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## Activate an Existing Club

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At the beginning of each academic year every club or organization must activate their club. Activating a club requires the completion of the following steps:

1. At the first meeting of each semester every club will review their Constitution and their Statement of Purpose.
2. Clubs must verify that there is a current electronic copy of their constitution on file in the Student Activities Office. If a current constitution is not on file one must be submitted immediately.
3. Officers must complete and submit an Authorized Signature Form, found on the Student Activities website.
4. All officers must attend a training session (see "Training").

Eastern defines hazing as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership, in a group or organization. Hazing in any form is a violation of the University's student code of conduct and is subject to conduct procedures as set forth in the University's student handbook. Hazing often involves more than one person, and frequently involves portions of athletic clubs. Any student club athlete or athletic club found in violation of the Hazing Policy will be:

- Subject to all University student conduct sanctions;
- Be subject to review by the Director of Student Activities or designee(s).
- May be subject to immediate suspension from the club/organization;
- Will have a written record placed in their file; and
- In cases involving an athletic club, could result in suspension of the program for a designated period of time.

## Bank Accounts

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Per the Connecticut State Accounting Manual for Activity and Welfare Funds, under no circumstances are clubs and organizations allowed to open bank accounts. All financial transactions must be processed through the University.

SABO functions as the business office for student organizations, clubs, SGA and its sub-committees. Although SABO keeps financial records on all transactions, the individual treasurers are responsible for keeping their own respective club's financial records. Club and organization treasurers should maintain a separate ledger for each account they have. Assistance with reconciling club accounts is available at SABO.

## Budget Accounts

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Each Club has been given a budget account for allocations received from BAM. Budgeted funds are allotted by SGA or sub committees of the SGA (i.e. BAM, CAB) and are committed for a specific purpose and classified as restricted. At the end of the fall semester, the unspent funds in the club budget accounts revert back to BAM for reallocation. On June 30th, all unexpended SGA budget balances will be returned to the SGA and to the fund balance in the SGAF, unless they are intended to carry over into the next fiscal year.



## Cash Advances

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A cash advance is a request for funds to purchase goods prior to an event. Once the check is requested, it must be picked up prior to the event or it will be voided. A copy of the minutes authorizing the cash advance must accompany the voucher. For students, cash advances will be limited to no more than \$300 per advance. An individual may only have one advance outstanding at a time and each club may only have one outstanding advance. All cash advances must be reconciled with original receipts totaling the amount of the advance or original receipts and cash totaling the advance. **If the cash advance is not reconciled with SABO, within 5 business days after the date of the event, a hold will be placed on your club account. This will prevent you from being able to receive cash advances, prepayments for planned events, or reimbursements for purchased items.**

## Cash Boxes

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Cash boxes are available for your use and can be signed out at the Cashiers Office. There is no cost for this service, however, should you lose the key or the cash box, you will be responsible to pay to have a new key made or for the replacement of a new box.

## Charge Accounts

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**Under no circumstance is a club authorized to initiate a charge account or use charge accounts** without the written permission of the VP of Student Affairs or the Director of Student Activities and the Controller. Any person making such charges or purchases without proper prior authorization is responsible and may be liable for the purchases or charges made. Credit purchases made should be initiated through the Purchase Order system.

## Club Council Meetings

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From time to time, the Budget and Management (BAM) Committee of the Student Government Association will hold Club Council Meetings in conjunction with the office of Student Activities. These meetings are conducted in order to pass along important information to all clubs/organizations and will afford members of the various clubs/organizations to pass along information of their upcoming events. Meeting times/dates will be sent to the club/organization e-mails. All clubs must have at least one member in attendance in order for the club to stay in good standing.

## Community Service Programs

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In an effort to streamline all community service programs being conducted throughout the University, the Center for Community Engagement on campus acts as a clearinghouse for these programs. Students can view available programs on the Center for Community Engagement website, [www.easternct.edu/cce](http://www.easternct.edu/cce), and can register for program on eWeb under Center for Community Engagement. Clubs and Organizations will register their events via the event registration form as they do for all programs. The Assistant to the Director of Student Center/Activities, Student Organization Assistant will review and approve for Student Activities. He/she will then forward the program to the Director of the Center for Community Engagement who will review the program. Should the event be in conflict with another community service event being sponsored by another University office or organization, the Center for Community Engagement will contact the club/organization in order to make suggestions and/or to coordinate similar efforts between groups on campus.

If a club/organization would like to contact the Center for Community Engagement for assistance in planning a program, they should send an e-mail to [cce@easternct.edu](mailto:cce@easternct.edu) or visit the CCE House at 333 Prospect Street.

**Important Note:** No member or group of members is empowered to enter into a contract, promise to pay or in any other way obligate their club, the SGAF, or the University without following proper procedures. All credit purchases, contracts, and other forms of purchase agreements must have the approval of the Student Activities Office and SABO.

\* \* All forms and guidelines related to the purchase of services can be found under the Personal Service Agreements and Honorariums link on the Purchasing web site at [Purchasing - Eastern \(easternct.edu\)](http://Purchasing - Eastern (easternct.edu)).

### Personal Service Agreements (PSA)

The Personal Service Agreement (PSA) is used for the commitment of funds concerning all non-employment contracts for personal services that are required. Personal services include assistance and services performed by individuals, partnerships or corporations of a professional or technical nature. PSAs are not to be used in place of hiring regular, full-time, part-time, or temporary employees. PSAs will not be authorized for work that has been recognized as belonging to one of the collective bargaining units within the Board of Regents for the Connecticut State Colleges and University.

### Honoraria

The Services and Honoraria Request Form is used for the commitment of funds concerning all non-employment contracts for personal services under \$5,000 that are required. Services and Honoraria Request Form services include assistance and services performed by individuals, partnerships, or corporations of a professional or technical nature, professional services normally associated with academic guest lecturers or speakers for a university event. Honoraria are not to be used in place of hiring regular, full-time, part-time, or temporary employees. Honoraria will not be authorized for work that has been recognized as belonging to one of the collective bargaining units within the Board of Regents for the Connecticut State Colleges and University.

The forms (which can be found online) must be submitted at least 10 business days prior to the event. Club minutes need to be submitted along with the respective contracts (with all required signatures). Additionally, a W-9 for the person whose name appears on the check (and the contract is made out to) must be up to date and on file

**Under no circumstances are any services to be performed without prior approval, and event may be subject to cancellation if paperwork is not received within the stated time frames.**

If the vendor is a state employee a Dual Employment Form is required. The individual service provider will be paid through the University's Personnel/Payroll system. Payroll Office will apply the charges to the club account for the service including fringe benefits.

Sales of advertising and sponsorships by the Campus Lantern and radio station respectively, and lifeguard services for the pool, have already been determined that an employer/employee relationship exists and will be paid through the University's Personnel/Payroll System.

Student clubs and organizations may hire ECSU students using the PSA/Honorarium process, however, student employees already on the payroll may not be hired by a club or organization for any purpose, even if it is for a one-time DJ, it is not allowed.

Out of State Entertainer Withholding Tax is withheld for out-of-state vendor contracts totaling \$1,000.00 or more. The vendor will receive a 1099 form at the end of the calendar year.

Due to IRS rules and penalties concerning the failure to secure social security or taxpayer identification numbers from service vendors (contractors), all PSA's or Honorariums cannot be considered "complete" until either a social security number or taxpayer identification number and a mailing address for the vendor appear. If a vendor returns a PSA or Honorarium with this block incomplete, no payment will be made. There are no exceptions to this policy as the IRS penalties are substantial. Under no circumstances will payment be made until we have this information and the contract is fully executed by the University.

Once the PSA/Honorarium is reviewed and finalized by the University, a copy is returned to the contractor (vendor) and to the agreement monitor of the club/organization.

After the engagement takes place, an authorized signature authority must verify that services have been rendered. To request the payment, a voucher must be completed and submitted to Student Activities for processing. If payment is required on or before an event, it must be noted. (NOTE: It is the responsibility of the requesting club or organization to notify SABO if the scheduled contract is not completed, and return the check if necessary).

Students should be extremely careful when verbally agreeing to the provision of services on behalf of their club. Students do not have the authority to enter into any agreement that might be binding on the organization, the SGA, or the University, only an authorized University administrator may do this. Students who enter into an agreement without going through these steps for approval could be held personally liable and possibly be sued for any debt and collection fees.

## Co-Sponsored Events with Groups Outside the University

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Clubs **may not** co-sponsor events with off-campus organizations without permission from the Vice President for Student Affairs or designee. Requests for co-sponsorship must be sent in with the event registration form. Clubs are encouraged to co-sponsor events with other Eastern clubs and offices.

1. All student clubs and organizations must have an advisor present while using Shafer Auditorium as a reserved space. This includes but is not limited to practices, dress rehearsals, tech rehearsals and day of the event. If an advisor cannot be present, the reservation/event will be cancelled.
2. If a performance or recital is held, it should be staffed by the Executive Board, and the club advisor. Security presences is necessary if outside guests are invited to attend. The Executive Board is also responsible for the use of and condition of the space and clean up.
3. Practices can occur no more than twice per week except for the week of the main event. Each practice should not exceed 2 hours in duration and should commence by 11pm.
4. All dance groups must follow proper dance injury prevention when conducting stretching and dance techniques. All club members must sign a waiver with the Student Activities Office before participation in meetings or practices. New waivers must be completed each academic year.
5. To remain an active club, all dance groups must submit minutes at least once per month.
6. All articles of clothing, costumes and props purchased with University funding should be properly stored in the club closet and reviewed each year for re-use or donation.



