

**UVU
Club Manual
2009-2010**



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Introduction

Utah Valley University, and the Office of Student Life, recognizes that student organizations enrich the social, cultural and educational experiences of students and the larger campus community. The Office of Student Leadership & Activities (OSLA) and the Utah Valley University Student Association (UVUSA) work collaboratively together to best serve student organizations and the Utah Valley University community.

The Office of Student Leadership & Activities (OSLA) is a department within the Office of Student Life that supports student organizations and student-initiated programs. Office of Student Leadership & Activities registers voluntary student clubs and organizations and maintains descriptions of each organization along with each organization's constitution and contact information. OSLA offers many services to student organizations and can assist groups with all aspects of major event planning, fund-raising, party planning and other group related activities. The staff and UVU Clubs branch of UVUSA are available to assist you in planning your events, interpreting policy, problem solving and interfacing with other University departments. Please do not hesitate to contact us.

The UVUSA is Utah Valley University's student association. Every student is a member of UVUSA. UVUSA has five branches; Executive, Senate, Student Life, Independent and UVU Clubs. Each branch provides different services and programs for the students of Utah Valley University.

Clubs and Organizations

Clubs and Organizations, also known as UVU Clubs, connects students to UVU in a unique way that reflects each student's individual interest and academic desires.

UVU Clubs, a branch of the Utah Valley University Student Association (UVUSA), works with over 100 active clubs facilitating club success on campus. Many clubs are very active on campus and have received local, University, and national recognitions.

All clubs are designated into the following categories:

Academic, Athletic & Recreational, Community Service, Ethnic & Cultural, Performing Arts & Media, Political & Social Awareness, Political & Social Awareness, Pre-Professional, Religious, and Social.

By getting involved in a club or organization students have the opportunity to increase leadership, citizenship, and service skills that enhance UVU and the community. Students meet new people, and most of all, have fun and learn new skills.

CONTACTS

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**UTAH VALLEY UNIVERSITY
STUDENT ASSOCIATION**
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Brett Cross

Pre-Professional/Community Clubs

Linzee Bonner

Ethnic & Cultural/Performing Arts & Media/Religion

Utah Valley University Student Association

UVUSA - UTAH VALLEY UNIVERSITY STUDENT ASSOCIATION

The Utah Valley University Student Association (UVUSA) is the official student government of Utah Valley University. All Utah Valley University students are members of the UVUSA. The UVUSA Office is open Monday through Friday, 8 a.m. to 5 p.m.

STRUCTURE OF UVUSA

UVUSA President and Vice Presidents

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The President and Vice Presidents serve as the chief executives of all UVUSA functions. They oversee and coordinate the UVUSA operations and activities and act as the liaisons between the UVUSA and all other bodies, both inside and outside the University. UVU Clubs is a branch of UVUSA and provides opportunities, funding, and assistance to student clubs and organizations.

UVUSA and UVU CLUBS STUDENT CLUBS & ORGANIZATION SERVICES

Priority Scheduling

All student clubs and organizations receive priority booking in the student center. Reservations are handled through student center scheduling. In an attempt to pre-book space for clubs and organizations UVU Clubs reserves the entire student center for Club Night. Work with your club ambassador to program space on those evenings.

Publicity Room

Inside the UVUSA office (SC 105) is the publicity room with limited publicity supplies available for club use. To use these supplies coordinate with your club ambassadors.

Copy Services

The UVU Copy Center offers an affordable, convenient copy service to clubs and organizations. By using these services, copy costs are billed directly to your club budget (Banner Index Number).

UVU STUDENT Clubs or Organizations

There are currently close to 100 student groups formally recognized by the University. Groups that meet the following requirements are eligible and must charter annually with **UVU Clubs**:

- To assist in summer and early fall programming continuing clubs are asked charter in the month of April.
- New clubs and organizations must register with the UVU Clubs office. Deadline must be met to be eligible to receive Club Charter funds.
- The purpose of the student group is consistent with the goals and standards of the University.
- All club or organization presidents must be full-time currently registered students. All other officers must be current registered students.
- Information about the organizations leadership on file with UVU Clubs office is accurate at all times and changes are documented as they occur during the academic year.
- Attend bi-monthly UVU Clubs meetings Tuesdays at 2:00 or 5:00 pm.

TYPES OF STUDENT ORGANIZATIONS

Registered student organizations at Utah Valley University fall into one of two categories: clubs and/or organizations.

Clubs

Clubs are groups formed for a specific purpose. Their structure may be formal or informal. Some local groups are affiliated with national organizations, but the local campus organization and student members must make all decisions.

Clubs meet the following criteria:

- Membership is not mandatory and must meet the University's nondiscriminatory policy
- Membership is open and 75% of club members must be currently registered Utah Valley University students
- Utah Valley University students must make all executive decisions and hold all leadership positions, including that of Authorized Representatives
- Other members of the Utah Valley University community (faculty, staff and alumni) may participate in club activities, but they cannot be considered members
- Members of the Utah Valley University community other than current students may serve in an advisory role but cannot lead or direct the organizations activities
- New groups must not duplicate the goals, activities or name of existing student organizations

Organizations

Unlike Clubs, Organizations have the privilege of choosing their own members based upon subjective criteria within the University's nondiscriminatory policy. With this privilege comes the responsibility for governing the group's behavior in a way consistent with the University's educational mission and standards of conduct. Thus, organizations accept responsibility for the individual actions of their members when their behavior is part of a group activity or represents organization norms.

Expectations for organizations include:

- Directly sponsored by a Campus Department or affiliated organization as approved through UVU Clubs
- Each chapter is expected to establish, maintain and enforce policies to achieve responsible group governance
- Chapters are expected to determine their own goals and activities so they reflect the mission and character of UVU
- Organizations may not allow non-students to influence or control membership selection or group governance



Annual Club Charter Form

at Utah Valley University

Name of Club: _____

Abbreviation: (if any) _____ Year founded at UVU: _____

Purpose of Club: _____

Estimated Membership: _____ Club Dues: _____ / _____ Meeting Time & Location: _____

(\$5 minimum required per year)

University/Community Service Projects: _____ On-Campus Fundraisers: _____ Off-Campus Fundraisers: _____

One service project required per semester

One fundraiser required to request additional funding

Club category: (mark one)

Club Website: _____

- Academic & Political Social Awareness Athletic & Recreational Social Sports
- Pre-Professional Service Religious Ethnic & Cultural Performing Arts & Media

Advisor: _____ **UVU ID:** _____ **Extension:** _____

(Full-time faculty or staff member – signature required on back of form)

Full Time: Yes _____ No _____

Department: _____ Email: _____ Mail Code: _____

Banner Index Manager (BIM*): (Required- may also be advisor)

Name: _____ **UVU ID:** _____ **Extension:** _____

(Full-time faculty or staff member– signature required on back of form)

Full Time: Yes _____ No _____

Department: _____ Email: _____ Mail Code: _____

Minimum of 6 students to create a club

President/Chair/Captain: (full-time student 12 Credits or more)

Name: _____ UVU ID: _____ Email: _____ Phone: _____

(Signature required on back of form)

Vice President/Co-Chair/Co-Captain

Name: _____ UVU ID: _____ Email: _____ Phone: _____

Representative: (to attend UVU Club's bi-monthly meetings, Request Club Calendar - Tues. 2:00, SC213b)

Name: _____ UVU ID: _____ Email: _____ Phone: _____

Contact: (if students are interested in joining your club-must be someone other than the advisor or president)

Name: _____ UVU ID: _____ Email: _____ Phone: _____

Other Members:

Name: _____ UVU ID: _____ Email: _____ Phone: _____

Name: _____ UVU ID: _____ Email: _____ Phone: _____

Name: _____ UVU ID: _____ Email: _____ Phone: _____

Name: _____ UVU ID: _____ Email: _____ Phone: _____

***Constitution** must be submitted with this form (outlines available at UVU Club's office LC101a)

General Guidelines & Information

- Membership must be open to all College students.
- At least 75% of the membership in each officially chartered and recognized club/organization shall consist of regularly enrolled students at Utah Valley University. Each student must have paid his/her tuition and fees for each semester enrolled in order to maintain membership in an organization or club.
- Every officer in each officially chartered and recognized club/organization shall be a regularly enrolled student at Utah Valley University. The student serving as president of the club/organization must be a FULL-TIME student enrolled and complete at least 12 credit hours.
- Club Advisor must be a **full-time** contract or salaried employee
- A **full-time** faculty or staff member must act as the Banner Index manager
- Assistant Advisors may be a part-time/hourly employee
- A club must establish and assess dues. Dues must be a minimum of \$5 per year. Members are only considered active and official when dues are paid in full.
- There are no private clubs/organizations. All officers, members and advisors must be willing to have their names published.
- All Club Index codes are set up through the UVU Business Office. **NO off-campus banking or financial accounts are permitted.**

UVU Club Information & Expectations

- Each Club must have a representative attend bi-monthly UVU Club Meetings (Every 1st & 3rd Tuesday at 2:00 pm in room SC213b).
- To be eligible for **UVU Club Funding**, a club must:
 - Attend at least 75% of all UVU Club Meetings
 - Be a fully recognized student organization
 - Be in good standing with the college
 - Must not be 30 days past due on a financial obligation to any college department
 - Collect Dues
 - Complete one service project per semester
 - Conduct other fund-raising efforts
- All Clubs and Advisors need to be familiar with College Policies pertaining to clubs and organizations. (Copy of UVU Club Manual found at www.uvu.edu/clubs)

We the undersigned have **read** the policies concerning campus organizations and agree to conduct all organizational affairs with the regulations set forth.

Advisor: _____ **Signature:** _____ **Date:** _____

President: _____ **Signature:** _____ **Date:** _____

BIM*: _____ **Signature:** _____ **Date:** _____

Banner Index Manager*: Authorized to: Submit Requisitions & Review Budget Approve Requisitions
Contact Jacob Atkin for Banner Finance training – atkinja@uvu.edu, 863.8576

Return Charter Form, Constitution, to Club Office, LC 101 or UVUSA, SC 105e, MS 220

FOR OFFICE USE ONLY

Date submitted: _____ Charter Approved: _____ Banner Index Code: _____
Ambassador: _____ Constitution



Constitution Writing Guide

Article I. Name

The Name of this organization shall be _____

Article II. Purpose / Mission Statement

In this section you describe the purpose of your organization.

Article III. Membership - shall be open to any person in the Utah Valley University community. Up to 25% of club membership does not have to be UVU students. Club dues are required for membership. Requirements for voting privileges ("who may vote") must be stated in club constitution.

Article IV. Organization

1. The responsibilities and duties of Club Officers.
2. Regularity of meetings
3. Role of the Advisor
4. Method for obtaining and spending funds. Check UVU Policy.

Article V. Elections

An appropriate procedure for elections should be described as part of the constitution. This should include a specific date on which elections will be held, for example "The second week of spring semester". It is also possible to grant an officer, most likely the president, the right to call for elections. In no circumstances shall a term of office exceed one calendar year.

Article VI. Qualification for Office - Check ICC Constitution for office requirements, and then add any specific to your organization.

Article VII. Removal from Office – Procedure to remove an officer.

Article VIII. By-Laws

By-laws are rules and procedures used by an organization to run its own meetings and affairs. By-laws need not be approved by the organization, however the procedure by which they are adopted (i.e. a 2/3 quorum vote) must be specified in the group's constitution. By-laws themselves are not a part of the constitution.

Article IX. Amendments

This constitution may be amended by the procedures you set up in this section. This requires the approval of the organization, advisor, etc.

Article X. Ratification

This constitution shall become effective upon ratification upon a quorum vote of the group (usually 2/3).

If you would like to see an example please come to the Clubs Office LC 101a or Julie Bagley's Office SC 105e



UVU CLUBS OF THE INTER-CLUB COUNCIL OF UTAH VALLEY UNIVERSITY

ARTICLE I – STUDENT ASSOCIATION

SECTION I – NAME

The name of this organization shall be: UVU Clubs: the Inter-Club Council of Utah Valley University

SECTION II – PURPOSE

- A. To serve as the body to coordinate and implement the approved policies with chartered student clubs and organizations as established by UVU Clubs, UVUSA, and the administration of Utah Valley University.
- B. To further the cultural, academic and social life of students attending UVU through chartered student clubs and organizations in conjunction with UVUSA and the Administration of UVU.
- C. To allocate funding to clubs in order to fulfill their objectives.
- D. To assist clubs with all responsibilities needed to provide events for the UVU student population.

SECTION III – CLUB RIGHTS

Any member of a chartered, active club will be guaranteed the following:

- A. The right to schedule Student Center facilities, excluding the Ragan Theater, free of charge.
- B. The right to have one voting representative at all ICC General Assembly meetings.
- C. The right to have members apply for an ICC Ambassador or Representative position.
- D. The right to use funds in their respective accounts.
- E. The right to participate on club **events** that pertain to their respective mission statements.

ARTICLE II – ORGANIZATION

SECTION I – GOVERNING BODIES

UVU Clubs, the Inter-Club Council will be comprised of the ICC Executive Council, the General Assembly, the ICC Funding Board and the ICC Advisory Board.

SECTION II – ICC EXECUTIVE COUNCIL

- A. The following will be voting members of the ICC Executive Council:
 - 1. Vice President of UVU Clubs
 - 2. Club Ambassador
 - 3. Club Ambassador
 - 4. Club Ambassador
 - 5. Club Ambassador

SECTION III – ICC EXECUTIVE COUNCIL POWERS

Two-thirds of the ICC Executive Council must be present to take any action. There will be no votes by proxy. The ICC Executive Council will retain the following powers in the Inter-Club

Council:

- A. To be the governing body of ICC.
- B. To amend the ICC rules and policies as stipulated in the ICC Manual.
- C. To represent the clubs at all UVUSA meetings.

SECTION IV – ICC EXECUTIVE REPRESENTATIVES

- A. At the beginning of each fall semester the ICC Executive Council will assign **club categories to the ambassadors**:
 - 1. Academic
 - 2. Athletic/Recreational
 - 3. Community Service
 - 4. Ethnic/Cultural
 - 5. Performing/Media Arts
 - 6. Political/Social Awareness
 - 7. Pre-Professional
 - 8. Religious
 - 9. Social
- B. The candidates must meet the following criteria:
 - 1. Enrolled in at least twelve credits at UVU.
 - 2. Be in good standing at UVU.
 - 3. Member of a chartered and active club.
- C. The candidates appointed must be ratified by a two-thirds vote of the General Assembly and a majority vote of UVUSA.
- D. The ICC Club Ambassadors and Representatives must remain active in a club during the term of office.
- E. They will serve until Commencement of Spring semester.

SECTION V – ICC REPRESENTATIVES POWERS

The ICC Representatives shall retain the power following powers in ICC:

- A. Advise the Executive Council as requested.
- B. Vote as members of the Funding Boards
- C. Perform other duties so delegated by the ICC Executive Council.

SECTION VI – GENERAL ASSEMBLY

The General Assembly will consist of all the representatives from chartered clubs.

- A. Only one representative from each chartered club may have a vote in the General Assembly.
- B. The ICC Representatives may be present at General Assembly meetings, but may not be a voting member.
- C. The General Assembly will hold meetings twice a month unless otherwise directed by the ICC Executive Council.

SECTION VII – GENERAL ASSEMBLY POWERS

The General Assembly will retain the following powers in ICC:

- A. To recall any ICC Representative in with Article VII, Section I.
- B. To vote in a general election for ICC Representatives.
- C. To approve any actions taken by the ICC Executive Council that requires the approval of

the General Assembly.

