

Organizations & Campus Clubs

Everything You Ever
Wanted To Know
About Clubs!



2010 - 2011

Why Should A Busy Student Read This Handbook?

This handbook serves as a guide for those who wish to start a new club or organization on campus, or are currently involved in a club, organization, student media or student program on campus. There are rules and regulations for OIT & the Oregon University System, so the goal of this handbook is to make your life easier so you can get back to the important things, like operating your club successfully and enjoying being a part of it!

What Is ASOIT?

As students at OIT, you and your fellow classmates make up what is known as the Associated Students of Oregon Institute of Technology. The ASOIT officers you elect every year are entrusted to serve on behalf of the best interests of all OIT students, represent OIT students with regard to the issues affecting them, and improve the quality of life on campus. Officers also supplement the social, cultural, physical, and educational interests of OIT students and represent the individual and collective interests of all students at OIT. There are many opportunities for you to get involved in ASOIT; for example, you can serve on a club or committee, join or start a club on campus, or run for an officer position in the spring. ***You can also participate by attending events and activities which will enrich your experience at OIT and enhance your success. Ask an ASOIT officer to find out more!***

Definition of a Club or Organization

A club or organization is defined as a group of students, faculty, and staff who work together to fulfill the stated goals and objectives of the club through club officers. Clubs are responsible for establishing and enforcing the eligibility requirements of its officers. Community members and spouses of current OIT students, alumni, faculty, and staff are allowed a non-voting membership in an organization, but are not allowed to hold an officer position.



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Getting To Know the ASOIT Office

The ASOIT office, located on the lower level of the College Union building, is important because it is your main source of information and help. The ASOIT officers and the Campus Life staff are here to assist you in your club, organization, media or student program needs.

There are mailboxes for every club, organization, and

program in the ASOIT office, so checking it regularly is important. ASOIT officers will communicate with the club through email as well as using the mailboxes. An example would be memos regarding club budgets or notices about missed General Meetings).

As a convenience to club

members, ASOIT has computers, a printer and clubs can have access to some general office supplies & equipment. To send mail address it as follows:

(Individual's Name, if any)
 (Club Name) / ASOIT
 3201 Campus Drive
 Klamath Falls, OR 97601



ASOIT Officers (2011-2012)

President	Daniel Helmricks	541-885-1828
Vice-President	Nicolas Odeh	541-885-1829
Finance Officer	Marie Baumann	541-885-1826
Governmental Affairs Officer	William DeMolina	William.DeMolina@oit.edu
Administrative Officer	David Clarke	David.Clarke@oit.edu
Campus Club Senator	Patsy Sandoval	Patsy.Sandoval@oit.edu
Non-Traditional/Veterans Sen.	Colt Sievers	Robert.Sievers@oit.edu
Freshman Senator	Erica Tesdahl	Erica.Tesdahl@oit.edu
Leadership Assistant	Patty Smith	Patty.Smith@oit.edu



Club Requirements

1. Have 5 or more members.
2. Have at least one advisor who is an OIT staff or faculty member.
3. Attend General Meetings once each month on the 1st Monday at 5:30 PM of each month.
 - a. Club representatives must be OIT students.
 - b. Club representatives can only represent one club at each meeting.
 - c. Clubs report any news, activities, and meeting dates to the ASOIT officer sitting at their table. These club reports are used to verify attendance at the meeting while simultaneously giving other students in the room updates about what is going on in your club. A club that continuously reports that they have “no new news” would be a cause of concern as clubs and organizations are usually always busy in some way.
 - d. Club representatives should take the news presented at the meeting back to their club members.
 - e. If a club/organization or program representative can't make it to a meeting for some reason, the ASOIT President or Vice-President needs to be notified in advance in order to determine whether the representative can be excused from the meeting.
 - f. Club members are responsible for making sure a rep is at each General Meeting.
4. Follow the rules and regulations of ASOIT, the OIT Business Affairs Office, and OIT.
5. Submit budgets to the ASOIT Finance Officer on time during the Winter Quarter allocation process.
6. Check their mailbox in the ASOIT office frequently.
7. Apply for Special Considerations if the club needs more money for a specific event or special purchase (see Special Considerations Funding for more details).
8. Submit a new Campus Club Member Roster form, at the start of each year, no later than the 2nd general meeting, as well as whenever there is a change in club officers.

If your club or organization participated in community service activities during the year, it's always a good practice to keep track of the events, hours and individuals involved. Highlighting your efforts during the yearly budget hearing is always positive.

