



2012-2013 Student Leader Handbook

Your Guide to Smooth Running
Student-Led Activities

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January 2012

Dear Student Leader,

On behalf of University Student Affairs (USA), I would like to recognize the importance of your work and the student-led activities in which you are involved as they provide a multitude of opportunities for WesternU students. Your leadership, energy, enthusiasm and creativity help to enrich the lives of students, staff, faculty, administration and our community.

The Student Leader Handbook is designed as a guide to help your activities run smoothly. The handbook includes information related to student events, student travel, finances, and other valuable information for student organizations including links to related policies and bylaws.

Please review the handbook thoroughly and if you have any questions, please feel free to stop by or contact one of our friendly University Student Affairs staff and we'll be happy to assist you!

We look forward to working with you!

Sincerely,

Beverly A. Sanks Guidry, Ed.D.
Vice President for Enrollment Management & University Student Affairs
bguidry@westernu.edu ♦ 909-469-5341

CONTACT INFORMATION

UNIVERSITY STUDENT AFFAIRS (USA)

Location: Student Services Center (by the basketball court on Subway end of campus)

Office Hours: Monday–Thursday 7:30AM–5:00PM and Friday 12:00PM–5:00PM.

Link to All Forms: www.westernu.edu/students-forms.

Complete List of Clubs & Mission Statements: www.westernu.edu/students-clubs-1

General Information

Beverly Guidry, EdD
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Fitness Memberships & Club Emails

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Event Planning & Waiver Forms

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Club Room Reservation Questions

Joyce Hutson
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Health Insurance & Vending Machines

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Student Reimbursements & Housing

Blessing Nnoruka
University Student Affairs Assistant
bnnoruka@westernu.edu ♦ 909-706-5340

STUDENT GOVERNMENT ASSOCIATION (SGA)

SGA President

Katherine Gillett
OD 2013
SGA-President@westernu.edu

SGA Vice President (Class Contact)

Cherish Hirano
DMD 2014
SGA-VicePresident@westernu.edu

SGA Club Coordinator (Club Contact)

Hang Chau
DO 2014
SGA-ClubCoordinator@westernu.edu

SGA Secretary

Amy Trieu
PharmD 2014
SGA-Secretary@westernu.edu

SGA Treasurer

Stephen Kang
PharmD 2014
SGA-Treasurer@westernu.edu

STUDENT AFFAIRS PROFESSIONALS (CLASS ROOM RESERVATIONS)

CDM Student Affairs

[Sean Rowan](#)

CGN Student Affairs

[Dean Mitzi McKay](#)

CO Student Affairs

[Dean Ann Ellis](#)

COMP Student Affairs

[Dr. Kay Kalousek](#)
[Pamela Nunn](#)

COP Student Affairs

[Mark Iannuzzo](#)

CPM Student Affairs

[Dean Amber Del Pozo](#)

CVM Student Affairs

[Dr. Ron Terra](#)
[Dr. Frank Bossong](#)
[Annaluz Wilton](#)

DPT Student Affairs

[Dr. Dee Schilling](#)
[Carrie Rogers](#)

MSPA Student Affairs

[Prof. Roy Guizado](#)
[Angela Marcrum](#)

ACCESSING CLUB/CLASS E-MAIL ACCOUNTS

Club e-mail accounts are accessible to the two designees indicated on the previous years' annual report, and class e-mail accounts are accessible to all officers. These accounts are to be used only for official WesternU business and are subject to WesternU's e-mail spam policy (see [policy A8.51.27.3](#)). Below are some highlights from this policy and instructions on accessing your account.

HOW TO ACCESS YOUR ACCOUNT

Any Web Browser:

- Navigate to <http://mail.westernu.edu> and login to your mail account with your username and password
 - Click your name near the upper-right of the browser and type the name of the shared mailbox account into the field and select open.
- OR-
- Type <https://mail.westernu.edu/owa/SharedAccountName@westernu.edu> and login with your personal username and password, then click "Sign In". The *SharedAccountName* is the stem of your club/class email account.

WHAT CAN BE SENT?

- **Only emails pertaining to WesternU events or curriculum** can be sent from these accounts. Emails related to rooms for rent, roommates needed, books for sale and all other personal requests or non-approved international travel may not be sent from this account. The [classified ads page](#) is intended for personal requests and the [housing website](#) for housing needs. You will need to login to the classifieds using your personal email password - see link at the top right of the classified ads page.
- **A maximum of two e-mails can be sent to distribution lists per event.** If you send an email soliciting volunteers/support that will count as your first e-mail for the event, so make its purpose two-fold by including all event details. The 2nd email might be sent to remind the campus that the event is approaching. If you are hosting a series of events such as yoga every Monday at noon, then you may send 2 emails per semester. You may send additional emails to members or those who have RSVP'd. The two email limit is for distribution lists only.

