

ASC

CLUB TRAINING

2020 // 2021

HERE AS ONE



ASSOCIATED STUDENT COUNCIL
OLIVET NAZARENE UNIVERSITY

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ASSOCIATED STUDENT COUNCIL

The Associated Student Council is organized to provide the student body with a core group of elected and appointed student leaders who provide leadership for student programming, student ministries and advocacy. Their focus is primarily on student education, awareness, support and volunteer service in the various areas of interest.

ASC MISSION STATEMENT

We, the Associated Student Council, strive to exceed expectations in order to enrich the quality of the student experience by:

Cultivating a vibrant community centered on Christ
Consistently developing leaders • Providing effective representation

"Clubs and Organizations provide the space for students to not only develop useful leadership and professional skills, but also serve to create consistent, intentional, and uplifting community."

LILY JARZABKOWSKI
STUDENT BODY PRESIDENT

Location: The Office of Student Life & Recreation and The Associated Student Council offices are located on the second floor of the Perry Student Life & Recreation Center. In addition, the Executive Officers (EO) for Spiritual Life and the GlimmerGlass have secondary offices in other locations.

Hours: Monday–Friday:
9 AM to 5 PM

CONTACT INFORMATION

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ASC CLUB LISTINGS

Clubs listed alphabetically by focus with Launch Clubs listed in gold.

Behavioral Sciences

- Psi Chi (Psychology)

Biological Sciences

- Exercise Science Club
- Olivet Athletic Training Association

Business

- Accounting Club
- Enactus
- Healthcare Management Club
- Investment Club
- McGraw Marketing Club
- Phi Beta Lambda (Business Competition)
- Society for Human Resources Management (SHRM)

Chemistry & Geological Sciences

- Chemistry Club
- Olivet Geological Society

Communications

- Film Community
- Green Room
- Lambda Pi Eta
- Public Relations Student Society of America (PRSSA)

Education

- Council for Exceptional Children (CEC)
- Kappa Delta Pi

- National Science Teachers Association (NSTA)
- Student Education Association (SEA)

Engineering

- Association of Mechanical Engineers (ASME)
- Engineering Society
- Society of Women Engineers (SWE)
- Student Chapter of the American Institute of Chemical Engineers (AIChE)
- Electronics Engineers (IEEE)
- e-NABLE

English & Modern Languages

- Rabbit Room (Writing Club)
- Sigma Delta Pi Chi Omega (Spanish)
- Sigma Tau Delta (English/English Ed.)

Family & Consumer Sciences

- Kappa Delta Rho (FACS)
- Student Dietetic Association (SDA)
- Student Unit Family and Consumer Science (SUFACS)

History & Political Sciences

- Capitol Hill Gang
- Law and Politics Society
- Phi Alpha Theta (History)
- Phi Sigma Alpha (Political Science)
- History League

Life and Health Sciences

- Biophilic
- Zoology Club

Mathematics

- Math Club

Music

- National Association of Music Educators (NAfME)

History & Political Science

- Capitol Hill Gang
- Law and Politics Society

Nursing

- Nursing Student Association (NSA)

Social Work & Criminal Justice

- Diakonia
- Social Justice Club

Miscellaneous

- American Sign Language Club (ASL Club)
- Craft Connection
- Equestrian Club
- MuKappa (International & Missionary Students)
- Spoons 4 Forks
- Tabletop Games Club
- Puzzle Club

Launch Club

Expectations

- Establish and maintain positive leadership
- Demonstrate consistent and growing activity and participation
- Successful sponsor support and engagement
- Maintain a responsible use of services
- Fulfilling all requirements in the respective job descriptions
- Honor Societies must remain approved at the national level
- Attend club trainings
- Follow request deadlines
- Complete all Portfolio Updates

Benefits

- Access to ASC Services (pg. 6)
- Ability to Petition for Funding up to \$100 a semester
- Apply for Benchmark status after two semesters

Benchmark Club

Expectations

- Establish and maintain positive leadership
- Demonstrate consistent and successful activity and participation
- Successful sponsor support and engagement
- Responsible use of services
- Fulfilling all requirements in the respective job descriptions
- Honor Societies must remain approved at the national level
- Attend club trainings
- Follow request deadlines
- Complete all Portfolio Update

Benefits

- Access to ASC Services (pg. 6)
- Ability to Petition for Funding up to \$100 (Launch) \$250 (Benchmark) \$100 (Honor Society) a semester
- May plan 1 fundraiser per semester; can petition to have 2 if needed

Club President

As the **CLUB PRESIDENT**, this individual will be responsible and accountable for the management of their respective club in the ASC.