Campus Life Staff

Director of Campus Life

Jane Rider 541-885-1389

Student Activities & Leadership Coordinator

Chris Frazier 541-885-1390

International & Diversity Coordinator

Deanne Pandozzi 541-885-1847

Office Specialist 2

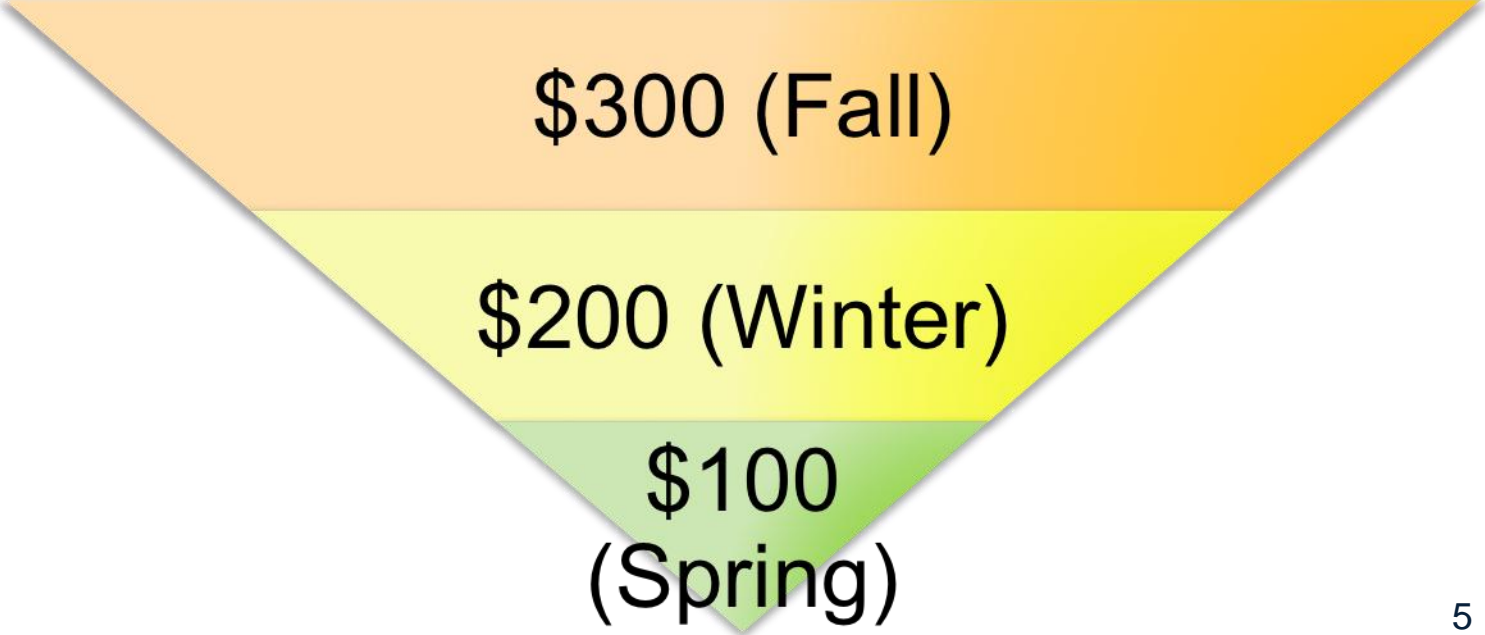
Janette Stringer 541-885-1827



How to Get Your Club Recognized

1. Complete a **Campus Club Start Up Form**, a memo, and a constitution, all of which can be found outside the ASOIT office.
2. **Turn in** the campus club start-up form, memo, and constitution to the ASOIT Administrative Officer (each ASOIT officer has a mailbox located in the ASOIT office).
3. **Attend three consecutive general meetings.** Following the third meeting that the club attends, a hearing is conducted by ASOIT. The hearing usually takes place right after the General Meeting has finished and at least one club representative is required to stay and attend the hearing. **Come prepared to answer the following questions:**
 - a. Tell us what your club is about (i.e. the purpose of the club).
 - b. What does the club plan to do to better OIT and the community?
 - c. Who can be a member of the club?
 - d. How much funding will the club need and why?
4. **ASOIT will take a vote** following the recognition hearing and approval or denial of the club will be based on that simple majority vote. Recognition will be denied if there is a conflict with:
 - a. The educational process of the college.
 - b. The purpose or activities of an already recognized campus club.
 - c. The regular and orderly operation of the college.
 - d. The academic pursuits of teaching, learning, and other campus activities.
 - e. The rules and regulations of the college and the policies of the Oregon State Board of Higher Education.
 - f. The laws or public policies of the State of Oregon and the United States.

New Club Start-Up Funding



\$300 (Fall)

\$200 (Winter)

\$100
(Spring)



Re-Recognition of a Club

If a club loses recognition on campus, it has the right to apply for re-recognition only once per academic year. To apply for re-recognition, the club needs to follow the same steps as if it were applying for recognition of a new club.



In considering a club for re-recognition, ASOIT will take into consideration the following information: the club's OCC meeting attendance record, activity on campus, and potential benefit to the campus as a whole. Once a club has been re-recognized, the club is on probation for the remainder of the academic year. The club must abide by the conditions set by ASOIT at the time of re-recognition. If the club fails to follow these conditions, ASOIT reserves the right to re-evaluate the re-recognition of that club.

New Club Start-Up Funding

Continued...

- 1) If a club is recognized during Fall a budget of \$300 is allocated.
- 2) If the club is recognized during Winter a budget of \$200 is allocated.
- 3) If a club is recognized during Spring a budget of \$100 is allocated.

Maintaining Recognition

A club needs to do the following in order to maintain recognition:

1. Submit a new Campus Club Officer Roster form to the ASOIT Administrative Officer by the second General Meeting of Fall term or the date set by ASOIT. A revised list of officers needs to be submitted after each subsequent club election or change of officers. Failure to do so will result in the suspension of club privileges until the club meets the requirements.
2. File a current copy of the club's Constitution and Bylaws and all sequential amendments with ASOIT. If any changes to the constitution are made, then the updated constitution must be submitted to the ASOIT Administrative Officer within 7 days of the change.
3. Have a representative at all General Meetings. An excused absence is defined as notice of just cause given to ASOIT at least two hours before a regularly scheduled meeting.

