



**Western  
University**  
OF HEALTH SCIENCES

# **Student Club/SGA Treasurer and Fundraising Training**

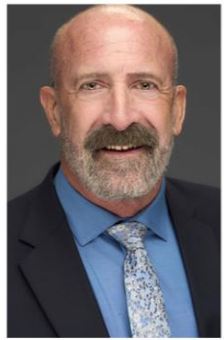
**Presented by: University Student Affairs**

# Agenda

- Contacts
- Treasurer & Account Information
- Your “competition”
- Fundraising Ideas & Strategies
- Tips for Approaching Businesses
- WesternU’s Tax ID# - unable to use
- Advertising your event
- Reservations and Food Permit

# University Student Affairs

*Schedule an appointment with our Team via Bookings!*



**Dr. Tim Wood,**  
Interim Vice President



**Alana Nuno,**  
Executive Assistant



**Christy Ho,**  
Assistant Vice President



**Jessica Beckman,**  
Director



**Melody Ramos,**  
Coordinator



**Sharen Moniqca,**  
Coordinator

On-campus five days a week in the Student Services Center (SSC) 8:00 a.m. – 5:00 p.m.

*Closed 1:00 – 2:00 p.m. for lunch*

# WesternU Oregon COMP-Northwest & CHS-Northwest



**Dr. Mirabelle  
Fernandes  
Paul**  
VP WesternU  
Oregon Student  
Affairs





# Executive SGA Officers

2024 - 2025 Executive SGA Board | Term: April 1, 2024 – March 31, 2025



Andre Matti  
PharmD 2026A

Executive SGA  
President



Liliana Martinez  
MS '24  
OD 2028

Executive SGA  
Vice President



Morgan Weiss  
DO 2027  
WesternU Oregon

Executive SGA  
Vice President  
WesternU Oregon



Natasha Sam  
DO 2027

Executive SGA  
Treasurer



Tiffany Tadros  
DO 2027

Executive SGA  
Secretary



Shaira Gail Santos,  
MS '23  
DO 2027

Executive SGA  
Club Coordinator



Maxwell McDaniel  
DO 2027  
WesternU Oregon

Executive SGA  
Club Coordinator  
WesternU Oregon

# Retirement

*The new Executive SGA Board takes office April 1<sup>st</sup>!*

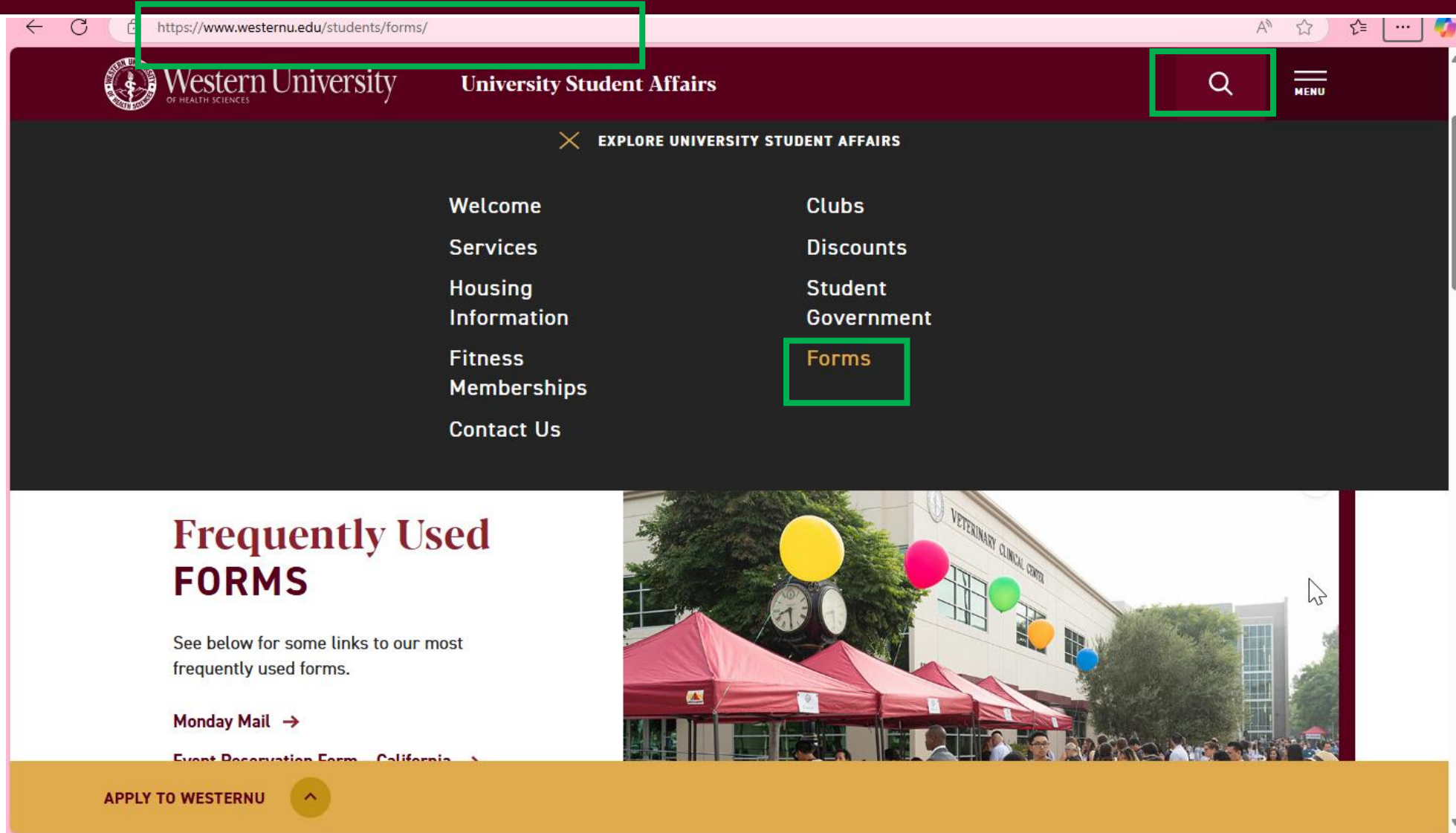
# Treasurer Duties

Training provided by University Student Affairs



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# How to: find your forms



The screenshot shows the Western University Student Affairs website. The browser's address bar at the top displays the URL <https://www.westernu.edu/students/forms/>. The website header features the Western University logo and the text "University Student Affairs". A search icon and a "MENU" button are located in the top right corner. Below the header, a dark navigation bar contains a list of links: Welcome, Services, Housing Information, Fitness Memberships, Contact Us, Clubs, Discounts, Student Government, and Forms. The "Forms" link is highlighted with a green box. Below the navigation bar, the page is divided into two sections. The left section is titled "Frequently Used FORMS" and contains the text "See below for some links to our most frequently used forms." followed by "Monday Mail →" and "Event Reservation Form - California →". The right section features a photograph of a building with a clock tower and colorful balloons, with the text "VETERINARY CLINICAL CENTER" visible on the building. At the bottom of the page, there is a yellow banner with the text "APPLY TO WESTERNU" and an upward-pointing arrow icon.

<https://www.westernu.edu/students/forms/>

Western University  
OF HEALTH SCIENCES

University Student Affairs

EXPLORE UNIVERSITY STUDENT AFFAIRS

- Welcome
- Services
- Housing Information
- Fitness Memberships
- Contact Us
- Clubs
- Discounts
- Student Government
- Forms**

## Frequently Used FORMS

See below for some links to our most frequently used forms.

Monday Mail →

Event Reservation Form - California →

APPLY TO WESTERNU

VETERINARY CLINICAL CENTER



# How to: find your forms

## Frequently Used FORMS

See below for some links to our most frequently used forms.

[Monday Mail →](#)

[Event Reservations →](#)

[Student Leader handbook →](#)

[Reimbursement Form →](#)


[Deposit Form →](#)

[Health Screening Approval Form →](#)





# How to: reimbursement form

Club/SGA Account Payment Form								
