DO MORE OF WHAT YOU LOVE
INTER-CLUB EXECUTIVE COUNCIL

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Office Hours: Tuesday, Wednesday and Thursday from 12pm to 3pm
Come get to know your Inter-Club Executive Council and meet your Club Ambassador! They are your best resource and support.
IMPORTANT DATES & DEADLINES

2019-2020 ANNUAL REGISTRATION DEADLINE
September 6, 2019 | 11:45pm | uvu.edu/clubs>>>Club Forms>>> Annual Registration

The Registration must be completed by the deadline to receive $100 in charter funds from the Clubs Office and to participate in Club Rush on September 10th and 11th, 2019. *If the club is registering during the Spring 2020 semester the deadline is January 10th, 2020.

CLUBS CLOSING BANQUET – CLUB LEADERS & MEMBERS ARE INVITED
April 16th, 2020 | 6:30pm-9pm | Grande Ballroom

CLUB RUSH
Fall
September 10th & 11th, 2019 10am-2pm, SLWC Plaza

Spring
January 14th & 15th, 2020 10am-2pm, UVU Ballroom

INTER-CLUB COUNCIL MEETINGS - FOR CLUB PRESIDENTS OR REpresentatives
(Two sessions available each month, only required to attend one session)

Fall Semester
Tuesday, September 3, 2pm, SL 114
OR Wednesday, September 4, 12pm, SL 114

Tuesday, October 1, 2pm, SL 114 OR
Wednesday, October 2, 12pm, SL 114

Tuesday, November 5, 2pm, SL 114
OR Wednesday, November 6, 12pm, SL 114

Tuesday, December 3, 2pm, SL 114
OR Wednesday December 4, 12pm, SL 114

Spring Semester
Tuesday, January 21, 2pm, SL 114
OR Wednesday, January 22, 12pm, SL 114

Tuesday, February 4, 2pm, SL 114
OR Wednesday, February 5, 12pm, SL 114

Tuesday, March 3, 2pm, SL 114
OR Wednesday, March 4, 12pm, SL 114

Tuesday, April 7, 2pm, SL 114 OR
Wednesday, April 8, 12pm, SL 114
CLUB FUNDING HEARINGS

Additional Club Funding is available through the Clubs Office. Applications are due the Friday BEFORE the last Thursday of the month (unless there is a conflict with Clubs Office sponsored events) by 11:45pm. The following requirements must be completed the semester in which the club is applying to be eligible to receive the additional funding. Additional information and application are available at: uvu.edu/clubs.

Eligibility Requirements:
- Currently Registered for the 2019-2020 academic year.
- Actively attending ICC Meetings (75% attendance is required for the semester in which the club is applying. Failure to attend 3 of the 4 meetings for the semester will result in the retraction of awarded funds.).
- Complete a service project.
- Complete a fundraiser.
- Have a positive balance or zero-dollar amount in the club account.
- Complete the Additional Club Funding Application available at: uvu.edu/clubs

All funding hearings will be held in the Clubs Conference Room, SL 122F.

Fall Semester: September 26th, October 24th, November 21st
Spring Semester: January 30th, February 27th, March 26th, April 23rd

**Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, genetic information, or other bases protected by applicable federal, state, or local law, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.**
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SECTION: REGISTRATION
TITLE: UNIVERSITY PURPOSE & OBJECTIVES

UVU Clubs connects students to Utah Valley University in a unique way which reflects each student’s individual interest and academic desires. UVU Clubs works with over 100 active clubs on campus. Many clubs are very active and receive University, local, and national recognition.

Clubs are categorized into the following areas:

- **Academic**: A club with an educational purpose, often seeking to share information to the specific topic or field of interest. These clubs prepare club members for the professional workforce or schooling beyond their bachelor’s degrees and can often be aligned with classes and/or departments already offered at UVU.

- **Athletic & Recreational**: A non-competitive sport or group that provides students a chance to engage in their favorite athletic/recreational activity with others.

- **Ethnic & Cultural**: A club that typically holds meetings or events to promote diversity and help others understand different cultures. Even though these clubs offer support to specific groups on campus, club membership is not limited to any cultural group.

- **Performing Arts & Media**: A club that performs, practices, and/or creates as a form of communication and expression.

- **Service**: A club that places emphasis on benefiting the school, community, or world through active service, emphasis on personal growth, and leadership.

- **Social**: A club that seeks to find commonality by sharing unique hobbies, interests, or skills with others.

- **Social Awareness**: A club that desires to provide a place for members to discuss topics of interest relevant to them, serve as a support group, or advance social interests that affect UVU and/or the community.

- **World View**: A club that serves as a safe haven and place of comfort for students who share similar beliefs, ideologies, and worldviews or who are exploring new aspects of religion and spirituality.

Utah Valley University defines a “Club” as:

A student group with a common interest or goal with at least six members where 75 percent of the members are currently enrolled UVU students that complies with university registered club requirements, including but not limited to having a lawful purpose, registering the club, having a club constitution, having a president who is a full time UVU student and who meets other requirements, and establishing and assessing dues. Registered student clubs are at a minimum funded by member dues and additional funding from the inter-club executive council.

Utah Valley University defines an “Organization” as:

A student group that is sponsored and ran by an on-campus department. Leadership selection and monetary resources are solely provided by the department and not by the UVU Clubs Office.

The UVU Clubs Office connects student clubs to campus organizations but beyond that, has no jurisdiction. If you are a “club” wanting to become an “organization,” a campus department will need to facilitate its creation and accept sole responsibility for the elements of that group. Please see page 8 to learn how.
SECTION: REGISTRATION
TITLE: REGISTERING A STUDENT CLUB

BECOMING A RECOGNIZED AND REGISTERED CLUB:

The following must occur prior to the recognition as an official club:

1. Your club must register with the UVU Clubs Office by completing the ANNUAL REGISTRATION, which is found at uvu.edu/clubs under the “Club Forms” tab.

2. Each club is required to provide a constitution stating the club mission, purpose, leadership election process, and functionality. A Constitution Writing Guide is available on page 38 for your reference.

3. Each club must consist of a minimum of six (6) members. 75% of the members must be currently enrolled UVU students. Names, UV ID number, phone number, and email address are to be provided upon registering. Student clubs shall have the right to keep membership lists confidential and solely for their own use. The names and addresses of officers are required by the University as a condition for registration or access to university funds or enjoyment of university privileges.

4. The president of the club must be a currently enrolled FULL-TIME UVU STUDENT (12 credit hours or more, not including LDS institute courses) and must maintain a 2.5 cumulative GPA.

5. All campus financial accounts will be housed in the Clubs Office. The club must have a zero or positive balance in their campus financial account if re-chartering. For additional information regarding the campus financial system, refer to the Club Financial Accounts & Use of Funds section of this manual on page 18 and 19.

6. If applicable, the club must resolve any outstanding debts to any and all businesses or campus departments prior to the chartering or re-chartering of the club.

7. Collection of club dues must be handled through the UVU Clubs Office. No students will be allowed to collect dues.

8. Each club will need to complete one (1) service project per semester to uphold their registered status. See page 15 for instructions regarding service projects and their approval.

9. During spring semester, each club will be required to submit a Mid-Annual Report, which is found at www.uvu.edu/clubs under the “Club Forms” tab. This form provides information our office needs to further support the club. Merit money will be awarded to the clubs who turn it in by a specific date.

As the club president, it is your responsibility to read through this handbook of policies and procedures to better understand how to best serve your club and to further be educated on campus policy. In addition, it is important to follow proper cash handling and to ensure that whenever food is being served, Catering and Dining Services is involved. Cash handling training will be provided at an Inter Club Council Meeting. To learn more about Catering and Dining Services requirements, please refer to page 17 in this handbook.

Following the completion and submission of the Annual Registration, the information will be reviewed by the ICC Executive Council. Please be aware that if a club, organization, or department is already in existence that holds a duplicate mission and purpose, the charter will be denied, and students will be encouraged to become involved with the already existing student group.

If your club is denied and you would like to appeal the denial, please appeal in writing to the Clubs Coordinator (clubs@uvu.edu) stating why you’re appealing. This appeal will then be passed on to the Dean of Students for a decision to be made regarding your club.
If interested in becoming an organization, which is a student group that is sponsored and run by an on-campus department, that has previously been a club, please adhere to the following guidelines below.

The department will assume sole responsibility for the functions of the student group. This includes but is not limited to finances, campus scheduling, risk and liability with events, meetings, and activities, selection of student leadership positions, etc.

1. You must work closely with both the Clubs Office and the on-campus department who will be sponsoring the student group.
2. Please contact the Clubs Office (clubs@uvu.edu) to receive the Club to Organization Form.
3. The club and department must provide the necessary information for the form such as contact information, explanation as to why the student club should be transitioned to a department, gain a series of approvals, etc.
4. Once the form has been filled out entirely, it will be reviewed by the Clubs Office in which a new banner index will be requested to support the functions of the student organization. If the sponsoring department already has a banner index, please notify the Clubs Office.
5. Our office will then transfer the remaining funds from the club account to the new index that has been provided for the student organization.
SECTION: REGISTRATION
TITLE: REGISTERING GREEK LIFE ON CAMPUS

If registering Greek Life on campus, the following requirements must be fulfilled. In order to maintain the registration status of a fraternity or sorority on campus, each group will need to re-register every year through the UVU Clubs Office.