SEMESTER RESPONSIBILITIES

1. Remain in communication with the Office of Student Life and Recreation, EO for Student Relations, EO for Finance, EO for Graphic Design, EO for Student Services and sponsor including the following:
 - Meeting deadlines
 - Following policy, structure, and procedure
2. Organize and plan meetings and events
3. Facilitate the responsible use of services
4. Have at least two club gatherings each semester
5. Plan ahead with the Office of Student Life and Recreation for events, t-shirts, travel, etc.
6. Attend Portfolio Update Meetings as scheduled
7. Complete and submit the required Portfolio Updates (2 per semester)

ANNUAL RESPONSIBILITIES

1. Attend Club Training
2. Recruit new club members
3. Fulfill the club constitution mission and goals
4. Mentor leaders for the future of the club
5. Facilitate the election of new club officers
6. Participate in one service project per year (benchmark clubs)

Club Treasurer

Because the **TREASURER** is the second club leader trained, this individual will be considered the “second in command” in the ASC

SEMESTER RESPONSIBILITIES

1. Remain in communication with the Office of Student Live and Recreation, EO for Student Relations, and EO for Finance, including the following:
 - Meeting deadlines
 - Following policy, structure, and procedure
2. Facilitate the responsible use of finances
3. Keep your own budget sheet in order to track spending and deposits
4. Plan ahead with the Office of Student Life & Recreation for financial activity
5. Provide the current club balance for the required Portfolio Updates (2 per semester)

ANNUAL RESPONSIBILITIES

1. Attend Club Training
2. Recruit new club members
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Request services according to the deadlines below:

If your event is planned this month:	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
You must submit your request, with questions and services approved by:	AUG 15	SEPT 15	OCT 15	NOV 15	DEC 15	JAN 15	FEB 15	MAR 15

For example, if your event is in October, you must meet with and have final plans approved by the Office of Student Life and Recreation, (815)-939-5257, by September 15th.

Note: Failure to meet these deadlines may result in unavailability of services. *This is an approval date, not a submission date. Submit service request forms earlier than this date!*

Ways We Can Help

Fill out a request form at lifeatolivet.com before the deadline above.

- Plan an event
- Facility Reservations
- Funding (*petition for funds*)
- Graphic Design
- Fundraising (*merchandise sales*)
- Promotions

Available Resources

The form you fill out at lifeatolivet.com will generate questions pertaining to the following.

- Catering \$
 - Community Events
 - Fundraisers
 - Graphic Design
 - Media \$
 - Olivet Discount Card 
 - Online Purchases \$
 - Petty Cash
 - Physical Plant \$
 - Printing \$
 - Public Safety
 - Tiger Dollar Machine \$ (10% fee)
 - Vendor Contacts \$
 - Vendor Table in Ludwig
- \$ indicates may involve additional charges*

PORTFOLIO UPDATE GUIDELINES

Purpose: Provide the EO for Student Relations an opportunity to monitor and learn more about the current activities of each club and honor society. There are two kinds of Portfolio Updates—Formal Documents and Individual Meetings with the EO for Student Relations.

Formal Documents

Location: Portfolio Updates will be sent to the Club Presidents to complete via e-mail from the EO for Student Relations.

Process:

- Complete the Portfolio Update
- Submit the Portfolio Update
- EO for Student Relations will read the Portfolio Update
- Be prepared to respond to any follow-up questions

An example of a Portfolio Update is on the following page.

Please note that each Portfolio Update includes different questions so be sure to preview the document and ask any questions in advance.

Individual Meetings

Location: EO for Student Relations' desk in the ASC Offices on the second floor of the Rec Center

Process:

- Sign up for a meeting time with the EO for Student Relations
- Submit an updated club roster prior to your meeting time
- Meet with the EO for Student Relations and come prepared to discuss the happenings of your club or organization

Deadline: Formal Portfolio Update deadlines are all due via e-mail to the EO for Student Relations by 11:59pm.

- **Portfolio Update 1:** October 3
- **Portfolio Update 2:**
Fall Individual Meeting (Nov. 2-13)

PORTFOLIO UPDATES

RESPONSIBILITIES 8

Portfolio Update (#1)

Due October 3. You will receive the actual document via email approximately two weeks before it is due.