Loss of Recognition

Before a club loses recognition because of failing to adhere to club requirements, the club president and advisor will be informed. An email will be sent and a notice placed in the club mailbox so that the club has reasonable time to comply. After the loss of recognition, the club's funds will be frozen (you cannot use the funds) until the club regains recognition. If a club becomes frozen, a percentage of the Incidental Fee funds may be deducted based on lack of meeting attendance during a term.

Rights & Privileges of Clubs

There are some advantages granted to clubs recognized through ASOIT. Some of the rights and privileges of organized campus clubs include:

1. The right to hold meetings and social functions on campus in accordance with scheduling policies.
2. Reasonable access to the facilities of the college, buildings, grounds, and equipment.
3. The right to sponsor revenue-producing functions according to established college policies.
4. The privilege of applying for a budget and/or subsidy from incidental fees.
5. Eligibility for awards and honors given to college organizations.

Incidental Fees

An incidental fee is a fee that all students pay. The money gathered from this fee goes towards funding Athletics, the College Union, and Campus Life. The Campus Life category includes clubs, organizations, and student media, student programs & other student support.

FAC

FAC is short for the Financial Allocation Committee. This committee determines club recognition and funding. A number of the ASOIT officers serve on this committee.

IFC

IFC is short for the Incidental Fee Committee. This committee determines funding for athletics, the College Union, and Student Activities. This group also determines whether or not the incidental fee is raised for the next year. ASOIT officers serve on this committee, along with representatives from Athletics, the College Union, and Campus Life. Though administrators serve on this community, a student majority is required for any committee decisions.

Accounts/Money

When clubs, organizations, and programs submit a budget request for the coming year they will receive it in three installments (Fall, Winter, and Spring Quarters) during the academic year. Campus Life staff members can help students with general usage of their accounts. OIT Foundation accounts are also a possibility if donations are received. For any questions on these accounts, contact Business Affairs Office.

Club Budgets

Each year, there is a budget process that takes place. Club budget requests are submitted to the ASOIT Finance Officer. The FAC is responsible for budget hearings. They make a recommendation at the end of budget hearings to the ASOIT President about how much incidental fee money is allocated to all of the clubs and programs (categorized under Campus Life). The ASOIT President then calls a meeting of the Incidental Fee Committee. Members of the IFC deliberate regarding allocations for Athletics, the College Union, and Campus Life, setting the incidental fee for the next year. The ASOIT President then makes an OIT Incidental Fee recommendation to the OIT President, who in turn, takes it to the Chancellor of the Oregon University System.



Club Rules & Regulations

1. The activities of a club must conform to the club's mission and purpose as stated in its constitution.
2. Clubs are expected to act in the best interests of their members. Clubs that are found to discriminate or to have policies found to be detrimental to the club or OIT will be reviewed by ASOIT for possible corrective action.
3. Unauthorized or malicious damage of the property of the college or other persons resulting from organizational activities is prohibited. Student organizations are responsible for all damages that result from the club's activities.
4. Organizational activities that encourage or precipitate riots or other disturbances that interfere with the regular and orderly operations of the college are prohibited.
5. Individuals who feel that they have been treated unfairly or discriminated against by a recognized club should contact the ASOIT Vice-President to file a complaint or to request an investigation. Any complaints filed against a club will be fully investigated by ASOIT to the best of their ability. If a club or club member is found to be at fault, actions will be taken by ASOIT against said club or club member.
6. Whenever organized campus clubs are found to be in violation of rules and policies of the college, and/or ASOIT, the group shall be subject to one or more of the following sanctions:
 - a. Loss of campus facility use
 - b. Loss of privileges to request money from incidental fees
 - c. Suspension of club activities
 - d. Monetary fine
 - e. Loss of campus recognition
7. If a club is found to be in violation of any rules and/or policies, the ASOIT may impose any sanctions deemed necessary. The club may appeal sanctions to the Director of Student Activities and to ASOIT if it feels it is being treated unfairly, if any special circumstances warrant, or new information is available.



Club Budget Process

Any club applying for a budget through ASOIT is applying for incidental fee funds. There is a maximum funding of \$1,500 per club per academic year. Anything above that is a Special Considerations Funding, and requires a separate application procedure. IF funding will be evaluated on the club needs based on purpose, the number of students affected or represented, the level of commitment to the club and campus (community service, projects done to better OIT, etc).

Club Budget Guidelines

In order for a club to apply for incidental fee funds, the following requirements must be met:

1. The club must be currently recognized by ASOIT and in good standing.
2. Requests for funding must use the required software and be in the format given on the USB drives issued to each club. The ASOIT Finance Officer must approve any modifications of this format.
3. Reason for IF funding must be fully explained and justified. This should include a listing of all sources of income, and fundraising plans along with any expenses the club expects to incur.
4. All activities should benefit club members and, potentially, all OIT students. Examples of acceptable budget items are listed as follows:
 - a. Educational visits, competitions, or field trips including registration costs, admission fees, transportation, lodging, and other trip-related expenses.
 - b. Membership dues for professional organizations that clubs are members of or are affiliated with.
 - c. Revenue from club membership dues.
 - d. Supplies, paper, mailing, and printing costs related to the club's business.
 - e. Awards that the club gives out over the year (awards cannot be money, prizes, or gifts).
 - f. Clubs can budget food for two recruitment functions per year and one banquet. Cost per plate is related to the current per diem rates. For per diem costs, refer to Director of Campus Life or ASOIT Finance Officer.
 - g. Costs incurred for displays on campus or at professional conventions or meetings.
 - h. Magazines related to a club's field of interest must be easily accessible to club members to read.
 - i. Educational activities within acceptable standards. See ASOIT Finance Officer for further details.
 - j. Clothing can be bought with incidental funds if the items purchased stay with the club over time and are not kept by individual members (e.g. event staff t-shirts or costumes).