## Deposits

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All cash/checks must be deposited with the Cashier's Office with a completed deposit slip. Under no circumstances can cash or checks be spent directly to pay for goods or services. Cash should be deposited promptly upon receipt at the Cashier's Office in the Wood Support Services Center. **All cash/checks should be deposited within 24 hours or on the next business day** that the Cashier's Office is open. **Clubs that do not adhere to this policy may be reported to the VP of Student Affairs or Director of Student Activities.**

For safety reasons, you should never keep money in your residence hall, room, or apartment. If you cannot deposit the money the same day, deposits can be dropped in the night deposit box next to the Cashiers Office service windows. Please refer to the [Night Deposit of Money Procedure](#) in this manual for further instructions.

Checks received by clubs must be made payable to ECSU. The club name should be placed in the memo section of the check. Keep in mind that a deposit slip represents an official receipt of funds that you have received and deposited with the Cashier's Office. Insufficient checks will be charged back to the club if returned by the bank. There may also be a service charge that could be charged to your club.

A copy should be kept in the treasurer's records. If the deposit is the result of a fundraising event, the reconciliation box on the top portion of the deposit slip must be completed. All incomplete forms will be returned, and club requests will not be honored by the Student Activities Business Office until the revised deposit slip is received. Failure to comply with this policy will result in a hold being placed on the club account.

## Employing Students

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Student clubs and organizations are not to employ Eastern students except through the Student Employment Office. Student employees already on the payroll may not be hired by a club or organization **for any purpose**.

**\*Important Note: No member or group of members is empowered to enter into a contract, promise to pay or in any other way obligate their club, the SGAF, or the University without following proper procedures. All credit purchases, contracts, and other forms of purchase agreements must have the approval of the Student Activities Office and SABO.**

**\*\* All forms and guidelines related to the purchase of services can be found under the Personal Service Agreements and Honorariums link on the Purchasing web site at**

<http://www1.easternct.edu/fiscalaffairs/purchasing/> \*\*

An Entertainer Template and a Lecturer Template are a binding contract between the club/organization and a person or group providing a service. The Templates are used if the amount to be paid is between \$3,000.00 and \$15,000 and is for an entertainer or lecturer. The Vice President of Student Affairs needs to sign all Templates.

Templates must be submitted 30 days prior to the event with the payee's signature. The Attorney General's review and signature is required, before payment will be made to the vendor or agent. No photocopies of the form will be accepted. **Under no circumstances are any services to be performed without prior approval.**

The Template form is submitted along with the club's minutes with the resolution that authorized the expense, the appropriate non-discrimination form, a W-9 for the person/company whose name is to appear on the check, and a corporate resolution, if dealing with a corporation. All of the documents should have the same name on them (the PSA, the non-discrimination, the W-9, the corporate resolution and the club's minutes). Clubs submitting a Template should plan to meet with a member of the Student Activities Staff to discuss their event. At the conclusion of the event, an e-mail needs to be sent to a member of the SABO office verifying that services were rendered so that a check can be mailed.

If the vendor is a state employee a Dual Employment Form is required. The individual service provider will be paid through the University's Personnel/Payroll system. Payroll Office will apply the charges to the club account for the service including fringe benefits.

Sales of advertising and sponsorships by the Campus Lantern and radio station respectively, and lifeguard services for the pool, have already been determined that an employer/employee relationship exists and will be paid through the University's Personnel/Payroll System.

Student clubs and organizations may hire ECSU students using the PSA/Honorarium/Template process, however, student employees already on the payroll may **not** be hired by a club or organization **for any purpose**, even if it is for a one time DJ, it is not allowed.

**Out of State Entertainer Withholding Tax** is withheld for out-of-state vendor contracts totaling \$1,000.00 or more. The vendor will receive a 1099 form at the end of the calendar year.

Due to IRS rules and penalties concerning the failure to secure social security or taxpayer identification numbers from service vendors (contractors), all PSA's, Templates, or Honorariums cannot be considered "complete" until either a social security number or taxpayer identification number and a mailing address for the vendor appear. If a vendor returns a PSA or Honorarium with this block incomplete, no payment will be made. There are no exceptions to this policy as the IRS penalties are substantial. Under no circumstances will payment be made until we have this information and the contract is fully executed by the University.

Once the Template is reviewed and finalized by the University, a copy is returned to the contractor (vendor) and to the agreement monitor of the club/organization.

After the engagement takes place, an authorized signature authority must verify that services have been rendered and approve payment, before SABO will mail payment to the contractor. If payment is required on or before an event, it must be noted. (NOTE: It is the responsibility of the requesting club or organization to notify SABO if the scheduled contract is not completed, and return the check if necessary).

Students should be extremely careful when verbally agreeing to the provision of services on behalf of their club. Students do not have the authority to enter into any agreement that might be binding on the organization, the SGA, or the University, only an authorized University administrator may do this. Students who enter into an agreement without going through these steps for approval could be held personally liable and possibly be sued for any debt and collection fees.

## Equipment

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All purchases of equipment and supplies must be approved through the Student Activities Office. Any item that costs more than \$1,000 (including shipping and tax, if applicable) will be considered capital equipment, unless it will not last more than one year. Items not lasting more than one year will be considered supplies. Clubs and Organizations are accountable for all equipment purchases. The University is required to keep inventory records of all equipment.

Any item that is purchased and qualifies as equipment will be tagged with an AF tag and will be added to the equipment list. All pieces of equipment or supply items purchased with SGA money or purchased by an SGA subcommittee or sponsored organization are the property of the SGA, regardless of who purchased it and where the source of the funds came from (i.e., even if purchased from the club's fund raising account). A club may have control over the equipment that they specifically add to the SGA inventory as long as it adheres to these procedures.

Under certain circumstances, equipment may be traded or sold when it no longer meets the needs of the clubs. Should this question arise, the sale or trade must be cleared with the Student Activities Office and the University Controller. Equipment and supplies cannot be discarded without first getting approval from both the Student Activities Office and the Controller. When disposing of or relocating equipment to another building/office, the disposal or relocation must be reported to the SABO.

## Event Registration Form and Evaluations

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All Club events must be registered with the Student Activities Office for approval prior to the planning of the event and before promoting it. Events not requiring a PSA or an honorarium must be registered at least ten days prior to the proposed date; those that do require a PSA must be registered 45 days prior and those requiring an honorarium must be registered 30 days prior. Events not registered prior to these deadlines could be subject to cancellation and reported to the Director of the Student Center. To register an event, fill out the Event Registration Form, (located on the Student Activities web site). This is an online survey which will be received via e-mail by the Assistant to the Director/Student Organization Assistant. It will be reviewed and e-mailed to the club e-mail account and club's advisors granting approval or advising them of any issues with the request.

Upon completion of an approved event, the club/organization will receive an e-mail with evaluation questions. All events must be evaluated. Failure to fill out the evaluation and e-mail it to [stuacteval@my.easternct.edu](mailto:stuacteval@my.easternct.edu) may result in the cancellation of future club events. Evaluations are personalized to the specific program registered and will ask for feedback based on the program goals that were specified in the registration form.

## Fall and Spring Fest Events

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The following procedures apply:

1. No club may organize an event for these weekends unless approved by the Director of Student Center/Activities.
2. All police and maintenance support for these events must be coordinated by the Student Activities Staff.
3. Most fall and spring fest events are not open to the public; instead they are open to Eastern students who are allowed to bring one non-student guest. Exceptions may apply and will be advertised as such.

1. All student clubs and organizations must have an advisor present while using Shafer Auditorium as a reserved space. This includes but is not limited to practices, dress rehearsals, tech rehearsals and day of the event. If an advisor cannot be present, the reservation/event will be cancelled.
2. The day of the event should be staffed by the Executive Board, and the club advisor. Security presences is necessary if outside guests are invited to attend. The Executive Board is also responsible for the use of and condition of the space and clean up.
3. Practices can occur no more than twice per week except for the week of the main event. Each practice should not exceed 2 hours in duration and should commence by 11pm.
4. There can only be one Fashion Show in a given month and should be spread out at least 3 weeks from another show. This will prevent schedule conflicts, space availability, competition, and remove the cluster of practices that students are required to attend. Approval for event dates are on a first come, first served basis and will not be reviewed earlier than 8 months prior to event date request.
5. Fashion Shows should not exceed the approved budget amount provided by the Budget and Management Committee. Co-sponsorship must be established and outlined on FRPs before BAM funds are allocated.
6. A Fashion Show will only be approved with the expectation that it aligns with the club or organization mission statement.
7. All articles of clothing and props purchased with University funding should be properly stored in the club closet and reviewed each year for re-use or donation.
8. Designers should be contracted on a volunteer bases and should not be paid using University funding.

Many clubs and organizations will serve food and beverages at their events. BAM funded organizations may ONLY use their fundraising monies to purchase food. Clubs and Organizations must follow the catering policy in accordance with the agreement between Eastern Connecticut State University and Chartwells. **A Purchase Order Number is required for all catering services before the event**. For your benefit, three sections are listed below from the University's food contract with Chartwells. To sum, it states that clubs and organizations must purchase from Chartwells if the total food cost is over \$150 for on campus events or over \$300 for off campus events. Chartwells must be contacted first in these cases of purchasing food items to determine whether or not they will exercise their first right of refusal. It also states that Chartwells will provide all manual food service, which is the cooking and dispensing of food, with the exception of bake sales (i.e., cookies, brownies).

5.7.2.1 Purchasing in bulk for non-perishable goods costing \$300 or less is permitted off-campus; or can be purchased from the food service Contractor at their cost plus 15% markup for ordering, receiving, accounting and handling overheads. For bulk purchases above that amount, sponsors must contact the catering services to determine whether they will provide the bulk order or exercise their right of first refusal and decline the assignment.

5.7.2.2 Catering needs in the area of deli platters, vegetable and fruit platters, pizza and ethnic related food products costing \$150.00 or less in total per event may be purchased from either food service Contractor or other off-campus providers. For an event with ordering costs above that amount, sponsors must contact food services to determine whether they will provide the food service or exercise their right of first refusal and decline the assignment.

