

ASUMW Official Club Handbook

2016-17

I. Basics	1
A. Student Senate	
B. Constitution	
C. Club Advisor Info	
II. Events	2
A. Travel	
B. Reservations	
C. Advertisements	
D. Fundraising	
III. Money/Funds	4
A. Club Funding	
B. Lobby Day	
C. Budget Reports	
D. Fund Withdrawal	
E. Fund Use	
IV. Misc.	6
A. Forms	
B. T-Shirts/Uniforms	
C. Disbandment	

BASICS

Student Senate

ASUMW Student Senate is student government organization for University of Montana Western. We meet Mondays at 5pm in the basement of the Student Union Building. We welcome all student body organizations and members to sit in on meetings and encourage all students to run for office.

Constitution

If you are writing or editing your club's constitution, there is a sample available in the Vice President's office in the Student Senate Office. This is in the Student Union Building (SUB).

Club Advisor Information

The club advisor is a faculty or staff member who assists the club with travel, money, and event needs. They have a limited amount of power in the club (if any), as their role is to advise. However, they can be a great source of information. They are often retained throughout the years, but it is possible to choose a new one. When choosing an advisor, make sure they are knowledgeable in the subject of your club's purpose. Make sure it is someone who will be available when needed, but won't try to pressure the club. Clubs may also have a supplemental community member advisor. Advisors must be recruited by the club members.

EVENTS

Equipment

Some equipment is available for loan or rent from campus organizations:

- KDWG can supply a dance floor, DJs, and a sound system. To reserve any of these, fill out a DJ/Sound System Use form (located in the SUB basement).
Notice needed: *three weeks for on-campus events* Fee: \$50 (*dance floor is free*)
- Dining Services is available to cater special events you may have planned on campus.
To reserve a date,
Notice needed: _____ Fee: _____

Travel

There are protocols you must abide by in order to travel as a club. They involve driving University vehicles, lodging, meals, and spending in general. Information regarding mandatory travel forms (to be filled out before and after the trip) are listed in “Forms” under the MISC section of this handbook. Some will need to be filled out at least two weeks before departure. Airline tickets must be purchased through the ASUMW Office Manager the Student Senate Office, so a University ProCard can be used.

Vehicles: To reserve a vehicle, have your advisor join you on a visit to the Facilities Services building. You will need to know the club's account code, the date and times of departure and return, and the destination. If this is your first time reserving a vehicle, you will need to stop by a day before you depart to review the process with Becky Harrington. If you are taking a larger vehicle (such as a Yukon or van), the drivers must take a large vehicle training before the trip. This can also be done through Facilities. To fuel, you will need the vehicle's University card, Driver ID, and the odometer reader. Before turning off the car, check the odometer. Follow the instructions on the pump station (or on the scanner inside). The Driver ID is labeled “Code” on the vehicle's info card. All passengers *must* buckle their seatbelt.

Lodging: When booking, *do not* use travel sites like Travelocity or Kayak. They have strict cancellation policies that the University doesn't want to deal with. If you choose to book online, go to the Student Senate office to book and print your receipt. It is best to call directly. Make sure to ask for reserved blocks for your event and request the state rate. Some hotels will require a credit card as confirmation. Ask the Office Manager to help you fax a copy of her card. Always bring back your folio (hotel receipt) after the trip and email it to the Office Manager. All cancellations must be done through Brooke, or the club may be charged anyway.

Food: While purchasing meals on a University card is prohibited, students are allowed a 'per diem'. This is the meal money you will be allocated. Here are the current in-state maximum allowable meal prices:

- Breakfast (12:01am–10am): \$5.00
- Lunch (10:01am–3pm): \$6.00
- Dinner (3:01pm–12 Midnight): \$12.00

There must be a three-hour gap between meals.

Spending: For general spending on trips, see “The Use of Club Funds” under the MONEY/FUNDS section of this handbook.

Reservations

For special club events, some rooms on campus can (or must) be reserved in advance. To reserve the Lewis & Clark or STC Great Room, call the Director of Conference & Events at (406) 683-7566. The L&C fills up fast, so call as soon as you have a date in mind. To reserve an area in the Student Union Building (SUB), call the Office Manager at extension 7211.