SECTION VIII – ADVISORY BOARD

- A. The ICC Advisory Board voting members shall be:
1. Executive Vice President of Clubs and Organizations
 2. Club Ambassador
 3. Club Ambassador
 4. Club Ambassador
 5. Club Ambassador
 - ~~6. Executive Representative of Academic~~
 - ~~7. Executive Representative of Athletic/Recreational~~
 - ~~8. Executive Representative of Community Service~~
 - ~~9. Executive Representative of Ethnic/Cultural~~
 - ~~10. Executive Representative of Performing/Media Arts~~
 - ~~11. Executive Representative of Political/Social Awareness~~
 - ~~12. Executive Representative of Pre-Professional~~
 - ~~13. Executive Representative of Religious~~
 - ~~14. Executive Representative of Social~~
 6. Student at Large
 7. Club Director
 8. UVUSA Advisor

SECTION IX – ADVISORY BOARD POWERS

- A. The ICC Advisory Board will retain the following powers in ICC:
1. To interpret this constitution with the approval of UVUSA Chief Justice
 2. To approve the ~~re-charter~~ annual charter of any clubs
 3. To declare clubs inactive as stipulated in Article VI, Section I.
 4. To remove inactive clubs from the General Assembly as stipulated in Article VI, Section II.

SECTION X – ICC FUNDING BOARD

The Funding Board will allocate monies set aside for this purpose in the UVUSA budget.

- A. The ICC Funding Board voting members with be:
1. Executive Vice President of UVU Clubs
 2. Club Ambassador
 3. Club Ambassador
 4. Club Ambassador
 5. Club Ambassador
 6. Representative of Academic
 7. Representative of Athletic/Recreational
 8. Representative of Community Service
 9. Representative of Ethnic/Cultural
 10. Representative of Performing/Media Arts
 11. Representative of Political/Social Awareness
 12. Representative of Pre-Professional
 13. Representative of Religious
 14. Representative of Social
 15. Student at Large
 16. Club Director
 17. UVUSA Advisor

- B. The ICC Advisor must be present for any action to be taken by the ICC Funding Board. Procedures will be conducted in accordance with the ICC Manual.

ARTICLE III – CLUBS

SECTION I – MEMBERSHIP

- A. Membership in all clubs is open to all regularly enrolled students **and community members**.
- B. There must be no physical harassment, debasement of pledges on members at any time.
- C. At least seventy-five percent of the membership in each chartered clubs must be students currently enrolled at Utah Valley University.

SECTION II – OFFICERS OF CLUBS

- A. Must be students in good standing, defined as:
 - 1. Not under disciplinary action by UVU
 - 2. Adhering to UVU policies and procedures.
- B. Must be enrolled for six or more credit hours per semester, excluding summer terms.
- C. President must be enrolled for twelve or more credit hours per semester, excluding summer terms.

SECTION III – ADVISORS

- A. The advisor must be full-time salaried personnel of the college. Hourly, part-time individuals may act as assistant advisors, but the advisor of record and the one ultimately responsible must be a full-time salaried employee.
- B. The advisor will assist in the pursuing the goals of the club.
- C. The advisor will be given supervision of the financial affairs of the club.
- D. The advisor of assistant advisor must be in attendance at all club meetings, activities, and special events or arrange to have other college-approved supervision.

SECTION IV – CLUB DUES

- A. Dues must be assessed to appropriately represent the needs of the club. Dues must be a minimum of \$5 per member per academic year. Dues of more than \$5 may be assessed according to the needs determined by the club.

ARTICLE IV – AMENDMENT PROCEDURES

SECTION I – INACTIVE CLUB STATUS

- A. A club will be considered inactive if:
 - 1. It has failed to have a representative attend an ICC weekly meeting at least once a month for two consecutive months.
 - 2. It has not completed a Charter Form and been approved by the advisory board.
 - 3. The club's account has a negative balance.
- B. While a club is inactive:
 - 1. It cannot use campus-wide facilities.

2. The clubs account will be frozen and expenditures from it may not be withdrawn without the approval from the Advisory Board.
 3. It cannot publicize on campus.
 4. It cannot seek funding from the ICC Funding Board.
- C. A club may regain active status by permission from the ICC Advisory Board.

SECTION II – REMOVAL OF INACTIVE CLUBS AND ORGANIZATIONS

- A. Any club that is inactive for two consecutive semesters will be brought before the ICC Advisory Board for review. Before any action may be taken regarding any club the club's Advisor will receive a written notification from the Advisory Board.
- B. Two weeks after notification is given to the Advisor the ICC Advisory Board may take any of the following actions:
1. Remove the club or organization's name from the ICC records and any monies left in their account will be put into the club funding account to be reallocated when the Club Funding Board convenes.
 2. Grant more time to a club to reorganize and reactivate.

SECTION III – REORGANIZATION OF A CLUB OR ORGANIZATION

- A. Any club or organization which is chartered ~~re-chartered~~ **annually** with the same advisor or mission statement will be considered a ~~re-chartered~~ club and not a new club or organization.

ARTICLE V – RESERVED POWERS

SECTION I – RECALL

- A. Clubs shall have the right to recall any member, members or decision of ICC in accordance with the following procedures:
1. The reasons for recalling individuals must be based upon performance of their duties as an officer and/or constitutional violations.
 2. Gather a petition bearing signatures of a majority of the voting members of the General Assembly.
 3. Post the reasons for recall and the time and location of an open forum to discuss these reasons for such actions.
 4. List the reasons and related information in the school newspaper at least one week prior to voting.
- B. Two-thirds vote of the General Assembly is required to recall of member, members or action made by ICC.

SECTION II – IMPEACHMENT

- A. Impeachment proceedings against any ICC elected officer may be initiated by any member of the General Assembly for UVUSA Judicial Council review by a majority vote of the General Assembly.
- B. Impeachment hearings will be heard by the UVUSA Judicial Council within two weeks of the impeachment request.
- C. The Judicial Council will render a recommendation to the General Assembly within a two-week period, determining whether or not the constitution was violated.
- D. Final impeachment decisions must be carried by a three-fourths vote of the General Assembly.

SECTION III – IMPLIED POWERS

Final powers not specified herein are reserved, with discretion, to the ICC Executive Council.

ARTICLE VI – MANUAL

SECTION I – PROCEDURES AND REGULATIONS

A set of procedures and regulations will be established by the ICC Executive Council. Anything to be included in, added to, or deleted from these procedures and regulations must be approved by a two-thirds vote of the ICC Executive Council.

- A. The name of these procedures and regulations shall be the UVU Clubs, ICC Manual.
- B. The purpose of the ICC Manual shall be to define the mechanics of running the affairs of the ICC's government without conflicting with this constitution.

ARTICLE VII - UV Inter-Club Council

The UV Inter-Club Council shall be composed of representatives of all chartered clubs of UVUSA.

- ! The UV Inter-Club Council shall be chaired by the Vice President of UVU Clubs
- ! The Vice President of UVU Clubs will be elected by the General Assembly of the UV Inter-Club Council, and serve on UVUSA Executive Council. To file as a candidate for Vice President of UVU Clubs or as a UV Club Ambassador, the following two requirements must be met:
 - ! All candidates shall be currently enrolled at UVU.
 - ! All candidates shall possess a minimum cumulative grade point average of 3.0,
 - ! Be nominated and/or sponsored by a club by submitting a signed statement of the club officers
 - ! Be an active member of a club for at least two semesters, one of which may be the spring semester in which the member applies for the position.
- ! UVICC Executive Council will be comprised of the following members:
 - ! Vice President of UVU Clubs
 - ! UV Club Ambassador
 - ! UV Club Ambassador
 - ! UV Club Ambassador
 - ! UV Club Ambassador
- ! Candidates for UV Club Ambassador must be nominated by a member of the UVICC General Assembly. Selection of Club Ambassadors will represent each area of Clubs as defined in the UVICC Constitution.
- ! The responsibilities for each club ambassador shall be determined in consultation with the Vice President of UVU Clubs based on the number of clubs in each of the broad categories established.

**Utah Valley Football
Constitution
As of April 15, 2007**

Article I. Name

The Name of this organization shall be Utah Valley Football.

Article II> Purpose/Mission Statement

The purpose of Utah Valley Football is to provide students at Utah Valley University with an opportunity to participate in organized full-contact football. By so doing, this organization will promote a physically active lifestyle, build team cooperation skills, teach respect for self and others, develop sound character, and enhance the overall experience at UVU for participants and the community as a whole.

Article III. Membership

Organization membership shall be open to any person in the Utah Valley University Community. Up to 25% of club members do not have to be UVU students. All members must pay dues by the first day of class each semester. Due amounts will be determined by the presiding officers of the organization and may vary from semester to semester. There will be no refunds on dues paid. Students must present their student ID to verify enrollment. Proof of health insurance and current doctor's note verifying adequate physical health are also required. Health insurance plans must be maintained throughout the semester. In addition, all members must submit emergency contact information to the organization president prior to participation. All current members will be allowed to vote during official organization meetings.

Article IV. Organization

1. The responsibilities and duties of club officers- Officers will attend UV club meetings every 1st and 3rd Tuesday at 2:00 in room SC213b, organize fundraisers, manage finances with Banner Index Manager, organize service projects, report changes of officers to UV club, schedule games and practices for time and location, make traveling arrangements, ensure organization is complying with all laws, preside over organizational meetings, keep meeting records, maintain website, promote events, charter with UVU Clubs, inform members of University policies, submit Fund-raising Request and Travel Authorization forms, ensure sales taxes are paid, contact public safety before games, keep member records (insurance info, emergency contacts, doctor's notes, payment of dues), form budgets for funding requests, petition Athletic Department for funding.
2. Regularity of meetings- Official organization meetings will be held once a month on the 3rd Monday at 3:00pm on the Student Center.
3. Role of the Advisor- Provide continuity, keep organization records, traverse campus policy, provide support, attend organization meetings, review expenditures, and keep financial records.
4. Method for obtaining and spending funds- The organization will seek to obtain funds from the following: UVU Clubs funding (must meet their requirements), on campus fundraising events with the help of OSLA, Athletic Department office, and membership fees. All funds must be deposited into the organization's UVU banner account. Use a Check Request or Purchase Order to make all purchases over \$150 and Limited Purchase Checks for all purchases under \$150. All money brought in or spent will be recorded by the presiding officers and the Advisor. Money brought in from fundraisers is subject to sales tax and must be paid.

Article V. Elections

Elections for presiding officers shall take place at the last official organization meeting prior to the beginning of fall semester each school year. No person shall hold an office longer than one calendar year. The voting procedure will be "open" where all voters write down their name and the person they are voting for on a piece of paper. The current president will read aloud each vote. All members will be allowed to vote. The members will first vote to decide who shall hold the office of president. After the

new president is determined, the members will repeat the process for the office of vice president, followed by the office of representative.

Article VI. Qualification for Office

Officers must be members of Utah Valley Football and current registered students at UVU with the president being a full time student enrolled in 12 credit hours or more per semester.

Article VII. Removal from Office

An officer will be automatically removed if they fail to meet the above qualifications. Once an officer is removed there will be an election during the following official meeting to replace them. A unanimous vote at any official meeting by all existing members excluding the current officers will allow the organization to remove a current officer.

Article VIII. By-Laws

Following are the by-laws of Utah Valley Football. All by-laws, rule, and procedures of Utah Valley Football will be proposed by any member of the organization and voted on during an official meeting. A two-thirds vote of all current members will allow a change to the underneath by-laws. Any changes made will be added to the following list before the next official meeting of the organization.

1. The officers of Utah Valley Football will decide who will be the head coach of the team. They must choose a current member of the organization with a majority vote.
2. The head coach will choose his assistant coaches and will have final say on practice procedures, playing time, schemes and plays used, game planning, placement of players into positions, and any other game management decisions.
3. All members will show respects for coaches and teammates at all times.
4. Fighting will not be tolerated.
5. Members will at all times display good sportsmanship towards opponents.
6. Players will be responsible for treating equipment with the utmost care. Members will be billed for any loss or damage due to neglect.
7. All members will participate in organization fundraisers and service projects.
8. Players will use safe techniques at all times during practices and games
9. Injured players will provide the head coach with a doctor's release note before resuming participation.
10. During practice or games, players will wear all equipment including helmet with all pads in place, mouthpiece, chinstrap, shoulder pads, jersey, pants with all seven pads, socks, and cleats. No jewelry, earrings, or illegal equipment allowed.
11. All members will follow traveling rules set forth by the president during game trips.
12. All equipment will be turned in within 14 days of the end of the season for that semester.

Article IX. Amendments

Any proposed amendments to this constitution will first be brought up by any member of the organization during an official organization meeting. A two-thirds vote will allow the president to take this amendment before the organization's advisor for approval. The advisor must approve of any amendment for it to take effect.

Article X. Ratification

This constitution shall become effective upon ratification upon a two-thirds vote from the initial organization members.

Research Club at Utah Valley University (RCUVU)
Constitution
As of September 22, 2008

Article I. Name

The Name of this organization shall be The Research Club of Utah Valley (RCUV).

Article II. Purpose/Mission Statement

The purpose of RCUV is to promote interest and involvement in all aspects of research at the University.

Article III. Membership

Membership shall be open to all UVU students and will accept up to 25% non-UVU students as the total membership.

Article IV. Organization

5. The responsibilities and duties of club officers:
 - a. President: Shall preside and conduct affairs of the Research Club.
 - b. Vice President(s): Shall oversee delegated areas according to their titled responsibilities.
6. Regularity of meetings: Bi-monthly
7. Role of the Advisor: Provide continuity, keep organization records, traverse campus policy, provide support, attend organization meetings, review expenditures, and keep financial records.
8. Method for obtaining and spending funds: In accordance with UVU policy

Article V. Elections

In no circumstance shall a term of office exceed one calendar year. Elections can be called for by the President and any time. Vice Presidential calls for elections require unanimous consent. Two thirds club membership is required to call for elections otherwise.

Article VI. Qualification for Office

In accordance with and in addition to the ICC Constitution, there shall be no officers elected without prior club experience.

Article VII. Removal from Office

Two thirds vote of club membership required for impeachment of Presidents or Vice Presidents.

Article VIII. By-Laws

By-laws are submitted by club officers or nominated and seconded by club members, and are accepted by majority vote.

Article IX. Amendments

Constitution amendments are to be accepted in a like manner of by-laws; however, vote shall be by two thirds approval.

Article X. Ratification

This constitution shall become effective upon ratification of a two-thirds vote of the group.

FORMING A NEW CLUB

New Clubs will only be reviewed for recognition by the UVU Clubs at the beginning of each semester prior to the deadlines found on the club calendar. New group proposals can take considerable time for review, so those interested should submit their proposal at least a month in advance. In order to be recognized as a new Utah Valley University club you must:

- Complement the University's mission
- Have a clear purpose
- Demonstrate an unmet need that is not duplicated by another student group
- Comply with all local, University and federal laws
- Demonstrate sustain-ability for at least a two to three year period
- Involve activities that do not create undue risk or liability to the University
- Have a separate president (full-time student) and financial officer (full-time advisor)
- Upon request, groups submit budgets and other information based on the type and complexity of the organization
- Budget requests must be emailed at least two weeks prior to event to the club director.

Selecting an Advisor

Advisors can play a key role in your club. They help with continuity, records, and traversing campus policy. An advisor usually shares a **genuine interest in the student organization's purpose** and wants to develop an informal, out-of-class relationship with a group of students who share the common interest.

The advisor, as an experienced resource person, **gives support to the group** and is concerned about its function and continued progress.

The overall goal of an advisor is to stimulate and develop a clear relationship between the programs of the student club and the educational mission of the University as well as managing the budget.