3.1 The Contractor shall provide "manual food service" for the University, which is defined as the exclusive operation by the Contractor, except as approved otherwise by the University, of all snack bars, cafeterias, conference service facilities, and delicatessens, and provision of all of the services and products typically provided and sold in connection with these operations, catering excepted. Exclusive operation and sales does not include vending machine sales and items determined by the University, in its sole discretion, to be objectionable. The University may supplement the manual food service in this contract with other means of dispensing food and beverage items, such as by additional manual or vending food service, as the University, in its sole discretion, deems appropriate.

Note that three full working days notice is required for all food orders. All items need to be picked up from Hurley Hall.

Inquiries regarding catering should be directed to Chartwells at Hurley Hall by calling 465-5052 or via e-mail at [catering@easternct.edu](mailto:catering@easternct.edu).

Please note that Chartwells does not rent or loan equipment to a club or organization for an event not being catered by Chartwells. For items rented or loaned, a student ID must be left with the staff at the time of pick up and will be returned upon the return of the equipment. Equipment not returned will result in a charge to the club/organization.



## Forgery

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The University takes the act of forgery very seriously. Altering forms in any way, including forging a signature, is a direct violation of university policy and is also considered a misdemeanor or felony, depending on the nature of what was done. The University will prosecute student violators through the Campus Conduct System and/or the civil criminal system.

Never sign the name of another person and never fabricate information in the form of a forged document. Always take the time to find the person who is supposed to sign a form or someone who may have signature authority. If in doubt, please contact the staff at SABO or the Student Activities Office.

## Fundraising Accounts

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Fundraising Accounts have been established for each club to deposit the funds they have raised through events or donations. The money in this account can be spent at the club's discretion. Un spent fund raising revenue will roll over in the club's fund raising account for the next fiscal year but as is stated in the Activating an Existing Club or Organization section, the club must file the appropriate forms with SABO for the current year before processing vouchers.

## Fundraising Events

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BAM allocates funds to each club for fundraising purposes. These funds are automatically placed in the club's budget account and may be used for a club's fundraiser (i.e. supplies for a bake sale). Additional expenses related to a program that exceed BAM's fundraiser allocation are the club's responsibility. Failure to submit an FRP (funding request packet) by the advertised deadline each semester may result in forfeiting these funds.

Cash boxes and receipt books needed for running a fundraiser are available through the Cashiers Office and Student Activities. Receipt books will also be distributed during e-board trainings in the fall semester.

## Gifts or Donations

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When a club or organization receives a gift / donation in the amount of \$250.00 or more, a Gift Acceptance Form must be completed including a deposit slip. The gift acceptance form and deposit slip should be verified at the Cashiers Office where processing is completed. A copy of the deposit slip should be sent to SABO.

When a club or organization is giving a donation to an outside concern, a letter written by an officer of the club or organization should accompany the check. When giving gifts and donations please note the following, per the Connecticut State Accounting Manual for Activity and Welfare Funds, unauthorized expenditures include "Gifts, services, or donations to state employees, private citizens, or organizations (except other entities organized to benefit students, inmates or clients. Example: donations from a class restricted account to a student alumni association)."

## How to Start a New Club or Organization

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Forming a Student Organization is not as complicated as you may have heard it to be. There are several steps that you have to complete before you can be recognized as an established organization. The steps can be easily followed because they are all connected and flow together making the process of forming an organization accomplishable in approximately one week. This handbook is designed to explain those steps in detail so that after having read it, you have all the information necessary for forming an organization. The above mentioned steps are:

1. Conducting an Organization Meeting
2. Creating a Constitution
3. Election of Officers
4. Selection of an Advisor
5. Completion of Authorized Signature Form
6. Petition the Student Senate through Budget & Management (BAM) for approval and recognition (if an SGAF Club).

If these six steps are followed as specified below, you will have no problems in getting your organization started. If you run into any problems while in this process, you should make an appointment to see the Assistant Director of the Student Center/Activities to discuss them.

### THE ORGANIZATIONAL MEETING

When an individual or group of students is interested in forming an organization, they should advertise to the total University Community that there will be a meeting for anyone interested in belonging to the specific organization. You must be aware that any organization is open to all registered Eastern students who want to join it. A temporary secretary should be selected to take minutes at this meeting. At the meeting it is important to explore the interests of the group so that you can formulate what the purpose of the organization will be. Once you have agreed to a statement that best describes what the functioning purpose of the organization will be, you put it in writing on the signature authorization form. This same part is also noted in the constitution.

### THE CONSTITUTION

There is no specific format for the Constitution. Each organization's constitution is as different and unique as the many organizations themselves. The following is a list of sections or articles that are usually contained in a constitution:

1. Name of Organization
2. Purpose of Organization
3. Membership of Organization
4. Officers and Responsibilities
5. Elections
6. Vacancy of Office
7. Impeachment
8. Meetings
9. Amendments
10. Parliamentary Authority
11. Advisors
12. Ratification
13. Ratified Date

Sample Constitutions are available in the Student Center/Activities Office and on the [Student Activities webpage](#).

When the constitution is completed, the members must vote to ratify the Constitution and this has to be done by 2/3 vote. A record of this ratification should be kept in a set of minutes that a temporary secretary kept for the organizational meeting(s).

### ELECTION OF OFFICERS

Officers for your organization have to be elected according to the guidelines set forth in your constitution. You are not required to have the traditional President, Vice-President, Secretary and Treasurer, but your officers should be able to handle the same functions. Officers should be dependable and responsible students that are willing to put in a little extra time so that the organization will run smoothly. Officers are the backbone of an organization so be careful to select the people that will best meet your needs. To hold an office, a student must have a minimum 2.0 or better cumulative grade point average.

### SELECTION OF AN ADVISOR

An advisor is determined to be an employee of the University and not a student. When selecting an advisor, you should consider persons who have training in the areas that the club focuses on. If it is a Jogging Club, then perhaps it would be best to select someone from the Physical Education Department who specializes in jogging. It's always best to do so, but in cases where this is impossible, you should try to select someone who will best meet the organization's needs. This person is responsible to attend all meetings and activities sponsored by the organization and should be readily available for advice, and to sign appropriate forms.

Once the Advisor has been selected, you should then fill out the Authorized Signature Form.

### AUTHORIZED SIGNATURE FORM

The Authorized Signature Form was designed to allow the Student Activities Office and the Student Activities Business Office (SABO) to know exactly which club members of the organization are allowed to sign papers for the organization. The majority of signatures will be needed when the organization is going to spend some of their funds, therefore, it is mandatory that documents are countersigned by the advisor so that other individuals can be aware of what is going on with the organization's funds. In the event of a vacancy, new Signature Authorization forms should be completed.

### THE FINAL STEPS

Once all the forms have been completed and approved, the Officers of the group are required to meet with the Assistant to the Director of Student Center/Activities to discuss them. The Assistant Director will review them to insure that they contain nothing that violates any University policies, State or Federal Laws, the Assistant Director of Student Center/Activities will approve and forward them to the committee assigned to fund the Organization (Budget and Management). If the forms are not approved, the group will be asked to review the items in question and resubmit them when corrected.

When all the forms have been approved, they will be forwarded to Budget and Management, who will further review them for violations of University policies, State or Federal Laws. If no violations are found, Budget and Management will in the form of a committee motion present the organization for approval to the Student Government Association at its next scheduled meeting.

The organization has the right to and is encouraged to be present at both the Budget and Management and the SGA meetings to defend or clarify their purpose.

## HOW TO FORM A SPORTS CLUB

In addition to the normal procedures of forming a regular student organization there are several steps that have to be completed before an organization can be recognized as an established Sports Club. Following student activities procedures, the organization must be recognized by the Student Senate, funded by the Budget and Management Committee of SGA, but instead of just reporting to the Director of Student Center /Activities, it will also report to the Director of Athletics or designee who will directly supervise the sports club. A sports club is defined as "any organization whose purpose is to practice, play, and/or compete in athletics with other institutions on and/ or off the campus that does not have Varsity Sport status. This section is designed to help explain the steps in detail so that after having read it the organization has all the information necessary for forming a sports club.

It is important to note that while the Student Government Association may have approved the establishment of a student organization it does not guarantee the University and the Department of Athletics are required or able to provide facilities and or fields for the club sport which it does not possess or have access to.

1. Establishing a club sport. The base criteria to consider a Club Sport for recognition are:

- a. An expressed interest by students for an athletic activity which is not available at the intercollegiate varsity level.
  - b. Appropriateness of activity for the University.
  - c. A qualified coach is approved by the Athletic Director or designee.
  - d. A designated Club Advisor.
  - e. Competitive and physical activity involving competition with other teams on a club or collegiate level which holds progressive competition.
  - f. Appropriate clothing and equipment to participate in a safe and effective manner. All equipment must be approved and certified by (or in consultation with) the Athletic Director or designee prior to its use. All athletic equipment must conform to NCAA Standards for that sport when appropriate. For sports that are not recognized or sanctioned by the NCAA, clubs will conform to the rules and regulations as set forth by the official governing agency for that sport. Copies of current rules and regulations can be attained from the NCAA website or from the official website governing that sport. It will be the responsibility of the Coach to ensure that equipment meets appropriate safety standards before each practice and or game.
- \*Some club sports may be required to have the equipment annually certified.

### Adequate resources:

- 1) Adequate facilities are available for practice and competitions. (space must be approved by a University Administrator)
- 2) Sufficient funding.

Sports Clubs are responsible for purchasing/providing their own equipment, uniforms, and all materials necessary for practice and competition. The Athletic Department does NOT FUND, nor provide equipment for Sports Clubs.

- g. An understanding that the club does not conflict with varsity and sub varsity programs.
- h. A team roster consist of enough players to field a team with at least 20% of the roster available as replacement players.

