Treasurer

Guidebook

SPORT CLUBS
BUILDING ADDRESS
123 Harvard Street SE
Suite 278A, University Recreation and Wellness Center
Minneapolis, MN 55455

Email: sportclb@umn.edu
Phone: 612-625-6017
Fax: 612-625-7971

GOALS FOR THIS GUIDEBOOK
• Develop an essential resource guide for new and veteran officers.
• Simplify policies and procedures for clubs.
• Clearly define the Sport Clubs Program, University Recreation and Wellness, and University expectations.

SPORT CLUBS PROGRAM MISSION
Embodying the ideals of the University of Minnesota and University Recreation and Wellness, the mission of the Sport Clubs Program is to develop students through competition, instruction, financial responsibility, and general administration of their sport clubs. The goal of the Sport Clubs Program is to create a safe and fun environment that encourages:
• Positive University of Minnesota experiences.
• Character development through athlete commitment and excellence.
• Physical, social, and leadership development.
• Cultivation of friendships.
• Recreational and competitive opportunities, regardless of skill level.
• Lifetime appreciation for sport and physical activity.
• Memories that last a lifetime.
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The Sport Clubs Program: Big Picture

Clubs organized through the Sport Clubs Program represent more than just their immediate group of members. As an official University of Minnesota organization, all actions taken by a Sport Club represent the Sport Clubs Program, the University Recreation and Wellness Center, the Student Unions and Activities Office, the University of Minnesota, and the sport’s national governing body. Affiliation to the Sport Clubs Program is a responsibility all club members, and especially club officers, must take seriously. Failure to properly represent these entities can result in the club or specific club members being suspended or removed from the program. Do not let it get to this point. Please see the Sport Clubs office staff if you have any concerns. They are there to help you avoid any problems and are more than willing to provide assistance.

The Sport Clubs Program

The Sport Clubs Program offers University of Minnesota students an athletic experience where their skills can be challenged, while fostering an environment conducive to growth, development, service, and leadership within the University community.

Students have an opportunity to participate in competitive and instructional sport clubs. Involvement in these clubs can enhance their collegiate experience that can contribute to a well-rounded education. The competitive aspect of sport clubs allows members to contend with other intercollegiate sport clubs, while the instructional aspect allows members to further develop their skills in a sport.

Individual sport clubs are managed and organized by its members and supervised by the Sport Clubs Program staff. It is the responsibility of the club to elect officers and to coordinate practices, competitions, transportation, publicity, and other club activities. It is through this coordination that our officers develop leadership, delegation and organizational skills. The Sport Clubs Program staff are club’s advisors and liaisons to the University Community.

Contact Information:
123 Harvard Street SE
Suite 278A, University Recreation and Wellness Center
Minneapolis, MN 55455

Telephone: 612-625-6017
Email: sportclb@umn.edu
recwell.umn.edu/programs/sport-clubs

The University Recreation and Wellness Center

The University Recreation and Wellness Center’ (URWC) mission is enriching the campus experience and encouraging healthy lifestyles. The URWC values are:

- Excellence: Exceeding expectations and standards
- Integrity: Leading with sound and responsible judgment
- Development: Fostering a culture of growth and improvement
- Collaboration: Working collaboratively to achieve common goals

Contact Information:
123 Harvard Street SE Minneapolis, MN 55455

Telephone: 612-625-6017
Email: sportclb@umn.edu
recwell.umn.edu
The Student Unions and Activities Office

The Student Unions and Activities Office (SUA) has set basic guidelines and policies student groups must follow in order to exist on campus. Sport Clubs are considered to be a University Campus Life Student Program (UCLSP), which is an elevated status when compared to the majority of the clubs on campus. This means that Sport Clubs have access to additional opportunities, privileges, and resources which result in additional responsibilities to the University.

The SUA Advisors’ goal is to provide an opportunity for students to learn and develop life skills in a safe environment that compliments their academic experience and enriches campus life through their involvement in student groups. SUA’s ultimate goal is student group success. SUA defines success as an educational and impact filled experience for group members. SUA works with all student groups in planning, implementing, and evaluating events, fund-raisers or retreats. SUA advises groups on financial matters, tax questions, legal matters, and insurance questions.

Contact Information:
126 Coffman Memorial Union
Minneapolis, MN 55455

Telephone: 612-625-6017
Email: sao@umn.edu
www.sua.umn.edu

The University of Minnesota

University Campus Life Programs affiliated to the Sport Clubs Program officially represent the University of Minnesota in all of the groups’ endeavors. With this affiliation, University Campus Life Programs shall have an additional obligation to consider and act in accordance with best interest of the University in all aspects of operations and activities. The University Recreation and Wellness Center - Sport Clubs Program, through the designated staff or faculty advisor, shall assure compatibility between the group’s operations and actions and University interests. University Campus Life Programs also received tax-exempt status, which must be used in the most appropriate manner.

IMPORTANT: The Sport Clubs Program is the clubs’ connection to the University. Sport Clubs should direct all questions and comments relating to the University to the Sport Clubs Program staff.

National Governing Bodies

Each club should be members of their own national governing body. Many times, the national governing body will connect a club with other university and college groups who are actively pursuing similar goals, thus creating a network and support system for the club. Clubs are encouraged to become involved with their national governing bodies through membership, event participation, conference attendance, etc.

Contact Information:
Contact your governing body for more details.
Big Picture Hierarchy
Below is the hierarchy of entities that your club represents. It is important to understand that your individual Sport Club is part of a much bigger picture. The actions of your club reflect many entities and people.

Sport Clubs Hierarchy
Below is the hierarchy of sport clubs in flow chart format. This is a guide for officers to understand in regards to team decision making.
CONDUCT

Athletes, coaches, and instructors in the Sport Clubs Program are ambassadors of the University of Minnesota and the University Recreation and Wellness Center. All ambassadors are expected to behave with dignity, both on and off the field. They are expected to adhere to all policies and procedures and serve as role models to each other to the campus community while participating in events at other universities. They assume an obligation to conduct themselves in a manner compatible with the University’s function as an educational institution. When members participate in an event or club activity, they accept the responsibility of representing the University in a way that will not detract from the reputation of the institution or violate behavior of any sort which would reflect negatively on the image of the University of Minnesota, the University Recreation and Wellness Center, and/or the image of their specific sport will not be tolerated of Sport Clubs Program participants any University policies, recommendations, regulations, or procedures. All club officers are expected to meet all job expectations and duties defined on their job description outlined in their club operating guidelines. Any breach of this Code of Conduct will be forwarded to the program staff.

University of Minnesota Code of Conduct

It is the policy of the University of Minnesota (University) that certain minimum standards of conduct are necessary to safeguard the rights, opportunities, and welfare of students, faculty, staff, and guests of the University community and to assure protection of the interests of the University as it seeks to carry out its mission.