1. Complete the ANNUAL REGISTRATION.
2. Provide the Clubs Office with a letter stating that the chapter is in good standing with the organization’s national office.
3. Unless unchanged, the chapter must submit the following to the UVU Clubs Office:
   - A copy of its Risk Management or Risk Reduction Policy
   - A copy of its Anti-Hazing Policy
   - A copy of its Drug & Alcohol Policy
   - A copy of its Chapter By-laws or Constitution

Failure to comply with the rules above could result in a probationary period and/or discontinuation with the program.
SECTION: REGISTRATION
TITLE: MENTOR RESPONSIBILITY

A club presidency has the option to select a Club Mentor, however, it is no longer a requirement to have a club advisor. A Club Mentor is someone who will support, offer advice and give help when asked or needed. Club Mentors are to be selected by the student officers of the club.

Please understand that the purpose of a mentor is to help facilitate the student club you are assigned to, not to govern or run the club.

As a mentor, we recommend that you complete and submit the MENTOR ACKNOWLEDGMENT FORM located at uvu.edu/clubs under the "Forms" tab. This form is for our office to know who has agreed to mentor and support the club, in addition to being a resource for us. The minimum expectations for the involvement of a club mentor are as follows:

- You must be a full-time exempt employee.
- Your employment at UVU should always be your priority and come first before any involvement with a club.
- Your immediate supervisor must approve you being a club mentor. They will receive an email notifying them of your participation as a club mentor.
- You must be willing to comply with the UVU Clubs Handbook and Procedures.
- You must be willing to allow the students to organize and run the club, and be willing to instead mentor and advise, as explained above.
- The club mentor is not responsible for managing the club account, purchase approvals, club funds, travel costs, or other financial forms. Nor is it your responsibility to plan events or meetings, to schedule facilities or to collect dues for the club.
- You must complete and sign the acknowledgment form.
- If you become aware of violations by the club or its members of the UVU Clubs Handbook of Procedures, the UVU Student Code, UVU’s Title IX/Sexual Misconduct Policy (UVU Policy 162), UVU’s Discrimination Policy (UVU Policy 165), or any financial concerns, please notify the UVU Clubs Office of such concerns immediately.
- No mentors will be the banner index manager on club accounts.
When creating a name for your club, it should explain the club’s purpose and comply with the following rules and guidelines:

1. If you desire to use Utah Valley University in your club name, you may only use it to express the geographical location of the club:

   **Prohibited Example:** Utah Valley University Twilight Club
   
   **Approved Example:** Twilight Club at Utah Valley University

2. The club’s name should not infringe the copyright of another organization, unless the organization holding the name has given permission for the name to be used:

   **Prohibited Example:** Harry Potter Club at UVU
   
   **Approved Example:** Harry Potter Book Club at UVU

3. A new club may not duplicate the name of an existing UVU club, organization or department or choose a name that is similar or closely related. By doing so, this could create confusion or conflict among members on campus.

4. The name of the club must be in good taste.

The UVU Clubs Office reserves the right to deny the name of any club.
SECTION: REGISTRATION

TITLE: BENEFITS AND PRIVILEGES OF REGISTERING A CLUB

After completing the registration process, the following benefits and privileges on campus are granted to student clubs. These benefits should not be looked upon as rights or entitlements. You are responsible for being courteous to other clubs, organizations, and departments on and off campus:

- Use of the campus facilities free of charge, including table reservations, with the exception of the UCCU Events Center.
- Individual club connect page, which provides the club with resources including forms, a place to store files, mass messaging, public calendaring, leadership tracking, e-portfolios, etc.
- UVU Banner Index Account (Campus Financial System)
  - No off-campus bank accounts are permitted. All funds must be housed on campus. NO EXCEPTIONS.
  - The banner index account is what houses all the revenue and expenses for your club.
- Ability to hold fundraisers, events, service projects, etc. on campus with use of campus facilities.
- Ability to publicize on campus with the use of the resources provided by the Clubs Office, on campus bulletin boards, fliers, posters, banners and digital signage.
  - A resource provided by the Clubs Office is the Clubs Publicity Room, which is housed in SL 122. The publicity room is stocked with computers, a printer, a copy machine, paper, laminator, writing utensils, paint, balloons, string, paper cutter, scissors, laminator, etc.
- Access to merit money opportunities throughout the year to earn additional funds for club functioning costs.
- Access to credit card machines, attendance card swipers, clickers to track attendance, cash boxes and petty cash.
- Qualification for the University Tax-Exempt status.
- Participation in Club Rush (both fall and spring semesters).
- Access to the services and benefits offered by on campus organizations such as the Center for the Advancement of Leadership, the Center for Social Impact, Utah Valley University Student Association (UVUSA), etc.

Any and all benefits and privileges offered to chartered clubs may be removed from a club at any time due to misconduct and failure to comply with policy and/or procedures.
All club scheduling requests must be submitted through the UVU Clubs Office website, uvu.edu/clubs. Scheduling requests will not be processed otherwise. When scheduling an event on campus for your club you will need to complete the following:

1. Complete the SCHEDULING REQUEST FORM found on the Clubs website, uvu.edu/clubs under the “Forms” tab. THIS FORM MUST BE COMPLETED AT LEAST TWO (2) WEEKS IN ADVANCE.
   a. Following the submission of the request, it will be processed through our office and the campus schedulers. This ensures that the events, meetings, and/or activities are for club use and purposes. It also prevents fraud or misuse of club privileges.
   b. Please allow 48 business hours for the form to be processed. This may take some time to get done due to the high volume of requests, weekends, or office closures.

2. Wait for the scheduling confirmation email from the Clubs Office.
   a. Prior to receiving the email confirmation, it is recommended that the submitter checks their email regularly in case further clarification is needed to schedule the location.

3. While waiting for the confirmation, it is recommended to continue the planning of the meetings, event, or activity.

4. If food will be involved at your event, please see page 17.

5. Provide a list of the needed set up or media necessary for the event, meeting, or activity to the Assistant Clubs Coordinator (cassidy.tippets@uvu.edu, 801-863-8618) or to UVU Event Services (eventservices@uvu.edu, 801-863-8612), at least 72 hours prior to its scheduled date.
   a. If you need tablecloths for your event and are not working with Catering Services, please contact Event Services at least one week prior to your event.

6. After receiving the email confirmation, please confirm that the location and details of the scheduled event are accurate. If they are not, please work with the Clubs Office to correct any mistakes made.

7. If canceling an event due to low attendance or unforeseen circumstances, please contact Cassidy Tippets (cassidy.tippets@uvu.edu, 801-863-8618) at least 72 hours in advance.

Duplication of events and programs sponsored by any campus club, department or organization will not be permitted, therefore the Clubs Office must be informed of the event or activity taking place. If tabling, please fill out the scheduling request form. If wanting to receive merit money for tabling, please see page 22 to learn how.
UVU Clubs are encouraged to plan and implement fundraisers to raise funds for the needs and functions of the student group for the year. Because of limited campus funds, club fundraisers are encouraged to provide the club with necessary money for goals and initiatives that will ensure future sustainability of the student group.

When planning a fundraiser, there are a few steps that must occur before the club will be permitted to hold the event to ensure the prevention of campus or legal violations. All the forms stated here can be found at uvu.edu/clubs. Please allow a minimum of 2 weeks for the completion of processing.

1. The Club is encouraged to complete the FUNDRAISING APPROVAL REQUEST FORM found at uvu.edu/clubs, stating the happenings of the event, and what they would like to do as their fundraiser. Completion of this form will ensure safety and compliance to campus policy and procedure, provide additional insight, and help identify potential resources. This must be approved through the UVU Clubs Office.

2. If the fundraiser will be held on campus, the SCHEDULING REQUEST FORM must be completed and confirmed through the campus schedulers.

3. If funds are being spent to hold the fundraiser, the PURCHASE APPROVAL REQUEST FORM must be completed and approved.

4. When looking to sell items or merchandise, the ON-CAMPUS SALES APPROVAL will need to be completed and approved by Louise Bridge, Director-Bookstore, to ensure permission for no duplication of sales provided through the campus bookstore.

5. When looking to sell food, please contact the Clubs Office (clubs@uvu.edu). The club will need to work closely with Catering Services to determine if it is possible to hold a food fundraiser.

6. The selling of baked goods is not permitted on campus.

7. If the club needs a credit card machine (square reader), cash box or petty cash for their fundraiser, please fill out the CLUBS CASH BOX AND SQUARE READER CHECK OUT FORM found on the clubs website, uvu.edu/clubs.

After the completion of your fundraiser, all funds will need to be deposited into the club account through the UVU Clubs Office, SL 122. This must be completed within 24 hours of the fundraiser or by the following Monday at 9am, if the fundraiser was held over the weekend.
UVU Clubs are required to complete a minimum of one (1) service project per semester. This demonstrates civic engagement and fosters active citizenship.

When planning a service project, there are a few steps that should occur before the club will be permitted to hold the event to ensure the prevention of university or legal violations. All the forms stated here can be found at uvu.edu/clubs. Please allow a minimum of 2-3 weeks for the completion of processing.