Advertisements

Posters can be hung around campus and downtown businesses. To hang posters in the dorms, you must get permission from the Residence Life. Posters may be removed if there is no affiliated club name or relevant date included. All off-campus flyers must have the University's name and be approved through the Marketing Department, at extension 7301. Off-campus newspapers are also a good place for advertisements, and are often inexpensive. To advertise events on the campus radio station, fill out a "Public Service Announcement Request" form by the station's studio in the basement of the SUB.

Fundraising

Although allocations occur every fall, clubs are encouraged to have other fundraising events. There are rules for fundraising. You must have your event approved by the Foundation in Roe House, at extension is 7305. There are some restrictions, including those concerning concessions.

MONEY & FUNDS

Club Funding

Each club has the opportunity to receive a sum of money from the Student Senate (see “Lobby Day”). This money is given via the Activities Fee that all students pay with their tuition and fees to the campus. Certain priorities are considered when allotting student fee funds to campus clubs. Here is an overview of what to expect during club allocations:

- No club will receive more than 10% of the total allocation budget, regardless of size or prevalence.
- Events and activities held on campus are given more weight than trips or meeting supplies.
- Generally, allocations are not given specifically for tournaments or uniforms. Club sports are expected to accept the “Pay to Play” reality of certain sport activities.

Clubs are also encouraged to fundraise their own money for any events and traveling that may be planned throughout the school year. Fundraising efforts must be coordinated with the help of the Foundation Office (See “Fundraising” in the EVENTS portion of this handbook).

Lobby Day

At the beginning of the school year, Student Senate gives clubs a chance to lobby for funding. Many schools don't have this opportunity and require clubs to fundraise to pay for everything. Others even take a fee from each club member that goes into the student government account. Along with filling out Lobby Day forms, your club will also be expected to choose a club week.

Club Week: This is a week during the fall or spring terms when your club chooses to be especially active (try to avoid Block Breaks or short weeks when people often leave town). These events can be used to fundraise for your club or a philanthropy, recruit more members, give back to the campus and community, and more!

Request Form: Starting Fall 2015, new forms will be required for the Lobby Day process. They will be available online, in the Student Senate office, and at the Welcome Fair. These are

- Current Club Information form

This is a fill-in-the-blank form that requests information such as meeting frequency, club email and social media, and officer contact info. Senate members will be auditing meetings, so fill out all applicable spaces.

- Club Roster

This is different than the contact information received during the Welcome Fair. This roster must consist of regular/active members of the club. As stated above, meetings will be audited, so do not inflate your club's size in hopes of receiving more funding. Each member listed will need to add their student email address and phone number.

- Club Budget Request form

This form is heavily altered from past years. Under ‘Club Info’, the name, active member count and total requested amounts for both semesters will be required. Under ‘Club Officers’, the President, Vice President, and Treasurer will place their contact info. Your club may have other officers. However, these three are the ones the Student Senate Vice President may need to specifically reach out to. If one person is filling in two positions, right there info in

every category relevant. Under ‘General Club Expenditures’, fill in each category of projected need. Administrative/Supplies is in regard to any basic material objects your club or officers use to run meetings, events, or fundraisers. Equipment is for clubs who use club-based materials for events or regular outings that belong to the club as a whole. Under ‘Planned Program Details’, estimate any event costs that will occur throughout the coming school year. These need to be specific. For events that are new to your club, make sure to write out the details of your estimates under each projected amount. Under ‘Planned Program Totals’, tally the amounts projected from each event detailed in the above section. Do not round up.

Budget Reports

An update on remaining club funds is very helpful for future budgeting. Giving regular reports is often the duty of the treasurer, if your club has one. Depending on how often money is spent, updates can be given anywhere from once a week to once a semester. To request a balance, go to the Business Services Office or ASUMW Office Manager. You will need your club account code (see the Business Office). You can also see the Office Manager for a transaction report or operating statement.

