

Student Leader Handbook Pomona, California

2018-2019



University Student Affairs | Pomona, California

STUDENT SERVICES CENTER, ROOM 101
OPEN: MONDAY-THURSDAY (7:30AM-5:00PM) AND FRIDAY (12:00PM-5:00PM)
STUDENTAFFAIRS@WESTERNU.EDU | 909-469-5340

COMP-Northwest Student Affairs | Lebanon, Oregon

STUDENT AFFAIRS OFFICE, ROOM 246
OFFICE HOURS: MONDAY-FRIDAY 8:00AM-5:00PM
STUDENTAFFAIRSOR@WESTERNU.EDU | 541-259-0209

Table of Contents

Student Club Learning Outcomes and Structure	2
Contact Information and Resources.....	3
Accessing Club/Class E-mail Accounts	5
How to Access Your Account	5
Monday Mail – vs- your Club/Class E-mail Account	5
Student-Led Events.....	6
Food Truck Requirements	6
Food Handling Permit	7
Food Drive/Clothing Drive/Glasses drive etc.	7
Health Screening and Physical Exam Events	8
Student Travel.....	9
Pre & Post Travel International Travel Approval.....	9
University Student Affairs Officer Travel Fund.....	10
Financial Affairs	11
Fundraising	13
Fundraising Continued Tax ID Numbers:.....	14
Financial Assistance.....	15
Funding Travel & Events Alumni Association –Financial Support	15
Financial Assistance Continued	16
Club Council – Collaborative Event Incentive Service Allotment Opportunity	16
Club Councils, Club Requirements and Officer Elections.....	17
Student Organization Leadership Councils	17
WesternU Clubs Requirements and Operating Criteria.....	17
Club Name Change	18
Club Officer Elections National By-laws/Alternate Transition Date	18
New Club Applications	18
Other Important Information	19
Web Sites, Facebook Pages (Club/Class/Other)	19
Club/Class Photocopies	19
Student Concerns.....	19
Other Important Information Continued	20
University, College and Club Logos.....	20
Other Important Information Continued.....	21
Guest Speaker Instructions.....	21
Voting on Blackboard (when spending class funds over \$250)	21
Club Advisor.....	22

January 2018

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 University Student Affairs located on the first floor of the Student Services Center, or contact one of our friendly staff at studentaffairs@westernu.edu 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



Christy Ho, MS
Director for University Student Affairs
hoc@westernu.edu ♦ 909-469-5616