		<ul style="list-style-type: none"><li>■ Merge this document and all itemized receipts/documents into one .pdf</li><li>■ Attach design approval e-mail if using a personalized logo (t-shirts, mugs, etc.)</li><li>■ Reimbursement requests should be submitted within 10 days of the purchase; travel reimbursements within 30 days of travel or by June 15th</li><li>■ Travel form for all overnight student travelers: <a href="https://jprod.westernu.edu/studenttravelform/">https://jprod.westernu.edu/studenttravelform/</a></li></ul>						
Pay From:		Club/Class Name	CLUB or CLASS Name			Payer Fund#	1234	
Recipient is a:		<input checked="" type="checkbox"/> Student (Direct Deposit, Student ID@ Required)			<input type="checkbox"/> Third-Party/Vendor (Mail payment)			
		<input type="checkbox"/> University Account (Transfer) – Provide FUND/FOAPAL for transfer here:						
Payee Information:		Name/Business:		Susie Student				
		Address:		1234 WesternU Way				
		City:	Pomona	State:	CA	Zip:	91766	
		Telephone:	909-469-5340	Student ID# @	00123456			
Event Information:		Event Name:			Dodgeball Tournament		Date:	
		Guest Speaker Name (if applicable):						
Description of Purchase(s):		Item(s):					Amount Spent:	
		List detailed description here						
		<i>No alcohol purchases will be reimbursed</i>						
Reminders: Must provide <u>itemized</u> receipts. Alcohol is not reimbursable.					Total Spent:			
					Total to be reimbursed (if less than total spent):			


Total amount to be reimbursed here

# How to: reimbursement form Cont.

<b>Signatures:</b>	I hereby certify that the above goods, services, or expenses have been received, rendered, or incurred to my satisfaction. Invoice(s) and/or itemized original receipt(s) are attached.		
	<i>Steven Student</i>	Steven Student	10-5-24
	<b>Club/Class President/Class Rep</b>	<b>Print Name</b>	<b>Date</b>
	<i>Sharon Student</i>	Sharon Student	10-5-24
	<b>Club/Class Treasurer/Class Rep</b>	<b>Print Name</b>	<b>Date</b>
<b>Treasurer:</b>	→To ensure adequate funds, provide current account balance:		\$ 2,003.52

Treasurers can view account balance at <https://westernu.edu/students> on the 'Student Services' card -> 'View Clubs/Class Financial Report'

<b>Submit:</b>	Once complete, combine this document and all receipts/invoices/supporting documents into one .pdf. Email to <a href="mailto:studentaffairs@westernu.edu">studentaffairs@westernu.edu</a> (California) or <a href="mailto:studentaffairsor@westernu.edu">studentaffairsor@westernu.edu</a> (Oregon) with the subject: Student Reimbursement: NAME, CLUB/CLASS, PURPOSE FOR REIMBURSEMENT.
----------------	--

<b>For Office Use Only</b>	Pay/Transfer From:	1234	4099-70850-40	\$ 2,003.52	<input type="text"/>
		Fund	Org-Acct.-Prog	Confirmed Current Account Balance	
	Pay/Transfer To (Club/Class):		4099-70899-40		
		Fund	Org-Acct.-Prog	FOAPAL (for non-club/SGA account)	
					
	Date Travel Approved	USA/WesternU Oregon Student Affairs Representative – Sign & Date			

# How To: Submit Emailed Reimbursements

1. Requestor completes the reimbursement form and saves the document as a SINGLE PDF.
  1. Club Acronym-Payee-Submission Date (E.g., ABCD-Susie Student-8-25-24)
2. Requestor sends document to Club/Class President and Treasurer for signature.
  - a) If Club/Class President and Treasurer do not have capability to sign electronically, they can email the requestor with the following: “As President or Treasurer of (club/class), I approve the reimbursement request for \$XX to (student).” The Requestor can then save the email(s) and attach it to their reimbursement PDF in one file (watch how to combine PDF files into one).
3. Once the form is complete, the reimbursement form and all receipts can be emailed to University Student Affairs (studentaffairs@westernu.edu) with the subject: Student Reimbursement: NAME, CLUB/CLASS, PURPOSE FOR REIMBURSEMENT.