2. Disestablishing a club sport.

The base criteria to disestablish a club sport are:

- a. The club sport no longer warrants continued operation.
- b. A varsity sport is established in the same sport.
- c. The club forfeits more than three contests because it cannot field enough roster players.
- d. The club fails to submit required reports.
- e. A team fails to practice on scheduled practice days.
- f. The Club averages less than 75% attendance of its roster during practices and games.
- g. A coach and or Advisor are not available.

### The following steps are the responsibility of the Club Captain/President

1. Outline the need for facility usage (practices and games), equipment, travel, etc. Adhere to the practice parameters established by the University ( not to exceed 8 hours/week of official practice)
2. Research the scope of competition possibilities for the club. Things to consider are: who will play and what league (if any) the club will compete in.
3. Submit a roster to the Athletic Director and Assistant Director of Student Activities or designee which contains the names, campus and home addresses, and phone numbers of all students who intend to participate in the club. Follow up with any part time students to ensure that he/she has purchased the appropriate liability insurance to participate.
4. Be sure that all members have a physical exam on file with Health Services and have completed a recent health survey through Health Services.

If any problems occur while in the above process, an appointment to see the Athletic Director and/or Assistant Director of Student Activities or designee is to be made.

## SELECTION OF AN ADVISOR

An advisor MUST be a full-time employee of the University. This person is responsible for attending all campus events sponsored by the organization, inclusive of home contests and is responsible for scheduling security, crowd control, and adherence by the group to University policies and regulations. The Advisor should be readily available to sign appropriate forms and offer advice when needed.

## FACILITY USAGE

A request should be developed for each season explaining the need for the use of the campus facilities. Some questions to think about: What is the competition season? When, where and how often will the club practice? When, where and how often will it compete? What kind of equipment will you need? Club Sports will practice and compete only on facilities designated and approved by the Athletic Director or designee. The Club will submit a facility request form with their advisor's signature well in advance (minimum of two week's notice) of the requested practice/competition date. The Athletic Director

has the right and responsibility to determine the playability of all Eastern facilities and may cancel any practice/competition based on weather and field conditions. ANY off-campus facility use MUST be approved by the Director of Student Activities or his/her appointee.

#### **COACHING:**

Each sport must have a coach who satisfies the following conditions.

1. One-two years of collegiate playing/or coaching experience
2. Minimum of a Bachelor's Degree
3. May not be a player/coach
4. Certified in First Aid, CPR and AED training

The Club will submit resumes of interested candidates to the Athletic Director along with the names and phone number of three individuals who can provide professional recommendations for the candidate. The Director of Athletics or designee and the Director of Student Activities or designee will be responsible for approving the hiring of a coach. The Sports Club must allocate a portion of its budget to pay a stipend to its coach. Once the Athletic Director has approved a Coaching Candidate all required paperwork will be processed by the Club's advisor or the Director of Student Center/Activities or his/her designee.

#### **Roles & Responsibilities of a Coach**

- Adhere to the policies and guidelines set forth by the University, and the Athletic Department.
- Establish conditioning and training programs to physically and mentally prepare the participants for competition. Provide a schedule (practices/games) and information on any tournament competition in advance to the Associate Athletic Director
- Attend all practices and contests except under prior arrangement.
- Be attentive to student needs, concerns and potential problems.
- Employ a sense of fair play encouraging the development of skills and recognizing the importance of active student participation.
- Develop and employ safety standards; inspect equipment and facilities for potential safety problems prior to use.
- Recognize, along with participants, potential health or injury problems and counsel as necessary.
- Promote participant responsibility in the display of proper conduct, and promotion of good sportsmanship, both on and off the field.
- Ensure compliance with any conference, league or union rules governing eligibility, competition, and financial obligations.
- At all times, display the proper image befitting that of a coach and/or instructor and representative of Eastern and the Department.

#### **Coach Administrative Policies**

- Assist the Club officers with their assigned responsibilities as outlined above.
- Assure that all Club financial obligations are met (league membership, officials' fees, etc.)
- Maintain complete inventory records of all Club equipment and uniforms.
- Keep records of all transactions involving Club accounts and Club budgets and provide accountability on use of all funds.
- At the end of each fiscal year, submit an accurate itemized budget to the appropriate SGA Committee for the following year, and be prepared to defend the proposal.

#### **INJURIES/INSURANCE**

Any and all injuries (even those seemingly minor) must be reported to the club's coach and to the Athletic Director or designee immediately and a corresponding accident report form must be completed.

For more serious injuries, Campus Police will be called to determine whether medical attention is necessary.

Participants who refuse medical assistance, or choose to go to their own doctor or to the hospital of their own accord, do so at their own risk and will be required to sign a statement to that effect.

Anyone seeking payment of medical bills associated with an injury incurred during participation in club sports must have filed an accident report at the time of injury. Furthermore, participants must submit claims to their own insurance company first; the University's accident insurance will only reimburse for covered expenses incurred within two years of the date of the accident which exceeds any applicable deductible or the total of benefits received from any other insurance. Any insurance claims made against Eastern Connecticut State University must be turned in to and processed by the Club's Advisor.

#### **RISK MANAGEMENT**

##### **First Aid Kit**

There must be a first aid kit at the site of all practices, games and/or matches at all times. It will be the club's responsibility to purchase a complete First Aid kit and replenish it with the necessary supplies as necessary. This will NOT be supplied by the Athletic Department, but its contents must be reviewed and approved by one of the two Certified Athletic Trainers employed by Eastern Connecticut State University.

Two members of the Club must hold current First Aid, CPR, and AED certifications from a nationally accredited agency such as the American Red Cross or the American Heart Association. At least one of the certified members must be present throughout the duration of all practices, workouts and games.

##### **AED**

An AED must be on the site of all competitions and within 2 minutes of the site of practices. It is the responsibility of the Advisor to secure an AED from either the University Police Department or the Athletic Department.

##### **Certified Athletic Trainer/or EMT:**

A certified Athletic Trainer or EMT must be present and on site for all games or matches considered to be Home contests. \*Some club sports may be required to have an Athletic Trainer or EMT present at all practices. This will be determined by the Athletic Director or designee.

##### **Transportation**

If University vans are used to travel to games and practices, only the coach and employees of the University with appropriate valid license will be allowed to drive. If traveling out of state, the club must complete a travel authorization form, signed by the Club Advisor and in doing so they assume all risks associated with such. Only professional (not student) employees of the University may drive university vans out of state. All travel by organizations and clubs must have the approval of the Director of Student Center Activities.

## Meetings

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Minutes must be kept at both regular membership and Executive Board meetings. Your club's constitution usually outlines who may vote at a meeting, defines guidelines of active membership, and establishes the necessary quorum. Quorum is defined as 50% + 1 of your active membership. Quorum must be present to have an official meeting. Evidence of a quorum must be stated in the minutes.



## Metal Detectors

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Metal detectors must be used for events that are open to the public. If your event requires metal detectors you must notify the student activities office and campus police. Student Activities will submit a work order to facilities.

## Minutes of Meetings

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Minutes are the official permanent record of each club's meetings. They should tell what happened rather than what was said at the meeting. They should be kept at the time an organization meeting is held. The minutes must be typed and submitted within 48 hours to the following individuals via email.

Office/Position	Person	E-Mail Address
BAM Committee		<a href="mailto:bam@my.easternct.edu">bam@my.easternct.edu</a>
Club's Advisor(s)	Your Advisor(s)	Advisor(s) E-mail(s)
Club's Treasurer	Your Treasurer	Keep copy on club's z-drive

Minutes should be submitted through the official Eastern club e-mail and should be sent as a Microsoft Word attachment. The Assistant to the Director/Student Organization Assistant will contact clubs if there is a question of whether or not regular meetings are held and/or if minutes are not received in a timely fashion.

## Movie Policy

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The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a DVD carries with it the right to exhibit such a movie publicly outside the home\*, unless the site where the video is used is properly licensed for copyright compliant exhibition. This rule applies regardless of whether admission is being charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

For further clarification on this policy please contact the Student Activities Office.

\*For a college campus, home is defined as your individual suite, apartment or room and excludes any building's common space outside your suite, apartment or room.

## Night Deposit of Money Procedure

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A night deposit drop box has been installed next to the Cashiers service windows for deposits made on the weekends or after 4:00 p.m. during the work week. Clubs and organizations will be given a tamper evident bank bag and a deposit slip at the time they pick up a cash box from the Cashiers Office. The deposit slip and the bank bag will be completed with all available information at that time (coding, activity, club name).

At the end of the event, the money should be **counted by two members** to verify accuracy of the deposit. After counting, fill in the amount on the deposit slip and have the **same two members sign the deposit slip**. The deposit slip, the money, and any receipts (if issued) should be placed in the tamper evident bank bag.

**Complete all the information on the front of the bank bag. Include Club/Organization name and date** . Also include a **contact phone number on the Store/Location line** in case there are any questions. Keep the CUSTOMER RECEIPT from the red release liner for your records . Seal the bag only when you are certain that everything is in it. If you open the bag after it has been sealed, it cannot be reused. Complete a new bag and enclose your deposit along with the compromised bag.

When the deposit is ready, **a club member** should contact Campus Police by calling the dispatcher at ext 55310 (or 860-465-5310) to request an Officer to meet them at (or escort them to, if needed) the Wood Support Service Center. The Officer will grant the member access to the building and proceed with them to the night deposit drop box. The Officer will unlock the security bar on the night deposit drop box for the member to make the deposit.

After the deposit has been processed by the Cashiers Office, a copy of the deposit slip will be mailed to the club/organization. If there are any discrepancies or if you do not receive a copy of the deposit slip, contact the SABO office at ext 55285.