5. Examples of unacceptable budget items are:
 - a. Personal expenses
 - b. Gifts of any kind to club members
 - c. Purchase of raffle items, rather than obtaining through donations
 - d. Food for functions other than the allotted two recruitments/one banquet or end of year event
 - e. Alcohol
6. Requests for funding must be filed by the deadline stated by the FAC. Clubs will be notified of the deadline via the first General Meeting of Winter Term.
7. The club must be represented during the club budget hearing. No representation from the club equals no funding, unless a written and signed letter is sent by the club president or the advisor asking for the minimal \$300. Clubs will be notified of when they can sign-up for a hearing date at the ASOIT General Meeting.
8. A club's incidental fee budget cannot exceed \$1,500. If a club's budget is to exceed \$1,500, it must be requested by the club and approved by the FAC .
9. Use of allocated incidental fee funds must meet the purpose and practice approved by the FAC and the IFC. Only authorized club officers will have access to the club's IF funds available through the OIT Business Office. These officers must be listed on the "Campus Club Member Roster " form.
10. Clubs can now have a special credit card to simplify purchases and travel (see pages 16-18 for more details)
11. Individuals can be reimbursed for purchases; however, all purchases with Incidental Fee funds must be approved in advance.
12. After a purchase is made or an event is held, all receipts must be submitted at one time through the Campus Life Staff. **SAVE YOUR RECEIPTS!!!** You will have difficulty with the Business Office accounting staff if you can not substantiate your expenses.
13. All funds remaining in the club's IF account at the end of the fiscal year (June 30) rolls over to the next fiscal year. Rollover must be in compliance with guideline 8 (above).
14. If a club disbands, or is no longer recognized, then all of the club's remaining Incidental Fee funds will be frozen until the club regains recognition.



For information about club travel, advisors, fundraisers, publicity, paperwork, and more, see the FAQ section.

Special Considerations Funding

Special Considerations funding is money available for clubs that are just starting out, clubs that didn't receive a budget for the current year, and clubs that may or have incurred unanticipated costs.

Special Considerations funds are to be used as a subsidy; they cannot be used for budgeting for an entire year of operation or events. The purpose of Special Consideration funding is to help fund a single event or a special purchase by a club or organization. Club/Organization must pay for at least half of the expenses from club funds, out of their own pockets, or by holding fundraisers. No club will be granted more than \$500 in a school year.

Eligibility for Special Considerations

To be eligible for Special Considerations funding, a club must meet the following requirements:

1. Be a recognized club by ASOIT.
2. Complete and submit a "Special Considerations Funding Request Form," with an attached budget request. The form is found in front of the ASOIT Office.
3. Requests must be made at least two week prior to the function to allow time for processing. No money will be reimbursed after a function has occurred.

Special Considerations Funding Budget Request

Requests should include the following information in a thorough and complete manner:

1. Name of the club requesting funds
2. When the funds are needed
3. Reason for request
4. Benefit to the club, OIT, and/or community
5. A complete breakdown of costs
6. Other sources of funding for event or purchase

A club representative needs to attend a Special Considerations hearing that takes place during an ASOIT Executive Meeting. Talk to the ASOIT President to be put on the agenda, before the meeting. Questions about the club request will be asked at the meeting and then FAC will vote to approve or deny the funding request after the evaluation. The FAC reserves the right to make any recommendations or stipulations on the use of the IF funds granted.

Budget requests for trips should include the following:

1. How many people are going?
2. Where is the group going?
3. How will the group get there (i.e. plane, bus, car, or school van) and the costs associated with such transportation.
4. Lodging, registration fees, and costs for any banquet that may be required. Meal costs are not normally acceptable budget requests.

Campus Dining Guidelines

When clubs or organizations are interested in events that feature food such as banquets or year end award ceremonies it is important that they arrange ahead of time with Campus Dining. Sometimes clubs will work with Campus Dining to host events like the International Dinner. If Campus Dining grants permission to use kitchen facilities they still need to be able to maintain normal operations. To ensure relatively smooth operations, the following guidelines have been established:

1. **Four weeks or more prior to the event**, contact the Director of the College Union to establish menu, preliminary set-up times, and costs associated with the event.
2. **Three weeks prior to the event**, contact the Catering Manager/Chef to talk about the type of service and number of volunteers needed to provide the service. In addition, table set-up and linen requirements should be established with the CU Office. Your club will also need to establish your labor needs with the Campus Dining office. Volunteers can be used to decrease your cost for the event. For some positions, Campus Dining will require that current Campus Dining personnel of minimum qualifications be used. If the club has entertainment after the meal, it is suggested that other clubs be asked to work during these entertainment times so that there is no staffing shortage.

Scheduling/Sponsoring Events

1. Recognized clubs and clubs seeking recognition are allowed to reserve rooms for meetings in the College Union. In order to do so, please work with the staff at the College Union Information Desk.
2. ASOIT frequently needs help at events throughout the year. These events will be announced at the General Meetings and/or notices may be placed in the club mailboxes. If your club would like to co-sponsor any of these events, please contact the ASOIT Campus Club Senator.
3. Clubs interested in bringing an artist or entertainer to campus can contact Campus Activities for information about artists, contracts, and co-sponsorship possibilities.
4. Clubs interested in bringing a non-OIT affiliated event or organization to campus should consult with the CU Information Desk staff.
5. When a club officially sponsors an event, the club is completely responsible for that event. This includes set-up, acquiring any equipment that is not available through the College Union, and clean up. The club is also financially responsible for the event and any damages that may occur during the event. An event that is open to the general public may require club members to handle security and/or have professional security officers on duty. More information is available through the CU Information Desk.