## A few important details to note:

Please make sure all files are CLEAR. Blurry photos of receipts and documents will be returned.

On the receipts, please write, “SUBMITTED ON (DATE)” so that the receipt can only be submitted once.



# How To: Request payment

- **Paying a Vendor Directly**
  - Complete the Student Reimbursement Form
  - Attach an itemized invoice or contract that indicates the amount that will need to be paid and by when
  - A check will be cut directly to the vendor
  - **New vendors and speakers need to submit a W9 Form**
    - This includes reimbursements paid to anyone that is NOT a student or employee of the University.
- **Pay Out Of Pocket & Be Reimbursed**
  - Use your personal credit card or checking account to pay
  - Obtain an **itemized receipt**
  - Complete Student Reimbursement Form & attach receipt
  - The amount will be direct deposited to your bank account

# How To: Get Your Money

**Reimbursement checks & direct deposits take 1-4 weeks to process so plan accordingly!**

- Checks
  - Cut on Fridays ONLY, after 2 pm
  - Email will be sent to you when ready for pick up at University Student Affairs (Pomona) or COMP-Northwest Student Affairs (Lebanon)
  - Bring your student ID to pick up
- Direct Deposit
  - Electronic Fund Transfer email

## How To: Delay Your Money

- Missing Receipts
- Receipt missing details of purchase
  - Not itemized
- Missing Logo approval mail
- Form not signed
- Missing Student Travel Notification form
- Student signed the contract with vendor
- Missing a Class Vote (only for SGA/Class)



## How To: Delay Your Money

- Missing a Class Vote  
(only for SGA/Class)

If spending UNDER \$250,  
a BOARD vote is required.

If OVER \$250 then a  
CLASS vote is required.

*Proof of vote must be  
attached to reimbursement  
request.*

# How To: Reimburse Travel

- Pre-Travel: Fill out “Student Travel Notification Form”
  - 2 weeks prior to departure
  - Good academic standing
  - Required to get reimbursed
- During Travel: Keep ALL original itemized receipts
- Post-Travel: Submit Student Reimbursement Form
  - Mileage (Federal rate)
  - Food: \$12/breakfast \$18/lunch \$36/dinner

# How To: Sign Contracts

- Just kidding...Don't sign contracts.
- Your college administration is not allowed to sign contracts but they can submit your agreement for review on your behalf!
- **For clubs:** Contact Christy Ho ([hoc@westernu.edu](mailto:hoc@westernu.edu)) or Jessica Beckman ([jbeckman@westernu.edu](mailto:jbeckman@westernu.edu)) to schedule a meeting to get your contract signed
- The process can be LONG – at least 14 business days. Please build time into your planning to follow the proper channels!



# How To: Invite Guests to Campus

- If you are inviting a guest to campus to **provide a service** (e.g., guest speakers) there is paperwork to complete, even if they are not getting paid.
- If you are reimbursing them for travel or paying a speaker fee there is MORE paperwork to complete.
- This does not apply to guests on campus that are attending an event (not providing a service) or WesternU Faculty.

# How To: Deposit Money



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## Club/Class Deposit Form

All deposits are made at the Bursars Office.

Date: 3/1/2025 WesternU E-mail Address: steven.sample@westernu.edu

Your Name: Steven Sample

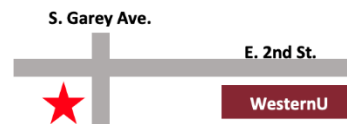
Club or Class Name: ASDA

2 Total number of checks for deposit – DO NOT INCLUDE AMOUNT

\$200 Total amount of cash for deposit – INCLUDE AMOUNT

Club/Class Fund#	Org	Account	Program	Amount of Checks/Cash	Description
1234	4099	70899	40	\$200	Cash, boba fundraiser
<b>Notes:</b> <ul style="list-style-type: none"><li>You do not have to list each check individually. Put a total and a brief description. (e.g. Membership-Dues)</li><li>List total amount of cash and checks separately</li><li>For fundraisers (Bake sale, etc.) include the event date</li></ul>				\$100	Check, donation
				\$100	Check, donation
				\$ \$400	Total Deposits

**Deposits in Person:**  
Anderson Tower – 4<sup>th</sup> Floor  
100 W. Second St. Pomona, CA 91766  
[BursarsOffice@westernu.edu](mailto:BursarsOffice@westernu.edu) | 909-469-5403  
During Pandemic: Call 909-469-5573 upon arrival.



**Deposits by Mail:**  
WesternU Attn: Bursars Office  
309 E. 2<sup>nd</sup> Street  
Pomona, CA 91766  
Only mail checks/money orders (no cash)

**Make check payable to:** WesternU or Western University of Health Sciences. Add club/class name to memo. Checks that are written to anything EXCEPT WesternU or Western University of Health Sciences will not be accepted. Please be sure to write the University name in the "To" section of the check.  
Request a receipt for your records.