ADVISORS MINIMUM EXPECTATIONS ARE:

- **Provide reasonable and prudent support for club activities.** The advisor is encouraged to attend meetings, events, and other functions of the organization whenever possible based on the level of risk.
- **Be familiar with University policies and procedures.** These procedures are available in the UVU Clubs office (LC 101a) or on-line at www.uvu.edu/clubs/
- **Review expenditures of the organization**
Work with your students and the banner system, approve banner requests in a timely manner, and encourage the maintenance of the accurate financial records by the organization members.
- **Encourage organization members to assume responsibilities and leadership positions within the organization.**
- **Help student leaders preserve organizational records**
Helps provide continuity by assisting in minutes of meetings, reports on activities and events, membership lists, current constitution, budgetary needs, financial records, etc.
- **Advisors are expected to help guide students with campus policies**

BE AWARE OF STUDENTS WHO ASK YOU TO BE THEIR ADVISOR, BUT TELL YOU THAT YOU DON'T HAVE TO DO ANYTHING.

REGISTERING YOUR CLUB OR ORGANIZATION

Registering your student organization gives your group access to the privileges and services Utah Valley University provides. Some of the resources available only to registered student groups include:

- Use of the Utah Valley University name and logos must have approval from College Marketing
- Use of University facilities
- Audiovisual and technical services
- Table check-out for activities and publicity
- A listing in the UVU Clubs web-site
- University website resources
- University supplemental insurance
- Access to request UVU Club funding
- UVU Banner Account
- Ability to hold benefits and fund-raisers
- Advice and consultation from Office of Student Leadership & Activities
- The ability to publicize events at Utah Valley University

Every academic year, active student organizations must charter with UVU Clubs. To do so, please visit the UVU Clubs website at www.uvu.edu/clubs/, or come by the Clubs office (LC 101A) for UVU Clubs charter forms. Continuing clubs or organizations should submit their re-charter form in the month of April for the following academic year.

Groups that do not register by the fall deadline (October 15th) have the opportunity to register by the spring semester deadline (February 15th). Once approved, registration is valid for the remainder of the academic year. The UVU Clubs office must also have a current constitution on file.

Authorized Representatives

Each organization must designate three currently registered full time students to serve as Authorized Representatives, a President, a Vice President, and a UVU Clubs representative, when registering with the University. The Authorized Representatives bear ultimate responsibility for the organization and its activities. They accept the responsibility of staying informed about, and following, University policies, guidelines and procedures that relate to their organization's plans. They must also inform their members of all applicable University policies and resources. The University expects the Authorized Representatives, especially the President, to speak and act with authority for the group and accurately represent the group and its activities to the University. An Authorized Representative must attend any organized group event or specifically delegate, in writing, another group member to attend and take responsibility for that event.

Once registered, it is essential that the registration information remains accurate throughout the academic year. Should your organization change leadership mid-year, you must notify the UVU Clubs office through a Re-Charter form, accessible through the UVU Clubs website www.uvu.edu/clubs/.

STANDARDS FOR CLUBS OR ORGANIZATIONS

Registered student organizations retain recognition by operating within the goals and standards of the University and abiding by all University policies and procedures. The University has several specific expectations of student groups on campus:

- Follow all University policies and practices
- Consult early with the appropriate departments when large, unusual or potentially risky events are planned
- Maintain autonomy from all off-campus organizations
- Manage organization funds with the University banking service; other bank accounts are not permitted
- Notify the UVU Clubs when leadership changes
- Ensure continuity by training new leaders and keeping good records
- Attend bi-monthly UVU Clubs meetings (Please refer to our club calendar on the following page 13)

While rare, student organizations may go through a process to be sanctioned by the University due to failure to meet University policies and expectations. Sanctions may include loss of University privileges, event cancellation, return of University funding and loss of University recognition.



CLUB CALENDAR 2008-2009

Kyle Brown	Vice President, UVU Clubs	6754	brownky@uvu.edu
	Assistant to the VP of Clubs	8820	
Tricia Peterson	Office Assistant	8820	petersti@uvu.edu
Andrea Fogt	Academic & Political - Social Awareness	8618	fogtan@uvu.edu
Krystal Guerra	Athletic & Recreational	8618	guerrakr@uvu.edu
James Thelin	Pre-Professional & Community Service	8618	thelinja@uvu.edu
Ashley Forsythe	Ethnic & Cultural - Performing Arts & Media -Religion	8618	forsytas@uvu.edu
Julie Bagley	Director, Center for Student Excellence	6750	bagleyju@uvu.edu

LEADERSHIP DAY – INVITATION GOES TO ALL CLUB & ORGANIZATION ADVISORS & LEADERS

August 22nd, 8:00 to 3:00, Wasatch Campus

CHARTER FORMS DUE

Existing Clubs September 12th New Clubs October 1st

CLUB TRAINING CONFERENCE – MANDATORY ATTENDANCE FOR ADVISORS & CLUB LEADERSHIP

September 20th, Registration 9:30 am, 10 to 5 pm, UVU Digital Library

CLUB ADVISOR LUNCHEON – INVITATION TO ALL CLUB ADVISORS

October 14th, Centre Stage, 11 am to 2 pm (11:30 to 1 pm)

CLUB MEETINGS W/ AN ALTERNATE TIME – FOR ADVISORS AND CLUB PRES OR REPRESENTATIVE

Fall September 9, SC 206c, 2 pm or 5 pm
 September 23, SC 206c, 2 pm or 5 pm
 October 7, SC 206c, 2 pm or 5 pm
 October 21, SC 213b, 2 pm or 5 pm
 November 4, SC 206c, 2 pm or 5 pm
 November 18, SC 206c, 2pm or 5 pm

Spring January 13, SC 206c, 2 pm or 5 pm
 January 27, SC 206c, 2 pm or 5 pm
 February 10, SC 206c, 2 pm or 5 pm
 February 24, SC 206c, 2 pm or 5 pm
 March 10, SC 206c, 2 pm or 5 pm
 March 24, SC 206c, 2 pm or 5 pm Last Club Meeting

CLUB RUSH

Fall September 10th and 11th, Court Yard, 10-2 pm (Hall of Flags, Inclement Weather)
Spring January 14th and 15th, Hall of Flags, 10-2 pm

CLUB NIGHT First Thursday of every month, Student Center, 4 pm to 10 pm

Fall September 4th
 October 2nd
 November 6th (JoAnna from Financial Assistance need 206abc until 5:30)
 December 4th

Spring January 8th
 February 5th
 March 5th
 April 2nd

CLUB FUNDING

Fall Packets Due: October 20th Interviews Held: October 23rd, SC 206c, 1pm to 9pm
Spring Packets Due: February 23rd Interviews Held: February 26th, SC 206c, 1pm to 9 pm

Club Closing Banquet

March 26th, Grande Ballroom, 6:30 pm

General Club Events

UVU Clubs
(801) 863-8820
www.uvu.edu/clubs/
LC 101a

All club or organization events must be registered with the UVU Clubs office via the Scheduling Fund-Raising Request Form. This form must be completed and approved no later than two weeks prior to the event. All Event Planners sponsoring events in the Sorensen Student Center are required to attend the weekly planning meeting two weeks prior to the event. Planning meetings are held with the Student Center Staff every Wednesday at 3:00 pm in SC 214.

Several levels of events exist and it is important to register your party the Office of Student Leadership & Activities and UVU Clubs by the required deadline.

Party Level	Who Can Attend	Approval Deadline
Level 1	Invitation only (one guest per member)	14 days in advance of the event
Level 2	Open to Utah Valley University students	14 days in advance of the event
Level 3	Open to Utah Valley University students and invited off-campus University student guests	One month in advance of the event
Level 4	Off-campus events and formulas	60 days in advance of the event

The following items and events are not allowed on campus:

- Banners and flyers on trees, lampposts or bushes
- Chalking the sidewalks, buildings or any other area
- "Paste boards" or "billboards" constructed to publicize events
- Commercial promotion or solicitation
- Alcohol
- Food sales without health permit or permission from Dining Services (use Scheduling form to get approval signature)
- Retail activities without permission from the campus Bookstore



Clubs and Organizations Fund Policy

Clubs and Organizations on campus are a vital part of student involvement. These formalized groups create a connection to the University and provide learning opportunities outside of the classroom. The entire University benefits from the activities of clubs through their events, community service, and external representation of the campus in the community, state, and nation.

This proposal outlines some changes to the current structure that will allow the student government officers that are working with clubs to better serve them and make the funding these clubs receive from student fee more equitable.

The following is a list of funding that will be available to all clubs and organizations on campus:

1. Club Charter Funds- clubs and organizations will automatically receive these funds once they re-charter, submit a club roster, and a list of current officers. The proposed amount is \$250 per club for the 2008-09 academic years. This amount may change from year to year based on the needs of the clubs and the availability of funds.
2. Participation Funds- these funds will be awarded based on participation in campus and clubs and organizations events which promote involvement and participation. These events include but are not limited to: leadership day, club rush, UV Experience, homecoming, UVU Club meetings, etc...
3. Programming Funds- these funds will be available to Clubs and Organizations that wish to sponsor events for the entire student body that are directly related to the purpose of that Club or Organization. UVUSA officers may also award these funds to clubs who choose to spotlight their club by demonstrations or involvement activities that the general student population may participate with. A proposal will be required for these funds and must be approved. Funds will be distributed by the UVU Clubs Funding Committee based on their evaluation of all proposals received.
4. Club Funding- funds in this category will be under the discretion of the UVU Clubs Funding Committee who will set annual limits. These funds will be distributed to organizations for their specific club purposes. All funds in this category are matching funds. This means that the club or organization which is requesting the funds must have raised at least the amount they are requesting through fundraising efforts (money provided by department or University does not count as fundraising). Funds will be matched to a maximum amount determined by the UVU Clubs Funding Committee based on the number of requests and the availability of funds.

FUNDING Sources

Funds for your student group's activities are obtained through one of the following four sources: the UVU Clubs, the University or off-campus organizations, and individual fund-raising efforts.

Approval forms and additional fund-raising information may be found on the UVU Clubs website at: <http://www.uvu.edu/clubs/>

We encourage you to consult with your advisor for major fund-raising efforts. All outside contacts must be cleared with Institutional Advancement.

Remember that all monies raised must be deposited directly into your UVU Banner account.

UVU CLUBS FUNDS

Every student pays an UVUSA fee as part of their tuition and fees. This fee goes entirely to supporting the fee system, of which a majority goes directly to Student Fee groups approved by UVUSA. A portion is given to UVU Clubs to distribute amongst active clubs. To be eligible for UVU Club Funding, student groups must be chartered, complete the funding application, attend 75% of UVU Clubs meetings and events, complete a service project each semester and one fund-raiser per semester. Applications include an itemized budget broken down by line item. UVU Club funds are then allocated for specific activities or requests. Clubs may not ask for more from UVU Clubs than they have earned in dues and fund-raising that semester. Current funding guidelines are available in the UVU Clubs office, LC 101a or on the club website listed above.

UNIVERSITY FUNDS

Participating Funds

The newly elected Vice President of UVU Clubs and club ambassadors determine the amount of club participation funds each year. Some of the standard amounts awarded to clubs who participate receive the following funds:

Club Rush (two day event)	\$100	Clubs must participate in both days to qualify
UVU Experience	\$25	
Club Nights	\$25	Per event
Club Spotlights	\$25	Clubs can set up to publicize up to 4 times per semester
Campus Wide Events	\$25	

Fund-raising Events for On-Campus Beneficiaries

Fund-raising events can be extremely effective in raising funds for student groups, especially if these programs become annual fund-raising endeavors. A fund-raising event is a program or event that produces revenue for a recognized student organization. (Raising funds for third-party, non-profit entities are described under "Benefit Fund-raising, page 17-18".) University approval is required for groups conducting a fund-raising event for their own activities, but there are a number of University laws and campus policies that impact these events.

Raffles/Lotteries

The distribution of prizes or gifts by chance, where money is exchanged, is against University policy and Utah State Law.

Concessions and Sales

Some groups have been quite successful in conducting regular concession sales for items such as T-shirts, flowers, etc. There are a number of state laws and campus policies that impact concessions and other sales. Please contact the UVU Clubs Director for specifics. Most sale items must be approved by the university bookstore director.

Julie Bagley

(801) 863.6750

bagleyju@uvu.edu

Sales Tax

All student organizations must collect and pay state sales tax on goods sold including food, beverages, T-shirts, CDs, flowers and other retail products.

Food Sales

- All food and beverage sales must be pre-approved by the Director of Dining Services (use Scheduling form to get approval signature), and may require a pre-obtained Utah County Health Permit and are only allowed occasionally. State sales tax must be collected and paid.

Ticket Sales/Admission

Ticket sales are one of the most effective ways of raising funds to support student programs. Campus cash policy must be followed.

- All events must have numbered tickets that can be reconciled to the UVUSA Activities Cash Receipt. (See club website or Activities Cash Receipt on page 22)
- If tickets are pre-sold they should be sold through:
Campus Connection
(801) 863.8797
burgesda@uvu.edu
SC (Student Center)-106g
- Tickets sold at the door need to be reconciled that night at the end of the event. Monies received should need to be deposited through the Cashier Office. In the event the Cashier Office is closed make arrangements with your Club Ambassador to hold money in the UVUSA drop safe in the UVUSA office. The monies must be picked up the next business day, by two or more people, and turned into the club or organizations UVU Banner index account. An UVUSA Activity Cash Receipt needs to be attached with the deposit and a copy turned into the UVU Clubs Director.

Membership Fees

Membership fees are useful for raising basic operational expenses for your Club or Organization. They are particularly well suited to athletic groups, recreational groups and other groups that travel or purchase personal items, such as uniforms. All UVU Clubs are required to charge membership dues (\$5 per year minimum).

University Departments

Some University offices and departments will contribute funds to student-initiated programs, particularly if the proposal is related to the department's activities. Funds are limited and evaluated on a case-by-case basis. Remember to plan sufficient lead time when contacting various departments since many have specific requirements to fulfill (including submission of written proposals and budgets). Although each department has its own procedures for reviewing and evaluating proposals, the following tips are helpful:

- Projects should not duplicate existing programs. Instead, they should complement and enrich existing opportunities and make good use of Utah Valley University resources.
- Projects should have an impact on a sizable number of people. Those who donate funds want to put their money where it is likely to do the most good.
- Funds should be used only for basic production expenses or supplies needed by student to carry out their projects, not for salaries.
- Proposals should include demonstrated commitment from other University sources. Your proposal will be stronger if you are working cooperatively with other organizations.

When a department agrees to support your program, ask to have the funds transferred to the club UVU Banner Index Number. Keep a copy for you club records.

Off-Campus Fund-Raising

Permission to raise funds for your group from off-campus entities is a privilege granted to those groups that have a successful history at Utah Valley University, are well-organized, have realistic funding goals and have exhausted on-campus funding sources first. Groups are eligible to seek University approval for off-campus fund-raising as long as they successfully complete a thoughtful and detailed funding proposal that is submitted by the required deadlines.

Refer to the UVU Student Organization Fund-Raising Guidelines Form on page 25, Instructions on page 26, and complete the form on page 27. The donation forms can also be found at <http://www.uvu.edu/clubs>.

(801) 863.8205
AB (Advancement Building) -201

University approval is required for any solicitation of alumni, parents, local businesses, corporations, foundations or individuals not affiliated with the University. New groups have limited ability to raise significant funds from off-campus.

This University policy ensures that student groups have well formulated plans, set realistic goals, is well organized, and represents UVU appropriately. It also ensures coordinated fund-raising throughout the University, which complies with state and federal tax laws.

Benefit Fund-Raising

Some organizations may wish to support an off-campus charitable entity. In order to protect its nonprofit status, Utah Valley University must closely monitor uses of facilities and resources that raise money for charitable organizations since Utah Valley University's name, facilities and resources cannot be used in profit-making ventures for individuals or organizations that do not have legal "non-profit status. All benefit projects must receive prior University approval

before speakers are arranged, sponsors are sought or advertising conducted.