Publicity/Advertising

To advertise to other OIT students about what is going on with your club, you may choose to do some publicity. All postings must be in accordance with OIT's "Poster Policy". There are several options available to clubs:

1. Advertising

a. Flyers

- i. Clubs can print flyers to post around campus. All flyers must be approved by the CU Information Desk staff prior to posting. The CU Info Desk staff will post your flyers on campus -- with adequate notice. All poster need to have contact info. This means a name of the person in charge or organizing the event as well as their phone number. Also you might want to allow room for the approval stamp in the lower right or left hand corner.

b. Posters

- i. Campus Computer-Generated
 1. Clubs will be charged for each poster made through the DRC, located in the CU next to ASOIT.
 2. A Club's SAC account will be charged for the posters.
 3. Fill out the form in the DRC with your club/organization SAC number.
- ii. Hand-Generated
 1. These types of posters can be made using supplies available in the ASOIT Office.
 2. Paper, pens, markers, and tape are available for use but must be used inside the ASOIT office.

c. Press Releases

- i. A press release to radio stations and newspapers is one of the most effective ways to get information about an event or club out to the community.
- ii. Press releases go out through the OIT Public Affairs Office
- iii. Contact the Public Affairs Office for assistance in creating a press release (885-1160).

d. Radio (KTEC)

- i. The KTEC Radio Station will read Public Service Announcements on air if clubs submit a written announcement to the KTEC General Manager.
- ii. The announcement should be kept to 30 words or less. Forms are available through KTEC or ASOIT.

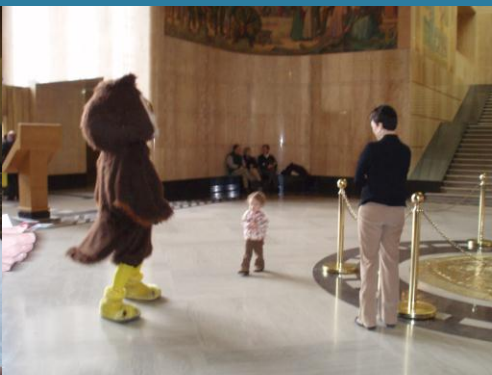
e. Newspaper (The EDGE)

- i. The EDGE Newspaper will run an ad in their weekly paper if clubs submit a written ad to the Edge Editor at least three days prior to the paper's production

- f. **Electronic Advertising** (Tech News Daily)
 - i. Informational email messages can be sent to all OIT faculty, staff, and some students through the Tech News Daily. Submissions need to be sent to technewsdaily@oit.edu by 1:30 pm.
 - ii. Events can be posted on the ASOIT Web Page upon request.
 - iii. Events can be advertised on OTB Channel 5 in the Residence Hall. Contact OTB for further information (885-0682).
- g. **Electronic Reader-board/ TP Press**
 - i. Clubs can advertise events on the TP Press and electronic readerboard.
 - ii. Both are coordinated through Campus Activities: on a regular basis (electronic readerboard) and posted monthly (TP Press) in the restrooms on campus.
 - iii. To advertise, send an email to Campus Activities at cae@oit.edu
 - iv. Send information for your event at least 5 days prior to the event.

2. Advertising Guidelines

- a. Posters, notices, displays or banners should reflect OIT mission and values. These must be stamped by the College Union Information Desk prior to posting on campus.
- b. Displays (including, but not limited to, posters, notices, banners, etc.) that litter the campus or damage property, are obscene, advertise alcohol, or materially interfere with the regular and orderly operation of the college are prohibited.
- c. Information about proper posting procedures is available in the ASOIT Office or at the College Union Information Desk.
- d. Posters in the CU cannot be bigger than 11 X 17, and can only be hung on bulletin boards. Hanging posters on walls within the CU is strictly prohibited.
- e. All posted material not approved, or not properly posted as noted, will be removed.
- f. Excessive violations of posting procedures may result in a fine of up to \$25.00 assessed by the Director of Campus Life or the Vice-President of Student Affairs.
- g. Clubs may have promotional materials like flyers, handouts, and pamphlets printed by the OIT Document Resource Center. The clubs may charge these costs to their SAC account or pay by check. An original master on white paper is needed. Deliver your request to the Print Center. Collating, stapling, and using colored paper costs extra. Turnaround time is anywhere from two to five working days. Finished print orders will be placed in the club's mailbox.



FAQ's

What is my role as an advisor?

Each campus club or organization must have at least one faculty or staff advisor. Community members may serve as co-advisors. Advising a club or organization can be demanding and requires time and dedication. Advisors help student club members navigate OIT policies and procedures and assist them in following the rules. An advisor stays current with procedures, so that she/he can help students work effectively as a team.

Advisors: It's important that club advisors be involved in club organization and planning. The advisors approval is needed in planning travel, booking rental cars, purchasing and advising members in the ethical use of their club budgets.

Responsibilities of Group Members to Their Advisor

- Keep the advisor informed of all meetings, activities, purchases, etc.
- Ask your advisor for his/her input when problems emerge within the organization. Make use of his/her background with the organization and the university. Do not by-pass him/her in working out problems and plans.