TO WHOM CAN IT BE SENT?

- **Only send club/class event announcements through your club/class account.** Faculty/staff/admin should not send emails through their personal accounts to distribution lists on your behalf
- **Only send to classes that are on campus full time.**
 - Emails sent to "WesternU Students" will be returned as undeliverable so don't waste your time
 - Send emails regarding cross-program events to WUSP@westernu.edu and WUFSP@westernu.edu so that all on-campus students and WesternU faculty/staff/admin can be aware of your event.
 - The following classes are on campus during the 2011-2012 academic year: DPM 2014; DPM 2015; OD 2013; OD 2014; OD 2015; DMD 2013; DMD 2014; DMD 2015; DO 2014; DO 2015 - Pomona; DPT 2012; DPT 2013; DPT 2014; DVM 2014; DVM 2015; MSMS2012; MSNE 1st Year; PA 2013; MSHS; PharmD 2014; PharmD 2015; MSPSStudents; MSBS2013; PharmD 2013 (1st semester only); MSNE 2nd Year (1st semester only); DVM 2013 (may receive emails but are not on campus)
- **Only send to groups that are likely to be interested in your event.**
 - Emails that should be mass mailed to students, faculty, staff, admin in all programs:
Advertisements for BBQ's, food sales, plays and concerts
 - E-mails that should not be mass mailed to students, faculty, staff admin in all programs:
Advertisements for program-specific lectures, club/class banquets, and other events primarily of interest to club members.

CONSEQUENCES

We hope that every club and class will continue to have access to their account, but if you do not follow the above rules, your access to the account will be revoked. Here's how it works:

- **First Violation:** Individual will be warned and other club/class officer's/advisors cc'd on the warning.
- **Second Violation:** Individual's rights to access the club/class email account will be terminated for the remainder of their term.