The University requires a community free from violence, threats, and intimidation; protective of free inquiry; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to a rational and orderly approach to the resolution of conflict.

Club officers and members are required to comply with the University’s Code of Conduct. As such, any non compliance will result in removal from the Sport Clubs Program and automatically revoke the clubs student group status with the SUA as well.

It is the club officer’s responsibility to make sure that all club members are aware of their responsibility to comply.

The entire Code of Conduct can be viewed at the following website:
http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.pdf

Student Unions and Activities Office Policy

http://www.sua.umn.edu/groups/handbook/

Sport Clubs Program Code of Conduct

The Sport Clubs Program aims to provide recreational activities for members of the University community. These activities should be conducted in a manner that represents the best interest of the University, while minimizing risk, ensuring participant safety, and maintaining quality facilities and equipment. Any conduct that interferes with these goals will result in disciplinary action for individuals and/or clubs involved.

Examples of Code of Conduct violations can include, but are not limited to, the following:

Behavior - Disregarding the Sport Clubs Program policies about drugs, alcohol, and behavior

- Consume or in possession of alcohol or illegal drugs while serving as a representative of the club and institution (club travel, practice, meetings, etc)
- Strike, or attempt to strike, an opposing player beyond the realm of the sport
- Intentionally engage in or incite participants and/or spectators to engage in abusive or violent behavior – verbal or physical
- Use obscene gestures, profanity, or disrespectful language
- Purposefully insult, disrespect, or threaten any participant, official, staff, spectator, or other to any extent while representing the University, University Recreation and Wellness Center, Sport Clubs Program, or the individual club
Staff & Participant Safety - Jeopardizing the health and well-being of staff and other participants.
- Vulgar, obscene, abusive, derogatory, or demeaning comments or gestures
- Threats, intimidation, or verbal aggression
- Initiating acts of physical aggression
- Fighting (punches thrown)
- Failure to complete incident or accident report form
- Failure to comply with requests from Recreational Sports Staff
- Being under the influence of alcohol/illegal substances

Facility Policies - Intentionally disregarding existing facilities policies.
- Willful or repeated disregard for Facility Policies
- Failure to comply with requests from Recreational Sports Staff
- Being under the influence of alcohol/illegal substances
- Using facility space for club purposes when unauthorized or not scheduled

Access infractions - Engaging in unauthorized entry and exit from University Facilities.
- Allowing unauthorized users to enter the facility
- Entering the facility through any door other than the main entrance
- Entering the facility without the proper safety and or authorized personnel in attendance
- Unable to produce a valid picture ID when requested
- Exiting door marked as emergency exits only
- Using facilities as an affiliated member or coach during times and in spaces other than club practice times and space
- Unauthorized use of any facility on campus while serving as a representative

Facility & Equipment Issues - Disregarding equipment or facility polices.
- Failure to return checkout equipment or keys in prescribed time
- Destroying or defacing any property
- Failure to properly maintain any University equipment or field space
- Failure to cancel practice or competition due to ground saturation, weather conditions, or other field conditions

Financial Infraction - Inappropriately using or managing club money.
- Unauthorized expenditures
- Unauthorized accounts
- Negative account balances

Travel - Inappropriate behavior while on club/University business.
- Inappropriate use of rental vehicles
- Inappropriate use of hotel/motel rooms
- Inappropriate travel
- Consume or in possession of alcohol or illegal drugs while traveling for club/University business
**Sanctions**

Any of the following sanctions may occur as a result of participant or club misconduct:

- Suspension of Sport Clubs privileges for one day (or the remainder of the day), one semester, the academic year, or indefinitely.
- Suspension of specific University Recreation and Wellness Center program privileges for a period of time as outlined above, while retaining Recreation Center privileges.
- Responsible for paying for repair or replacement of lost or damaged equipment or property.
- Notification and referral of case to University Police, Campus Student Relations and Judicial Affairs, and the SAO.
- Hold on all financial accounts.
- Community service by individuals or the entire club.
- Suspension of all facilities and/or equipment.
- Removal from program.

**Should any participant and/or club misconduct occur, these steps will be followed:**

**Conflict Resolution**
The staff person or officer in charge of the area responds to the incident. The staff person reserves the right to ask participants and/or clubs to leave the facility or premises.

**Report Filed**
The responding staff person or officer submits a report of the incident to the Program staff. The Program staff evaluates the situation and meets with club members involved to discuss the incident. The Program staff makes a recommendation to the Program Manager regarding the appropriate sanction.

**Program Director Decision**
The Program Director makes a decision after discussing incident with University Recreation and Wellness Center Associate Director and/or the SCAC, and then informs the participant and or club of the decision.

**Appeals Process**
Appeals are made to the SCAC and/or the Associate Director for Programs. Appeals must be submitted in writing within seven days of the incident. The individual or club may meet with the SCAC or the Assistant Director for Programs after submitting the written appeal.

**Final Decision**
The SCAC and/or the Associate Director for Programs will make a final decision that may include reduced, modified, and in some cases, increased sanctions.
THE SPORT CLUBS PROGRAM

Benefits
The Sport Clubs Program staff can provide the following assistance and services to our Sport Clubs:

Leadership Opportunities
- Sport Clubs Advisory Council membership
- Officer responsibilities
- Permission to officially represent the University of Minnesota - Twin Cities during all club activities

Logistics Support
- Program advising and assistance
- Computer and printing access
- Access to legal council
- Campus Life Program status
- Access to the tax-exempt status of the University
- University’s general liability insurance coverage
- Free CPR and First Aid training
- Alumni Lists
- University and Program policy updates and notification
- First Aid kit and supplies
- Equipment usage & purchasing assistance
- AV equipment usage and access
- Phone access for club business (including long distance)
- Lap top rental for club business
- Powerade product for special event usage, when available

Promotions
- Free informational table reservations in University Recreation and Wellness Center
- Access to University word marks, logos, and colors
- Access to Club and University Recreation and Wellness websites

Finance
- Potential for annual allocation
- Free banking through University account
- Financial transactions and the development of fiscal management
- Budget preparation training
- Financial assistance through grants and allocation

Travel and Facilities
- Access to University and (University contract supported) outside rental vehicles
- Facility space access for practices and special events
- Field and room preparation for special events
- Classroom and meeting space
- On-campus event registration and planning tools
PROGRAM STAFF

The Sport Clubs Program staff is dedicated to ensuring a positive experience for every member. They are available to answer questions, provide support, and coordinate logistics and facility concerns with the University. Please contact the Sport Clubs Program staff with any questions.