# Reminders on depositing funds into your club/SGA account

- Deposits can be made either by sending CHECKS (no CASH) through the mail. Deposits can be made in person at Anderson Tower during business hours.
- **Mail to:**           **WesternU**  
                          **Attn: Bursar's Office**  
                          **309 E. Second St.**  
                          **Pomona, CA 91766**
- Include a deposit form and write on the note/memo of the check the name of the club/class
- Make sure your checks are written out to: WesternU or Western University of Health Sciences. The check can include the club name on the NOTE section. If the check is not written correctly, it will be destroyed and a new check will be requested.
- If you are expecting funds as a wire transfer (from a donor or national organization), please notify our office via email ([studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu)). The Bursar will receive the funds and won't know where they should be deposited.



# How To: Retrieve an Account Balance

- View account balance on my.westernu.edu
- Only Treasurers have access
  - Watch for an e-mail with instructions
- Student Affairs
  - Pomona - University Student Affairs  
[studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu)
  - Lebanon –  
[studentaffairsor@westernu.edu](mailto:studentaffairsor@westernu.edu)



# How To: Read Your Statement

## Sample Account

[Download 3081 Detail](#)

70850 - Miscellaneous

**Expenses** ⇒

Year-To-Date  
\$176.26

70899 - Clearing

**Deposits** ⇒

Year-To-Date  
( \$1,743.40)

Available Balance

( \$1,567.14)

# How To: Read Your Statement Cont.

## Sample Account

[Download 3081 Detail](#)

70850 - Miscellaneous

Year-To-Date

\$176.26

**Expenses** ⇒

Document Number	Transaction Date	Activity Date	Description	Transaction Amount
I0498627	09/27/2018	09/27/2018	Sample Student	\$176.26

70899 - Clearing

Year-To-Date

( \$1,743.40)

**Deposits** ⇒

Document Number	Transaction Date	Activity Date	Description	Transaction Amount
F0050651	07/01/2018	09/07/2018	Opening Bal FY19/Rollover FY18	-\$1,468.40
F0050647	09/06/2018	09/06/2018	3081 Club Day	-\$275.00

Available Balance

( \$1,567.14)

# How To: Read Your Statement Cont.

## Sample Account

[Download 3081 Detail](#)

Year-To-Date

### 70850 - Miscellaneous

Expenses ⇒

Document Number	Transaction Date	Activity Date	Description	Transaction Amount
I0498627	09/27/2018	09/27/2018	Sample Student	\$176.26

Year-To-Date

( \$1,743.40)

### 70899 - Clearing

Deposits ⇒

Document Number	Transaction Date	Activity Date	Description	Transaction Amount
F0050651	07/01/2018	09/07/2018	Opening Bal FY19/Rollover FY18	-\$1,468.40
F0050647	09/06/2018	09/06/2018	3081 Club Day	-\$275.00

Available Balance

( \$1,567.14)

# Treasurer Reminders

- Do not comingle funds
  - If you are fundraising for a third party (e.g., Susan G. Komen), do not deposit those funds in your account.
- Do not create off-campus bank accounts.
- At the end of your term, you are responsible for the COF paperwork that states the fund is in good order.



# Questions about the Treasurer Training?



USA in Pomona  
[studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu)

OSA in Lebanon  
[studentaffairsOR@westernu.edu](mailto:studentaffairsOR@westernu.edu)

# Fundraising Training

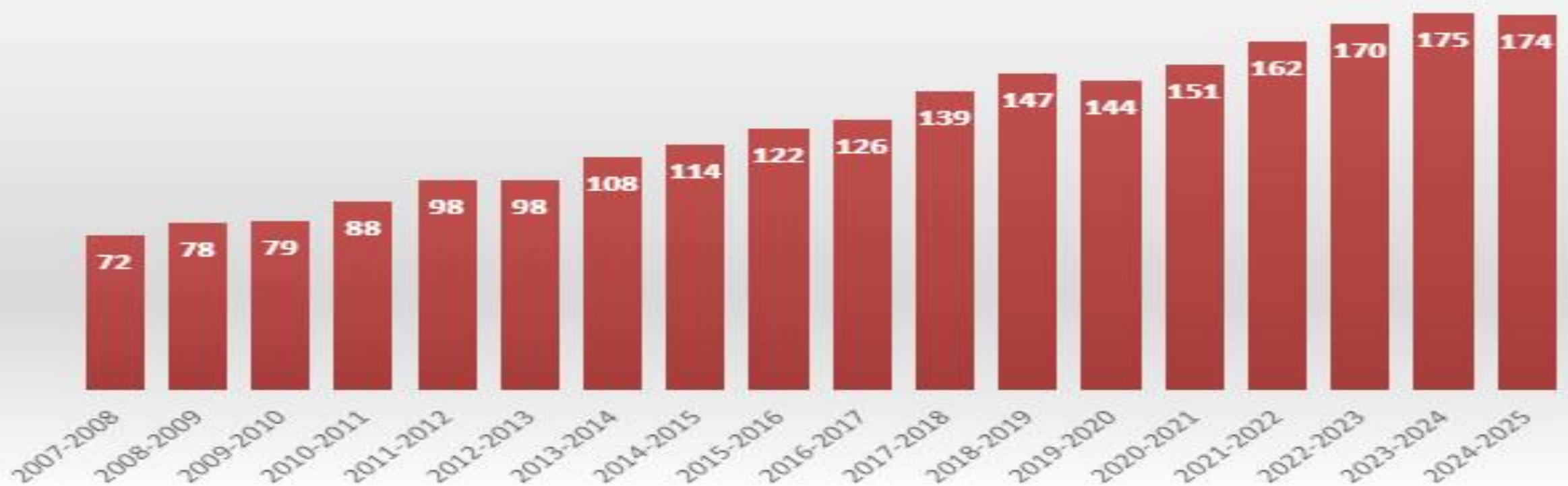
Training provided by University Student Affairs