1. Complete the SERVICE PROJECT APPROVAL FORM stating the location of the event and the details of what will be happening for the project. Completion of this form will ensure safety and compliance to campus policy and procedure, provide additional insight, and help identify potential resources.
2. The club should have 6 members present at the service project and gain prior approval from the UVU Clubs Office.
3. If the service project will be held on campus, the SCHEDULING REQUEST FORM must be completed and confirmed through the campus schedulers before proceeding with the project.
4. If the service project will require the use of club funds, the PURCHASE APPROVAL REQUEST FORM will need to be completed and confirmed through the Clubs Office before proceeding with the project.

The Center for Social Impact located in SC 105 provides service opportunities that clubs are welcome to participate in. They also provide resources in planning club service projects on and off campus. If you desire to work with the Center for Social Impact, please contact them below:

   Center for Social Impact
   SC 105
   volunteer@uvu.edu
   801-863-8786

Duplication of events and programs sponsored by any campus club, department or organization will not be permitted, therefore the Clubs Office must be informed of the event or activity taking place.
SECTION: EVENTS
TITLE: SPONSORING AN OFF-CAMPUS GROUP

In the event that an outside organization has contacted a club to **CO-SPONSOR** an event, the following must be complied with:

1. The event, group or organization must fulfill the mission and purpose of the club stated by the club’s constitution and registration.
2. The club must be heavily involved with all aspects of the planning, publicity, and day of event including responsibility for any costs that may be associated with the event (entrance fees, event costs, etc.).
   a. If assessing an entrance fee, an online payment must be set up through UVU Campus Connection. Go to uvu.edu/campusconnection/forms/ and fill out the UVUSA/UVU Clubs Box Office Request Form to get an online payment setup.
3. If wanting to schedule space on campus, only the authorized club may submit scheduling requests, NOT the outside organization.
4. The off-campus group must also be involved in the planning and implementation of the co-sponsored event.
5. According to campus policy, any group who sponsors an event which has a registration fee is required to pay $2.00 per registrant. A banner index code will be required to be provided. This fee covers the wear and tear of the classrooms, buildings, and fields. Please make sure to account for this cost when planning your event.

** If the club is not directly involved with the off-campus group in these aspects, they may not use the club name or facilities provided through the registration of the club. **

The Clubs Office holds the right to deny any off-campus group from co-sponsoring an event with a club due to the nature of the event.

For more information contact the UVU Clubs Office located in SL 122, or at clubs@uvu.edu.
SECTION: EVENTS
TITLE: PURCHASING FOOD

UVU Catering Services provides food and beverage needs for all events scheduled on campus. UVU Dining Services entails all on-campus restaurants such as Taco Bell, Jamba Juice, Guru’s, Chick-Fil-A, Panda Express, Costa Vida, Subway, Pizza Hut, Cup Bop, Sodalicious, etc. You may work with any on-campus vendor if there are 100 people or less at your event. If there will be 101 people or more, your club must work with Catering Services.

No off-campus food will be allowed to be brought on to campus. The only time it will be approved is when your event is off campus.

**ALL FOOD ORDERED THROUGH CATERING SERVICES MUST BE DONE TWO WEEKS IN ADVANCE.**

The only items that are approved to be brought on to campus are individually packaged, single-served, non-perishable snack type items and Pepsi product drinks.

If you would like to order food for your event through UVU Catering Services, please email catering@uvu.edu or call 801-863-6940 to place your order. A purchase approval* must be submitted prior to placing an order.

If you would like to order food for your event through one of the on-campus vendors, please work directly with the on-campus restaurant that you’re interested in working with. A purchase approval* must be submitted prior to ordering from the on-campus restaurant. Some restaurants require a guest list to be used. A guest list is a form that needs to be picked up in SL 122 at the Clubs Office and be signed by the Clubs Coordinator PRIOR to going to the restaurant. The guest list initiates and allows for a campus budget transfer to happen between the club and the on-campus restaurant.

*Please note in the purchase approval what kind of food you’re interested in having at your event, activity or meeting. In addition, be aware that all drinks must be Pepsi Products.

**NO HOMEMADE BAKED GOODS ARE ALLOWED FOR RESALE ON CAMPUS.**
SECTION: FUNDING

TITLE: CLUB ACCOUNTS & CLUB DUES

CLUB ACCOUNTS:
- All clubs must use the UVU Banner Index Accounts (NO OFF-CAMPUS ACCOUNTS ARE PERMITTED). For example, C10222 is a Banner Index Account that is provided to the club.

CLUB DUES:
- Club membership dues provide the necessary funds for club sustainability. The money should be used to purchase supplies for club meetings, events, activities, and/or pay fees or registration costs.
- The club presidency should determine the amount that will sustain the club for the year. The amount decided upon must be included in the annual registration and club constitution. In addition, members who pay club dues are more likely to participate in the club because of the investment they have made.
- **Each club is required to charge each member a minimum of $5 per year in club dues.** Every member is required to pay a club due in order to be an official paid member. Those that do not pay their club dues will be considered members, but not a paid member until they pay.
- Members may pay their club dues (cash, check or credit card) in the UVU Clubs Office, SL 122 or online at uvu.edu/clubs.
  - To pay club dues in the Clubs Office:
    - Go to the UVU Clubs Office, SL 122
    - Provide your contact info, the club name & amount
    - A receipt will be given to you via email, text or in person
  - To pay club dues online:
    - Go to uvu.edu/clubs
    - Select “PAY CLUB DUES”
    - Login to my.uvu.edu
    - Select club & enter in card information
- To reduce risk of liability, club officers, members and mentors are NOT allowed to collect club dues. Each member MUST pay their own dues.

COLLECTION OF DEPOSITS:
- All deposits (fundraisers, donations, etc.) will be required to be deposited through the UVU Clubs Office in SL 122.
- All money raised from events, such as admissions and ancillary sales, must be taxed due to the sales tax law, which is 7.25%. When depositing money from fundraisers at the office, please be aware of this policy.
SECTION: FUNDING
TITLE: USE OF CLUB FUNDS

ALL PURCHASES MUST BE PRE-APPROVED AND OBTAIN AN OFFICIAL EMAIL APPROVAL BEFORE ANY PURCHASE IS MADE. FAILURE TO DO SO WILL RESULT IN A VIOLATION. IF MULTIPLE VIOLATIONS ARE RECEIVED, THE CLUB WILL LOSE ALL PURCHASING PRIVILEGES. THERE ARE NO EXCEPTIONS TO THIS POLICY AS IT IS BASED OFF FEDERAL AND STATE LAW.

The following MUST be completed prior to the use of club funds:
1. Fill out and submit the PURCHASE APPROVAL REQUEST FORM two (2) weeks prior to purchase. This provides the necessary timeframe in case there is reason for further clarification, the processing of paperwork/invoices, office closures, including nights and weekends, and the high volume of requests.
2. Request one of the following purchasing methods: Purchase Order, Campus Budget Transfer (on-campus use only), Limited Purchase Check, Clubs Check Out Credit Card, Independent Contract Agreement Form (paying individuals), Check Request or credit card on Amazon.com.
3. Wait for the response from proper authority granting the approval for purchase.

Purchase Order (PO): Required for purchases over $1,500 and for any clothing items, promo products or awards.

- **Complete the Purchase Approval Request Form at least 4 weeks in advance and select “purchase order.”**
- Provide the Clubs Office with a price quote or proposal if NOT a clothing item, promo product or award. Do NOT place order at this time.
- Once approval has been obtained, the Procurement Office will assign a PO number and send it to the vendor.
- Following the issuance of a PO number, the club may officially place the order with the vendor.
- If it is a clothing item, promo product or award, it must go to bid:
  - Fill out the Purchase Approval Request Form and select “clothing, promotional items, swag items, bulk items, etc.” under the type of items to be purchased.
    - Please be as specific as possible to what items you would like to purchase
  - It will then go through a chain of approvals on Wolverine Marketplace before being submitted for bid. Once in the bidding system, companies who have a license with UVU can bid out the items.
  - Whatever company can get the exact items for the cheapest price, wins the bid. Once a bid has been awarded, a PO number will be issued and given to the company.
  - We will then work with the company to finalize the details of your order.
  - All clothing items MUST include the Clubs Office logo.
- **DO NOT PLACE THE ORDER OR PICK UP ITEMS before receiving a Purchase Order Number. This will result in a violation with the purchasing office and will NOT guarantee payment to the vendor.
- All items must be shipped to the UVU Clubs Office.
SECTION: FUNDING
TITLE: USE OF CLUB FUNDS (Cont.)

Campus Budget Transfer:
- Complete Purchase Approval Request Form and receive prior approval.
- Give the department on campus (i.e.: Dining Services, & Copy Center) your Banner Index Code (BIC) and they will request a transfer of money from your club account to their account.

Limited Purchase Check (LPC): To be used at Sam’s Club or Winco
- Complete Purchase Approval Request Form and receive prior approval.
- Once approval is received, work closely with the Clubs Office to pick up the check.
- Do not write more than one (1) check per store per day.
- Fill out check with a description of purchase at the bottom.
- Checks must be written to a business, not an individual.
- Tear off check and submit to business.
- Return the remaining copies to the Clubs Office.
- DO NOT PAY TAX... IF YOU DO YOU WILL HAVE TO RETURN TO THE BUSINESS AND FIX THE CHECK.
- Take a photo I.D. with you and be prepared to show it.
- Each check is either for $150 or $500. You can’t exceed these amounts and you can’t pay the additional amount from your personal money.
- You must return the check with approval email, description and receipt (with no tax) to the Clubs Office within three (3) business days.