Program Director
Jessica Novotny Couillard
Email: jnc@umn.edu
Phone: 612-625-2083

Responsibilities:
• Facility space reservations
• Special event requests
• Sponsorship agreements
• Contracts
• Conflict management
(authorized signer)

Program Coordinator
Mikayla Miller
Email: mill3998@umn.edu
Phone: 612-626-8014

Responsibilities:
• Club officer training
• Club financial management
• Travel planning
• Logo/publication approval
• Fundraising request approval

Student Staff
Email: sportclb@umn.edu
Phone: 612-625-6017

Responsibilities:
All general program inquiries.
SPORT CLUBS ADVISORY COUNCIL

The Sport Clubs Advisory Council (SCAC) is the advising board for the Sport Clubs Program. The SCAC is a valuable entity to the Sport Clubs Program because it is comprised of representatives from Sport Clubs teams who contribute their perspectives, experiences, and advice to enrich Sport Clubs for everyone. The SCAC encourages members to experience a range of responsibilities and leadership challenges. The SCAC also serves as a lobbying group for the individual sport clubs. Members of the SCAC must work hard, as it takes dedication, involvement, and a considerable amount of time to successfully fulfill the duties of the SCAC.

Responsibilities

- Attend required meetings with Sport Clubs Program staff
- Provide feedback on new initiatives and ideas
- Understand Sport Clubs Program policies and guidelines
- Attend Budget Hearings after thoroughly reviewing club budgets
- Assist with developing new criteria for the allocation process.
- Review the allocation requests and make recommendations to the Program Director, prior to allocation distribution
- Make recommendations to the Sport Clubs Program on the admission, suspension, expulsion, and status of all new and current sport clubs

Membership Information

- SCAC membership should consist of at least six full time, degree seeking students, who:
  - Are current members of clubs who are in good standing with the Sport Clubs Program
  - Have been club officers for at least one full semester prior to serving as an officer
  - Can attend all scheduled monthly meetings. Failure to attend two meetings will terminate the individuals membership
  - Is willing to dedicate time and effort into the budget allocation process
  - Understands and upholds University policy and guidelines
  - Is in good standing with their club
  - Has been asked by the Sport Clubs Program staff to serve on the SCAC or nominated by another club official to serve
  - Is not in the same club as another SCAC representative
  - Has not served on the SCAC for two years previously

Budget Process

- SCAC members are actively involved in the club budget and allocation request process
- SCAC members are responsible for gathering all information relative to the clubs budgets and make an official allocation recommendation to the Sport Clubs Program staff for their consideration
- SCAC members are expected to commit additional time to this process, as club allocations rely highly on the SCAC’s recommendations.
- This entire process occurs during the spring semester.

Meetings

- SCAC meetings will be organized and headed by the Sport Clubs Program staff and last approximately one hour. Members are expected to attend all meetings.
- Special circumstances, such as budget reviews, hearings, and allocation recommendations may require additional meetings. A minimum of five days notice will be given to SCAC members.

Benefits of Being an SCAC Member

- Involvement and input can leave a “mark” on the program and benefit over 1,200 club participants
- Interaction with other Sport Clubs officers
- Develop a better understanding for the Sport Clubs Program and the University
- Be actively involved in allocation decision-making
- Direct input on policy decisions
- It looks great on a resume!
OFFICER RESPONSIBILITIES
As official representatives of the University of Minnesota, our collective goal is to develop students through competition, instruction, financial responsibility, and administrative organization. As a club officer, these should also be your goals. It is now your responsibility to make sure that your club abides by University policy and procedure. The Sport Clubs Program staff is here to help you through this process.

General Information
- Club officers must be full-time, degree seeking students, aggressively pursuing a degree.
- Clubs must elect a president, treasurer, travel coordinator and facility/safety coordinator. Other elected positions are acceptable with approval from the office.
- ALL club officers are responsible for understanding the code of conduct and for sharing this information with members of the club on a regular basis.
- Club officers are responsible to meet the expectations set by the University and to understand and adhere to due dates, procedures, and rules.
- Document club meetings.

President (Required)
- Preside over club meetings and conduct club business.
- Ensure that the club understands the Sport Clubs Program’s Code of Conduct.
- Maintain strong, positive relationships between club members and the Sport Clubs office.
- Uphold the club’s reputation with the University, University Recreation and Wellness Center, and Sport Clubs Program.
- Ensure that all assigned tasks and responsibilities are completed by club members and other officers.
- Approve club spending with the treasurer.
- Delegate responsibilities as necessary.
- Approve the club budget before submission to the Sport Clubs office.
- Develop and encourage new club leadership.
- Work with SCO staff to hire any coaches or instructors.
- Understand and communicate the University of Minnesota Code of Conduct to all club members.

Vice President (Suggested)
- Assume the president’s responsibilities in his or her absence.
- Assist the president with the responsibilities listed above.
- Inform the Sport Clubs office of officer transitions.
- Oversee that all memos, emails, and phone calls are dealt with by all officers and club members when necessary.
- Ensure that all officers are fulfilling their responsibilities to the club and the Sport Clubs Program.
- Oversee the special event and practice facility request process.
- Assist the treasurer with budget preparations.
- Assist the travel coordinator with preparing travel paperwork and travel arrangements.
- Understand and communicate the University of Minnesota Code of Conduct to all club members.

Treasurer (Required)
- Keep all account ledgers up to date.
- Meet with the Sport Club Coordinator once per month to discuss payment plans and team agendas for upcoming months.
- Oversee and pre-approve all club financial transactions.
- Ensure that club money is deposited immediately into one of the club’s accounts
- Reconcile club ledgers with the monthly account statements.
- Participate in the budget process.
- Understand current year’s planned budget.
- Understand and communicate the University of Minnesota Code of Conduct to all club members.
Travel Coordinator (Required)

- Oversee all travel preparations including submitting appropriate request forms (travel, roster, rental vehicle, and approved driver), coordinating appropriate housing arrangements, coordinate transportation pick-up/drop off (if necessary).
- Communicate with other club officers to be sure financial obligations for travel can be met.
- Must be an Approved Driver.
- Contact Sport Clubs Program staff in the instance an accident occurs.
- Inform club members of all travel advisories and updates made available to the club.
- Understand and communicate the University of Minnesota Code of Conduct to all club members.

Safety/Facility Coordinator (Required)

- Understand, distribute, collect, and deliver club participation waivers to the Sport Clubs office.
- Request special event, meeting, recruiting, and practice space.
- Manage the club first aid kit and club key list.
- Must be CPR and First Aid certified.
- Track CPR/First Aid certifications of club members and verify that at least two CPR/First Aid certified club members are present at each practice.
- Understand Emergency Action Plans for ALL facilities.
- Carry emergency contact list at all times.
- Carry, complete, and submit Injury, Incident and Accident and FLEET Accident Report forms to the Sport Clubs office when appropriate.
- Determine when the club should leave a facility/field based on weather, field conditions, and schedule conflicts.
- Understand and communicate the University of Minnesota Code of Conduct to all club members.