Student Club Learning Outcomes and Structure

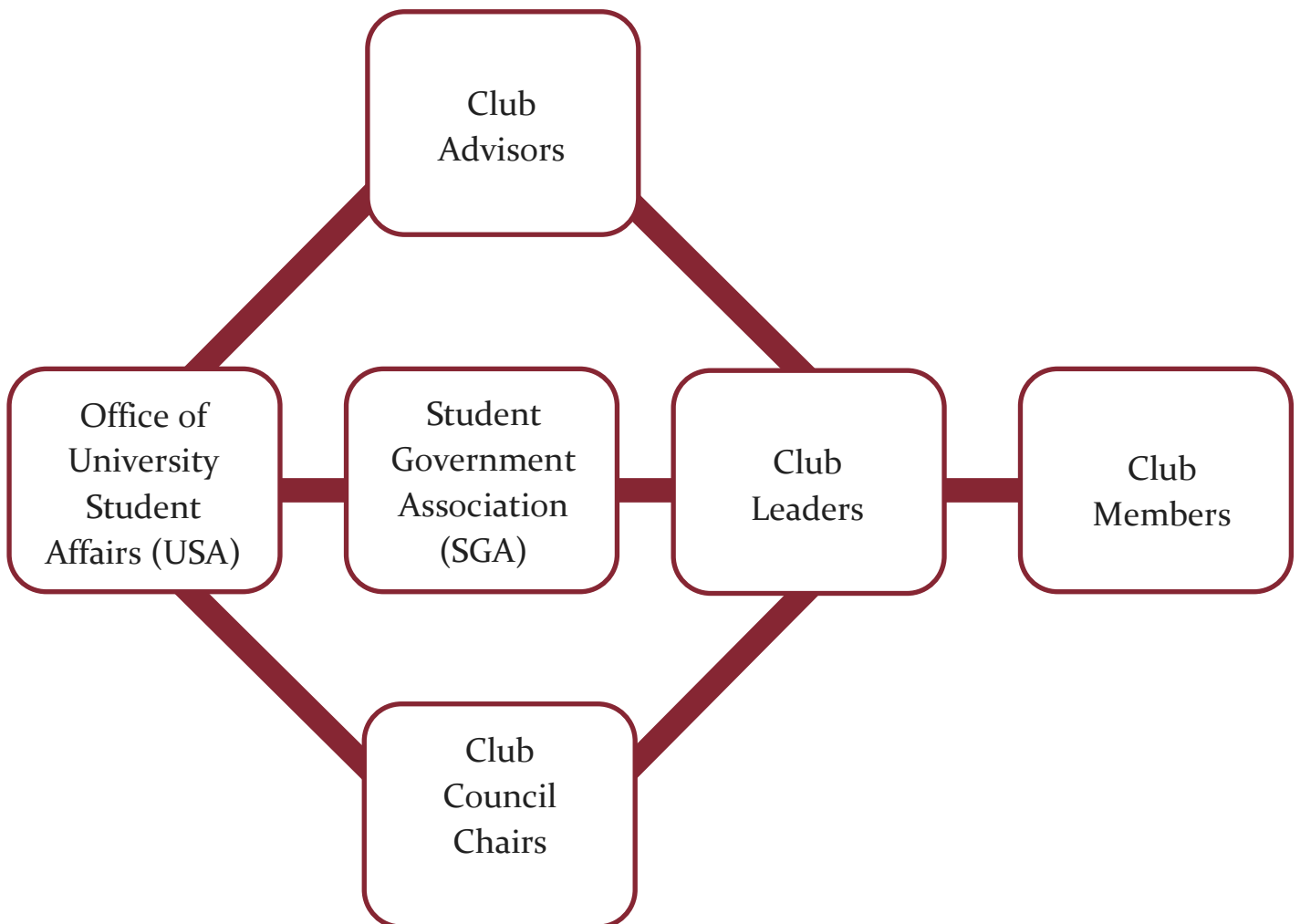
STUDENT LEARNING OUTCOMES

University Student Affairs aims to empower WesternU students by providing leadership opportunities and experiences that extend beyond the classroom. Students involved in WesternU clubs should seek to gain professional values by striving to meet the student club and organization learning outcomes:

- I. *Communicate clearly and effectively with individuals from diverse backgrounds.*
- II. *Demonstrate compassion, respect, and value of diversity while serving patients, clients, and their families.*
- III. *Collaborate effectively with peer and interdisciplinary teams to provide service to the community*
- IV. *Develop leadership skills through collaborative goal setting and project management*

FLOW OF INFORMATION AND LEADERSHIP ADVISEMENT

The graph below helps illustrate the flow of information and advisement from the Office of University Student Affairs to student leaders on campus. USA provides advisement and training to faculty club advisors, club council chairs and the student government association (SGA) which also includes the SGA executive board.



Contact Information and Resources

UNIVERSITY STUDENT AFFAIRS (USA)



Beverly Guidry, EdD | VP for Enrollment Management & USA
 bguidry@westernu.edu | 909-469-5341



Health Insurance: Alana Garcia, BA | Executive Assistant to Dr. Beverly Guidry
 adgarcia@westernu.edu | 909-469-5343



Event Planning & Health Screening Approval: Christy Ho, MS | Director for University Student Affairs
 hoc@westernu.edu | 909-469-5616



Website & Club/Class E-mail Permissions: Jessica Kersey, BS | Assistant Director for University Student Affairs
 jkersey@westernu.edu | 909-706-3517



Monday Mail & Website: Jessi Newell, BA | University Student Affairs Associate
 jnewell@westernu.edu | 909-469-8406



Student Reimbursements & Housing: Jared Greene | University Student Affairs Assistant
 greenej@westernu.edu | 909-469-5340



Military Reimbursements & Room Reservations: Jocelyn Smith | University Student Affairs Assistant
 jocelynsmith@westernu.edu | 909-469-5605

EXECUTIVE STUDENT GOVERNMENT ASSOCIATION (SGA) OFFICERS

TERM OF OFFICE | APRIL 1, 2019-MARCH 31, 2020

SGA President

Gregory Marchese

DMD 2021

SGA-President@westernu.edu

SGA Vice President (Class Contact)

Jennifer Hill

DVM 2022

SGA-VicePresident@westernu.edu

SGA Vice President (COMP-Northwest)

Mary Kerby (Class Contact)

DO 2022

SGA-VicePresidentNorthwest@westernu.edu

SGA Secretary

Catherine Graham

OD 2022

SGA-Secretary@westernu.edu

SGA Treasurer

Mary Youssef

PharmD 2021

SGA-Treasurer@westernu.edu

SGA Club Coordinator (Club Contact)

Keana Mendoza

PharmD 2021

SGA-ClubCoordinator@westernu.edu

Contact Information and Resources Continued

STUDENT AFFAIRS PROFESSIONALS

(ASK THEM FOR HELP WITH RESERVATIONS FOR CLASS EVENTS)

CDM Student Affairs

Dean Sean Rowan

CGN Student Affairs

Dean Mitzi McKay

CO Student Affairs

Andrea Nuno

COMP Student Affairs

Dr. Michelle Park
Pamela Nunn

COP Student Affairs

Dean Mark Iannuzzo

CPM Student Affairs

Kyung Brown

CVM Student Affairs

Kimberly Jones
Annaluz Wilton

DPT Student Affairs

Dr. Dayle Armstrong
Carrie Rogers

MSHS Student Affairs

Dr. Gail Evans
Jill Ferreira

MSPA Student Affairs

Roy Guizado
Angela Marcrum

MSBS Student Affairs

Tanisha Hampton

MSMS Student Affairs

Marcos Villa

ONLINE RESOURCES

Advertise on
Monday Mail

Apply for a Food
Permit

Complete list of
Clubs

Forms (all)

Fundraising
Checklist

International
Travel Checklist

Organize a Health
Screening

Reimbursement
Form (Student)

Reserve a Space on
Campus (Clubs)

Student Travel
Notification

Notice of Non-
Discrimination
and Equal
Opportunity

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 <https://go.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 EXACT name of the shared mailbox account into the field and select open.