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# NUMBER OF CLUBS

Number of Clubs (Pomona & Lebanon)



# WesternU SGA

## 28 on-campus classes

- DMD 2025
- DMD 2026
- DMD 2027
- DMD 2028
- DO-Lebanon 2027
- DO-Lebanon 2028
- DO-Pomona 2027
- DO-Pomona 2028
- DPM 2027
- DPM 2028

- DPT - Lebanon 2026
- DPT - Lebanon 2027
- DPT - Pomona 2026
- DPT - Pomona 2027
- DVM 2027
- DVM 2028
- MSBS
- MSHS
- MSMS 2025

- MSNE 2025
- MSNE 2026
- MSPA 2026
- OD 2026
- OD 2027
- OD 2028
- PharmD 2026
- PharmD 2026A
- PharmD 2027



# How to Fundraise

*Work smarter, not harder:*

**Consult the club annual report from  
2024-2025 or  
Class SGA, talk to your  
upperclassmen/ predecessors for  
ideas!**



# Fundraising Ideas

- ☐ Merchandise sales
- ☐ Trivia Face-Off
- ☐ Help Students Move In/Out
- ☐ Food Sales (Food Permit Required)
- ☐ Video Game Competition
- ☐ Bid for Your Dinner
- ☐ Board Game Tournament
- ☐ Christmas Tree Ornament Sale
- ☐ Drive-In Movie

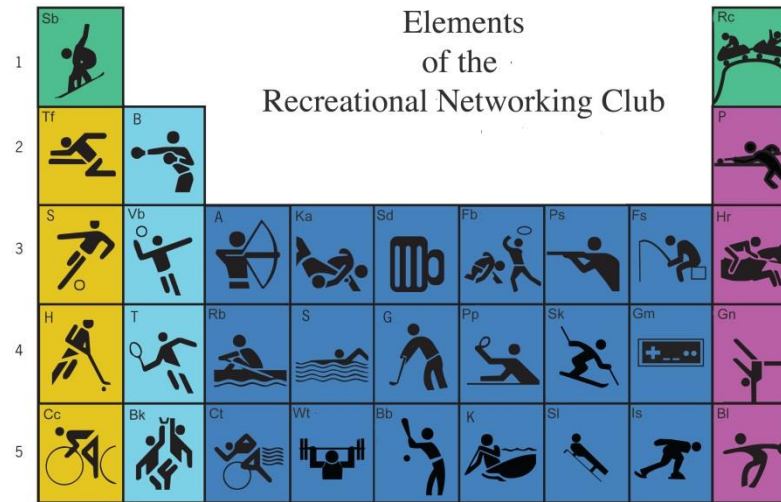
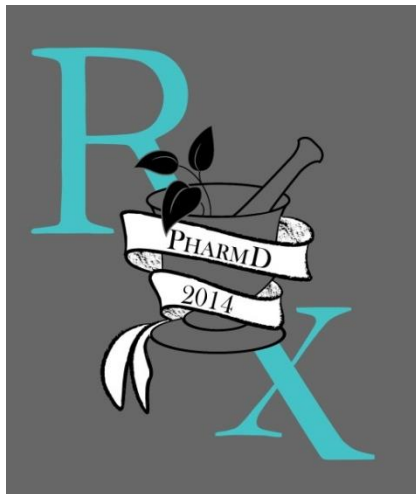
[www.fundraiserinsight.org/ideas](http://www.fundraiserinsight.org/ideas)

[www.fundraising-ideas.org/DIY](http://www.fundraising-ideas.org/DIY)

[www.fundraiserhelp.com/fundraiser-ideas.htm](http://www.fundraiserhelp.com/fundraiser-ideas.htm)

\*Casino fundraisers and organized 5k runs are not recommended\*

# Fundraising Ideas - Merchandise



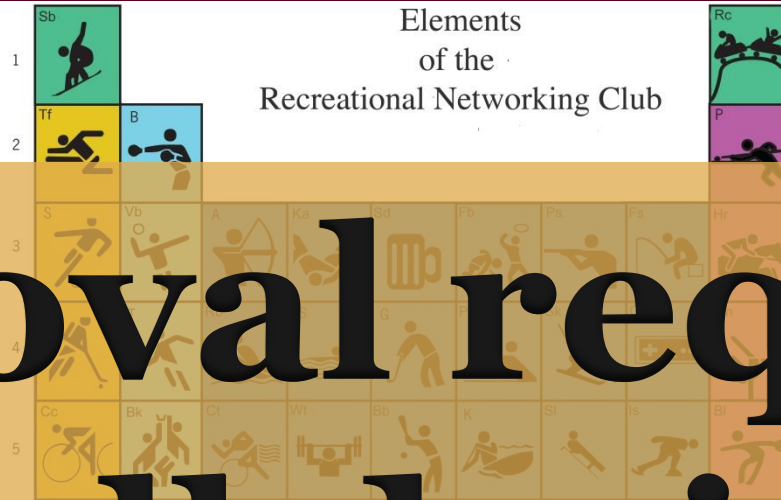
Clothing  
Pens  
Water Bottles  
Lunch Bags  
Coffee Cups

## Partner with the Campus Store!

The Campus Store is an authorized retailer with many manufacturers. They may be able to get you a better deal! Email [campusstore@westernu.edu](mailto:campusstore@westernu.edu) for a quote on purchasing merchandise in bulk.