Credit Card (Most Common):
- Complete Purchase Approval Request Form at least 2 weeks in advance and receive prior approval.
- Once you receive final approval, the card will be scheduled for you to pick up in the Clubs Office, SL 122 at the Front Desk. The cards are available for check out Monday-Friday after 9am and must be returned to our office by 9am the following business day.
  - If checking the card out on a Friday, it must be returned on Monday morning.
- DO NOT PAY TAX- The tax-exempt number is located at the bottom of the card.
  - If shopping at Walmart, please use 9915 as well as the tax-exempt number.
- An itemized receipt must be returned with the credit card. This receipt must show all items purchased. It cannot be just a credit card receipt.
- Return the credit card, ALL itemized receipt(s) and the purchase approval email to our office.
- Credit Cards may not be used at Sam’s Club or Winco. If you are planning to purchase items from any of these shopping centers, an LPC will need to be requested.
- If purchasing drinks, they must be Pepsi products. We are contracted with Pepsi and purchases must reflect this (including water, which is Aquafina). DO NOT SPEND MORE THAN WHAT YOU ARE APPROVED FOR.
- Online purchases MUST be shipped to the Clubs Office at:
  UVU Receiving
  1545 W. Business Park Dr.
  Orem, UT 8405
If purchasing items on Amazon, the club must follow the steps above, but instead select “credit card on Amazon.com” when filling out the Purchase Approval Form. In addition, the club DOES NOT come pick up the credit card in the Clubs Office. All Amazon purchases must be ordered by the Clubs Office through their Amazon Business Accounts and shipped to the Clubs Office.

**If a receipt is missing, tax is paid or the club overspent, it will result in points on our audit. If these points total up to be more than 150, the credit cards will be taken away and all spending privileges will be gone. Please do your part to ensure this doesn’t happen. It is important for all members of the club to understand this rule and to follow it.**

Independent Contract Agreement: This form is required for paying individuals.

- Complete Purchase Approval Request Form at least 2 weeks in advance and receive prior approval.
- Once you receive final approval, the Clubs Office will email you an independent contract agreement form that needs to be filled out by the individual you’re paying.
- Once filled out, please send back to the Clubs Office for it to be submitted for payment online.
- If the individual has ever worked for UVU, they can’t be paid through an independent contract agreement form. It would then be considered volunteer work by the individual and they would not be paid.

Check Request: This is to be used for payments to companies, reimbursements and donations, etc. and is done online.

- **Complete Purchase Approval Request Form at least 2 weeks in advance and receive prior approval.**
- Once you receive final approval, please provide the Clubs Office with the following information:
  - Name of company
  - Address
  - Contact name, phone number & email
  - Business purpose
  - Documentation indicating proof of needing payment
- Once this information is received, the Clubs Office will process the payment online.

**Every club member must be aware that the Clubs Office DOES NOT issue reimbursements and that paying for something out of pocket is considered a “donation” to the club.**
SECTION: FUNDING
TITLE: FUNDING SOURCES

Clubs registered (annual registration has been submitted to and approved by the UVU Clubs Office) for the current academic year have the opportunity to earn several different types of funding from the UVU Clubs Office. The following types of funding can be earned:

- **Club Registration Funds**-These funds are provided through the UVU Clubs Office to assist in basic start up and functioning expenses.
  - **If a club is registering for a second, third, etc. consecutive year:**
    - The amount of $100 will be awarded to each club who has submitted their annual registration by the Friday before Club Rush for fall semester.
  - **If a club is registering for the first time:**
    - The amount of $100 will be awarded to the club who has submitted their annual registration by the fourth Friday following the start of fall semester.
  - **If a club does not register for fall semester but registers for spring semester:**
    - The amount of $100 will be awarded to each club who has submitted their annual registration by the fourth Friday following the start of spring semester.

- **Mid Annual Report Funds**- This form is submitted during spring semester to keep the club charter current and to help our office further support the efforts of your club.
  - If a club submits a Mid Annual Report by the Friday before Club Rush for spring semester, they will be awarded the amount of $100.

Funds will not be requested for allocation to the club account until the registration deadline has passed. Please allow one month for the collection of information, submission to the UVU Business Office and transferring of money to happen.

- **Merit Money**-Merit Money is an opportunity for registered clubs to earn funds provided through the UVU Clubs Office.
  - **Club Rush**- The amount of $100 will be given to each registered club who participates in Club Rush for both days, all 4 hours each day. The Clubs Office will record attendance every hour each day, which will determine if the club receives $100 for participating. This will automatically be given to each club eligible for money.
  - **Tables**- A club may spotlight their club by scheduling a table in the hallway to inform students about their club and to recruit students to join. **To request a table, please fill out a Scheduling Request Form.** Funds will be allocated once a month. Each club participating may receive $25 for tabling (at least one hour) up to four times a semester. No more than $25 can be awarded at a time even if you table for longer than an hour. In order for funds to be allocated to the club, the club must complete the Merit Money Request Form **PRIOR** to tabling, which is available at uvu.edu/clubs.
SECTION: FUNDING
TITLE: ADDITIONAL FUNDING

A club may apply to request additional funding provided by the UVU Clubs Office. These funds are to be used for club functioning costs, programs, events, or initiatives, etc. These funds are limited and are on a first come first serve basis, therefore the following items MUST be completed PRIOR to applying for these funds and MUST be completed during the semester in which the club is applying for Additional Funding.

Additional Funding Request Requirements:

• Fill out & submit the ADDITIONAL FUNDING REQUEST FORM available at uvu.edu/clubs
  ▪ Funding requests are due the Friday before the last Thursday of each month

• Attend 75% of ICC (Inter Club Council) Meetings
  ▪ Meetings are held up to 4 times a semester in which you must attend 3 out of the 4 to qualify.

• Complete a service project, which is separate from the fundraiser
  ▪ Must have 6 club members participate.

• Hold a club fundraiser
  ▪ The UVU Clubs Office will not grant more than the amount fundraised. For example, if the club raises $1,000, our office can only match up to $1,000. The full amount is not always matched.

• Have a positive or zero-dollar balance in your account and may not owe any businesses, campus entities, or outside organizations

Following the submission of the application, the UVU Clubs Office will verify the application, provide the information to the ICC President who will then contact the club to set up an Additional Funding Hearing. The club president and whomever he/she invites to participate will need to prepare and present a brief (7-10 minute) presentation summarizing the current activity of the club, what the requested funds will be used for, etc.

The presentation will be given to the ICC Funding Board. These hearings are held during the first week of every month and will be scheduled by the ICC President. A club may apply for Additional Funding once a semester during the fall (October-December) and/or spring (January-April) semester of the academic year. Additional Funding will not be offered during the Summer semester (May-August).
As of January 1, 2011:
When applying for additional funding, a club may use the following amounts to include in the requested amount:

- The total amount earned from a fundraiser sponsored by the club, including sponsorships (see definition below). Funds being included on an Additional Funding Request must be raised within the semester in which the club is applying.

When applying for additional funding, the club **MAY NOT** include the following monetary sources in the requested total:

- Club Registration Funds
- Merit Money
- Club Dues
- Competitions (on and off campus)
- Donations (including donations from other campus departments; see definition below)

The approval of Additional Funding Requests is at the discretion of the ICC Administrative Board and will be determined based on the completion of requirements and funds available for allocation. The Funding Board is composed of the ICC President, four (4) Club Ambassadors, the Coordinator of Clubs, and one (1) Student at Large.

The UVU Clubs Office defines “sponsorships” as the following: Sponsorships are defined as an exchange of services between the club and a business. An example of this would be a club receiving a monetary donation from a business and in exchange the business logo would be displayed on a t-shirt, jersey, or banner that would be visible at club events.

The UVU Clubs Office defines “donations” as the following: A donation is defined as funds given to the club without any exchange of service, goods, etc. An example of this would be a friend, family, or community member contributing any financial amount to the club without receiving anything in return.
SECTION: FUNDING
TITLE: DONATIONS

A club has the right to ask for donations from a friend, family member, community member or off-campus businesses to help with their club functioning costs. In order to ask for a donation, please reach out to the Clubs Office (clubs@uvu.edu) to seek approval for the desired ask. Seeking approval ensures that the person and/or business is not already affiliated with UVU and that they're not already a large donor for the university.

Once approval has been given, each donor must fill out the Gift Transmittal Donation Form (found on the next page). Money is accepted in the form of cash, checks or credit cards. If paying with a check, all checks must be written to the UVU Foundation and not the specific club. It is recommended that the club name be included in the memo section on the check. If an individual or business is making a donation in a form other than monetary (clothing, promotional products, food, etc.), the Gift Transmittal Donation Form must still be filled out.