## Notification to Campus Attendees in the Event of an Emergency

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In accordance with Connecticut General Statute 29-381(b) and the University Critical Incident Plan, any University individual, office, or student club/organization holding an event on campus that would include attendees, visitors, patrons, spectators and/or guests, will provide the following information prior to the start of the event.

**"Welcome to Eastern Connecticut State University. In an effort to ensure everyone's safety, please take notice of the emergency exits located at the (describe where in the room the exit locations are). Please note the closest exit and remember that you do not have to exit through the same door you entered. To report an emergency, please dial 911. In the event of a campus emergency, please follow the instructions of the University Police Department or University officials at this event."**

At the beginning of each academic year, all student organizations planning to have events open to the public will meet with the University Police Department staff to discuss this policy. When an organization decides to sponsor a specific event open to the public, its representative will be required to meet with the director of Public Safety or designee and the vice president for student affairs or designee at least 14 days before their scheduled event occurs to plan for the event and arrange for police coverage.

1. The event must be registered and approved by the appropriate University office. If admission is charged, the organization must secure admission tickets and related paperwork from the Student Accounting Business Office (SABO) no later than two days prior to the event.
2. The number of individuals admitted shall not exceed the posted capacity of that venue. In addition, the capacity for a particular event may be reduced at the discretion of campus police and/or the vice president for student affairs or designee.
3. The organization's advisor or designee (university employee) must be present at the event for the duration of the event.
4. All fire laws and policies will be observed including not blocking entrances or exits to the facilities used for the event.
5. For student-sponsored events, Eastern students will be admitted by presenting a valid Eastern ID when requested. All other attendees must be required to provide state issued photo identification when requested. (School IDs will not be accepted.)
6. For Eastern dances/parties:
  - a. Mandatory attendance at workshop on hosting events (dates will be coordinated by the Student Activities Office)
  - b. The presence and number of University Police will be governed by law and at the discretion of the University Police Chief.
  - c. The University reserves the right to restrict the event as appropriate, including denials of readmission once the event has started.
  - d. Admittance will be by a valid Eastern ID only. Eastern students may sign in one guest per eastern ID
  - e. Monitoring Procedures: (for night of function)
    - i. A record of every attendee will be kept and managed by Student Center Staff
    - ii. Different color admission bands will be distributed for Eastern students and guests
    - iii. Mandatory door closing at 11:30 pm; anyone arriving after 11:30 will not be permitted in regardless of attendance numbers. There is no re-entry.
    - iv. Metal detectors, under the supervision of the University Police Department, will be used.
    - v. Campus Police make rounds inside the BTR
    - vi. No person attending the event will be allowed to bring in bags or backpacks. Pocketbooks and similar accessories will be subject to inspection.
    - vii. The sponsoring organization's members working the event are required to wear identifying clothing or accessories.

## POSTING POLICY

The following procedures have been developed in order to establish a universal posting policy for clubs and organizations and will be enforced for all buildings internal and external as well as all outdoor University property.

Posters, flyers, banners and other materials to be used for the expressed purpose of publicizing an event or activities may not be posted more than ten days before the event date (or before the Event has been approved) and must be taken down 24 hours after the event date.

Each poster, flyer, banner and other material must be pre-approved and stamped "approved for posting". The stamp of approval will indicate the period of time it is allowed to be in place and the date it is to be taken down.

### To Approve your Poster...

1. Bring ONE copy of your flier/poster to the Student Activities Office
2. Get flier/poster approved by a Student Activities Staff member
3. Ask for a copy center request form and specify how many copies you will need of your flier/poster

Posters, flyers, banners and other materials may be posted only on locations approved for posting and as indicated below:

1) Only sidewalks in the following locations may be chalked and/or taped with flyers. It is the responsibility of the sponsoring organization to remove the chalk and flyers the day of the event after the event has occurred. **Chalking must be pre-approved by the Director of Student Activities. Chalking is not allowed for SGA and Senior Class elections.**

1. Student Center Patio Sidewalk
2. Hurley Hall Cafeteria Entrance
3. Residence Hall Entrances
4. Sports Center Entrance

2) Posters, flyers, banners and other materials may only be placed in the following campus buildings (see below). All other buildings are not to be subject to such materials.

3) Materials placed on campus by off campus groups must be pre-approved as above by the Director of Student Activities.

4) NOTHING MAY BE ATTACHED TO THE UNIVERSITY SIGNS THROUGHOUT CAMPUS. Fliers must be posted on designated bulletin boards ONLY.

### Residence Halls (total copies allowed-68 total)

Jrnap Hall (4)

Jrr Hall (4)

onstitution Hall (7)

randall Hall (4)

igh Rise Apartments (9)

urel Hall (8)

ow Rise Apartments (1)

ead Hall (5)

iejadlik Hall (5)

oble Hall (4)

utmeg Hall (7)

ccum Hall (6)

rafer Hall (4)

### Buildings where posting is allowed

Communications Building

Goddard Hall

Hurley Hall

Knight House

David G Carter Science Building

Sports Center

Student Center

Webb Hall

Wickware Planetarium

Wood Support Services Center

*Please drop off stamped flyers for Residence Halls to the Housing & Residential Life Office- Wood SSC, 2<sup>nd</sup> floor.*

### Buildings where posting is NOT allowed using above guidelines

missions Building

ampus Police

hild and Family Development Center

astern Hall Facilities Building

ne Arts Instructional Center

elsi-Young Administration Building

ealth Services

eating Plant

## SOCIAL MEDIA POLICY

Social media are Internet-based communication channels that use social interaction, scalable publishing techniques, and accessible technology to share user-created content (video, audio, text, and multimedia). Examples include Facebook, Twitter, Instagram, LinkedIn, and YouTube.

A University-affiliated social media page is one that shows or implies a direct connection to an Eastern Connecticut State University office, department or official University program. Student-generated content must be appropriate and in keeping with professional standards and the University's values.

All content — text, graphics, still photographs, videos — posted to Eastern Connecticut State University social media accounts, i.e. Facebook, Instagram, Twitter, YouTube, is the property of Eastern Connecticut State University.

Content submitted by students must be reviewed by an appropriate University employee before posting. Content for official university accounts managed by the Office of University Relations must be approved before posting by the Director of University Relations or his/her designee.

In addition, content submitted for posting is presumed (1) to be free of any copyright or ownership restrictions, and (2) will not be subsequently posted on commercial social media accounts.

For full Social Media Policy, see <https://www.easternct.edu/university-relations/guidelines/social-media-policy.html>



Any payment vouchers, requisitions, purchase orders, advances, personal service agreements, or honorarium forms, must be submitted to the Assistant to the Director of Student Activities (if a student club) or the Director of Housing (if a residence hall association) with all accompanying and appropriate documentation (Minutes, Invoices, Receipts, Signatures, attachments). The paperwork will be reviewed by those offices, and if not correctly filled in, all original paperwork will be returned to the submitting club or organization for corrections and/or completeness.

**\*Important Note: No member or group of members is empowered to enter into a contract, promise to pay or in any other way obligate their club, the SGAF, or the University without following proper procedures. All credit purchases, contracts, and other forms of purchase agreements must have the approval of the Student Activities Office and SABO.**

Some events or activities may require additional approval from the VP of Student Affairs and Director of Student Activities or the Executive VP. If the organization's membership gives approval for such an event, and the advisor co signs the paperwork, written approval through the additional specified channels must be received before going ahead with the event. Without proper approvals, the transaction will be rejected.

Neither the University nor the SGA will assume liability if proper approval is not obtained for all club activities or events. Those individuals entering into the transaction without approval may be held personally and financially liable.

All outstanding Chartwells invoices at the end of the academic year will be approved by SGA and charged to the individual club accounts. SGA will convene and prepare minutes listing club accounts and the amount to be charged.

**\*Important Note:** No member or group of members is empowered to enter into a contract, promise to pay or in any other way obligate their club, the SGAF, or the University without following proper procedures. All credit purchases, contracts, and other forms of purchase agreements must have the approval of the Student Activities Office and SABO.

A Purchase Order is a legally binding document between the vendor and your club and can be used to make a purchase where the payment will be made after you take possession of the goods. It guarantees the seller payment. The seller releases the goods based on this guarantee and a purchase order is often viewed as instant credit by a vendor for a valued customer. The vendor may only require the Purchase Order number to initiate the transaction or they may request a copy of the Purchase order.

To secure a Purchase Order you will need a Requisition Form with a copy of the minutes authorizing the purchase, supporting documentation of what is being purchased (if applicable), and the cost of the purchase. Five days prior to needing the purchase order, the completed paperwork should be submitted to the Assistant to the Director of Student Activities (for clubs) or the Director of Housing (for hall associations) for review, who will forward the documents to SABO for processing.

Upon the receipt of the merchandise and before payment can be made to the vendor, an authorized club member **must sign the vendor's invoice acknowledging the acceptance of the goods**. This signed vendor's invoice is then sent to SABO and payment is mailed directly to the vendor. An email approval is also accepted.

Purchase Orders cannot be used to contract services such as hiring a band, a comedian, disc jockey, or lecturer. Service purchases require a service contract such as a Personal Service Agreement (PSA) or Honorarium Payment Request Form.

Remember, **no student is authorized to sign a sales agreement or other contract** on behalf of their club, SABO, or the University without proper approval. Should a student sign a legal document or buy something without getting prior approval, they may find themselves financially responsible for the obligation. The club, SGA, or the University may not honor the student's action. Please be careful when you sign or order goods and use the Purchase Order system or you may end up personally paying for it.

Note: Purchase Order requests for a commodity costing over \$10,000 must be accompanied by a completed form entitled **"Request for Quotation for a Commodity Purchase costing over \$10,000."** These forms may be obtained either at the Student Activities Office or to Purchasing and will require you to submit three quotes for the item.