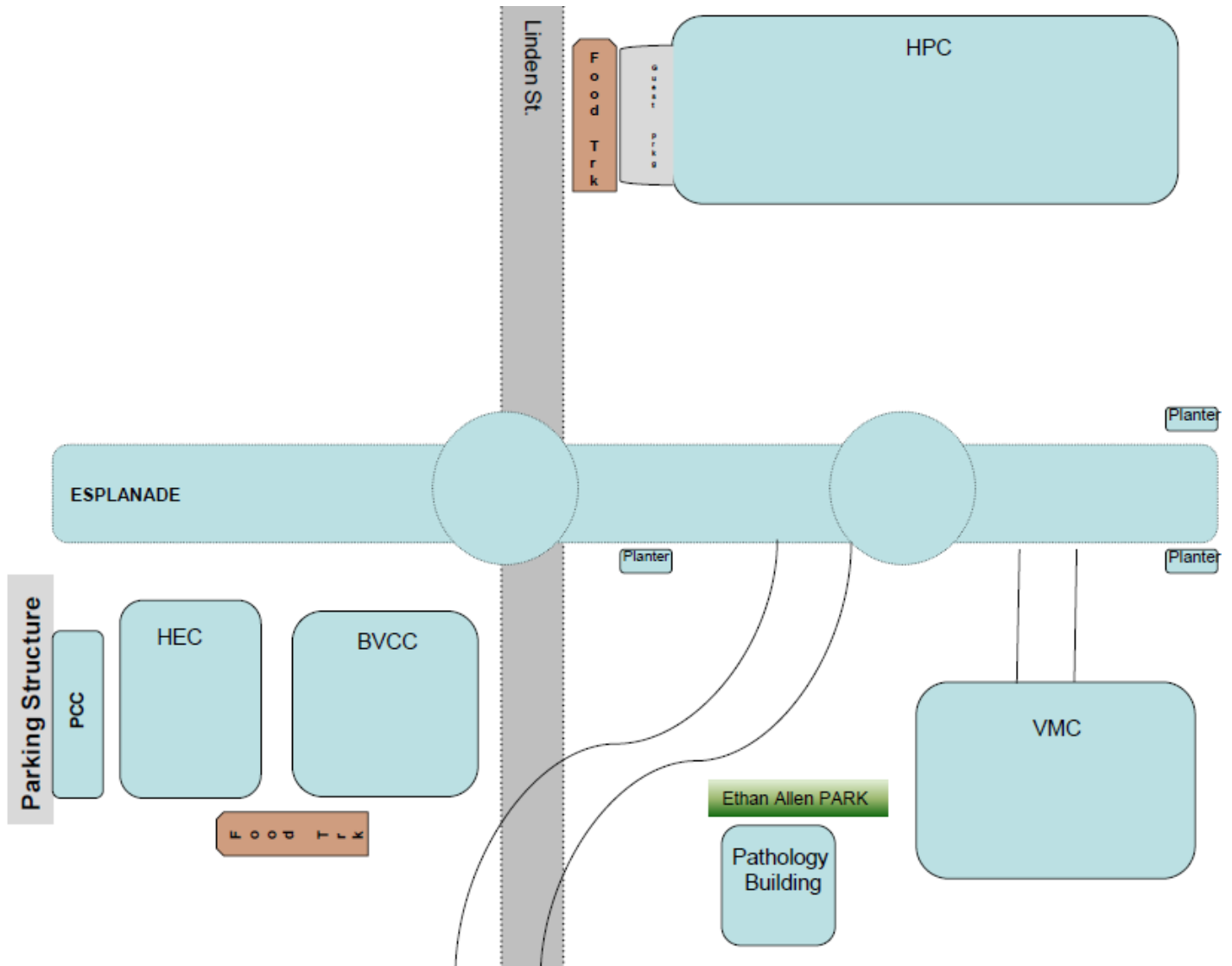
STUDENT-LED EVENTS

Are you coordinating an event? Your first step should be to stop by Dr. Michelle Emmert's office in the Student Services Center (SSC) and let her know your plans so that she can direct you to appropriate resources.

THINGS TO REMEMBER:

- Students should not enter into a signed contract for any event, we never want you to assume that liability. This is for your protection. If an event requires a contract, contact your club advisor, your college specific student affairs professional or Dr. Michelle Emmert.
- If you are a **Class Officer**, contact your student affairs professional to place a room reservation
- If you are a **Club President**, submit the electronic [room reservation form](#) to reserve a room.
 - Room reservation form must be submitted 1+ weeks prior to your event – no exceptions
 - Think carefully through your event to identify ALL facilities, media and equipment needs (microphone, tables, ice buckets etc.) and indicate those on your room reservation form. A \$10 fee will be charged for change requests (first change of your term is free).
 - If you have a speaker you must provide their name, title, and organization. If you don't, you'll have to resubmit the form with this information in order for your room reservation to be processed.
 - When received, Joyce will print for Dr. Emmert the request for approval, and once approved, will enter the reservation into Resource Scheduler and send you a confirmation email. If submitted during working hours this will usually be done the same day unless you do not submit all requested information.
 - Joyce will email you a confirmation as soon as your room is reserved so;
 - Don't send invitations until your room is confirmed
 - Read her email carefully as you will not always get your first or second choice room
- If you wish to post **fliers/posters** around campus regarding an upcoming event, remember:
 - They must be stamped by University Student Affairs or they will be taken down.
 - The most common mistake is to forget to put a contact email address on a flier – so save yourself time and put this on the flier/poster before you bring it to us!
 - Fliers may be posted on bulletin boards in the Student Commons, Classrooms, and in University Student Affairs. They may also be posted on the inside of classroom doors and in the plastic sleeves on the outside of classroom doors (where applicable).
 - Fliers may not be posted on windows, glass doors, pillars, walls, handrails, restrooms or outside of classroom doors where plastic sleeves are not available.
- Check out [event advertisement opportunities](#) to learn more about how to get the word out about your upcoming event.
- Alcohol (beer and wine) may ONLY be served at WesternU events from 5-9PM (see the campus alcohol [policy A14.35.0.2](#) for more information).
- Alcohol may not be purchased using club/class funds nor can it be sold by clubs at club/class events.

- **Food Truck Reservations** – yes you must book this to avoid conflicting with other clubs
 - Select “Food Truck (HEC Overhang/Esplanade)” on the [room reservation form](#)
 - Send copy of food truck’s liability insurance to [Dr. Michelle Emmert](#) 1wk+ before the event
 - Do not sign a contract – see first bullet in this section for details
 - Food trucks may be parked in one of two places (see map below)



HEALTH SCREENING AND PHYSICAL EXAM EVENTS

PRE-EVENT RESPONSIBILITIES

When preparing to coordinate a health screening or physical exam event in which students will participate, the coordinator of the event will need to do two things a minimum of **two weeks prior to the event** in order to ensure that student participants are covered by WesternU's medical malpractice insurance. College organized health screening events with student participation must follow the same procedure.

1. Contact your club advisor to determine whether he or she is licensed, credentialed and available to oversee the procedure(s) to be offered at the event, and if not, secure a faculty/preceptor who is.
2. Complete the [Health Screening and Physical Exams Approval Form](#) and meet with Dr. Michelle Emmert or Jessica Kersey for approximately 10 minutes. She will provide you with the necessary documentation and highlight your responsibilities to ensure you are prepared to tackle the event. You can simply stop by, or if you prefer, make an appointment by calling (909) 469-5605.

If these steps are not completed, the insurance company will not consider the event as being sponsored by WesternU and thus student participants will not be covered by our medical malpractice insurance.