After the donor has filled out the Gift Transmittal Donation Form, please turn in the form and donation to the UVU Clubs Office in SL 122. These forms will then be reviewed and turned into the UVU Foundation. All money will be transferred into the UVU banner index account for the club.
Gift Transmittal/Donation Form

Utah Valley University Foundation | 800 W University Parkway MS111, Orem, UT 84058 | (801) 863-8205
(Make checks payable to UVU Foundation)

Amount of Donation: $_________________________ Date received by UVU Representative: __________________________
Gift Designation: ___________________________ Index/Fund #: _______________________
Solicitor Responsible for this gift: ___________________________ Extension: _______________________ 
Person Reporting this gift: ___________________________ Extension: _______________________ 
Special Instructions: ___________________________

Donor Information: (Per IRS rules, the receipt usually goes to the name on the check.)  
☐ Individual: (Please print their full name.)
Name ___________________________ Raiser’s Edge ID# ___________________________
Address ________________________________________________________________
City ___________________________ State _______ Zip ___________________________
Phone #s: Home________________ Bus._________________ Cell ________________
Email address ____________________________________________________________

☐ Business or Organization:  
Name ___________________________ Raiser’s Edge ID # ___________________________
Contact person ___________________________ Title ___________________________
Address ________________________________________________________________
City ___________________________ State _______ Zip ___________________________
Phone #s: Office________________ Cell ________________ Other ________________

Anonymous Donor? Is this gift anonymous? ☐ Yes ☐ No
Does the donor wish to ALWAYS give anonymously? ☐ Yes ☐ No

Donation Type:  
Cash: $_________________________ Check #:_________________________
Credit Card:  See box at the bottom of this form. This box will be shredded after the credit card has been charged.

Proposal: Is this gift attached to a proposal? ☐ Yes ☐ No

Gifts or Services: Were any gifts of services provided to the donor? ☐ Yes ☐ No
If Yes, please check what was given to the donor by UVU and the fair market value of each item:
☐ Meal Value: $_________________________  
☐ Gift Value: $_________________________  
☐ Golf Value: $_________________________  
☐ Other Value: $_________________________ Describe: ______________________________________

Pledge: Does this gift apply to an existing pledge (tracked in Raiser’s Edge)? ☐ Yes ☐ No
Name on pledge: _____________________________________________________________

Soft Credit: List any others to be soft-credited (spouse, business owner, co-owners, etc.)
Name: ______________________________________________________________________
Address: ___________________________________________________________________
Relationship: __________________________________________________________________
(If there are any others, please attach their information.)

Matching Gift: Will the donor be submitting a matching gift form from his/her employer? ☐ Yes ☐ No
SECTION: PUBLICITY
TITLE: SIGNAGE & BANNERS

Any non-commercial sign, notice, poster, or banner posted on UVU’s campus MUST HAVE the Clubs Office logo included on it and if not, the club must obtain a stamp from the Clubs Office with our logo on it to add to all materials. After ensuring the Clubs Office logo is included on all materials, the club must obtain a visible expiration date sticker from Campus Connection. This will include a date of when the sign, notice, poster, or banner needs to be removed, generally not to exceed 14 calendar days from the date of posting. Signs hung without approval will be removed and disposed of. **CAMPUS CONNECTION CAN ONLY APPROVE IF IT HAS A CLUBS OFFICE LOGO ON IT.**

All publicity MUST include the following:
- Name of club sponsoring
- Name of event, activity, project, etc.
- Date, time and location

Small Signs: **Signs must be taken to Campus Connection for approval and to be given a sticker.**
- 11x17 inches or 8.5x11 inches **No 11x17 signs can be posted in classrooms
- Maximum limit to be distributed on campus: 50 for one month or 25 for two months
- No more than two fliers or signs for any event may be posted on any single bulletin board or kiosk.
- Approved signage can ONLY be hung at designated bulletin boards and tack strips throughout campus. Please go to uvu.edu/campusconnection to learn more about what areas are approved.
- Tape of any kind may not be used to hang signage.
- Signs can ONLY be posted and hung after they’ve been held at Campus Connection for 24 hours. There are NO EXCEPTIONS to this rule, so if you’re planning to advertise your event on a specific day, plan 24 hours PRIOR to that to ensure enough time for your signs to be held at Campus Connection.
- The following are locations that signs are NOT permitted to be hung:
  - Painted walls, concrete pillars, concrete walls or carpeted walls
  - Woodwork of any kind
  - Office windows, unless permission is obtained from the office
  - Bathroom stalls, mirrors, windows, doorways, doors or doorways, this includes glass, metal or wooden
  - Machinery of any kind, (vending machines, drink machines, bank machines, etc.)
  - Department bulletin boards, unless permission is obtained from the department

Large Banners: **Banners must be taken to Campus Connection for approval and to be given a sticker.**
- No more than two banners may be posted for any upcoming announcement, deadline or event.
- Banner size no larger than 24 in. X 60 in. (2 ft. X 5 ft.)
- You must talk to Dawn Burgess (SC 105g, 801-863-8797) about the following:
  - To be assigned a location where the banner may be hung
  - To give your index code for a $25.00 deposit
  - To give an e-mail of the contact person for your club
- Banners cannot be hung longer than two weeks prior to an event. Failure to remove banners after the event will result in the forfeit of the $25.00 deposit.
- Banners hung in locations other than those assigned, will have their $25.00 deposit forfeited.
- If your club violates the above policy three times, your club will lose the right to hang banners for a period of six months.

**If you would like to have a banner printed to be displayed on campus, please fill out the Creative Design & Print Request Form. Your club account will be charged at $2.00 per linear foot, once the banner has been printed. You can pick up your banner from the Clubs Office, SL122.**
SECTION: PUBLICITY
TITLE: DIGITAL SIGNAGE

Policy 161: “University websites and digital signage are reserved for university organizations for university speech. However, 10 digital signage slots shall be reserved for registered student clubs to advertise meetings, fundraisers, service projects, or other events that are open to the entire student body. Registered student clubs must submit their signage to the UVU Clubs Office and comply with the digital signage procedures included in the UVU Clubs Handbook. The UVU Clubs Office shall post digital signage that complies with such procedures on a first-come, first-serve basis, up to the 10-slot limit. The UVU Clubs digital signage procedures shall be viewpoint neutral and shall not violate this policy.”

Club Digital Signage Guidelines:

1. All Digital Signage Requests must be submitted through the UVU Clubs website, uvu.edu/clubs. Complete the DIGITAL SIGNAGE REQUEST form with the event information and the attachment of the image to be displayed.
2. Each club is only permitted to display four (4) advertisements through digital signage each semester for two weeks at a time, up to the 10-slot limit.
3. Once the 10-slot limit has been reached, we do not have the ability to post more digital signage until after the two-week time frame.
4. Only club sponsored events and/or activities are permitted to be advertised using digital signage. An event and/or activity is classified as a club meeting, service project, fundraiser, social event, etc. that is open to the entire student body to participate.
5. The event and/or activity TITLE must be clearly visible and stated.
6. The DATE, TIME, and LOCATION of the event and/or activity must be clearly visible and stated.
7. The NAME (or logo) of the club sponsoring the event/activity must be clearly visible and stated.
8. The Clubs Office logo MUST be included. If it is not, the digital signage will be rejected and the club will be asked to resubmit with the logo included.
9. The file must be submitted as a JPEG or PNG, no other formats will be accepted.
   a. Transparent backgrounds will show up as white.
   b. For vertical, it must be 1080x1920 pixels.
   c. For horizontal, it must be 1920x1080 pixels.
   d. A poster will only display for 10-15 seconds at a time, so the signage should reflect this time constraint.
10. Requests MUST be submitted two (2) weeks in advance.

By adhering to these guidelines, clubs will be able to better utilize the resource of digital signage. By following these guidelines, each club will continue to have an opportunity to be represented and publicize their events and/or activities on campus. Events and/or activities include club meetings, service projects, fundraisers, etc. that are open to the entire student body to participate. If the event is only open to club members, it is not necessary for the club to utilize digital signage.
SECTION: PUBLICITY
TITLE: SIDEWALK CHALK

If your club is interested in using sidewalk chalk to advertise for an event, activity or meeting, the club must adhere to the following rules and guidelines:

Approval
No official approval is needed. Sidewalk chalk is permitted as long as the club event, activity or meeting is being held on-campus. No off-campus events are allowed to be advertised with sidewalk chalk on-campus. The message must include the club name, event name, date, time and location.

Cost
There is no fee for drawing signage with chalk, but individuals or organizations that fail to comply with the location restrictions may be fined any additional cost needed for the removal of the sidewalk chalk.

Size/Number
There is no size or number requirement. You’re welcome to advertise with chalk in whatever size and without a limit to the amount of times it can appear on-campus as long as the location requirements are met.

Time Frame
These messages must be on the ground, and they must be removed by the end of the day of the event.

Location(s)
Messages written in sidewalk chalk may be drawn on sidewalks located in the Pope Science Courtyard and the Student Life Wellness Center Plaza but are not permitted on any permanent standing structures. They must be on the ground.