Raffles and bingos are regulated by the State of Connecticut. An event is considered a raffle if a person is paying a price for a chance at a prize. Exceptions to this are games of skill, in which a person pays to show their skills are better than others and they win a prize for being the best - i.e. shooting basketballs, counting jelly beans in a jar, hitting a golf ball the furthest.

The State of Connecticut requires all raffles to be registered with the Division of Special Revenue as well as the municipality in which the raffle will be held. The application must be signed by three electors of the municipality in which the raffle will be held and will be subject to background checks. There are also permit fees payable to the state and the municipality. These fees vary depending on what "class" the raffle falls under. An inventory of the tickets before and after the raffle is also required. For more information, please refer to section 7-170 to 7-186 of the Connecticut General Statutes at [http://www.ct.gov/dcp/lib/dcp/pdf/gaming/operation\\_bazaars\\_raffles.pdf](http://www.ct.gov/dcp/lib/dcp/pdf/gaming/operation_bazaars_raffles.pdf)

## Receipt Books

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Receipt books are available at Cashiers Office and the Student Activities Office for clubs and organizations to use free of charge. Receipts should be issued anytime you accept cash in advance for a product or trip deposit. The original receipts are given to the purchasers and the carbon copies are returned to SABO.

## Reimbursements

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Reimbursements are used if it is not possible to secure funds in advance and a club member spends personal money on club expenses and wishes to be repaid. Remember, all purchases must be approved by the membership and indicated in the meeting minutes with a resolution number. A reimbursement is not automatic.

To request a reimbursement a voucher must be completed with the student's name, student's ID, and address in the Vendor/payee block. Club minutes need to be attached along with the receipts showing all expenditures that are to be repaid. **The person requesting a reimbursement must submit the ORIGINAL receipts marked "Paid".**

## Reserving and Painting "The Rock"

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"The rock" which is located across from the Center for Early Childhood Education may be reserved and painted by recognized student clubs and organizations for a two week period of time. Groups are responsible for providing their own paint and supplies. All disposal of paint supplies must be done properly by contacting Facilities.

Reservations may be made by filling out the Rock Reservation Form on the Student Activities website. Please submit an event request via eweb for approval.

Groups who have not reserved "the rock" and choose to paint over another's work may be subject to a loss of reservation privileges.

**Club E-Mail:** Each club/organization is equipped with a club e-mail account. All e-mail correspondence from within the University (administration, students, technical support) will be directed to the club e-mail account, not the students's individual e-mails. The club e-mail account should be used when corresponding with any outside vendors as well. Officers within each club/organization are responsible for checking their club e-mail on a regular basis in order to respond to University communications and student inquiries. Any issues with the club e-mail including requests to reset the password should be directed to the Assistant to the Director of the Student Center/Activities, Student Organization Assistant.

**Z-Drives:** Each club/organization's e-mail address automatically comes with z-drive space on the university network. The club secretary should save minutes from each meeting onto the respective club's z-drive and send copies to those listed under the Minutes of Meeting section of this manual. It is the responsibility of the club president to pass on the login information when new officers are elected each year. Any issues should be reported immediately to the Assistant to the Director/Student Organization Assistant in Student Activities.

**Office Supplies:** Office supplies are available free of charge to SGA-sponsored clubs. These supplies are provided by the Budget and Management Committee (BAM). A variety of supplies are available including poster board, markers, paper, envelopes, paper clips, rubber bands, and a variety of duplicating supplies. Only officers of the clubs are allowed access to these supplies.

**Telephone:** A telephone is available in the SGA Office for use by clubs sponsored by the SGA. Check the SGA door for office hours or see the Student Activities Staff. Personal phone calls charged to the University or other unauthorized use by student club members is prohibited. Individuals making such calls will be held personally responsible for charges and could lose telephone privileges.

**Mail:** All student club mail will be received and distributed by the Student Center Information Desk Workers. All student club outgoing mail postage is funded by the SGA. Organizations should bring mailings to the Information Desk in the Student Center for mail room pickup.

## Room Reservations

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To reserve any space on campus, both indoors and outdoors, you will need to utilize the Facilities Request Form found on the Student Activities web site. The form indicates to whom the form needs to be sent based on the space being requested. Be sure your event's registration has been approved before proceeding with the planning of the event and the reservation of the rooms.



## Rosters

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Each semester, the office of Student Activities collects active roster information from each club and organization. The roster information is for internal statistical data and will be organized by the Assistant to the Director/Student Organization Assistant. All clubs are expected to comply with this request each semester by the publicized deadline.

## Sales Tax Exemption

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As an agency of the State of Connecticut, Eastern is exempt from Sales and Use Tax. Student activity funds which are administered under the same rules are included in that exemption. Therefore, all services, supplies, and equipment used in the club's regular operations are not taxable. Vendors questioning this should be referred to SABO. A copy of Eastern's Tax Exemption Certificate may be sent to the vendor upon request.

Items on which clubs are required to pay sales tax are food, beverages, and meals. Receptions and banquets held at outside venues require a separate certification to obtain tax exemption.

When planning your purchases for events or fundraisers, please keep in mind:

- ◆ Order your supplies, equipment, etc through the University Purchasing department.
- ◆ Use the Departmental P-Card
- ◆ Pay the vendor direct with a University check for the exact amount.

The rule of thumb is:

◆ **If a member pays out of pocket for the cost of items purchased, the 6.35% Sales tax will not be reimbursed. Sales tax computed on a register receipt for the purchase of goods or services cannot be counted as part of an expense.**

Example: You receive a cash advance for \$300.00. You purchase items totaling \$300.00-\$283.02 including 16.98 in sales tax. You will be responsible for returning and depositing the sales tax amount of \$16.98 in order to complete your cash advance reconciliation.

## Senior Class Accounts

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The business accounts for Senior Class Committees, reside in the Student Organization Activity Fund (SOAF). The Board of Trustees (BOT) policies (BR# 86-61) recommend that by the end of the first semester of the senior year, the class designate a beneficiary to receive any remaining funds in their SOAF account upon graduation.

## Signatures

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All expenditure requests require the signatures of the club or organization's Treasurer and Advisor. Clubs also require the signature of the Director of Student Activities. Housing organizations require the signature of the Director of Residential Life. Any expenditure request for \$2,500 or more also require a signature from the Vice President of Student Affairs. All travel requests, honorariums, and personal service agreements require the Vice President of Student Affairs' signature. Should one of the required signatures not be available, that person's supervisor or Dean may sign in their absence.

## Student Activities

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Go to <http://www1.easternct.edu/studentactivities/> to learn more about the office of Student Activities at Eastern Connecticut State University.

## Student Activities Business Office (SABO)

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### Student Activities Business Office (SABO)

Darren Nosal, Associate Director Fiscal Affairs, Accounts Payable, (860) 465-5730

Gelsi-Young Hall, Third Floor, Room 341, (860) 465-5285, (Office Numbers), (860) 465-5180 (Fax)

SABO is located on the third floor of Gelsi-Young Hall. This business office provides general administrative support for student clubs and organizations including all financial paperwork processing, event registration/deposit tracking, and assistance with monthly budget reports. SABO staff will also offer guidance in the preparation of State travel documents for all club conferences and events.

Only students who are employees of the University may drive state vehicles. Drivers must have a valid motor vehicle operator's license. To reserve a state vehicle for a club/organization, **an e-mail must be sent to the Student Organization Assistant**. The information required is on the Student Activities web site. The Student Organization Assistant will submit a request (via email) to the Vehicle Coordinator in the Sports Center. The request will need to be sent at least two business days in advance (out-of-state requests must be sent at least one month in advance) of the planned departure date. A completed TA must be on record in Student Activities prior to the request being sent. Confirmation or denial of the request will be sent to the club/organization e-mail. **\*\*Please refer to the Eastern vehicle request policy.\*\***

## Training

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Training workshops are held at the beginning of the academic year. This workshop will highlight all the procedures and forms. Additional workshops may be given upon request. Officers must attend these in order to be certified to conduct club business. All advisors are recommended to attend the one-hour workshop each year should there be any policy changes.



When a deposit is required from each participant to reserve a seat for a trip, it must be deposited into the club's account. To refund a traveler who does not attend, the club must do a reimbursement by completing a voucher form for each individual. Proof of payment is required to process the refund request. Minutes authorizing payment and proof of payment must accompany the voucher.

Trip Refund Policy passed by SGA 4/27/97

- a. When a student has made a commitment to attend a student club sponsored event, which carries an admission or registration cost, that student must provide at least two weeks notice to receive a 50% refund. This refund is applicable only to those students who have paid 100% of the admission or registration cost. Under no other circumstances may the student receive a 50% refund.
- b. A student may receive a full refund only if that student finds a substitute that will fulfill the student's original commitment. Under no other circumstances may the student receive a full refund.
- c. A person that is not a student may receive a full refund only if that person finds a substitute to fulfill the person's original commitment (non students are responsible for an admission or registration fee that is twice that due by students). Non students are not eligible for other refunds, including the 50% refund applicable only to students.
- d. The Executive Board of the club sponsoring the event shall administer this Trip Refund Policy and abide by these rules.

This Protocol is to be observed for all official trips. Failure to do so may result in referral to the campus judicial system.

- a. All ECSU rules, regulations and policies are in effect while participating in official club travel.
- b. Cohabitation is prohibited.
- c. The presence and/or use of alcoholic beverages are prohibited.
- d. The use of profane language is prohibited.
- e. When using State vehicles you must have one staff advisor in each vehicle.
- f. The staff advisor(s) on each trip is the person(s) in charge and they are present to:
  - Maintain a proper educational environment
  - Insure all rules and regulations are followed
  - Insure that people assigned to each vehicle stay in that vehicle and do not switch from one to another. This is to insure all are accounted for.
  - Act as the person "In Charge" in all situations including emergencies.
- g. State vehicles are to be used only for the educational portion of the trip and not to shuttle people around for personal "Free Time".
- h. Please refer to other travel rules and regulations in the Student Handbook.