If you wish to take part in a health screening or physical exam event independent of a club/class, then the practitioner overseeing the event will be legally responsible for your work and you'll need to ask them to add you as an additional insured under their personal medical malpractice insurance as you will not be covered by WesternU's.

DAY OF EVENT/POST-EVENT RESPONSIBILITIES

The student coordinator of the event will also need to ensure that all required documentation for the event is completed and returned to University Student Affairs **within one week of the event**. This includes returning the health fair binder she gives you prior to the event. Dr. Emmert will provide you with hard copies of all required forms when you meet with her. You are responsible for making your own copies for each event.

1. **WesternU Participants List:** Have all student participants and your WesternU Health Professional(s) print and sign their name on the WesternU Participant List as they arrive.
2. **Patient Waiver Forms:** Have all patients sign a Patient Waiver Form. If working with children under 18, the parent/guardian must sign the child version of the waiver form instead of the patient.
3. **Patient's Copy of Screening Results Form** (optional): Indicate the results of each patient's screening on the Patient Screening Results Form. At the end of the consultation give the completed form to the patient for their records.

STUDENT TRAVEL

We are always pleased to see our students representing WesternU and their college at professional conferences. The following information will help prepare you for such travel.

PRE TRAVEL

If you are being sent or sponsored by any WesternU entity or traveling to a club/class event, you will need to submit the electronic [Student Travel Notification Form](#) **at least two weeks prior to departure**.

It's essential that you submit the form in advance of your travel as you will **not be eligible for reimbursement** through a club, class, University Student Affairs Officer Travel, SGA account etc. if we do not receive your completed travel notification form before you depart.

POST TRAVEL

While on the road be sure to keep all **original itemized receipts** including registration, airfare, bus, train, shuttle, taxi, rental car, gas mileage for personal car (55.5 cents/mile), hotel, and food (except alcohol) (breakfast max: \$9, lunch max: \$13, dinner max: \$23). When you return, submit these itemized receipts along with a completed/signed [Student Reimbursement Form](#) to the office of University Student Affairs.

THINGS TO REMEMBER:

- Be sure to appropriately indicate from which account the funds should come. If you are being reimbursed out of the officer travel fund (see below), be sure to indicate "officer travel fund" NOT your club/class name in the "pay from" section
- The business office will not reimburse you without original, itemized receipts

FUNDING TRAVEL

University Student Affairs Officer Travel Fund: If you are one of the designees described below you may be reimbursed up to the dollar amount indicated for travel to the designated conference. Conference registration, airfare, bus, train, shuttle, taxi, rental car, gas mileage for personal car (55.5 cents/mile), hotel and food (except alcohol) (breakfast max: \$9, lunch max: \$13, dinner max: \$23) are eligible for reimbursement.

- **AAPA/CAPA** (\$1400): CAPA Representative voted on by 1st year class
- **AOA/OPSC** (\$700): 2nd Year Class President
- **AOSA/COSA** (\$1400): AOSA Club President
- **APhA/CPhA** (\$700): APhA Club President
- **APMSA** (\$1400): SCPMSA President/APMSA Delegate (see Amber DelPozo)
- **APTA/CPTA** (\$1400): Class-Elected APTA Representatives (see Dr. Schilling or Dr. Graham)
- **ASDA/CDA** (\$1400): ASDA Club President/Class-Elected CDA Representatives (see Sean Rowan)
- **ASHP/CSHP** (\$700): CSHP Club President
- **AVMA/CVMA/SCAVMA** (\$1400): SCAVMA Club President
- **NSNA/CNSA** (\$1400): NSNA Club President
- **SOMA** (\$700): SOMA Club President (Pomona Campus)
- **SOMA** (\$700): SOMA Club President (COMP-Northwest)

THINGS TO REMEMBER:

- Turn in your [Student Travel Notification Form](#) 2 weeks prior to travel in order to be eligible for reimbursement.
- Indicate "officer travel fund" in the "Pay From" section of the reimbursement form NOT your club/class name. If you put your club/class name the funds will come from that account not the officer travel fund.
- Attach original receipts for travel expenses with your [Student Reimbursement Form](#) no later than June 30th. If traveling in June, call University Student Affairs so you can coordinate paperwork to ensure your reimbursement is processed before the new fiscal year.
- If you do not use your earmarked funds, or confirm by March 20th your plans to use them by June 30th, the funds will be re-allocated.

STUDENT TRAVEL CONTINUED

FUNDING TRAVEL CONT.

SGA Funding: If you have exhausted all other potential funding options, up to \$450 may be requested per event from the SGA (or no more than \$150 per individual – see section 3 of the [SGA bylaws](#) for more information). To request financial assistance from the SGA, submit the [SGA Funds Request Form](#) and submit all requested information. Incomplete requests will not be submitted to the senate for consideration.