MONDAY MAIL – VS- YOUR CLUB/CLASS E-MAIL ACCOUNT

- If advertising campus-wide, you must submit your information to Monday Mail, our weekly student-led event notification. You cannot send to the campus-wide distribution lists from your club/class e-mail. Please do not ask faculty or staff to send emails to campus on your behalf. This is considered a violation of the university spam policy.
 - If your event is ongoing (e.g. clothing drive) or in the future (e.g. conference but you need volunteers), you may submit to Monday Mail more than once.
 - Note: Your event will only be placed on the Monday Mail newsletter during the week you indicate as the “Event Date”, so if you are recruiting volunteers you may want to submit more than one entry.
 - For example:
 - Submit an entry for your actual event date (e.g. March 1)
 - Also enter a request for volunteers and use the “event date” of two weeks prior to your event (e.g. February 14)
- **Only program specific emails pertaining to WesternU events or curriculum** can be sent from your club/class account. 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.**

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.



Monday mail
submissions are due on
Thursday the week prior!

Student-Led Events

Are you coordinating an event? Your first step should be to stop by [Christy Ho's](#) office in the Student Services Center (SSC) and let her know your plans so that she can direct you to the 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 Christy Ho.
- 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 [Event Reservation Form](#) to reserve a room.
 - Event reservation form must be submitted 10 days 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 event reservation form. A \$10 fee may be charged for change requests.
 - If you have a speaker they must be approved by your college student affairs professional or club advisor before submitting your request. 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.
 - We will email you a confirmation as soon as your room is reserved so:
 - Don't send invitations until your room is confirmed
 - Read all emails carefully as you will not always get your first or second choice room
 - We are unable to book rooms for the new academic year until mid-August. You may submit requests for the new academic year at the end of the previous academic year or during the summer, but we will be unable to process them until mid-August. For August room reservations; contact Alana after submitting your event reservation form to make special arrangements.
- If you wish to advertise an upcoming event electronically or with posters around campus:
 - They must be stamped by University Student Affairs or they will be taken down.
 - Include date, time, location of your event and contact email address.
 - 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.
- You can also advertise your event on the digital monitors in the HEC first floor lobby and the HPC lobby. If you'd like to advertise your flyer to these monitors, please adjust your flyer to appropriate specs (HEC: 1280x720; HPC: 1920x1080). For the HEC monitor, please email your file to: Frances Kolarz (<mailto:fkolarz@westernu.edu>) and for the HPC lobby ViewSonic monitor, email to: Mark Iannuzzo (miannuzzo@westernu.edu). Check out [event advertisement opportunities](#) to learn more about advertising your event.
- If your event is off campus and the hosting site requests a Certificate of Liability, contact [University Student Affairs](#) with the details of the event and whether they need to be added as "additional insured" and we will submit the request to Risk Management on your behalf.
- Alcohol (beer and wine) may ONLY be served at WesternU events from 5-9PM, and you must complete a [Request to Serve Alcoholic Beverages on Campus Form](#) and meet with University Student Affairs prior to an event where alcohol is served. Alcohol may not be purchased using club/class funds nor can it be sold by clubs at club/class events.



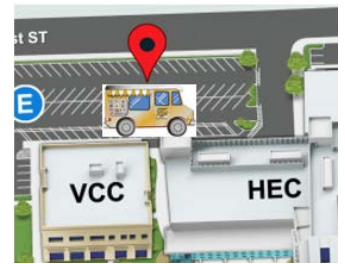
Event Reservation form is due a min. of 10-days prior to event!



Never sign a contract!

FOOD TRUCK REQUIREMENTS

- All vendors must provide evidence of insurance prior to conducting business on campus. Certificate of Insurance must be sent to [University Student Affairs](#) at least two weeks prior to the event. For SGA/Class events work directly with your College's Student Affairs Professional for the reservation and COI.
 - Certificate of Insurance must:
 - Name Western University of Health Sciences as an additional insured on the insured parties' commercial general liability policy
Reference the purpose of the certificate (event name, date etc.)
 - Policy Term (effective and expiration date)
 - Show Minimum Insurance Requirements:
 - General Liability: Not less than \$1,000,000 occurrence/ \$3,000,000 aggregate
 - Business Automobile Liability: Not less than \$1,000,000 for bodily injury & property damage
 - Worker's Compensation: Statutory Limits Required
- Food Truck Reservations – yes, you must book this to avoid conflicting with other clubs
 - Select “Food Truck (HEC Overhang/Esplanade)” on the [event reservation form](#)
 - Send copy of food truck's liability insurance to [Christy Ho](#) 1wk+ before the event
 - Do not sign a contract – see first bullet in this section for details
 - Food trucks may be parked in one place, see map.