# Fundraising Ideas - Merchandise



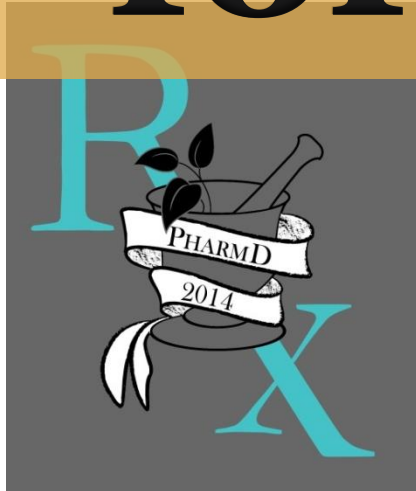
Clothing  
Pens

Water Bottles  
Lunch Bags  
Coffee Cups

# Approval required for all designs!

**Partner with the Bookstore!**

The Campus Store is an authorized retailer with many manufacturers. They may be able to get you a better deal! Email [campusstore@westernu.edu](mailto:campusstore@westernu.edu) for a quote on purchasing merchandise in bulk.



# Branding Standards

- UNIVERSITY NAME

"**WesternU**" and "**Western University of Health Sciences**" are the ONLY acceptable usages of the University's name.

- UNIVERSITY COLORS

The University colors are **burgundy** and **white**.

- ACCENT COLORS

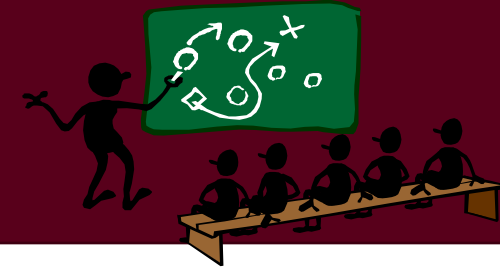
The University accent colors are **black**, **gold** and **grey**.

## Resources:

<https://www.westernu.edu/publicaffairs/brand-guidelines/logo-guidelines/>

<http://webassets.westernu.edu/westernu-news/style-guide/style-guide.pdf>

# Fundraising Strategies



- Start fundraising on-campus first!
- Ask club and/or class members for support
- Approach local restaurants and businesses
- **Student Government Association** (requests for class banquets or class gifts not eligible)



# Fundraising Strategies continued...

- Give reasons why companies should donate

  - Be specific in your donation request

    - Example: Donation of 200 cupcakes for bake sale

- Offer business visibility

  - Signage

  - Business name on flyers

  - Name recognition on the day of the event

- Request that the donation be given from the marketing budget

- Follow up!!

- Build relationships

  - Businesses might be more willing to give again next time

- Thank the business for their donation

  - Thank you letter from club president, faculty member or club advisor

# Use of a Tax ID#'s

- **Tax ID from WesternU – Not permitted**
  - University cannot provide any tax information to clubs/SGA. Any funds that are received that require a tax ID number must be sent directly to Advancement and cannot be used for club/SGA activities.
- **Tax ID from External Organization**
  - When raising money for an external organization you should request use of their tax ID number. Do not deposit these funds into class/club accounts!

# Requesting Your Own Tax ID#

- **Tax ID for a WesternU Club/SGA**
  - NOT recommended
  - Requires your personal SS# and \$2000
  - Holds you personally accountable for filing of tax returns and other government documents.
  - Tax ID number not enough to receive donations
    - After you apply, you may incur significant cost to qualify your club as a “tax exempt organization” in order to legally receive tax-deductible donations.
  - No association with WesternU in name/address etc.

# Steps For Approaching Businesses

- 1) Create your solicitation letter/e-mail/postcard/phone script
  - Send to COMP-Northwest student affairs or University student affairs to have printed on letterhead
- 2) Approach businesses & receive donations
- 3) Make deposit at Bursar's Office/COMP-Northwest OSA
- 4) Send a thank you letter to your donor (include the amount given and how the funds will be used).

Reminder: University's TAX ID number may not be used.



# **Advertising Your Event**

**University Student Affairs**

# Monday Mail

- Weekly email to WesternU On-Campus Students, Faculty & Staff
- Replaced all campus-wide emails
- Monday Mail submissions are due the Thursday before at 12 pm
- Less emails in your inbox!
- Still have the right to email individual classes for program-specific events
  - You will still have to email [studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu) with your request for flyer approval – just clarify that the event is program-specific



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## Monday Mail @ WesternU

Student-led activities and fundraisers happening this week.

### Ongoing Events



#### SC - American Association of Feline Practitioners

Foster Parents Needed!

Looking for a furry friend to keep you company as you study? Become a foster parent today!

### Tuesday October 05, 2021



#### Cardiology Interest Group

CIG Event 10/5 - Dr. Keen

Join us for a talk on coronary artery disease by Dr. William Keen on 10/5 @5:30pm. Zoom ID: 995 3638 0738. SEE FLYER FOR DETAILS!



#### Global Health Club-Pomona

Reflect on Afghanistan

Join us on ZOOM for panel discussion REFLECTIONS ON AFGHANISTAN Oct 5 @ 5:30-6:30PM. Meeting ID: 920 1631 9659 Passcode: +93



# Monday Mail Tips

- Submit your event on time!
  - Ex: Submit Thursday, 2/24 by 12 pm to be featured on the Monday, 3/1 edition
- The EVENT DATE you input on the Monday Mail form will dictate when your event is published
  - Ex: Your event is May 4<sup>th</sup>, you input May 4<sup>th</sup> on the form, your event will show up the week of May 2<sup>nd</sup>
- If you want to advertise your event multiple times, you must submit the event to Monday Mail multiple times
  - Ex: Your event is May 4<sup>th</sup>, you can submit this event for the weeks of April 4<sup>th</sup>, April 11<sup>th</sup>, April 18<sup>th</sup>, April 25<sup>th</sup>, and May 2<sup>nd</sup>
  - Tip: For early advertisement of your event, you can edit the description as “Reminder! Sign up for XYZ Event on May 4<sup>th</sup> now for early registration! <http://shortgoogleurl>”
  - Or: “Calling all volunteers for XYZ Event on May 4<sup>th</sup>, Sign up online <http://shortgoogleurl>”

# Monday Mail with .PDF Flyer



## Monday Mail @ WesternU

Student-led activities and fundraisers happening this week.