You will be asked to present at a senate meeting (Usually 1st and 3rd Tuesday of every month). The finance committee will make a recommendation to the senate regarding your request, and the senate will vote on your request at the senate meeting. You will usually learn of their decision by the end of the senate meeting.

If approved, you must submit a [Student Reimbursement Form](#) to the SGA Executive Treasurer when you return, and include **original itemized receipts** for reimbursement up to the amount approved by the senate. If the club/class has already reimbursed students more than the amount approved, then the SGA funds can be transferred directly into the club/class account.

THINGS TO REMEMBER:

- You should have done the following before requesting SGA funds:
 - Conducted a fundraiser
 - Attempted to gain financial support from your club/class
 - Asked for financial support from your college (ask your student affairs professional if available)
 - Offered to fund part of the trip out-of-pocket
- You must submit the [Student Travel Notification Form](#) at least two weeks prior to travel in order to be eligible for travel reimbursement through a club, class, University Student Affairs Officer Travel or SGA account
- The SGA Executive Treasurer is the only individual who needs to sign the reimbursement form when being reimbursed out of the SGA account. No club/class or advisor signatures are required.

INTERNATIONAL TRAVEL APPROVAL

If your club/class wishes to coordinate an international trip, the trip must be approved by two entities. First you must present your plans to the [Center for Global and Community Health](#) committee. Then, if the trip involves any kind of medical care, health screenings, health exams, etc. you must also request approval through University Student Affairs by submitting the [Health Screening and Physical Exams Approval Form](#) as you would for a domestic event.

If a particular trip is not approved by both of these entities it cannot be advertised, nor can any funds in a club/class/SGA etc. account be used to reimburse any portion of travel expenses. International travel that has not been approved by the university is considered completely independent of WesternU.

FINANCIAL AFFAIRS

This section will highlight what you need to know about depositing and withdrawing funds from your club/class account, requesting funds from the SGA, and fundraising. Treasurers are required to keep record of all transactions and to reconcile their class accounts in January (Club) or March (Class) of each year.

Please review section 3 of the [SGA bylaws](#) regarding appropriate deposit and withdrawal procedures and requirements. Below are some highlights from these documents.

DEPOSITS

- The WesternU business office maintains an on-campus financial/bank account for club/class use.
- Clubs/classes may not maintain financial/bank accounts off-campus.
- All funds collected **for your club's benefit** (e.g. membership fees, ticket sales, etc) **must be deposited** into your WesternU club/class account within 72 hours of receipt.
- All funds collected **for external organizations** (e.g. Susan G. Komen, Leukemia Assoc, etc.) **must NOT be deposited** into your WesternU club/class account. These funds **MUST** be kept separate from your club account and checks should be made out directly to the benefiting organization. Not doing so could jeopardize your club funds next time the university is audited.
- Be sure to obtain a receipt from the business office and give it to your treasurer who is responsible for reconciling the accounts and ensuring they are not overdrawn.
- Treasurers will have a final opportunity at the end of the year to dispute any deposits or withdrawals and we can only assist you in clearing up an issue with the business office if you have retained the appropriate documentation and contact us by the end of the academic year. So it's essential that you maintain good records and reconcile your accounts. We can print your club/class statement for you at any time – just stop by University Student Affairs or email [University Student Affairs](#) with questions.
- [Deposit forms](#) can be found on the [Bursar's Office webpage](#) and need to be completely filled out prior to submission (hard copies at business office). Review the [deposit form instructions](#) for more details.

WITHDRAWALS

- In order to be reimbursed from a club/class account you must submit a [Student Reimbursement Form](#) with all required information, signatures and original, itemized receipts. If the check is made out directly to the vendor you may submit an invoice in lieu of a receipt.
- Your reimbursements will be direct deposited into your personal bank account unless otherwise you indicate on your reimbursement form that you wish to receive a check.
- Reimbursements take approximately one week to be processed. If you are not using direct deposit you will be emailed when your check is ready for pickup. Be sure to bring your student ID!
- You must submit the [Student Travel Notification Form](#) at least 2 weeks prior to travel in order to be eligible for travel reimbursement through a club, class, University Student Affairs Officer Travel or SGA account.
- If the receipt you submit with your reimbursement form does not indicate that sales tax was paid, the business office will automatically deduct this amount and pay it to the state on your behalf, so if you did indeed pay sales taxes be sure that your receipt indicates this or you'll end up paying double!
- Funds may not be used to purchase alcohol. If alcohol is on a receipt you are submitting, be sure to deduct that amount from the total reimbursement request.
- Class fund expenditures over \$250 must be approved by a majority vote of the class – this refers to a majority vote of the total class, not just those present at the time of the vote. Voting may be in person or via blackboard. **See instructions on the last page** for setting up voting in blackboard.