Advisor/Club Member Issues

Should any issues arise with a club member or advisor, please contact your ASOIT Campus Club Senator or the Director of Campus Life for guidance.

What's the deal with the General Meetings?

Recognized clubs:

- Attend standing General Meetings. (usually held the 1st Monday night of the month at 5:30 PM)
- ASOIT posts the meeting dates
- Miss three consecutive General Meetings in a row, and the club's funds could be frozen (unavailable).

Our club is frozen, now what?

Missing three general meetings, failing to turn in an updated officer roster, or failing to adhere to the rules and requirements of clubs, will result in a "frozen" status. In order to be re-recognized, attend three ASOIT meetings and attend a re-recognition hearing immediately following your third meeting. Talk to the ASOIT Administrative Officer or Campus Club Senator for more information.

We don't have enough money ... what can we do?

Fund raising is a great way to increase club funds. Various clubs have proven methods that they use each year such as bake sales, garage sales, car washes, etc. Depositing cash collected within 24 hours of fund raising is really important (more info on page 17-18).

ASOIT has a small "Special Considerations Fund" for clubs that fall on financial hardship or need extra funding for projects or activities. To apply for this funding, the club must be officially recognized/in good standing. Just complete a Special Considerations form (available in the ASOIT office) and submit it to the ASOIT Finance Officer or President.

FAQ's

What kind of paperwork do we need to get our club recognized?

Necessary paperwork:

- Club start-up form with advisor's signature
- Memo about club (see top of the form for qualifications)
- A club constitution

Turn in this paperwork to the ASOIT Administrative Officer prior to your third consecutive General Meeting and attend a recognition hearing immediately following the third meeting.

How and when do we get money for our club?

Each winter, clubs have an opportunity to apply for a budget from ASOIT. The ASOIT Finance Officer will assist clubs with writing budgets and keeping track of expenditures. Upon recognition, your club will receive a small start-up budget (\$300 if recognized in fall, \$200 in winter, and \$100 in spring).

What *can't* we spend our money on?

Unacceptable expenses include:

- Personal expenses
- Gifts of any kind
- Paying for someone to donate raffle items
- Food for functions other than travel, recruitment, banquets, events
- Alcohol
- Clothing to be kept by club members
- Non-educational activities

What if we want to go on a trip?

See the travel section, page 20-22.

- Plan ahead of time and work with your advisor!
- Remember there are a number of forms that must be filled out ahead of time. These can be viewed by going to the Campus Safety web site and choosing Travel/Driver Certification forms.

Travel Expenses:

- We do not reimburse personal travel unless pre-approved
 - This includes gas and last minute traveling
- **Car rentals are arranged through the web and your advisor.** Enterprise is used, but you can also use Hertz.
- Enterprise gives discounts for school events and **direct bills OIT.** (so no personal reimbursements).
 - Phone number: 541-850-9000
 - We have a pricing sheet for Enterprise if needed
 - Your advisor supplies the SAC Index# in charging.

Things to know prior to the trip:

- There should be at least one OIT certified driver in each car for local trips.

- **There should be at least two OIT certified drivers in each car for trips over 300 miles/day**

The various travel forms should be routed to different locations.

Please refer to Student Travel section pages 20-22.

Copies of various forms are also important to have on your trip. For example:

- A copy of the Travel Itinerary and Occupant List should be in the vehicle.
 - If multiple vehicles, keep corresponding lists in the vehicle that the travelers occupy.
- A copy of liability waivers should also be located in the vehicle
 - If multiple vehicles, keep corresponding lists in the vehicle that the travelers occupy.

What about serving food at club activities? See page 19, 21, 23 for more info.

What about fundraising?

ASOIT encourages fund raising activities such as bake sales, car washes, garage sales, etc. This is because your fund raising efforts help you to be more active and augment the incidental fees your clubs is allocated each year. It's very important that all monies collected be deposited to Cashiers in the Business Affairs Office, first floor, Snell Hall within 24 hours of collection. Please refer to the Business Affairs web page section on Financial Policies and Procedures for other details on cash receipts.

Some clubs and organizations have become adept fund raisers and raise hundreds or even thousands of dollars to extend their yearly IF budgets. Please check with ASOIT prior to soliciting funds however as some businesses should not receive solicitations.

Some clubs receive donations from local businesses and in some cases these donations can be deposited into OIT Foundation accounts. However there are specific rules and guidelines that apply. Please check with Krista Darrah, the Foundation Accountant in the Business Office, at 541-885-1134 regarding any plans you might have concerning your club or organization fundraising efforts.

What about raffles?

There are specific rules regarding this type of fund raising. It's best to make an appointment with the Director of Campus Life or the Business Office Director prior to getting involved in organizing a raffle. Rules are often governed by the State of Oregon and sometimes the procedures change within a given school year.

Cash Deposits to Club, Organization & Program SAC Indexes

Please do not delay when depositing club monies to SAC Indexes. It is better to make frequent deposits to the Cashiers Office rather than holding on to checks or cash until all club members have paid for an agreed upon expense (example: club clothing or materials).

According to OIT Business Affairs Office Financial Policies and Procedures all deposits should be made within 24 hours of collection (see section from the Business Affairs web site below). As noted below when you make deposits in a timely manner you reduce the risk of losing or misplacing funds. It's also important that you're advisor be involved if you should have funds that need to be stored in the event the cashiers office is closed. You're advisor will want to be sure to store funds in a secure location such as a safe.

