

Student Leader Handbook

COMP-Northwest

Lebanon, Oregon

2018-2019



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

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

Table of Contents

Student Club Learning Outcomes and Structure	2
Contact Information and Resources	3-8
Accessing Club/Class E-mail Accounts.....	5
Student-Led Events.....	6
Food Truck Requirements.....	7
Food Handling Permit	7
Food/Clothing/Eye Glass 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	12
Fundraising Continued Tax ID Numbers:.....	13
Financial Assistance.....	14
Funding Travel & Events Alumni Association –Financial Support	14
Financial Assistance Continued.....	15
Club Council – Collaborative Event Incentive Service Allotment Opportunity.....	15
Club Councils, Club Requirements and Officer Elections	16
Student Organization Leadership Councils	16
WesternU Clubs Requirements and Operating Criteria	16
Club Name Change	17
Club Officer Elections National By-laws/Alternate Transition Date	17
Other Important Information	18
Web Sites & Facebook Pages (Club/Class/Other)	18
Club/Class Photocopies	18
Student Concerns.....	18
New Club Applications.....	17
Other Important Information Continued	18
University, College and Club Logos.....	19
Other Important Information Continued	20
Guest Speaker Instructions	20
Voting on Blackboard (when spending class funds over \$250).....	20
Club Advisor.....	21

January 2018

Dear Student Leader,

As you may have already seen, the city of Lebanon has welcomed COMP-Northwest and you as a valuable part of the community. I encourage you to do the same by embracing the Lebanon community; organize community health fairs; develop educational and fun opportunities to engage with the community; partner with local restaurants and vendors in your fundraising efforts and club/class banquets etc. Community members have a great deal to offer and I trust that your partnership with them will be mutually beneficial.

To our club leaders - this is pivotal year as you continue to grow. I know that your leadership, energy, enthusiasm and creativity will help to jumpstart these clubs and that the activities you organize will 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 including links to related policies and bylaws.

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

We look forward to working with you!