FINANCIAL AFFAIRS CONTINUED

FUNDRAISING: OBTAINING A LETTER OF INTRODUCTION

For most club/class fundraising ventures we can provide a general letter of introduction confirming that you are indeed a student requesting donations for a club/class event. Email [University Student Affairs](#) or stop by and let us know what event you are raising funds for and ask for the letter of introduction.

FUNDRAISING: CONTACTING CORPORATE HEADQUARTERS FOR DONATIONS

You must obtain approval before contacting corporate offices for donations by completing the [Fundraising Request Form](#). Examples include corporate headquarters of Banks, Grocery Stores, Hospitals, Pharmaceutical Companies, Health Care Organizations, Pharmacies, Target type companies etc. You MAY, however go to a local branch of e.g. Albertson's without doing the fundraising request form, but if you want to go to Albertson's Corporate to request funds you must request permission to do so by completing the Fundraising Request Form.

FUNDRAISING: TAX ID NUMBERS

Third Party Tax ID Numbers: If you are raising funds for a third party such as the Susan G Komen Foundation or a Haiti Trip through World Vision, you should request use of the organizations tax ID number. Contact the organization for instructions on how to deposit these funds into their account. **Do not deposit these funds into class/club accounts!**

WesternU's Tax ID Number: Based upon the University tax exempt status, student clubs/classes may use the WesternU tax ID number when fundraising for one of three things: 1) Teaching 2) Research or 3) Patient Care.

Events ELIGIBLE for use of WesternU's tax ID number

- Professional Guest Speaker Events (e.g. guest speaker honorarium, hotel, airfare – NOT attendee food)
- Health Screening/Immunization Type Events (e.g. supplies for cholesterol screenings at a health fair)

Events NOT ELIGIBLE for use of WesternU's tax ID number

- Third Party Benefiting/Supporting (e.g. The Susan G. Komen Fndn, Haiti Trip through World Vision)
- Class/Club Banquets/Fun Trips (e.g. Year-End Class Banquet or Dinner Cruise)
- Non Health-Related Community Service Events (e.g. books taken to children battling cancer)
- Professional Conference Travel Expenses (e.g. registration fees, airfare etc.)

To deposit donations and provide a “tax deductible donation” letter to donors, complete the [Club/Class Donation Acknowledgement Form](#), place it in an envelope with checks/cash (if applicable), write “University Advancement” on the envelope, and deliver it to University Student Affairs. Remember, this deposit/acknowledgement process can only be used for eligible donations [approved by University Advancement](#). The acknowledgement letter will include the WesternU tax ID number.

All other donations: If you wish to have a donation to your club acknowledged even though it did not qualify under WesternU's tax exempt status, we are happy to acknowledge the donation if you complete the [Club/Class Donation Acknowledgement Form](#). Simply submit the form along with a copy of the deposit slip from the business office confirming the amount of the deposit, and return both documents to University Student Affairs. The acknowledgement letter will not include a tax ID number.

Club Tax ID Numbers:

Requesting a Tax/Employer Identification Number (TIN/EIN) from the IRS for your club is NOT advisable for a number of reasons! Your social security number is required to complete the process which holds you personally responsible for the filing of tax returns and other government documents. Also, after applying for your TIN/EIN, you may incur significant costs to qualify your club as a “tax exempt organization” in order to legally receive tax-deductible donations. For these reasons we recommend that you NOT create request a TIN/EIN for your club.

Should you still choose to request a TIN/EIN for a club, you may not affiliate the organization with WesternU in any way (e.g. name or address), and you must report the TIN/EIN to [University Student Affairs](#) within two weeks. If your club violates this rule your club may be dissolved (FYI: we will check with the IRS 1-2 times/year).

CLUB REQUIREMENTS AND OFFICER ELECTIONS

CLUB REQUIREMENTS

The following are requirements that apply to the operation of all WesternU clubs.

- WesternU recognized clubs may not exclude students from membership or participation based on race, gender, sex, or any other such criteria.
- WesternU clubs may not create off-campus bank accounts or create tax ID numbers.
- Each club must elect a President and Treasurer who are jointly responsible for operations and the proper use of organization funds. Club President and Treasurer must be on-campus students (i.e. not on rotations)(exception may be made for distance programs). All other officer positions are optional.
- Club President or Vice-President must attend all Club President meetings or risk club suspension.
- Club Presidents must submit a complete annual report form (including new officers) and membership roster by the deadline. If you have a club locker key this must also be checked in at University Student Affairs by the deadline. If the deadline for these responsibilities is not met, the club will be dissolved.
- Club Treasurers must submit the certificate of organizational funds by the deadline. If the deadline is not met, the club will be dissolved.
- If you wish to change the name of your club, you must email the [SGA Vice President](#) with the following information:
 - Current Club Name
 - Requested New Club Name
 - Reason For The Change

If there are any concerns regarding the requested name change you will be contacted for follow-up. Once this information is placed on the senate agenda the name change is approved by the senate and University Student Affairs will make the necessary changes to the name on record including changing the club's email account display name, business office account name, club name on the website, printer copy code account name etc. Sibling clubs must have the same name and mission statement.