### Ongoing Events



#### SC - American Association of Feline Practitioners

##### Foster Parents Needed!

Looking for a furry friend to keep you company as you study? Become a foster parent today!

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Join us for a talk on coronary artery disease by Dr. William Keen on 10/5 @5:30pm. Zoom ID: 995 3638 0738. SEE FLYER FOR DETAILS!



#### Global Health Club-Pomona

##### Reflect on Afghanistan

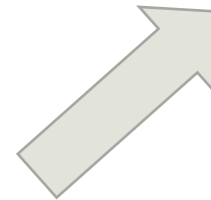
Join us on ZOOM for panel discussion REFLECTIONS ON AFGHANISTAN Oct 5 @ 5:30-6:30PM. Meeting ID: 920 1631 9659 Passcode: +93



# Flyer Branding Standards

- Students now have access to Canva Premium for super easy and beautiful flyer creation!
- Only use approved WesternU Logos (send to [studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu) for approval) – approval good for one year
- Use the University's name properly (and in the correct font)
- Do you have permission to use an affiliate's name/brand (e.g. Target)
- ALL flyers must be approved – send to [studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu)
- Don't attach, embed the image in the e-mail.

Event Advertising Guide on [USA Forms page](#).



## Planning an Event:

- ◊ Start planning early!
- ◊ Follow procedures for making a room reservation!
- ◊ Before you begin, re-read the [Student Leader Handbook!](#)

## Advertising Tips:

- ◊ Use only approved WesternU logos  
E-mail [studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu) for a logo  
[Click here](#) to view the University's Graphics & Standards
- ◊ Use the University's name properly and in the correct font (New Baskerville): WesternU -OR- Western University of Health Sciences
- ◊ Always include: Who, What, Where, When, Why & Contact Info (e.g. club's e-mail address)
- ◊ If selling tickets include how, when & where to buy
- ◊ Make sure you have permission to use an affiliate's name/brand before using (e.g. Starbucks, Target)
- ◊ If e-mailing your flyer to your class don't send as an attachment—no one will see it! Include it in the body of your e-mail.
- ◊ Avoid using acronyms
- ◊ Include a call to action—what are you asking for and what do they need to do
- ◊ Keep it brief
- ◊ For on campus events, don't advertise until your location has been reserved.

## Monday Mail/Flyer Approval:

**Advertise to the whole campus on Monday Mail:**  
No need to have your flyer preapproved. Submit it to Monday Mail and we will review it in the process. Be sure to make the deadline or your advertisement will not be included.  
([www.westernu.edu/students/event-advertising/](http://www.westernu.edu/students/event-advertising/))

**All flyers must be University Student Affairs (USA) approved and stamped before they can be posted on campus or e-mailed to your college:**

- ◊ To receive a stamp of approval\* e-mail your flyer to USA at [studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu) or drop it off in SSC Room #101
- ◊ Tell us if you plan to e-mail your flyer and to whom—Our preference is Monday Mail so we will ask
- ◊ Receive approval before printing multiple copies, it will save you MONEY!

\*FLYERS WILL BE REMOVED IF HUNG INAPPROPRIATELY OR NOT STAMPED

WWW.WESTERNU.EDU/BIN/STUDENTS/EVENT-ADVERTISEMENT.PDF



# E-boards and Localist

- When submitting your ad via Monday Mail you can opt to upload a flyer for the e-boards around campus.
  - Certain specs are required and we can't post unless they are correct.
  - Specs are listed in the Monday Mail form.
- Localist is for campus-wide events, contact [studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu) to have your event added.



# **Reserving a Space and the Food Permit Policy**





# You must reserve space!

*Even if virtual.*

- Club Presidents must reserve the space through University Student Affairs
  - Requests must be made at least 10 days in advance
- **Class Officers** must reserve the space through your college's Student Affairs office
- Your request involves multiple departments so think through your event BEFORE your event is booked
- Don't advertise until your space is confirmed

# Food Handling & Permit

**Whenever student groups are serving food on campus (EVEN FREE FOOD), you must apply for a Food Permit and follow these requirements:**

**For Club events, the food permit is part of the event reservation form.**

**For class events it's separate.**



The screenshot shows the Western University website page for the Food Policy for Student Run Event. The page has a dark blue header with the Western University logo and the title "Food Policy for Student Run Event". Below the header is a navigation bar with links for Home, Reporting, Status, and Log Out. The main content area has a title "Food Policy for Student Run Event" and a paragraph explaining the policy. It states that the Department of Environmental Health & Safety (EH&S) has adopted a policy to ensure basic food sanitation requirements and practices are incorporated into temporary food service locations on campus. It also states that all officers of sanctioned University Clubs are required to take food safety training and pass a written exam on a yearly basis in order for their club to be permitted to handle and/or sell food products on campus. Below this is a section titled "Bake Sale Requirements" with a list of five items. The first item is "1. Student clubs must reserve a location at least 10-days before the event using the event reservation form. For class events, work with your student affairs professional/department chair to reserve a space." The second item is "2. Baked goods must be individually wrapped in food grade plastic or foil." The third item is "3. Serving utensils must be available." The fourth item is "4. Acceptable bake sale items that do not require refrigeration/cooling include (but are not limited to) cookies, muffins, donuts, fudge, fruit pies, cake, breads, candy and similar items." The fifth item is "5. Bake sale-related items that must be properly cooled include (but are not limited to) milk-based beverages, cream filled foods, meringues, home canned foods, whipped cream, cream cheese, pumpkin pie, cheese cake, custards and similar items." Below this is a section titled "General Sanitary Requirements" with a list of seven items. The first item is "1. Provide mechanical refrigeration or adequate freeze-packs or ice in an impervious cooler with a drain to keep potentially hazardous foods at or below 41 degrees F. when served cold." The second item is "2. Provide a method to keep potentially hazardous foods at 140 F. or higher when being displayed for hot serving." The third item is "3. Prepare foods as close to the time of serving as possible." The fourth item is "4. Once food has been prepared for serving, it can only be served for four (4) hours and then must be discarded." The fifth item is "5. Provide treated moist towelettes or alcohol based hand sanitizer for food workers and patrons to clean hands as needed if running water, soap, and single use towels are not immediately available." The sixth item is "6. Have on hand extra, previously cleaned and sanitized serving utensils if suitable dishwashing facilities are not immediately available." The seventh item is "7. Store all foods, utensils, etc., at least six (6) inches off the floor or ground."