Students planning a benefit activity for an off-campus charity should first consult a staff advisor in the OFFICE OF STUDENT LEADERSHIP & ACTIVITIES and fill out a Scheduling / Fund-Raising Request Form at least five weeks prior to the event. The University requires that student groups meet a number of important expectations before approval is given and plans can be made. The following factors will be among those considered:

- Benefit activities should be student-led and represent the initiative of students acting independently of off-campus agencies
- There must be a clear link between the mission of the sponsoring student group and the off-campus charity and the planned benefit activity
- The event must be targeted primarily to organizational members and other Utah Valley University students, it should usually occur during the regular academic year when students are present
- Student leaders must make all arrangements with the University and clearly oversee all advertising on and off-campus
- Partisan political activities, legislative and lobbying efforts or support of sectarian religious organizations are prohibited
- For large-scale or otherwise unique events, availability of University staff (e.g. public safety, facilities, advisor, etc.) will be an important factor for approval
- A realistic and well-considered budget will be required for approval
- All funds generated through a benefit activity must be deposited with the UVU banner index account to ensure proper accountability for all funds received and spent
- Benefit events should generate reasonable funds for the off-campus charity relative to the event costs

Using Club and Organization Funds

BANKING WITH UVU

By University policy, all student organizations must have a UVU Banner Index Code and deposit and expend all funds using the banner system. **NO OFF-CAMPUS ACCOUNTS** are allowed. The UVU account allows student groups to do business with the University, helps protect the non-profit status of your organization, limits the personal liability of student financial officers and maintains complete and accurate records of all your transactions. UVU does not charge for any of these services. Any club using an off-campus account will be sanctioned immediately upon discovery.

UVU Clubs reserves the right to pay any delinquent bill incurred by a student organization with funds from that organization's account, and to pursue recovery of money owed to the Account by any University and/or legal channels. It reserves all other rights given to it by applicable state and federal laws.

Banner Account Description

Banner is an administrative software application developed specifically for higher education that is replacing the currently used campus-wide data systems. It is a highly integrated system with a common database that is shared by everyone who uses Banner. The system makes it easy to maintain records on someone who applies to the University, becomes a student, graduates, and then becomes an alumnus. Banner maintains data and consists of integrated systems for:

- Finance
- Alumni/Development
- Student
- Financial Aid
- Human Resources

All forms are completed on-line. Banner requisitions begin the process for PO's and checks and must always be completed in ADVANCE. No reimbursements will be given on the Banner system. Depending on the payment accompanying documentation is required, e.g. UVUSA performance agreement, contractual services agreement, or an invoice.

Deposits

An UVUSA Activities Cash Receipt must accompany all monies deposited into your Banner index account through the UVU Cashier office, a copy must be turned into the UVU Clubs Director or keep in club advisors financial records. UVUSA Activities Cash Receipt are available in the UVUSA office (SC 105), UVU Clubs office (LC 101a) or on the web.

- Checks to be deposited should be made out to your organization or Utah Valley University
- All checks must be endorsed exactly as they are made payable, if made out to a UVU Banner Index Code, it is not necessary to endorse
- Give the completed UVUSA Activities Cash Receipt to the UVU Cashier office, be sure to include a detailed description of the origin of all deposited monies
- Give a copy of the UVUSA Activities Cash Receipt to the UVU Clubs Director or Club Advisor

Payments

Payments to vendors for services should never be made by cash or personal check as these payments may not be reimbursed. Plan ahead so that you can pay for services with either a purchase order (PO) or pre-cut check from your UVU Banner Index Account.

Financial Records

All student organization financial records are retained for seven years by the Club or Organization Advisor. Student groups are highly encouraged to maintain and pass down their own copies of their financial records to maintain consistency between their financial officers.

Stop Payments, Returned Checks and Special Services

A \$25 fee will be levied for stop payments on checks, and a fee of \$25 will be levied for returned checks. Fees may be charged for other special services at the discretion of the financial staff.

Honorarium

This is used when you have a speaker who charges a fee. A month before the event occurs have the speaker complete an UVUSA Performance Agreement Form. (See page) After that is signed you can begin the check request process in Banner. Start this process at least three weeks prior to your event to ensure timely payment.

Check Request Form

On the rare occasion where reimbursement is the only option or necessary a Check Request form must be completed. Club advisor will send a request by email to the Director of Clubs two weeks prior to event. Request club needs including how many people are involved with the activity, approximate cost, and supplies needed. Submit a copy of approved email with the Check Request Form with the appropriate signatures.

Limited Purchase Checks (LPC)

Clubs may use LPC's to purchase items under \$150. Club Advisors must fill out the request form available from the business office. When using LPC's remember:

- Do not pay sales tax (Tax Exempt # 41506)
- Do not write check for more than \$150
- Do not write more than 1 check per store, per day
- Do not write check to an individual
- Do not forget to sign the check
- Return receipt and check stub to your advisor
- Advisors must return LPC within three working days

Campus Employee Payment

If you are paying a campus employee for auxiliary services or expertise, e.g. sound, lighting, speaking, they must be paid through the regular payroll system with a PAF, regular state and federal tax deductions will apply.

Purchase Order

This is the preferred method of payment for clubs and organizations. Many merchants will accept UVU Purchase Orders as a guarantee to pay upon billing of a service or item. The Purchase Order is not payment; it is an order requesting a service or product. Invoice or billing may be sent directly to the student group or be sent to the UVUSA where it will appear in the student group's file. In order to get a PO you must:

- Obtain a cost estimate
- Figure in a 10% safety cushion in addition to the amount estimated
- Make sure you have sufficient funds in your account to cover any new Purchase Orders
- When the form has been approved, your advisor or banner responsible party will receive a hard copy with the number on it
- The hard copy should be kept with your club/organization financial records

When you receive the invoice associated with your PO:

- Make a copy of the invoice, staple 1 copy of the invoice to your hard copy of the Purchase Order
- Send the original to the business office

Journal Transfer

Use Journal Transfers to transfer your funds from one UVU banner index number to another UVU banner index number. Most journal transfers are completed by the department and will have you fill out a form.

- If money from another group is to be transferred to your group, the financial officer of the other group must submit the Journal Transfer.
- To transfer funds to another UVU account, provide its name and account number.
- To transfer funds to a University account, provide the names of the department and contact person, as well as the banner index number of that department, e-mail the information to Scott Wood Scott.Wood@uvu.edu.

Budget Modification

If you wish to modify any line item in budget of your UVU Banner Index account, you must work directly with the Business office. All modifications must be approved by the Business Office, Club Advisor and Banner Responsible party.

Frequently-Asked Questions

Q: How do I open or activate a Banner Index Account?

A: Once your group has registered as a student organization with the Office of Student Leadership & Activities (OSLA) and UVU Clubs, your Banner index number is created with the business office.

Q: How do we access our account?

A: Your club advisor or appointed Banner Index responsible party must complete banner training with the business office. Once training is complete your group can access your account by coordinating the banner trained individual.

Q: Are student organizations required to bank with the UVUSA?

A: Yes. Utah Valley University requires that all student organizations maintain all of their funds On Campus.

Q: Can student organizations make a profit?

A: No. Student organizations are affiliated with Utah Valley University, and, as such, must be channeled back into the operations of your organization. Utah Valley University funds cannot be put into a personal bank account or given as dividends to investors. If a student organization is making a profit, it could jeopardize the nonprofit status of the University.

Q: Do student organizations have to pay sales tax?

A: Yes. Utah Valley University's nonprofit status exempts student organizations from reporting and paying sales tax on goods or services sold. Nearly all types of sales are taxable; there are very few exceptions. When purchasing items with the sole intention of reselling them, student organizations may request to use the UVUSA's resale number to avoid "double-paying" sales tax.

Q: What are our responsibilities when banking with the UVU?

A: Follow all University policies, and standard accounting practices. Monitor your account and work with your advisor and business office staff to resolve discrepancies. Submit requests in a correct and timely manner to the UVU Clubs Director through email.

Q: May we purchase items and be reimbursed?

A: A Purchase Order is the preferred method of payment. A Limited Purchase Check (LPC) is also appropriate. The only time a reimbursement can be used is when the club has **pre-approval**.



ACTIVITIES CASH RECEIPT
 Mail Code 220

Activity: _____

Responsible Persons:

1. _____

Date: _____

2. _____

Cash Bank \$ _____

\$1 _____

Silver Dollars _____

\$5 _____

Half Dollars _____

\$10 _____

Quarters _____

\$20 _____

Dimes _____

\$50 _____

Nickels _____

\$100 _____

Pennies _____

Checks _____

Total Currency & Checks \$ _____

Total Coins _____

Beginning Wristband # _____

Ending Cash Balance \$ _____

Ending Wristband # _____

Tax: 0-18100-2151: - _____

Admittance Price _____

Total to Deposit: \$ _____

Index Code: _____

Account: _____

DETC: _____

Business Services Validation Date Received: _____ Date Entered: _____ Amount: \$ _____ Initials: _____
--

Signatures for Ending Cash Balance:

1. _____

2. _____



Club Programming Grant

This grant has been developed by UVUSA to create more diverse programming on campus. Funds have been set aside to be dispersed twice during the academic year, once for the fall semester and once during the spring semester. Funds are to be used during the semester that they are received to provide a **campus wide event** for the entire student body that is unique and different from UVUSA Student Life Programming. Complete the following information and submit it to the UVU Clubs office (LC101).

1. Club Name _____
2. Contact Name _____
3. Contact Phone Number _____
4. Event: _____
5. Proposed Date: _____ Requested Amount \$ _____
6. How does your club plan to raise some of the funds for this Event? _____

7. How is this event "different" from UVUSA Programming? _____

8. Planned Use of Grant Funds _____

Requirements and Benefits of Receiving a Club Programming Grant

- If you are awarded a programming Grant, your UVU Club Ambassador will be available to help you with your event, i.e. publicity, crowd control, etc. The UVU Clubs branch will be in attendance and available to help.
- After your event you will be expected to report the outcome, expenditures, and overall experiences of the event at both the UVUSA council meeting and the UVU Club Representatives meeting.
- If there is any violation of campus policy associated with your event, you will be required to return the amount of money you received for the grant.

Club Programming Grant Board

The board awarding this grant funds will be comprised of the following; VP of UVU Clubs, UVU Clubs Ambassadors, an Assistant to the Student Body President, and the UVU Clubs Director.

Please note - this request is separate to Club Funding!

ATTACH ALL EVENT PUBLICITY TO THIS FORM



CLUB FUNDING APPLICATION GUIDELINES & REQUIREMENTS

CLUB NAME: _____

SEMESTER & YEAR: _____

**Please complete the following information and attach the letter of intent.

1. **LETTER OF INTENT** : Include the following information
Explain the amount requested and how the club will use the additional funding.
Describe your Fund-Raising event(s).
Describe your Service Project(s) your club has participated in this semester.
If your club received money from previous years funding, explain what it was used for.
2. **AMOUNT REQUESTED**: \$ _____
3. **MEETING ATTENDANCE**:
 - a. Has your club attended 75% of Club Rep Meetings: _____
4. **FUND-RAISING EVENT(S)**
 - a. Amount of expense incurred from fundraiser: _____
 - b. Amount of revenue deposited in your club account: \$ _____
 - c. How much did you receive from campus departments: _____
 - d. Individual contributions: _____
 - e. Does the money in your account have a positive balance: _____
 - f. Do you owe anyone money: _____
5. **SERVICE PROJECT(S)**
 - a. What did your club do for your service project(s): _____

 - b. How many club/community members attended: _____
6. **CLUB FUNDS**
 - a. How much has your club received this semester from "Club Funds," including charter funds and participation funds: \$ _____
7. **MEMBERS**
 - a. How many PAID club members does your club serve: _____
8. **CLUB DUES**
 - a. Amount received and deposited from your club's dues: \$ _____
 - b. Does your club pay state or national dues: _____
 - i. If so, how much per member: _____
 - ii. Does your club account pay these dues or do the individual club members pay them:
CLUB/INDIVIDUAL
9. **OrgSync**
 - a. We are asking that all Clubs start using the advantages offered through OrgSync. If you need help with this, please let us know.

If you have any questions please contact
your UVU Club Ambassador (863-8618) or the Clubs Office (863-8820)

****NO PACKETS WILL BE ACCEPTED AFTER 5:00 P.M. !!!**
Drop your packets off to the UVU Clubs Office (LC 101a). 863-8820



UVU STUDENT ORGANIZATION FUND RAISING GUIDELINES

Please use the following guidelines presented here so that all student organizations, clubs and groups have an equal and fair opportunity to solicit local company support.

1. The UVU Development Office has ultimate responsibility for all fund raising efforts in support of the University. We encourage UVU student groups and their advisors to solicit gifts, with a limit of \$500 from local businesses for charitable purposes.
 2. Before contacting local businesses, a representative of the student organization should call **Jack Jenks (863-8331)** and arrange a brief meeting in the Development Office in the Advancement Building (AB).
 3. Prior to the Development Office Meeting, prepare a **one page** letter on **UVSC/UVU letterhead** to use as handout. The letter should briefly:
 - a. Describe the student organization and its purpose and goals.
 - b. Highlight the specific charitable purpose and objectives of the fund raising effort, including the total fund raising objective.
 - c. Explain the publicity/advertising benefits the local business or organization will receive, if any.
 - d. Confirm that the student organization is soliciting gifts of no more than \$500 from any one business or organization.
 - e. Emphasize that gifts can be made with cash or gifts-in-kind (gift of service or donated item such as equipment/furniture).
 - f. Include contact information for two student including phone numbers and email addresses.
 - g. Letter is to be signed by the student group President and Faculty Advisor.
 4. Bring a copy of the approved letter to the Development Office.
 5. Student Organization representatives are welcome to solicit any local business in Utah County, but should avoid contacting any private foundation.
 6. As you meet with local business owners, **remember that you represent UVU**. Your communication should be professional and cordial, not showing any displeasure, should your gift request be denied.
- UVU's Development Office will send a receipt. Attach check or cash to the **DONATION FORM.doc** for deposit and creation of the receipt. The Development Office will then transfer the donation to the student organization, send a letter to the donor for tax purposes, and a receipt to the business office.



DONATIONS TO UVU...

Please complete the donation form and attach funds or checks.

Deliver form with attached funding to Sandy Capell in the Foundation Office – Advancement Building AB 209a.

UVU Tax ID: 11843640 – 002 – STC

NOTE: Donor writes purpose of funds on Memo line on check, purpose of funds:
ie: Pre-Med Club Service Project

Utah Valley University
Foundation Board, MS 111
Sandy Capell
Senior Accountant, Rm AB 209a
800 West University Parkway
Orem, Utah 84058-5999

(801) 863.8293

Foundation Office Fax: (801) 863.8604



DONATIONS FORM

UVU FOUNDATION- MS111- AB209a - 801 863-8205

Donor: _____ Date: _____

Send Receipt to: _____ (____) _____

Name

Phone Number

Address

City

State

Zip Code

Contact Person (if a Business): _____ (____) _____

Name

Phone Number

Donation is to be used for: _____

Department/School: _____

Development Officer: _____

AMOUNT OF DONATION: \$ _____

____ **Cash**

____ **Check:** Check # _____

____ **Credit Card:** ____ Visa ____ MasterCard ____ Discover Card ____ American Express

Name as it appears on Card: _____

Account #: _____ Exp. Date: _____

____ **Gift-in-Kind:** Value: \$ _____ Description of Item(s) Received: _____

____ **Stock:** Name of Stock: _____ # of Shares: _____

NOTES: _____

NOTE: To transfer funds from the Foundation to your department/ school, please e-mail Sandy Capell, 801 863-8293, Rm AB 209a, Foundation Accountant, with your Index Code.