FOOD HANDLING PERMIT

Food handling practices on campus have been a major and ongoing concern so all student leaders must complete a food handling quiz on Blackboard at the start of their term, and apply for a food permit for all Student-Led Events involving food, including FREE food.

If you submit a room/space request via the [event reservation form](#), you can include food information. Your room/space confirmation is considered your food permit. If you are a SGA leader, or you are a club leader and forget to include food info on the form, you can request a [food permit online](#).

If your request is denied: Please email studentaffairs@westernu.edu for further instructions. Once you receive an approval email, please make sure to share this with your leadership team. Any security guard can approach your event and ask for proof of a food permit approval form. You can show them your email on your phone or have a printed approval email.

There are consequences to serving/selling food on campus without a food permit. First offenders will receive a formal warning and if a repeat violation occurs, the club will not be permitted to sell/serve food for ninety (90) days.

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, Veterinary Clinical Center, Health Sciences Center, Health Professions Center, and 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. We recommend hosting drives for 2-4 weeks only.
- Ensure boxes are visible, but do not block entryways or traffic in any way, and are clearly labeled with the name of the drive and include an email/phone number for people to contact with questions.
- Remove donation boxes at the end of the drive – unattended items left after the drive has ended will be thrown away.

Health Screening and Physical Exam Events

PRE-EVENT RESPONSIBILITIES

When preparing to coordinate a health screening or physical exam (human or pet) event in which students will participate, the coordinator of the event will need to do two things a minimum of **four 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 Christy Ho or Jessica Kersey for approximately ten minutes. They 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) 469-5340.

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. Christy Ho and Jessica Kersey will provide you with hard copies of all required forms in your meeting. You are responsible for making your own copies for each event.

1. **WesternU Student & Faculty/Preceptor List:** Have all student participants and your WesternU Health Professional(s) print and sign their name on the WesternU sign-in sheet as they arrive.
2. **Participant/Client Waiver Forms:** Have all participants/clients sign a Participant/Client Waiver Form.
 - a. If working with children under 18, the parent/guardian must sign the child version of the waiver form instead of the participant.
 - b. If working with animals who don't have owners (e.g. shelter pets), speak to Christy or Jessica regarding the requirements.
3. **Participant's Copy of Screening Results Form (optional):** Indicate the results of each participant's screening on the Screening Results Form. At the end of the consultation give the completed form to the participant for their records.

*If providing vaccines, additional steps and paperwork required.



Secure a faculty or preceptor four weeks prior to your event!

Student Travel

We are always pleased to see our students representing WesternU and their programs while traveling. 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.



Be sure to save ALL
your itemized
receipts!

POST TRAVEL

While on the road be sure to keep all original itemized receipts including registration, airfare, bus, train, shuttle, taxi, rental car with gas receipts, hotel, and food (except alcohol) (breakfast max: \$12, lunch max: \$18, dinner max: \$36). If using your personal vehicle, calculate gas mileage at 54 cents/mile. 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

INTERNATIONAL TRAVEL APPROVAL

- If your club/class wishes to coordinate an international trip that involves any kind of medical care, health screenings, health exams, etc., you must request approval through the University. We've created an [International Travel Checklist](#) to help you.
- If a particular trip is not approved 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. If you are planning to independently take part in an international health service trip we recommend that you ONLY participate if the organization with which you are traveling provides you with medical malpractice insurance. Offering health care without this coverage could put your professional career at risk and if a patient sued you as a result of your advice or care, you would be personally responsible for the cost of your legal defense.

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, compact/mid-sized rental car (pre-approval by USA required) with gas receipts, gas mileage for personal car calculated at 54.5 cents/mile from the University to destination, and hotel fees are eligible for reimbursement. Food (except alcohol) is reimbursable for overnight travel only (breakfast max: \$12, lunch max: \$18, dinner max: \$36). You are required to research your travel options for the most economical mode of transportation (e.g. flying versus driving). If you are unsure, stop by USA in the Student Services Center to discuss. Preapproval is required for rental cars.



Put "Officer Travel Fund" on your reimbursement form

- AAPA/CAPA (\$1400): CAPA Representative voted on by 1st year class
 - Class | California Academy of Pas
- ADEA (\$700): ADEA Club President
 - Club | American Dental Education Association
- AOA/OPSC (\$700): Club President
 - Club | Osteopathic Physicians & Surgeons of California
- AOSA/COSA (\$1400): AOSA Club President
 - Club | American Optometric Student Association
- APhA/CPhA (\$700): APhA Club President
 - Club | American Pharmacists Association - Academy of Students
- APMSA (\$1400): SCPMSA President
 - Club | Southern California Podiatric Medical Students Association
- APTA/CPTA (\$1400): Rep voted on by 1st, 2nd & 3rd year classes (see Dr. Schilling re: amount per person)
 - Class | American Physical Therapy Association
- ASDA/CDA (\$700): ASDA Club President
 - Club | American Student Dental Association
- ASHP/CSHP (\$700): CSHP Club President
 - Club | California Society of Health System Pharmacists
- AVMA/CVMA/SCAVMA (\$1400): SCAVMA Club President
 - Club | SC - American Veterinary Medical Association
- NSNA/CNSA (\$1400): NSNA Club President
 - Club | National Student Nurse Association
- SOMA (\$700): SOMA Club President (Pomona Campus)
 - Club | Student Osteopathic Medical Association

THINGS TO REMEMBER:

- Turn in your [Student Travel Notification Form](#) two weeks prior to travel 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.