CLUB OFFICER ELECTIONS

Club Presidents will serve from February 1, 2012 through February 28, 2013. All other officers will serve from February 1, 2012 through January 31, 2013. Outgoing Club Presidents will overlap with Incoming Club Presidents for the month of February during which time the Incoming will be mentored and trained by the Outgoing to begin his/her official duties on March 1. The Outgoing President is responsible for holding club elections by January 2013 and reporting the results of those elections on the annual report.

Even if your club needs to formally transition later according to your national bylaws, you must still hold your elections by January and report the results on your annual report. If this is the case for your club, you must contact Dr. Michelle Emmert to discuss the situation before the deadline to be granted an exception to the elections deadline.

If your Outgoing Club President will not be on campus during the month of February you must arrange to elect officers and provide a 1-month overlap in December or January (primarily PharmD, MSN-E & DPT-E leaders).

OTHER IMPORTANT INFORMATION

DESIGNS FOR T-SHIRTS ETC.

If you are creating a design for use on t-shirts, sweatshirts, water bottles etc. you will need to email or drop off your design for [Dr. Michelle Emmert](#) to review. She will e-mail you within a few days indicating approval of the design, or she'll work with you to modify the design until it can be approved. **All designs must be approved whether or not they use the WesternU name or logo.**

THINGS TO REMEMBER:

- If you want to use the name of the university or college it must be the full name. For example; “Western University of Health Sciences” or official abbreviation: “WesternU” rather than “Western University” or other variations.
- If you want to use a university or college logo you must use one of the official logos – you cannot design your own university or college logo. You may, however, design a distinctive logo for your club or class (it should not “borrow” from the university/college logos).
- When you submit your reimbursement form, attach Dr. Michelle Emmert’s approval email along with the invoice/receipt. If you do not, your reimbursement will be on hold until this is received.
- You may use the same design from year-to-year; however, each time you submit a student reimbursement form for merchandise using that design, you must still attach the original email indicating the design was approved (email the design for re-approval if you lose the original approval).

WESTERNU AND COLLEGE LOGOS

WesternU or college logos may be used on club/class merchandise as long as you do not modify them in any way (e.g. removing the tagline or changing the dimensions). You may, however, use the seal alone in your design. To receive a logo in high resolution or vector form; email [Dr. Michelle Emmert](#) your design, and request the file upon approval.

STUDENT CONCERNS

There are three primary channels for expressing student related concerns:

- If the concern impacts only your class or your college or is related to classroom equipment, air temperature etc, they should be addressed to your Student Affairs Professional (see contact page)
- If the concern impacts the university as a whole, then you should submit the [Student Concerns Form](#). Submitted forms are sent to the SGA Executive Team who will address your concerns as appropriate.
- If you are not comfortable submitting your concern to your college-specific Student Affairs Professional or the SGA Executive Team you may instead contact [Dr. Michelle Emmert](#), Director for University Student Affairs, or [Dr. Beverly Guidry](#), Vice President for Enrollment Management and University Student Affairs.

CLUB COPY ACCOUNT

If you would like to use your club’s copy code rather than your personal one to make copies, you can simply go to the library circulation counter, give them \$10-\$20 (out of pocket) and ask them to put it on your club’s account. Make sure to get a receipt, then attach that receipt to the student reimbursement form along with appropriate signatures and bring it to the Office of University Student Affairs. Do not use the machines; they don’t give receipts.

HELIUM TANK

The SGA has generously made a helium tank available for your club/class use. If you have a club/class event coming up and you would like to use the tank, come to University Student Affairs during normal business hours and bring your own balloon supplies. The first 30 (regular size latex) balloons of your term are on the house ☺. If you want to fill more balloons than that (or oversized balloons), we will simply charge your club/class account 15 cents per balloon that you fill.

GUEST SPEAKER INSTRUCTIONS

If you have a guest speaker coming to campus, be sure to submit your room reservation form and include the names, titles and organizations of all guest speakers. We will place the order for a parking and guest pass for your speakers. Once the date is confirmed, tailor the standardized email below and send it to your guest speaker(s). If you are paying the speaker a fee the money **MUST** come directly out of the club account and the speaker **MUST** complete a W9. The invoice and W9 must be attached to the reimbursement form that requests the check be cut in their name.

Dear _____ (*guest speaker name*),

Thank you so much for agreeing to speak to us on _____ (*day*), _____ (*date*) about _____ (*topic*). I have reserved a parking pass and visitor name badge for you. To collect these items, please go the “visitor check-in, 10-minute parking” spot next to Lot #2-2 by the Booth Book Center (see [campus map](#) & [directions to campus](#)).