For Foundation Use Only:

Date Received: _____ Index # _____ Account # _____ Gift-in-Kind List: _____

White Copy to Foundation Office- Yellow Copy to Development Officer



Sorensen Student Center Temporary Signage Policy

- All temporary signs must have stamped approval from Campus Connection before they can be hung on the UVU Campus. Signs hung without approval will be removed and disposed of.
- Only large professional signs may be hung in windows located in the Sorensen Student Center. Windows where posters may be hung have small white numbers in the bottom right corner.
- Large Posters hung in marked window areas will not be allowed to hang for longer than two weeks prior to the event, unless special permission is granted.
- 11”X 17” posters may be hung in the small windows adjacent to the doors going out to the Courtyard.
- Signs hung in windows must be hung with suction cups.
- If you would like to hang an 11” x 17” poster in the green display flags on the lamp post in the Student Center, approval must be obtained from the Student Center Administration Office.
- No signs/fliers may be hung on painted walls, cement structure or cement walls, unmarked windows, bathroom stalls, machinery (soda machines, bank machined, etc). Tape of any kind may not be used.

Signs May Not Be Hung On Any of the Following Areas

1. Painted Walls
2. Concrete pillars or concrete walls
3. Woodwork of any kind
4. Office windows, unless permission is obtained from the office and the signs are hung from the inside facing out, and suction cups are used
5. Bathroom stalls, mirrors, windows, or doorways
6. Doors or doorways, this includes glass, metal or wooden doorways
7. Machinery of any kind, (vending machines, drink machines, bank machines, etc)
8. Department bulletin boards, unless permission is obtained from the department
9. Carpeted art wall located in the Sorensen Student Center

Banners Policies and Procedures

- Banners must be taken to Campus Connection for approval and to receive an expiration sticker.
- No more than 3 banners will be approved for any single event.
- You must talk to Joel Herd (SC103, 863-7493) about the following information:
 - To be assigned a location where the banner can be hung
 - To give your index code for a \$25.00 deposit
 - To give an e-mail of the contact person for your organization
- Banners cannot be hung longer than two weeks prior to an event
- Failure to remove banners after the event will have their \$25.00 deposit forfeited.
- Banners hung in locations other than those assigned will have their \$25.00 deposit forfeited.
- If your organization violates the above policy three times, your organization will lose the right to hang banners for a period of six months.

TIPS FOR RESERVING ROOM SPACE

There are many facilities and resources on campus when looking to reserve a space for your group. Make reservations EARLY! Different spaces have different requirements and charges. Ask when you schedule what charges will be associated with your rental.

Student Center Scheduling
Leslie Farnsworth
(801) 863.8612
farnswle@uvu.edu
SC-103
<http://www.uvu.edu/studentcenter/reservations/roomrequestform.php>

Ragan Theater
John Bullock
(801) 863.8799
bullocjo@uvu.edu
SC-210a

Scheduling & Equipment for ALL other areas on Campus & Activity Center Scheduling
Connie Bond
(801) 863.8883
bondco@uvu.edu

McKay Events Center
Mark Hildebrand
(801) 863.8767
hildebma@uvu.edu



Campus Poster Promotion Areas:

All posters must be approved & stamped by Campus Connection, SC 106.

Limit for all posters is 50 (11x17 posters and/or 8x11)

A) Student Center:

- 1) 6- 11x17 adjacent to food court & court yard. Hang on designated windows with suction cups.
- 2) 1- 31x44 Large Poster

B) Gunther Trades:

- 1) Gunther Trades Tack Strip on 6th Level By elevator 8x11
- 2) Board behind and to the right of Dasani water 8x11
- 3) Board by exit Near GT 636 1- 8x11
- 4) Board by black box theater GT 630 1- 11x17
- 5) Small board Level 4 East Doors by courtesy phone 8x11
- 6) 3 Tack strips main Area level 3 each tack strip should have at least 2- 8x11
- 7) Big Cork Boards need at least 2- 11x17 for all of our events
- 8) Bottom level by elevator at the least 1- 11x17 and 1- 8x11
- 9) Tack Strip from GT to business building need to be at least 4-6 8x11
- 10) The cork board along this walk way need 1- 11x17

C) Business Building:

- 1) Lower level 17 to 25 8x11 posters on tack strips

D) Admin Building:

- 1) Main level by registrars office there is a cork board 1- 11x17 or 1- 8x11.
- 2) Lower level tack strips 5- 8x11 there is 1 little cork board downstairs 1- 8x11

E) Hall of Flags:

- 1) 2 Cork Boards on west wall 1- 11x17 on each and possibly if enough room put 1- 8x11 also.

F) Science building:

- 1) Tack strips can have 8 to 10 8x11 posters hanging on the tack strips.

G) Walk Way to Activities building:

- 1) A poster board on the west wall that can have 1- 11x17 poster.

H) LA Building:

- 1) Main Level 1- 11x17 and 2- 8x10.
- 2) Lower level 1- 11x 17 by Behavioral science office south west end of building needs 1- 8x10.
- 3) There can be at least ¼ of all classrooms on all levels of LA building on the side of the classroom never hang them in the front because teachers remove them. If you put them to the side of the room the teachers typically leave them up 1 to 2- 8x10 posters in the class rooms.

I) Library:

- 1) Fourth Level cork board East towards computer science building need 1- 11x17 11x17

J) Mountainland Technology Center (MATC) & Wasatch Campus:

- 1) Don't forget the MATC and Wasatch Campuses.

NOTE to Sports Clubs --- Check with Bo Earls for use of Intramural Sports Boards

Director, Intramurals & Sports Clubs

(801) 863-6078, SC 108g

earlsch@uvu.edu

PUBLICITY

General Policies

The following policies refer to banners, posters and flyers anywhere on campus. Questions about these policies should be directed to the Office of Student Leadership and Activities (OSLA).

- All publicity materials must clearly identify the sponsor.
- Advertising should not occur until the facility has been confirmed and the event approved.
- Materials may not promote alcohol as the focus.
- Banners and posters may not be hung on the building walls, doors, windows, campus street signs, trees, trash cans, or paved surfaces.
- Materials posted in inappropriate places or left up after the event may be removed, and the sponsoring organization may be charged for removal costs.

For more the specific campus signage policy visit, <http://www.uvu.edu/policies/facil/d-8.html>

Publicity Resources

Student Center Marketing
Jerry Day

(801) 863.8174 dayje@uvu.edu

SC (Student Center)-103

The Student Center Marketing area offers services including flyer creation and publicity printing. Services done by this office cost and require pre-approval from the coordinator of UVU Clubs.

New to the Student Center Fall of 2004 are plasma screens. Use of these screens will be available to clubs after October 1 and February 1 each semester. All plasma screen coordination is done through the Student Center Marketing Office.

Mail Services

(801) 863.8181
Advancement Building - North Side

Any mail sent through the campus requires an index number to pay for postage.

Groups can require a bulk mail permit for sending mail off campus; this option requires at least three weeks lead time for the Mail Services.

UVU Review

863-8688
SC (Student Center)-220

Ads, press releases and announcements are available through the University Times. The University Times is distributed bi-weekly during the academic year, except during finals, and ads require a minimum two-week lead time.

Events at Utah Valley University

<http://www.uvu.edu/calendar/>

Events at Utah Valley University is a campus-wide comprehensive online calendar. To submit events to the website, each student group must submit information to the UVU Clubs before the 15th of the month prior to your event.

Club Web Pages

When you turn in your charter form you will be listed on the UVU Clubs web-site an officer of your organization must request the initial directory. Once you have established your student group website, you should contact your club ambassador to add a web link to your club page on the UVU Clubs web-site.



DESIGN TIPS

KEEP IT SIMPLE AND READABLE

1. Be as short and concise as possible with text.
2. Don't clutter with too many images or graphics.
3. One large image or graphic is usually more powerful than four small ones.
4. Don't put text over complex backgrounds.
5. Don't use more than three fonts on a project.
6. Use readable fonts. Avoid script fonts.
7. Surround text with plenty of white space or open space.
8. Keep quarter page fliers EXTRA simple with essential text and MAYBE one graphic or photo.

ESTABLISH HIERARCHY OF IMPORTANCE

1. Don't make all the text the same size, color, or font.
2. Use size, color, and placement to communicate the importance of items on a project so that readers don't have to prioritize the information themselves.
3. Group items together to keep hierarchy clear (i.e.: keep similar information the same size, color, and/or boldness and keep close together.)
4. Generally, information should read from top to bottom according to importance- most important on top to least important on bottom.

BE PROACTIVE

1. Tell your audience to DO something i.e.: call us at..., get your tickets at... etc.

EMPHASIZE MAIN IDEAS WITH GRAPHICS

1. Use images or graphics that make a clear and logical connection to your information.

AVOID BOXITUS

1. Don't overuse boxes to separate the information.
2. Grouping, color, contrast, and size can be used to separate information.
3. Don't always put logos in a box/
4. Don't always create perfectly symmetrical layouts.

THINK ABOUT PRODUCTION

1. Create high resolution files (300 dpi).
2. Use high quality photographs. *A photograph only benefits a project if it is a good photograph.*
3. Use design software. Adobe Illustrator and Photoshop will be the best software to use overall.
4. Don't use copyrighted materials. The only images you should be pulling off the internet are images from a stock image website.

Critical POLICIES for Student Clubs or Organizations

University policies of particular importance to student organizations are summarized in this section. More extensive listings of University policies are available for your reference in the UVU Policies www.uvu.edu/policies/

STUDENT RIGHTS & RESPONSIBILITIES

Entire Student Rights & Responsibilities policy can be found at www.uvu.edu/policies/stud/e-6_2.html

Student Rights & Responsibilities sets the standard of conduct for students at Utah Valley University. It states in part:

The University expects all students to obey the law, to show respect for properly constituted authority, to perform contracted obligations, to maintain absolute integrity and high standards of individual honesty in academic work, & to observe a high standard of conduct for the academic environment. In short, a student enrolled in the University accepts the obligation to conduct himself/herself in an adult manner acceptable at an institution of higher education.

Over the years, the Student Rights and Responsibility Code has been applied to a great variety of situations involving students involved in student groups. Examples of situations that could be reported to Judicial Affairs for investigation as possible violations are:

- Deliberately listing a non-student as an Authorized President, Vice President or Representative
- Issuing invalid Purchase Orders to vendors
- Signing the name of another Utah Valley University student on behalf of the organization without specific prior consent
- Sexual harassment

Office of Student Leadership and Activities (OSLA) and UVUSA have the responsibility to take administrative action against groups that violate University, UVU Clubs, and UVUSA regulations. Such action may include loss of recognition, resulting in loss of access to University services, and/or referral to the Dean of Students Office, or Judicial Affairs for possible disciplinary action.

Campus Disruption

The rights of free speech and peaceable assembly are fundamental to the democratic process, and the University firmly supports the rights of members of the community to express views or protest against action and opinions with which they disagree.

All community members also share a concurrent obligation to maintain on campus an atmosphere conducive to scholarly pursuits, to preserve the dignity and seriousness of University ceremonies and public exercises and to respect the rights of all individuals.

It is a violation of University policy for a member of the faculty, staff or student body to (1) prevent or disrupt the effective carrying out of a University function or approved activity, such as lectures, meetings, interviews, ceremonies, the conduct of University business in a University office and public events; (2) obstruct the legitimate movement of any person about the campus or in any University building or facility.

Members of the faculty, staff and student body have an obligation to leave a University building or facility when asked to do so in the furtherance of the above regulations by a member of the University community acting in an official role and identifying himself/herself as such; members of the faculty, staff and student body also have an obligation to identify themselves when requested to do so by such a member of the University community who has reasonable grounds to believe that the person(s) has violated section 1/2 of this policy and who has so informed the person(s).

For more information on this policy, visit the website online at www.uvu.edu/policies/admin/a-9_4.html

Hazing

Hazing is prohibited by state law and University policy.

A student assumes the responsibility to conduct himself/herself in an appropriate manner. Categories of misconduct that are not considered responsible behavior include, but are not limited to, the following:

- Failure to respect the right of every person to be secure and protected from fear, threats, intimidation, harassment, hazing and/or physical harm caused by the activities of groups or individuals.
- Sexual assault, harassment, or any other unwelcome verbal or physical sexual activity, including the support or assistance of such activities." www.uvu.edu/hr/policyuc/e-6_2.html

There will be consequences to any club or organization found to have violated hazing law or University policy by the Judicial Affairs Office. Sanctions may include loss of its status as a recognized student club organization in addition, individuals alleged to have engaged or participated in hazing or committed any hazing act may be referred to the Judicial Affairs Office for possible disciplinary action.

Partisan Political Activities

Federal and state laws that govern the University as an educational trust and tax-exempt institution, and concern for the proper role the University plays in society, limit the partisan political activities that can take place in Utah Valley University facilities or with Utah Valley University support. These limitations in no way inhibit the expression of personal political views by any individual in the University community.

Permitted political activities include:

- Intermittent use of facilities for meetings or public events, including speeches by political candidates
- Anything done as individuals (e.g., working for campaigns, endorsements, etc.)

Prohibited political activities include:

- Using University facilities or receiving University support, except as listed above.
- On-campus soliciting of funds for candidates
- Use of Utah Valley University name and seal; on-campus addresses; and nonresidential telephones, services, equipment or personnel
- Using a student organization name to endorse a candidate
- Payment of fees to candidates

Because the laws relating to political activities are complex, all groups bringing political candidates to campus must contact the OFFICE OF STUDENT LEADERSHIP & ACTIVITIES and University Relations Office well in advance of the event.

Commercial/Corporate Support (Unrelated Business Activity)

Utah Valley University's resources support the University's missions of creation, preservation and dissemination of knowledge. The University's assets must be preserved for these purposes, and not for the personal gain of individual's or outside parties' uses that do not further Utah Valley University's academic objectives. The University receives frequent requests for access to its resources by outside entities, typically in exchange for some form of compensation to Utah Valley University. Many of these, if granted, would constitute unacceptable business activities.

Student groups must complete and submit the Fund-Raising Request form, and consult with appropriate areas, before engaging in any agreements or plans for sales, fund-raises or commercial/corporate sponsorships to ensure that they are in accordance with Campus Policy D.7. Outside Vendors, found online at www.uvu.edu/policies/facil/d-7_1.html

Utah Valley University Name

Registered student organizations in good standing are permitted to use the Utah Valley University name to identify themselves as affiliated with Utah Valley University. However, the name "Utah Valley University" and symbols associated with Utah Valley University, including the University Seal and Logo are trademarks protected by federal and state laws from unauthorized use and must be used properly.

In order to ensure that the University's name and other trademarks are adequately protected, the following procedures should be used:

The graphics standard <http://www.uvu.edu/relations> Go to University Style tab for drop down menu and click on UVU Logo Style Guide.

Camera-ready artwork of trademarks can be provided; approval of designs can be received from University Marketing & Communications.

For stationary and business cards, please contact

Printing Services
(801) 863.8415
printer@uvu.edu
GT-533

Copyright

A copyright is the set of exclusive legal rights that authors have to protect how their work is used. These rights include copying, distributing or performing any part of another's work or intellectual property. An author's rights begin when a work is created and considered copyrighted even without a copyright mark. All student organizations must adhere to copyright law. Activities which bring copyright law into play would include showing a movie, producing a play, playing audio recordings or reprinting pieces from published works, including photographs. Generally, you must secure permission from the author or publisher before presenting copyrighted material; however, there are several educational exceptions. Please contact the OFFICE OF STUDENT LEADERSHIP & ACTIVITIES for assistance in determining whether permission is necessary and how to seek it.