All clubs and organizations making in state or out of state trips must have permission from the Vice President for Student Affairs (or designee) and the Director of Student Activities/Residence Life (or designee). **Requests should be submitted at least two (2) weeks prior to departure to allow for proper processing.**

A TA (Travel Authorization Form) is required by all clubs and organizations when traveling as a club activity, whether it is in state or out of state, even if there are no expenses incurred. When a club is going out of state or when staying overnight on an in state trip, an advisor must accompany the group. Please note. **If your TA is not received by SABO at least two weeks before your trip, a travel advance will not be processed.**

A CSU Travel Authorization form must be completed by the club (and authorized by the club advisor). Attached to the form, there must be a roster of all the individuals traveling and itineraries and/or schedules, which provide the necessary detail for each vendor. Only if these forms are completed and fully signed before a trip is undertaken will payment for travel related expenses be made. Forms are available on the Student Activities website.

You can request that the University prepay items such as conference registration, hotels, airfare, and admission tickets. All requests for prepaid items should be recorded on the Travel Authorization. Supporting documents such as hotel invoices, registration forms, and airfare confirmations must be attached to the TA when submitting to SABO. Cash advances can be taken for things like meals, cab fare, or tolls, and must be reconciled with original receipts marked "PAID" and returned to SABO to document expenses. The individual receiving the advance must reconcile the advance within fifteen (15) business days after the completion of the trip

Per Diem rates (meal allowance) may be established by the club or organization, as long as the per diem rates established by the club, do not exceed the State's per diem rates and funds are available. For clubs that receive allocations from BAM, advances for meals will be charged to the club's fundraising account, per BAM's policies.

If traveling by personally owned vehicle, you must include a copy of the **Declarations Page** from your automobile insurance policy for the period of the trip. This declarations page must show that you maintain insurance in the minimum liability amount of \$50,000/\$100,000 and \$5,000 in property damage or a minimum of \$100,000 for bodily injury and property damage. The No Fault card issued by your insurance company cannot be substituted for the declarations page.

Please deliver the completed CSU Travel Authorization form, roster, copy of **Declarations Page** of insurance policy, and minutes to SABO for verification and finalization. All TA's must be reviewed and signed by the Travel Officer in Accounts Payable for approval, before any payments or purchase orders will be processed. Documentation regarding the purpose of the trip must be included with the TA.

## Unauthorized Expenditures

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The following is an excerpt from the State Comptroller's Accounting Procedures Manual for Activity and Welfare Funds. Expenditures for the following items will not be made from activity or welfare funds:

- A. Routine expenditures such as equipment, supplies, forms and postage for State use.
- B. Repair or maintenance of State equipment (except certain jointly used equipment).
- C. Professional books, magazines and memberships in professional organizations not related to specific activity/welfare fund functions or for which the greater benefit does not accrue to clients, inmates or students.
- D. Salaries for services that are the responsibility of the institution or agency.
- E. Gifts, services, or donations to State employees, private citizens, or organizations (except other entities organized to benefit students, inmates or clients. Example: donations from a class restricted account to a student alumni association). Specific fund raising events for charitable organizations are not excluded and must be accounted for in a restricted account. Only the net profits of the proceeds may be donated to the charitable organization. If the fund-raiser event does not meet the expenditures for the event, proceeds may not be donated to the charity organization. The fund must cover all expenditures of the event. However, if the fund policy provides guidance on this issue, the policy statement prevails.
- F. Loans to State employees and persons other than inmates, students, or clients of the institution or agency.
- G. Other expenditures that directly benefit the employees, except expenditures from restricted accounts that are established in accordance with Section IV-B.4 (REVENUES-Restricted Accounts). However, expenditures for State Agency sponsored joint ventures participated in by employees in conjunction with patients, clients, inmates or students may be made from activity or welfare funds.

**EASTERN CONNECTICUT STATE UNIVERSITY VEHICLE REQUEST POLICY & PROCEDURES**

(Updated 3/18)

***Failure to comply fully with this policy may result in loss of vehicle use privileges for the operator and the operator's department.***

***Please contact Scott Smith, University Vehicle Coordinator, with any questions by e-mail at [smithsc@easternct.edu](mailto:smithsc@easternct.edu) or at x54326.***

1. **GENERAL USE** - All use of Eastern and State of Connecticut vehicles is covered under the guidelines outlined in General Letter No. 115 (Revised 4/12) of the State of Connecticut's Department of Administrative Services and Eastern Connecticut State University's University & State Owned Vehicle Safe Driver Policy & Contract document. Link: <http://das.ct.gov/images/1090/GL115rev2012.pdf>

All State of Connecticut laws as they pertain to the operation of motor vehicles and their passengers must be strictly adhered to by all users of Eastern and/or State of Connecticut vehicles. Any and all citations or tickets issued in connection with any vehicle misuse, incident or accident are the responsibility of the vehicle's operator. Eastern will not reimburse the operator for any fines paid.

2. As of 6/16/06, the Eastern administration has mandated that the publication entitled "*Safety in Student Transportation: A Resource Guide for Colleges and Universities*" be read by those individuals who operate Eastern and/or state of Connecticut vehicles for student transportation. The publication is available on-line through any search engine.
3. **WHAT CAN VEHICLES BE USED FOR** - Eastern and State of Connecticut vehicles may only be used for Eastern and/or State of Connecticut-related business. Personal use of any kind is prohibited. All passengers must be affiliated directly with the State of Connecticut, Eastern or any of its sanctioned programs.

*The willful neglect or misuse of any University or state-owned vehicle is cause for disciplinary action under Connecticut General Statute 4-165 and may cause loss of vehicle privileges for both the driver and their affiliated department.*

4. **WHO CAN REQUEST TO USE A VEHICLE** - Eastern and State of Connecticut vehicles may only be requested by Eastern faculty, staff or administration representatives. Students may **not** make vehicle requests unless they are accompanied by authorization from a proper University authority (faculty, staff or administrator).
5. **REQUEST TIMELINE** - Requests are handled on a first-come, first-served basis. An advance notice of at least one business day is highly recommended for all vehicle requests. Weekly or extended use requests (for classes or programs) should be made at least a half semester in advance. Last minute or emergency requests are difficult to accommodate because of heavy usage.
6. **HOW TO REQUEST A VEHICLE** - All vehicle requests must be made by e-mail to the University Vehicle Coordinator (Scott Smith / [smithsc@easternct.edu](mailto:smithsc@easternct.edu)). All requests must include:

**NAME OF REQUESTOR**

**CONTACT NUMBER**

**DEPARTMENT/ORGANIZATION**

**NUMBER OF VEHICLES REQUESTED**

**TYPE (Van or Car)**

**NUMBER OF PASSENGERS**

*(Van capacity is 12 including the driver. Car capacity is 4 including the driver.)*

**DRIVER NAME(S)\***

**ARE DRIVER NAME(S) ON UNIVERSITY'S APPROVED DRIVER LIST**

***\*It is the responsibility of the Requester to find approved drivers for their trips.***

***\*The University does not provide drivers.***

**PICK-UP DATE & TIME**

**RETURN DATE & TIME**

**DESTINATION (place, city, state)**

**PURPOSE OF TRIP (in detail)**

Phone inquiries about availability are encouraged, but are not considered formal requests (860.465.4326). All vehicle requests will be confirmed or denied via e-mail.

7. **WHO CAN DRIVE** - As of 8/12, Eastern and State of Connecticut vehicles (under lease from Fleet Operations) may be driven by any University representative who has followed the procedures to have their name placed on the University's Approved Driver List which is compiled by the Campus Police Records Office.
8. **HOW TO GET YOUR NAME ON THE APPROVED DRIVER LIST** - All University personnel who drive or may drive University and/or State of Connecticut vehicles must have their name on the University's Approved Driver List. This process only needs to be done *one time* while the individual is employed or a member of the University community. If the State of CT or the University changes the driver requirements, test and/or contract, all individuals will be made aware of the requirement change and what would need to be done to keep their driving privileges. ***It is the responsibility of the driver to assure that they stay in compliance with all of the provisions on the contract.***

All of this information can be found on the Campus Police website or at the following link: <http://www.easternct.edu/police/safe-driver-information/>

**HOW TO BECOME AN APPROVED DRIVER:**

1. Watch the on-line PowerPoint presentation, pass the test at the end of the PowerPoint and print out a copy of the test's result page.

2. Print out a copy of the University Driver Contract and staple the result page to it.
3. Fill out and sign the University Driver Contract.
4. Bring the Driver Contract to an appropriate University authority (Department Head, Supervisor, Director, Dean or Vice President) who must verify by signature that the potential driver's Operator's License is valid.
5. The entire original document must be brought to the Campus Police Records Office - during business hours - for name placement on the University's Approved Driver List.
9. **DRIVERS NOT ASSOCIATED WITH THE UNIVERSITY** - A department may have the need to request that a University Volunteer be allowed to drive an Eastern vehicle when no other University personnel are available to do so.

If this is the case, a member of University's faculty or staff must submit a formal written request to the Vice President of Finance & Administration (Jim Howarth) for a Volunteer Letter to be drafted; allowing that individual, who is not an employee or student of the University, to drive University vehicles.

The request must include specific information on what the volunteer's duties will be (including the driving of Eastern vehicles with passengers) and contain assurances that the faculty or staff member has verified that the individual's operator's license is valid. The faculty or staff member should also make their department head aware of the volunteer request and provide a copy to them of the official request.

Also, before final approved volunteer driver status can be obtained, the volunteer must view the on-line Driver Safety PowerPoint, pass the test, complete Eastern's University & State Owned Vehicle Safe Driver Contract, have their operator's license verified by an appropriate University authority (Department Head, Supervisor, Dean or Vice President), and bring the document to the Campus Police Records Office for processing.