EXAMPLE OF THE 1ST PORTFOLIO UPDATE:

1. Official Club Name: _____
President: _____
Treasurer: _____
Sponsor: _____

2. Provide a detailed schedule of meetings and initiatives planned for Fall 2020, include description and dates:

September: _____
October: _____
November: _____
December: _____

4. How often does your club meet? Weekly? Monthly? or Event Based?

5. What is your involvement as a club outside of the campus of Olivet?

6. Does your club intend to travel this year? If yes, please provide tentative dates and location:

7. Requests/Questions/Feedback for ASC?

Please also send the Excel document with your budget and roster with this document.

Portfolio Update (#4)

You will receive the actual document via email approximately two weeks before it is due.

EXAMPLE OF THE 4TH PORTFOLIO UPDATE:

1. Succession Plans
President Elect: _____
Treasurer Elect: _____

2. How frequently did your organization gather and what was your average attendance?

3. As the leader, did this frequency accomplish the organization's mission and goals?

4. What challenges did you face as an organization?

5. Have you had a positive experience as a student leader? Why or Why not?

6. Please describe your service project and its overall results.

7. Requests/Questions/Feedback for ASC?

Note: Please attach club constitution.

Please also send the Excel document with your budget and roster with this document.

An organization may face deductions if certain guidelines are not met. The most common deduction is a financial hold placed on a club's account.

DEDUCTIONS RECEIVED MAY ALSO RESULT IN SERVICES BEING RESTRICTED OR DENIED FOR REASONS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- Misuse of petty cash, tiger dollar machine, etc.
- Failure to follow financial guidelines established by the EO for Student Relations, EO for Finance, and the Office of Student Life and Recreation
- Failure to notify the EO for Student Relations, EO for Finance, and the Office of Student Life and Recreation about changes in Club President, Treasurer or Sponsor
- Lack of activity based on information provided in each Portfolio Update
- Club regulation not being met
(*Example: Not meeting minimum member attendance requirement*)
- Using campus facilities without a reservation
(*Exception: Public areas such as Ludbucks*)
- Failure to turn in any part of the Portfolio Update on time
- Failure to respond to emails from the EO for Student Relations, EO for Finance, EO for Student Services and the Office of Student Life and Recreation
- Failure to pick up finished designs within 3 days of completion
- 2 instances of missing receipts after credit card usage
- Tampering with marketing in the silver frames

DISMISSAL

After the third incident within one academic year, the club leadership is eligible for removal and/or the club is eligible for dismissal due to repeated abuse of policy. In this case, the club must wait a minimum of one year to begin the club application process from the beginning.

HANDLING CLUB FINANCES

FINANCES 10

Deposit Slip

Purpose: If club members have accumulated additional funds that need to be placed in their club account (For example: t-shirt sales)

Location: Cashier window in Miller Business Center

Submission: Cashier window in Miller Business Center

Process: Complete a deposit slip; Note the source of the funds on the deposit slip

Allow approximately **two weeks** to process deposit slip

Sample Budget Sheet

Club treasurers **MUST** maintain a budget sheet in order to track spending and deposits

Date	Event	Description	Amount Deposited	Amount Withdrawn	New Balance	Received By
8/17/20	N/A	Starting Balance	\$300.00		\$300.00	
9/1/20	Welcome Back Party	Reimbursement for Pizza		\$ 50.00	\$250.00	Sarah
10/17/20	N/A	Petition for Funds	\$150.00		\$400.00	

Other Instructions

Allow the EO for Finance at least **two weeks** to process a request

Petitions for funds must be submitted before 3pm the Thursday before Voting Council meets. If not submitted by the deadline, the petition can be pushed to the next VCM.

All merchandise purchases and other orders **MUST** be pre-approved by the EO for Finance in coordination with the Office of Student Development

In order to purchase **gift cards**, the **recipients' names must be submitted to the EO for Finance** and cards must be purchased in the amount of **\$5-\$25**

If you are unsure about a financial decision or have questions, please contact the EO for Finance

Please remain in consistent communication with the EO for Finance.

REIMBURSEMENT FORMS

Reimbursement Form

Purpose: Receive reimbursement for a club expenditure. In addition to completing this petition, you must submit a receipt as proof of purchase to the EO of Finance.

If you do not have sufficient funds, a reimbursement will not be given.

Keep all receipts. Make sure to have an **itemized** receipt. Do not purchase personal items on the same receipt as the reimbursements. If receipts do not match amount asked for on this form, the amount on the receipts will be given. You cannot sign your own reimbursement forms. Only Club Presidents and Treasurers can sign reimbursement forms.