If you are hosting an event and selling tickets or items where you will need to make change, you can borrow a cash box from the Cashiers office. You will want to call or visit Cashiers in the Business Affairs Office to arrange for this (reserve at least a day or two ahead of time for best results). Then the same procedures will apply regarding deposits. After the event or fund raising activity has concluded for the day, please proceed to Cashiers to deposit your funds. If you have questions or need help with clarification please refer to the Business Affairs Office staff or talk with your advisor or the Campus Life Director.

[OIT Home / Faculty/Staff / Business Affairs / Financial Policy and Procedures](#)

Financial Policy and Procedures

Cash Receipts

The Business Office is responsible for the receipt and timely collection of money owed to OIT. The following criteria should be adhered to when processing cash receipts.

- Cash receipts (including cash and checks) must be deposited within 24 hours. The overnight retention of receipts within the department is strongly discouraged. Timely and accurate deposits reduce the risk of losing or misplacing receipts, maximizes interest earnings and creates a clear audit trail.
- All gifts, grants and other receipts should be made payable to Oregon Institute of Technology (or OIT) and be transmitted to the Business Office. Do not accept receipts containing restrictive language before you contact the Business Office.
- Logs and records of cash receipts, gifts and revenue should be maintained and be compared to the FIS accounting system by an individual not responsible for the cash receipting process.
- Petty cash funds are generally discouraged. In their place, procurement cards are encouraged and may be obtained by contacting the Business Office. Should petty cash funds be required, they may be requested from the Director of Business Affairs.
- Permanent or temporary change funds may be requested from the Business Office.

Food and Travel Guidelines

Serving food at your club or organization meeting or event:

The new Club Credit Cards should greatly simplify your ability to work with club expenses as well as our ability to serve you. The card can be used for club purchases, travel, lodging, food, etc.

There was some confusion on whether the card covers food. **It does**, but the system we are using still has some of the same requirements we've worked with in previous years. You will still need a hosting form, *but we have already prepared a blanket hosting form* for all clubs, organizations and student programs to use. The form is sent to all advisors during fall quarter of each new academic year.

To use your hosting form simply obtain the advisor's signature at the top of the form, then write in your club or organizational SAC Index #. Then keep this double sided form in a safe place to use whenever food or refreshments are part of your club activities during the year. You will need to include the receipts for food, your attendance sign-in sheet (see page 19) and a copy of the hosting form as documentation for any expenses involving food throughout the year.

We often get the question, "**When can food be a part of our club meeting or activity?**"

Nothing has changed in terms of allowing clubs and organizations the 2 recruitment events and one end of year event featuring food each year. So this represents 3 different times food can be used by a club or organization during an academic year.

We also still allow refreshments if the club or organization hosts a campus-wide event and you prepare a poster, flyer, advertisement, Tech News Daily announcement, EDGE ad or some evidence that shows students were invited to participate.

In all the cases involving food, you would follow this 6 step procedure:

1. Send me a quick email concerning what you intend to do and an estimate of the cost **jane.rider@oit.edu**
2. We will then check your balance, **write an approval email and send it right back to you.**
3. You would then follow the same procedure we have always had in the past wherein there is a Student **Attendance Sign-in Sheet** for all who attend. The form is available at the end of this handbook (page 23) or stop by Campus Life / ASOIT.
4. The sign-in sheet should **contain complete information** at the top telling the meeting type or name of event, the date, time and location, students in attendance would then sign in.
5. You would then **simply save your receipts** from any food items that were charged.
6. When you get your monthly club credit card statement you would submit those receipts along with the sign-in sheet and your current advisor signed hosting form for any expense involving food or refreshments. Be sure to include your SAC Index # to ensure expenses are correctly charged to your account.

Student Travel: An Overview of the Process

We often get questions regarding travel. While it can at first appear daunting with the various forms required, once you've mastered the process it's really not that difficult.

All the club and organization procedures, forms and advice are in the ASOIT and Campus Life office. *Just stop by and we will be happy to help you out with your questions.*

Student travel related to an academic program (e.g., conference, academic club competition) – assistance is available from an academic support staff person for making travel arrangements and payment. Your advisor is often a faculty member and can therefore work through respective department support staff to arrange for assistance.

Student travel not related to academics (e.g., campus club, ASOIT) – assistance is available in the Campus Life Office (College Union) for making travel arrangements and payment.

A student group leader, or a student traveling independently of a group, must complete the following forms **PRIOR** to traveling:

- 1. Driver Certification Form** – If driving, the driver (and any relief drivers) must complete this form (with department/advisor signature and copy of current driver's license); this form only needs to be completed once per academic year
Submit to Campus Safety
- 2. Student Itinerary** – one per group is sufficient unless subgroups are traveling at a different times, then each subgroup must submit an itinerary
Submit to Campus Safety
- 3. Emergency Contact/Waiver Form** – each student traveling must sign this form (if the student is under 18 years of age, a parent/guardian must sign)
Submit to Campus Safety
- 4. Student Travel Checklist** – this must be completed and submitted to the Vice President for Student Affairs to sign as approving the travel; signing will only occur after the other forms have been completed and submitted
Submit to VPSA, CU 217

Forms are available on the OIT website at www.oit.edu/safety under “Student Travel” section

After traveling, the following receipts must be submitted for payment of any procurement charges or for any reimbursements:

1. Hotel/motel receipt (must have business logo)
2. Receipts for parking, taxi or shuttle fees
3. Fuel receipts (only if used a rental car)
4. Receipt for registration fee if reimbursement needed

Food and Travel

Food can be covered as part of travel as well. When this occurs a concept called “per diem” applies. The easiest way to explain this is that the state of Oregon allows a certain amount of money that can be spent each year on a breakfast, lunch, or dinner while in travel status. Refer to the Business Affairs Office web page concerning travel to see this year’s allowable amounts.