Alcohol

First, it is important for student leaders to know and follow the University's policy on alcohol and controlled substances. Specifically, it is the policy of Utah Valley University to maintain a drug-free workplace and campus. The unlawful manufacture, distribution, dispensation, possession and/or use of controlled substances or the unlawful possession, use or distribution of alcohol is prohibited on the Utah Valley University campus, in the workplace or as a part of any of the University's activities. The workplace and campus are presumed to include all Utah Valley University premises where the activities of the University are conducted. Violation of this policy may result in disciplinary sanctions up to and including terminations of employment or expulsion of students. Violations may also be referred to the appropriate authorities for prosecution. Second, student group leaders should be aware of any alcohol policy that relates to their group activities.

<http://www.uvu.edu/policies/>

Major Campus Events

All requests for large venue events (e.g. large scale conferences, fairs and events) must be submitted to the appropriate scheduling area via the Scheduling Fund-Raising Request Form. Scheduling is done on a first come first serve basis. Use a Scheduling / Fundraising Request Form for the following (form can also be printed at www.uvu.edu/clubs/):

- Student Center - Leslie Farnsworth (801) 863.8612, SC 103 (For Student Center Rentals a Request for Use Form must accompany the UVU Clubs Scheduling/Fund-Raising Request form)
- Campus Scheduling - Connie Bond (801) 863.8883, Planning Center, Fax (801) 224-6405
- McKay Event Center - Mark Hildebrand (801) 863.8767

High Risk Events

For liability reasons, Utah Valley University does not permit high risk activities (hang gliding, outdoor survival courses, advanced mountain climbing, or hot air ballooning) to be held on Utah Valley University land or to be sponsored by University departments and groups. Individuals wishing to organize such activities on their own may do so, but are not permitted to use the Utah Valley University name with publicity or when dealing with vendors, participants or others.

Groups must consult with appropriate departments when large, unusual or potentially risky events are planned. In organizing such events, the planner may be assuming responsibility for the safety of participants and might be held personally liable in case of accidents.

For events and activities that require Assumption of Risk forms please contact:

Joe Marrott
Director of Risk Management / Health & Safety
(801) 863-7977 marrotjo@uvu.edu

Public and Invitation Only Events

All campus meetings are considered public events unless declared an invitation event at the time the facility is reserved and on all announcements of the meeting. A "public event" is defined as one where all who wishes to attend may do so,

including the press and members of the general public. An "invitation event" is defined as one where attendance is limited to the sponsoring organization and specifically invited guests.

Local Autonomy

Some organizations are affiliated with regional or national organizations and occasionally off-campus co-sponsors. However, as Utah Valley University student organizations, all decision-making control must reside locally. The University expects that registered Utah Valley University students will lead all decision-making and be locally autonomous.

CLUB AND ORGANIZATION TRAVEL

All clubs and organizations must follow the campus travel policy. <http://www.uvu.edu/busoffice/travel.html>
Prior to the trip:

- Complete the **UVU Clubs Travel Checklist – page 47**, **UVU Clubs Risk Assumption of Management Checklist – page 48** and the **UVU Pre-Trip Meeting Agenda Risk – page 49-51**.
- A **Request for Travel Authorization Form** must be completed and approved by an appropriate supervisor for all In-State-Overnight & out-of-state travel. It must be sent to the Business Office before any travel arrangements are made or any reimbursements given.
- **Conference registration** forms should be completed and sent to Accounts Payable with the Banner requisition number listed on the form. The registration form and check will be mailed by the Business Office unless other arrangements are made. Please allow sufficient processing time to meet deadlines and "early-bird" discounts. A procurement card may also be used for conference registration. Procurement card CAN NOT be used to pay membership fees.
- **Travel advances** are available for up to 75% of the estimated out-of-pocket expenses with a minimum advance of \$150. Please check the box on the Travel Authorization form to request an advance. Please allow enough time for processing. All advances are picked up in the Business Office by the traveler. The only items prepaid are airline tickets and conference registration fees. **All other expenses will be paid by the traveler and reimbursed later.**
- **Airline Tickets** must be ordered through the Business Office. Complete signed Request for Travel Authorization and submit to the Travel Office with all pertinent information, times, dates, and discounts offered by the conference. UVU uses the State Travel Office to obtain state negotiated rates that can be purchased at any time and are fully refundable.
- **Out-of-state travel via private automobile** is reimbursed at the mileage rate multiplied by the miles driven or the lowest available airfare (through the Business Office) plus airport transportation and reasonable parking fees, whichever is less. No additional expenses are reimbursed for travel en route. The University will reimburse only those expenses incurred had the traveler used a commercial airline.
- **Rental cars**, if considered necessary, are to be reserved through the Business Office. UVU uses the State Travel Office to obtain car rentals. Contracted rates include unlimited miles, liability and collision insurance, and the loss damage waiver. There is no charge for underage drivers and an additional driver can be added at no extra charge. Rental cars are available for both in-state and out-of-state travel.
- **Lodging** arrangements are made by the traveler. No hotel deposits are paid by the University. Please use a travel advance as described above or a personal credit card to guarantee the room reservation. Travelers staying with friends or relatives are reimbursed \$35 per night provided the name, address, and phone number of the person with whom the traveler stayed. An itemized lodging receipt is required for reimbursement--a credit card receipt is no sufficient documentation.
- If a traveler has **any questions** or concerns please ask **BEFORE** the trip. This will avoid reimbursement problems after travel has been completed.

During the Trip

- **Mileage** is computed from the internet or [mileage chart](#) or odometer reading. If travel is to several points in one area, keep track of miles driven and list as AREA travel. Mileage is reimbursed at the allowable rate. Rate is \$0.36 per mile.
- **Meal allowances** are authorized as follows: breakfast \$9, lunch \$11, and dinner \$16 for a total of \$36. In order to receive a full day's allowance, the traveler must leave before 7 a.m. and return after 7 p.m. An overnight stay is required to receive any meal allowance. Meals included in or provided by conference registration fees will not be reimbursed. **MEAL ALLOWANCES ARE NOT GUARANTEED FOR STUDENT TRAVELERS**. Allowances will be given based on the Advisor traveling with the group and specific department policy.

- **Receipts** for hotel, taxi, limousine, rental car, registration fee, etc. are required to receive a reimbursement. If there is any question obtain and keep any receipt. **STUDENT TRAVELERS ARE NOT REIMBURSED FOR TRAVEL EXPENSES.**
- **Parking** is available at the airport for \$6 per day. Discounts are also available at Diamond Parking for \$4.50 per day and at Park 'N Jet for \$5.50 per day. Travelers must identify themselves as a "State of Utah Employee" to receive this rate and may be required to show valid UVU ID or business card. For more information, visit the State Travel Office Website. <http://finance.utah.gov/travel/parking.htm>

After Travel

A completed **Travel Reimbursement Form** should be sent to the Business Office within 30 days of return. List all expenses eligible for reimbursement with all receipts attached and any advance subtracted out. Both the traveler and the appropriate supervisor must sign.

Other Travel Information

Travel forms are not on-line. Please order these forms from the warehouse using the stores requisition form FPSREQN in Banner. Please replace the cost code with your Banner Index on all travel forms. Any questions should be directed to the Travel Office ext. 8965 or e-mail travel@uvu.edu.



TRAVEL CHECKLIST

- Turn in travel itinerary and contact information to UVU Club office.
- Contact Joe Marrot, x 8024 – Waiver Forms
- Have all participants sign waiver form
- Turn waiver forms into Joe Marrot prior to departure
- Schedule a Vehicle with Fleet Operations x 8720
 - Reserve the Vehicle in advance
 - Information for fleet operations:
 - Index Number
 - Contact Person
 - Mail Stop to send invoice
 - Date and time of departure and return
 - Make sure that the driver has passed the driver certification course (\$25 for each person that certifies. **EVERY DRIVER MUST CERTIFY**)
 - Give a copy of each driver's license to Fleet Operations
 - If you are traveling an extended distance (more than 3 hours from the University) have two drivers per vehicle.
- If you are traveling out of state check www.gascard.com for gas station locations, look for site locator and maps.
- Pick-up keys from Fleet Operations between 7:00 a.m. and 4:30 p.m.
- Fill out damage information card and return to Fleet Operations prior to leaving
- Enter Beginning Mileage on the Travel card
- While traveling, buy gas for the vehicle at locations that accept Gas Card ONLY. Gas station location information should be in the vehicle. The gas card and pin information are in the key chain pouch.
- During an extended trip rotate drivers every three hours, and **DO NOT TRAVEL PAST 10:00 p.m.**
- Upon return from event, enter ending mileage on the Travel Card
- Return key and info card to Fleet Operations. If you return after hours of Fleet Operations, there is a drop box in front of parking services. Put the Travel Card in the top mail box, and drop the key in the key drop box.
- Have a Fun & Safe Trip**



ASSUMPTION OF RISK MANAGEMENT CHECKLIST

Please follow these steps when taking any school sponsored group off campus

BEFORE YOU LEAVE CAMPUS

- Schedule a Pre-trip Meeting.** This will set the tone for the trip and allow the leaders and participants to meet one another. If you already know participants it is still important to meet, go over logistics, fill out waiver forms, and answer questions.
- Gather Emergency Numbers For the Area Visiting** - nearest hospital, sheriff, search and rescue, etc. Also, develop a detailed itinerary and leave it with your supervisory or director.
- Gather Local Emergency Phone Numbers** for each participant. Keep this list with you in the event that an incident occurs.
- Return signed **Assumption of Risk Forms** to Joe Marrott, he has a box in Purchasing.
- What Outside Communications Are Available?** Develop a department contingency plan and make sure you include cell phones or satellite phone use, Search & Rescue, or Life Flight options when necessary.
- Skilled Staff** with experience and knowledge in leading an off campus activity. Make sure experience matches the activity. Trip leaders need at least these qualifications:
 - *Basic first aid and CPR
 - *Van Driver Training
 - *Demonstrate proficient skills in the activity leading
- Medical Needs** are very important because of the remoteness of some of the activities, these should be defined at the pre-trip meeting.
- Schedule Vehicles** from motor-pool. Trip leaders need to be trained to operate school vans. Fifteen passenger vans are only allowed eleven passengers. Arrange a time to pick up the keys from motor-pool - don't expect the keys to be available unless the vans have been properly scheduled.
- First-Aid Kit** is stocked and adequate for the size of the group. Make a checklist of items and make sure an inventory is done before leaving. A well stocked first-aid kit is very important.
- Packet of Emergency Forms:** Personal Injury Accident Report, and Emergency Numbers.
- Notify Club Office of Location:** Send an e-mail to the UVU Clubs advisor of how to reach you while you are gone with students. Occasionally situations occur where your students need to be contacted.



PREPARING FOR YOUR PRE-TRIP MEETING

- _____ Gather information that will be helpful to relay to participants: road atlas, map of area visiting, weather forecast, equipment checklists, waiver forms, and menu information.
- _____ Meet 30 minutes prior to the meeting with club advisor and club president to discuss and plan an agenda for the pre-trip meeting. The agenda does not have to be a detailed minute for minute - just a rough outline of what you will be doing each day. Let participants know the schedule may change due to weather or unplanned events - flexibility is always required.
- _____ Familiarize yourself with the equipment checklist that is required for your particular trip. It is very helpful to the participant if you can do a "show and tell" let them know how you would pack.
- _____ Make sure all vehicles are scheduled and a pick-up time is arranged for keys. Drivers need to be certified through Fleet Operations before they are allowed to drive the vehicles. If you need to certify the cost is \$25 per person for 12 passenger vans. The training is done on the computer with a DVD and takes about 2 hours. You will also need to watch the Safe Driver video and take a test, return the test with a copy of your drivers license to Fleet Operation.
- _____ Contact all participants that are signed up for the activity and remind them of the mandatory pre-trip meeting. If a person is unable to make the meeting, make sure you meet with them at a different time to discuss the information.
- _____ Make sure you have waiver forms, these can be obtained by contacting Joe Marrott, director of Risk Management. He will need the dates, location and specifics related to the activity.

IMPORTANT PHONE NUMBERS:

Bob Rasmussen	Dean of Students/Assistant VP, Student Life	(801) 863-8491
Kassie Richins	Motorpool / Fleet Operations	(801) 863-8720
Joe Marrott	Director Risk Management	(801) 863-7977
Julie Bagley	UVU Clubs Director	(801) 863-6750

HELPFUL WEB-SITES

www.mapquest.com
www.weather.com

PRE-TRIP MEETING AGENDA

NAME OF TRIP _____ DATES _____

I. INTRODUCTIONS

- A. Introduce yourself, experience, and interests.
- B. Ask participants to introduce themselves and their expectations for the trip - this will give you a good idea if they are signed up for the right trip. Participants need to feel involved in the group; this is a good time to introduce an icebreaker.

II. PERSONAL RISK/WAIVER FORM

- A. DO NOT TAKE THESE FORMS LIGHTLY, THEY ARE VERY IMPORTANT. Waiver forms let the participants know of the specific risks that are involved with the activity. Make sure you have a form for every participant, even student volunteers or student leaders.
- B. Let all participants know of the skill level required for the trip.
- C. Explain that there are no drugs or alcohol on school sponsored trips.

III. ROLE OF TRIP LEADERS

- A. We help to get the trip planned and underway, we are not guides.
- B. Explain the "common adventure model" we are all responsible for the outcome and success of the trip. All participants share in loading and unloading, setting up camp, cooking, etc.

IV. ITINERARY AND LOGISTICS

- A. Meeting time and place.
- B. Departure time.
- C. Estimated time of return.
- D. Details of trip

V. EQUIPMENT

- A. Group equipment - what will be provided in the cost of the trip.
- B. Individual equipment - what is the participant expected to provide. Make sure that this is covered in detail and participants know exactly what is needed for a safe and comfortable experience.
- C. Rental equipment - if specialty equipment is needed, let participants know of rental opportunities and prices.

VI. MENU PLAN

- A. Discuss what meals will be included in the cost of the trip and which meals the participant is responsible for. Find out food allergies.

EVENT Planning

Major event planning requires thorough preparation in collaboration with University departments and, at all times, off-campus businesses. Staff in the Office of Student Leadership & Activities is available for consultation and support at any stage of an event.

IMPORTANT CONSIDERATIONS

Contracts

- Before signing any contract (bands, speakers, buses, etc.), be sure you understand what it is you and the other party is agreeing to do. Your signature on an agreement, even if signed on behalf of a student organization, means that you as an individual could be held personally liable for any legal or financial issues that may arise.
- Never sign a contract on your organization and the University use the UVUSA Performer Contract page 51-55 and also maybe obtained from the Office of Student Leadership & Activities at SC 105
- Office of Student Leadership & Activities staff should review and co-sign contracts for you, always sign your name and the name of the organization
- Seek advice from Office of Student Leadership & Activities or Risk Management if you are unsure about any term or condition of the proposed agreement, especially if large fees or complicated arrangements are involved. Use standard contract forms available in Office of Student Leadership & Activities that help limit personal liability
- Always make sure the University facility reservation is confirmed before the contract is signed
- Never commit yourself or your organization to an arrangement until terms and conditions are in writing, verbal agreements can be legally binding
- Before agreeing to a price for service(s), check with others or Office of Student Leadership & Activities to help you decide if the quoted fee is fair-especially if the contract involves music or forms of entertainment, negotiate wisely!
- Do not ever pay for services or products before they are received; you will have little or no recourse if problems occur
- Do not pay with cash or personal check. Instead, plan so that you can pay using a proper method that deducts payments from your UVU Banner Account

Disability Access

Accessibility Services
Sherine Miller
Director, Accessibility Services
(801) 863.8747
millershi@uvu.edu
BU-146

Utah Valley University has a legal obligation and an institutional commitment to ensure that it's programs, services and activities are accessible to all members of the community, including persons with disabilities. In planning and promoting your events, consider whether they are wheelchair accessible (including venues, buses, restrooms, etc.) and provide information to participants and guests of their right to request disability related accommodations, such as sign language interpreters, assistive listening devices and brailled materials. The Accessibility Service can assist you with providing such accommodations.