Additional Positions (Must be approved with SCO)

Other club officer positions can be decided by the club with SCO approval. Suggested additional officer positions include the following:

- Fundraising coordinator
- Secretary
- Communications/Marketing manager (ex. website, social media, publications, etc)
SUA Registration

All members of the Sport Clubs Program are considered Campus Life Program. Student groups that register with the SUA each year receive special benefits and privileges; this includes access to the Sport Clubs Program, in addition to:

- CPR and First Aid Certifications (3 of each) are on file in the Sport Clubs Office
- Club’s First Aid Kit is checked out of the Sport Clubs Office
- Required Participation Waiver Form is on file for each club member (including coaches and/or instructors; must be completed annually)
- (if applicable) Facility Keys are picked up

RE-REGISTRATION REQUIREMENTS

All Clubs are required to complete the Re-Registration process annually in order to be eligible to retain Sport Clubs Program membership benefits. Re-Registration details and deadlines are subject to change annually, and are detailed in the ‘Sport Clubs Re-Registration Packet.’ All parts of this process must be completed before a club is eligible to begin any club activities.

Failure to complete any these requirements by the given due dates may result in penalties at the discretion of the Sport Clubs Program Staff.

The annual Re-Registration requirements include four parts:

**Sport Clubs Activation**

Sport Clubs Program activation is free of charge, but requires that the club complete the following:

- Submit updated copy of Activation Form
- Submit updated and signed copy of Club constitution
- (Each required officer) Attend Officer Training Session
- (Each required officer) Pass Officer Test
- Submit updated copy of Fall Competition Schedule
- Complete SUA Re-Registration process (details below)

**SUA Registration**

All members of the Sport Clubs Program are considered Campus Life Program. Student groups that register with the SUA each year receive special benefits and privileges; this includes access to the Sport Clubs Program, in addition to:

- Free email address and web site hosting
- Assistance with grant programs on campus
- Access to SUA’s Advising Services
- Free or discounted room reservations in Coffman Memorial Union and St. Paul Student Center
- Listing on the student group page of the SUA Web site
- Access to University facilities, equipment, and services
- Eligible to participate in campus-wide programs and activities (e.g. Homecoming)

**Read the Re-Registration packet for more details on the SUA Re-Registration process.**

**Travel and Safety Requirements**

All items below must be completed before

- CPR and First Aid Certifications (3 of each) are on file in the Sport Clubs Office
- Club’s First Aid Kit is checked out of the Sport Clubs Office
- Required Participation Waiver Form is on file for each club member (including coaches and/or instructors; must be completed annually)
- (if applicable) Facility Keys are picked up

**Coach/Instructor Hiring Requirements**

All Coach/Instructor Hiring requirements must be completed before any coach and/or instructor can participate with the club in any capacity (i.e. tryouts, practice, competitions, etc.). All Coaches/Instructors must have this process completed before the club can begin any club activities.
GENERAL RULES, POLICIES, AND TERMS
The topics discussed in this section relate to the various responsibilities club officers, instructors, coaches and members may encounter in a variety of different settings and situations. It is in the club’s best interest to become familiar with this information before proceeding.

Alcohol and Drugs
- The use, possession, or transfer of any intoxicants, controlled substances, alcohol, or related paraphernalia, in any manner while participating in club activity or on University Recreation and Wellness Center’ property is strictly prohibited.
- Club activity can include, but is not limited to, meetings, practices, competitions, trips and/or any other activity that could be identified as club activity.

Authorized Signer and Contracts
- Club officers, coaches, and members are not authorized to sign any contracts on behalf of the club, the Sport Clubs Program or the University of Minnesota.
- All contracts must be reviewed and signed by the Sport Clubs Program staff. Contract review can take up to, or longer than, 2 weeks, depending on the content.

Appropriate Use
- Clubs are responsible for any damages that occur to any field or facility during their use for club practices, events or competitions.
- Clubs are required to abide by all University of Minnesota, University Recreation and Wellness Center, and Sport Club Program policies regarding facility use.

Class Absence Request
- This needs to be submitted to the Sport Clubs Office a minimum of 2 weeks prior to departure date. Late requests will not be accepted.
- These forms are not “approval” to miss class, they are simply requests submitted to professors stating that you will be gone and why. It is at the professor’s discretion whether to excuse your absence or not. Consult with professors prior to requesting a class absence form, as some will not need formal requests.
- Class absences cannot be requested for study days and finals week.

Dissolution
- Upon dissolution of a sport club and after all debt is paid, any remaining funds shall be deposited into the Sport Clubs Advisory Council’s account for future distribution.

Food
- Clubs must obtain an approved Food Permit in order to serve food at any club function or event.
- Clubs can pick up and turn in a food permit request in the Sport Clubs Office.
- Food permit approval can take up to one month, so plan in advance.
- Additional arrangements must be made for garbage disposal.
- All food must be prepackaged in individual servings or come from a reputable catering service.
Hazing
• A Sport Club or its members should not conspire to engage in hazing or commit any act that injures degrades, disgraces, or tends to injure, degrade, or disgrace any fellow student and/or person attending the University.
• The act of hazing will not be tolerated and should be reported to the appropriate University officials.

The Log Board
• The Log Board was developed to help club members and officers track their completed and pending Sport Clubs Program responsibilities. The master Log is displayed in the Sport Clubs Office.
• If at any time there is a mistake on the Log, contact the office and provide them the necessary details and supporting materials proving the task was completed, and the necessary changes will be made.
• It is important to complete each task on the log by the stated deadline, as the club’s final allocation amount is based on the club’s compliance with Sport Clubs policies and deadlines.

Mailing Address
All club mail, including fundraising checks, donations and sponsorships, and packages should be mailed to the Sport Clubs Office using the following address:

University of Minnesota (Club Name)
123 Harvard St SE
Suite 278A, University Recreation and Wellness Center
Minneapolis, MN 55455

Responsibility
• Registered officers of a sport club shall have personal responsibility and accountability for the finances and operations of the group, in accordance with the Policy on Registration and Classification of Student Groups (SUA Guidebook), as specified by the club constitution and as specified by Sport Clubs Program policies and procedures.
• Registered officers have the responsibility to report any mishandling of funds to Sport Clubs Program staff immediately.

Student Groups
• All sport clubs must be registered as a Campus Life Group through SUA.
• This status requires that the club’s activities, operations, and decision making processes be directly governed by the Sport Clubs Program.
• Campus Life Groups must comply with all University financial polices and run finances through University approved financial systems, understand that they are subject to oversight by the Sport clubs Program and the University Recreation and Wellness Center.

Weather
• Outdoor clubs should use caution when bad weather is in the forecast.
• If the club has to cancel an outdoor practice due to weather, let the staff know so they can try to make arrangements for a make-up practice.

The Intramural hotline is a great way to identify whether or not the fields are usable due to weather or field conditions. IM Hotline # is 612.625.3558. The Weather Hotline will be updated by 5:00pm when there is inclement weather in the area.