Sincerely,



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



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

Student Club Learning Outcomes and Structure

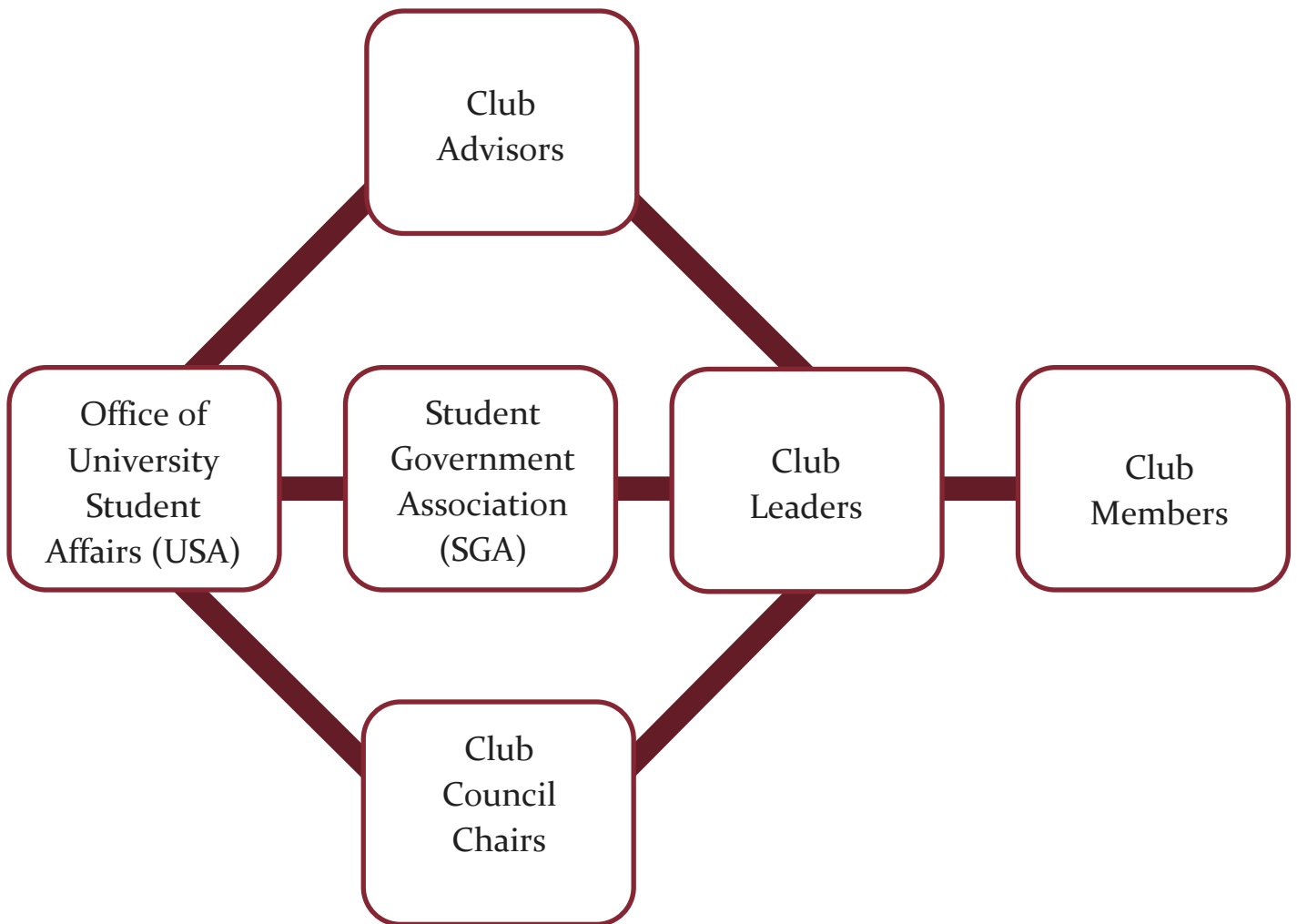
STUDENT LEARNING OUTCOMES

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

COMP-NORTHWEST STUDENT AFFAIRS | LEBANON, OR

Club/Class room reservations, event planning, waiver forms, club emails, student reimbursements, flyer approvals and health screening approvals



Dr. Mirabelle Fernandes Paul, EdD
Assistant Dean of Student Affairs
mfernandespaul@westernu.edu | 541-259-0220



Maryam Hubbard
OSA Coordinator
hubbardm@western.edu | 541-259-0209

UNIVERSITY STUDENT AFFAIRS | POMONA, CA



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 | 909-706-5340

Contact Information and Resources Continued

COMP-NORTHWEST CLASS OFFICERS (LEBANON, OR)

Your Lebanon-based class officers can be reached at:

SGA-DO2016Lebanon@westernu.edu, SGA-DO2017Lebanon@westernu.edu, SGA-DO2018Lebanon@westernu.edu, SGA-DO2019Lebanon@westernu.edu, SGA-DO2020Lebanon@westernu.edu

Your Pomona-based class officers can be reached at:

SGA-DO2016pomona@westernu.edu, SGA-DO2017Pomona@westernu.edu, SGA-DO2018Pomona@westernu.edu, SGA-DO2019Pomona@westernu.edu, SGA-DO2020@westernu.edu

EXECUTIVE STUDENT GOVERNMENT ASSOCIATION (SGA) OFFICERS

TERM OF OFFICE | APRIL 1, 2018-MARCH 31, 2019

<p><u>SGA President</u> Julissa Hoogveen DVM 2021 SGA-President@westernu.edu</p>	<p><u>SGA Vice President (Class Contact)</u> Eduardo Glass DPM 2021 SGA-VicePresident@westernu.edu</p>	<p><u>SGA Vice President (COMP-Northwest)</u> Kali Chiriboga (<u>Class Contact</u>) DO 2021 SGA-VicePresidentNorthwest@westernu.edu</p>
<p><u>SGA Secretary</u> Yvonne Alva PharmD 2021 SGA-Secretary@westernu.edu</p>	<p><u>SGA Treasurer</u> Gregory Marchese DMD 2021 SGA-Treasurer@westernu.edu</p>	<p><u>SGA Club Coordinator (Club Contact)</u> Keana Mendoza PharmD 2021 SGA-ClubCoordinator@westernu.edu</p>

ONLINE RESOURCES

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

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



Monday Mail -
Coming Soon!

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.

WHAT CAN BE SENT?

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

TO WHOM CAN IT BE SENT?