Western University  
The discipline of learning. The art of eating.

## Food Policy for Student Run Event

Home Reporting Status Log Out

### Food Policy for Student Run Event

The Department of Environmental Health & Safety (EH&S) has adopted the following policy to ensure that basic food sanitation requirements and practices are incorporated into temporary food service locations on campus whether the food be for sale or gratis. **All officers of sanctioned University Clubs are required to take food safety training and pass a written exam on a yearly basis in order for their club to be permitted to handle and/or sell food products on campus.**

When foods are prepared and/or served by organized University student groups for special events, a food permit is required. The application for a food permit to sell/serve food on campus below must be completed at least 10-days in advance of the event. The permit must be displayed at the sale or serving site. Violation of this process will result in your event being shut down.

It is necessary that all food products be prepared, held and handled in as safe and sanitary manner as possible. Meat products cooked and/or served on the WesternU campuses (in Lebanon or Pomona) must be pre-cooked (e.g., hot dogs, lunchmeat, etc.) or frozen meat patties prior to cooking.

#### Bake Sale Requirements

1. Student clubs must reserve a location at least 10-days before the event [using the event reservation form](#). For class events, work with your student affairs professional/department chair to reserve a space.
2. Baked goods must be individually wrapped in food grade plastic or foil.
3. Serving utensils must be available.
4. Acceptable bake sale items that do not require refrigeration/cooling include (but are not limited to) cookies, muffins, donuts, fudge, fruit pies, cake, breads, candy and similar items.
5. Bake sale-related items that must be properly cooled include (but are not limited to) milk-based beverages, cream filled foods, meringues, home canned foods, whipped cream, cream cheese, pumpkin pie, cheese cake, custards and similar items.

#### General Sanitary Requirements

1. Provide mechanical refrigeration or adequate freeze-packs or ice in an impervious cooler with a drain to keep potentially hazardous foods at or below 41 degrees F. when served cold.
2. Provide a method to keep potentially hazardous foods at 140 F. or higher when being displayed for hot serving.
3. Prepare foods as close to the time of serving as possible.
4. Once food has been prepared for serving, it can only be served for four (4) hours and then must be discarded.
5. Provide treated moist towelettes or alcohol based hand sanitizer for food workers and patrons to clean hands as needed if running water, soap, and single use towels are not immediately available.
6. Have on hand extra, previously cleaned and sanitized serving utensils if suitable dishwashing facilities are not immediately available.
7. Store all foods, utensils, etc., at least six (6) inches off the floor or ground.



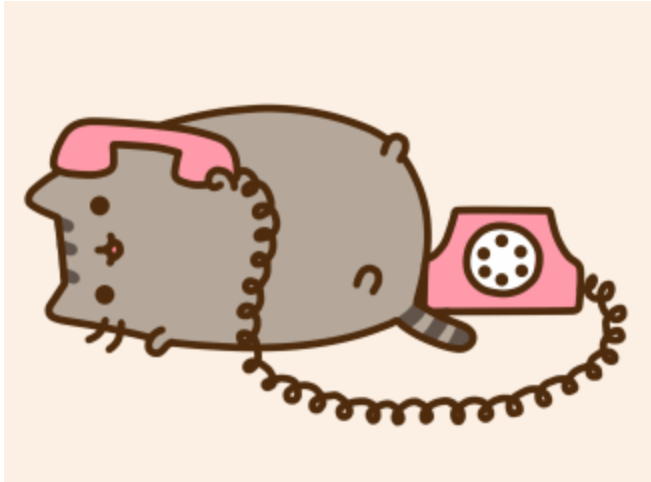
# Details

- **Who:** Any student group on campus that is SERVING food. This includes FREE food on campus.
- **What: Class Officers** must complete a [food permit approval form](#)
- **Club Officers:** This request is made in your event reservation form.
- **When:** At least 10 days before your event – the earlier, the better
- **Where:** [https://webapp.westernu.edu/food\\_policy/home](https://webapp.westernu.edu/food_policy/home)
- **How:** Once your request has been submitted, you will receive an automated email with the subject line, “Student Food Policy.” You will receive automated emails regarding the approval/denial of your request. If your request is denied, please email [studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu) for further instructions.
- For vendors coming to campus to provide information or a service (or food), a certificate of insurance is required.
- All previous COVID-19 restrictions have lifted but food safety is still required! Any student cooking, handling, or serving food should review the food safety training: <https://www.westernu.edu/mediafiles/students/food-safety-training.pdf>.

# Summary

- 1) Start planning early.
- 2) Involve your advisor and/or college.
- 3) University's tax ID# can't be used – no exceptions.
- 4) Don't apply for a tax ID#.
- 5) Know the branding standards.
- 6) All space must be reserved.
- 7) Serve food? Need permit.
- 8) Guest speakers require additional paperwork and time.

# Questions?



USA in Pomona  
[studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu)

OSA in Lebanon  
[studentaffairsOR@westernu.edu](mailto:studentaffairsOR@westernu.edu)