It is the responsibility of the club officers to make sure the necessary steps are taken to be sure that the fields are used without damage and that all spectators and participants are safe. Make the right decision and call the practice/game if the weather appears to be making the situation unsafe.
Talking to the Press

- Clubs are encouraged to promote their club and its successes through various media outlets.
- Always be sure to include a statement that indicates the club is overseen by the University Recreation and Wellness Center.
- Controversy, accidents, and emergency topics associated to the University Recreation and Wellness Center, and the sport club, is the responsibility of the Director of Recreational Sports. Forward all requests for conversation on to the Sport Clubs Program staff, and they will forward it on to the Director.

Update Newsletter

- Updates are emailed monthly and contain valuable information as well as upcoming due dates.
- They are your first resource for questions.
- All club officers will be held accountable for the information in an update.
- Failure to review and act upon the information within an update will result in penalties.

Violence

- A sport club or its members should not conspire to engage in violent acts or commit any act that injures degrades, disgraces, or tends to injure, degrade, or disgrace any fellow student and/or person attending the University. This can include, and is not limited to verbal, physical, and emotional violence.
- As representatives of the University, the club and its members should be stewards for the University and uphold a good nature when interacting with others on and off the field.
MEMBERSHIP

In order to be affiliated to the Sport Clubs Program, individual sport clubs must adhere to the following membership requirements:

- The club must have at least 10 full-time students, actively involved in club activity.
- Competitive clubs must have at least 75% of its membership be full-time students, actively involved in club activity.
- Instructional clubs must have at least 50% of its members be full-time students, actively involved in club activity.

**Full-Time Students**

- Sport club members who pay student service fees are considered full-time students.
- Sport Club membership should be open to all full-time, degree seeking students who pay student service fees. Exceptions have been made for clubs who have limited facility space and/or resources, in which case, try-outs are hosted.

**Non Full-Time Students**

- Sport club members who do not pay student service fees are considered non full-time students and must purchase a Recreation and Wellness Center membership and provide insurance coverage information in order to participate in Sport Club activities. Requests to purchase these memberships must go through a club officer (process referenced in the President Guidebook).
- Club members who are non full-time students may not be eligible to participate in certain special events or competitions, in which there are academic requirements. Reference the “Eligibility” section for more information.
- If a potential club member is not eligible for a RecWell membership, the club can act as a sponsor by completing an SCO Sponsored Membership Request Form.

**Participation Waiver Forms**

- Anyone who is interested in participating with any club in any capacity must complete a Participation Waiver Form (including coaches/instructors). This must be completed/renewed annually.
- Participation waivers can be filled out on-line at the Sport Clubs website or via the paper form.
- Hosting tryouts or a special event? Club Officers request a Special Event Waiver (one page waiver form) to be available at any of these events (if being used for tryouts, a final roster must be submitted and all members on that roster will be required to submit a copy of the Participation Waiver Form).
- Club officers should ensure that members read the waiver thoroughly before signing and that each waiver is filled out completely. Incomplete or illegible forms WILL NOT be accepted.
- Club members who do not pay the student service fees must provide their insurance information before participating.
ELIGIBILITY

This section details basic criteria clubs must meet in order to be eligible to participate in the Sport Clubs Program.

Program Eligibility

Clubs that are eligible to participate in the Sport Clubs Program:

- Understand and uphold Sport Clubs program and University policy, procedure, and guidelines
- Meet due dates and follow time lines set by the Sport Clubs Program
- Meet the membership requirements set by the Sport Clubs Program
- Are activated with the Sport Clubs Program and registered with the Student Unions and Activities Office (SUA)
- Communicate with the Sport Clubs Program staff regularly
- Respect their role at the University and within the University community
- Are a group of individuals who are positive role models, leaders, and advocates for the University
- Understand and abide by the University of Minnesota and the Sport Clubs Program Code of Conduct
- If competitive, compete in a league or national governing body events that lead to an intercollegiate championship title.

Academic Eligibility

Club members will be deemed “eligible” to participate in intercollegiate competition if they meet the following criteria:

- Carry at least a 1.65 cumulative grade point average;
- Currently enrolled full-time and degree-seeking. Undergraduates must be enrolled in a minimum of 13 credits; graduates must be enrolled in a minimum of 6 credits. The full-time credit requirement is waived if (1) The student is carrying the required course load needed to graduate the semester that they are being certified for (verification from a college official is required) or (2) The student has been granted a reduced credit load via the 13-Credit Policy.
- Within six years of their first term of full-time enrollment, if an undergraduate student

If a club member does not fulfill these expectations, he/she will not be allowed to participate in intercollegiate competition. Please note: This is a University expectation. The Sport Clubs Program simply enforces it. Governing bodies, leagues and/or event hosts may have additional academic eligibility requirements that participants must meet before they can participate in their event(s).

Club officers must submit these academic eligibility requirements and supporting documents into the Sport Clubs Office as soon as they receive them, but no later than one month prior to the event. The Sport Clubs Program staff will submit these additional academic eligibility check requests to the Registrar on the club’s behalf. Late requests will be accepted on a case by case basis, but will NOT be guaranteed to be done by the requested deadline.
BUDGET PROCESS

The budget process is a mandatory for all Sport Clubs. This process sets a tentative club budget for the upcoming school year. This allows:

- New officers to have an idea of what they need to plan for and accomplish.
- The Sport Clubs Advisory Council and Program staff to determine an appropriate allocation amount.
- The University Recreation and Wellness Center staff to evaluate information regarding club performance and plans.

Steps to the Budget Process

All steps are required for all Clubs. A required Budget Training Session (#1) will be hosted at the beginning of the Spring semester to help guide you through this process:

Training
- Mandatory training session for the club Treasurer and at least one other club officer (additional officers are encouraged, but not required, to attend)
- The training session will walk your club through all of the required steps

Preparation
- This is a CLUB planning process - not the sole responsibility of any club Treasurer
- During this step, your club will review your financial activity and prepare an appropriate budget to be used in the next step
- Our Program does have access to your club’s past budget information - just ask us for it!

Data Entry
- During this step, your club will enter your prepared budget into the Program’s Data Entry form in the office
- Your club will have 20min to enter this information - come prepared!