- **Only send club/class event announcements through your club/class account.** Please do not ask faculty or staff to send emails to campus on your club/class's behalf. This is considered a violation of the university spam policy.
- **Only send to classes that are on campus and don't forget to send to employees if appropriate.**
 - Lebanon Students: Submit your event to [Monday Mail](#)
 - Lebanon Faculty/Staff/Admin: Submit your event to [Monday Mail](#)
 - Pomona Students: Submit your event to [Monday Mail](#)
 - Pomona Faculty/Staff/Admin: Submit your event to [Monday Mail](#)
- **Only send to groups that are likely to be interested in your event.**
 - Emails that should be mass mailed to students, faculty, staff and admin:
Advertisements for food sales, plays and concerts
 - E-mails that should not be mass mailed to students, faculty, staff and admin:
Advertisements for lectures, club/class banquets, and other events primarily of interest to club/class members.
 -

CONSEQUENCES

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

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

Student-Led Events

Are you coordinating an event? Your first step should be to stop by the Office of COMP-Northwest Student Affairs and let them know your plans so that they can direct you to the appropriate resources.

THINGS TO REMEMBER:

- Students should not enter into a signed contract for any event, for your protection, we never want you to assume that liability. If an event requires a contract, contact your club advisor or COMP-Northwest Student Affairs.
- If you are a **Club President or Class Officer**, submit the electronic [Room Reservation Form](#) to reserve a room.
 - Room reservation form must be submitted seven 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 room reservation form. A \$10 fee may be charged for change requests.
 - If you have a guest speaker you must provide their name, title, and organization before submitting your request. 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 our email 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 COMP-Northwest Student Affairs after submitting your room 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 the Student Affairs Office or they will be taken down.
 - Include date, time, location of your event and contact email address.
 - After your flier is approved, COMP-Northwest Student Affairs will scan the flier and make it available on the public display system in the COMP-Northwest building. Fliers may also be posted on the inside of classroom doors.
 - Fliers may not be posted on windows, glass doors, pillars, walls, handrails, restrooms or outside of classroom doors.
- 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 7-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.
 - Certificate of Insurance must:
 - Name Western University of Health Sciences as an additional insured on the insured parties' commercial general liability policy
 - Must 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/ \$1,000,000 aggregate
 - Business Automobile Liability: Not less than \$1,000,000 for bodily injury & property damage
 - Worker's Compensation: Statutory Limits Required
- Food Truck Reservations
 - Select "Food Truck" on the [room reservation form](#)
 - Do not sign a contract – see first bullet in this section for details
 - Food trucks may be parked in a location approved by [COMP-Northwest Student Affairs](#).

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.

You must complete the [food permit](#) at least 10 days before your event – the earlier, the better. Once your request has been submitted, you will receive an automated email with the subject line, "Student Food Policy." You will later receive automated emails regarding the approval/denial of your request.

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.

- 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 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** 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 COMP-Northwest Student Affairs for approximately 10 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 (541) 259-0209.

If these steps are not completed, the insurance company will not consider the event as being sponsored by WesternU and thus the 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 Student Affairs not less than one week prior to the event. This includes returning the health fair binder given to you prior to the event. COMP-Northwest Student Affairs 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 COMP-Northwest 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 [Student Travel Notification Form](#) **at least two weeks prior to departure**.

It's essential that you submit this 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 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 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.

- **SOMA** (\$700): SOMA Club President (COMP-Northwest)
- **AOA/OPSO** (\$350): OPSO Club President (COMP-Northwest)
- **AOA/OPSO** (\$350): 2nd Year Class President (COMP-Northwest)

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.