Because clubs are on limited budgets, they often do what our sports teams do. This is to set a reasonable amount for breakfast, lunch, and dinner and allow students to have these funds available to them as they travel. For example our teams currently use a rate of: Breakfast - \$5, lunch \$8, dinner \$12.

The conference or competition that your club or organization may attend, will often provide a couple of meals as part of the agenda. Also, most hotels provide a breakfast as part of your stay. What the club officers need to do is calculate the meals that are not provided and vote on a per diem that fits their club budget.

The easiest way to pay for the meals is to then **get a cash advance** on the club credit card to cover the cost of all the students’ meals during the time they are in travel status. The advisor would go to a local bank and obtain a cash advance to cover this amount. He/she would then make a **sign out sheet for students to sign for the amount of cash they receive**. Below is an example of a how to put together a sign out sheet. You would first indicate the name of the trip, the date, time, place and then have students each sign for the per diem amount they received.

<u>Student Name</u>	<u>Student Signature</u>	<u>Per Diem Amount</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Per diem allocation example:

10 students are traveling and will be in travel status from Friday afternoon at 4:00pm until Sunday afternoon at 4:00pm. Breakfast is provided at the hotel on Saturday and Sunday morning. Dinner is provided at the conference on Saturday night. Because the students will be traveling at dinner time on Friday, but will return before dinner on Sunday, the following club cash advance would apply.

Dinner \$12 – Friday = \$12

Lunch \$8 – Saturday, Sunday = \$16

Total per diems per student would be \$28. For 10 students to travel and pay for their meals using this per diem the cost would total \$280 in a cash advance distributed in \$28 increments to each of the 10.






Student Travel / Driver Certification

The following link takes you to the Campus Safety web page on the OIT website where the travel and driver certification forms can all be accessed. (These forms are required by Campus Safety, Risk Management and the Vice President of Student Affairs Office.)

<http://www.oit.edu/faculty-staff/campus-safety/student-travel>

There are 5 forms that need to be completed. Some are double sided so please copy accordingly.

They are:

-  [Driver Certification Form](#)
-  [Student Travel Itinerary](#)
-  [Student Travel Checklist](#)
-  [Emergency Contact Form](#)
-  [Emergency Contact Form \(for additional contacts\)](#)

Reimbursement of Travel Costs

There are two forms for reimbursements of travel costs. The travel authorization and travel reimbursement form. The following web page contains the two travel forms.

<http://www.oit.edu/faculty-staff/business-affairs/travel>

The Authorization form must be filled out before traveling and the Reimbursement form is a follow up after you have traveled. The two forms are listed below.

-  [OIT Travel Authorization Request Form](#)
-  [OIT Travel Reimbursement Request Form](#)

Attendance Sign-In Sheet

Must be submitted to BAO with Advisor Signed Hosting Form when Food is Served at Club Meetings &/or Events

Type of Meeting or Name of Event: _____

Date, Time & Place: _____

Student Name **Student Signature**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

(Sample Completed Form)

Advisor Email: _____

Treasurer Email: _____

OCC Handbook

OIT Organized Campus Club

Deposit of Funds

Club Name: ABC Club

Index Code: Your Index Code Here

Date: _____ Deposits Date goes here

Account	Source of Funds	Deposit Amount
03210	Gifts from Individuals	\$20.00
03220	Gifts from Businesses	
06389	Membership Income (Dues)	\$100.00
06499	Other Event Income	
06901	Misc Sales and Services Income	\$50.00
	Total	\$170.00
	Types of funds	
	Checks	45.00
	Cash	125.00
	Total	\$170.00

Advisor Email _____

Treasurer Email _____



Special Considerations Funding Request Form

***Submit 2 weeks before needed to ensure adequate processing time ***

Eligibility Criteria/Requirements:

1. Must be an ASOIT recognized campus club
2. Must be seeking funding for a single event or special purchase only
3. Must submit to ASOIT Finance Officer:
 - a. Special Considerations Funding Request Form
 - b. An itemized budget of the entire event or special purchase expense
 - c. Explanation of alternative funding sources used and/or available
4. Must send a representative to the Financial Allocations Committee (FAC) approval hearing to answer questions on the date specified by the ASOIT Finance Officer

Funding Limitations:

- Must be seeking no more than 50% of total event or special purchase expenses
- Maximum Special Considerations Funding per year for a campus club is \$500
- Funding is dependent upon the availability of money
- No funding will be awarded after the event or special purchase occurs

Date: _____

SAC #: _____

Campus Club Name: _____

Event or Special Purchase: _____

Description of Event or Special Purchase: _____

Amount Requested: \$ _____ **Date Needed:** _____

Club President: _____ **Club Advisor:** _____

(signature)

(signature)

*** ASOIT FINANCE OFFICER***

Officer	No	Yes	Officer	No	Yes	Officer	No	Yes
President			Gov. Affairs			Club Senator		
Vice President			Non-Traditional			Freshman		
Administrative Officer			Finance			xxxxxxxxxxx		