If you are not immediately approached by security, please identify the nearest guard on the esplanade and they will provide you with your passes. Let them know that you are going to _____ (*name of building*) so that they can let you know the best place to park. If for some reason you are unable to find a security guard, please enter the University Services Center (#4 on the map) and use the telephone at the guest information desk in the lobby which direct dials security.

We must vacate the room by 12:50 in order to make way for students holding class in that room at 1:00 so we kindly ask that you allow enough time for questions before we end our time. Should you have any questions or if a parking pass is not available for you, please call me at _____ (*your cell phone #*) and I’ll come out to meet you.

We look forward to your visit!

_____ (*your name*)
_____ (*club officer title and name*)(*e.g. WesternU SCAVMA President*)

It’s very rare, but occasionally all of the visitor parking spots are full in which case the guest speaker would be asked to purchase a city parking pass (current price is \$2.00). If this happens, we recommend that you have them call you and purchase the ticket for them. Dr. Michelle Emmert will help you get reimbursed through your club account after the fact.

NEW CLUB APPLICATIONS

The next time the Student Organization Committee will consider new club applications is after the deadline of January 7, 2013. Applications will be reviewed in mid-January and you can expect to hear the committee’s decision by late-January. To be considered, complete the [new club application](#) by the deadline. The minimum interest of 25 students will be determined via response to an email from University Student Affairs; you do not need to submit anything in this regard.

POSTING INFORMATION ON CLUB HUB (BLACKBOARD)

Club presidents may take the TA Access Quiz through club hub and then request TA access so that they can update information, post documents etc. on blackboard. For more information, contact [Frances Kolarz](#).

VOTING ON BLACKBOARD (WHEN SPENDING OVER \$250)

- Go to Control Panel and click on Course Tools. Go down to Tests, Surveys and Pools link
- Click the “Test” link
- Click the Build Test button
- Type in the name of the ballot (e.g. Banquet Funding) and any necessary instructions. Click “Submit”
- Click the Create Question button to select a question type
 - Type the question in the text box (e.g. Can we spend \$1200 of our class funds on the 2014 banquet?)
 - In the points value box change the “10” to “0”
 - Type one answer option in each answer box (e.g. 1) Yes, 2) No). If less than four answer boxes are needed, click the “Remove” button to the right of each box that is not needed. The screen will refresh after each box is removed.
 - When you are finished with each question click “Submit” at the bottom of the screen
 - Repeat these steps for each question
- After the ballot is complete go back to the Menu and click on the “Ballot” link
- Click on the Create Assessment button and select Test
- Highlight the ballot in the box and click “Submit”
- On the next screen you will set the date and time availability
 - Make sure the “make the link available” option is set to yes
 - Click the check box next to “Display After” and select the date and time you want the ballot available. Do the same thing at the “Display Until” box. If you don’t check the boxes the ballot will become available as soon as you click submit and will stay up indefinitely.
 - After the date and time has been set click “Submit”

SERVICE ALLOTMENT OPPORTUNITY

Your club will be eligible for a service allotment if you satisfy one of the “service criteria” options below. This will be based upon what is indicated on the club’s annual report submitted by your outgoing club president. If your club meets the criteria, the service allotment will be automatically deposited into your account following the Student Organization Committee’s review of your annual report.

- Service Criteria Options
 - Coordinate 3 Community Service Events per year **OR**
 - Coordinate 1 Community Service Event and 3 WesternU Service Events per year **OR**
 - Coordinate 6 WesternU Service Events per year
- Definitions
 - **WesternU Service Events:** speakers, workshops, awareness activities, and other university-wide interest activities. This excludes Club Day, Extravaganza, and fundraising events benefiting the club. Large scale events that require extensive coordination may count as 2 WesternU service events (e.g. an interprofessional health fair). Ask the [SGA Club Coordinator](#) if your planned activity fits the description.
 - **Community Service Events:** clothing, food, or book drives, health screenings, outreach visits, mentorship programs, and fundraising for charity. Charity drives that require coordination throughout the year may count as 2 community service events. Ask the [SGA Club Coordinator](#) if your planned activity fits the description.

FOOD DRIVE/CLOTHING DRIVE/GLASSES DRIVE ETC.

Please keep the following things in mind when planning a drive of any kind.

- We suggest placing boxes in the lobbies of the five main buildings used by students and be sure to include the names of the buildings in your email announcing the drive ([see map](#)):
 - University Research Center
 - Veterinary Medicine Center
 - Health Sciences Center
 - Health Professions Center
 - Health Education Center
- Check all bins daily for the first week to get a feel for how quickly they are each filling up. Then ensure that they don't overflow for the duration of the drive.
- Ensure boxes are visible, but do not block traffic in any way.
- Ensure boxes are clearly labeled with the name of the drive and include an email/phone number for people to contact with questions.