Messages or slogans of any kind may not be painted, hung, or otherwise written on trees, buildings, windows, sidewalks, grounds fountains, walls or other structures or surfaces, or on the personal property of others.
PUBLICITY TEMPLATES

PRINT CMYK Mode
- Flyer: 4.25" x 5.5"
- Trifold: 3.7" x 8.5"
- Yard Sign: 17" x 11"
- Poster: 11" x 17"
- Banner: 24" x 36"
- Digital Signage (DS) Banner: 5760 px x 1080 px
- DS Horizontal: 1920 px x 1080 px
- Instagram: 900 px x 900 px
- FB Cover: 828 px x 465 px
- FB Ad: 768 px x 245 px

DIGITAL RGB Mode
- DS Vertical: 1920 px x 1080 px

ANY SPECIAL SIZE REQUESTS SHOULD HAVE THE DIMENSIONS IN THE BRIEF.
SECTION: TRAVEL
TITLE: OFF-CAMPUS TRAVELING

Clubs may encounter a time where they will be traveling in state or out of state. To ensure the club members safety, the club must follow the club’s office procedures:

1. Fill out the Club Travel Authorization Request, which can be found on the club’s website (uvu.edu/clubs).
   a. This form must be filled out at least one month prior to traveling.
   b. It must be completed for in state overnight and out of state travel.

2. In addition to filling out the travel authorization, every club member who will be traveling MUST fill out the Risk Management Waiver.
   a. This can be obtained from the Clubs Office or at https://www.uvu.edu/riskmanagement/forms/rwicforminfo.html.

3. Once a Club Travel Authorization Request has been filled out completely, the request will be reviewed by the Clubs Office and submitted to Concur (online travel system).
   a. By submitting authorizations in Concur, the campus is able to recognize the travel as official campus business and more effectively protect students in case of an emergency.

4. Once the club has received official approval, the club is required to have a travel meeting with the Clubs Coordinator PRIOR to traveling. During this meeting, each member traveling from the club must review, initial and sign a travel agreement. This serves as each individual’s commitment to adhere to the departmental expectations for travel.

5. After the club has returned from traveling, all receipts must be submitted to the Clubs Office within 10 days. Please keep in mind that all receipts must be itemized, and that no alcohol is allowed to be purchased.

When traveling, the club may use the Club Coordinators travel card for conference registration fees, hotel costs, flights and rental cars. During the trip, the club will have to pay for all other expenses such as gas, food, entertainment and other miscellaneous items.

If Fleet Vehicles are required for travel, please contact Fleet Services (801-863-8720) as soon as you know you’ll be traveling and needing vehicles. This is to ensure proper use of the vehicles are maintained, campus policies are followed, and it helps our office to be aware of it.
For liability reasons, Utah Valley University does not permit high risk activities (hang gliding, outdoor survival courses, advanced mountain climbing, or hot air ballooning) to be held on Utah Valley University land or to be sponsored by University departments and groups. Individuals wishing to organize such activities on their own may do so but are not permitted to use the Utah Valley University name with publicity or when dealing with vendors, participants or others.

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

All participants must have individual primary insurance. However, there are circumstances where a student organized event may assume more risk and may be required to purchase insurance or certain waivers for such events. Potential risk situations include:

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

If you are a participant in a club (i.e. Hip-Hop Club, Aikido Club, Climbing Club, etc.) where any kind of risk is involved, each member should fill out a risk management waiver for each year they are participating with the club. Any other organization or club who will assume any risk with their activities, must also complete a risk management waiver before holding any events/activities.

Waivers may be obtained from the UVU Clubs Office (clubs@uvu.edu) or by going to the UVU Risk Management website, uvu.edu/riskmanagement/forms/rwicforminfo.html. These forms will first be turned into the UVU Clubs Office and then turned into the Risk Management Office to be kept on file. If your club has any questions pertaining to Risk Management, please call 801-863-8245 or email riskmanagement@uvu.edu.
SECTION: SAFETY
TITLE: PUBLIC SAFETY

Campus Fire Marshal
Justin Sprague
(801) 863-8021
Justin.sprague@uvu.edu

Fire Safety:
• Site plans for outdoor events need to be set up to ensure fire department access and compliance with related code requirements.
• Specially built structures in or outside the venue (tents, props, stages, or other large equipment) must be approved.
• Use of electrical equipment and generators. Use of smoke generator must be pre-approved for limited use due to the false alarms they can cause on the automatic smoke detection systems.

Special decorations, equipment, etc. must be inspected prior to the event to ensure they meet the flame-retardant requirements. Clearance around exits and fire protection equipment and open fires, cooking booths or barbecues must also be inspected.

Plans must be submitted to the Fire Marshall seven (7) days in advance. Inspection requests must occur three days in advance.

On-Campus Police:
Contact Public Safety (801-863-5555) at least four (4) weeks in advance for events that meet any of the following:

• Expected attendance of more than 250 people
• Will be advertised off campus via ads, flyers or invitations
• Involves parking for off-campus visitors
• Involves special circumstances or support, such as delivery trucks, high-profile speakers/artists

Additional security for events may incur additional fees and costs.
SECTION: CAMPUS POLICIES
TITLE: CRITICAL POLICIES

Alcohol
First, it is important for student leaders to know and follow the University’s policy on alcohol and controlled substances. Specifically, it is the policy of Utah Valley University to maintain a drug-free workplace and campus. The unlawful manufacture, distribution, dispensation, possession and/or use of controlled substances or the unlawful possession, use or distribution of alcohol is prohibited on the Utah Valley University campus, in the workplace or as a part of any of the University’s activities.

The workplace and campus are presumed to include all Utah Valley University premises where the activities of the University are conducted. Violation of this policy may result in disciplinary sanctions up to and including terminations of employment or expulsion of students. Violations may also be referred to the appropriate authorities for prosecution. Second, student group leaders should be aware of any alcohol policy that relates to their group activities.

Hazing
Hazing is prohibited by state law and University policy.

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

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

There will be consequences to any club and/or students found to have violated hazing laws or University policy. Sanctions may include loss of its status as a recognized student club. In addition, individuals alleged to have engaged or participated in hazing or committed any hazing act may be referred to the Student Conduct Office for disciplinary action.
Lotteries, Raffles and Free Drawings
The distribution of prizes or gifts by chance where money is exchanged is against University policy and state law, and therefore prohibited. Drawings cannot be held as fundraising events. However, free drawings may be held if:

- All persons who request a ticket are accommodated; and
- Participants are not required to donate money to obtain a ticket for the drawing; and
- Clear instruction as to whether or not the ticket holder needs to be present in order to win.

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

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

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

TITLE: ICC CONSTITUTION

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

Ratified January 16, 2019

ARTICLE I – PURPOSE

SECTION I – NAME

The name of this organization shall be “Inter-Club Council”, hereafter referred to as ICC.

SECTION II – PURPOSE

A. To serve as the body to coordinate and implement the approved policies with chartered student clubs as established by the Clubs Office and administration of Utah Valley University (UVU).

B. To further the cultural, academic, and social experience of students attending UVU through registered student clubs in conjunction with the administration of UVU.

C. To allocate funding to clubs in order to fulfill their objectives.

D. To assist clubs with all responsibilities needed to provide events for the UVU student population.

SECTION III – CLUB RIGHTS

A. Any member of a registered, active club will be guaranteed the following:

1. The right to schedule the Student Center and other campus facilities free of charge pending venue availability.

2. The right to have one voting representative at all ICC General Assembly meetings.

3. The right to run for the elected position of ICC President and/or apply for an appointed ICC Club Ambassador position.

4. The right to use funds in their respective accounts after receiving appropriate approvals.

5. The right to plan and organize club events that pertain to their respective club mission and purpose.
ARTICLE II – ORGANIZATION

SECTION I – GOVERNING BODIES

A. The Inter-Club Council will be comprised of the ICC Executive Board, the General Assembly, and the ICC Administrative Board.

SECTION II – ICC EXECUTIVE BOARD

A. The following will comprise the ICC Executive Board:
   1. ICC President
   2. Club Ambassador
   3. Club Ambassador
   4. Club Ambassador
   5. Club Ambassador
   6. Club Ambassador
   7. Club Ambassador
   8. Club Ambassador
   9. Club Ambassador

B. Requirements while serving as a member of the ICC Executive Board are as follows:
   1. Must be currently enrolled in and successfully complete a minimum of 12 credits hours per semester; and maintain a minimum semester grade point average (GPA) of 2.5.
   2. Attendance at scheduled meetings, open office hours, and activities for which the board member has responsibility shall be required.
   3. Abide by the Department of Student Leadership and Involvement Requirements form along with the Behavioral Agreement and Student Code of Conduct.

SECTION III – INTER-CLUB COUNCIL PRESIDENT

A. The Inter-Club Council shall be chaired by the ICC President.
B. The ICC President will be elected by the General Assembly of the ICC.
C. To file as a candidate, the following requirements must be met:
   1. Be nominated and/or sponsored by a club by submitting a signed statement from a club. The statement must be signed by a club representative other than the candidate themselves.
   2. Be an active member of a club for at least one (1) semester prior to the election.
   3. Possess a minimum cumulative GPA of 3.0 at time of declared candidacy and maintain a 2.5 minimum GPA each semester while holding the position.
D. The election of the ICC President will be overseen by the ICC Executive Board and conducted in accordance with the rules set forth in the ICC Elections Packet. Any changes to the Elections Packet must receive a two-thirds vote from the ICC Executive Board.

E. The ICC President shall retain the powers associated with being a member of the ICC Executive Board as outlined in Article II, Section V. As well as retaining the powers associated with being a member of the Utah Valley University Student Association (UVUSA)-Independent Branch outlined in the UVUSA Constitution.