Revisions
- The Sport Clubs Program staff will review budgets after the data entry deadline has passed and make recommendations and requests for clarifications
- Clubs will have at least one week to revise the budget according to recommendations of the staff; clubs can choose not to make the recommended changes, but this is not advised

Budget Hearing
- This is an opportunity for the Sport Clubs Advisory Council to meet with club leadership to discuss the club’s requested allocation and proposed budget for the following year
- Club officers should fully understand the club’s budget prior to attending this meeting

Adjustments
- If your club receives extra funding or a different allocation amount, you are required to adjust your budget to reflect these changes
- Clubs will have one week after allocations are announced to make these adjustments

Allocation Announcements
- The annual allocation will be announced at the end of the spring semester (this will take place after the Sport Clubs Advisory Council has formally presented its final allocation recommendations to the Sport Clubs staff for their review)
- Once the Sport Clubs staff has made their final decision, memos indicating the details of the allocation and its terms will be distributed to the clubs
FINANCES

Sport Clubs income and expenditures are a vital part of the success or failure of a club. It is imperative that each club closely monitors its accounts and insures that all expenditures are approved by the club's treasurer and the Sport Clubs Program staff. All Club officers should consistently meet with the club Treasurer to be sure that their upcoming plans and financial needs can be met.

Compliance and Responsibility

- The financial operations of the sport club must be conducted in accordance with all applicable local, state, and federal laws and regulations; University, University Recreation and Wellness Center, and Sport Clubs Program policies and procedures; and the club's respective constitution.
- All financial operations shall be conducted through the University Accounts system once approved by the Sport Clubs Program staff.
- Registered officers of the sport club shall have personal responsibility and accountability for the finances and operations of the group, in accordance with the Policy on Registration and Classification of Student Groups (SUA Guidebook), as specified by the club constitution and as specified by Sport Clubs Program policies and procedures.
- Registered officers have the responsibility to report any mishandling of funds to Sport Clubs Program staff immediately.

Accounts

Sport Clubs are authorized to bank through the University Primary Account and Endowment Fund. Other financial accounts or saving systems that are not managed by the Sport Clubs Program staff will be considered unauthorized and may result in the club being removed from the Sport Clubs Program and/or University.

Allocation

- A portion of the University Recreation and Wellness Center annual funding request from the Student Service Fees Committee is the Sport Clubs Program Allocation. Clubs who have access to these funds shall comply with auditing requirements and other financial and operational standards established by the University Recreation and Wellness Center and the Student Service Fees Committee.
- Each club's allocation is determined by the club's budget, ability to meet the expectations of the Sport Clubs Program, and ability to complete the budget process.
- Allocation decisions are ultimately made by the Sport Clubs Advisory Council, while under advisement of the program staff.

Paperwork

Only Treasurers have the authority to request a financial transaction and must receive Sport Clubs Program staff approval prior to making any financial arrangements. Failure to do so will result in an unauthorized purchase. Paperwork must be filled out completely and correctly or it will be returned to the club’s mailbox. If paperwork is consistently turned in incorrectly, it will affect the club’s allocation.
Documentation

- All club income and expenses must be documented on the clubs working budget and appropriate account ledgers.
- There is always a chance of being audited and failure to have accurate records will be held against the club.

Income

- All money paid to the club must be deposited into the Sport Clubs Program’s authorized and managed account. Failure to deposit club income into these accounts may result in suspension.
- All checks are payable to the University of Minnesota—{your clubs name}. No one should write a check out to an individual club member.
- Cash income should be deposited into one of the clubs authorized accounts IMMEDIATELY.

Sales Tax

- Clubs must charge sales tax for equipment and other taxable items they sell for profit and to the public.
- Clubs must consult the Sport Clubs Coordinator at least one month in advance of their plan-to-sell date so the appropriate processes can be coordinated.

Tax-Exempt/Non-Profit

- Clubs affiliated with the Sport Clubs Program have access to the University of Minnesota tax-exempt certificate. This certificate should be used in all club purchases. To receive a copy of the certificate or to use the non-profit ID numbers, contact the Sport Clubs Program staff.
- Clubs must receive Sport Clubs Program staff approval prior to using the non-profit status or tax exempt certificate.
- Clubs must inform vendor of tax-exempt status prior to submitting a purchase request. In some instances, the club will be responsible for paying taxes as indicated by local, state or federal law.
2018-2019 FINES & PENALTIES

LEVEL 1
(Low, $25 Fine/Item)
Failure to complete any of the items listed below by their given deadline will result in a $25.00 fine from the SCO, and are eligible for further disciplinary action at the full discretion of the SCO staff.

- Summer Contacts
- Fall Coaching Evals ($25/missing form)
- Spring Coaching Evals ($25/missing form)
- Class Absence Request Forms

LEVEL 2
(Medium, $50 Fine/Item)
Failure to complete any of the items listed below by their given deadline will result in a $50.00 fine from the SCO, and are eligible for further disciplinary action at the full discretion of the SCO staff.

- Re-Registration ($50/missing item)
- Facility key check-in
- Budget Process ($50/missing item)
- Activation Form
- Club Constitution
- Officer Training Session (all roles)
- Officer Tests (all roles)
- Spring/Fall Practice Facility Requests
- Special Event Request Forms
- Treasurer Meetings (TRMs)
- Travel Requests
- Travel Rosters
- Hotel receipt turn-in
- Unauthorized fundraiser
- Logo and Publication Request Forms

LEVEL 3
(High, $150 Fine/Item)
Failure to complete any of the items listed below by their given deadline will result in a $150.00 fine from the SCO, and are eligible for further disciplinary action at the full discretion of the SCO staff.

- Coach Paperwork
- Budget Training Sign-Up
- Budget Training
- Budget Data Entry Sign-Up
- Budget Data Entry
- Unauthorized drivers
- Rental vehicle & key turn-in
- Rental vehicle misuse
- Unauthorized fundraiser
- Logo and word mark usage
- Academic Eligibility Checks (late requests)
- Facility and field use
UNIVERSITY ACCOUNT DESCRIPTIONS

University Account
This is the club’s only financial account. Sport clubs associated with the Sport Clubs Program receive access to this account due to their Student Union & Activities status on campus. With this status, clubs have chosen to fulfill the Sport Clubs Program request that all financial transactions be made through this account.

WHY?
It simplifies the club budget planning process, provides a ledger monitored by the University, it is where the club’s allocation is deposited, and it has a variety of methods of withdrawing money for purchases.
Money clubs receive from donations will also be deposited into this account. Treasurers need to ensure that donation money is noted on the deposit request so the donor can receive a Thank You note from the University Foundation as well as tax information.

Other Accounts are UNACCEPTABLE
Other accounts, not listed previously are considered un-authorized. This can include out-of-pocket transactions, “saving” cash for future purchases, or fronting money for a purchase without Sport Clubs Program staff approval. Using an unauthorized account may result in a spending freeze, fines, or program suspension.
TREASURER MEETINGS (TR Mtg.)

Below is the hierarchy of entities that your club represents. It is important to understand that your individual Sport Club is part of a much bigger picture. The actions of your club reflect many entities and people.

- Club treasurers are required to schedule and attend this meeting each month with the Sport Club Coordinator. These meetings must be completed by the last Monday of each month. If the last Monday falls on the last day of the month, the requirement will change to the second to last Monday of the month.