Mileage Reimbursement Form

PHYSICAL FORM ONLY

Purpose: If club members have made a club related voyage and need financial compensation

Location: Desk of EO for Student Relations or EO for Finance in ASC Offices in Second Floor Rec Center

Submission: Desk of EO for Finance in ASC Offices in Second Floor of the Rec Center

Process: Record miles traveled and complete reimbursement slip

Reimbursements will **NOT** be given in the following circumstances:

- Club account has insufficient funds
- President or treasurer does not sign the reimbursement form

Deadline: Allow approximately **two weeks** to process a reimbursement form



Applications Made Easy at LifeatOlivet.com now with one form!

Many service requests can be completed online on your computer or mobile device through one simple form,

- Planning
- Facility ONLY Requests
- Petition for Funds
- Graphic Design
- Merchandise Sales

Event an Event or Meeting

Purpose: Reserve a place on campus and get approval through the necessary channels for your event. You may also request Tiger Dollar and Discount Card support, additional funds, publicity, or facility help.



Purpose: If you do not require any university service besides a location to meet, then fill out a facility request form.

OTHER INSTRUCTIONS:

- Approvals and service requests are processed through the Office of Student Life & Recreation. Student leaders are responsible to initiate the planning process well in advance by filling out a request form at lifeatolivet.com.

- Have a question or want to schedule a meeting? Call Shemara Fontes, EO for Student Services at (815) 939-5257, or Kathy Steinacker, Dean of Student Life at (815) 939-5230.

OTHER INSTRUCTIONS:

- This form is only for the reservation of a facility. When a room is reserved, only the physical space is approved. This means that Smart Board technology should not be expected.
- When campus facilities are used, it is expected that the user group leave the room(s) in the same or better condition than it was found. Please abide by posted room requirements.
- Any intentions of advertising beyond club members/the hosting department, or if the club plans to use any additional services your club must comply with the proper petitions and deadlines.



SERVICE REQUEST FORMS

Petition for Funds

Purpose: Request finances for an event. The voting council meets twice a month and either approves or denies each petition.

Be sure to list as much detail as possible what the funds will be used for; this will improve the chance of approval.

Benchmark clubs may petition for up to \$250 a semester. Launch clubs may petition for up to \$100 a semester. Honors Societies may petition for up to \$100 a semester.



OTHER INSTRUCTIONS:

- Clubs are not allowed to spend more money than what is currently available in their account.
- Contact the EO of Finance if your club would like to make any sort of donation to an external organization.
- Please note that although donations to external organizations are certainly encouraged, a simple cash or check donation will not satisfy your club's annual service project. The service project must have tangible engagement for your club members and/or students.
- Always allow at least two weeks to process a request.
- Stay in constant communication with the EO for Finance.
- If you are aware of a large event or purchase in advance, please email EO for Finance and include the amount, date, and purpose.
- Keep your own ledger to track your spending and deposits.

If you are unsure about a financial decision or have questions, please contact the EO for Finance.

Fundraisers

Purpose: Receive approval to hold fundraisers in order to subsidize larger events and expenses for which normal funding is insufficient.

Make sure in your request to be specific and clear about why a fundraiser is necessary, how you plan to carry it out, and how it will benefit your club.

OTHER INSTRUCTIONS:

- T-Shirts, fundraisers, and any online orders or contracts **MUST** be pre-approved by the EO for Finance in coordination with Office of Student Life & Recreation before they will be sent off to other services (e.g. Graphic Design, Student Services).
- Fundraisers will **ONLY** be accepted if a club's balance is insufficient for expected expenses.
- Fundraiser requests **MUST** be submitted through the LAO website.
- Fundraisers will not be approved without a clear purpose for funds (e.g. conference, donation, banquet).
- Fundraisers will be a case-by-case basis for approval.
- It is prohibited for a club to accumulate a high balance without a specific purpose of use. Remember we are stewards of both the money we have earned and the money we have been given.

Graphic Design

Purpose: Receive help promoting your event. ASC Publicity Council can design flyers, programs, tickets, stickers, and more.

When filling out the form, include links to any examples or graphics that would be helpful for our designer. The more descriptive you are in your request, the more likely you are to be pleased with the final product.



OTHER INSTRUCTIONS:

- Requests are due at least **FOUR WEEKS** prior to the event. Events must be approved by Student Life and Recreation prior to turning in this form. If the designer does not have enough time to complete the project, it will be rejected.
- Designs can be created by club members and leaders but **MUST** be approved by the Office of Student Life and Recreation to be hung across campus.
- Clubs are limited to two promotional items (apparel, stickers, ect.) per semester.