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

DEPOSITS | BURSAR'S OFFICE

- 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 USA or email [University Student Affairs](#) with questions.
- [Deposit forms](#) need to be completely filled out prior to submission (hard copies at business office).

WITHDRAWALS | UNIVERSITY STUDENT AFFAIRS

- 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. For off-campus classes; Class Representatives should sign the student reimbursement form where it asks for the President and Treasurer's signatures. Travel receipts should be submitted within 30 days of travel or by June 15th (July 15th for June travel). All other receipts should be submitted within ten days of the event.
- Your reimbursements will be direct deposited into your personal bank account unless 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 two weeks prior to travel to be eligible for travel reimbursement through a club, class, University Student Affairs Officer Travel or SGA account. Travel purchased using rewards points will not receive financial reimbursement.
- 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 online. See instructions on the last page for setting up voting in blackboard. See instructions on the

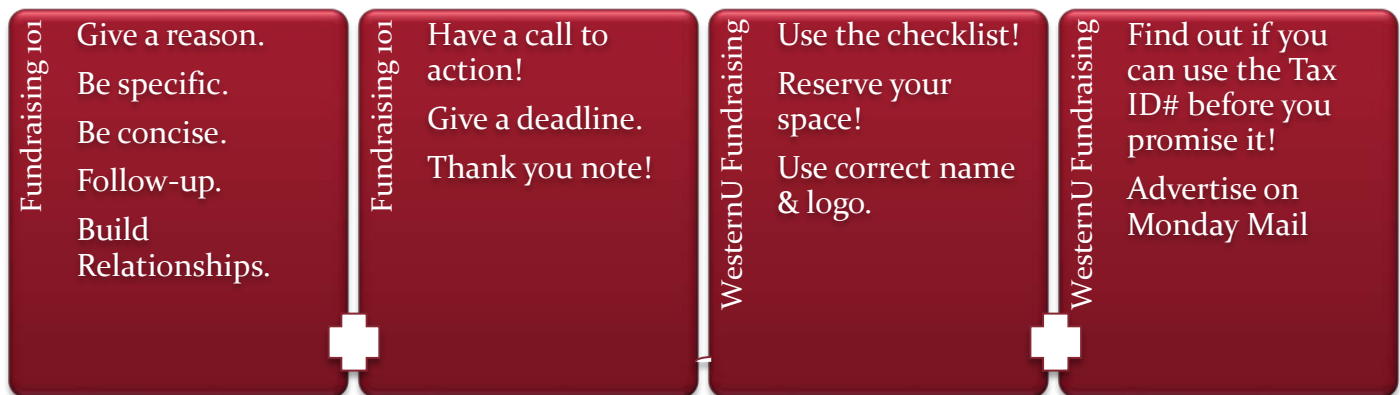
last page for setting up voting in Blackboard. Class fund expenditures **under \$250** required a majority vote of total number of **class officers**

Fundraising

CHECKLIST:

Your first step when starting any fundraising venture is to view the [Fundraising Checklist](#). This checklist will guide you through fundraising whether you are requesting funds from a local business or a corporate office.

You must obtain approval before contacting corporate offices for donations; view the [Fundraising Checklist](#) for more details. 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 a store without doing the fundraising request form, but if you want to go to a company's corporate office to request funds you must request permission to do so by completing the Fundraising Request Form.



FUNDRAISING IDEAS:

Bake sale

Be sure to reserve your space, SGA/Class must complete a food permit

Personalized Merchandise – sweatshirts, t-shirts, lunch boxes

Your design must be approved even if not using WesternU logo/name

Food fundraisers with local vendors/restaurants

Be sure to reserve your space, SGA/Class must complete a food permit

Healthy Food Fundraisers

Be sure to reserve your space, SGA/Class must complete a food permit

Movie Night

The movie must be approved, contact studentaffairs@westernu.edu for more information

Auction

Consult the fundraising checklist when soliciting donations

Partner with *Outtakes*

Book early, they fill up quickly!

NOT RECOMMENDED:

Casino Events

Requires a permit from the state

5K/Races on and around campus

The Pomona campus is not conducive for races, and they are very expensive to organize

Cooking on campus –

Restrictions apply to cooking on campus, plus you usually only have the lunch hour

Fundraising Continued

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's 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. If you are unsure if your request is appropriate, please contact studentaffairs@westernu.edu.

- 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)

Eligible



- Third Party Benefiting/Supporting (e.g. The Susan G. Komen Foundation)
- 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)

Not eligible



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 *even after you graduate*. 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 DO NOT create or 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).



Applying for a club tax ID number requires your SSN# making you personally responsible!