- During these meetings the treasurer and coordinator will discuss upcoming financial transactions and clarify any financial questions.

- Treasurers should come prepared to each meeting with the following items:
  - Completed Expense Planning Form
  - Updated club account ledger
  - Expense Requests (if applicable)
  - Any important financial updates for SC Program Coordinator

- Meeting arrangements should be made at the beginning of the month with the Sport Clubs Program Coordinator.

- Plan ahead. If the SC Coordinator’s schedule is full and the treasurer isn’t able to meet the deadline, that meeting will be marked LATE on the Log. Don’t procrastinate.
BUDGET PROCESS

The budget process is a mandatory activity that all Sport Clubs must participate in. This process sets a tentative club budget for the upcoming school year. This allows:

- New officers to have an idea of what they need to plan for and accomplish.
- The Sport Clubs Advisory Council and Program staff to determine an appropriate allocation amount.
- The University Recreation and Wellness Center staff to evaluate information regarding club performance and plans.

Steps to the Budget Process

Remember that there is an entire training session that you will go to for all of this information!

1. Training
   - Mandatory training session for the club Treasurer and at least one other club officer (additional officers are encouraged, but not required, to attend)
   - The training session will walk your club through all of the required steps

2. Preparation
   - This is a CLUB planning process - not the sole responsibility of any club Treasurer
   - During this step, your club will review your financial activity and prepare an appropriate budget to be used in the next step
   - Our Program does have access to your club’s past budget information - just ask us for it!

3. Data Entry
   - During this step, your club will enter your prepared budget into the Program’s Data Entry form in the office
   - Your club will have 20 min to enter this information - come prepared!

4. Revisions
   - The Sport Clubs Program staff will review budgets after the data entry deadline has passed and make recommendations and requests for clarifications
   - Clubs will have at least one week to revise the budget according to recommendations of the staff; clubs can choose not to make the recommended changes, but this is not advised.

5. Budget Hearing
   - This is an opportunity for the Sport Clubs Advisory Council to meet with club leadership to discuss the club’s requested allocation and proposed budget for the following year.
   - Club officers should fully understand the club’s budget prior to attending this meeting

6. Adjustments
   - If your club receives extra funding or a different allocation amount, you are required to adjust your budget to reflect these changes.
   - Clubs will have 1 week after allocations are announced to make these adjustments.

7. Allocation Announcements
   - The annual allocation will be announced at the end of the spring semester. This will take place after the Sport Clubs Advisory Council has formally presented its final allocation recommendations to the Sport Clubs staff for their review.
   - Once the Sport Clubs staff has made their final decision, memos indicating the details of the allocation and its terms will be distributed to the clubs.
INCOME TYPES & EXAMPLES

Each club has a different way to generate income to run their club. Clubs are encouraged to be creative with their fund-raising endeavors, but it is imperative that club officers work with the Sport Clubs Program staff ahead of time to be sure that the time and effort of creating the income are in line with University policy.

All club income should be put into one of the categories - dues, fundraising, donations, other. Each category is explained in details below. If you have any income that does not clearly fit into a category, make sure to talk to the Sport Clubs Program Coordinator.

Dues

Dues can be considered as any payments made to the club by club members to participate in club activities and events. Keep in mind that each club has a very different dues structure based on their needs and club structure. If you need help determining the appropriate amount of dues to collect, set up a meeting with the Sport Clubs Program Coordinator.

Different types of dues can include:

- **Membership Dues** - Payments made to the club by club members in order to participate in club activities and events
- **Event Dues** - Payments made to the club by club members in order to cover their portion of the travel or event expenses.
- **Fundraising Dues** - Payments made to the club by club members who have generated the money through fundraising opportunities.

Fundraising

Fundraising can include on and off-campus fundraisers. All club fundraising activities must first be approved by the Sport Clubs Program staff prior to the club’s participation in the event or activity using the Fundraising Proposal Form. DO NOT SIGN ANY CONTRACTS! Bring any fundraising event contracts to the Sport Clubs Program for review BEFORE participation in any event or activity.

Examples of approved club fundraising activities include:

- **On Campus Fundraisers** - Our program offers select on-campus fundraising opportunities each year. These events include swim meet staffing, snow removal, event staffing, etc.
- **Off-Campus Fundraisers** - All off-campus fundraising opportunities are not offered directly from the Sport Clubs Program. Clubs are responsible for coordinating these fundraisers on their own. Off-campus fundraiser examples include bake sales, garage sales, ‘Rent-An-Athlete’ programs, community events, etc.

Donations

Donations are funds that the club receives without having to provide a service or product in return. They are considered a ‘soft-money’ source of income, or funds that the club CANNOT rely on as a stable source of income. Clubs are encouraged to connect with their alumni and community for donations.

Donations can be collected in one of these forms:

- Cash
- Check (paper checks only)
- On-Line (through your Foundation account)

Connect with the Program Director or Program Coordinator about your On-Line donation options.

Other

This category is reserved for anything that does not cleanly fit in any one of the three categories listed above. Typical items in this category include apparel or equipment dues, grants*, sponsorships*, etc.

*Sport Clubs are encouraged to pursue grant opportunities. They are available through SUA and throughout the community. Prior to submission, grant proposals/requests must be reviewed by Sport Clubs Program
TYPES OF EXPENSES

Below is a list of expense types. This is not a complete list, as we understand that some clubs in our program have unique needs. If your club has questions about any planned expenses, make sure to check in with the Program Coordinator.

Equipment & Apparel
(“These items require a Logo & Publication Request Form to be completed, submitted, and approved before purchase if your club chooses to place any club or University logos of any kind)

- Athletic equipment (ex. Rugby balls, cones, whistle)*
- Jerseys/uniforms*
- Team apparel*
- Medical supplies (ex. White athletic tape, first aid supplies)
- Awards*
- Office supplies
- Printing services (ex. Posters, banners, photos)*

Dues & Governing Body Fees

- Tournament & league registration fees
- Referee fees (if paying an individual, club must provide referee’s W9 form with Expense Request)
- Fines
- Team/high performance training
- Athletic trainer fees

Travel

- Fleet Services rentals
- Outside rentals (ex. National Car Rental)
- Charter bus rental
- Airline tickets
- Housing (hotels)

SC SUV Rental

Our program has two 7-passenger SUVs available for rental. Check in with your club’s Travel Coordinator about this opportunity!

Facility Reservations & Staffing

- Off-Campus facility rental & staffing fees
- On-Campus facility rental & staffing fees

Coach/Instructor Payments

Check in with the Program Coordinator during your Treasurer Meeting about this (if applicable to your club).