Withdrawal of Funds

To withdraw money from your club account, see the Office Manager. Her signature is required on all documents. You may wish to require a club officer's signature as well. To obtain a purchase order, ask her for a Purchase Order Request & Authorization for Payment (RAP) Form. *Do not* copy these. Each has a unique RAP Number, and copies will be considered void. To be reimbursed for expenses, give Brooke and *itemized* receipt *as soon as possible* and she will repay you with the club's funds. *Do not* save receipts until the end of the year. Note whether the reimbursement is for a member, University card (Safeway, COSTCO, Visa ProCard), or a check to the vendor.

Not all things are appropriate to withdraw or (be reimbursed) club funds for. This can include certain sponsorships travel plans. Check with the Office Manager before making a commitment to spend on something that may not fall under campus activities.

The Use of Club Funds

The use of club funds is a privilege. Buying alcohol with it is prohibited. If the club is at an event where alcohol is served, it must be purchased by the individual. There will be no reimbursement. Good ways to spend club money include: supplies for club events, guest speakers, Club Week, etc.

MISCELLANEOUS

Forms

Travel

Before:

The “Request and Authorization to Travel” form needs to be filled out at least two weeks prior to departure if you want to withdraw money in advance for the trip. You can get a copy through the Student Senate Office. You can also talk to Brooke if some portions are unclear. Not all of the boxes have to be filled, depending on how you are traveling.

The “Experiential Learning Application” form gives students a chance to apply for the Student Senate's “X1 Grant.” A student fee helps students with trips and events that will further their education and enrichment. Students can receive up to \$750 per grant, but only one grant can be awarded per student per event. Students may only be awarded a total of \$1,000 during their enrollment at Western, so apply wisely. The deadline for applications is Block 2 for fall events and Block 6 for the spring. A copy can be picked up in the Senate Office or downloaded on the University website.

The “Group Travel Notification” form informs the University of which students will be attending the trip. For legal/insurance reasons, students not on the roster will not be allowed to participate. The roster requires a name, local address, 8000 number, University title, and how much money each participant will receive for meals. (See “Estimated Travel Costs” for limits and time-frames.) There are two different versions of this form. The more detailed one can be found on the website

The “Estimated Travel Costs” form is a reference for how much money can be spent in a certain element of the trip per traveler (keeps lodging practical– no Embassy Suites). This can be found by searching for “Allowable Travel Expenses” at myUMW.

After:

The “Travel Expenses Report” form is to be filled out after your trip. Go to the Student Senate Office and fill this out with the Office Manager.

Other

The “Purchase Order Request & Authorization for Payment” form is commonly called a “RAP Form.” This can be partially filled out during checkout. For more information on where to get these and how to fill one out, see “Withdrawal of Funds” under the MONEY/FUNDS section of this Handbook.

The “Club Budget Request” form is what you will need to fill out in order to lobby for a Student Senate allocation in the fall. For more information, see “Lobby Day” in the MONEY/FUNDS portion of this Handbook.

“High Risk” clubs must have each participating member sign a waiver before any high risk events. Information and forms can be found in the Wellness Office. Her extension is 7389. You must be full-time enrolled to participate in high-risk events, including travel.

The “Hold Harmless” form (or any written notice of missing class for a University event) is to be handed to your professor on Day 1 of block if you plan on missing class time for a University-sanctioned event or learning opportunity. It was formatted for athletic events, so you may need to write your own. It should contain your name, date (so there are no discrepancies over when notice was given), the event, the day(s) you will be absent, and tell the professor that

you are open to discussing altered deadlines or assignments. You will also need your advisor's signature or contact info, in case your professor has more questions. You will need to turn your form in on or before the first day of block.

T-Shirts and Uniforms

Club t-shirts that contain the University name or logo must be approved through the UMW Marketing Department. There are some shops in town that can produce shirts for you.

Disbandment

Sometimes there is not enough interest in a club. Sometimes members don't participate, or no one steps up to be an officer. Whatever the reason, clubs can disband or become temporarily inactive. When this happens, the remaining money in the account will be recycled back into the Student Senate general fund in *three years*. If, before then, a student wishes to reactivate the club, the funds will be available for them.