Financial Assistance

FUNDING TRAVEL & EVENTS

SGA Funding: If you have exhausted all other potential funding options for your event, up to \$600 may be requested from the SGA, or no more than \$200 per individual for travel. For example, five students from your club are traveling to a professional conference so each would receive \$90 from SGA – see section three 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. Any club, class or individual student is eligible to request funding from the SGA. The event is defined as any professional development activity including but not limited to conferences, workshops, or networking events.

You will be asked to present at a senate meeting (usually 1st and 3rd Tuesday of every month) and the senate will vote on your request. You will usually learn of their decision via email within a few days of the meeting.

If approved, you must submit a [Student Reimbursement Form](#) to the SGA Executive Treasurer via University Student Affairs 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.

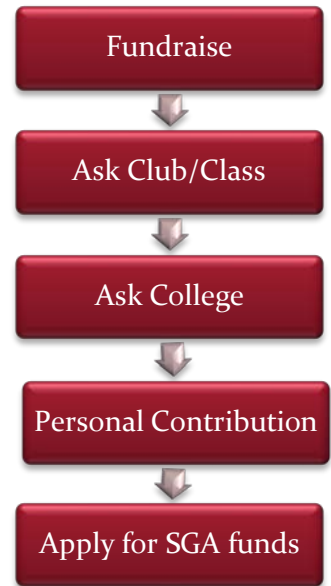
THINGS TO REMEMBER:

You must have done the following before requesting SGA funds:

- The chart outlines the steps you need to take before you submit for SGA funding.
- If SGA fund request is for travel, 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.

ALUMNI ASSOCIATION –FINANCIAL SUPPORT

WesternU’s Alumni Association provides support for activities that enhance the student experience outside the classroom, build the sense of community among students and/or facilitate student-alumni interaction. To request funds, complete the [Alumni Association Financial Support Request Form](#) two weeks before the event and if approved, the [Alumni Association Reimbursement Form](#) is submitted after the event.



Financial Assistance Continued

CLUB COUNCIL – COLLABORATIVE EVENT INCENTIVE

Effective October 1, 2018, the funding allotted for the Club Collaborative Event Incentive was reallocated by the student senate. Requests received prior to October 1, 2018, will be reviewed and voted on by the senate. Any requests received after October 1, 2018, will not be eligible for funding.

SERVICE ALLOTMENT OPPORTUNITY

Your club will be eligible for a service allotment at the end of your board's term 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 in January. 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 three (3) Community Service Events per year OR
 - Coordinate one (1) Community Service Event and three (3) WesternU Service Events per year OR
 - Coordinate six (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 two 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 two community service events. Ask the [SGA Club Coordinator](#) if your planned activity fits the description.

Club Councils, Club Requirements and Officer Elections

STUDENT ORGANIZATION LEADERSHIP COUNCILS

Each of our 130+ WesternU clubs is part of a Student Organization Leadership Council, led by a Council Chair. These Councils, comprised of similarly-goaled student organizations create opportunities for their member clubs to strengthen collaboration and community development with one another.

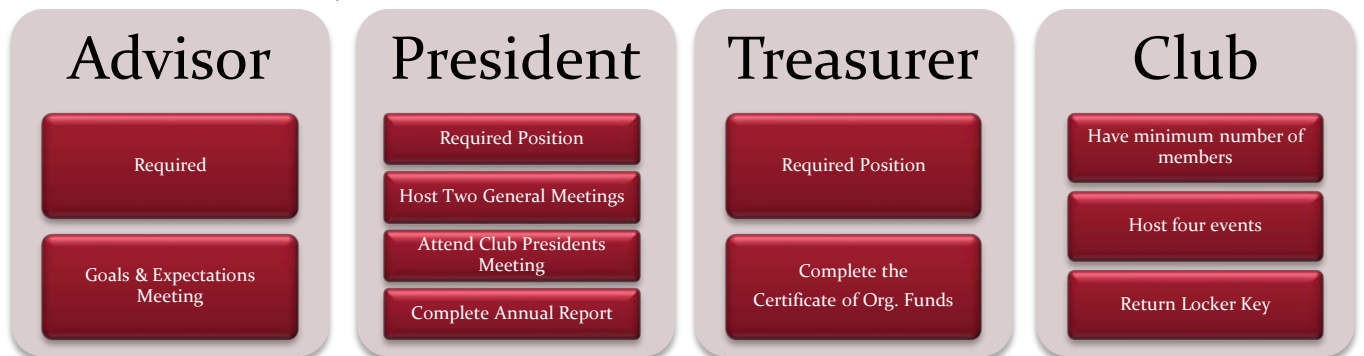
WESTERNU CLUBS REQUIREMENTS AND OPERATING CRITERIA

We encourage students to be active participants in their clubs and in order to maintain active club status, we have established club operating criteria detailed below, which all clubs must meet. **If you do not meet the criteria your club will be dissolved.** You may appeal the dissolution within 30 days at a Senate meeting. Contact SGA-VicePresident@westernu.edu in February to be placed on the agenda.