F. The term of office for the ICC President shall be one full year, beginning the day of spring graduation.

SECTION IV – CLUB AMBASSADORS

A. Club Ambassadors shall be appointed through an application process overseen by the newly elected ICC President and Clubs Coordinator. Any changes to the Application Packet must receive a two-thirds vote from the ICC Executive Board.

B. To be an eligible applicant, the following requirements must be met:
   1. Be nominated and/or sponsored by a club by submitting a signed statement from a club. The statement must be signed by a club representative other than the candidate themselves.
   2. Possess a minimum cumulative grade point average (GPA) of 3.0 at time of declared candidacy and maintain a 2.5 minimum GPA each semester while holding the position.
   3. Be a member of a registered and active club for at least one (1) semester prior to application.

C. All Club Ambassadors shall retain the powers associated with being a member of the ICC Executive Board as outlined in Article II, Section V.

D. Club Ambassadors shall be assigned to work with specific registered clubs based on the following club categories. Assignments will be made by the ICC President no later than July 1 of the term of office.
   1. Academic
   2. Athletic and Recreational
   3. Ethnic and Cultural
   4. Performing Arts and Media
   5. Political and Social Awareness
   6. Religious and Social
   7. Service

E. The term of office for the Club Ambassadors shall be one full year, beginning the day of spring graduation.
SECTION V – ICC EXECUTIVE BOARD POWERS

A. Two-thirds of the ICC Executive Board must be present to take any action. There will be no votes by proxy. The ICC Executive Board will retain the following powers in the ICC:
   1. To serve as the governing body of the ICC.
   2. To amend the ICC rules and policies as stipulated in Article VI, Section I.
   3. To represent and be the voice of clubs at Utah Valley University.
   4. To approve or deny the annual registration of any clubs.
   5. To declare clubs inactive as stipulated in Article V, Section I.
   6. To remove inactive clubs from the General Assembly as stipulated in Article V, Section II.

B. The ICC Executive Board may modify this constitution in accordance to changes with Utah Valley University policy and procedures or federal and state law. All changes or additions must be in direct correlation to institutional or departmental changes and must be ratified by General Assembly in the next general or special election.

SECTION VI – GENERAL ASSEMBLY

A. The General Assembly will consist of all the representatives from currently registered clubs.

B. Only one representative from each registered club may have a vote in the General Assembly.

C. A club may appoint a member of their club to act as their ICC Representative at General Assembly meetings. If no club member has been appointed, the Club President is the assumed ICC Representative.

D. The ICC Executive Board coordinate and manage the General Assembly meetings.

SECTION VII – GENERAL ASSEMBLY POWERS

A. The General Assembly will retain the following powers in ICC:
   1. To recall any ICC Representative in accordance with Article III, Section I.
   2. To vote in the general election of the ICC President.
   3. To approve any constitutional amendments taken by the ICC Executive Board that require the approval of the General Assembly.
SECTION VIII – ICC ADMINISTRATIVE BOARD

A. The ICC Administrative Board shall be comprised of the following voting members:
   1. ICC President
   2. Club Ambassador
   3. Club Ambassador
   4. Club Ambassador
   5. Club Ambassador
   6. Student at Large
   7. Clubs Coordinator

B. The Clubs Coordinator, or assigned staff member, must be present for any action to be taken by the ICC Administrative Board.

C. If the ICC President cannot be present, one (1) of the eight (8) Club Ambassadors who are not already present may attend and vote in their place. If a Club Ambassador cannot be present, a representative from one (1) of the clubs they oversee may attend and vote in their place.

SECTION IX – ICC ADMINISTRATIVE BOARD POWERS

A. The ICC Administrative Board will retain the following powers:
   a. To interpret this constitution with the approval of the ICC President.
   b. To allocate money designated by the Department of Student Leadership and Involvement to active and registered clubs.
   c. Ensure all procedures are conducted in accordance with the Clubs Handbook.

ARTICLE III – RESERVED POWERS

SECTION I – RECALL

A. Clubs shall have the right to recall any member, members, or decision of the ICC in accordance with the following procedures:
   a. The reasons for recalling individuals must be based up performance of their duties as an officer and/or constitutional violations.
   b. Gather a petition bearing signatures of a majority of the voting members of the General Assembly.
   c. Post the reasons for recall and the time and location of an open forum to discuss these reasons for such actions.
   d. List the reasons and related information in the school newspaper at least one (1) week prior to voting.

B. Two-thirds vote of the General Assembly is required for the recall of a member, members, or action made by the ICC.
SECTION II – IMPEACHMENT

A. Impeachment proceeding against any ICC Executive Board member may be initiated by any member of the General Assembly with a two-thirds vote of the General Assembly.

B. Impeachment hearings will be conducted by the Clubs Coordinator within two (2) weeks of the impeachment request.
   a. The Clubs Coordinator will schedule the hearing within the two (2) week period inviting all members of the General Assembly to attend.
   b. During the hearing those that have initiated the impeachment of an ICC Executive Board member will have the opportunity to present their reasons for impeachment to the General Assembly.
   c. ICC Executive Board members in question will have the opportunity to respond to the reasoning presented.
   d. The Clubs Coordinator will render a recommendation to the General Assembly determining whether or not the ICC Constitution has been violated.

C. Final impeachment decisions must be carried by a three-fourths vote of the General Assembly.

SECTION III – DISMISSAL

A. Failure to comply with the requirements as stated in this constitution shall result in dismissal of the ICC Executive Board member, ICC Presidential candidate, or Club Ambassador applicant.

B. Dismissals shall be conducted by the Clubs Coordinator.

C. All appeals will be reviewed by the Director of Student Leadership and Involvement.

SECTION IV – VACANCIES

A. A vacancy in the ICC President position shall be filled by a current Club Ambassador per the following process:
   1. The Clubs Coordinator will determine and announce the date of ICC Executive Board meeting in which nominations will be accepted and voting will take place.
   2. Only current Club Ambassadors in attendance will be permitted to vote. Proxy votes will not be permitted.
   3. Regardless of the reasoning for the position vacancy the outgoing ICC President will not be permitted to vote for their replacement.
   4. The ICC Executive Board will open for nominations until voting is closed by a simple majority vote.
5. The ICC Executive Board will determine the length of time each nominee is permitted to speak regarding the nomination. The council may also determine a length of time for questions and answers of each nominee. All candidates will be allotted equal time.

6. After each nominee has spoken, the ICC Executive Board will move to vote. Voting will be performed by secret ballot.

7. In the case that more than two candidates are nominated, a vote will be held to narrow the candidate field to two nominees by having each board member vote for two candidates. The top two candidates will move on to a final vote.

8. The candidate receiving a simple majority vote will be elected to the designated ICC President position.

B. Vacancies in Club Ambassador positions will be filled according to the appointment process outlined in Article II, Section IV, Subsection A.

SECTION V – IMPLIED POWERS

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

ARTICLE IV – CLUB REGISTRATION

SECTION I – MEMBERSHIP

A. Membership in all clubs is open to all regularly enrolled students and community members.

B. There must no physical harassment or debasement of new or continuing members at any time.

C. At least 75% of the membership in each registered club must be students currently enrolled at Utah Valley University.

SECTION II – OFFICERS

A. Officers must be students in good standing, defined as:
   a. Not under disciplinary action by UVU.
   b. Adhering to UVU policies, procedures, and departmental guidelines.

B. The President of the club must be a full time UVU student, enrolled in a minimum of 12 credit hours per semester, excluding summer semester.

C. Club mentors are not considered an officer of the club and are not required for registration. Mentors can be a community member or a full time exempt UVU employee selected by the club.
SECTION III – CLUB DUES

A. Club dues provide the necessary funding base for club sustainability but are not required to become a registered and active club.

B. In the case that club dues are established club officers should determine the dollar amount charged to each participating member and include that amount on the annual registration form and individual club constitution as a condition of membership.

C. All club dues must be collected by the Clubs Office. Collections of funds by club members is not permitted.

SECTION IV – REGISTRATION

A. The annual registration form housed within the Clubs Office must be completed to be eligible for consideration as a registered club at UVU.

B. A club constitution must be submitted with the annual registration form outlining the processes and requirements of the club.

SECTION V – INACTIVE CLUB STATUS

A. A club will be considered inactive if:
   a. It has failed to have a representative attend an ICC General Assembly meeting at least once a semester.
   b. It has not completed a registration form and been approved by the ICC Executive Board.
   c. The club account has a negative balance.
   d. The club has not completed at least one (1) service project per semester, with the exception of summer semester.

B. While a club is inactive:
   a. It cannot use campus-wide facilities.
   b. The club account will be frozen and expenditures from it may not be withdrawn without prior approval from the ICC Executive Board.
   c. It cannot publicize on campus.
   d. It cannot seek additional funding or merit money from the ICC Administrative Board.

C. A club may regain active status with approval from the ICC Executive Board.

SECTION VI – REMOVAL OF INACTIVE CLUBS

A. Any club that is inactive for two consecutive semesters will be brought before the ICC Executive Board for review.

B. Before any action may be taken regarding any club, the club president will receive notification from the ICC President.
C. Two (2) weeks after notification is given to the club president, the ICC Executive Board may take any of the following actions:
   a. Remove the club name from the ICC records.
   b. Transfer monies left in the club account into the general club funding account to be reallocated by the ICC Administrative Board.
   c. Grant additional time to the club to reorganize and reactivate under the supervision of the Clubs Coordinator.