Miscellaneous

- Food/catering
- Reimbursements**

**Reimbursements - Reimbursements should be a last resort when planning club expenses, and will only be made in emergency or ‘out of your control’ situations. All reimbursements must be pre-approved by the Program Coordinator. If approved, proper paperwork (Expense Request, supporting documentation) must be submitted within 2 business days of the purchase. ASK QUESTIONS IF YOU DO NOT UNDERSTAND THE PROCEDURE!!!
TREASURER "HOW - TO's"

All club income must be deposited into its University managed account. There are no exceptions to this rule. Treasurers must fill out a Deposit Request Form for all deposits. Other officers are not allowed to fill out deposit forms in place of the treasurer.

Deposit Request Form

This form must be completed on-line and printed out. All money will be deposited in the club’s University account. It is important that the club indicates if the money deposited is Dues, Fundraising, or Other by selecting from the drop down menu. Money should be turned into the Sport Clubs Office as soon as possible after it is received.

CHECKS OLDER THAN 60 DAYS WILL NOT BE DEPOSITED! Checks dated older than 60 days will not be deposited by our Program. Instead, they will be returned to the club treasurer who should encourage the check writer to re-issue the check.

1. Select your club name in the top right drop down menu.
2. List the amount of money for each check or cash.
3. Write the name of the person who gave the club a check, or “cash”.
4. List the purpose of the money.
   (List the name of the fundraiser, or give any more info needed.)
5. Select what the funds are from the drop down (Dues, Fundraiser, other).
6. The form will total your whole deposit.
7. Print the form, sign it by the total of the deposit, and turn the form and the cash or checks into the appropriate inbox at the front desk.

*Reminder, only the Treasurer of your club should complete and submit this form unless otherwise approved by the Sport Clubs Program Coordinator.*

![Deposit Request Form Image]
**Donation Deposit Request Form**

This form must be completed on-line and printed out. All donations will be deposited in the club’s University account. Money should be turned into the Sport Clubs Office as soon as possible after it is received.

All club income must be deposited into its University managed account. There are no exceptions to this rule. Treasurers must fill out a Deposit Request Form for all deposits. Other officers are not allowed to fill out deposit forms in place of the treasurer.

1. Select your club name in the top right drop down menu.
2. List the amount of money for each check or cash.
3. Write the name of the person who gave the club a check, or “cash”.
4. List the purpose of the money.
5. Indicate cash or check..
6. Write the check number, if applicable.
7. Print the form, sign it by the total of the deposit, and turn the form and the cash or checks into the appropriate inbox at the front desk.

*Reminder, only the Treasurer of your club should complete and submit this form unless otherwise approved by the Sport Clubs Program Coordinator.*
Expense Planning Form

This form will NOT replace the Expense Request Form, but instead, will compliment it to help your club plan more proactively for your year. This form must be turned in during each required monthly Treasurer Meeting for the NEXT MONTH’S expenses. Failure to submit a completed form on time during your monthly Treasurer Meeting may result penalties at the discretion of the Program Coordinator.

Example: During your October 2016 Treasurer Meeting, you will turn in a completed Expense Planning Form that details your club’s November 2016 Expenses.

All club expenses should be proactively planned for. Making a request to use University funds is simple, but proper planning must occur in order for any payment to be made in a timely manner. If your club would like to purchase anything using club funds, follow these simple steps:

1. Plan - Submit your monthly Expense Planning Form during the previous month’s TR Mtg. (see below for form details).

2. Request - Submit a completed Expense Request Form to the SCO (in ‘Mikayla’s’ mailbox) for each Purchase (see pg. 9)

3. Approval **- Wait for approval from the Sport Clubs Program Coordinator. Keep in mind this can take some time depending on the type of purchase - do not expect same day approval.

4. Purchase - Schedule a meeting with the Program Coordinator to complete this purchase (if you are requesting a check, this step does NOT apply)

FORM INSTRUCTIONS

1. Fill out your ‘Club Information’ - Remember that these are expense your club is planning for NEXT month.

2. Circle ALL types of expense your club will be planning. If you are unsure about which category an expense may fall into, just ask!

3. Provide a complete list of EACH planned expense. An example is provided for you on the form.

4. Total your planned expenses.

5. Turn in this form during your required monthly Treasurer Meeting to the Program Coordinator.
Expense Request Form

The Expense Request form must be completed, submitted, and approved* before any purchase can be made for your club. Incomplete forms will be returned to your club’s mailbox, and will not be processed until the information has been corrected/completed. Clubs are responsible for maintaining a positive balance with their club account. Failure to do so may result in penalties at the discretion of the Program Coordinator.

The Sport Clubs Program does follow University policies and procedures with all club expenses. These can take time to navigate, so make sure that your club is proactively planning for your year using the Expense Planning Form. All requests will be processed as quickly as possible by the Program Coordinator - this could range from one business day to multiple weeks depending on the type of expense (ask the Program Coordinator for more details).

Our Program has two options to pay for any approved Expense Requests**:

- University Credit Card
- Check - Can take up to 30 days to process a check

FORM INSTRUCTIONS

1. Fill out the ‘Club Information’ section. The club Treasurer should be the only one completing and submitting this form.

2. Complete the ‘Vendor Information’ section - be complete!!!

3. List the cost of the expense as you know it. If it is an estimate, make sure to clearly list ‘estimate’ in the supplied box.

4. Select your preferred method of payment - Credit Card or Check are the only two options.

5. Complete the ‘Payment Justification’ section—be detailed please!

6. Attach an invoice or another type of documentation of the purchase to the form with a paper clip.

7. Turn the form to the appropriate staff mailbox.

*Expense Request Form approval is at the discretion of the Program Coordinator (per University guidelines).

Requests risk being denied for one or more of the following reasons:

- Late Submission
- Incomplete Form (missing information, illegible, etc.)

**Some types of expenses do require Purchase Orders to be completed. Ask the Program Coordinator for more details.
Emergency Contacts

Please call down the list in order. If there is no answer leave a detailed message with a contact number.

Mikayla Miller (c) 651.307-5944 (w) 612.626.8014
Jessica Novotny (c) 612.799.6790 (w) 612.625.2083

In case of a fleet services vehicle mechanical or maintenance problem, please contact:

Fleet Maintenance (w) 612.625.7817 (c) 612.280.1674

Emergency Procedures

Please reference the information below in case of emergency:

- Basic Assessment of Problem (If injury related, call 911 and then continue down this list)
- For disabled vehicles -
  - Call 1-800-987-6591, number is on the back of the Voyager Card (fuel & maintenance credit card), for emergency/mechanical assistance
  - If additional assistance is needed, contact the Sport Clubs staff
  - Make arrangements with Sport Clubs Staff for
    - Overnight accomodations
    - Alternate transportation back to campus
- For non-disabled vehicles
  - Take vehicle in for inspection to nearest auto repair facility
  - Call the Sport Clubs staff with an update
- Payment of services determined by Sport Clubs Program staff
YOU’RE WELCOME HERE

Seek  Build  Embody