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 non-WesternU e-mail account, off-campus bank accounts and are strongly discouraged from [creating tax ID numbers](#).
- Have a President, Treasurer and Advisor at all times
- Each club must always have 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) (exceptions 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.
- Meet with advisor at beginning of term to establish goals and club learning outcomes
- Host two general meetings per President's term and document dates on annual report
 - Provide general meeting agendas for documented dates
- Meet the minimum number of members = 25/Pomona & 10/Lebanon
- Conduct the minimum number of activities (community/WesternU service/other), (4) four for Pomona & Lebanon
- Club President must submit a complete annual report form (including new officers) and membership roster by the deadline (end of term).
- Club Treasurers must submit the certificate of organizational funds (COF) at the end of their term
- If you have a club locker key you must check it in at University Student Affairs by the deadline (end of term).
 - Do not give the key directly to new officer! If you do not sign the key in with USA, you are financially responsible (\$40). Your successor can accompany you to USA and immediately check out the key under their name.

Minimum Requirements



CLUB NAME CHANGE

If you wish to change the name of your club, you must email SGA-VicePresident@westernu.edu 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, 2018 through February 28, 2019. All other officers (including council Chairs) will serve from February 1, 2018, through January 31, 2019. 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 1st. The Outgoing President is responsible for holding club elections by January 15th and reporting the results of those elections on the annual report; consult your national by-laws if applicable.

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

CLUB OFFICER ELECTIONS | NATIONAL BY-LAWS/ALTERNATE TRANSITION DATE

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 your elections are grade dependent then submit ALL paperwork by the deadline and enter the new transition date in lieu of the incoming President/Treasurer. If this is the case for your club, contact Christy Ho to discuss the situation before the deadline to be granted an exception to the elections deadline. In either case, provide University Student Affairs a copy of your by-laws.



Hold elections prior to Jan. 15th and report new officers on annual report. Submit ALL paperwork on-time or risk dissolution.

NEW CLUB APPLICATIONS

The next time the Student Organization Committee will consider new club applications is after the deadline of **December 16, 2019**. Applications will be reviewed in early February and you can expect to hear the committee's decision by mid-February. To be considered, complete the [new club application](#) by the deadline.



New Club Applications are reviewed once a year!

Other Important Information

WEB SITES, FACEBOOK PAGES & OTHER SOCIAL MEDIA (CLUB/CLASS/OTHER)

If you wish to create a WesternU affiliated Web site/page please go to myweb.westernu.edu, click on “Google sites”, then login with your WesternU email login and utilize the Google instructions to create your site. Have your club/class president and club advisor/student affairs professional review the site once it’s complete. After final edits are made, email the link to [Christy Ho](#) for approval and to have it linked from the appropriate WesternU Web page. The same review and publishing process should be followed for the creation of Facebook pages.

There are many potential benefits to social networking web sites; however, it is important to also recognize and consider the inherent risks that may come with their use. In an effort to inform and protect our students, we recommend that you consider the following: Understand that your online presence can negatively reflect upon your professional image. Weigh the risks and benefits of self-disclosure. Remember that electronic sites are never completely secure, and that what is posted can be seen by many. Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well as in print. Remember that University/College or Hospital partner logos and trademarks may not be used without written consent from the owner(s) of that logo or trademark. Always respect the delicate relationship between patient and health care provider; student and faculty member; and employer and employee. Ensure that information you post complies with existing policies and laws governing privacy and dissemination of data (e.g., HIPAA, FERPA, etc.) Clearly state that the views expressed are your own and do not represent the views of others. Review the privacy policy of the sites you use and consider your personal and property safety when posting information online.

Please note that [HIPAA](#) and [FERPA](#) regulations restrict your ability to post patient and student photos and information; violating these regulations could have serious consequences for your professional future so be very careful and ask if you’re not sure! See above for details regarding use of the university name and logos.

CLUB/CLASS PHOTOCOPIES

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.

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 [Christy Ho](#), Director for University Student Affairs, or [Dr. Beverly Guidry](#), Vice President for Enrollment Management and University Student Affairs.

HELIUM TANK

The SGA has generously made a helium tank available for your club/class use. If you would like to fill balloons, come to University Student Affairs during normal business hours ([bring your own balloons/supplies](#)). The first 30 (regular size latex) balloons of your term are free. If you want to fill more than 30, or oversized balloons, we will simply charge your club/class account \$0.15 per balloon.

Other Important Information Continued

UNIVERSITY, COLLEGE AND CLUB LOGOS



ALL personalized merchandise designs must be approved by USA

The University has very specific graphic standards, and if you are creating a design for use on t-shirts, sweatshirts, water bottles, etc. you will need to email your design to [Christy Ho](mailto:Christy.Ho) for approval. She will e-mail you within a week indicating approval of the design, or she'll work with you to modify the design until it can be approved. **Approval is required for ALL designs, whether or not they use the WesternU name or logo.**

THINGS TO REMEMBER:

- Please review the University's [Graphic Standards Manual](#) prior to designing a club logo. Final logo approval is only granted by USA. The Graphics and Branding Department on campus can also help with your logo design free of charge. Their office can be reached at PUB@westernu.edu.
- You must attach the design approval email with your invoice/receipt to any reimbursements regarding a customized design. If you do not, your reimbursement will be on hold until received.
- WesternU or college logos may be used on club/class merchandise, websites and Facebook pages as long as you use an official logo and do not modify them in any way (e.g. removing the tagline or changing the dimensions). View all University [approved logos here](#).
 - You may use the seal (the circle or "meatball") alone.
- You cannot design your own university or college logo. However, you may design a distinctive logo for your club or class (it should not "borrow" from the University/college logos).
- If you want to use the name of the University or college it must be the full name or official abbreviation and must be in the correct font (e.g. Western University of Health Sciences or WesternU). Use of Western University, WU, WUCO or other variations will not be approved.
- To receive a logo in high resolution or vector form; email [Christy Ho](mailto:Christy.Ho) your design, and request the file upon approval.
- Design approvals are only valid for the academic year as university graphic branding standards are subject to change. If you wish to use a previous year's logo or design, you must resubmit the design for approval.



Official Logo



Official Logo



Beautiful, but must be "WesternU" and name can't be on a curve.



Clever, but copyrighted/trademarked.



American Assembly for Men in Nursing



Other Important Information Continued

GUEST SPEAKER INSTRUCTIONS

If you are inviting a guest speaker to campus, you must discuss the speaker with your student affairs professional (SAP) and/or club's advisor. Once approved, submit your event reservation form and include the names, titles and organizations of all speakers. Your SAP will receive an automated e-mail letting them know you requested a space on campus. We will reserve a parking and guest pass for your speaker(s). Once we confirm your room reservation, tailor the email below and send it to your speaker(s). If you are paying the speaker a fee, the money MUST come directly out of the club account and the speaker MUST provide a contract (detailing their fee) and a W9. The contract, invoice and W9 must be attached to the reimbursement and 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 for you. Please go the "visitor check-in, 10-minute parking" spot next to Lot #17 (2-2) by the Bookstore (see [campus parking map](#) & [directions to campus](#)) to receive a parking pass from the security guard.

If you are not immediately approached by security, please identify the nearest guard on the esplanade and they will provide you with your pass. 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 (USC on the map) and use the telephone at the guest information desk in the lobby which direct dials security.

For lunch lectures, we must vacate the room by 12:50p.m. to make way for students holding class in that room at 1:00 p.m., 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)

It is rare, but occasionally all visitor parking spots are full and your guest speaker would be asked to purchase a city parking pass (first three hours are free and thereafter the price is \$3.00). If this happens, we recommend that you have them call you and purchase the ticket for them. [Christy Ho](#) will help you get reimbursed through your club account after the fact.

VOTING ON BLACKBOARD (WHEN SPENDING CLASS FUNDS OVER \$250)

If your class decides to spend \$250 or more, you must show proof of a class vote. Please include the voting results with any reimbursements. [Refer to Bylaws 3.11](#). Email University Student Affairs (studentaffairs@westernu.edu) for further instructions.

Club Advisor

ADVISOR RESPONSIBILITIES AND RECOMMENDATIONS

- Read and refer to the Student Leader Handbook.
- Be familiar with the Student Club Learning Outcomes – (see page 3 of this document)
- Review the USA Forms Page ([Pomona Forms Page](#) and [Lebanon Forms Page](#))
- Review the [Club Officer Responsibilities Form](#) (what club officers agreed to do)
- Review the [Club Bylaws](#)
- Check with club leaders on whether club follows national bylaws
- Help officers/members find ways to be more interprofessional
- Help officers brainstorm and then solidify annual goals
- Discuss/approve guest speakers the club plans to invite to campus
- Step in when officers have difficulty resolving club conflict
- Remind officers/members about important requirements
- Direct officers/members to appropriate on-campus resources
- Help facilitate officer training during the transition
- Please do not sign any contracts on your Club's behalf. All contracts/agreements must be reviewed and signed by university administration designees.
- Assist students by adhering to the alcohol policy and agree to serve as "responsible person" when alcohol is served at a club event – Form: [Request to serve alcoholic beverages on campus](#)
- If you are clinical faculty, assist with supervision at community health fairs.

AUGUST: BEGINNING OF ACADEMIC YEAR

- Meet with your club president in August of every year to:
 - Reconnect and finalize goals for the upcoming year
 - Determine key event/meeting dates for the year and have the president book rooms ASAP
 - Remind them that you are a resource to them throughout the year
- Fall Club Day is in August (encourage your club to participate)
- Attend at least the first club meetings in the fall and after the transition on February 1

JANUARY/FEBRUARY: OFFICER TRANSITION

- Club officers transition annually in February, and we encourage you to meet with your incoming & outgoing club president(s)
- Ensure outgoing club president submits annual report by the end of January
- Review last year's annual report together with the incoming club president
- Discuss and finalize goals for the upcoming year
- Determine key event/meeting dates for the year and have the president book rooms ASAP
- Remind them to review the handbook and take the quiz (all officers)
- Encourage them to utilize you as a resource in the coming year
- Attend at least the first club meetings in the fall and after the transition on February 1
- Review club annual report at end of term

MARCH:

- Spring Club Day occurs every year in March (encourage your club to participate)

JUNE:

- All reimbursements are due by June 15th of every year (two weeks prior to end of fiscal year)