All volunteer driver requests should be made at least a week in advance of the first desired date of travel to allow time for processing.

10. **TRAVEL AUTHORIZATIONS FORMS** - A Travel Authorization Form (TA) must be obtained for all out-of-state travel. TA's may be obtained from Fiscal Affairs (x55392) and must be filed under the name(s) of all potential drivers prior to the trip's departure date.

Be advised: All student-based clubs & organizations and some academic departments require TA's for in-state travel as well. Please check with your club's, organization's or department's travel policy.

11. **VEHICLE PARKING** - All Eastern pool vehicles must be parked in the University Police Department Parking Lot in their designated spaces. All vehicles must be backed into their parking spaces upon return to campus.
12. **KEY PICK-UP & SIGN-OUT** - Keys for reserved vehicles must be signed out using the **VEHICLE KEY LOG NOTEBOOK** located at the University Police Department's Dispatch window and may **only** be picked up by the individual(s) listed as the "DRIVER(S)" for a particular reservation on the eReserve system.

**Valid Eastern ID is required to pick up the key(s) to University or State of Connecticut vehicles.**

The operator's ID will be kept at the Police Department until the vehicle key(s) have been returned.

**\*FACULTY/STAFF KEY PICK-UP** - Members of the Eastern Faculty, Staff and Administration listed as a "DRIVER" may pick up more than one key with their valid Eastern ID or valid Operator's License. They will then be responsible for the return of all keys in their possession. No other individuals are allowed to pick up reserved vehicle keys without permission from the University Vehicle Coordinator or Campus Police Dispatch.

13. **VEHICLE RETURN / CLEANING / MILEAGE SHEET COMPLETION / KEY RETURN & SIGN-IN** - Upon return to campus, the inside of the vehicle(s) must be thoroughly cleaned. The **DESTINATION & ENDING ODOMETER READING must be recorded on the appropriate vehicle's Key Sign-Out/Sign-In/Mileage Log Sheet located in the VEHICLE KEY LOG NOTEBOOK** located on the counter at the University Police Department's Dispatch window.
14. **KEY SIGN-OUT / SIGN-IN / ENDING ODOMETER READING PROCEDURE** - The following information is required to be filled out by each vehicle's driver on the appropriate vehicle sheet in the **VEHICLE KEY LOG NOTEBOOK** - Make sure you are using the correct vehicle's sheet in the notebook. The vehicle's registration number is located in the upper left portion. The following information must be provided for every vehicle used:

**PLEASE WRITE LEGIBLY** - All information must be passed on to the State of CT DAS Office of Fleet Operations.

15. **MECHANICAL ISSUES** - Any and all mechanical or physical problems with any of the vehicles should be reported promptly to University Police and the University Vehicle Coordinator so appropriate work orders may be submitted. Every effort will be made to provide an alternate vehicle in case of a sudden mechanical or physical problem, but may not be possible given scheduling conflicts. If a vehicle is removed from service for a mechanical or physical problem, as much notice as possible will be given to those affected by its removal. If available, a substitute vehicle will be provided. This is not always possible, however due to the large volume of requests.
16. **ACCIDENTS / DAMAGE** - Please contact University Police at 860.465.5310 and the University Vehicle Coordinator at 860.465.4326 to report any accident as soon as possible. In case an accident or any physical damage occurs to the vehicle, no matter how minor, a DAS Vehicle Incident/Accident Report, **which is available on-line at following web address: [http://das.ct.gov/fleet/VehicleAccidentApril5\[1\].pdf](http://das.ct.gov/fleet/VehicleAccidentApril5[1].pdf)**, must be filled out completely and submitted to University Police. **All damage, no matter how minor, must be reported**. Unreported damage will be attributed to the last user of the vehicle.

This form must be submitted to the State of Connecticut DAS Office of Fleet Operations and the Comptroller's Office within 48 hours.

**OFF-CAMPUS ACCIDENTS** - It is the operator's responsibility to obtain a copy of any written accident report and provide a copy to University Police and the University Vehicle Coordinator.

If the vehicle must be towed, be sure to get the name of the towing company and the address of where the vehicle is being towed to and contact University Police at 860.465.5310 for more assistance.

Any and all traffic violations or tickets are the responsibility of the vehicle operator. Eastern will not reimburse operators for fines paid.

17. **GAS** - Be sure that the vehicle is fully gassed prior to leaving Eastern. Gas is available from Eastern's Heating Plant and most State of Connecticut Department of Transportation garages or campuses. The computer fob attached to the vehicle's key ring is all that is needed to obtain gas at any CT State DOT gas station. Place the fob into the pump monitor and follow the directions on the screen. There is no direct cost to the operator or the operator's department for this gas. Eastern departments/organizations that own pool vehicles reserve the right to charge other departments for gas costs on a monthly basis. This arrangement will be made prior to any trip if applicable.

**Please be sure there is at least a ¼ tank of gas remaining in the vehicle upon return to campus .**

18. **GAS CARDS** - Eastern Voyager Fleet cards are attached to each vehicle's key ring and are provided for gas or vehicular EMERGENCIES ONLY. All Voyager Fleet card use reimbursement is the responsibility of the operator's department. Any Voyager Fleet card receipt should be signed and the user's department name should be written on the receipt. Receipts should be sent to Fiscal Affairs, Gelsi-Young Hall Room 344. Additional Voyager Fleet cards may be requested by contacting Fiscal Affairs at 860.465.5370. **If the Voyager Fleet card is damaged or missing on the key ring, please alert the University Police Dispatcher and Fiscal Affairs as soon as possible.**
19. **NO PETS** - No pets of any kind are allowed in Eastern or State of Connecticut vehicles. Guide dogs are permitted, however.
20. **NO SMOKING** - ***SMOKING IS PROHIBITED*** in Eastern or State of Connecticut vehicles
21. **VEHICLE POOL** - As of 7/17, the Eastern vehicle pool consists of the following vehicles (subject to change): Eleven 12-passenger\* vans (Pool (5) 46-30, 46-37, 46-40, 46-44, 46-51; Housing (2) 45-5 & 46-59; SGA (4) 46-19, 46-66, 46-67, 46-75) and one 4-passenger\* Focus car (AC-51426).

***\*Total includes the driver.***

#### **CONTACT INFORMATION**

##### **UNIVERSITY VEHICLE COORDINATOR**

Scott Smith, Athletic Equipment Manager

Sports Center Room 118

Office: 860.465.4326 Cell: 860.604.6618

Fax: 860.465.4696

E-mail: [smithsc@easternct.edu](mailto:smithsc@easternct.edu)

##### **VEHICLE MAINTENANCE**

Jeff Smith, QCW/Mechanic

Facilities Building Room 103

Office: 860.465.0126

E-mail: [smithsrj@easternct.edu](mailto:smithsrj@easternct.edu)

Nancy Harper, Maintenance Supervisor I

Facilities Building Room 212A

Office: 860.465.5345

Cell: 860.919.5680

E-mail: [harpern@easternct.edu](mailto:harpern@easternct.edu)

##### **UNIVERSITY FLEET MANAGER / VOLUNTEER DRIVERS**

Jim Howarth, VP for Finance & Administration

Gelsi-Young Hall Room 230

Office: 860.465.4418

Fax: 860.465.5188

E-Mail: [howarthja@easternct.edu](mailto:howarthja@easternct.edu)

##### **CAMPUS POLICE**

Main Number: 860.465.5310

E-mail: [dispatch@easternct.edu](mailto:dispatch@easternct.edu)

The SABO Voucher form is used to process cash advances and reimbursements. A voucher is a request by the club to have SABO process a check. The club must attach the minutes with the motion that approves the expense and any original supporting documentation. Vouchers are not needed for any payments to be made on a trip as all details of money to be spent will be on the Travel Authorization Form. A voucher is needed when hiring an individual or group on a contract (honorarium or PSA) to request payment once services are rendered. All purchase orders will be made using the Requisition form.

Each voucher also requires the following:

- Vendor/Payee Information (this is the person who the check or purchase order will be made out to),
- Proper Signatures - club treasurer, club advisor, the Director of Student Activities, and (if the amount requested is over \$2,500.00) the Vice President of Student Affairs. For Hall Association the signatures would be the Hall Director and the Director of Residential Life.
- Mailing Instructions - Where the check should be mailed or if you would like it to be held so that someone from your organization may pick it up at SABO.
- Indication of what is being requested - Do you want a cash advance or a reimbursement?
- Club information - which club is requesting this, what account is it being taken out of (you may list more than one account), and a description of the request
- And a resolution number (or motion number) and the date on the minutes of the meeting that approved the action recorded on the voucher.
- Description of the transaction or items to be bought.

All club vouchers are submitted to the Assistant to the Director of Student Activities/Student Organization Assistant who will review the voucher to insure all the required information and documentation is present. If a voucher is improperly completed or if the correct documentation is not attached the club will be notified via their club e-mail.

All housing vouchers are submitted to the Director of Residential Life for review and approval.



### **Closing the Books at the End of the Year**

The University's fiscal year runs from July 1st thru June 30th. All clubs must report to SABO all outstanding bills that have not been paid by June 30th. Funds will then be reserved to guarantee payment for all outstanding bills. If no notification is received, payment for the purchase will come from the following academic year budget.

If a club's bills for payment are received after the end of the academic year and insufficient funds remain in the club's SGA budget account at June 30th, they will be paid and deducted from the club's fundraising account or SGA budget account for the following academic year.

### **Fundraising Carry over for SGAF Clubs**

At the end of the fiscal year, any residual fund raising funds that clubs have raised will be carried over into the next fiscal year. Funds allocated from BAM or other funding sources will not be carried into the next fiscal year. All unused allocations from BAM will revert back to the SGA.

