people who are not family members or friends are gathered; or any presentation advertised to the public, including through social media. The cost to purchase public performance rights varies anywhere from \$200-\$800 depending on the size of audience, venue, and age and popularity of the movie.

\*Helpful Hint\* the Egan Library has a Canopy Screening service. Movies through their service might be significantly cheaper or free all together.

### **Deposits**

All deposits and money earned by clubs from fundraising, performances, etc. must be deposited with the Activities & Student Government Admin. The money will be available in your club's account immediately after the deposit is received. When the money is deposited, a Club Deposit Form will need to be filled out with the amount of deposit, name of the person depositing it, and where the deposit came from. This form is for the club's records and can be filled out at the time of deposit.

Fundraising is a great way for your club to make money to put towards events or supplies! Holding fundraising activities or events will also increase visibility of your group, and make people more aware that you are an active group working to reach their goals. They can also be a fun opportunity for your members to practice leadership skills and gain abilities and experience that can be relevant to future careers.

If your group is thinking about fundraising, the first things to consider are setting a goal amount and what the funds will go towards. Having a goal and purpose will both motivate your group members and let the people who may be donating to your organization know what their money is going towards. The next step will be coming up an event idea. Check out the list below for a couple of ideas, but there are hundreds more ideas out there! As a group, come up with ways to be creative with your fundraising event.

While planning your fundraiser, make sure to check in with Student Activities. We are always available to help with ideas on making your fundraiser successful, and making sure that your fundraiser follows UA policies. **Any fundraiser where you plan to solicit donations from outside organizations must be approved by the UAS Development Office.** See Activities before you move forward.

### **Fundraising Ideas**

- Bake sale: People love baked goods! A classic go-to fundraiser for a reason! Bake sales are great and fairly easy fundraisers. You can use the initial funds provided to your club to purchase baking materials and get together with your club members to make a bunch of goods to sell. Location will be a big factor in the success of your bake sale, as higher traffic areas will get you more customers. Make sure to get permission from wherever you would like to set up and sell. An alternative to setting up at one place is a traveling bake sale, where you go around to different businesses or office buildings and sell your goods! If you plan to go this route it's also good to get permission from businesses you plan to visit, and as always advertise before-hand so that people know you're coming, and you might even get requests to stop by locations you hadn't considered!
- Auction: Get items or services donated from individuals, groups, or businesses. Hold a silent auction event where people can go around and bid on the items or services. This can be a low-cost event to you, but to help increase attendance you could consider offering refreshments and some sort of entertainment.
- Pledge Events: Hold an event where groups or individuals go around and collect pledge donations to do an activity, such as a marathon, dunk tank, or other fun/silly event.
- Candy-grams: Club members can sell candy-grams to be delivered around campus to students, staff, or faculty. Depending on the number of candy-grams sold, this event can be a fairly low-cost one, but may require a high time commitment from your members.
- Dinner: Hold a dinner event, such as a spaghetti feed, and charge admission. This event would require more money to be spent before the event to make dinner, so advertising and turnout will be especially important. You could also consider looking for food/ingredient donations to help with the cost of the event, and incorporating some sort of entertainment to boost attendance.
- Craft Sale: Set up an event where you sell crafts made by club members, or made at a previous craft event!