Put "Officer Travel Fund" on your reimbursement form

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 | STUDENT AFFAIRS

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

WITHDRAWALS | STUDENT AFFAIRS

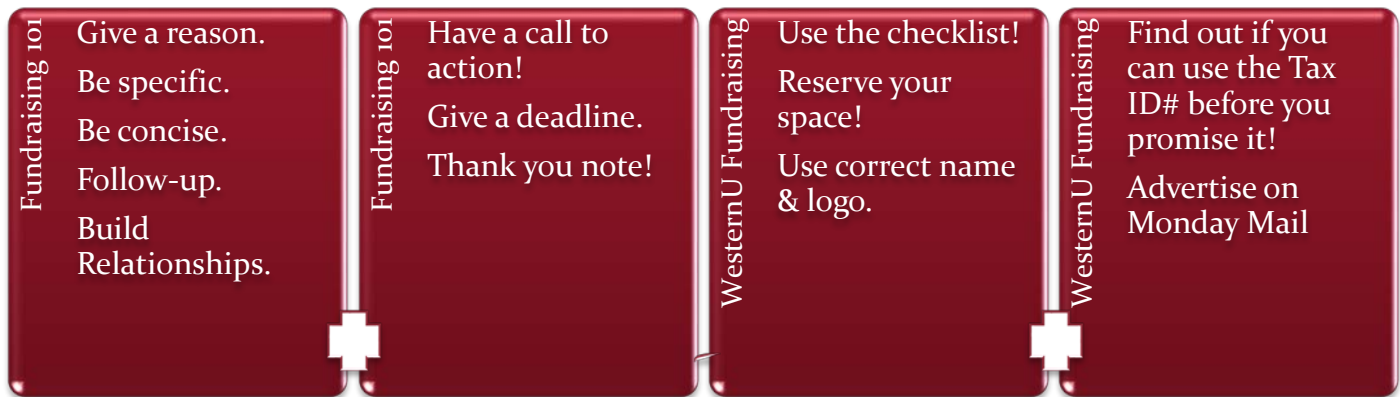
- To be reimbursed from a club/class account you must submit a [Student Reimbursement Form](#) with all required information, signatures and original, itemized receipts. If the check is made out directly to the vendor you may submit an invoice in lieu of a receipt. For off-campus classes; Class Representatives should sign the student reimbursement form where it asks for the President and Treasurer's signatures. Keep in mind that it will take 2-3 weeks for checks to be processed and returned to you or sent to the vendor. 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 10 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 2-3 weeks 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 in order 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.
- 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 in the "Other Important Information" section of this handbook for setting up voting in Blackboard.

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 and 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 and complete a food permit

Healthy Food Fundraisers

Be sure to reserve your space and 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

NOT RECOMMENDED:

Casino Events

Requires a permit from the state

5K/Races on and around campus

These are very expensive to organize, and require a significant amount of planning and coordination.

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.

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 COMP-Northwest 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.

- 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



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 COMP-Northwest 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.



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

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).

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.

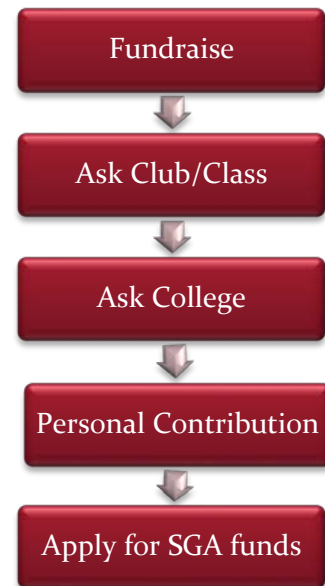
You will be asked to present at a senate meeting (usually 1st and 3rd Tuesday of every month) and the senate will vote on your request. You will usually learn of their decision via email within a few days of the meeting.

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

Your club may be eligible to receive additional funding if you host/organize a collaborative event. The event must meet the following requirements:

- Must be approved by the Club Council Chairs and SGA as a collaborative event
 - Complete the Council Collaborative Event, SGA Funds Request Form and the item will be added to the Senate agenda (your attendance is not required)
- Must host/organize an event with three or more clubs (unless your Council consists of only two member clubs)
- All participating clubs must be involved in the planning and must participate in the event(s)
- All club members within a Council need to have the opportunity to participate
- Event must be advertised as a Council/collaborative event
- Events must be WesternU Service-Related or Community Service-Related:
 - WesternU Service-Related: lecture series (minimum two), workshops, awareness activities, and other university-wide interest activities. Club Day, Extravaganza, and fundraising events benefiting a particular club not eligible.
 - Community Service-Related: health screenings/fairs, outreach visits, mentorship programs, and fundraising for charity.
- After the event, the Club Council Chair(s) or their designee must complete the Council Collaborative Event Evaluation (see second page of the Council Collaborative Event, *SGA Funds Request Form*)



Share the organizing with fellow clubs and receive 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.