GLIMMER GLASS (NEWSPAPER)

- The GlimmerGlass is here to serve you by dispersing club-related news to our readers.
- You may be contacted by a GlimmerGlass staff member wanting to write an article related to your club.
- If you receive an email, it will be coming from a student staff member's email, not the GlimmerGlass email.
- Writers will include "GlimmerGlass" in the email subject line, so please keep an eye out for that.
- If you have something going on with your club that you would like GlimmerGlass readers to know about or think would be a good story, you can reach out to Ellie Marshall, the Executive Editor of the GlimmerGlass
Email: glimmerglassonu@gmail.com
Phone: 815-939-5315
- Please note that the GlimmerGlass reserves the right to decline an idea or write about it from a different angle.
- They would love to hear your club news and story suggestions!

AURORA (YEARBOOK)

- The Aurora is here to serve you by providing your club with representation in the school yearbook.
- You may be contacted by a staff member throughout the year in order to inquire about certain events you may have or a quote about your club.
- If you have a particular event you would like to be photographed/featured in the year book please specify this on a request form for the event AND in an email to the Executive Editor of the Aurora, Stephanie Graden.
- If you ever have any questions about the Aurora please email Delaney Sutton
Email: dnsutton@olivet.edu
Phone: 815-939-5337

For both of these positions we require you to respond to their emails within 48 hours. This is due to the nature of their council of student workers and their need to accommodate differing schedules.

TRAVEL FORM

- We are asking you to fill out a new form when you travel so we are aware of where you are traveling-to.
- Provides context for the trip and reason for traveling.
- Must be signed by club sponsor
- We can also provide the necessary travel release form (separate form).

FOOD SAFETY

- There are specific rules one must follow when selling food for a profit in Ludwig.
- In general pre-packaged food may be sold in Ludwig as a fundraiser but is subject to approval by Olivet Food & Dining Services!
- If someone in your club is food safety compliant please let us know at the time of your fundraiser.
- If you have any questions please reach out to the EO of Student Relations.

Can we even hold gatherings?

- Yes! It is our goal as ASC to allow clubs to continue in the fullest capacity possible. Since clubs are smaller groups, meetings will be much more feasible providing social distancing guidelines are followed. We do however encourage simpler and smaller ideas for your gatherings to limit unnecessary contact between students. We are also encouraging outdoor gatherings over indoor gatherings.

What will be the new mask requirements?

- Masks will be required at all times in indoor locations as well as outdoor locations where social distancing cannot be followed. If you do not know whether to wear your mask, err on the side of caution and wear it anyway. Remember that you all are leaders on campus and other students are looking to you for guidance—set the example.

Are there limits to how many people can attend our meetings?

- Yes. We are asking that you do your best to limit the number of students in attendance. Indoor gatherings cannot exceed 50 students. Additionally, to contact trace, the university is asking that attendance (name and IDs) be taken at every meeting.

How will room reservations work?

- Room reservations will be very competitive due to social distancing requirements. If you want a specific room, make sure to submit your request forms early (<https://fs27.formsite.com/olivet/request/>). Bear in mind that although indoor gatherings can be up to 50 people, room capacity will take precedent if proper protocol cannot be followed.

How will merchandise sales work?

- You can still sell merchandise, but all merchandise sales will be online and sent to students directly.

Will there be vendor tables?

- As of now, vendor tables will be prohibited to limit excessive student contact. If your club wishes to promote a meeting, sell tickets, etc., it must be online.

Can we serve food?

- You will still be allowed to serve food at your gatherings. However, self-serve will be prohibited. All food must be boxed, pre-packaged, or served directly to students.

Can we still travel?

- Clubs can still travel, but there are specific guidelines that must be followed. When traveling to and from your destination, cars must be kept to 50% capacity, and you must wear a mask. Record must be kept of who was in each car for contact tracing. If possible, open windows to reduce recirculated air inside the vehicle. In addition, guidelines established in the area to which you are traveling must be adhered to.

Will we be able to petition for our full amount of funds?

- Yes! Benchmark Clubs will still be able to petition for \$250/semester and Launch Clubs will be able to petition for \$100/semester.

Other Questions?

- Don't forget to consult the Tiger Pause initiative and university guidelines for other general campus-wide procedure. And you can of course always email me at asclubs@olivet.edu for further questions.