SECTION VII – REORGANIZATION OF A CLUB

A. Any club that submits a registration form with the same purpose and/or mission statement will be considered a continuing club and not a new club.

ARTICLE V – MANUAL/HANDBOOK

SECTION I – PROCEDURES AND REGULATIONS

A. A set of procedures, regulations, and guidelines will be established by the Department of Student Leadership and Involvement, Clubs Office, and the ICC Executive Board and compiled into a manual, known as the Utah Valley University Handbook for Clubs.
B. The manual shall be distributed to club presidencies and members, posted on the UVU website, and available in the Clubs Office.
C. Anything to be included in, added to, or deleted from the manual must be approved by a two-thirds vote of the ICC Executive Board.
D. The manual is considered a by-law to this constitution.

ARTICLE VII – AMENDMENT PROCEDURES

SECTION I – INITIATION

A. Amendments to this constitution may be initiated by a two-thirds vote of the ICC Executive Board or by a petition bearing the signature of ten (10) percent of the General Assembly.

SECTION II – NOTIFICATION

A. A proposed amendment shall meet the following criteria before presented for a vote of the ICC General Assembly:
   a. The proposed amendment shall be posted on the Clubs Office website at least five (5) days prior to voting and during the entire timeframe that voting is open.
b. The proposed amendment shall be discussed in at least one (1) open forum prior to voting.

SECTION III – RATIFICATION

A. Amendments shall become part of this constitution upon a majority vote of the members of the General Assembly voting in a general or special election.

ARTICLE VI – BY-LAWS

SECTION I – ESTABLISHMENT

A. A set of by-laws may be established by the ICC Executive Board. Anything to be included in, added to, or deleted from the by-laws must receive a two-thirds vote from the ICC Executive Council.

B. The purpose and content of the by-laws shall be to define the mechanics of running the affairs of Clubs Program housed in the Department of Student Leadership and Involvement without conflicting with this constitution.
Constitution of Club

Article I. Name
The name of this club shall be____________________.

Article II. Purpose / Mission Statement
In this section, describe the purpose/purposes of your club.

Article III. Membership
In this section, describe the requirements to be a member of your club. Please include that 75% of membership must be UVU students and that up to 25% of club membership does not have to be UVU students. Furthermore, describe the club dues requirement and how much it is to be a member of the club. Explain that each member is required to pay a club due amount to be considered an official member. Lastly, describe the requirements for voting privileges ("who may vote") in regard to being a member of a club.

Article IV. Organization
In this section, please describe the following:
1. The Club Officers title, responsibilities and duties.
2. The regularity of meetings and what happens during meetings.
3. Method for obtaining and spending club’s funds. Ask yourselves who will regulate it and oversee it.

Article V. Elections
In this section, an appropriate procedure for elections should be described. This should include a specific date in which elections will be held, for example: “The second week of spring semester.” It is also possible to grant a club officer, most likely the president, the right to call for elections at any time. However, in such a case, a deadline must be set for the election to be called. Furthermore, determine if a term of office shall exceed one calendar year or if elections shall be held every year.

Article VI. Qualification for Office
In this section, please include that the Club President must be a full-time student (12 credits or more) with a 2.5 GPA. In addition, include all other qualifications for each club officer. Ask yourselves how many officers will there be and what are the requirements to be a club officer?

Article VII. Removal from Office
In this section, describe why an officer would be removed and what the procedure is to remove that specific officer.

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

**Article IX. Amendments**
In this section, describe how this constitution may be amended. Describe if amendments will happen by vote, in person, during a meeting, etc. This should require the approval of the club president, officers, club members, etc.

**Article X. Ratification**
In this section, describe how this constitution shall become effective. Will it be upon a quorum vote of the group? (Usually about 2/3)

The following statement must be included at the end of every constitution:

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, genetic information, or other bases protected by applicable federal, state, or local law, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.
BBQ Club
Meeting Agenda
September 15, 2016

• Welcome
• Officer Report
• Upcoming BBQ:
  o Schedule Courtyard-
    ▪ Who?
  o Order Food through UVU Dining Services-
    ▪ What?
    ▪ Who?
  o Publicity-
    ▪ What are we going to do?
• Club Rush:
  o September 10-11 from 10am-2pm
  o Courtyard at UVU
  o Sign Up?
  o What do we need?
• Closing
SECTION: APPENDIX
TITLE: MEMBER RECRUITMENT AND RETENTION IDEAS

How to Find Them:
There are several venues for club member recruitment. The following list includes some ideas:
- Friends and acquaintances
- Set up tables in the hallways, at events and at orientation
- Call last years’ club members to see if they want to be involved again
- Tell your club members to bring a friend to the next meeting
- Set up a meeting with an on-campus department that has a similar mission

How to Motivate and Thank Them:
You have a responsibility to keep your club members involved and motivated. They must know and feel that they are making a significant contribution. You should help them see where their task fits into the big picture; help them see that their role is essential. Remember that all people are motivated by something...your job is to figure out what it is for each person.

Make sure that:
1. They have had adequate training and understand how to do their task.
2. They have the given tools or resources needed to accomplish it.
3. They have confidence in their ability to perform.
4. They have a vision of how successful their program can be.
5. They are given significant responsibility.
6. They know they are a valuable part of making the program a success.

You should always be appreciative of the service that your volunteers are providing.

How to Hold Them Accountable:
1. Clearly communicate expectations for your club members in specific terms.
2. Make sure they are willing to abide by the set guidelines.
3. Reiterate often your expectations if problems arise, you should remind them of their commitment to the expectations.
4. Have stewardship meetings weekly to follow up with assignments and discuss learning experiences.
Additional Club Member Recognition Tips:

1. Put an article about the volunteer in the UVU Review, their college alumni publication, and their business newsletter.
2. Acquire special discount coupons from local movie theaters, restaurants, etc.
3. Offer “Club Member of the Month” Awards.
4. Use social media where tips and reminders for the club can be posted, as well as any recognition – maybe their pictures and list their accomplishments.
5. Offer club members the chance to attend UVUSA trainings and retreats.
6. Offer special training for club members wanting more responsibility.
7. Offer free meals (provided through club funds) to club members where catering is part of services.
8. Send personalized “Thank you for sharing your loved one with us” notes to parents, spouse, or children of the club member.
9. Invite skilled club members to train other club members.
10. Leave treats at the club member work site.
11. Keep track of birthdays and send personalized notes.
12. Write a letter to the club member’s place of employment, telling them of the good job the club member is doing.
13. Put up a club member suggestion box.
14. Plan annual ceremonial occasions, luncheons, etc.
15. Invite club members to staff meetings.
16. Offer letters of recommendation when the volunteer is applying for employment.
17. Plan a recognition edition of the campus newspaper.
18. Invite key club members to work on your speaker’s bureau, community events, etc.
19. Use a letter to the editor as a way of thanking the club member.
20. Don’t forget to honor and recognize your board or advisory council as volunteers.
21. Take outstanding club members out to lunch one by one.
22. Invite the club member’s spouse to recognition events.
23. Have a club member reception where volunteers can come and bring their families to show them where they gave their time.
24. Send a written thank you note after a volunteer has finished a big project.
25. Encourage volunteers to apply for leadership positions when available.
Planning with a Purpose

When the “Planning with a Purpose” model is used in programming, all phases of planning are simplified. The principles behind this model are that when utilized, it will keep all planning stages for the program focused on the original intention and vision. You will plan an event based on student needs rather than merely planning a fun event. This model is used to write a through proposal for your event.

The steps of the model are as follows:

1. **Answer the question: Who is this event for, what do we want to have happen?**
   This is the beginning phase of your program vision. There will already be a vision for the program in general, your responsibility is to develop a vision for your program, this year. Another way to look at this is what do you want the students who attend your event to leave with?

2. **Delineate objectives.**
   Your objectives will be your focal points for this program. Objectives are general. Some examples: unity, involvement, safety, fun, awareness, and friendship.

3. **Determine your goals.**
   Once your objectives are clear, you should set measurable and realistic goals according to your objectives. If safety is one of your objectives, a goal might be, “we will not have any injuries for which we are responsible during this event.”

4. **Implementation.**
   This is the most vital part of your planning. The implementation portion of your proposal is extremely specific. If your entire committee were to disappear from the planet, anybody should be able to take this part of your proposal and run the program how you planned it to happen. This part includes places, times, advertising, catering, etc.

5. **Budget and Approval.**
   You will be given a budget for your event. It is your responsibility to make your event happen within the set confines. The budget portion of your proposal is based on phone calls to companies (both on and off campus) for price estimates. The estimates should be nearly exact. The cost of each unit/hour, etc., and where the item will be purchased must be included. Create a list of ALL items needed for the event and publicity for the event, submit the Purchase Approval Request Form, and the UVU Clubs Office will process it on for the appropriate approvals.

6. **Evaluation.**
   The evaluation portion of a proposal is the third part of the values-goals equation. Each goal that you have set will be mentioned in this part. This is an accountability report of your program and determines whether you met your goals. You should have a plan to evaluate your goals.