Disputes

To help avoid contract disputes or misunderstandings, take accurate factual notes on any oral business discussions and follow-up immediately with a letter memorializing the discussion, noting both agreements and disagreements. Early consultation with Office of Student Leadership & Activities can facilitate early resolution and help avoid a problem escalating into a legal matter. Remember that, because you are representing your student organization and UVU, you must act responsibly.

Emergency Procedures

If an incident occurs at your event:

- Call for help, 5555 (on campus) or (801) 863-8187(from a cell phone or off-campus).
- Report any incidents to the UVU Clubs Office at (801) 863.8820. If injury is involved complete an Incident Report online at: <http://uvu.edu/safety/forms/injury.pdf>
- Report any incidents to Risk Management at (801) 863-7977.

Fire Safety

Campus Fire Marshal
Justin Sprague
UVU Fire Marshall
(801) 863-8187
spraguju@uvu.edu
PS - 1034 West 800 South
Orem, UT 84058-5999

Organizations should consider the risks associated with their events, particularly fire safety and overcrowding. The campus Fire Marshal must always review:

- Site plans for outdoor event set-ups to ensure fire department access and compliance with related code requirements
- Specially built structures in or outside the venue (tents, props, stages, or other large equipment)
- Use of electrical equipment and generators. Use of smoke generators must be pre-approved for limited use due to the false alarms they can cause on the automatic smoke detection systems
- All decorations to ensure that they meet flame-retardant requirements and to check clearance around exits and fire protection equipment
- Barbecues, open fires or cooking booths

Plans must be submitted to the Fire Marshall seven days in advance. Inspection requests must occur three days in advance.

Food and Beverage Sales

Dining Services (801) 863-8664 dining@uvu.edu SC (Student Center)-201

No food service other than the Campus Dining Services shall operate on University property except as contracted in writing by the Food Services Director. Permission may be obtained by using the Scheduling / Fund-raising Request Form. Depending on the event, club members may have to obtain a Food Handling Permit from Utah County.

Lotteries, Raffles and Free Drawings

The distribution of prizes or gifts by chance where money is exchanged is against University policy and State Law policy, and therefore prohibited. However, free drawings may be held if:

- All persons who request a ticket are accommodated; and
- No participant is required to donate money to obtain a ticket for the drawing, and this is printed on the tickets; and
- It is made clear whether or not the ticket holder needs to be present in order to win

Noise

Since Utah Valley University is a residential community, everyone has a responsibility to moderate noise. University policies on noise are based upon local ordinances.

Current guidelines include:

- Amplified sound is not permitted during class hours in areas that could disturb classes
- It shall be unlawful for any person to maliciously or willfully disturb the peace and quiet of another by loud or unusual noise or by tumultuous conduct or by threatening or yelling in a manner likely to incite another to violence
- All entertainment activities in or adjacent to residential zones with sounds that “unreasonably disturbs or interferes with the peace, comfort or repose of the owners...” must be curtailed between the hours of 10:30 p.m. and 7:00 a.m. -City of Orem Criminal Offenses 9-2-9, Ord. No. 661
- For indoor events, open only windows and doors that face away from neighbors who are likely to be disturbed
- Distribute a flyer beforehand to neighbors likely to be disturbed with the date and time of the event and a phone number and contact person whom neighbors can call before calling the police

Public Safety

Justin Sprague
UVU Fire Marshall
(801) 863-8187
spraguju@uvu.edu
PS - 1034 West 800 South
Orem, UT 84058-5999

Contact Public Safety at least two weeks (three-weeks preferable) in advance for events that meet any of the following:

- Expected attendance of more than 200 people
- Will be advertised off-campus via ads, flyers or invitations
- Involves parking for off-campus visitors
- Involves special circumstances or support, such as delivery trucks, high-profile speakers/artists

There are fees involved for security at events.

Recycling

Utah Valley University Recycling Center (801) 863.8612 howlettja@uvu.edu SC (Student Center)-103

Utah Valley University Recycling provides services for recycling aluminum, glass, paper, cardboard and many types of plastic.

Risk Management

Joe Marrott
Director of Risk Management / Health & Safety
(801) 863-7977 / (801) 420-7866
marrotjo@uvu.edu

Registered student organizations and their events are generally covered by the University's supplemental insurance policies. All participants must have individual primary insurance. However, there are circumstances where a student organization event may assume more risk than is covered by the University and may be required to purchase insurance or certain waivers for such events. Potential risk situations include:

- Large commercial events, such as concerts, fairs and large-scale athletic events
- Events that have off-campus co-sponsors (Such events must be insured either by the student organization or the co-sponsor, preferably by the off-campus sponsor.)
- Outdoor events (Inclement weather can stop the event, but not the bills.)
- Any student organization-sponsored trip/outing
- Physical activities such as trampolines, mud volleyball, etc.

Sales Tax

UVU Business Office (801) 863-8294 BA (Browning Administration)-109

By law, all student organizations must pay and report sales tax on goods and services bought or sold. This is true even for nonprofit groups. Nearly all types of sales are taxable (CDs, tapes, T-shirts, food, etc.); with few exceptions. Use the UVUSA cash reconciliation form or the ticket sales services of Campus Connection to ensure proper accounting for sales tax.

Transportation

Fleet Operations
Camie Richins
801-863-8720 (Reservations)
richinca@uvu.edu
PC (Planning Center)-CTR

All Groups must fill out a Travel Authorization Form prior to travel.

There are many services available for Clubs to get to and from events/programs off campus. Fleet Services can assist your student group with finding the proper transportation options.

All drivers of University vehicles will need to complete the Safe Driver Training course. The Safe Driver Training course includes watching the Safe Driving video and completing the Safe Driver workbook. You will need to come to the purchasing office to check out the video and paperwork. When you have completed the training program, bring your paperwork, video and valid driver license to Fleet Operations. Fleet Operations will take a copy of your driver license front and back then record your information into our system. The Safe Driving course is valid for 3 years. If you have a permanently assigned vehicle, you will be required to take the course once a year.

15-passenger Van Requirements

15 Passenger Van are limited to carrying 11 Individuals. In addition to the above requirements, you will be required to watch "Coaching The Van Driver II" before the rental is completed. This training film is available on DVD and may be checked out from Fleet Operations for \$25. This will be charged to the club or organization.

SPECIAL TYPES OF EVENTS

Concerts

UVUSA
(801) 863.8835
grulichre@uvu.edu
SC (Student Center)-105

Student-sponsored major contemporary music acts must be initially approved by UVUSA and then must meet appropriate University policies, including Office of Student Leadership & Activities and Utah Valley University

Events approval.

Conferences

Student Center Scheduling

Leslie Farnsworth

(801) 863.8612

farnswle@uvu.edu

SC (Student Center)-103

<http://www.uvu.edu/studentcenter/reservations/roomrequestform.php>

Ragan Theater

John Bullock

(801) 863.8799

bullocjo@uvu.edu

SC (Student Center)-210a

Campus Scheduling

Connie Bond

(801) 863.8883

bondco@uvu.edu

PL-CTR

McKay Events Center

Mark Hildebrand

(801) 863.8767

hildebma@uvu.edu

MC (McKay Events Center)-012

Applications to apply to hold a conference can be picked up from and approved by the UVU Clubs a minimum of eight weeks prior to the event, before speakers are arranged, sponsors are sought or advertising is conducted. University policy requires that all conferences on campus must be sponsored by a recognized student group or department and then must be scheduled and approved through the Student Center Scheduling Office only after receiving prior approval as mentioned above. There are also other requirements that must be met prior to approval, including a careful review of any off-campus sponsorships. Only limited involvement from an off-campus sponsor is permitted since student groups are required to assume full initiative in the planning and execution of all conferences they sponsor.

Event Planning Room Capacity

UNIVERSITY FACILITIES

The Sorensen Student Center is the most student friendly for club and organization scheduling. The required form is available at <http://www.uvu.edu/studentcenter/reservations/roomrequestform.php>

Student Center Scheduling

Leslie Farnsworth

(801) 863.8612

farnswle@uvu.edu

SC (Student Center)-103

Ragan Theater

John Bullock

(801) 863.8799

bullocjo@uvu.edu

SC-210a

Scheduling & Equipment for ALL other areas on Campus & Activity Center Scheduling

Connie Bond

(801) 863.8883

bondco@uvu.edu

McKay Events Center

Mark Hildebrand

(801) 863.8767

hildebma@uvu.edu

Basic Student Center Set-up Capacity Options

Room	Set-up	Capacity	Accessibility
Grande Ballroom	Chairs Only	1000	✓
	Tables (Round)	600	✓
	Tables (Banquet)	900	✓
	Classroom	500	✓
 			
Centre Stage	Chairs Only	400	✓
	Tables (Round)	200	✓
	Tables (Banquet)	300	✓
	Classroom	170	✓
 			
Commons	Displays	60	✓
	Ballroom overflow	100	✓
 			
Upper Commons	Tables (banquet)	30	✓
	Chairs	30	✓
 			
Valley View Room (set-up as is)	Tables (banquet)	300	✓
 			
SC 206 a, b, c	Chairs Only	80	✓
Rooms a, b, and c, can be combined into one large room. Capacity and set-up can be discussed when the rooms are scheduled.	Tables (Round)	60	✓
	Tables (Banquet)	80	✓
	Classroom	60	✓
 			
SC 206 g/h	Chairs Only	40	✓
Rooms g/h can be separated for very small groups.	Tables (Round)	20	✓
	Tables (Banquet)	25	✓
	Classroom	25	✓
 			
SC 213b	Chairs Only	70	✓
	Tables (Round)	60	✓
	Tables (Banquet)	70	✓
	Classroom	45	✓
 			
SC 214	Chairs Only	70	✓
	Tables (Round)	60	✓
	Tables (Banquet)	70	✓
	Classroom	45	✓

Capacity options for other campus areas can be discussed when the space is reserved.

Planning Checklist

What is the event?			
Who is the Target Audience?			
What is the object of the event?			
Date	Time:	Location:	
Is this the best time, date, and location for your audience?	Yes:	No:	
Estimated Attendance:		Back Up Location:	
Call, Reserve, or Confirm Location		Does this event need transportation?	No:
Student Center	Leslie Farnsworth	8612	What type of Transportation?
McKay Events Center	Mark Hildebrand	8767	For how many people?
Campus Scheduling	Connie Bond	8883	Make Arrangements with Laurel x 8150
Budget			
What is your Budget?		\$	
Refer to Budget Summary for itemized list of how the budget will be used			
Meet with your VP and Advisor to establish a realistic budget before purchasing or further planning. Make sure to get PRIOR approval for any food or clothing items.			
Food			
Does the event require food?	Yes:	No:	
If yes, do you have the appropriate approval and payment method?	Yes:	No:	
What food will be served?			
*** All food must come from campus Dining Services. Any exceptions must be pre-approved by the Advisor and UVU Dining Services.			
Dinning Services Director	Val Brown	x 8614	Admission Price
Catering Manager	Russ Farrer	x 8517	Adults: Child:
Catering Supervisor	Tina Carlisle	x 7315	Students: Non- UVU:

Security			
Does this event need security?	Yes:	No:	
Contact Campus Police x 8187			
Any security concerns?			
Performer/ Entertainers/ Speakers/ Technical Assistance- Guest			
Is there an off campus guest as a part of the event?	Yes:	No:	
If no, is the guest a campus employee?	Yes:	No:	
Who is the Guest?			
Phone:	Cell:	Email:	Fax:
Contact and secure guest for date, time, and location			
Arrange Lodging and travel with Laurel x 8150			
Signed contract by Guest and UVU. (Advisor is the only authorized signature.)			
Decorations			
Does this event need decorations?	Yes:	No:	
What decorations will be used?			
Publicity			
Without effective and creative advertising your event will flop, no matter how well you planned and prepared!!!			
Be creative, work with your VP committee			
Post Publicity 2-3 weeks prior to event.			
What is the best type of publicity for your target audience?			
Does this event require design help from Jerry Day?	Yes:	No:	
Campus Publicity Ideas:			
Campus publicity designed and posted			
Community publicity ideas:			
Community publicity designed and posted			
Unusual or Unique publicity Method:			

*** Responsibilities should be shared and delegated among committee members to let them know that they are needed and important. Each member should be aware of the budget and the area that he/ she is in charge of.

Event Evaluation

Event Preliminary Information		
Event Title:		
Day:	Date:	Time:
Location		
# of Tickets:	# Comps:	# in Attendance:
Did the number in attendance meet your expectations?	Yes:	No:
High/Low or low by how many?	High:	Low:
Admission Price		Person Responsible:
Adult:	Child:	Council Position:
Student:	Non-UVU	Phone:
Other Key People	Name:	Phone
Advisor		
Co-Sponsor:		
Event		
Description of Event:		
Was the Object of the Event met?	Yes:	No:
Should this event be repeated?	Yes:	No:
Why or Why not?		
What could be improved?		
Was the funding for this event adequate?	Yes:	No:
If not how should it be adjusted?		

Is the Budget Summary complete with all expenditure?	Yes:	No:
What was the total cost of the event?	\$	
Food		
Did UVU Food Services meet your expectations?	Yes:	No:
What food was served?		
Presenter/ Entertainer:		
Name of Presenter/ Entertainer:		
Contact Information:	Email:	Phone :
Cell:		
What Agency did you work with?		
Describe the quality of the performer:		
Should this performer return to UVU?	Yes:	No:
Why or Why not?		
Setup		
What were the setup requirements?		
Security		
Did you have enough security for your event?	Yes:	No:
Why or Why not?		
Publicity		
Did you use your committee well?	Yes:	No:
Did you use a task list?	Yes:	No:
If you did use a task list please attach. If you didn't use a task list please explain why?		



SCHEDULING & FUND-RAISING CHECKLIST

- Fill out the Fund-Raising/Scheduling Request Form and get the appropriate signatures.
- Return the completed form to the ICC office.
- Have fun at your event!

Just Some Reminders

- Get your forms turned in early so that you can schedule in advance
- If you have an event on campus and would like to order food for your event. Place your order at least one week prior. UVU Dining Services will bill your account. Prior approval from the Director of Food Services is required to use an off-campus vendor.
- Think of ways to partner with entities on campus, i.e. Bookstore, Scoops, etc.
- Always collaborate with other clubs to enhance your event and resources.



Scheduling/Fund-Raising Request Form

ALL requests must be complete 7 working days prior to event

Club Name: _____

Your Name: _____ Phone: _____

Advisor: _____ Signature: _____

(An Advisor must be present at event)

Events: _____ Date(s): _____

List multiple dates for consistent meetings or activities.