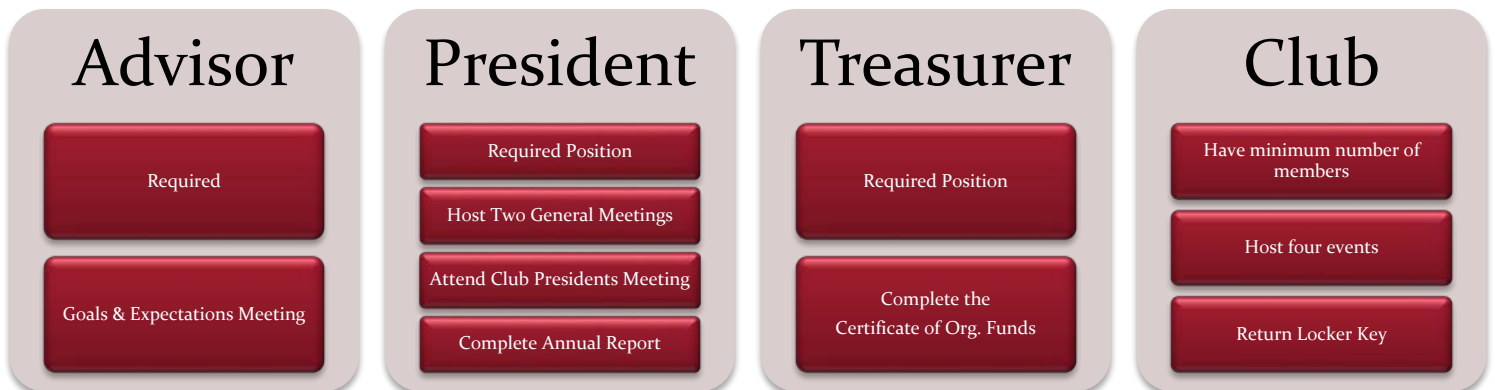
WESTERNU CLUBS REQUIREMENTS AND OPERATING CRITERIA

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 the [SGA Vice President](#) with the following information:

- Current Club Name
- Requested New Club Name
- Reason For The Change

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

CLUB OFFICER ELECTIONS

It is the Club President's responsibility to manage and run elections for your club, consult your national by-laws if applicable. 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 1. 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.

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 this is the case for your club, you must contact Christy Ho to discuss the situation before the deadline to be granted an exception to the elections deadline.

NEW CLUB APPLICATIONS

The next time the Student Organization Committee will consider new club applications is after the deadline of December 14, 2018, at noon. Applications will be reviewed in mid-January and you can expect to hear the committee's decision by late-January. To be considered, complete the new club application by the deadline.



New Club Applications
are reviewed once a
year!



Hold elections prior to 1/15 and report new officers on annual report. Submit ALL paperwork on-time or risk dissolution.

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 need to make photocopies for a club or class event, email the final version of the document to studentaffairsor@westernu.edu at least one week before the copies are needed. COMP-Northwest Student Affairs will email you when your copies are ready for pick-up.

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 [COMP-Northwest Student Affairs](#) 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.

Other Important Information Continued

UNIVERSITY, COLLEGE AND CLUB LOGOS

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 [University Student Affairs](#) for approval. Christy or Jessica 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.



ALL personalized merchandise designs must be approved by University Student Affairs

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 in Pomona 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 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](#) 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.



Western University
OF HEALTH SCIENCES



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 . If you have a guest speaker coming to campus, be sure to submit your room reservation form and include the names, titles and organizations of all guest speakers. Student Affairs will make arrangements for a guest pass for your speakers. Once the date is confirmed, tailor the standardized email below and send it to your guest speaker(s). If you are paying the speaker a fee, the money MUST come directly out of the club account and the speaker MUST complete a W-9. The invoice and W-9 must be attached to the reimbursement form that requests the check be cut in their name.

Dear _____ (guest speaker name),
Thank you so much for agreeing to speak to us on _____ (day), _____ (date) about _____ (topic). I have requested a visitor name badge for you. To collect this item, please go the Student Affairs Office (Room 246). Let security know that you are going to _____ (name of lecture room) so that they can let you know the easiest way to get to your destination.

We must vacate the lecture hall by 12:55 in order to make way for students holding class in that room at 1:00. We kindly ask that you allow enough time for questions before you end your presentation. Should you have any questions 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)

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 [Student Body Bylaws 3.11.1](#). 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)
- 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 contacts/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
- 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

JUNE:

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