Start Time: _____ End Time: _____ Anticipated # of Attendees: _____

Desired Location: _____ On Campus Off Campus

Details: _____

Student Center Scheduling: Check BOXES that apply & obtain required signature

- Student Center Scheduling: Leslie Farnsworth, 863.8612, SC103 _____
Signature Required for Approval
- The Zone (Tables): Grant Flygare, 863.8682, SC 102b _____
Signature Required for Approval
- Office of Student Activities, 863.8378, SC 105r or 105c _____
Signature Required for Approval
- Equipment in Student Center: Clay Allred, 863.8869, SC103A _____
Signature Required for Approval

Equipment Requested: _____

Ragan Theater: John Bullock, 863.8799, SC210 _____

Signature Required for Approval

Scheduling ALL other areas on Campus: Check BOXES that apply & obtain required signature

- Campus & Activity Center: Connie Bond, PL-CTR, 863.8883, fax 224.6405 _____
Signature Required for Approval
- McKay Events Center: Mark Hildebrand, 863.8767 _____
Signature Required for Approval

Fund Raising Approval:

- Bookstore: Louise Bridge, 863.8689, SC102B _____
Signature Required for Approval
Items approved to be sold: _____
- Dining Services: (food for event) Val Brown, 863.8664 or 8762, 201 _____
Signature Required for Approval
 Food Event _____
- University Marketing: Mike Maughan, 863.8866, AB113, fax 863.8343 _____
Signature Required for Approval
(Media advertising or invitations to politicians) _____

Contact the following Departments as advised:

ALL special event requests must be complete 14 working days prior to event

- Parking: Steve Jackson, 863.8018, or Phil Kinsey, 863.7490, fax 863.7379 _____
Signature Required for Approval
- Motor Pool / Fleet Operations: Kassie Richins, 863.8720, PC, fax 863.7379 _____
Signature Required for Approval
- Director of Public Safety: John Brewer, 863.8320, GT 331, fax 863.7079 _____
Signature Required for Approval

Clubs Office – LC 101a, 863-8820 Ambassadors 863-8618 Fax 863-7229

NOTE...campus calls require the extension only – i.e.: ext. 6750

<p>Once Signatures are obtained, return for approval to Club Officers in LC 101a or Club Director in SC 105e</p> <p><input type="checkbox"/> Approval <input type="checkbox"/> Not Approved 61 Signature: _____</p>



**Utah Valley University
Student Association
Performance Contract**

This Contract is entered into this _____, between the undersigned parties: _____ of Utah Valley University (herein called Purchaser) and _____ (herein after called Performer).

The Performer (s) _____ agree to appear and perform:

A. Place of engagement: _____

B. Date (s) of engagement: _____

C. Time (s) of engagement: _____

D. Type of engagement: _____

E. Total purchase price agreed upon: _____

F. Any additional information: _____

1. **Performance Time:** If a Performer (s) are late starting performance, or excess time is used in breaks, payment will be adjusted by dividing total contract time by time shorted. Checks will be reissued after 10 days.
2. **Performers Passes:** Performer (s) shall only be allowed one guest pass.
3. **Performers Dress:** Performer (s) dress shall meet the criteria established by the program requirements and which will be suited to the audience.
4. **Clarification:** Any clarification as to the meaning of this contract shall be settled and approved in writing with the Purchaser prior to the event.
5. **Property Restriction:** Performers shall not use or permit the premises to be used for any purpose other than that set forth herein after. Performers further covenant and agree:
 - A. To keep aisles, corridor, passages, vestibules, trails, elevators, and stairways free and clear of obstructions and shall not use these areas other than for ingress and egress;
 - B. To refrain from injuring or defacing the premises or any part thereof and not to drive or permit others to drive nails, hooks, tacks, or screws into any part of the premises or furnishings located therein or to apply tape or other materials to walls;

- C. To make no alterations in the authorized areas;
 - D. Not to use or permit the use of flammable tissue paper, crepe paper, or material for decorative purposes or any combustible liquid or substance unless the same has first been approved by the Utah State Fire Marshal or his/her assigned campus Fire Marshal.
6. **Content Restrictions:** No performance, exhibition or entertainment shall be given or held in UVU which is indecent, obscene or immoral, including nudity and graphic obscenities. Should any such performance, exhibition or entertainment or any part thereof, be deemed by UVU to be indecent, obscene, immoral, or in any manner publicly offensive, UVU shall have the authority to stop such event or to demand the removal of objectionable subject. UVU reserves the right to eject or cause to be ejected from the premises any objectionable person or persons. UVU shall not be held liable to the Performer for its actions under this paragraph.
7. **Lawful Activity:** In carrying out its obligations under this contract, Performer shall comply with all rules, regulations, laws and ordinances of the United States, the State of Utah, the City of Orem and those established by the State Board of Regents, and UVU. The Performer shall have the responsibility for obtaining all permits or licenses required of it by the laws, ordinances, rules and regulations of the City of Orem or the State of Utah.
8. **Compliance with Laws:** The Performer will not do, nor suffer to be done, anything on the premises or parking area adjacent thereto in violation of any laws, ordinances, rules or regulations. If the attention of the Performer is called to any violation on its part, or of any person employed by it or admitted to UVU or parking area, the Performer will immediately desist and correct the violation. Audio volume (measured in decibels) must conform to the limits established by the State of Utah Health Department. The Performer shall be responsible for, and shall pay, all taxes, charge, fees, licenses and permits, whether federal, state, county, or city, due on account of its business and other permitted activities engaged in under this agreement.
9. **Insurance:** Performer shall furnish UVU not less than ten (10) days in advance of the term of this contract, a certificate showing that there is in force a policy of public liability insurance in the form of comprehensive general liability insurance in which the Performer is named as an insured and UVU as an additional insured with limits of not less than \$1,000,000 combined single limit for the performance time set forth in this contract. Policy must reflect that it is primary and not contributory with any insurance maintained by Utah Valley University and may not be canceled prior to the conclusion of the term of this contract without ten days advance written notice. The policy must also reflect coverage for bodily injury or death, including coverage for deprivation of civil rights or civil liberties, defamation of character, libel, slander and other similar causes of action. Performer waives any right to subordination against UVU in connection with any insurance proceeds received by or due to UVU.

10. **Indemnification:** Performer agrees to conduct its activities upon the premises so as not to endanger any person thereon and to indemnify, defend and save harmless UVU against any and all claims, costs or expenses, or loss, injury, or damage to persons or property, including claims of employees of the Performer, or Performer's contractor or subcontractors arising out of the activities conducted by the Performer, its contractors, subcontractors, agents, members or guests. Performer will not do or permit to be done anything in or upon any portion of the premises or bring or keep anything therein or thereon which will in any way conflict with the conditions of any insurance policies insuring the premises or any part thereon which will in any way conflict with the conditions of any insurance policies insuring the premises or any part thereof against loss. The presence of policemen, firemen, inspectors or representatives of UVU shall in no event diminish or affect the duties, obligations or responsibilities of the Performer hereunder.
11. **Assumption of Risk:** The Performer assumes the risk of any loss or damage to its property of the property of any person or entity authorized by it to be in UVU. UVU and its officer, agents and employees shall not be responsible or liable for any loss of, or damage to, property while at UVU regardless of how the loss or damage is sustained.
12. **Copyright:** The Performer agrees to assume full responsibility for complying with the Federal Copyright Law of 1978 (17 U.S.C. 101 et seq.) And any regulations issued there under, including but not limited to the assumption of any and all responsibilities for paying royalties which may be due for the use of copyrighted work in the Performers performance or exhibition. Performer further agrees to furnish to UVU, upon demand, proof of authorization of use by copyright owners or their representatives and, if unable to do so, hereby grants to UVU the right to withhold a reasonable amount from those amounts due to Performer in order to hold UVU harmless from any and all said claims, losses or expenses incurred with regard thereto.
13. **Interruptions:** UVU shall retain the right to cause the interruption of any performance in the interest of public safety, and to likewise cause the termination of such performance when in the sole judgment of UVU such act is necessary in the interest of public safety. In such event, Performer waives any and all claims for damages or compensation from UVU. If slam dancing or crowd control problems begin, Performer will immediately terminate music.
14. **Controlled Substance:** Utah State law prohibits the service, sale, consumption, possession, importation, or transportation of intoxicating beverages or other controlled substance to or within UVU and other State properties.
15. **Smoking:** Utah State law prohibits smoking within State owned building such as UVU.
16. **Situs.** The situs of this lease is Orem, Utah and any action, claims, suits or disputes arising hereunder shall be governed by the law of the State of Utah. Should UVU commence suit against Performer under the terms of this contract because of Performer's



CLUB FUNDS PURCHASING GUIDE

- All clubs must use UVU banner index accounts (no off-campus accounts)
- All funds must be deposited into club index account, i.e. dues, fund raisers, donations, etc.
- To deposit funds into budget code:
 - Go to Cashier in Administration building
 - Fill out deposit slip
 - Received From: Your Club Name
 - Index Number
 - Amount deposited
 - Date

ALL PURCHASES MUST BE PRE-APPROVED

ADVISOR MUST COMPLETE BANNER TRAINING TO BEGIN PROCESS

Please remember:

- **Do not pay sales tax (Tax Exempt # 41506)**
 - **Do not write check for more than \$150**
- **Do not write more than 1 check per store, per day**
 - **Do not write check to an individual**
- **Do not forget to sign the check (your signature and Drivers License #)**
 - **Get a receipt and return with check stub**
 - **Spending your Funds**

Requisition / P.O. Numbers

- Fill out the Requisition with your advisor **IN ADVANCE** on-line
- Purchasing will assign a PO or cut a check for you

Limited Purchase Checks (LPC)

Your club can use LPC checks one at a time. If your advisor request 5 at a time, know that until checks are spent it ties up \$750 of your club funds. Checks value at \$150.

- Fill out a check request form with your advisor requesting LPC
- Turn LPC request into the business office
- The business office will call your advisor when the checks are ready
- Pick up the checks from the business office
- Checks must be written to a business not an individual. Tear off check and submit to business
Return remaining copies to advisor
- Fill out the check, at the bottom write a description of your purchase
- Do not pay tax. Tax Exempt #41506
- Be prepared to show photo I.D.
- The amount cannot exceed \$150 (not even a penny)
- Attach the receipt to the description and copy of the check
- Return the used check to your advisor. Advisor must return check with approval email and receipt (no tax) to business office in three working days.



UVU CLUBS / DINING SERVICES CATERING DISCOUNT GUIDELINES

Thank you for choosing UVU Dining Services for your student activity needs. To qualify for use of this discounted student catering guide, the buying agent must be a UVU recognized student group. We can meet with you in person or over the telephone to discuss the needs of your activity.

We ask that you give us at least **5** business days notice for all food that needs to be prepared for the activity. Some items require a special order from our distributors and need additional time to get the product in. In the event that **5** days is not possible due to an emergency, at least **48 hours** would be greatly appreciated. Please call us and we will work something out.

Deposit and Payment

Most events that you will be requiring food for will be charged to a Banner Index Code from your club. We ask that at the time of scheduling the food for the activity, that you give us your banner number. Then it will be charged to that number in the following week after your scheduled event.

If for any reason, that banner needs to be charged to a different account, it will be your responsibility to get that number to us as quick as possible. If the event food is to be paid for by an outside company, you must provide us with the full billing name and address and any tax exempt numbers that they have in order for that billing to be made accurately.

Final Guarantee and Cancellations

We allow a full refund when events are cancelled up to **3 business days** prior to the event. Final guarantees are required 48 hours prior to the event to allow us to insure service and product. We are able to facilitate some increases in final counts, but reserve the right to substitute product for the event if it becomes necessary to fulfill the full count of your activity. Any event cancelled within 24 hours of the event will be billed the amount of any product already prepared or brought in for that particular event.

Fees

A 15% Service fee is charged on all staff attended events. If additional service time above and beyond a 4 hour period is needed due to programs or ceremonies, a labor fee of \$20.00 per hour per server will be charged.

Any deliveries outside of the Sorenson Student Center will be charged a \$20.00 delivery charge. Any delivery made to the Advancement Building, Education Building, UVU Flight School, Utah Fire Rescue Academy, Pre. House, ect. will be charged a minimum of \$25.00. Any delivery made to the Wasatch Campus will be charged a minimum of \$25.00

Table and Chairs

Tables are provided through the Sorenson Student Center with Clay Allred at (801) 863-8869, email is preferred at allredcl@uvu.edu. For the rest of UVU Facilities call (801) 863-8130.

Your catering coordinator can assist you will determining your needs for setup and service so the arrangements can be made to have accurate tables and chairs for your activity.

China and Disposable Ware

All events are served on disposable ware. China service may be requested at no additional charge **if** event takes place in the Sorenson Student Center. If activity is outside the cent, there will be a \$.50 per person additional charge for China service. Please discuss these options with our catering coordinator when event is scheduled.

BREAKFAST

2 Pancakes w/ Maple Syrup and Butter: \$1.69 per person (minimum of 20)



Ham and Cheese Willy Muffin: \$1.56 (minimum of 20)



Assorted Breakfast Donuts and Bulk Gallons of Ice Cold Milk: \$1.09 (minimum of 20)



Traditional Continental Breakfast: Assorted Pastries, Muffins, Donuts, Bagels with cream cheese and assorted juices: \$3.95



Add Coffee or Hot Chocolate: \$.86



BOXED LUNCH

Budget Box Lunch-Wedge Sandwich on white or wheat bread, bag of chips, salad, 2 assorted cookies, and canned soda: \$4.65



Sack Lunch- Wedge Sandwich on white or wheat bread, small bag of chips, Fruit, 1 assorted cookie, canned soda: \$3.14



LUNCH BUFFETS

Nacho Bar- Tortilla Chips, Cheese Sauce, Diced Onions, Guacamole, Salsa, Olives:
\$3.62. Taco Meat added for additional: \$1.09. Add Sour Cream: \$.28



Walking Tacos-Small pkg. corn chips, taco meat, shredded lettuce, shredded cheese, and
salsa: \$1.43. Add sour cream: \$.17. Add diced tomatoes: \$.12



Hotdogs-Hot dog with bun, relish, ketchup, mustard, small chips and water service: \$1.61
(5 to 1 size0 \$1.21 (10 to 1 size)



Hamburger-Hamburger with bun, ketchup, mustard, mayonnaise, pickles, lettuce leaf,
chips and water service: \$1.43



Sloppy Joes-Homemade meat filling with bun, small chip and drink: \$2.01



Potato Bar-Idaho baked potato, cheddar cheese sauce, diced ham, bacon bit, and sour
cream: \$ 3.57



Deluxe Potato Bar- Idaho baked potato, broccoli/cheese sauce, and beef tips in brown
gravy, diced ham, bacon bits, sour cream, chives, shredded cheese, green salad, lemonade
and water: \$6.99



Deli Buffet-Build you own sandwich with sliced turkey and ham, sliced cheeses, lettuce,
tomato, onion, croissants, or hoagie bun, small potato chips, 1 choice of salad, 1 cookie,
and iced water:\$6.99



SNACK ATTACKS!!

CALL OFFICE FOR PRICES:



Small Crispy Cookies.....	\$.35
Licorice Ropes.....	\$.75
Ice Cream Sandwiches.....	\$.46
Fruit Snacks.....	\$.52
Popsicle.....	\$.35
1oz. Animal Cookies.....	\$.56
4oz. Fruit Cup.....	\$.46
Assorted Candy Bars.....	\$.86
4oz Pudding Cup.....	\$.46
Marshmallow Treats.....	\$.98
Frozen Lemonade Cup.....	\$.98
Mini Melts (like Dippin' Dots).....	\$ 2.47
Cinnamon Churros.....	5" \$.67 12" \$ 1.21
Filled Churros.....	\$.98
Trail Mixes (variety flavors).....	\$.46
Little Debbie Brownies.....	\$.46
Granola Bars.....	\$.46

Tips to developing a service project

Identify and area of interest.

- What population do you want to serve? Youth, elderly, children, animal, environment.

Identify a community need.

- Work with united way of Utah county (374-2588) or contact the volunteer and service learning center at UVU (863-8786)

Set goals for your club with a specific project.

- Decide what your club wants to accomplish and how your club will achieve goals.

Resources.

- money
- meeting place
- transportation
- materials
- equipment and tool
- supplies release forms
- paper work
- location

Volunteer recruitment.

- How many volunteers will be needed?
- Who has skills and or resources that could help you?
- How will you get volunteers?
- Where will you go to solicit help?

Training.

- Will the volunteers need an orientation or any special training?

Make a time line.

- List all the tasks (be very specific) you have to do to accomplish the project, list the objective, the person responsible for making sure each task is completed, and date by which the task is completed.

Evaluation and reflection.

- what did you learn from the project?
- What did you accomplish?
- Would you do it again?
- How could you improve the project next time?

Celebrate!

- Don't forget to celebrate once you have completed your project!



863-8786, SC 101

www.uvu.edu/volunteer

volunteer@uvu.edu

NOTES
